CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • JUNE 21, 2023

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

1. CALL TO ORDER

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. OATH OF OFFICE - COUNCIL MEMBERS

: **2023-537:** Swearing-In City Council Members - James Kratovil, Kevin Tester, Priscilla Rodd, and Micheal George

4. APPROVAL OF MINUTES

: **2023-538:** Special City Council Meeting Minutes - June 2, 2023 - 6:00PM
June 2nd meeting minutes.docx

: **2023-539:** Special City Council Meeting Minutes - June 2, 2023 - 7:00PM
June 2nd 7pm meeting mintues.docx

5. PUBLIC COMMENT

6. WARD REPORTS

7. MAYOR'S REPORT

: **2023-540:** Fairview Farms Mayor's Select Committee

: **2023-541:** Mayor's Select Committee to reconcile Charles Town Code Articles 1759 and 1705 - Scheduling

: **2023-562:** CTPD Promotions

8. COMMITTEE REPORTS

: **2023-542:** Personnel Committee Report

9. CITY MANAGER REPORT

: **2023-543:** Building Security Improvements - Update

: **2023-544:** US 340 Rock Slide Repair Project Updates

: **2023-563:** West Virginia Fest Update

: **2023-559:** Staff Update - Food Truck Regulations
Mobile Food Vendor Report.pdf

10. POLICE CHIEF REPORT

: **2023-581:** Charles Town Police Department Monthly Stat Report - May
May Stats.pdf

11. UNFINISHED BUSINESS

: **2023-545:** Sheetz Resolution - Possible Executive Session
DOH_Traffic_Signal_Agreement_revised.pdf

: **2023-546:** Pharmaceutical Industry Opioid Lawsuit, Proposed Settlement Agreements (Possible Executive Session)

12. NEW BUSINESS

: **2023-564:** Amend and approve City Council meeting minutes - May 1, 2023
May 1st Council meeting minutes - signed.pdf
May 1st Council minutes amended.docx

: **2023-547:** Selection of Mayor Pro-Tempore

: **2023-548:** Council Standing Committee Appointments

: **2023-549:** BZA Appointment
Boards-and-Commissions-Application-January-2020.pdf

: **2023-254:** Public Hearing - Huyett Road Storage Facility Bond Initiation Approval
1. Staff Report.pdf
2. Application.pdf
3. Bond Amount.pdf

: **2023-555:** Public Hearing- TXA2023-02: Buffering Standards Approval
1. Staff Report.pdf

: **2023-556:** Public Hearing- TXA2023-03: Driveway Standards Approval
1. Staff Report.pdf

: **2023-558:** Public Hearing- TXA2023-04: Townhouse Development Standards Approval of the amendment as presented.
1. Staff Report.pdf

: **2023-561:** Establishment of the Construction Code Board of Appeals.
Building Code Board of Appeals Resolution.pdf

13. REFERRALS TO COMMITTEES/COMMISSIONS

14. APPROVAL OF BILLS

: **2023-570:** Payment of Bills - June 21, 2023
CAPITAL RESERVE COUNCIL REPORT 2023 6 16.pdf
GENERAL FUND COUNCIL REPORT 2023 6 16.pdf
GENERAL FUND COUNCIL REPORT-PAID BY CREDIT CARD 2023 6 16.pdf

PARKS & REC COUNCIL REPORT 2023 06 16.pdf
CAP RESERVE SPECIAL RUN 2023 06 21.pdf
GEN FUND SPECIAL RUN 2023 06 21.pdf

15. ADJOURNMENT

16. INFORMATION ONLY - NEXT MEETING: Workshop - June 29, 2023, 10:00AM; City Council Meeting - June 29, 2023, 5:00PM

: **2023-550:** Letter to DOH - Sheetz Signal Agreement Letter June 9, 2023
Letter to DOH re Traffic Signal Agreement at Washington Patriots Drive signed.pdf

: **2023-551:** Letter to HEPMPO - Regional Bicycle/Pedestrian Plan Comments, June 3, 2023
Letter to Mr. Mullenax - Regional Bicycle-Pedestrian Plan.pdf

: **2023-552:** Letter to HEPMO - May 2023 Freight Plan Letter June 3, 2023
Letter to Mr. Mullenax - Regional Freight Plan.pdf

: **2023-553:** Resolution Supporting LGBTQ+ Pride Month
2023-008 - Resolution Supporting LGBTQ Pride Month.pdf

17. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas-and-minutes/

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-537: Swearing-In City Council Members - James Kratovil, Kevin Tester, Priscilla Rodd, and Micheal George

Swearing-In of City Council Members - Kratovil, Tester, Rodd, and George

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-538: Special City Council Meeting Minutes - June 2, 2023 - 6:00PM

Special City Council Meeting Minutes - June 2, 2023 - 6:00PM

ATTACHMENTS:

- June 2nd meeting minutes.docx

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • June 2, 2023

Special Meeting **Council Chambers** **6:00 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	7:05PM
Micheal George	Councilmember	Present	
Rikki Twyford	Councilmember	Present	

Ms. Breanna Andrews, Finance Director; Ms. Kristen Stolipher, Charles Town Utility Board Manager; and Chief Chris Kutcher, Charles Town Police Department, were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

City Council Meeting Minutes - May 15, 2023

The following changes were made to the May 15, 2023, minutes:

Packet page 5, Ward Reports - Ward #2, Mr. Hynes, second bullet point remove "**and is awaiting a response**."

Fourth bullet point add "**Jefferson County**" and remove the letter "**e"** from "Wilde" to read, "He congratulated the boys and girls Jefferson County Wild Lacrosse teams on their seasons."

Hearing no other changes or corrections Mayor Trainor declared the minutes approved.

3. PUBLIC COMMENT

Five people signed up for public comment.

Ms. Jackie Milliron spoke on the increased cost of the Charles Town Utilities Collection System Project and her concern that rate payers are not being informed of these increases and how it will affect their bills.

Four people; Priscilla Rodd, Emmy Ward, David Grozwisky, and Loki Kern all spoke for their support of the LGBTQ+ Pride Month resolution.

4. WARD REPORTS

Ward #1

Mr. Kratovil reported that he has attended all his committee meetings and helped Councilmember Twyford with setting up the Food Truck Friday Fest.

Ms. Ricketts reported that she has the following concerns:

- That the Charles Town Utility Board will no longer mail out the water quality reports to customers.
- That at the Jefferson County Transportation Summit the County was told by the WV Department of Highways (DOH) that the only solution to dangerous intersections is enforcement by law enforcement.
- That the Jefferson County Commission passed, without a public hearing, an ordinance Barring Minors from Attending Adult Live Performances.

Ward #2

Mr. Tester reported that he has attended his committee meetings.

Mr. Hynes reported that he voted in the City Municipal elections.

Ward #3

Ms. Philabaum thanked Councilmember Petti for her service and congratulated Councilmember Mr. Jim Kratovil and Ms. Pricilla Rodd for winning seats on the City Council via the municipal election.

Ms. Petti reported that Jefferson County will hold a public update meeting on Monday, June 5, 2023, for the County Comprehensive Plan.

Ward #4

Ms. Twyford reported that she is hoping that more food trucks will come to Charles Town over the summer months.

Mr. George reported that he attended the Personnel Committee meetings and met with the Ranson Convention and Visitor Board. Also, the Hagerstown Eastern Panhandle Metropolitan Planning Organization will hold meetings on June 8, 2023 concerning their Regional Bicycle/Pedestrian and Freight Plans.

5. MAYOR'S REPORT

Mayor Trainor thanked Councilmember Petti for her four years of service and congratulated the councilmembers who won the election. He also reported that he attended the Jefferson County Transportation Summit and the Charles Town Utility Board meeting.

6. COMMITTEE REPORTS

2023-510: Personnel Committee Report

Mr. George reported the Personnel Committee met on May 15, 2023.

2023-511: Ordinance Committee Report

Ms. Twyford reported that the Ordinance Committee continues to work on Article 171 - Municipal Court of the Charles Town Codified Code.

7. CITY MANAGER REPORT

Ms. Andrews reported that security cameras were installed in the lobby and council chambers. Advantage Technologies will also be installing locks with keypad entry for the doors leading from the lobby.

8. POLICE CHIEF REPORT

Chief Kutcher reported the following:

- That promotional testing for current Charles Town Police officers was completed and the department is waiting on results.
- That the next testing date for new police officer applicants is June 10, 2023.
- That the Charles Town Police Department (CTPD) is operating a new time-saving payroll software system.
- He thanked Councilmember Petti for all her support of the CTPD during her four-year term.

9. UNFINISHED BUSINESS

2023-498: Sheetz Signal Agreement (Possible Executive Session)

Ms. Philabaum moved to enter into Executive Session. Mr. Tester seconded the motion. Hearing no objections Mayor Trainor declared the Council in Executive Session.

Mayor Trainor declared the Council out of Executive Session.

Mr. George moved to inform the WV Department of Transportation, Department of Highways (DOH) that the Sheetz Signal Agreement must include the crosswalk and signal crossing Augustine Avenue at Washington Patriots Drive before the City will sign the agreement. Ms. Petti seconded the motion, and it passed unanimously

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

10. NEW BUSINESS

2023-513: CTUB Proposed NPDES Permit Order (Possible Executive Session)

This agenda item was discussed during Executive Session; no action was required by the Council.

2023-515: Letter to HEPMPO - Regional Bicycle/Pedestrian Plan Comments

Ms. Philabaum moved to authorize Mayor Trainor to sign the City's public comment letter concerning the Hagerstown/Eastern Panhandle

Metropolitan Planning Organization (HEPMPO) Regional Bicycle/Pedestrian Plan. Mr. Hynes seconded the motion, and it passed unanimously.

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

2023-516: Letter to HEPMPO May 2023 Freight Plan Comments

Ms. Philabaum moved to authorize Mayor Trainor to sign the City's public comment letter concerning the HEPMPO Regional Freight Plan. Mr. Hynes seconded the motion, and it passed unanimously.

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

2023-517: Resolution Supporting LGBTQ + Pride Month

Ms. Philabaum moved to approve the Resolution Supporting LGBTQ+ Pride Month. Mr. Kratovil seconded the motion, and it passed by a 6-3 vote.

RESULT:	**APPROVED [6-3]**
MOVER:	Julie Philabaum
SECONDER:	James Kratovil
AYES:	Kratovil, Ricketts, Hynes, Philabaum, George, Twyford
NAYS:	Trainor, Tester, Petti

2023-526: Unity in the Community Resolution

Ms. Twyford moved to table Unity in the Community Resolution indefinitely. Mr. Hynes seconded the motion, and it passed unanimously.

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

2023-528: City Manager Candidates' Travel Expense Authorization

Mr. Kratovil moved to authorize up to $10,000 from the City's Operating Budget to cover city manager candidates' travel expense to Charles Town for familiarization and interviews. Mr. Hynes seconded the motion, and it passed unanimously.

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

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

Payment of Bills - June 2, 2023

Ms. Andrews informed the Council that the payment to the City of Charles Town Residual Fund, from the May 15, 2023, meeting, is a Charles Town Utility Board loan payment.

Mr. Kratovil moved to approve the bills for payment. Ms. Ricketts seconded the motion, and it passed unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Elizabeth Ricketts
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

2023-518: Letter to HEPMPO - FY2024 Unified Planning Work Program Comment

2023-519: CW Lease Agreement - G.A.P. Coalition, Inc.

CW Lease Agreement - OTS, LLC

2023-502: Resolution Creating a Mobile Food Vending Pilot Program within the City of Charles Town

2023-521: A Resolution Celebrating the Creation of the Mobile Food Vending Pilot Program - 2023-007

2023-522: Revision #3 - FY2023 Operating Budget

2023-523: FY2024 Capital Budget

2023-524: Charles Town Utility Board Meeting Minutes - May 10, 2023

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-539: Special City Council Meeting Minutes - June 2, 2023 - 7:00PM

City Council Meeting Minutes - June 2, 2023 - 7:00PM

ATTACHMENTS:

- June 2nd 7pm meeting mintues.docx

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • June 2, 2023

Special 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	

Ms. Breanna Andrews, Finance Director and Chief Chris Kutcher, Charles Town Police Department, were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Accomplished at the 6:00PM special meeting.

2. APPROVAL OF MINUTES

2023-531: Election Canvass Special Meeting - May 31, 2023

Ms. Philabaum moved to approve the May 31, 2023, Election Canvass meeting minutes. There being no objections, Mayor Trainor declared the minutes approved.

3. NEW BUSINESS

2023-530: Certification of Election Results

There being no challenges to the declared results, Ms. Ricketts moved to approve the certification of the 2023 Municipal Election Results. Ms. Philabaum seconded the motion, and it passed unanimously.

The final election totals for the 2023 election are as follows:

Ward 1

James Kratovil – 302
Bign Carswell – 200

Ward 2

Kevin Tester – 331

Ward 3

Pricilla Rodd – 309
John King – 208

Ward 4

Micheal George - 335

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

4. ADJOURNMENT

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

5. INFORMATION ONLY - NEXT CITY COUNCIL MEETING, Wednesday, June 21 at 7:00PM

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

2023-540: Fairview Farms Mayor's Select Committee

Fairview Farm's Mayor's Select Committee

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-541: Mayor's Select Committee to reconcile Charles Town Code Articles 1759 and 1705 - Scheduling

Mayor's Select Committee to reconcile Charles Town Code Articles 1759 and 1705.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-562: CTPD Promotions

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-542: Personnel Committee Report

Personnel Committee Report

ATTACHMENTS:

2023-543: Building Security Improvements - Update

Building Security Improvements - Update

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-544: US 340 Rock Slide Repair Project Updates

US 340 Rock Slide Repair Project

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-563: West Virginia Fest Update

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-559: Staff Update - Food Truck Regulations

ATTACHMENTS:

- Mobile Food Vendor Report.pdf

Mobile Food Vendors – Research Update

Date: For the June 21 2023 City Council meeting
Applicant: City of Charles Town
Report by: Adam Sedlock, Community Development Intern; James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Update on mobile food vendors regulations

OVERVIEW

On May 15, 2023, City Council adopted a resolution to establish a pilot program for mobile food vendors. To date, three food vendors have applied for the program; all three have been approved.

At that same meeting, Council directed staff to research what State law regulations exist for mobile food vendors, and a comparison of nearby jurisdictions and how they govern mobile food vendors. That research is split into several categories:

A. Definition of mobile food vendor

1. Charles Town
   - No definition.
2. Jefferson County[1]

   -Not defined in their Zoning Ordinance. Their Health Dept. permit specifies three types of vendors:
   - Self-sufficient trailer
   - Vehicle or trailer that is not self-sufficient
   - Pushcart
3. City of Ranson
   - Not defined in their Zoning Ordinance. City defers to Jefferson County.
4. Berkeley County[2]

   -Not defined in their Zoning Ordinance.
   - "a self-contained food service operation, located in a readily movable motorized, wheeled, self-propelled or towed vehicle, used to store, prepare, display, or serve food intended for individual portion services"
5. Martinsburg[3]

   - Temporary Food Establishment. An operation that runs at a fixed location for a period of time not more than fourteen (14) consecutive days in conjunction with a single event or celebration, such as a fair, festival, carnival, circus, regatta, or similar transitory gathering. Includes "Mobile Food Establishment", which may operate at more than one location or event, is equipped with a permanent hand sink and three bay sink with hot and cold water source, and is set up to be easily

[1] https://www.jchdwv.org/environmental-health/
[2] https://berkeleywv.org/DocumentCenter/View/8282/Mobile-Food-Vendors-on-County-Property-PDF?bidId=
[3] https://www.cityofmartinsburg.org/home/showpublisheddocument/908/638151870617100000

moved from one location to another without having to set up a structure. The following supplemental regulations apply:

1. A Temporary Food Establishment must obtain an operating permit from the Berkeley County Department of Health.

6. City of Frederick, MD[4]
   - Not defined in their Zoning Ordinance.
   - Authoring Ordinance defines "Mobile Food Unit" as "a food service establishment that is self-propelled or otherwise designed to be movable from place to place, including but not limited to a licensed, motorized vehicle, mobile kitchen, cart, stand or tent, and which operates temporarily on a premises where food items are sold to the general public."
7. Winchester, VA[5]
   - "A readily movable wheeled vehicle or towed vehicle designed and equipped for the preparation, service and/or sale of food. This term includes mobile food units, food trucks, and similar apparatuses"
8. Town of Leesburg, VA[6]
   - Food Establishment is defined as: "Any place in or from which food or food products are prepared, packaged, sold, or distributed in the Town, including but not limited to, any restaurant, dining room, grill, food store, food market, grocery store, coffee shop, cafeteria, cafe, snack bar, lunch counter, convenience store, movie theater, delicatessen, confectionery, bakery, eating house, eatery, drugstore, ice cream/yogurt shops, lunch wagon or truck, pushcart or other mobile facility from which food is sold, public or private club, resort, bar, lounge, or other similar establishment, public or private, and shall include private property outside of and contiguous to a building or structure operated as a food establishment at which food or food products are sold for immediate consumption."

B. Permitted Locations

1. Charles Town[7]
   - Within the public right-of-way, mobile food vendors may only locate in metered parking spaces along the 100 block of N. Charles Street (2 hour meters), the 100 block of N. Lawrence Street (8 hour meters), the 100 block of S. Samuel Street (8 hour meters) and 200 block W. Congress Street (2 hour and 8 hour meters). However, no more than 1 mobile food vendor may set up at a time at any of these separate locations listed above.
   - Permitted on private commercial property, with completed Application and approval of property owner.
   - Not permitted within 50 feet of the entrance of any restaurant, Within 15 feet of any bus stop zone, Within 15 feet of a pedestrian crosswalk or intersection, Within 15 feet of a handicapped parking space, Within any loading zone or

[4] https://cityoffrederickmd.gov/DocumentCenter/View/20141/G-22-08-Concernign-the-Sale-of-Food-and-Other-Goods

[5] https://library.municode.com/va/winchester/codes/zoning_and_subdivision_ordinance?nodeId=ZOOR_ART1DE_S1-2DE

[6] https://www.leesburgva.gov/departments/finance/taxes-fees/business-taxes/consumer-taxes

[7] https://www.charlestownwv.us/wp-content/uploads/2023/05/Mobile-Food-Vendor-Permit-2023v2-1.pdf

other area where vehicles are prohibited to park, Within the public right-of-way in any residential zoning district in the City of Charles Town when not in use, or in a manner that would force customers to stand in a city street or an additional parking spot to conduct business with the mobile food vendor.

2. Jefferson County
   - Not specified. Established on a case by case basis, per County Planning Dept.
3. Berkeley County[8]
   - Berkeley County's allows mobile food vendors on county property.
   - Unless otherwise specified, an approved Mobile Food Vendor may park in their designated area from 7:00 AM to 7:00 PM, Monday through Friday including setup and breakdown times.
   - Mobile Food Vendors must remove equipment from their assigned spot daily. No overnight parking is allowed.
4. Martinsburg
   - Uses Berkeley County guidelines.
5. City of Frederick, MD[9]
   - Not permitted in the Historic District. May operate in the Carroll Creek Linear Park.
   - Outside the Historic District, and within Residential Areas, Mobile Food Units:
     i. "May only operate between the hours of 10 am and 8 pm"
     ii. "May not operate on the same numerical block of a street for more than five consecutive days"
   - Permitted on residential and non-residential property.
6. Winchester, VA[10]
   - Mobile food establishments shall only be permitted in districts that permit a restaurant by-right.
   - Mobile units may be located in any off-street parking lot in a location that does not block any drive aisles, ingress and egress from the property, or designated fire lanes. In no situation shall vendors be permitted to operate on grass, dirt or other non-improved parking surfaces
   - No parking space that satisfies a Zoning Ordinance parking requirement shall be converted into a parking space or vending area to accommodate a mobile food establishment.
   - A 3-foot clearance must be maintained around the mobile food establishment.
7. Town of Leesburg, VA[11]
   - On Public Property: Allowed on public streets zoned I-1 or Planned Employment Center, located on specific streets.
   - On Private Property:
     i. Mobile food units may be located only on a lot having a minimum of

[8] https://berkeleywv.org/DocumentCenter/View/8282/Mobile-Food-Vendors-on-County-Property-PDF?bidId=
[9] https://cityoffrederickmd.gov/DocumentCenter/View/20141/G-22-08-Concernign-the-Sale-of-Food-and-Other-Goods
[10] https://www.winchesterva.gov/sites/default/files/documents/planning-zoning/ta_14_698_mobile_food_est.pdf
[11] https://www.leesburgva.gov/home/showpublisheddocument/4541/638197542877030000

8,500 square feet and containing a principal non-residential/commercial building or use. The number of mobile food units allowed per site is limited as follows:

ii. No more than one mobile food unit is allowed on a lot having a minimum area of 8,500 square feet.

iii. One lots having more than 8,500 square feet in area, one mobile food unit is allowed per every 8,500 square feet of lot area.

C. Hours of Operation

1. Charles Town[12]
   - Between 7am-8pm, on 10 specified days.
2. Jefferson County
   - No data.
3. Berkeley County[13]
   - 7am-7pm, Monday-Friday
4. Martinsburg
   - Uses Berkeley County guidelines.
5. City of Frederick, MD[14]
   - 10am-dusk. May not operate for more than six consecutive weeks.
6. Winchester, VA[15]
   - Winchester states that mobile food units may not remain on one single property for over 48 hours consecutively.
   - However, nothing in the ordinance specifically addresses operating hours.
   - With this in mind, it is reasonable to believe that food trucks may be allowed to operate 24/7 on private property.
7. Town of Leesburg, VA
   - On public property/public streets: 7am-8pm. No vending for more than 4 hours in a single location is permitted.
   - On private property: Hours of operation are limited to those of the principal use of the property.
   -

D. Licensing Requirements

1. Charles Town[16]
   - City Business License required
   - Jefferson County Health Department Approval

---

[12] https://www.charlestownwv.us/wp-content/uploads/2023/05/Mobile-Food-Vendor-Permit-2023v2-1.pdf
[13] https://berkeleywv.org/DocumentCenter/View/8282/Mobile-Food-Vendors-on-County-Property-PDF?bidId=
[14] https://cityoffrederickmd.gov/DocumentCenter/View/20141/G-22-08-Concernign-the-Sale-of-Food-and-Other-Goods
[15] https://www.winchesterva.gov/sites/default/files/documents/planning-zoning/ta_14_698_mobile_food_est.pdf
[16] https://www.charlestownwv.us/wp-content/uploads/2023/05/Mobile-Food-Vendor-Permit-2023v2-1.pdf

- Temporary Mobile Food Vendor Pilot Program License

2. Jefferson County
   - A completed Plan Review, which encompasses health and safety requirements consistent with those of a restaurant
   - Certificates for those listed as ANSI/CFPM certified
   - Copies of Food Handlers' Cards for workers.
   - Completion of application form.
   - Approved Permit to Operate a Food/Retail Establishment.
   - According to the Jefferson County Department of Health website, Mobile Food Establishments must be permitted in Jefferson County in order to sell food in Jefferson County.
3. Berkeley County[17]
   - Certificate of general liability insurance with Berkeley County as an additional insured.
   - Copy of applicant's driver's license
   - Proof of vehicle insurance and registration
   - Copy of license to do business in West Virginia.
   - Copy of Health Department permit
   - Copy of inspection certificate by WV State Fire Marshal if applicable

4. Martinsburg[18]
   - City Business License.
   - Uses Berkeley County guidelines.

5. City of Frederick, MD [19]
   - Mobile food vendor license
   - City of Frederick Business License
   - Health Dept. approval

6. Winchester, VA
   - A City business license (or a statement from the Commissioner of Revenue that no City business license is required)
   - A valid permit from the Virginia Department of Health stating that the mobile unit meets all applicable standards. A valid health permit must be maintained for the duration of the mobile food establishment permit;
   - Written permission from the owner(s) of the private properties upon which the permittee will operate

[17] https://berkeleywv.org/DocumentCenter/View/8282/Mobile-Food-Vendors-on-County-Property-PDF?bidId=
[18] https://www.cityofmartinsburg.org/government/city-departments/finance-department/business-licenses
[19] http://www.businessinfrederick.com/232/Food-Truck-Start-Up-Guide#:~:text=May%20only%20operate%20between%20the,more%20than%20five%20consecutive%20days

3. Berkeley County
    - None listed
4. Martinsburg
    - None listed.
5. City of Frederick, MD
    - None listed.
6. Winchester, VA[24]
    - Follows City noise ordinance. Noise in excess of 80 dBA measured 50 feet from its source, or 65 dBA when measured inside any business or office receiving the sound during operating hours.
7. Town of Leesburg, VA[25]
    - "No music or other amplified announcements that are audible outside of the mobile food unit shall be allowed."

G. Dealing with refuse materials

1. Charles Town[26]
    - All waste shall be removed and disposed of daily by the mobile food vendor. No liquid or solid waste may be discharged from the mobile food vending unit.
    - Public trash receptacles shall not be used for disposal of waste that is directly generated by the mobile food vending unit, such as grease, food scraps, food packaging material, and other waste products.
    - Receptacles for the disposal of waste materials or other litter must be provided for customers by the Mobile Food Vendor.
2. Jefferson County
    - Approval by the county Health Department of a plan detailing the drainage and collection of wastewater.
3. Berkeley County[27]
    - Sanitarians from the Morgan-Berkeley County Board of Health will inspect each unit.
    - All forms of waste, recyclables, and compostables resulting from the presence of a Mobile Food Vendor within a 100-foot radius must be removed from County Property at the close of business.
4. Martinsburg
    a. Uses Berkeley County guidelines.
5. City of Frederick, MD[28]

    -License holders must provide separate containers for recyclables/non-recyclables and remove each container at the end of the day.

---

[24] https://library.municode.com/va/winchester/codes/code_of_ordinances?nodeId=CO_CH17NOCO
[25] https://www.leesburgva.gov/home/showpublisheddocument/4541/638197542877030000
[26] https://www.charlestownwv.us/wp-content/uploads/2023/05/Mobile-Food-Vendor-Permit-2023v2-1.pdf
[27] https://berkeleywv.org/DocumentCenter/View/8282/Mobile-Food-Vendors-on-County-Property-PDF?bidId=
[28] https://cityoffrederickmd.gov/DocumentCenter/View/20141/G-22-08-Concernign-the-Sale-of-Food-and-Other-Goods

6. Winchester, VA[29]
    - Portable receptacles for the disposal of waste materials or other litter shall be provided. All waste shall be removed and disposed of daily by the mobile food establishment operator. Public trash receptacles shall not be used.
    - No liquid or solid waste may be discharged from the mobile food unit.
7. Town of Leesburg, VA[30]
    - "Portable receptacles for the disposal of waste materials or other litter shall be provided by the mobile food unit vendor for the use of customers. All mobile food unit vendors shall direct customers to place all waste and litter in the receptacles. All waste shall be removed and disposed of by the mobile food unit vendor. Public trash receptacles shall not be used for compliance with Town Code § 28-20 et seq."

H. Advertising/signage

1. Charles Town[31]
    - Signage may be imprinted on the exterior body of a licensed mobile food vending unit and include the use of an attached or detached menu board. This is the only signage permitted.
    - No banners or balloons may be attached to a mobile food vending unit or otherwise located on the mobile food site, no flashing or blinking strobe lights are permitted.
2. Jefferson County
    - No specifications in County Code.
3. Berkeley County
    - No specifications in County Code.
4. Martinsburg
    - N/A
5. City of Frederick, MD[32]
    - No banners or balloons may be affixed to a mobile unit.
6. Winchester, VA[33]
    - Signage may be imprinted on the exterior body of a licensed mobile food establishment and include the use of an attached or detached menu board
    - Advertisements for businesses other than the mobile food establishment may not be utilized.
7. Town of Leesburg, VA [34]

---

[29] https://www.winchesterva.gov/sites/default/files/documents/planning-zoning/ta_14_698_mobile_food_est.pdf
[30] https://www.leesburgva.gov/home/showpublisheddocument/4541/638197542877030000
[31] https://www.charlestownwv.us/wp-content/uploads/2023/05/Mobile-Food-Vendor-Permit-2023v2-1.pdf
[32] https://cityoffrederickmd.gov/DocumentCenter/View/20141/G-22-08-Concernign-the-Sale-of-Food-and-Other-Goods
[33] https://www.winchesterva.gov/sites/default/files/documents/planning-zoning/ta_14_698_mobile_food_est.pdf
[34] https://www.leesburgva.gov/home/showpublisheddocument/4541/638197542877030000

- Only menu signs and signs imprinted on a unit's exterior body are permitted. The mobile food unit cannot advertise other businesses, use A-frame or remote signs, attach balloons or windblown signs, or use animated or electronic signs.

I. Approval Process

1. Charles Town
   - The Zoning Administrator shall approve the issuance of a Temporary Mobile Food Vending Pilot Program License only if the application is complete, complies with the requirements of this Resolution, including applicable Health Department approvals, City Business License and provided the application is accompanied by the required fee.
   - The Zoning Administrator shall have the authority to revoke any Temporary Mobile Food Vending Pilot Program License at any time.
2. Jefferson County[35]
   - Completion of Plan Review Submission, review by the Jefferson County Health Department.
   - Receipt of a Jefferson County Business License.
3. Berkeley County
   - Completion of application.
   - Permit is revokable at any time at the discretion of the granting authority.
4. Martinsburg
   a. Uses Berkeley County guidelines.
5. City of Frederick, MD[36]
   - The Director of the Frederick Department of Public Works shall review submitted applications.
6. Winchester, VA[37]
   - Compliance with all stated conditions and requirements.
7. Town of Leesburg, VA
   - Completion of application and all related permits. Subject to review by the Zoning Administrator.

[35] https://www.jchdwv.org/environmental-health/
[36] https://cityoffrederickmd.gov/DocumentCenter/View/20141/G-22-08-Concernign-the-Sale-of-Food-and-Other-Goods
[37] https://www.winchesterva.gov/sites/default/files/documents/planning-zoning/ta_14_698_mobile_food_est.pdf

POTENTIAL STATE LAW [38] [39]

West Virginia House Bill 3204 (HB 3204), introduced February 2nd, 2023, sought to amend the Code of West Virginia by adding a new article pertaining to the functions of operation, regulation, registration, and general inclusion of Mobile Food Vendors as a contributor to the State's attractiveness and economy. Sponsored by Delegate Young of Kanawha County and Delegate Longanacre of Greenbrier County, HB 3204 is currently pending in committee with the State's House Health and Human Resources committee. If approved, HB 3204 would preempt local authorities from prohibiting mobile food vending and regulating mobile food vending in conflict with the Act.

[38] https://www.wvlegislature.gov/Bill_Status/bills_history.cfm?year=2023&sessiontype=RS&input=3204

[39] https://www.wvlegislature.gov/Bill_Status/bills_text.cfm?billdoc=hb3204%20intr.htm&yr=2023&sesstype=RS&i=3204

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-581: Charles Town Police Department Monthly Stat Report - May

ATTACHMENTS:

- May Stats.pdf

Charles Town Police Department
Monthly Stat Report

May 2023

911 Hangup	3	Missing Child	
Abandoned Vehicle	8	Motorist Assist	
Aggressive Animal		MVA w/ Entrapment	
Alarm	15	MVA Hit and Run	3
Assault	2	MVA No Injury	22
ATV Complaint	1	MVA Major Incident	
Breaking and Entering	1	MVA w/ Injury	4
Building Check	18	Open Door	2
Burlary		Out of Car (Investigation/Mtg/Court)	6
Capias Recalled by Court	16	Overdose	
Capias Service	7	Overdose-Death	1
Child Abuse/Neglect		Panhandling	4
Civil Process		Parking Complaint	9
Court/Bailiff Duty	2	Public Assist (In Person Contact)	16
Destruction of Property	2	Public Service (Phone Contact)	112
Directed Patrol	165	Pursuit	
Disabled Vehicle	3	Reckless Driver	
Disturbance	42	Road Patrol	1
Dog Locked in Vehicle	1	Robbery	
Domestic Battery	1	Shoplifting	2
Drug Activity	10	Special Event/Detail	
DUI	3	Stabbing	
EMS Assist	9	Suspicious Activity	13
Fingerprinting	4	Suspicious Mail	
Fire Assist	1	Suspicious Person	4
Fireworks Complaint		Suspicious Vehicle	7
Follow Up	17	Theft	3
Found Property	2	Threats	1
FPO Violation	1	Traffic Hazzard	4
Fraud	4	Transport	1
Gunshots Heard		Trespassing	3
Harassment		Unattended Death	2
Hardcopy Check	3	Vehicle Fire	1
Illegal Burn	1	VIN Verification	3
Information	1	Warrant Service	6
Injured Animal	2	Welfare Check	22
Intoxicated Person	4	Wires Down	
Juvenile Complaint	4	**Total calls of service**	**605**

Assists/Back-Ups:	Ranson	**14**		Sheriffs Dept.	**17**
	Harpers Ferry			State Police	**1**
	Shepherdstown			Other (not including CTPD)	**2**
				Total Assists	**34**

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	22	8	23	5	2			**30**
Total Charges	41	10	41	7	3			**51**
Citations:								**241**
- Moving								**106**
- Nonmoving								**115**
- Criminal								**11**
- S Ticket (Parking)								**9**
Stops	120	84	156	23	24	0	1	**204**
Warnings:								**57**
Stops	37	20	42	10	3	2	0	**57**
Total	**179**	112	**221**	**38**	**29**	**2**	**1**	
Incident Report								**71**
Parking								
- Citations								**401**
-Warnings								**37**

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

May 2023

	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Burglary							
Grand Larceny	1			1			
Malicious Assault							
Malicious Wounding							
Attempted Murder 1st Degree							
Murder 1st Degree							
Petit Larceny							
Robbery - Attempted							
Robbery - Armed							
Robbery 2nd Degree							
Sexual Assault 1st Degree							
Shoplifting		1	1				
Shoplifting 2nd Offense	1		1				
Shoplifting 3rd Offense							
Strangulation							
TOTAL	**2**	**1**	**2**	**1**	**0**	**0**	**0**
PART II OFFENSE							
Assault							
Attempted Disarm of Police Officer							
Attempted to Defeat Drug/Alcohol Screening Test							
Battery							
Battery on Law Enforcement	2		2				
Bond Violation	1		1				
Capias Served	5	2	6		1		
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 Acid/LSD							
Conspiracy to Commit Petit Larceny							
Criminal Invasion of Privacy							
Cultivation of Marijuana							
Deadly Weapon on School Property							
Delivery of Controlled Substance							
Destruction of Property	1	1	2				
Disorderly Conduct							
Disruption of School							
Distribution of Crack Cocaine							
Disturbing the Peace							
Domestic Assault							
Domestic Battery		1	1				
Domestic Battery 2nd Offense							
Domestic Battery 3rd Offense							
Driving Revoked for DUI	2		1	1			
Driving Revoked for DUI 2nd	1			1			
Driving Revoked for DUI 3rd							
Driving Revoked Non DUI Admin							
DUI							
DUI 2nd							
DUI 3rd							
DUI Aggravated	1		1				
DUI Causing Bodily Injury							
DUI - Drugs	1		1				

Charles Town Police Department

Monthly Stat Report

Charges by Offense/Gender/Race

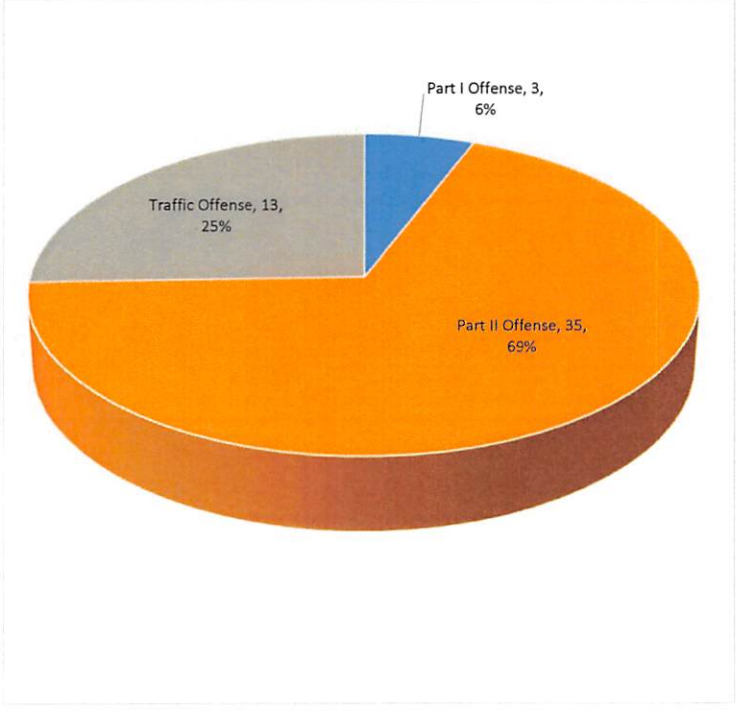
DUI - Drugs 2nd Offense							
DUI w/ Minor							
Embezzlement							
Failure to Register for Child Abuse Registry							
False Alarm of Fire							
False Reporting of an Emergency	2		2				
Felon in Possession of Firearm							
Fingerprint Refusal	1		1				
Fleeing on Foot							
Fleeing while DUI							
Fleeing with Property Damage							
Fleeing with Reckless Indifference							
Fugitive From Justice		1	1				
Incest							
Interfering with Emergency Communication							
Interlock Violation							
Littering							
Non-Consensual Disclosure of Private Intimate Images							
Obstructing an Officer							
Obtain Money, Property, Services by False Pretense							
Open Container	1		1				
Open Container in Vehicle							
Pedestrian in Roadway							
Pimping							
Possession Deadly Weapon by Minor							
Possession of Alcohol Under 21	1		1				
Possession of Controlled Substance							
Possession of Gabapentin							
Possession of Heroin							
Possession of Marijuana	7	2	5	2	2		
Possession of Methamphetamine							
Possession of Oxycodone w/out Prescription							
Possession of Stolen Property							
Possession of Vape Product under 18							
Possession w/ Intent to Deliver Cocaine							
Possession w/ Intent to Deliver Fentanyl							
Possession w/ Intent to Deliver Marijuana							
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							
Resisting Arrest	1		1				
Sexual Abuse 1st Degree							
Sexual Assault 2nd Degree							
Threats of Terroristic Acts							
Transfer Receive Stolen Property							
Trespassing							
Unlawful Possession/Transport into WV Fentanyl							
Underage Possession of Firearm (Federal Warrant)							
Uttering							
Violation of Protection Order							
TOTAL	**28**	**7**	**28**	**4**	**3**	**0**	**0**

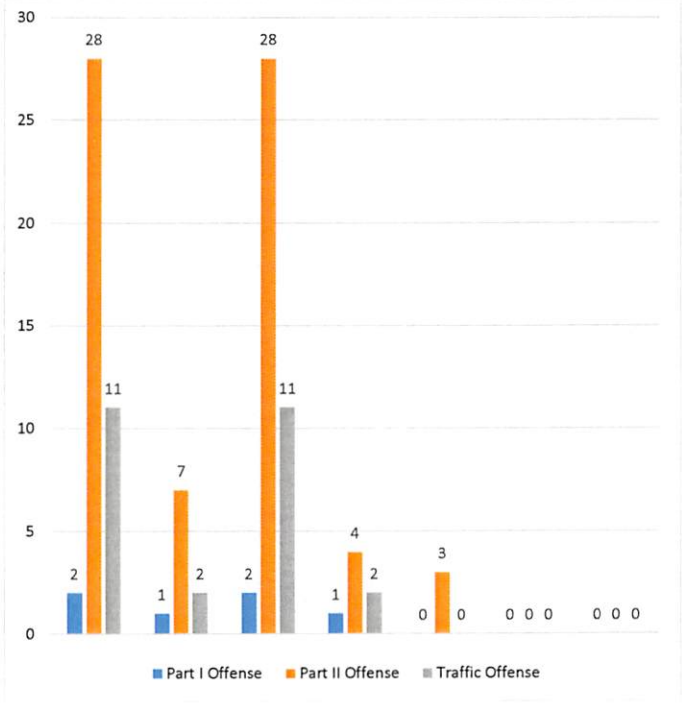
Charles Town Police Department

Monthly Stat Report

Charges by Offense/Gender/Race

TRAFFIC OFFENSE							
Cell Phone Violation							
Child Safety Restraint Violation							
Defective Equipment	1		1				
Driving Suspended	2		1	1			
Driving Suspended 2nd Offense							
Driving Suspended 3rd Offense		1	1				
Driving Too Fast for Conditions							
Exp/No MVI							
Expired/No Operators							
Expired/No Registration		1	1				
Fail to Keep Right							
Fail to Maintain Control							
Fail to Obey Traffic Control Device	1			1			
Fail to Obtain WV Operators							
Fail to Report Accident							
Fail to Yield to Emergency Vehicle							
Following to Closely							
Improper Backing							
Improper Registration	1		1				
Instruction Permit Violation	1		1				
Leaving the Scene of an Accident	1		1				
No Insurance/No Proof of Insurance	2		2				
No Motorcycle Endorsement							
No Parking Violation							
No Seatbelt							
No White Bicycle Light							
Passing on Right							
Red Light Violation							
Speeding	2		2				
Stopping on Highway							
TOTAL	**11**	**2**	**11**	**2**	**0**	**0**	**0**
TOTAL CHARGES	**41**	**10**	**41**	**7**	**3**	**0**	**0**





Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-3-16	Expired Registration	43
17A-9-2	No Or Expired Registration	23
17A-9-3	Improper Registration	2
17B-2-1	No Operators	3
17B-2-12	Expired Operators	1
17B-2-1a(b)	Failure To Obtain WV Operator's	3
17B-2-3a	GDL License Violations	1
17B-4-3(a)	Driving Suspended/2nd/3rd	2
17B-4-3(b)	Driving Revoked For DUI/2nd/3rd	3
17B-4-3a	Driving Suspended or Revoked	2
17C-13-3	Parking Violation	9
17C-14-15	Use Handheld Communication Device	1
17C-15-1	Unsafe-Improperly Equipped Vehicle	1
17C-15-46	Child Safety Seats Required	1
17C-15-49	Seatbelts Required	2
17C-16-9	No Or Expired MVI	28
17C-3-4	Fail To Obey Traffic Control Device	5
17C-3-5	Fail To Obey Traffic Light	16
17C-4-2	Leaving The Scene Of An Accident	1
17C-5-2(e)	Basic DUI <.15	1
17C-5-2(f)	Aggravated DUI >.15	1
17C-5D-3	Open container in vehicle	1
17C-6-1a	Failure To Maintain Control	4
17C-6-1b	Speeding	65
17C-7-8	One Way And Traffic Island Violation	1
17C-9-1	Fail Yield At Intersection	2
17D-2A-3	No Insurance	4
17D-2A-4	No Proof Of Insurance	3
CTPD171.07	Failure To Appear For Trial (CAPIAS)	5
CTPD334.02(b)	Open Container in Vehicle	1
CTPD531.03	Possession Of Marijuana <15gms	6
Report Totals		**241**

Report Includes:

All dates of issue between `00:00:00 05/01/23` and `23:59:59 05/31/23`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

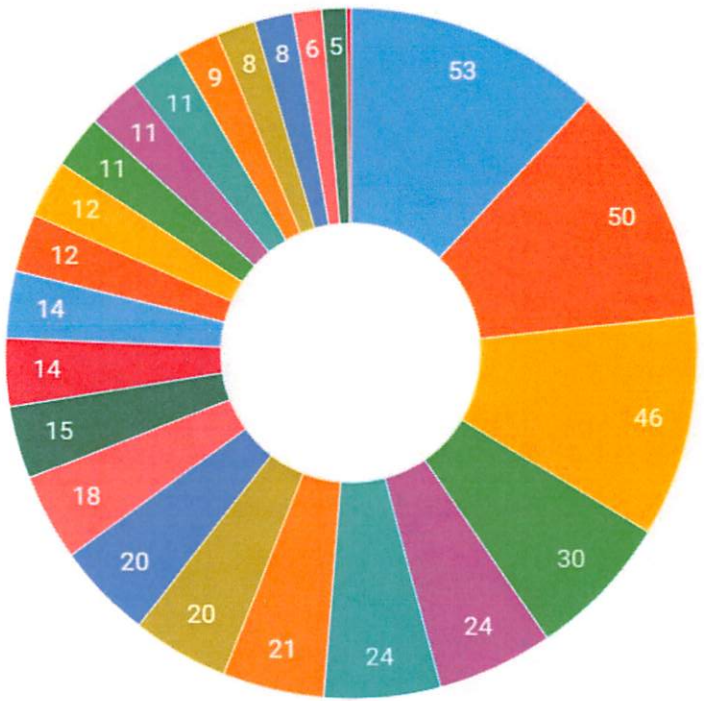
Charles Town Police Department

Total Traffic Warning Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	10
17A-3-16	Expired Registration	10
17A-9-2	No Or Expired Registration	2
17C-12-5	Stop Sign Violation	1
17C-14-15	Use Handheld Communication Device	2
17C-15-1	Unsafe-Improperly Equipped Vehicle	1
17C-15-5	Tail Lamp Requirements	1
17C-3-4	Fail To Obey Traffic Control Device	12
17C-3-5	Fail To Obey Traffic Light	1
17C-6-1a	Failure To Maintain Control	2
17C-6-1b	Speeding	14
17C-9-4	Fail To Yield From Private Road	1
	Report Totals:	**57**

Report Includes:
All dates between `00:00:00 05/01/23` and `23:59:59 05/31/23`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

City of Charles Town - Tickets By Location (May. 2023)



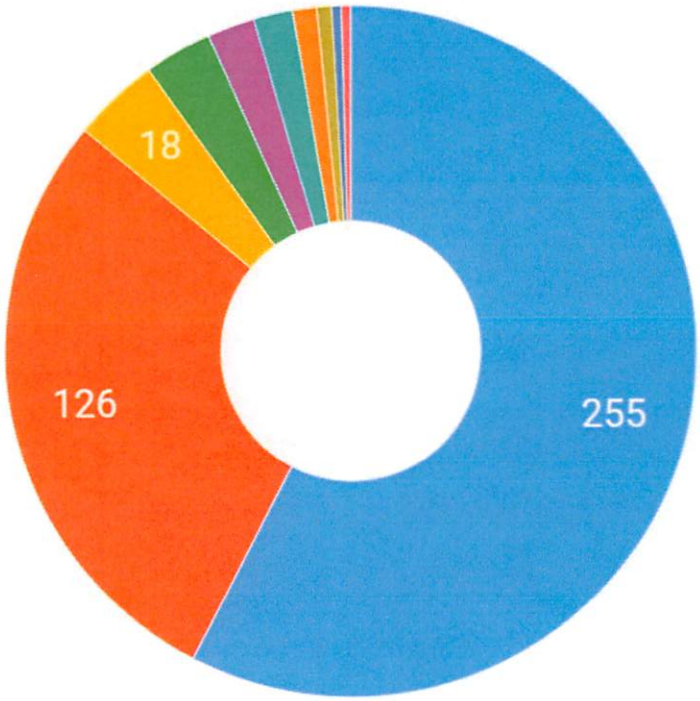
- 100 BLOCK NORTH CHARLES STREET
- 100 BLOCK WEST WASHINGTON STREET
- 200 BLOCK WEST WASHINGTON STREET
- 100 BLOCK SOUTH CHARLES STREET
- 200 BLOCK NORTH GEORGE STREET
- 100 BLOCK WEST LIBERTY STREET
- LIBERTY STREET PARKING LOT
- 100 BLOCK EAST LIBERTY STREET
- 100 BLOCK EAST WASHINGTON STREET
- 200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

▲ 1/2 ▼

Data as of 6/21/2023, 12:00:00 AM

UPSAFETY®
a T2SYSTEMS company

City of Charles Town - Tickets By Violation (May. 2023)

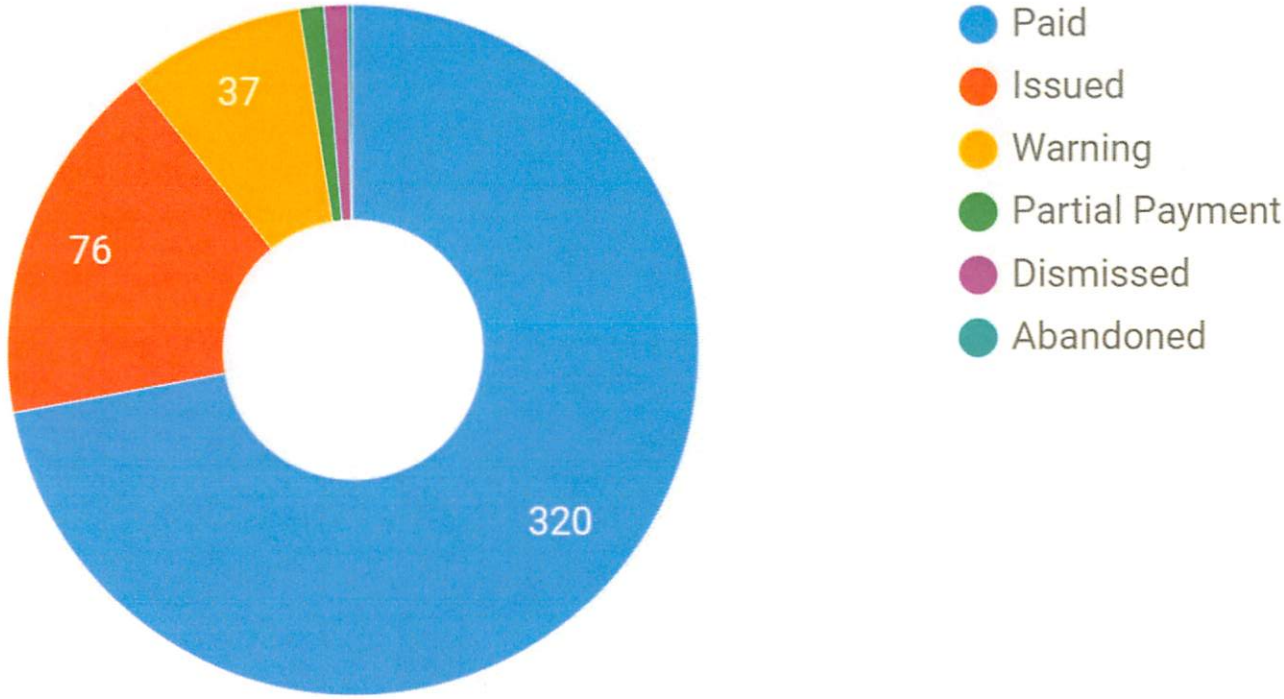


- Expired Meter
- Exceed 2 Hour Free Parking
- Permit Parking Only/Pay by App Violation (Liberty Street Lot)
- Accessible Parking Violation
- Designated No Parking Zone Viola...
- Parking Permit Violation
- Yellow/Red Painted Curbs or Stree...
- Wrong Direction
- Improper Manner of Parking
- Loading/Unloading Zone Violation

Data as of 6/21/2023, 12:00:00 AM

UPSAFETY®
a T2SYSTEMS company

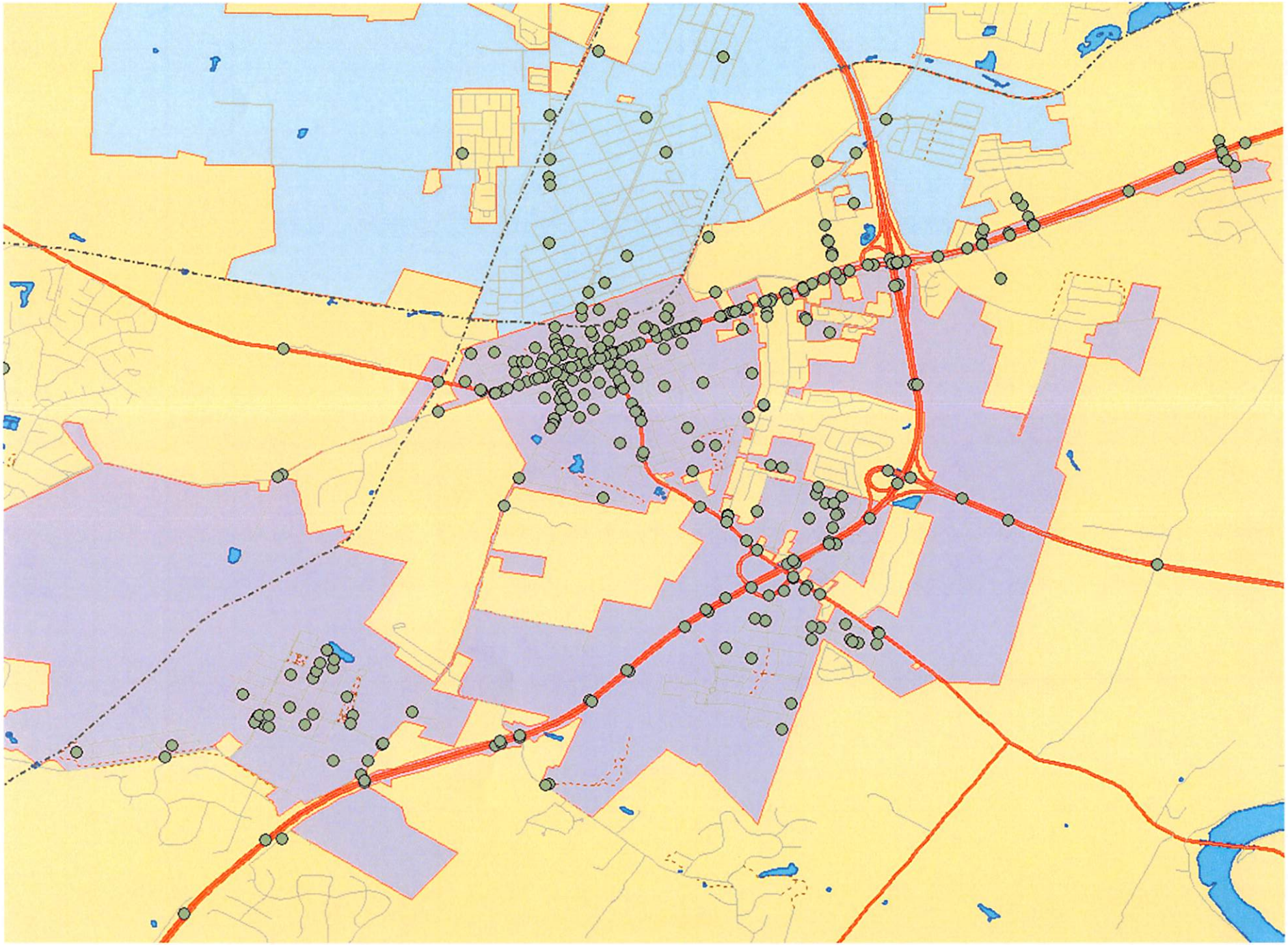
City of Charles Town - Tickets By Status (May. 2023)



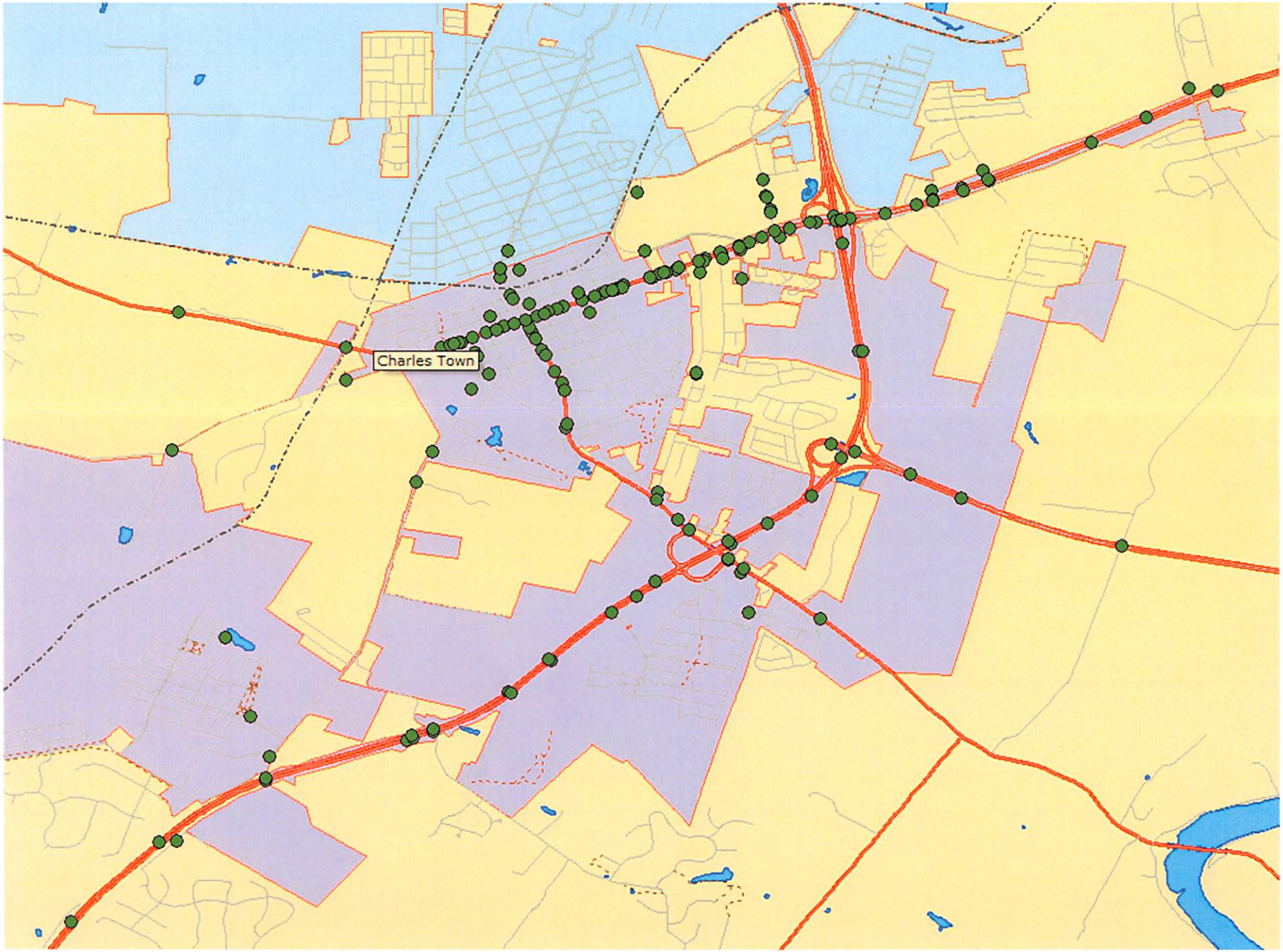
Data as of 6/21/2023, 12:00:00 AM

UPSAFETY®
a T2SYSTEMS company

May 2023 – All CTPD Calls



May 2023 – All CTPD Traffic Stops



City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Revision
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-545: Sheetz Resolution - Possible Executive Session

Sheetz Resolution

ATTACHMENTS:

- DOH_Traffic_Signal_Agreement_revised.pdf

RESOLUTION OF THE COUNCIL OF THE CITY OF CHARLES TOWN, WEST VIRGINIA, AUTHORIZING EXECUTION OF AN AGREEMENT WITH THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, WITH REGARD TO ESTABLISHMENT AND MAINTENANCE OF A TRAFFIC SIGNAL SYSTEM WITHIN THE MUNICIPAL LIMITS OF THE CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA.

BE IT RESOLVED BY THE CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA, AS FOLLOWS:

1. That the Mayor of the City of Charles Town, West Virginia, a Municipal Corporation, be and is hereby authorized to execute, to have acknowledged, and to have delivered on behalf of said City, an agreement, a copy of which is attached hereto and made a part hereof, with the West Virginia Department of Transportation, Division of Highways, with regard to the establishment and maintenance of a traffic signal system within the Corporate Limits of said City; and
2. That the City Clerk and Recorder do properly attest the signature of said officials and affix the seal of the City to said agreement.

On motion made by _____ and seconded by _____, the City Council of Charles Town, West Virginia, does hereby approve and authorize the adoption of said Resolution.

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON
CITY OF CHARLES TOWN

I, _____, City Clerk and Recording Officer of said Municipality, do hereby certify that the foregoing are true copies from the records of order made and entered into by the Council of said Municipality on the _____ day of _____, 20____.

_____
City Clerk and Recording Officer

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 20___, by and between the **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS,** a State Agency, hereinafter referred to as "Division;" **SHEETZ, INC.**, hereinafter referred to as "Developer;" and the **CITY OF CHARLES TOWN**, a Municipal Corporation, hereinafter referred to as "City."

WITNESSETH

THAT WHEREAS, Developer is constructing a new access to serve the Sheetz development at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and proposed Sheetz access in Charles Town, Jefferson County, West Virginia; and,

WHEREAS, Division, Developer, and City are mutually agreed with respect to the installation of a new traffic signal at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and proposed Sheetz access, including a signalized crosswalk across Augustine Avenue, and the modification of an existing traffic signal at the intersection of US 340 (Berryville Pike) with CR 340/18 (Augustine Avenue) in Charles Town, Jefferson County, West Virginia; and

WHEREAS, due to the fact that the necessity for installing the new traffic signal and modifying the existing traffic signal at the above described locations arises from traffic flowing into and out of the Developer development and regulation of said traffic will benefit the patrons of said facilities, the Developer has indicated a desire to pay for the construction costs of installing and modifying such traffic signals, including a signalized crosswalk across Augustine Avenue, said contribution to be in the form of a donation to the State Road Fund to be conditioned upon use of the entire amount thus donated for purposes hereinafter set forth

WHEREAS, by Resolution bearing date of ___ day of _____, 20__, the Council of the City of Charles Town has authorized and directed proper authorities to execute, acknowledge, and deliver an agreement on behalf of said City, setting out terms and conditions thereof, a copy of which Resolution is affixed to this agreement and made part hereof, and

WHEREAS, Division, Developer, and City are desirous of cooperating in adoption of said rules, regulations, stipulations, and conditions in order to establish their mutual responsibilities and obligations with regard to the future maintenance and operation of said traffic signals.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH, that for and in consideration of the mutual covenants herein entered into and mutual benefits to be derived by parties hereto, said Division, Developer, and City do hereby agree that the following will be the duties and responsibilities of each party, respectively.

DUTIES AND RESPONSIBILITIES OF THE DIVISION

The Division agrees:

1. To prepare plans and specifications necessary for a project for the construction of the installation of a new traffic signal at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and proposed Sheetz access and modification of an existing traffic signal at the intersection of US 340 (Berryville Pike) with CR 340/18 (Augustine Avenue), and to let a contract for the erection thereof, and to supervise the installation of the same.
2. To pay for the installation of a communications connection and pay the continuing service cost.
3. To program all intersection controllers.
4. To perform all major maintenance of the traffic signal system and communications system, excluding cleaning and/or replacement of LED signal indications at Division's sole expense and without cost or expense of any nature whatsoever to Developer or City.

DUTIES AND RESPONSIBILITIES OF DEVELOPER

Developer agrees:

1. To contribute upon being advised by the Division of the actual cost, a donation to the State Road Fund a sum of money equal to one hundred percent (100%) of the construction costs of installing the new traffic signal at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and proposed Sheetz access and modification of the existing traffic signal at the intersection of US 340 (Berryville Pike) with CR 340/18 (Augustine

Avenue), currently estimated to be three hundred twenty-five thousand dollars ($325,000).

2. That the terms of this agreement shall be binding upon successors and assigns.

DUTIES AND RESPONSIBILITIES OF THE CITY

The City agrees:

1. To perform properly all minor maintenance of the traffic signal, including cleaning and/or replacement of LED signal indications at the City's sole cost and without cost or expense of any nature to Developer or Division.
2. To pay for the continuing power costs of the traffic signals.
3. Not to alter in any way and not to remove any part of the traffic signal without prior approval by the Division.
4. To permit construction and maintenance on City property of any pole, foundation, signal and support or any other appurtenance necessary for completion of the project.
5. To enact any appropriate ordinances, resolutions, or regulations necessary to accomplish the purposes of this agreement and to enforce such ordinances, resolutions, and/or regulations.

IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN DIVISION AND DEVELOPER:

1. That the work agreed to be done by the Division in connection with the overall installation and modification of the aforesaid traffic signals shall be done in three phases, to wit:
   a. The preparation of plans and specifications for a contract letting;
   b. The advertising and acceptance of competitive bids on the contract;
   c. The awarding of a contract for said traffic signals and the supervision of the construction thereof.
2. That the construction cost shall include contract bid amount, estimated contract administration and inspection cost of Division personnel assigned to the project, and the cost of materials supplied from the Division's inventory to expedite the completion of the contract. Division shall provide Developer with appropriate detail and/or back up information related to construction costs for which Developer is

responsible under this Agreement.

3. That upon completion of the installation and modification of the traffic signals, all equipment, poles, and all other appurtenances, are and shall remain the property of Division.

4. That Developer has not had, does not have now, and shall not have in the future, any responsibility in respect to the planning, design, construction or maintenance of the installation and modification of said traffic signals.

5. That the Developer grants the Division or City the right and privilege to enter upon such portions of the Developer's property located near the intersections for the purpose of constructing and maintaining the traffic signals and their appurtenances.

6. This agreement shall be governed by and interpreted in accordance with the substantive laws of the State of West Virginia. Any civil action pursuant to this contract must be commenced and head in the State of West Virginia.

IN WITNESS WHEREOF the parties, hereto have caused their respective names to be signed by their duly authorized officers:

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

By: _____
Jimmy Wriston, P.E.
Its: Secretary of Transportation / Commissioner of Highways

SHEETZ, INC.

By: _____

Its: _____

CITY OF CHARLES TOWN
A Municipal Corporation

By: _____
Its: Mayor

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-546: Pharmaceutical Industry Opioid Lawsuit, Proposed Settlement Agreements (Possible Executive Session)

Pharmaceutical Industry Opioid Lawsuit, Proposed Settlement Agreements (Possible Executive Session)

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-564: Amend and approve City Council meeting minutes - May 1, 2023

ATTACHMENTS:

- May 1st Council meeting minutes - signed.pdf
- May 1st Council minutes amended.docx

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • May 1, 2023

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	

Ms. Alissa Meeks, Community Development Director and Interim City Clerk; Ms. Liz Cook, Business Development and Downtown Coordinator; Mr. James Newman, City Planner; and Chief Kutcher, Charles Town Police Department were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2023-416 Approval of Minutes - April 18, 2023

There being no changes, corrections or objections to the minutes as presented, Mayor Trainor declared the minutes approved.

3. PUBLIC COMMENT

Matt and Jesse Printz commented on their plans and vision concerning their business, Chuck City, LLC, and their efforts to acquire a parcel of land, approximately one-third of an acre, currently owned by American Public Education Inc (APEI)/American Public University System (APUS). Ms. Jessy Printz expressed the disappointing progress of the acquisition efforts due to the inconsistency of APEI's negotiation position/criterion for the land parcel. Ms. Printz conveyed her belief that the vision for Chuck City, LLC will be a great benefit for Charles Town.

Ms. Peggy Smith, a former Charles Town mayor, commented on the great working relationship and partnership that Charles Town and APUS have enjoyed in the past. She cited several examples of the positive results of this partnership, including the City's acquisition from APUS of the Municipal Building at 661 S. George Street, now home to the Charles Town Police Department and the Utility Board. She expressed her sadness that the positive working relationship between the City and APUS has changed so much.

Ms. Jacquelyn Milliron commented on confusion surrounding how sewer tariffs are applied to sewer customers. She also commented on the lack of detail in the Charles Town Utility Board (CTUB) of Director's agenda and meeting minutes. Finally, Ms. Milliron expressed her concerns relating to the process and understanding of testing for lead in the CTUB water system, explaining that testing for lead in source water is different from testing for lead at the household.

Mr. Randy Hilton, a former Charles Town mayor, thanked Matt and Jesse Printz for investing in Charles Town and expressed his support in their efforts to acquire the one-third of an acre parcel from APUS. He commented on the great and wonderful working relationship that Charles Town and APUS enjoyed in the past and stated that he believes that APUS needs to do the right thing and sell the parcel of land to the Printzs.

Mr. Harry Wilkens, representing APUS, informed the Council that APUS has no intention of moving jobs out of Charles Town and that most APUS employees telework. Mr. Wilkens also pointed out that APUS spent $3.9 million dollars remediating significant environmental hazards on their 3-acre property, which includes the one-third-acre parcel sought by Chuck City LLC. He stated that any APUS land sales must be approved by the Board of Directors and that APUS has commissioned a study to determine the best use of the property, the results of which are scheduled for discussion at a May 2023 APUS Board meeting.

4. WARD REPORTS

Ward #1

Ms. Ricketts reported the following:

- That she was recently appointed by the Jefferson County Commission as the Charles Town representative on the Jefferson County Development Authority.
- That she attended the workshop on the City Charter and the Arbor Day tree planting ceremony at the skate park and announced that the City has received the Tree City USA Designation for the 11th year.
- That she attended the productions of "Curtains" at the Old Opera House and that there will be a historical presentation at Fisherman's Hall on Sunday, May 7th at 3:00PM about Martin Delany.
- That the West Virginia Department of Highways (DOH) has completed their work of installing ramps on West Street but has left cones to mark areas that require asphalt. She has also noticed an abundance of advertising signage on utility poles that need to be removed.

Mr. Kratovil reported he attended the Arbor Day event, the production of "Curtains" at the Old Opera House and attended his committee meetings.

Ward #2

Mr. Hynes reported he attended the Planning Commission meeting, the Bushel and Peck/Charles Washington Hall Lease Renewal and DRB Huntfield Conditions of Annexation meetings. He also congratulated the 3rd/4th grade girls Wilde Lacrosse team for winning their game.

Mr. Tester reported the following:

- That he attended the DRB Huntfield Conditions of Annexation, Mayor's Select Committee and the Personnel Committee meetings.
- That he attended the production of "Curtains" at the Old Opera House and that the summer production will be announced in the near future.
- That he attended the first Jefferson County Transition Fair where they help families of students with special needs meet with organizations to help them transition to being part of society as an adult.

Ward #3

Ms. Petti reported that she worked as a docent during the successful Annual House and Garden Tour.

Ms. Philabaum reported she enjoyed her time as a performer in the Old Opera House's production of "Curtains" and wished everyone a happy Asian American and Pacific Islander Heritage Month.

Ward #4

Mr. George reported the following:

- That he met with the Eastern Panhandle Green Coalition.
- That several residents have spoken to him about traffic concerns with the proposed Hillside development.
- That he contacted Potomac Edison concerning two half dead trees on the corner of Bailey Brooks Way.
- That the Municipal Election will take place on May 25th with early voting on May 12th-13th, May 15th-20th, and May 22nd.

Ms. Twyford reported the following:

- That she has attended the Ordinance Committee meeting and the Charter Workshop.
- That the Charles Town Middle School Jazz Band received a Superior Rating at the King's Dominion Jazz Festival
- That she attended an American Legion Auxiliary meeting, a Jefferson County Chamber mixer, and her first Leadership West Virginia Session.
- That she saw the production of "Curtains" at the Old Opera House.
- She congratulated all the high school seniors who will be graduating this month, especially some great kids of our City Staff and Council.
- That there will be a Vendor Craft Show at the American Legion on May 13th.
- She wished all the City's mothers a very happy Mother's Day.

5. MAYOR'S REPORT

Mayor Trainor reported that he attended the Arbor Day tree planting ceremony and other various meetings.

2023-405 Building Safety Month Proclamation

Mayor Trainor read into the record the Building Safety Month Proclamation.

2023-407 Jury Duty Parking

Ms. Tina Renner, Jefferson County Circuit Clerk, came before the Council to discuss parking tickets issued to several jurors by the Charles Town Police Department. She explained that Jefferson County purchases parking passes for trial jurors valid at the City's parking lots and eight-hour metered spaces. However, at times jurors unknowingly park in a two-hour metered space instead of an eight-hour parking meter space, as indicated on their parking pass, and are issued a parking ticket. She requested that the City allow parking at any meter, regardless of the time limitation, for jurors who display the juror parking pass. The Council explained the reason for the two-hour and eight-hour metered spaces and that allowing people to park at a two-hour meter space for longer than two hours would have a negative impact on the businesses in the parking district.

2023-418 Physical Activity Proclamation - Co-Sponsor Wayne Clark

Mayor Trainor read into the record the Mayor's Health and Wellness Proclamation.

6. COMMITTEE REPORTS

Ms. Ricketts reported the following for the Board of Parks and Recreation:

- That the tennis and swim programs are on track to begin this season. Unfortunately, the tennis courts have once again cracked, and the root cause of the cracking needs to be determined to ensure a more permanent repair.
- That the Charles Town maintenance crew plans to correct the artificial damming condition of Evitts Run creek by removing debris in the creek. She thanked the K-Kids for all their work in cleaning up Evitts Run Park.
- That trees in Willingham Knolls Park will be trimmed by Potomac Edison in the coming weeks.
- That the Board was approached by a resident with a proposal to erect a cover over the pool to facilitate its year-round use.
- That three firms have responded to the Request for Proposal (RFP) for the pool renovation and will have presentations for the Board.

2023-406 Ordinance Committee Minutes - April 20, 2023

Ms. Twyford reported the committee is working on Article 171 - Municipal Court and Review of Fees/Penalties Associated with Municipal Ordinances and they will present a red-lined version to the Council at the May 15, 2023, Council meeting.

2023-410 Personnel Committee Report (Possible Executive Session)

Mr. Hynes moved that the Council go into Executive Session. Mr. Tester seconded the motion, and there were no objections.

Mayor Trainor declared the Council out of Executive Session. There was no action required by the Council.

7. CITY MANAGER REPORT

Ms. Meeks reported the following:

That Frontier Communications will remediate all damaged areas that they caused during their initial cabling work in the City. They have not agreed to the City's requirements for future work in Charles Town and as a result have not been permitted to renew their cabling project within the city limits.

That the municipal election date is May 25, 2023. Early voting begins on May 12th through May 22nd, except for the 14th and 21st. She reported that the training has been completed for all City poll workers.

That the City meet with Mr. Bob Franks, Engineering Permit Project Manager - Sheetz, and representatives of the West Virginia Department of Transportation (DOT) - Division of Highways (DOH) to discuss the characteristics of the proposed traffic signal at the intersection of Augustine Avenue and Patriot Drive/Sheetz entrance. Sheetz traffic light. DOH confirmed that the sequence of the signal at the intersection as follows:

(1) Dedicated green left turn signal for left turns onto Patriots Drive and the Sheetz entrance from Augustine Avenue - red signal for Patriots Drive and Sheetz exit traffic; then

(2) green traffic signal for Augustine Ave. thru traffic - red signal for Patriots Drive/Sheetz traffic; then

(3) red traffic signal for Augustine Ave. traffic and green traffic signal for Patriots Drive and Sheetz traffic, without a dedicated turn signal.

That summer programming registration and the hiring process for lifeguard and tennis staff have started.

8. POLICE CHIEF REPORT

2023-409 Parking Enforcement Officer - Introduction

Chief Kutcher introduced Corey Lewis, as the Charles Town Police Department's Parking Enforcement Officer. Mr. Lewis was administered the oath of office by Mayor Trainor on April 26, 2023.

Chief Kutcher reported that the Civil Service Commission is in the process of conducting interviews with several candidates. He also reported that Patrolman Jarrett Day will graduate from the Fairmont Academy on Friday, May 5, 2023, and that Corporal Newlin will be assigned as his training officer. Finally, he was sad to report a fatal crash on Route 340 last week. The investigation is still ongoing but praised the officers who were on the scene.

9. UNFINISHED BUSINESS

There was no unfinished business.

10. NEW BUSINESS

2032-404 Open Container Waiver Request - WV Fest

Ms. Philabaum moved to authorize the Mayor to sign letters of support to the WV Alcohol Beverage Control Administration for the open container beer garden requests made by Charles Town Now and Abolitionist Ale Works for Charles Town's West Virginia Festival celebration. Ms. Petti seconded the motion, and it passed unanimously.

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

2023-415 Resolution for Old Opera House 50th Anniversary

Mr. George read into record the Resolution Recognizing the Old Opera House Theatre Company on Its Fiftieth Year Anniversary. Mayor Trainor asked if there were any objections to approving the Resolution with minor grammatical changes. There being no objections, Mayor Trainor declared the Resolution approved.

2023-421 Status of APUS Property - Staff requested by Council to provide property and negotiation updates.

City staff presented to the Council a brief history of negotiations between American Public University System (APUS) and Chuck City, LLC concerning the sale of a one-third-acre land parcel adjacent to Chuck City, LLC. Staff conveyed their frustration with the inconsistency of the APUS position regarding the sale of the parcel to Chuck City, LLC, and that the negotiations seem to be at an impasse.

Mayor Trainor informed the Council that he and members of staff will meet with the APUS president and staff on May 3, 2023, to discuss possible solutions for overcoming the impasse and moving forward.

Ms. Petti presented a Resolution directing Charles Town City Staff to Pursue Options with Respect to Vacant Land, Easement Issues, and Untaxed Business in Charles Town.

Ms. Petti moved to approve the Resolution with minor revisions. Mr. Hynes seconded the motion, and it passed unanimously.

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

11. REFERRALS TO COMMITTEES/COMMISSIONS

2023-411 Text Amendment to Ordinance - Mobile Food Vendors

After extensive discussion Ms. Ricketts moved to table this agenda item until the June 21, 2023, regular Council meeting. Ms. Petti seconded the motion, and it passed by a 7-1 vote.

RESULT:	**APPROVED [7-1]**
MOVER:	Elizabeth Ricketts
SECONDER:	Jean Petti
AYES:	Kratovil, Ricketts, Tester, Hynes, Petti, George, Twyford
NAYS:	Philabaum

2023-412 Text Amendment - Buffering Standards

2023-413 Text Amendment - Driveway Standards

2023-414 Text Amendment - Townhouse Standards

Mr. George moved to send all three text amendments: Buffering Standards, Driveway Standards, and Townhouse Standards to the Ordinance Committee for review. Mr. Hynes seconded the motion, and it passed unanimously.

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

12. APPROVAL OF BILLS

2023-433: Payment of Bills - May 1, 2023

Mr. Kratovil moved to approve the bills for payment. Mayor Trainor asked if there were any objections. Hearing none, he declared the bills approved for payment.

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 Monday, May 15, 2023, 7:00PM

2023-417 Mayor's Select Committee Letter to Reconcile Codified Code Articles 1759 and 1705

2023-419 Charles Town Utility Board Minutes - March 22, 2023

2023-420 Charles Town Utility Board Minutes - April 12, 2023

15. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas-and-minutes/

Mayor: Robert M Trainor Date: 30 May 2023

City Clerk: [signature] Date: June 6, 2023

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • May 1, 2023

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	

Ms. Alissa Meeks, Community Development Director and Interim City Clerk; Ms. Liz Cook, Business Development and Downtown Coordinator; Mr. James Newman, City Planner; and Chief Chris Kutcher, Charles Town Police Department were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2023-416 Approval of Minutes - April 18, 2023

There being no changes, corrections, or objections to the minutes as presented, Mayor Trainor declared the minutes approved.

3. PUBLIC COMMENT

Matt and Jesse Printz commented on their plans and vision concerning their business, Chuck City, LLC, and their efforts to acquire a parcel of land, approximately one-third of an acre, currently owned by American Public Education Inc (APEI)/American Public University System (APUS). Ms. Jessy Printz expressed the disappointing progress of the acquisition efforts due to the inconsistency of APEI's negotiation position/criterion for the land parcel. Ms. Printz conveyed her belief that the vision for Chuck City, LLC will be a great benefit for Charles Town.

Ms. Peggy Smith, a former Charles Town mayor, commented on the great working relationship and partnership that Charles Town and APUS have enjoyed in the past. She cited several examples of the positive results of this partnership, including the City's acquisition from APUS of the Municipal Building at 661 S. George Street, now

home to the Charles Town Police Department and the Utility Board. She expressed her sadness that the positive working relationship between the City and APUS has changed so much.

Ms. Jacquelyn Milliron commented on confusion surrounding how sewer tariffs are applied to sewer customers. She also commented on the lack of detail in the Charles Town Utility Board (CTUB) of Director's agenda and meeting minutes. Finally, Ms. Milliron, expressed her concerns relating to the process and understanding of testing for lead in the CTUB water system, explaining that testing for lead in source water is different from testing for lead at the household.

Mr. Randy Hilton, a former Charles Town mayor, thanked Matt and Jesse Printz for investing in Charles Town and expressed his support in their efforts to acquire the one-third of an acre parcel from APUS. He commented on the great and wonderful working relationship that Charles Town and APUS enjoyed in the past and stated that he believes that APUS needs to do the right thing and sell the parcel of land to the Printzs.

Mr. Harry Wilkens, representing APUS, informed the Council that APUS has no intention of moving jobs out of Charles Town and that most APUS employees telework. Mr. Wilkens also pointed out the APUS spent $3.9 million dollars remediating significant environment hazards on their 3-acre property, which includes the 1/3-acre parcel sought by Chuck City LLC. He stated that any APUS land sales must be approved by the Board of Directors and that APUS has commissioned a study to determine the best use of the property, the results of which are scheduled for discussion at a May 2023 APUS Board meeting.

WARD REPORTS

Ward #1

Ms. Ricketts reported the following:

- That she was recently appointed by the Jefferson County Commission as the Charles Town representative on the Jefferson County Development Authority.
- That she attended the workshop on the City Charter and the Arbor Day tree planting ceremony at the skate park and announced that the City has received the Tree City USA Designation for the 11th year.
- That she attended the productions of "Curtains" at the Old Opera House and that there will be a historical presentation at Fisherman's Hall on Sunday, May 7th at 3:00PM about Martin Delany.
- That the West Virginia Department of Highways (DOH) has completed their work of installing ramps on West Street but have left to cones to mark areas that require asphalt. She has also noticed an abundance of advertising signage on utility poles that need to be removed.

Mr. Kratovil reported he attended the Arbor Day event, the production of "Curtains" at the Old Opera House and attended his committee meetings.

Ward #2

Mr. Hynes reported he attended the following the Planning Commission meeting and the Bushel and Peck/Charles Washington Hall Lease Renewal and DRB Huntfield Conditions of Annexation Mayor's Select Committee meetings. He also congratulated the 3rd/4th grade girls Wilde Lacrosse team for winning their game.

Mr. Tester reported the following:

- That he attended the DRB Huntfield Conditions of Annexation Mayor's Select Committee and the Personnel Committee meetings.
- That he attended the production of "Curtains" at the Old Opera House and that the summer production will be announced in the near future.
- That he attended the first Jefferson County Transition Fair where they help families of students with special needs meet with organizations to help them transition to being part of society as an adult.

Ward #3

Ms. Petti reported that she worked as a docent during the successful Annual House and Garden Tour.

Ms. Philabaum reported she enjoyed her time as a performer in the Old Opera House's production of "Curtains" and wished everyone a happy Asian American and Pacific Islander Heritage Month.

Ward #4

Mr. George reported the following:

- That he met with the Eastern Panhandle Green Coalition.
- That several residents have spoken to him about traffic concerns with the proposed Hillside development.
- That he contacted Potomac Edison concerning two half dead trees on the corner of Bailey Brooks Way.
- That the Municipal Election will take place on May 25th with early voting on May 12th-13th, May 15th-20th, and May 22nd.

Ms. Twyford reported the following:

- That she has attended the Ordinance Committee meeting and the Charter Workshop.
- That the Charles Town Middle School Jazz Band received a Superior Rating at the King's Dominion Jazz Festival.
- That she attended an American Legion Auxiliary meeting, a Jefferson County Chamber of Commerce mixer, and her first Leadership West Virginia Session.
- That she saw the production of "Curtains" at the Old Opera House.
- She congratulated all the area high school seniors who will be graduating this month, especially some great kids of our City Staff and Council.
- That there will be a Vendor Craft Show at the American Legion on May 13th.
- She wished all the City's mothers a happy Mother's Day.

5. MAYOR'S REPORT

Mayor Trainor reported that he attended the Arbor Day tree planting ceremony and other various meetings.

2023-405 Building Safety Month Proclamation

Mayor Trainor read into the record the Building Safety Month Proclamation.

2023-407 Jury Duty Parking

Ms. Tina Renner, Jefferson County Circuit Clerk, came before the Council to discuss parking ticket issued to several jurors by the Charles Town Police Department. She explained that Jefferson County purchases parking passes for trial jurors valid at the Cit's parking lots and eight-hour metered spaces. However, at times jurors unknowingly park in a two-hour metered space instead of an eight-hour parking meter space, as indicated on their parking pass, and are issued a parking ticket. She requested that the City allow parking at any meter, regardless of the time limitation, for jurors who display the juror parking pass. The Council explained the reason for the two-hour and eight-hour metered spaces and that allowing persons to parking at a two-hour meter space for longer than two-hours would have a negative impact to the businesses in the parking district.

2023-418 Physical Activity Proclamation - Co-Sponsor Wayne Clark

Mayor Trainor read into the record the Mayor's Health and Wellness Proclamation.

6. COMMITTEE REPORTS

Ms. Ricketts reported the following Board of Parks and Recreation update:

- That the tennis and swim programs are on track to begin this season. Unfortunately, the tennis courts have once again cracked and that the root cause of the cracking needs to be determined to ensure a more permanent repair.
- That the Charles Town maintenance crew plans to correct the artificial damming condition of Evits Run creek by removing debris in the creek. She thanked the K-Kids for all their work in cleaning up Evitts Run Park.
- That trees in Willingham Knolls Park will be trimmed by Potomac Edison in the coming weeks.
- That the Board was approached by a resident with a proposal to erect a cover over the pool to facilitate its year-round use.
- That three firms have responded to the Request for Proposal (RFP) for the pool renovation and will have presentations for the Board.

2023-406 Ordinance Committee Minutes - April 20, 2023

Ms. Twyford reported the committee is working on Article 171 - Municipal Court and Review of Fees/Penalties Associated with Municipal Ordinances and they will present a red-lined version to the Council at the May 15, 2023 Council meeting.

2023-410 Personnel Committee Report (Possible Executive Session)

Mr. Hynes moved that the Council go into Executive Session. Mr. Tester seconded the motion, and there were no objections.

Mayor Trainor declared the Council out of Executive Session. There was no action required by the Council.

7. CITY MANAGER REPORT

Ms. Meeks reported the following:

- That Frontier Communications will remediate all damaged areas that they caused during their initial cabling work in the City. They have not agreed to the City's requirements for future work in Charles Town and as a result have not been permitted to renew their cabling project within the city limits.
- That the municipal election date is May 25, 2023. Early voting begins on May 12th through the May 22nd, except for the 14th and 21st. She reported that the training has been completed for all City poll workers.
- That the City met with Mr. Bob Franks, Engineering Permit Project Manager – Sheetz, and representatives of the West Virginia Department of Transportation (DOT) – Division of Highways (DOH) to discuss the characteristics of the proposed traffic signal at the intersection of Augustine Avenue and Patriot Drive/Sheetz entrance. DOH confirmed that the sequence of the signal at the intersection as follows:
    (1) Dedicated green left turn signal for left turns onto Patriots Drive and the Sheetz entrance from Augustine Ave – red signal for Patriots Drive and Sheetz exit traffic; then
    (2) green traffic signal for Augustine Ave thru traffic – red signal for Patriots Drive/Sheetz traffic; then
    (3) red traffic signal for Augustine Ave traffic and green traffic signal for Patriots Drive and Sheetz traffic, without a dedicated turn signal.
- That summer programming registration and the hiring process for lifeguard and tennis staff have started.

8. POLICE CHIEF REPORT

2023-409 Parking Enforcement Officer – Introduction

Chief Kutcher introduced Mr. Corey Lewis, as the Charles Town Police Department's Parking Enforcement Officer. Mr. Lewis was administered the oath of office by Mayor Trainor on 26 April 2023.

Chief Kutcher reported the Civil Service Commission is in the process of conducting interviews with several candidates. He also reported that Patrolman Jarrett Day will graduate from the Fairmont Academy this Friday, May 5, 2023, and that Corporal Newlin will be assigned as his training officer. Finally, he was sad to report a fatal crash on Route 340 last week. The investigation is still ongoing but praised the officers who were on the scene.

9. UNFINISHED BUSINESS

There was no unfinished business.

10. NEW BUSINESS

2032-404 Open Container Waiver Request - WV Fest

Ms. Philabaum moved to authorize the Mayor to sign letters of support to the WV Alcohol Beverage Control Administration for the open container beer garden requests made by Charles Town Now and Abolitionist Ale Works for Charles Town's West Virginia Festival celebration. Ms. Petti seconded the motion, and it passed unanimously.

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

2023-415 Resolution for Old Opera House 50th Anniversary

Mr. George read into record a Resolution Recognizing the Old Opera House Theatre Company on Its Fiftieth Year Anniversary. Mayor Trainor asked if there were any objections to approving the Resolution with minor grammatical changes. There being no objections, Mayor Trainor declared the Resolution approved.

2023-421 Status of APUS Property - Staff requested by Council to provide property and negotiation updates.

Staff presented to the Council a brief history of negotiations between American Public University System (APUS) and Chuck City LLC concerning the sale of a 1/3-acre land parcel adjacent to Chuck City LLC. Staff conveyed their frustration with the inconsistency of the APUS position regarding sale of the parcel to Chuck City LLC, and that the negotiations seem to be at an impasse.

Mayor Trainor informed the Council that he and members of staff will meet with the APUS president and staff on 3 May 2023 to discuss possible solutions for overcoming the impasse and moving forward.

Ms. Petti presented a Resolution directing Charles Town City Staff to Pursue Options with Respect to Vacant Land, Easement Issues, and Untaxed Business in Charles Town.

Ms. Petti moved to approve the Resolution with minor revisions. Mr. Hynes seconded the motion, and it passed unanimously.

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

11. REFERRALS TO COMMITTEES/COMMISSIONS

2023-411 Text Amendment to Ordinance - Mobile Food Vendors

After extensive discussion Ms. Ricketts moved to table this agenda item until the June 21, 2023, regular Council meeting. Ms. Petti seconded the motion, and it passed by a 7-1 vote.

RESULT:	**APPROVED [7-1]**
MOVER:	Elizabeth Ricketts
SECONDER:	Jean Petti
AYES:	Kratovil, Ricketts, Tester, Hynes, Petti, George, Twyford
NAYS:	Philabaum

2023-412 Text Amendment - Buffering Standards

2023-413 Text Amendment - Driveway Standards

2023-414 Text Amendment - Townhouse Standards

Mr. George moved to send all three text amendments: Buffering Standards, Driveway Standards, and Townhouse Standards to the Ordinance Committee for review. Mr. Hynes seconded the motion, and it passed unanimously

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

After further discussion Mr. Hynes moved to schedule a public hearing for the three text amendments – agenda items 2023-412, 2023-413, and 2023-414 for June 21, 2023 at the scheduled Council meeting instead of sending the three text amendments to the Ordinance Committee. 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

12. APPROVAL OF BILLS

2023-433: Payment of Bills - May 1, 2023

Mr. Kratovil moved to approve the bills for payment. Mayor Trainor asked if there were any objections. Hearing none, he declared the bills approved for payment.

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 Monday, May 15, 2023, 7:00PM

2023-417 Mayor's Select Committee Letter to Reconcile Codified Code Articles 1759 and 1705

2023-419 Charles Town Utility Board Minutes - March 22, 2023

2023-420 Charles Town Utility Board Minutes - April 12, 2023

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-547: Selection of Mayor Pro-Tempore

Selection of Mayor Pro-Tempore

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-548: Council Standing Committee Appointments

Council Standing Committee Appointments

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-549: BZA Appointment

BZA Appointment

ATTACHMENTS:

- Boards-and-Commissions-Application-January-2020.pdf

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

Board or Commission Applying for: **Date of Application: June 8, 2023**

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

Name: Emily Minick

Address: 830 Sawgrass Dr Charles Town, WV 25414

Email: emilyjaroma@yahoo.com

Phone: 7035949421

Length of time lived in the City of Charles Town: 3.5 years

Have you ever been a member of a local government board or commission? No

If yes, when, where, and in what capacity? N / A

List present memberships in any relevant community, service, or civic associations.
I currently serve on the Board of Advisors for St. Edith Stein School for Girls in Front Royal, Va.

Explain your interest in the board/commission and how it would benefit from your participation.
I am interested in serving on the Board of Zoning Appeals and/or the Historic Landmarks Commission because I have a background in real estate. I know how important history and tradition is to a community and why it is important to preserve our history so future citizens can learn from it and the town can grow and develop around its historical significance and contribution to our community, state and country.

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: 06/21/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-254: Public Hearing - Huyett Road Storage Facility Bond Initiation

A bond initiation in the amount of $1,492,269.65, for site work for the Huyett Road Storage Facility.

Proposed Motion:
Approval of the bond request as presented.

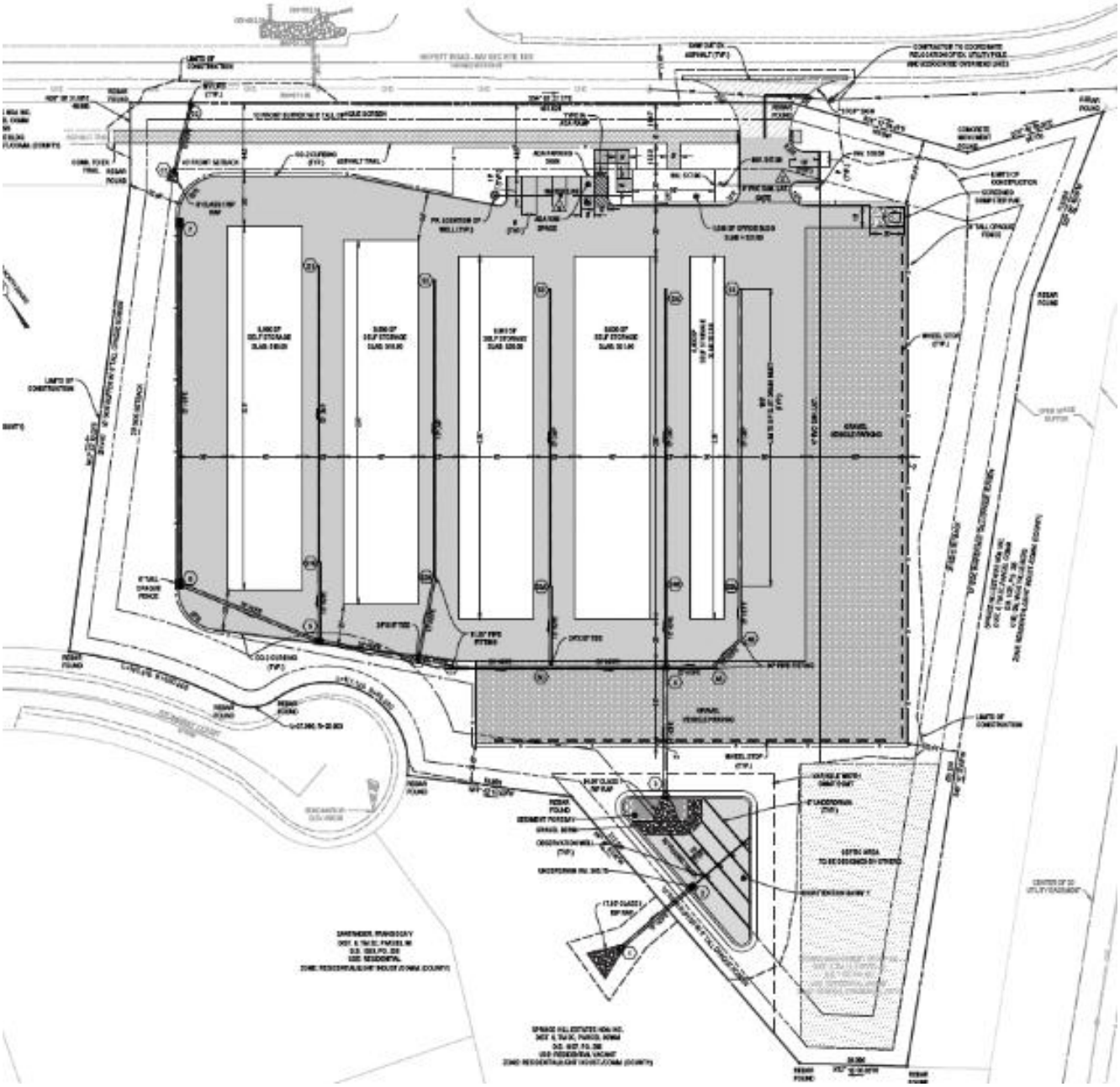
ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Bond Amount.pdf

Bond Initiation Request
BR2023-01

Date: For the June 21, 2023 City Council meeting
Applicant: MDHI Charles Town LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond initiation in the amount of $1,492,269.65

Huyett Road Storage Facility



BACKGROUND

The applicant, MDHI Charles Town LLC, has submitted a bond initiation request for the Huyett Road Storage Facility. The applicant is requesting a bond initiation in the amount of **$1,492,269.65**. This amount will cover both performance bond issues (road paving, street lights, etc.) and land disturbance requirements (such as silt fencing)

Upon review of the request the City Engineer, Kimley-Horn, has determined that the bond initiation amount is a reasonable request, and the applicant modified their request based on comments from Kimley-Horn.

Performance bonds shall be required for public and other physical Improvements to be constructed under an approved Final S/LD Application. Such Improvements shall include, without limitation, Road, curb, gutter, sidewalk, trails, storm Drainage, traffic signalization and control, water and sanitary sewer infrastructure, and any other site-related Improvements required by the City of Charles Town for vehicular and pedestrian ingress and egress, for public access roadways, for Structures necessary to insure stability of critical slopes, for necessary utilities, and for Stormwater Management Facilities.

BOND COMMITTEE

At their May 4, 2023 meeting, the City's Bond Committee discussed the application and recommend approval of the Performance Bond and Land Disturbance bonds as presented.

PLANNING COMMISSION

At their May 22, 2023 meeting, the Planning Commission held a public hearing for this item and discussed the application. Five members of the public spoke during the allotted public hearing time. All comments were opposed to the storage facility, and were not against the bond request itself.

RECOMMENDATION

The Planning Commission, City Engineer, and City Staff have reviewed the bond reduction request and recommend the bond initiation request be **approved**.

Bond Request No._____

RECEIVED
APR 18 2023
BY:_____

BOND REQUEST AND REDUCTION

To assist the Subdivision Administrator in the review of a Bond Request Application, the Applicant must utilize this form to supply the City with the information prescribed under Article 1335 and Section 1332 of the Subdivision and Land Development Ordinance. The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's Bond Request Application as required by Ordinance Article 1335.

1. DATE April 17, 2023

2. APPLICATION TYPE ☒ Bond | Initiation ☐ Bond | Reduction

☐ Bond | Reallocation ☐ Bond | Release**

3. PROJECT NAME Huyett Road Storage

Address Huyett Road

4. APPLICANT'S NAME* MDHI Charles Town LLC

Address 786 Spruce Hill Way; Charles Town, WV 25414

Telephone Number (609) 414-3702 Fax Number ( )

Email Address andrew@matadorinvestmentgroup.com

5. PROPERTY OWNER'S NAME MDHI Charles Town LLC

Address 786 Spruce Hill Way; Charles Town, WV 25414

Telephone Number (609) 414-3702 Fax Number ( )

Email Address andrew@matadorinvestmentgroup.com

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

**Requires a Public Hearing and landscaping surety for one year after release

Bond Request No._____

6. DESCRIPTION OF REQUETED INITIATION, REDUCTION, OR RELEASE:

Initiation for bond to construct self storage development on 5.5 acres per Site Plan #2022-05.

7. A) CURRENT BOND AMOUNT $0

B) PROPOSED BOND AMOUNT $1,371,312.22

8. PARCEL INVENTORY: (List all parcels that are part of this application):

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
11	10	1102	631	General Commercial

9. PARCEL HISTORY: (List all pending or previously approved applications on the subject parcels inventoried above, including previous plat applications if this application is an amendment)

Application No.	Project Name and Phase	Status	Approval Date
Site Plan #2202-05	Huyett Road Storage	Approved by Planning Commission	3/27/2023

Bond Request No._____

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

A. To the extent not previously submitted pursuant to bond reduction request, copies of inspection and test reports if work was inspected and tested by a third-party inspector.

B. Certification that all bonded Improvements, other than Improvements accepted by West Virginia Department of Highways (WVDOH), have been completed in accordance with the approved plans, profiles, and specifications and the requirements of any applicable manual. For Improvements to be accepted for maintenance by WVDOH, such Certification shall state that the Improvements have been installed and inspected in accordance with WVDOH's requirements.

C. A copy of the City-approved As-Built Drawings as required for facilities within public rights-of-way or Easements submitted pursuant to Section 1332.10 of this Ordinance.

Date of As-Builts _____ Prepared By _____

D. A letter from a Professional Engineer or Professional Land Surveyor certifying that property corners and Monuments have been set as required under this Ordinance.

E. Documentation of acceptance by WVDOH for public roadways and rights-of-way, or a maintenance and indemnification agreement and bond approved by the Planning Commission for public roadways that have been completed in accordance with WVDOH standards but which, due to factors other than their quality of construction, are not eligible for acceptance by WVDOH.

F. For private roadways, a letter of acceptance by the entity responsible for maintenance and a Latent Defects Indemnification Agreement and Bond in accordance with this Section.

G. Private Roadway Maintenance Bonds. Before a Performance Agreement and surety for private roadway construction shall be released, a Latent Defects Indemnification Agreement and Bond shall be provided by the applicant/Developer and approved by the Planning Commission. The guarantee provided by such Agreement and Bond must be for a period of two (2) years following the date of performance bond release, and must be in an amount equal to no less than 5% of the original performance bond estimate in accordance with Section 1335.07 (F) of the Subdivision Ordinance.

H. Landscaping Surety. Surety is required to ensure the landscaping shown on the Major S/LD plans is maintained for one (1) year. The one (1) year shall start from the date at which the surety for the site has been released, with the exception of this landscaping surety. The landscaping surety amount shall not be less than $5,000.00 or 10% of the total landscaping cost for the project, which every is greater.

Bond Request No._____

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1335 of the S/LD Ordinance.

Signature of Applicant

_____ Date 4-17-2023

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed Application, 1 digital copy and 1 paper copy of the As-Built Plans (if applicable) to the following:

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

Please also send a copy of the completed Application as well as the As-Builts to the following:

Hatch/Chester Engineers
Attn: Elizabeth Adamowicz
705 Quince Orchard Road, Suite 310
Gaithersburg, MD 20878

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Subdivision Administrator Approval:_____ Date:_____

Engineer Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

CITY OF CHARLES TOWN
PUBLIC IMPROVEMENT BOND UNIT COST LIST AND BOND REDUCTION FORM

PROJECT NAME: Huyett Storage | PROJECT NUMBER: 5022-0101

PREPARED BY: Chris Weitnauer | FIRM: Integrity Federal Services | DATE: 05/04/2023

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
MOBILIZATION GENERAL							
Mobilization	LS	$6,250.00	1	$6,250.00			
Field Office	EA	$3,000.00					
Job Sign	EA	$1,150.00					
SURVEYING							
Steel Pipe Property Corner Marker Incl. Survey	EA	$275.00					
R.O.W. Monuments Surveyed In Place							
RM -- 1	EA	$825.00					
RM -- 2	EA	$575.00					
EARTHWORK EXCAVATION							
Regular Bulk used as Fill	CY	$3.86	7,315	$28,235.90			
Rock, Rip	CY	$17.30					
Rock, Blast	CY	$38.48					
BORROW MATERIAL							
Buy, Load, Haul 10 Mi. Select	CY	$28.90	23075	$666,867.50			
Fill and Compaction of On-site Borrow	CY	$5.95	7,315	$43,524.25			
UNSUITABLE MATERIAL							
Load and Haul, 20 mi R/T	CY	$21.95					
Dump Charge	CY	$37.50					
Site Grading	SY	$0.75					
CLEAR & GRUB							
Light	AC	$6,675.00	4.78	$31,906.50			
Moderate	AC	$9,750.00					
Heavy	AC	$12,250.00					
Very Heavy	AC	$14,250.00					
LANDSCAPING							
Seeding	SY	$0.77	6,968	$5,365.36			

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
Sodding	SY	$3.64					
PLANTING SHRUBS							
18”	EA	$40.00					
24”	EA	$70.00					
TREES							
6’ – 8’ (1-2 in. Caliper)	EA	$400.00	169	$67,600.00			
8’ – 10’ (2.5-3 in. Caliper)	EA	$700.00					
Tree Protection	LF	$9.00					
MISCELLANEOUS SITE IMPROVEMENTS							
Retaining Walls							
Timber Wall (Less Than 6 ft)	LF	$325.00					
Dry Rubble RW-1 (H=6')	LF	$450.00					
Mortared Rubble RW-1A (H=6')	LF	$535.00					
Concrete Gravity RW-2 (H=6')	LF	$339.00					
Concrete Gravity RW-3 (H=6')	LF	$378.00					
FENCING							
Std. Fence (H=5’) FR-5	LF	$9.31					
Farm Fence (H=5’) FR-3A	LF	$10.90					
Chain Link Fence (H=6’)FR 2-B	LF	$14.52					
Board Fence (H=6’)	LF	$19.35	1652	$31,966.20			
TOT LOTS							
Tot Lot	EA	$16,495.00					
STORM DRAINAGE							
STORM SEWER							
NOTE: All pipe unit prices include trench, excavation, bedding, pipe, & backfill							
Rock Excavation for All Pipe Types							
Less than 1,500 CY (Blasting)	CY	$110.00					
More than 1,500 CY (Blasting)	CY	$90.00					
Less than 1,500 CY (Hoe Ram)	CY	$135.00					
More than 1,500 CY (Hoe Ram)	CY	$110.00					

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
Trench De-watering							
Trench De-watering	LF	$2.95					
RCP CLASS III ROUND T & G W/MASTIC							
12" Pipe (RCP III)							
0' – 8' Cut	LF	$44.50					
8' – 14' Cut	LF	$62.50					
Add cost for Class IV	LF	$0.85					
O-Ring	LF	$5.50					
15" Pipe (RCP III)							
0' – 10' Cut	LF	$49.75					
10' – 16'	LF	$77.50					
Add Cost for Class IV	LF	$0.95					
O-Ring	LF	$5.50					
18" Pipe (RCP III)							
0' – 10' Cut	LF	$50.00					
10' – 16' Cut	LF	$80.00					
Add Cost for Class IV	LF	$2.00					
O-Ring	LF	$7.00					
21" Pipe (RCP III)							
0' – 10' Cut	LF	$57.50					
10' – 16' Cut	LF	$87.50					
Add Cost for Class IV	LF	$2.75					
O-Ring	LF	$13.00					
24" Pipe (RCP III)							
0' – 10' Cut	LF	$67.50					
10' – 16' Cut	LF	$95.00					
Add Cost for Class IV	LF	$3.15					
O-Ring	LF	$14.00					
27" Pipe (RCP III)							
0' – 10' Cut	LF	$60.00					
10' – 16' Cut	LF	$95.00					
Add Cost for Class IV	LF	$4.00					
O-Ring	LF	$15.00					
30" Pipe (RCP III)							
0' – 10' Cut	LF	$82.50					
10' – 16' Cut	LF	$125.00					
Add Cost for Class IV	LF	$6.00					

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
O-Ring	LF	$17.25					
33" Pipe (RCP III)							
0' – 12' Cut	LF	$115.00					
10' – 18' Cut	LF	$160.00					
Add Cost for Class IV	LF	$6.50					
O-Ring	LF	$21.95					
36" Pipe (RCP III)							
0' – 12' Cut	LF	$120.00					
12' – 18' Cut	LF	$175.00					
Add Cost for Class IV	LF	$7.75					
O-Ring	LF	$22.75					
42" Pipe (RCP III)							
0' – 12' Cut	LF	$140.00					
12' – 18' Cut	LF	$200.00					
Add Cost for Class IV	LF	$12.00					
O-Ring	LF	$35.45					
48" Pipe (RCP III)							
0' – 12' Cut	LF	$155.00					
12' – 18' Cut	LF	$215.00					
Add Cost for Class IV	LF	$12.50					
O-Ring	LF	$43.35					
54" Pipe (RCP III)							
0' – 12' Cut	LF	$190.00					
12' – 18' Cut	LF	$275.00					
Add Cost for Class IV	LF	$18.75					
O-Ring	LF	$44.45					
60" Pipe (RCP III)							
0' – 12' Cut	LF	$225.00					
12' – 18' Cut	LF	$335.00					
Add Cost for Class IV	LF	$22.50					
O-Ring	LF	$48.65					
ELLIPTICAL PIPE – RCP CLASS III							
23" X 14" (18" Equiv-RCP III)							
0' – 10' Cut	LF	$75.00					
10' – 16' Cut	LF	$110.00					
Add Cost for Class IV	LF	$16.45					
O-Ring	LF	$43.35					

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
30" X 19" (24" Equiv-RCP III)							
0' – 10' Cut	LF	$90.00					
10' – 16' Cut	LF	$130.00					
Add Cost for Class IV	LF	$5.95					
O-Ring	LF	$43.35					
38" X 24" (30" Equiv-RCP III)							
0' – 10' Cut	LF	$120.00					
10' – 16' Cut	LF	$167.50					
Add Cost for Class IV	LF	$8.45					
O-Ring	LF	$51.35					
45" X 29" (36" Equiv-RCP III)							
0' – 10' Cut	LF	$165.00					
10' – 16' Cut	LF	$235.00					
Add Cost for Class IV	LF	$11.35					
O-Ring	LF	$53.35					
53" X 34" (42" Equiv-RCP III)							
0' – 12' Cut	LF	$210.00					
10' – 18' Cut	LF	$300.00					
Add Cost for Class IV	LF	$15.35					
O-Ring	LF	$58.95					
60" X 38" (48" Equiv-RCP III)							
0' – 12' Cut	LF	$255.00					
10' – 18' Cut	LF	$375.00					
Add Cost for Class IV	LF	$18.35					
O-Ring	LF	$69.95					
HDPE PIPE							
8" Pipe							
0'-8' Cut	LF	$28.65					
8'-14' Cut	LF	$43.15					
12" Pipe							
0'-8' Cut	LF	$38.95					
8'-14' Cut	LF	$57.75					
15" Pipe							
0'-8' Cut	LF	$50.25	1444	$72,561.00			
8'-16' Cut	LF	$74.85					
18" Pipe							
0'-8' Cut	LF	$66.00	150	$9,900.00			

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
8'-16' Cut	LF	$98.55					
24" Pipe							
0'-8' Cut	LF	$76.90	291	$22,377.90			
8'-16' Cut	LF	$115.25					
30" Pipe							
0'-8' Cut	LF	$91.33					
8'-16' Cut	LF	$137.27					
36" Pipe							
0'-8' Cut	LF	$101.68					
8'-16' Cut	LF	$152.33					
42" Pipe							
0'-8' Cut	LF	$113.99					
8'-16' Cut	LF	$171.00					
48" Pipe							
0'-8' Cut	LF	$129.55					
8'-16' Cut	LF	$195.66					
STORM STRUCTURES							
END SECTIONS							
End Section (ES-1), Concrete Pipe Size							
15”	EA	$485.00	2	$970.00			
18”	EA	$565.00	1	$565.00			
21”	EA	$645.00					
24”	EA	$755.00	1	$755.00			
27”	EA	$1,065.00					
30”	EA	$1,195.00					
36”	EA	$1,765.00					
42”	EA	$1,795.00					
48”	EA	$2,135.00					
54”	EA	$2,795.00					
60”	EA	$3,455.00					
ENDWALLS							
EW-1(Pre-cast) Round Pipe Size							
15”	EA	$800.00					
18”	EA	$1,337.00					
24”	EA	$2,021.00					

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
30”	EA	$2,133.00					
36”	EA	$2,366.00					
EW-1 Cast in Place [Round Pipe Size]							
15”	EA	$852.00					
18”	EA	$1,053.00					
24”	EA	$1,495.00					
30”	EA	$2,144.00					
36”	EA	$2,383.00					
EW-1A (Pre-Cast) Elliptical Pipe Size							
23” X 14” (18”)	EA	$695.00					
30” X 19” (24”)	EA	$969.00					
38” X 24” (30”)	EA	$1,165.00					
45” X 29” (36”)	EA	$1,445.00					
53” X 34” (42”)	EA	$1,840.00					
EW-1A (Cast in Place) Elliptical Pipe Size							
23” X 14” (18”)	EA	$667.00					
30” X 19” (24”)	EA	$939.00					
38” X 24” (30”)	EA	$1,247.00					
45” X 29” (36”)	EA	$1,618.00					
53” X 34” (42”)	EA	$2,109.00					
EW-2 (PreCast) Round Pipe Size							
42”	EA	$5,445.00					
48”	EA	$5,695.00					
54”	EA	$6,660.00					
60”	EA	$7,140.00					
72”	EA	$7,990.00					
84”	EA	$9,490.00					
EW-2 (Cast in Place) Round Pipe Size							
42”	EA	$4,723.00					
48”	EA	$6,039.00					
54”	EA	$6,972.00					
60”	EA	$8,179.00					

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
72”	EA	$10,713.00					
84”	EA	$12,288.00					
(EW-6PC) [Double Pipe] Pipe Size							
2-15”	EA	$999.00					
2-18”	EA	$1,235.00					
2-24”	EA	$1,510.00					
2-30”	EA	$2,165.00					
2-36”	EA	$2,647.00					
MANHOLES							
Standard Brick Manhole Std Frame & Cover (MH-1)							
6’ Depth	EA	$3,750.00					
Depth below 6’	VF	$163.00					
Standard Precast Manhole Std Frame & Cover (MH-2)							
6’ Depth	EA	$3,100.00	1	$3,100.00			
Depth below 6’	VF	$177.00	4	$708.00			
Additional Cost (Amounts in parentheses to be added to the above unit costs)							
Watertight Fr/Cover (Add 110)	EA	$579.00					
Heavy Duty Fr/Cover (Add 82)	EA	$599.00					
DROP INLETS							
Cast in Place 48”							
Drop Inlet (DI-1) 12” – 24” Pipe 0-10 VF	EA	$3,697.00					
Drop Inlet (DI-1A) 12” – 24” Pipe 10-20 VF	EA	$5,593.00					
Drop Inlet (DI-2) 12” – 24” Pipe 0-10 VF, 10’ throat	EA	$6,911.00					
Drop Inlet (DI-2A) 12” – 24” Pipe 10-20 VF, 10’ throat	EA	$8,833.00					
CURB DROP INLETS							
Curb Drop Inlet (DI-3A)							
12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length 2’-6”	EA	$4,088.00					

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
Curb Drop Inlet (DI-3AA)							
12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length 2’-6”	EA	$5,357.00					
Curb Drop Inlet (DI-3B & DI-12) 12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length							
4’	EA	$4,279.00					
6’	EA	$4,573.00					
8’	EA	$4,889.00					
10'	EA	$5,052.00					
12’	EA	$5,227.00					
16’	EA	$5,543.00					
20’	EA	$5,859.00					
Curb Drop Inlet (DI-3BB) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length							
4’	EA	$4,276.00					
6’	EA	$4,848.00					
8’	EA	$5,429.00					
10'	EA	$5,732.00					
12’	EA	$6,011.00					
16’	EA	$6,296.00					
20’	EA	$6,599.00					
Curb Drop Inlet (DI-3C) 12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length							
6’	EA	$4,013.00					
8’	EA	$4,588.00					
10'	EA	$4,893.00					
12’	EA	$5,178.00					
16’	EA	$5,766.00					
20’	EA	$6,339.00					
Curb Drop Inlet (DI-3CC) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length							
6’	EA	$4,746.00					
8’	EA	$5,293.00					

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
10'	EA	$5,627.00					
12’	EA	$5,988.00					
16’	EA	$6,772.00					
20’	EA	$7,465.00					
Curb Drop Inlet (DI-3D)							
12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length 2’-6”	EA	$3,633.00					
Curb Drop Inlet (DI-3DD)							
12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length 2’-6”	EA	$4,367.00					
Curb Drop Inlet (DI-3E) 12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length							
4’	EA	$4,093.00					
8’	EA	$4,756.00					
10'	EA	$5,724.00					
12'	EA	$5,833.00					
16’	EA	$6,072.00					
20’	EA	$6,709.00					
Curb Drop Inlet (DI-3EE) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length							
6’	EA	$7,562.00					
8’	EA	$7,869.00					
10'	EA	$7,999.00					
12’	EA	$8,166.00					
16’	EA	$8,471.00					
20’	EA	$8,767.00					
Curb Drop Inlet (DI-3F) 12”-30” Pipe Inlet Length (Invert Depth (H)=0’-8’)							
6’	EA	$3,765.00					
8’	EA	$4,419.00					
10'	EA	$4,749.00					
12’	EA	$5,085.00					
16’	EA	$5,742.00					
20’	EA	$6,395.00					

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
Curb Drop Inlet (DI-3FF) 12"-30" Pipe (Invert Depth (H) =8'-20') Inlet Length							
6'	EA	$8,077.00					
8'	EA	$8,288.00					
10'	EA	$8,480.00					
12'	EA	$8,669.00					
16'	EA	$9,047.00					
20'	EA	$9,446.00					
Curb Drop Inlet (DI-4A) 36"–48" Pipe (Invert Depth (H)=0'-8') Inlet Length							
4'	EA	$4,868.00					
Curb Drop Inlet (DI-4AA) 36"–48" Pipe (Invert Depth (H)=0'-8') Inlet Length							
4'	EA	$6,817.00					
Curb Drop Inlet (DI-4B) 36"-48" Pipe (Invert Depth (H) =0'-8') Inlet Length							
6'	EA	$5,172.00					
8'	EA	$5,499.00					
10'	EA	$5,698.00					
12'	EA	$5,870.00					
16'	EA	$6,221.00					
20'	EA	$6,571.00					
Curb Drop Inlet (DI-4BB) 36"-48" Pipe (Invert Depth (H) =8'-20') Inlet Length							
6'	EA	$10,292.00					
8'	EA	$10,643.00					
10'	EA	$10,810.00					
12'	EA	$10,974.00					
16'	EA	$11,309.00					
20'	EA	$11,669.00					

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
Curb Drop Inlet (DI-4C) 36"-48" Pipe (Invert Depth (H) =0'-8') Inlet Length							
8'	EA	$5,612.00					
10'	EA	$5,794.00					
12'	EA	$5,968.00					
16'	EA	$6,315.00					
20'	EA	$6,657.00					
Curb Drop Inlet (DI-4CC) 36"-48" Pipe (Invert Depth (H) =8'-20') Inlet Length							
8'	EA	$13,371.00					
10'	EA	$13,693.00					
12'	EA	$14,097.00					
16'	EA	$14,712.00					
20'	EA	$15,365.00					
Curb Drop Inlet (DI-4D)							
36"-48" Pipe (Invert Depth (H) =0'-8') Inlet Length 4'	EA	$4,933.00					
Curb Drop Inlet (DI-4DD)							
36"-48" Pipe (Invert Depth (H) =8'-16') Inlet Length 4'	EA	$9,455.00					
Curb Drop Inlet (DI-4E) 36"-48" Pipe (Invert Depth (H) =0'-8') Inlet Length							
6'	EA	$5,267.00					
8'	EA	$5,605.00					
10'	EA	$5,896.00					
12'	EA	$6,233.00					
16'	EA	$6,996.00					
20'	EA	$7,695.00					
Curb Drop Inlet (DI-4EE) 36"-48" Pipe (Invert Depth (H) =8'-16') Inlet Length							
6'	EA	$9,165.00					
8'	EA	$9,495.00					
10'	EA	$9,839.00					

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
12’	EA	$10,167.00					
16’	EA	$10,838.00					
20’	EA	$11,483.00					
Curb Drop Inlet (DI-4F) 36”-48" Pipe Inlet Length (Invert Depth (H)=0’-8’)							
8’	EA	$5,877.00					
10'	EA	$6,209.00					
12’	EA	$6,568.00					
16’	EA	$7,259.00					
20’	EA	$7,963.00					
Curb Drop Inlet (DI-4FF) 36”-48” Pipe (Invert Depth (H) =8’-16’) Inlet Length							
8’	EA	$8,866.00					
10'	EA	$9,147.00					
12’	EA	$9,435.00					
16’	EA	$9,997.00					
20’	EA	$10,584.00					
Median Drop Inlets - CIP							
Median Drop Inlet **(DI-6A)** 12”-24” Pipe Inlet (H=8’)	EA	$4,205.00					
Median Drop Inlet **(DI-6B)** 12”-24” Pipe Inlet (H=8’)	EA	$4,267.00					
Median Drop Inlet **(DI-6C)** 30”-48” Pipe Inlet (H=10’)	EA	$5,589.00					
Median Drop Inlet **(DI-6D)** 30”-48” Pipe Inlet (H=10’)	EA	$5,692.00					
Median Drop Inlet **(DI-7)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$5,748.00					
Median Drop Inlet **(DI-7A)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$6,338.00					
Median Drop Inlet **(DI-7B)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$6,797.00					

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
MISCELLANEOUS INLETS							
Ditch Drop Inlet, **(DI-5)** Type III Tip 12"-42" Pipe Inlet (H=8')	EA	$5,226.00					
Standard Yard Inlet **(YI-1)** 12"-48" Pipe (Invert Depth (H)=0'-8') Inlet Length 4'(No Aprons)	EA	$4,749.00					
Add Yard Inlet Apron	THROAT	$255.00					
Standard Yard Inlet **(YI-3)** 12"-48" Pipe (Invert Depth (H)=0'-8') Inlet Length 4'(No Aprons)	EA	$5,127.00					
Add Yard Inlet Apron	THROAT	$255.00					
CULVERTS							
Single Box Culvert (BC-1A) Fills to 25'							
4' X 4'	LF	$336.00					
5' x 5"	LF	$410.00					
6' X 6'	LF	$498.00					
8' X 8'	LF	$699.00					
10' X 10'	LF	$845.00					
Double Box Culvert (BC-2b) Fills to 25'							
4' X 4'	LF	$566.00					
5' x 5"	LF	$705.00					
6' X 6'	LF	$854.00					
8' X 8'	LF	$1,148.00					
10' X 10'	LF	$1,411.00					
Oversized Single Box Culvert (BBC-1) Fills to 25'							
12' X 6'	LF	$1,026.00					
12' X 8'	LF	$1,144.00					
12' X 10'	LF	$1,239.00					
12' X 12'	LF	$1,348.00					
Triple Box Culvert (BC-3B) Fills to 25'							

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
4' X 4'	LF	$779.00					
5' x 5"	LF	$965.00					
6' X 6'	LF	$1,211.00					
8' X 8'	LF	$1,633.00					
10' X 10'	LF	$2,488.00					
Quadruple Box Culvert (BC-4B) Fills to 25'							
4' X 4'	LF	$987.00					
5' x 5"	LF	$1,225.00					
6' X 6'	LF	$1,523.00					
8' X 8'	LF	$1,497.00					
10' X 10'	LF	$2,835.00					
Standard Wing for Box Culvert (1 Side Only) Height of Box							
4'	EA	$675.00					
5'	EA	$995.00					
6'	EA	$1,337.00					
8'	EA	$2,489.00					
10'	EA	$3,315.00					
Standard Wing for Oversized Box Culvert(BBC-W) Height of Box							
6'	EA	$1,351.00					
8'	EA	$2,189.00					
10'	EA	$3,269.00					
12'	EA	$4,763.00					
MISCELLANEOUS STORM							
Connection to Existing Structure							
15"-36" Pipe	EA	$735.00					
42"- 60" Pipe	EA	$1,125.00					
Casing Pipe, Bore and Jack (3/8" wall)							
22" ID (6"-8" Carrier Pipe)	LF	$411.00					
24" ID (10" Carrier Pipe)	LF	$451.00					
30" ID (12" Carrier Pipe)	LF	$569.00					
Plug Pipe							

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
6" –12" Pipe	EA	$142.00					
15"-36" Pipe	EA	$323.00					
42"- 60" Pipe	EA	$522.00					
Pavement Edge Pipe							
Standard Pipe Underdrain	LF	$19.00					
Riprap							
Dry, Class I, 18"	SY	$47.87	43	$2,058.41			
Dry, Class II, 18"	SY	$51.46					
Grouted, Class I, 18"	SY	$69.97					
Filter Fabric							
Class I	SY	$3.50					
Class II	SY	$3.00					
Class III	SY	$2.25					
Gabions (No excavation)							
Mattress	CY	$130.00					
Revetment	CY	$164.33					
Wall	CY	$212.25					
Paved Ditch (4" Thick)							
Concrete (Non-reinforced)	SY	$62.00					
Bituminous Concrete(4")	SY	$30.00					
Sodded Ditch							
Sodded Ditch (Incl Fine Grading)	SY	$9.86					
STREET CONSTRUCTION							
ROADS AND PARKING							
Soil Stabilization	**Inches**						
Cement 6%	SY/Inch Depth	$2.70					
Depth (in Inches):							
Lime 6%	SY/Inch Depth	$1.89					
Depth (in Inches):							
Subbase, Aggregated Material							
Base Type I	SY/Inch Depth	$1.75	7151	$75,085.50			
Depth (in Inches):	6						
Base Type I	SY/Inch Depth	$1.75	3192	$22,344.00			

PROJECT NAME: Huyett Storage PROJECT NUMBER: 5022-0101

PREPARED BY: Chris Weitnauer FIRM: Integrity Federal Services DATE: 05/04/2023

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
Depth (in Inches):	4						
Bituminous Concrete							
Base Course	SY/Inch Depth	$5.59	7151	$99,935.23			
Depth (in Inches):	2.5						
Intermediate Course	SY/Inch Depth	$5.49					
Depth (in Inches):							
Top Course	SY/Inch Depth	$5.49	7151	$58,888.49			
Depth (in Inches):	1.5						
Prime Coat	SY	$1.10					
Tack Coat	SY	$1.10					
Driveway Restoration							
4” Concrete & 4” Gravel	SY	$79.95					
2” S-5 & 7 6” Gravel	SY	$31.96					
Shoulders, Type I							
Aggregated Base, 4”	SY	$11.50					
Concrete Curbing							
Curb & Gutter CG6 & CG7	LF	$22.50	963	$21,667.50			
Curb Cut, CG-12 Detectable Surf.	EA	$569.00	3	$1,707.00			
Entrances/Driveways							
Commercial Entrance CG-11	SY	$52.88	197	$10,417.36			
Commercial Entrance CG-13	SY	$64.67					
Residential Driveway Apron	SY	$51.79					
Guardrails							
Std. Blocked-out W beam (GR2)	LF	$42.50					
Std. W beam, Weak Post GR8	LF	$28.50					
Terminal, GR-6 (L=12’-6”)	EA	$2,929.00					
Terminal, GR-7 (L=6’-3”)	EA	$2,659.00					
Type I, GR-8 Terminal (L=25’)	EA	$1,399.00					
Type II, GR-8 Terminal (L=13’-6”)	EA	$695.00					
Terminal, MB-4 (L=37’-6”)	EA	$3,495.00					
Type I, MB-5 Terminal (L=27’-1)	EA	$2,925.00					
Type II, MB-5 Terminal (L=13’-6)	EA	$1,675.00					
Miscellaneous							
Trash enclosure - Brick 6' high	LF	$325.00					

PROJECT NAME: Huyett Storage PROJECT NUMBER: 5022-0101

PREPARED BY: Chris Weitnauer FIRM: Integrity Federal Services DATE: 05/04/2023

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
Reinforced Concrete Pad 6" to 8"	SY	$62.00	273	$16,926.00			
Striping 4" width (VDOT Type B)	LF	$2.25					
Concrete Wheel Stops	EA	$70.00	50	$3,500.00			
Parking Lot Striping	EA	$50.00	10	$500.00			
Sign Island	EA	$850.00					
Traffic Barricade	LF	$43.45					
Street Name Signs	EA	$435.00					
Traffic Control Signs	EA	$375.00	2	$750.00			
Street Light (pole, bracket, light)	EA	$4,285.00					
SIDEWALKS AND TRAILS							
Sidewalk							
Concrete 4” w/WWF, No base	SY	$45.23	41	$1,854.43			
Bitum. Conc, 2” w/4” Base	SY	$30.00					
4” Conc, No Reinf., No Base	SY	$41.00					
HANDRAIL							
Handrail 3 Rail 1-1/4” #4 Finish	LF	$96.50					
Wood Chip Trail							
Trails(Incl Excavation & Grading) Wood chip, 4’ wide	SY	$17.69					
Bituminous Trail							
6’ to 10' wide	SY	$49.25	357	$17,582.25			
CRITICAL SLOPE STABILIZATION							
Paved Flume	SY	$67.00					
Stmwtr Conc Channel-Excav	SY	$7.75					
ADD Grass Lined-seeded	SY	$5.37					
ADD Grass Lined-sodded	SY	$10.89					
Outlet Protection							
Non-grouted Riprap 18”	SY	$52.00					
Concrete 4”	SY	$53.50					
Level Spreader	SY	$4.44					
Struc Streambank Protection							
Non-grouted Riprap 18”	SY	$58.00					
Gabions	CY	$147.00					
Vegetative Erosion Control							
Sodding incl Fertilizing – Banks	SY	$7.77					
Sodding incl Fertilizing – Flat	SY	$5.36					
Seeding incl Fertilizing	SY	$2.44					

PROJECT NAME: Huyett Storage | PROJECT NUMBER: 5022-0101

PREPARED BY: Chris Weitnauer | FIRM: Integrity Federal Services | DATE: 05/04/2023

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
Soding W/Soil Treat & Watering	SY	$3.25					
Seeding W/Soil Treat & Watering	SY	$6.46					
Straw Mulch w/Tack	SY	$1.40					
Jute Mesh	SY	$1.77					
Special Items							
FEMA Processing LOMR/CLOMR	EA	$7,500.00					
As Built (Record Drawings)	EA	$9,500.00	1	$9,500.00			
SWM/BMP POND	LS	See Note 1	1	$21,240.00			
SIGNALIZATION	LS	See Note 2					
Subtotal				$1,356,608.77			

TOTAL ESTIMATE OF COMPLETED WORK:

TOTAL:	$1,356,608.77
+ 10% CONTINGENCIES:	$135,660.88
GRAND TOTAL:	$1,492,269.65

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-555: Public Hearing- TXA2023-02: Buffering Standards

Text amendment. The proposed changes would clarify that a buffer is not required when single-family dwelling units and multi-family/townhomes are being developed as part of a cohesive, planned development.

Proposed Motion:
Approval of the text amendment as presented.

ATTACHMENTS:
- 1. Staff Report.pdf

Text Amendment Staff Report

Buffer Standards

TXA2023-02

Date: For the June 21st, 2023 City Council meeting
Applicant: City of Charles Town
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Subdivision and Land Development Ordinance Text Amendment

CODE SECTION

1333.15, Buffer and Screening Standards

…

(B) Opaque screening to a minimum height of six (6) feet shall be required around the perimeter of all mini-storage warehousing facilities, recreational and commercial vehicle parking areas, and loading areas, and also between single-family detached and multi-family or townhouse dwelling units, and where elsewhere specified in this Ordinance.

ISSUE

This language requires that a buffer be placed between single-family homes and multi-family/townhome units. While this may be suitable for placing a buffer between existing single-family homes and newly proposed multi-family/townhome development, it does not make sense when the proposed multi-family/townhomes are being built as part of a planned development.

The proposed changes would clarify that a buffer is not required when single-family dwelling units and multi-family/townhomes are being developed as part of a cohesive, planned development.

PROPOSED LANGUAGE

Proposed language is in red and **bolded** below:

Opaque screening to a minimum height of six (6) feet shall be required around the perimeter of all mini-storage warehousing facilities, recreational and commercial vehicle parking areas, and loading areas, and also between single-family detached and multi- family or townhouse dwelling units **except where such units are part of the same planned development,** and where elsewhere specified in this Ordinance.

PLANNING COMMISSION

The Planning Commission reviewed this item on April 24th, 2023 at a public hearing. This issue has been brough up at various sketch and preliminary plan applications and the Commissioners

were of the problems the existing language has caused. Commissioner Derr recommended a change in language, which has been incorporated into the text.

The Commissioners voted to recommend **approval** of the text amendment.

CITY COUNCIL

Council reviewed this item on May 1, 2023. Following discussion, Council chose not to send this item to the Ordinance Committee but rather to proceed with a public hearing.

CRITERIA REVIEW

Zoning Ordinance Section 1321.12.D.4.B. lays out criteria for reviewing text amendments:

(1) Whether such change is consistent with the intent and purpose of this Ordinance;

Section 1321.02 *Purpose*, states "*The Charles Town Zoning Ordinance is intended to guide future growth and development by regulating land Uses within the jurisdiction of Charles Town for the improvement of the health, safety, comfort, morals, and general public welfare of Charles Town citizens*."

Specifically, subsection F calls for "*Promoting the orderly development of land*". The proposed changes promote the orderly development of land.

(2) Whether such change is consistent with the Charles Town Comprehensive Plan;

In the *Growth and Land Use* section of the 2040 Comprehensive Plan, Object 1 is to "*Establish land use and development regulations and supporting policies that uphold and achieve the future land use vision of the Comprehensive Plan*."

This changes provides for better designed and more cohesive planned neighborhoods.

(3) The areas which are most likely to be directly affected by such change and in what way they will be affected;

This text will impact neighborhoods such as Huntfield, Norborne-Glebe, and future planned developments which contain a mixture of housing types within the same planned community.

(4) Whether the proposed amendment is made necessary because of changed or changing social values, new planning concepts or other socio-economic conditions in the areas and Zoning Districts affected.

This change is necessitated by consistent demand from developers to include mixtures of housing types within developments.

RECOMMENDATION

The Planning Commission and Staff recommend that Council **approve** the text amendment.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-556: Public Hearing- TXA2023-03: Driveway Standards

ATTACHMENTS:

- 1. Staff Report.pdf

Text Amendment Staff Report

Driveway Standards

TXA2023-03

Date: For the June 21st, 2023 City Council meeting
Applicant: City of Charles Town
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Subdivision and Land Development Ordinance Text Amendment

CODE SECTION

Section 1333.07, Driveway Standards

Driveways may be used to provide a place and access for vehicular movement only between a parking area for a single residential unit of occupancy or agricultural use (farm) and a Street, Alley, or Access Drive. Driveways may be used for off-street parking. Driveways shall conform to the following:

(A) Residential Driveway entrances shall be provided from any roadway to all single-family residences in accordance with Standard Detail DE-1 or Standard Detail DE-2 (depending upon the curb and gutter requirements).

(B) There shall be no more than one (1) vehicular entrance per individual Lot on a Public Street, unless the entrances are separated by a minimum of 150 feet.

(C) No Driveway shall be constructed closer than 40 feet to the nearest street intersection.

(D) Driveways shall not be located less than five (5) feet from an adjoining property unless used as a shared Driveway between the two abutting properties.

(E) Driveway grades shall not exceed three percent (3%) from the edge of the intersecting street pavement to the property line, nor exceed ten percent (10%) from the property line to the garage, carport, or other off-street parking space.

(F) The maximum slope of embankments adjacent to Driveways shall not exceed 1V:3H unless a retaining wall is used to insure that the earth is stabilized.

(G) Driveways shall be constructed at least 12 feet in width and of at least six (6) inches of compacted stone for a distance of at least twelve (12) feet beyond the right-of-way line.

ISSUE

The current language does not match what prior practice within the City; driveways have been built within 40 ft. of intersections. The proposed language clarifies exactly where driveways

may be placed and how the 40 ft. no-build area is measured. The amendment also fixes a typo, replacing 'insure' with 'ensure'.

PROPOSED LANGUAGE

Proposed changes are in red and **bold** below:

Section 1333.07, Driveway Standards

Driveways may be used to provide a place and access for vehicular movement only between a parking area for a single residential unit of occupancy or agricultural use (farm) and a Street, Alley, or Access Drive. Driveways may be used for off-street parking. Driveways shall conform to the following:

(A) Residential Driveway entrances shall be provided from any roadway to all single-family residences in accordance with Standard Detail DE-1 or Standard Detail DE-2 (depending upon the curb and gutter requirements).

(B) There shall be no more than one (1) vehicular entrance per individual Lot on a Public Street, unless the entrances are separated by a minimum of 150 feet.

(C) **Driveways at Intersections:**

1. For intersections which include four or more approaches, no driveway shall be constructed closer than 40 feet to the nearest street intersection, measured at the road centerline intersection(s) and radiating 40 feet in all directions or to the nearest tangential curb-return, whichever is greater in distance.
2. For an intersection of three roadway approaches (commonly referred to as a three-way intersection), no driveways may be placed within 40 ft of the intersection along the single approach (Intersecting approach) roadway, starting at the centerline of the main (commonly referred to as the through-roadway) and measured 40 feet towards the intersecting approach or to the nearest tangential curb-return, whichever is greater in distance. Driveways may be placed on the main road (through-roadway) opposite the intersecting road (intersecting approach).

(D) Driveways shall not be located less than five (5) feet from an adjoining property unless**:**

1. Used as a shared Driveway between the two abutting properties

2. For driveways serving duplex or townhouse development, those driveways may be located up to the shared party wall property line.

(E) Driveway grades shall not exceed three percent (3%) from the edge of the

intersecting street pavement to the property line, nor exceed ten percent (10%) from the property line to the garage, carport, or other off-street parking space.

(F) The maximum slope of embankments adjacent to Driveways shall not exceed 1V:3H unless a retaining wall is used to **ensure** that the earth is stabilized.

(G) Driveways shall be constructed at least 12 feet in width and of at least six (6) inches of compacted stone for a distance of at least twelve (12) feet beyond the right-of-way line.

PLANNING COMMISSION

The Planning Commission discussed this item at a public hearing on April 24, 2023. Commissioner Cummings asked if traffic safety was taken into account for these proposed changes. City staff worked with Kimley-Horn to craft the language and ensure that no driveways will located in such a manner as to be a traffic hazard; the proposed language is the result of those conversations, with a focus on safety and regulatory clarity.

The Commission voted to recommend **approval** of the text changes.

CITY COUNCIL

Council reviewed this item on May 1, 2023. Following discussion, Council chose not to send this item to the Ordinance Committee but rather to proceed with a public hearing.

CRITERIA REVIEW

Zoning Ordinance Section 1321.12.D.4.B. lays out criteria for reviewing text amendments:

(1) Whether such change is consistent with the intent and purpose of this Ordinance;

Section 1321.02 *Purpose*, states "*The Charles Town Zoning Ordinance is intended to guide future growth and development by regulating land Uses within the jurisdiction of Charles Town for the improvement of the health, safety, comfort, morals, and general public welfare of Charles Town citizens*."

Specifically, subsection F calls for "*Promoting the orderly development of land*". The proposed changes promote the orderly development of land.

(2) Whether such change is consistent with the Charles Town Comprehensive Plan;

In the *Growth and Land Use* section of the 2040 Comprehensive Plan, Object 1 is to "*Establish land use and development regulations and supporting policies that uphold and achieve the future land use vision of the Comprehensive Plan*."

This changes provides for better design of driveways and provides clarity for developers, property owners, and staff.

(3) The areas which are most likely to be directly affected by such change and in what way they will be affected;

This text will impact all properties that may require/desire a driveway.

(4) Whether the proposed amendment is made necessary because of changed or changing social values, new planning concepts or other socio-economic conditions in the areas and Zoning Districts affected.

This change is necessitated by consistent demand from developers.

RECOMMENDATION

The Planning Commission and Staff recommend that Council **approve** the text amendment.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-558: Public Hearing- TXA2023-04: Townhouse Development Standards

ATTACHMENTS:

- 1. Staff Report.pdf

Text Amendment Staff Report

Townhouse Standards

TXA2023-04

Date: For the June 21st, 2023 City Council meeting
Applicant: City of Charles Town
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Subdivision and Land Development Ordinance Text Amendment

CODE SECTION

1333.20, Townhouse Development Standards

…

(K) All electric meters shall be located in the rear of dwelling units, except where a waiver may be granted by the Planning Commission.

ISSUE

This language requires electric meters be located behind townhomes. However, this requirement is not supported by electric utilities serving the City, and waivers are frequently required from this Code section. The text amendment would **remove** this requirement.

PROPOSED LANGUAGE

The section (K) *Electric Meters* would be removed. Subsequent sections L-Q would become K-P.

PLANNING COMMISSION

The Planning Commission heard this item at a public hearing on April 24, 2023. The Commission is aware of the issues caused by this requirement. The Commission voted to recommend **approval** of the text amendment.

CITY COUNCIL

Council reviewed this item on May 1, 2023. Following discussion, Council chose not to send this item to the Ordinance Committee but rather to proceed with a public hearing.

CRITERIA REVIEW

Zoning Ordinance Section 1321.12.D.4.B. lays out criteria for reviewing text amendments:

(1) Whether such change is consistent with the intent and purpose of this Ordinance;

Section 1321.02 *Purpose*, states "*The Charles Town Zoning Ordinance is intended to guide future growth and development by regulating land Uses within the jurisdiction of Charles Town for the improvement of the health, safety, comfort, morals, and general public welfare of Charles Town citizens*."

Specifically, subsection F calls for "*Promoting the orderly development of land*". The proposed changes promote the orderly development of land.

(2) Whether such change is consistent with the Charles Town Comprehensive Plan;

In the *Growth and Land Use* section of the 2040 Comprehensive Plan, Object 1 is to "*Establish land use and development regulations and supporting policies that uphold and achieve the future land use vision of the Comprehensive Plan*."

This changes provides for better design.

(3) The areas which are most likely to be directly affected by such change and in what way they will be affected;

This text will impact all new townhome development.

(4) Whether the proposed amendment is made necessary because of changed or changing social values, new planning concepts or other socio-economic conditions in the areas and Zoning Districts affected.

This change is necessitated by consistent demand from developers and electricity providers.

RECOMMENDATION

The Planning Commission and Staff recommend that Council **approve** the text amendment.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-561: Establishment of the Construction Code Board of Appeals.

Establishment of the Construction Code Board of Appeals.

ATTACHMENTS:

- Building Code Board of Appeals Resolution.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

RESOLUTION
Building Code Board of Appeals

WHEREAS, The City of Charles Town previously adopted the West Virginia State Building Code in September of 2022;

WHEREAS, the West Virginia State Building Code requires the formation of a Building Code Board of Appeals in order to hear and decide appeals of orders, decisions or determinations made by the Code Official relative to the application and interpretation of this code;

WHEREAS, members of the Board of Appeals shall consist of the regulations and stipulations outlined in the West Virginia State Building Code; and who are not employees of the City, but the Code Official shall serve as an ex-officio member but have no vote on any matter before the Board, and;

WHEREAS, the Board shall be appointed by the City Council and shall serve staggering and overlapping terms and shall adopt Rules of Procedure governing appeals before it.

NOW, THEREFORE, BE IT RESOLVED, the Charles Town City Council adopts a Resolution to establish a Building Code Board of Appeals as required by West Virginia State Code and all administrative appeals from actions of the City Code Official will follow the procedures set forth and established in the respective International Codes adopted.

Adopted the _____ day of _____, 2023.

Attest:

_____
Robert M. Trainor
Mayor

_____
Alissa Meeks
City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-570: Payment of Bills - June 21, 2023

ATTACHMENTS:

- CAPITAL RESERVE COUNCIL REPORT 2023 6 16.pdf
- GENERAL FUND COUNCIL REPORT 2023 6 16.pdf
- GENERAL FUND COUNCIL REPORT-PAID BY CREDIT CARD 2023 6 16.pdf
- PARKS & REC COUNCIL REPORT 2023 06 16.pdf
- CAP RESERVE SPECIAL RUN 2023 06 21.pdf
- GEN FUND SPECIAL RUN 2023 06 21.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADVANTAGE TECHNOLOGY LLC	6/16/23	CH-DOOR CONTROLLER/CARD RE	CAPITAL RESERVE	GENERAL GOVERNMENT	1,439.20
	6/16/23	CH-DOOR CONTROLLER/CARD RE	CAPITAL RESERVE	GENERAL GOVERNMENT	558.40
	6/16/23	MAY2023 MONTHLY AGREEMENT	CAPITAL RESERVE	GENERAL GOVERNMENT	1,992.15
	6/16/23	MAY2023 MONTHLY AGREEMENT	CAPITAL RESERVE	GENERAL GOVERNMENT	1,465.40
	6/16/23	CITY- SSL CERTIFICATE RENE	CAPITAL RESERVE	GENERAL GOVERNMENT	35.00
	6/16/23	CITY- SSL CERTIFICATE RENE	CAPITAL RESERVE	GENERAL GOVERNMENT	249.00
	6/16/23	CITY TECH SERVICES 5/31	CAPITAL RESERVE	GENERAL GOVERNMENT	247.50
	6/16/23	MAY 2023 TECH SERVICE	CAPITAL RESERVE	GENERAL GOVERNMENT	1,372.50
	6/16/23	MAY 2023 TECH SERVICE	CAPITAL RESERVE	GENERAL GOVERNMENT	237.50
	6/16/23	PD TECH SERVICES-5/31	CAPITAL RESERVE	GENERAL GOVERNMENT	308.75
	6/16/23	PD- DELL DESKTOP COMPUTER	CAPITAL RESERVE	GENERAL GOVERNMENT	1,532.87
				TOTAL:	9,438.27
ALPHA ASSOCIATES, INCORPORATED	6/16/23	AUGUSTINE AVE- TRAIL-DESIG	CAPITAL RESERVE	CULTURE & RECREATION	7,040.68
				TOTAL:	7,040.68
BOB ROBINSON CHEVROLET-CADILLAC, INC.	6/16/23	2023 CHEVY TAHOE- PD	CAPITAL RESERVE	PUBLIC SAFETY	38,268.00
				TOTAL:	38,268.00
LONG FENCE	6/16/23	SECURITY FENCE-MAINT YARD	CAPITAL RESERVE	STREETS & TRANSPORTATI	22,965.00
				TOTAL:	22,965.00

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

200	CAPITAL RESERVE	77,711.95
	GRAND TOTAL:	77,711.95

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: 6/16/2023 THRU 6/16/2023

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
AUTOZONE, INC.	6/16/23	1 REAR WIPER BLADE CAR#19	GENERAL FUND	POLICE DEPARTMENT	8.39
				TOTAL:	8.39
BOLAND TRANE SERVICES INC	6/16/23	JUNE23 HVAC SER 661 GEORGE	GENERAL FUND	POLICE DEPARTMENT	457.00
				TOTAL:	457.00
CHARLES TOWN BOARD OF PARKS & REC	6/16/23	APRIL2023 50% HOTEL COLLEC	GENERAL FUND	TRANSFERS	6,705.96
	6/16/23	MAY2023 50% HOTEL COLLECT	GENERAL FUND	TRANSFERS	11,169.04
				TOTAL:	17,875.00
CHERYL PETERSON	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	80.00
	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	50.00
				TOTAL:	130.00
CINTAS	6/16/23	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	188.53
	6/16/23	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	194.33
	6/16/23	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	194.33
				TOTAL:	577.19
CITY OF CHARLES TOWN -- CAPITAL RESERV	6/16/23	APRIL 2023 REPAVING	GENERAL FUND	TRANSFERS	10,872.20
	6/16/23	MAY 2023 REPAVING	GENERAL FUND	TRANSFERS	11,689.34
				TOTAL:	22,561.54
CITY OF CHARLES TOWN PETTY CASH	6/16/23	CTPD PETTY CASH REPLENISHM	GENERAL FUND	PARKING	80.25
	6/16/23	CTPD PETTY CASH REPLENISHM	GENERAL FUND	PARKING	17.69
	6/16/23	CTPD PETTY CASH REPLENISHM	GENERAL FUND	POLICE DEPARTMENT	17.08
	6/16/23	CTPD PETTY CASH REPLENISHM	GENERAL FUND	POLICE DEPARTMENT	222.33
				TOTAL:	337.35
CITY OF CT CAPITAL RESERVE	6/16/23	APR23 GAMING/LOTTERY XFR	GENERAL FUND	TRANSFERS	92,748.75
	6/16/23	APR23 GAMING/LOTTERY XFR	GENERAL FUND	TRANSFERS	1,500.11
	6/16/23	APR23 GAMING/LOTTERY XFR	GENERAL FUND	TRANSFERS	21,481.75
	6/16/23	APR23 GAMING/LOTTERY XFR	GENERAL FUND	TRANSFERS	32.11
				TOTAL:	115,762.72
COUNTRY ROADS TRUST LLC	6/16/23	23WV FEST ATHLETE APPEARAN	GENERAL FUND	FAIR ASSOC/FESTIVAL	3,300.00
				TOTAL:	3,300.00
CREAMERS AUTO SERVICE CENTER, LLC	6/16/23	CAR#27 OIL CHANGE	GENERAL FUND	POLICE DEPARTMENT	85.83
				TOTAL:	85.83
CHARLES TOWN BUILDING COMMISSION	6/16/23	JAN2017-DEC2022 CWH REVENU	GENERAL FUND	NON-DEPARTMENTAL	80,822.16
				TOTAL:	80,822.16
CHARLES TOWN UTILITY BOARD	6/16/23	661S GEORGE ST SER 4/15-5/	GENERAL FUND	NON-DEPARTMENTAL	88.48
	6/16/23	105S GEORGE ST SERV 4/15-5	GENERAL FUND	CITY HALL	100.57
	6/16/23	108N GEORGE ST SER 4/15-5/	GENERAL FUND	CITY HALL	100.13
	6/16/23	661S GEORGE ST SER 4/15-5/	GENERAL FUND	POLICE DEPARTMENT	179.64
	6/16/23	661 WATER DELIVERY 4/28/23	GENERAL FUND	POLICE DEPARTMENT	106.61
	6/16/23	34 N WATER ST SERV4/15-5/1	GENERAL FUND	STREETS & HIGHWAYS	68.84
				TOTAL:	644.27
JONATHAN DESARNO	6/16/23	50% TUITION REIM-CJU535	GENERAL FUND	POLICE DEPARTMENT	975.00
				TOTAL:	975.00
DULLES TOLL ROAD	6/16/23	5/10/23 CAR#19 TOLL	GENERAL FUND	POLICE DEPARTMENT	5.60

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	5.60
EASTERN PANHANDLE TRANSIT AUTHORITY	6/16/23	FY23 BUT-FOR DONATION-EPTA	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	25,000.00
				TOTAL:	25,000.00
FIRST-CITIZENS BANK & TRUST CO	6/16/23	3RD FLOOR COPIER RENTAL JU	GENERAL FUND	CITY HALL	110.00
				TOTAL:	110.00
FRONTIER, INC.	6/16/23	RH-108N GEORGE 5/25-6/24/2	GENERAL FUND	CITY HALL	42.86
	6/16/23	661 304-725-2381 SER 5/24-	GENERAL FUND	POLICE DEPARTMENT	68.35
	6/16/23	PD RINGDOWN 5/22/23-6/21/2	GENERAL FUND	POLICE DEPARTMENT	51.17
				TOTAL:	162.38
GIORDANA BAKER	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	300.00
	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	50.00
				TOTAL:	350.00
CHET HINES	6/16/23	HAPPY RETREAT GAS REIMB	GENERAL FUND	STREETS & HIGHWAYS	10.54
	6/16/23	HAPPY RETREAT GAS REIMB	GENERAL FUND	STREETS & HIGHWAYS	7.39
	6/16/23	HAPPY RETREAT GAS REIMB	GENERAL FUND	STREETS & HIGHWAYS	9.03
	6/16/23	HAPPY RETREAT GAS REIMB	GENERAL FUND	STREETS & HIGHWAYS	14.88
	6/16/23	HAPPY RETREAT GAS REIMB	GENERAL FUND	STREETS & HIGHWAYS	19.00
	6/16/23	HAPPY RETREAT GAS REIMB	GENERAL FUND	STREETS & HIGHWAYS	12.50
				TOTAL:	73.34
JAMES GASKIN	6/16/23	REIMB	GENERAL FUND	POLICE DEPARTMENT	394.97
				TOTAL:	394.97
JEFFERSON COUNTY COMMISSION	6/16/23	2023TRANSPORTATION SUMMIT	GENERAL FUND	MAYOR'S OFFICE	250.00
				TOTAL:	250.00
JEFFERSON COUNTY COMMUNITY MINISTRIES	6/16/23	FY23 BUT-FOR DONATION-JCCM	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	20,000.00
				TOTAL:	20,000.00
JEFFERSON COUNTY EMERGENCY COMMUNICATI	6/16/23	CAD MOBILE DATA 3/6/23-4/5	GENERAL FUND	POLICE DEPARTMENT	479.36
	6/16/23	CAD MOBILE DATA 3/6/23-4/5	GENERAL FUND	POLICE DEPARTMENT	31.11
	6/16/23	CAD MOBILE DATA 3/6/23-4/5	GENERAL FUND	POLICE DEPARTMENT	20.54
				TOTAL:	531.01
JEFFERSON COUNTY CONVENTION & VISITOR'	6/16/23	APRIL2023 50% HOTEL COLLEC	GENERAL FUND	VISITORS CENTER	6,705.96
	6/16/23	MAY2023 50% HOTEL COLLECT	GENERAL FUND	VISITORS CENTER	11,169.04
				TOTAL:	17,875.00
JEFFERSON COUNTY PARKS & REC	6/16/23	2023 FIREWORK EVENT CONTRI	GENERAL FUND	TRANSFERS	4,000.00
				TOTAL:	4,000.00
JEFFERY HYNES	6/16/23	2023 WVML CONFERENCE REIMB	GENERAL FUND	CITY COUNCIL	511.41
	6/16/23	2023 WVML CONFERENCE REIMB	GENERAL FUND	CITY COUNCIL	300.00
				TOTAL:	811.41
JEFFERSON RENTALS	6/16/23	PD- CARPET BLOWER	GENERAL FUND	POLICE DEPARTMENT	36.56
				TOTAL:	36.56
JENI SALES	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	240.00
	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	50.00
				TOTAL:	290.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JEROME SATHER	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	460.00
	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	50.00
				TOTAL:	510.00
KENNETH FANELLI	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	340.00
	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	50.00
				TOTAL:	390.00
KRISTI HENDRICKS	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	300.00
	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	50.00
				TOTAL:	350.00
LINDA WHITTINGTON	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	500.00
	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	50.00
				TOTAL:	550.00
MARSHA GARDNER	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	780.00
	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	50.00
				TOTAL:	830.00
MELISSA SEGURA	6/16/23	COURT TRANSLATOR 6/5/23	GENERAL FUND	POLICE DEPARTMENT	75.00
				TOTAL:	75.00
MICHAEL BOGDEN	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	420.00
	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	50.00
				TOTAL:	470.00
OLD CHARLES TOWN LIBRARY	6/16/23	FY23 BUT-FOR DONATION-LIBR	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	15,000.00
				TOTAL:	15,000.00
ONE TIME VENDOR DEBORAH COLLINS	6/16/23	REFUND 2023 WV FEST VENDOR	GENERAL FUND	NON-DEPARTMENTAL	45.00
				TOTAL:	45.00
PAULA BOGDEN	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	420.00
	6/16/23	MAY 2023 ELECTION WORKER	GENERAL FUND	ELECTIONS	50.00
				TOTAL:	470.00
PITNEY BOWES	6/16/23	POSTAGE LEASE 3/30/23-6/29	GENERAL FUND	CITY HALL	371.49
				TOTAL:	371.49
POTOMAC EDISON COMPANY, INC.	6/16/23	661 ELECTRIC SERV 5/3-6/5/	GENERAL FUND	NON-DEPARTMENTAL	1,279.61
	6/16/23	RH 108N GEORGE SER 4/29-6/	GENERAL FUND	CITY HALL	165.27
	6/16/23	661 ELECTRIC SERV 5/3-6/5/	GENERAL FUND	POLICE DEPARTMENT	2,598.01
				TOTAL:	4,042.89
SHENANDOAH SALES AND SERVICE INC.	6/16/23	SWEEPER- COOLANT LEAK REAR	GENERAL FUND	STREETS & HIGHWAYS	1,083.00
	6/16/23	SWEEPER- COOLANT LEAK REAR	GENERAL FUND	STREETS & HIGHWAYS	107.97
	6/16/23	SWEEPER- COOLANT LEAK REAR	GENERAL FUND	STREETS & HIGHWAYS	34.50
	6/16/23	SWEEPER- COOLANT LEAK REAR	GENERAL FUND	STREETS & HIGHWAYS	2,204.68
	6/16/23	SWEEPER- COOLANT LEAK REAR	GENERAL FUND	STREETS & HIGHWAYS	42.97
	6/16/23	SWEEPER- COOLANT LEAK REAR	GENERAL FUND	STREETS & HIGHWAYS	28.00
				TOTAL:	3,501.12
SOUTH CENTRAL PLANNING & DEVELOPMENT C	6/16/23	MYPERMITNOW FEES MAY 2023	GENERAL FUND	CITY HALL	730.00
				TOTAL:	730.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SUSTAINABLE STRATEGIES DC	6/16/23	MAY2023 BASE RETAINER FEE	GENERAL FUND	CITY HALL	2,400.00
				TOTAL:	2,400.00
LYLE C TABB & SONS, INC.	6/16/23	BOX RENTAL FEES MAY 2023	GENERAL FUND	STREETS & HIGHWAYS	1,200.00
				TOTAL:	1,200.00
THE JOURNAL,MARTINSBURG	6/16/23	PD POLICE TESTING AD	GENERAL FUND	POLICE DEPARTMENT	1,196.09
				TOTAL:	1,196.09
U.S. BANK	6/16/23	MAY2023 AP P-CARD PURCHASE	GENERAL FUND	NON-DEPARTMENTAL	5.41
	6/16/23	MAY2023 CORP P-CARD PURCHA	GENERAL FUND	NON-DEPARTMENTAL	3,912.81
	6/16/23	MAY2023 GAS P-CARD PURCHAS	GENERAL FUND	NON-DEPARTMENTAL	9,718.25
				TOTAL:	13,636.47
UNITED WAY OF THE EASTERN PANHANDLE, I	6/16/23	TEEN COURT FEES MAY 2023	GENERAL FUND	NON-DEPARTMENTAL	462.33
				TOTAL:	462.33

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

001	GENERAL FUND	359,657.11
	GRAND TOTAL:	359,657.11

TOTAL PAGES: 4

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: 6/16/2023 THRU 6/16/2023

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
COMCAST CORPORATION	6/22/23	661 INTERNET SERV 6/3-7/2/	GENERAL FUND	POLICE DEPARTMENT	305.35
	6/22/23	661 XFINITY SER 6/7/23-7/6	GENERAL FUND	POLICE DEPARTMENT	10.47
	6/22/23	MAINT SHOP INTERNET 6/7-7/	GENERAL FUND	STREETS & HIGHWAYS	95.30
				TOTAL:	411.12
GALLS, LLC	6/22/23	C LEWIS-3 SS SHIRT, 3 LS S	GENERAL FUND	PARKING	49.00
	6/22/23	C LEWIS-3 SS SHIRT, 3 LS S	GENERAL FUND	PARKING	25.47
	6/22/23	C LEWIS-3 SS SHIRT, 3 LS S	GENERAL FUND	PARKING	98.00
	6/22/23	C LEWIS-3 SS SHIRT, 3 LS S	GENERAL FUND	PARKING	50.94
	6/22/23	C LEWIS-3 SS SHIRT, 3 LS S	GENERAL FUND	PARKING	38.00
	6/22/23	C LEWIS-3 SS SHIRT, 3 LS S	GENERAL FUND	PARKING	25.47
	6/22/23	C LEWIS-3 SS SHIRT, 3 LS S	GENERAL FUND	PARKING	76.00
	6/22/23	C LEWIS-3 SS SHIRT, 3 LS S	GENERAL FUND	PARKING	50.94
	6/22/23	C LEWIS-3 SS SHIRT, 3 LS S	GENERAL FUND	PARKING	10.00
	6/22/23	5 EVIDENCE BAGS	GENERAL FUND	POLICE DEPARTMENT	116.20
	6/22/23	5 EVIDENCE BAGS	GENERAL FUND	POLICE DEPARTMENT	15.99
	6/22/23	DAY-CUFF POUCH/HANDCUFFS	GENERAL FUND	POLICE DEPARTMENT	23.92
	6/22/23	DAY-CUFF POUCH/HANDCUFFS	GENERAL FUND	POLICE DEPARTMENT	34.04
	6/22/23	DAY-CUFF POUCH/HANDCUFFS	GENERAL FUND	POLICE DEPARTMENT	20.24
	6/22/23	DAY-CUFF POUCH/HANDCUFFS	GENERAL FUND	POLICE DEPARTMENT	11.62
	6/22/23	DAY- PISTOL POUCH	GENERAL FUND	POLICE DEPARTMENT	29.44
	6/22/23	DAY- PISTOL POUCH	GENERAL FUND	POLICE DEPARTMENT	4.37
				TOTAL:	679.64
GRIFFITH ENERGY SERVICES, INC	6/22/23	CITY HALL OIL 5/31	GENERAL FUND	CITY HALL	394.47
				TOTAL:	394.47
JEFFERSON PUBLISHING COMPANY, INC.	6/22/23	5/24 NPH KANDICE FREEMAN	GENERAL FUND	PLANNING & ZONING	48.90
	6/22/23	5/31 NPH DRIVEWAY STANDARD	GENERAL FUND	PLANNING & ZONING	42.46
	6/22/23	5/31 NPH TRI-STATE INVESTM	GENERAL FUND	PLANNING & ZONING	32.34
	6/22/23	5/31 MDHI CHARLES TOWN LLC	GENERAL FUND	PLANNING & ZONING	29.58
	6/22/23	5/24 SAMPLE BALLOT-5/25ELE	GENERAL FUND	ELECTIONS	55.34
	6/22/23	5/3 WEEKLY EVENT CALENDAR	GENERAL FUND	CITY HALL	69.50
	6/22/23	5/10 WEEKLY EVENT CALENDAR	GENERAL FUND	CITY HALL	69.50
	6/22/23	5/17 WEEKLY EVENT CALENDAR	GENERAL FUND	CITY HALL	69.50
	6/22/23	5/24 WEEKLY EVENT CALENDAR	GENERAL FUND	CITY HALL	69.50
	6/22/23	5/31 WEEKLY EVENT CALENDAR	GENERAL FUND	CITY HALL	69.50
				TOTAL:	556.12
STAPLES ADVANTAGE	6/22/23	LYSOL DISINFECTANT WIPES	GENERAL FUND	TREASURER'S OFFICE	5.79
	6/22/23	REGISTER RECEIPT/CREAMER	GENERAL FUND	TREASURER'S OFFICE	38.74
	6/22/23	2 PACKS GLOSSY PAPER	GENERAL FUND	PLANNING & ZONING	59.98
	6/22/23	TRASH BAGS/PAPER TOWELS,TP	GENERAL FUND	CITY HALL	434.24
	6/22/23	REGISTER RECEIPT/CREAMER	GENERAL FUND	CITY HALL	20.15
				TOTAL:	558.90
U.S. POSTAL SERVICE	6/22/23	FY24 PO BOX 14 RENEWAL	GENERAL FUND	CITY HALL	176.00
				TOTAL:	176.00
VITAL SIGNS PLUS, INC.	6/22/23	EMPLOYEES ONLY/NO PARKING	GENERAL FUND	CITY HALL	18.00
	6/22/23	EMPLOYEES ONLY/NO PARKING	GENERAL FUND	CITY HALL	54.00
	6/22/23	PD RESTRICED AREA SIGNS/DE	GENERAL FUND	POLICE DEPARTMENT	270.00
	6/22/23	PD RESTRICED AREA SIGNS/DE	GENERAL FUND	POLICE DEPARTMENT	66.00
	6/22/23	EMPLOYEES ONLY/NO PARKING	GENERAL FUND	STREETS & HIGHWAYS	152.00
				TOTAL:	560.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WASTE MANAGEMENT	6/22/23	34N WATER ST TRASH SER 6/2	GENERAL FUND	STREETS & HIGHWAYS	310.80
				TOTAL:	310.80

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

001	GENERAL FUND	3,647.05
	GRAND TOTAL:	3,647.05

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: AP-PC
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: 6/22/2023 THRU 6/22/2023

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
CBP ENTERPRISES	6/16/23	MAY23 MOWING EVITTS RUN	PARKS & REC	PARKS & REC		960.00
	6/16/23	MAY23 MOWING HAPPY RETREAT	PARKS & REC	PARKS & REC		920.00
	6/16/23	MAY23 MOWING CRAIG HILL	PARKS & REC	PARKS & REC		940.00
	6/16/23	MAY23 MOWING JEFF MEM PARK	PARKS & REC	PARKS & REC		1,580.00
	6/16/23	MAY23 MOWING WILLINGHAM KN	PARKS & REC	PARKS & REC		1,180.00
					TOTAL:	5,580.00
CHARLES TOWN UTILITY BOARD	6/16/23	22 WATER ST SER 4/15-5/15	PARKS & REC	PARKS & REC		55.41
	6/16/23	JMP WATER SER 4/20-5/15	PARKS & REC	PARKS & REC		2,615.51
					TOTAL:	2,670.92
FRONTIER, INC	6/16/23	JMP PHONE SERV JUNE 2023	PARKS & REC	PARKS & REC		69.53
					TOTAL:	69.53
HALLTOWN POOL & SPA	6/16/23	2023 JMP POOL- 3GASKETS,VA	PARKS & REC	PARKS & REC		120.00
	6/16/23	2023 JMP POOL- 3GASKETS,VA	PARKS & REC	PARKS & REC		900.00
					TOTAL:	1,020.00
JOHN DEERE FINANCIAL	6/16/23	BONIDE WEED AND GRASS KILL	PARKS & REC	PARKS & REC		54.99
					TOTAL:	54.99
POTOMAC EDISON COMPANY, INC	6/16/23	JMP ELECTRIC SERV APRIL 20	PARKS & REC	PARKS & REC		27.27
	6/16/23	JMP ELECTRIC SERV APRIL 20	PARKS & REC	PARKS & REC		246.68
	6/16/23	JMP ELECTRIC SERV APRIL 20	PARKS & REC	PARKS & REC		5.15
	6/16/23	JMP ELECTRIC SERV APRIL 20	PARKS & REC	PARKS & REC		5.21
	6/16/23	JMP ELECTRIC SERV APRIL 20	PARKS & REC	PARKS & REC		11.21
					TOTAL:	295.52
STACEY HOUGH	6/16/23	JR. JEFFERSON PICNIC SUPP	PARKS & REC	PARKS & REC		255.55
					TOTAL:	255.55
WV DHHR BUREAU FOR PUBLIC HEALTH	6/16/23	JMP POOL WATER TEST 5/16/2	PARKS & REC	PARKS & REC		40.00
					TOTAL:	40.00
ZEROIN SPORTS, LLC	6/16/23	25 JMP SUMMER TENNIS T-SHI	PARKS & REC	PARKS & REC		262.50
					TOTAL:	262.50

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
207 PARKS & REC	10,249.01
GRAND TOTAL:	10,249.01

TOTAL PAGES: 2

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: 0/00/0000 THRU 99/99/9999
CHECK DATE: 6/16/2023 THRU 6/16/2023

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
WHITMOYER AUTO GROUP	6/21/23	2023CHEVY SILVERADO/SNOW P	CAPITAL RESERVE	STREETS & TRANSPORTATI	8,695.00
	6/21/23	2023CHEVY SILVERADO/SNOW P	CAPITAL RESERVE	STREETS & TRANSPORTATI	46,085.00
				TOTAL:	54,780.00

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

200	CAPITAL RESERVE	54,780.00
	GRAND TOTAL:	54,780.00

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: 6/21/2023 THRU 6/21/2023

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
B.E.S. TECHNOLOGY, INC.	6/21/23	11/18/22-11/17/23 WEBSITE	GENERAL FUND	CITY HALL	1,500.00
				TOTAL:	1,500.00
ENCOVA INSURANCE	6/21/23	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	NON-DEPARTMENTAL	194.75
	6/21/23	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	ECONOMIC DEVELOPMENT	202.87
	6/21/23	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	MAYOR'S OFFICE	40.57
	6/21/23	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	CITY COUNCIL	129.84
	6/21/23	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	CITY MANAGER'S OFFICE	618.67
	6/21/23	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	TREASURER'S OFFICE	703.72
	6/21/23	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	CITY CLERK'S OFFICE	187.53
	6/21/23	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	POLICE JUDGE'S OFFICE	103.87
	6/21/23	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	ENFORCEMENT AGENCY	158.26
	6/21/23	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	BUILDING INSPECTION	239.55
	6/21/23	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	PLANNING & ZONING	681.64
	6/21/23	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	CITY HALL	312.91
	6/21/23	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	PARKING	117.18
	6/21/23	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	POLICE DEPARTMENT	4,471.21
	6/21/23	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	POLICE-SPECIAL DUTY	79.53
	6/21/23	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	STREETS & HIGHWAYS	758.90
				TOTAL:	9,001.00
GABE OSABUOHIEN	6/21/23	23WV FEST-ATHLETE APPEARAN	GENERAL FUND	FAIR ASSOC/FESTIVAL	1,000.00
				TOTAL:	1,000.00
PURCHASE POWER	6/21/23	POSTAGE REFILL 5/5 & 6/1	GENERAL FUND	CITY HALL	100.00
	6/21/23	POSTAGE REFILL 5/5 & 6/1	GENERAL FUND	CITY HALL	200.00
	6/21/23	POSTAGE REFILL 5/5 & 6/1	GENERAL FUND	CITY HALL	200.00
				TOTAL:	500.00
TIAA, FSB	6/21/23	2ND FLR COPIER RENTAL	GENERAL FUND	CITY HALL	221.15
				TOTAL:	221.15

FUND TOTALS	
001 GENERAL FUND	12,222.15
GRAND TOTAL:	12,222.15

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: 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: 6/21/2023 THRU 6/21/2023

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: 06/21/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-550: Letter to DOH - Sheetz Signal Agreement Letter June 9, 2023

Letter to DOH - Sheetz Signal Agreement Letter, June 9, 2023

ATTACHMENTS:

- Letter to DOH re Traffic Signal Agreement at Washington Patriots Drive signed.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

VIA EMAIL AND FIRST-CLASS MAIL

June 9, 2023

MAYOR
Robert M. Trainor

CITY COUNCIL
James Kratovil
Elizabeth Ricketts
Jeff Hynes
Kevin Tester
Jean Petti
Julie Philabaum
Micheal George
Rikki Twyford

CITY CLERK
Alissa Meeks

Ted J. Whitmore, P.E.
Director, Traffic Engineering Division
Ted.J.Whitmore@wv.gov

Donald R. Meadows
Traffic Engineer – Operations
Donald.R.Meadows@wv.gov

West Virginia Division of Highways
Building 5, 1900 Kanawha Boulevard East
Charleston, WV 25305

RE: Proposed three-party Traffic Signal Agreement at the intersection of CR340/18 (Augustine Avenue) with Washington Patriots Drive

Dear Director Whitmore and Traffic Engineer Meadows:

Thank you for providing additional clarifying documentation via Mr. Meadow's May 30th, 2023 email concerning the proposed traffic signal at Augustine Avenue and Washington Patriots Drive.

Collectively, the City Council acknowledges the West Virginia Division of Highways (DOH) intention to include a signalized crosswalk across Augustine Avenue, just east of the Washington Patriots Drive intersection, as an element of the proposed traffic signal arrangement. However, since the proposed Traffic Signal Agreement, including the crosswalk element, will require Sheetz, Inc. to agree to certain pecuniary responsibilities and the City to assume maintenance responsibilities for the signal, the Charles Town City Council requires, contingent for its approval, specific language addressing the signalized crosswalk be contained within the proposed Traffic Signal Agreement.

I recommend, as a possible means to satisfy the City Council's request, inserting the phrase "*…including a signalized crosswalk across Augustine Avenue…*" in the third "WHEREAS" clause of the proposed agreement, to read:

> "WHEREAS, […] the Developer has indicated a desire to pay for the construction costs of installing and modifying such traffic signals, **including a signalized crosswalk across Augustine Avenue,** said contribution…"

Thank you for your consideration and please feel free to contact me at 304.725.2311 or email at btrainor@charlestownwv.us.

Sincerely,

Robert M. Trainor
Mayor

cc: Mr. Robert J. Franks, Engineering Permit Project Manager, Sheetz, Inc.
bfranks@sheetz.com

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-551: Letter to HEPMPO - Regional Bicycle/Pedestrian Plan Comments, June 3, 2023

Letter to HEPMPO - Regional Bicycle/Pedestrian Plan Comments, June 3, 2023

ATTACHMENTS:

- Letter to Mr. Mullenax - Regional Bicycle-Pedestrian Plan.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

June 2, 2023

MAYOR
Robert M. Trainor

CITY COUNCIL
James Kratovil
Elizabeth Ricketts
Kevin Tester
Jeff Hynes
Jean Petti
Julie Philabaum
Michael George
Rikki Tayford

Mr. Matt Mullenax
Hagerstown/Eastern Panhandle Metropolitan Planning Organization
33 W. Washington St., Suite 402,
Hagerstown, MD 21740

Dear Mr. Mullenax and members of the HEPMPO,

Thank you for allowing public comment on your **Regional Bicycle/Pedestrian Plan** covering Washington County MD, Berkeley County, and Jefferson County in West Virginia.

With 2021 being the deadliest year yet for pedestrians nationwide and the WVDOT goal of reducing bicycle and pedestrian injuries and fatalities by 66% by 2030, Charles Town is willing to do its part to promote safety and would welcome guidance from the MPO on development of a Safety Action Plan.

Charles Town is supportive of the MPO's plan focusing on connecting and filling gaps in the bicycle network and improving safety at key locations. Increasing the connectivity of our regional trails and sidewalks will allow for more multimodal transportation which has individual health, community equity, and congestion-mitigating benefits.

While Charles Town does not have an SS4A designated "underserved communities" census tract, there are certainly areas of our municipality which have long been underserved in their transportation infrastructure needs. Charles Town hopes to continue its internal efforts to provide more bicycle and pedestrian accommodations to residents and visitors and is grateful for the MPO's assistance and support in such projects.

Of the Jefferson County project recommendations (Table 13), Charles Town is enthusiastic about the inclusion of projects: **(J4)** Forrest Avenue ADA ramps, **(J5)** sidewalk connectivity to Charles Town Middle School, **(J9)** S. George St. sidewalk connectivity, **(J10)** E. Washington St. sidewalk connectivity, **(J12)** Augustine Avenue Trail to include midblock crossings and crosswalks, and **(J14)** extension of the Route 9 trail through Ranson into Charles Town. Charles Town is open to suggestions for the planning and funding of these worthwhile projects.

Thank you for the continued work to provide a cooperative forum for regional collaboration, planning, and public decision-making for solutions that support mobility needs, economic development, environmental sensitivities, and multimodal connectivity for a safe, secure, and efficient transportation system.

Sincerely,

Robert M. Trainor
Mayor

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-552: Letter to HEPMO - May 2023 Freight Plan Letter June 3, 2023

Letter to HEPMO - May 2023 Freight Plan Letter June 3, 2023

ATTACHMENTS:

- Letter to Mr. Mullenax - Regional Freight Plan.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

June 2, 2023

MAYOR
Robert M. Trainor

CITY COUNCIL

James Kratovil

Elizabeth Ricketts

Kevin Tester

Jeff Hynes

Jean Petti

Julie Philabaum

Michael George

Rikki Twyford

Mr. Matt Mullenax
Hagerstown/Eastern Panhandle Metropolitan Planning Organization
33 W. Washington St., Suite 402,
Hagerstown, MD 21740

Dear Mr. Mullenax and members of the HEPMPO,

Thank you for allowing public comment on your **Regional Freight Plan.**

Charles Town is aware of the federal government's increasing emphasis on freight planning at a regional level. The National Freight Strategic Plan, adopted by the US DOT in 2020, places emphasis on safety, efficiency, modernization of infrastructure, and innovation. With internal, inbound, and outbound freight projected to continue to grow through 2026, Charles Town hopes to be part of the planning and coordination for freight in a way that emphasizes safety.

With ports on the East Coast of the United States experiencing increased shipments and a critical terminal located in Greencastle, PA, the Hagerstown/Eastern Panhandle Metropolitan Planning Organization will see increased pressure on our rail systems and roadways. Charles Town, located in Jefferson County, WV, will continue to experience the impacts of increased freight movement in our region as well, despite having very few freight generating sites within the municipality. Charles Town freight employment locations are almost solely categorized as Commercial - Retail freight, while the city is bearing a burden for the regional flow of freight generated by Distribution and Manufacturing.

Charles Town's Washington Street, which runs through the heart of our downtown and commercial area, is at an observed freight density of >.2 on the East portion and feeds into US RT 340, which is identified as a Critical Urban Freight Corridor and provides area access to the Primary Highway Freight System (PHFS). Care needs to be taken to ensure that the character of and access to the historic and vibrant downtown district is prioritized in freight planning.

In addition, the municipality of Charles Town experiences a considerable number of freight truck accidents on our roadways, particularly at Berryville Pike/340/Augustine Avenue and on Route 340 going towards Harpers Ferry. This places an undeniable burden on our law enforcement.

Charles Town is interested in planning and coordinating with other stakeholders in the region at the proposed Freight Summits. An agenda item of these summits should be to regularly update plans for potential freight related accidents and disasters. Charles Town would be grateful for opportunities, perhaps facilitated by the MPO, to engage with railroad companies CSX and Norfolk Southern to address safety, particularly at crossings.

Thank you for the continued work to provide a cooperative forum for regional collaboration, planning, and public decision-making for solutions that support mobility needs, economic development, environmental sensitivities, and multimodal connectivity for a safe, secure, and efficient transportation system.

Sincerely,

Robert M. Trainor
Mayor

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/21/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-553: Resolution Supporting LGBTQ+ Pride Month

Resolution Supporting LGBTQ+ Pride Month

ATTACHMENTS:

- 2023-008 - Resolution Supporting LGBTQ Pride Month.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

Resolution Supporting LGBTQ+ Pride Month

WHEREAS, the City of Charles Town, West Virginia is an inclusive community whose residents believe in safety, prosperity, equality, and hope for all; and

WHEREAS, the City of Charles Town recognizes the human rights of all citizens and actively supports an end to all forms of prejudice and discrimination; and

WHEREAS, June 28, 2023, marks the anniversary of the Stonewall uprising in New York City and June is the nationwide month to recognize the Lesbian, Gay, Bisexual, Transgender and Queer/Questioning, and Plus (LGBTQ+) community; and

WHEREAS, throughout much of the history of the United States, same-sex relationships were criminalized in many States, and many LGBTQ+ individuals in the United States were forced to hide their identities while living in secrecy and fear; and

WHEREAS, LGBTQ+ individuals in the United States face disparities in employment, healthcare, education, housing, and many other areas central to the pursuit of happiness; and

WHEREAS, celebrating Pride Month raises awareness and provides support and advocacy for the LGBTQ+ community, and is an opportunity to become educated, engage in dialogue, strengthen alliances and build understanding; and

WHEREAS, the City of Charles Town is committed to promoting equality and fostering welcoming and affirming spaces as we recognize the resilience and determination of the many individuals who are fighting to live freely and authentically; and

WHEREAS, by protecting the rights of every individual, we enhance and strengthen the value of everyone throughout our entire society and we affirm our obligation to uphold the dignity of all people; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Charles Town on this 2nd day of June, 2023, that the Council recognizes and supports the month of June 2023 as Lesbian, Gay, Bisexual, Transgender, and Queer/Questioning, and Plus (LGBTQ+) "Pride Month;" and we urge all residents to celebrate and build a culture of inclusiveness and acceptance – during this month and every month.

Adopted this 2nd day of June 2023.

Attest:

Robert M. Trainor
Mayor

Alissa Meeks
City Clerk