CITY OF CHARLES TOWN

CITY COUNCIL

AGENDA • SEPTEMBER 15, 2025

Regular Session **COUNCIL CHAMBERS** **7:00 PM**

101 E Washington Street, Charles Town, WV 25414

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: **2025-988:** City Council Meeting Minutes - September 2, 2025
City Council Meeting Minutes - September 2, 2025 draft.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2025-1004:** Oath of Office - New City Clerk/Charles Town Board of Directors Chairman
Brent Manuel oath September 2025.pdf

6. COMMITTEE REPORTS

: **2025-989:** Personnel Committee Meeting Report - September 8, 2025
Personnel Committee Report 9-8-25.pdf

: **2025-990:** Finance Committee Report - September 9, 2025

7. CITY MANAGER REPORT

: **2025-991:** City Manager Report - September 15, 2025

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2025-997:** Charles Washington Hall Leases - Possible Executive Session

10. NEW BUSINESS

: **2025-992:** Ward 4 Oath of Office - Julie Smith

: **2025-994:** Jefferson County Commission Letter Discussion / 100 Block of East Washington Street - Possible Executive Session

: **2025-995:** FY2025 Capital Revision #3
Capital Budget 3rd Revision.pdf

: **2025-998:** Council Committee Assignments

: **2025-1006:** Finance Committee Check Signature Authorization

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2025-996:** Payment of Bills - September 15, 2025
GEN FUND COUNCIL REPORT 2025-09-15.pdf
CAPITAL RESERVE COUNCIL REPORT 2025-09-15.pdf
COUNCIL REPORT PCARD 09-15-25.pdf
PARKS N REC COUNCIL REPORT 2025-09-15.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Monday, October 6, 2025, at 7:00PM

: **2025-999:** Route 51 Project Letters to WV Department of Transportation and West Virginia Governor
MLK 51 City's Public Comment Letter.pdf
MLK 51 Gov Morrisey and Sec Rumbaugh Letter.pdf

: **2025-1000:** Article 522 - Private Outdoor Designated Areas (PODA)
2025-006 - Article 522 Private Outdoor Designated Areas (PODA).pdf

: **2025-1001:** Ordinance Committee Report - August Meeting
City of Charles Town Ordinance Committee Report - August 21 2025.pdf

: **2025-1102:** Policemen and Firemen's Pension and Relief Funds Annual Report
Annual Report 2025 City of Charles Town Police.pdf

: **2025-1003:** Oath of Office - Jared Wilberger
Patrolman - Jared Wilberger.pdf

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

https://www.charlestownwv.us/government/agendas_minutes.php

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/15/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-988: City Council Meeting Minutes - September 2, 2025

ATTACHMENTS:

- City Council Meeting Minutes - September 2, 2025 draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • September 2, 2025

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Micheal George	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Nate Hartman	Councilmember	Present	
Alden Roth	Councilmember	Absent	
Andie Sugrue	Councilmember	Remote	

Mr. Brent Manuel, City Manager, Ms. Alissa Meeks, Assistant City Manager; Ms. Stephanie Grove, City Attorney; Ms. Cindy Rezmer, Operations Director; Ms. Lori Nice, Finance Director; Ms. Liz Cook, Business Development/Downtown Coordinator; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2025-926: City Council Meeting Minutes - August 18, 2025

There being no corrections, additions, or changes to the minutes Mayor George declared the meeting minutes approved.

3. PUBLIC COMMENT

No one signed up for public comment.

4. WARD REPORTS

Ward 1

Mr. Kratovil reported that he thought the car show was a success.

Ms. Ricketts has nothing to report.

Ward #2

Mr. Tester reported that he enjoyed attending the car show and thanked everyone involved.

Mr. Hynes had nothing to report.

Ward 3

Mr. Hartman reported that he thought the car show was terrific.

Ward 4

Ms. Sugrue reported that the Walks About Nothing one-year anniversary walk will happen on Wednesday, September 3, 2025, at 6:00PM.

5. MAYOR'S REPORT

Mayor George welcomed Brent Manuel as the new city manager and gave a Charles Town Utility Board (CTUB) update.

He also reported that:

- He enjoyed the car show.
- He received a letter from the Jefferson County Commission pertaining to the 100 block of E. Washington Street and it will be placed on the next meeting agenda.
- He was interviewed on the radio station WRNR out of Martinsburg.

Finally, Mayor George administered the oath of office for the position of patrolman to Jared Wilberger.

6. COMMITTEE REPORTS

2025-927: Ordinance Committee Report - August 21, 2025

Mr. Tester reviewed the Ordinance Report with the Council.

7. CITY MANAGER REPORT

2025-928: City Manager Report - September 2, 2025

Ms. Meeks reviewed the City Manager Report with the Council.

Ms. Rezmer updated the Council on the Liberty Street Stormwater Project and Ms. Nice reviewed with Council the Police Pension Annual Report.

8. POLICE CHIEF REPORT

Chief Kutcher reported the following:

- There were no major incidents at the car show.
- There were two major accidents during the week of August 25, 2025.
  - A car on East Washington Street hit a utility pole.
  - A box car collided with a lumber truck at Route 340 and Augustine Avenue. During the cleanup of this accident, the police were called to a subdivision for a domestic issue with a house on fire.
- The suspect in the shooting on W. Liberty Street is still at large but not believed to be in the area.
- The employee that attended the police academy left after two days and a patrolman will be leaving in October for employment with the Capital Police.

9. UNFINISHED BUSINESS

2025-922: Ward 4 Vacancy Interview/Appointment

Mr. Hynes recused himself citing possible conflict of interest.

The council interviewed three candidates: Mr. Waxler, Mr. Troxel and Ms. Smith. Ms. Greenleaf was not present but had previously interviewed.

The council vote results are as follows:

Ms. Smith received four votes: (George, Kratovil, Ricketts, Sugrue)

Mr. Troxel received two votes: (Hartman, Tester)

Mr. Waxler did not receive any votes.

Ms. Greenleaf did not receive any votes.

Ms. Smith will be administered the oath of office at the September 15, 2025, meeting.

2025-923: Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Area (PODA)

Mr. Kratovil moved to open the public hearing. Mr. Tester seconded the motion, and hearing no objections, Mayor George opened the public hearing.

No one had signed up for the public hearing.

Mr. Kratovil moved to close the public hearing. Mr. Tester seconded the motion, and hearing no objections, Mayor George closed the public hearing.

2025-924: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Area (PODA)

Mr. Tester moved to approve the Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Area (PODA). Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Tester
SECONDER:	Hynes
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

2025-925: Route 51 Project Proposal Discussion

Mr. Hartman moved to send a letter as public comment to the West Virginia Department of Highways and a letter to the West Virginia Governor and Secretary of Transportation recommending Alternative No. 5 - WV51 & CR Traffic Signal along with improved street scape. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Hartman
SECONDER:	Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

2025-937: Charles Washington Hall Leases

Mr. Tester moved to enter into Executive Session. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

Mayor George declared the council in Executive Session.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Tester
SECONDER:	Kratovil
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

Mayor George declared the council out of Executive Session.

No action was taken by the council after the Executive Session.

10. NEW BUSINESS

2025-818: Board of Parks and Recreation Vacancy Interview/Appointments

It was determined that there was only one vacant seat on the Board of Parks and Recreation at the time of the meeting.

The council interviewed four candidates for the term ending December 31, 2028: Mr. Derr, Mr. Galleher, Mr. Printz, and Ms. Loy.

Mr. Hynes moved to open nominations and Mr. Tester seconded the motion.

Mr. Hartman moved to nominate Mr. Printz.

Mr. Hynes moved to nominate Mr. Derr, Mr. Galleher, and Ms. Loy.

Mr. Hynes moved to close the nominations. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Hynes
SECONDER:	Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

The council vote results are as follows:

Mr. Derr received four votes: (Ricketts, Hynes, Tester, George)

Mr. Printz received two votes: (Hartman, Sugrue)

Mr. Galleher received one vote: (Kratovil)

Ms. Loy did not receive any votes for this vacancy.

The term ending December 31, 2026, will be placed on the October 6, 2025, council meeting agenda and will only include Mr. Galleher, Mr. Printz and Ms. Loy's applications.

2025-930: A Resolution Designating September as Library Card Sign-up Month

Mr. Kratovil moved to approve the Resolution Designating September as Library Card Sign-Up Month. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kratovil
SECONDER:	Hynes
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

2025-933: Hessey Street Repaving Issue

Mr. Tester moved to direct staff to clean up the area on Hessey Street. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Tester
SECONDER:	Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

2025-935: City Wide Trick or Treat - October 31, 2025 (6-8PM)

Mr. Hynes moved to approve city wide trick or treating on October 31, 2025, from 6-8PM. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Hynes
SECONDER:	Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

2025-939: New Donated Sidewalk on Eagle Avenue

Ms. Ricketts moved to accept the new donated sidewalk proposal on Eagle Avenue. Mayor George seconded the motion, and it passed by a 5-2 vote.

RESULT:	**APPROVED [5-2]**
MOVER:	Ricketts
SECONDER:	George
AYES:	George, Kratovil, Ricketts, Hartman, Sugrue
NAYS:	Hynes, Tester
ABSENT:	Roth

2025-940: Facade and Sidewalk Grant Discussion

No action was taken by the council on this agenda item.

2025-941: Legal Report - Possible Executive Session

This agenda item was discussed in item #2025-937's Executive Session.

No action was taken by the counsel after the Executive Session.

11. REFERRALS TO COMMITTEES/COMMISSIONS

2025-929: Referral to Ordinance Committee - Zoning Ordinance - Section 1321.08, Administration and Enforcement

Ms. Ricketts moved to refer Zoning Ordinance - Section 1321.08, Administration and Enforcement to the Planning Commission. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ricketts
SECONDER:	Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

2025-938: Referral to Infrastructure Committee - Possible Crosswalk at Haversack Circle and Campbell Drive

Ms. Ricketts moved to refer to the Infrastructure Committee a possible crosswalk at Haversack Circle and Campbell Drive. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ricketts
SECONDER:	Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

12. APPROVAL OF BILLS

2025-942: Payment of Bills - September 2, 2025

Mr. Kratovil moved to approve the bills for payment. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kratovil
SECONDER:	Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

13. ADJOURNMENT

Mr. Kratovil moved to adjourn the meeting. Mr. Hynes seconded the motion, and hearing no objections Mayor George adjourned the meeting.

14. INFORMATION ONLY - NEXT MEETING, Monday, September 15, 2025, at 7:00PM

2025-931: Charles Town Police Department July Statistics Report

2025-932: PJM Interconnector Letter

2025-936: Resolution

2025-934: Public Comment Statement - August 18, 2025

2025-944: Charles Town Utility Board Meeting Minutes - August 13, 2025

15. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas_minutes.php

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/15/25
Department: City Council
Category: Contract
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1004: Oath of Office - New City Clerk/Charles Town Board of Directors Chairman

ATTACHMENTS:

- Brent Manuel oath September 2025.pdf

State of West Virginia
City of Charles Town

COUNTY OF JEFFERSON

I, Brent Manuel, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and the ordinances of the City of Charles Town.

I, Brent Manuel, do solemnly swear that I will faithfully discharge and perform the duties of the position of Interim Director and Chair for the Charles Town Utility Board, to the best of my skill, judgment, and according to law.

Signature

The above oath was taken and subscribed before Ashley Stottlemyer, Charles Town Utility Board Secretary, on this 10th day of September, 2025.

Ashley Stottlemyer
Charles Town Utility Board
Secretary

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/15/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-989: Personnel Committee Meeting Report - September 8, 2025

ATTACHMENTS:

- Personnel Committee Report 9-8-25.pdf

City of Charles Town Personnel Committee Report

September 8, 2025 Meeting

1. **CALL TO ORDER**

   Meeting was called to order at 5:00pm. Persons present: Councilmember Micheal George, Councilmember Jeff Hynes, Councilmember Andie Sugrue, Councilmember Kevin Tester, City Operations Director Cindy Rezmer and City Manager Brent Manuel

2. **UNFINISHED BUSINESS**

   2025-982: Total Compensation Study Request for Proposal

   Staff advised that request for proposal (RFP) had been published. Staff also advised that Charles Town Utility Board (CTUB) expressed interest in being included as part of the RFP and would pay their share of the cost of the study. It was previously discussed by Personnel Committee that salary study for CTUB should be separate since they have unique positions and qualifications, similar to the police department which will also be a separate salary study. There are benefits in the Employee Handbook that are common to the City and CTUB that include vacation accruals and sick leave accruals and there may be cost advantages to having one firm do both entities. Staff offered to issue addendum to existing RFP and asked if CTUB would want input on firm selection. Councilmember Sugrue believes CTUB board would like input. Decision was made to put this item on next CTUB agenda which is September 24. City Staff will extend RFP one month to allow CTUB board to have input on whether they want to do RFP with the City or on their own.

   2025-983: Election of New Chairman

   Mayor George is stepping down from the Personnel Committee as Chair now that City Manager has been hired. Councilmember Tester nominated Councilmember Sugrue as new Chair and she was unanimously approved.

3. **NEW BUSINESS**

   2025-984: Staff Update

   Staff presented current employee list by department. Long range planner position is open, working on new office accommodations. Have received some candidates but may look to boost posting. A sick leave donation program is currently underway for an employee.

4. **ADJOURNMENT**

5. **Next regularly scheduled Personnel Committee meeting is October 14, 2025 at 5:00pm.**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/15/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-990: Finance Committee Report - September 9, 2025

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/15/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-991: City Manager Report - September 15, 2025

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/15/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-997: Charles Washington Hall Leases - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/15/25
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-992: Ward 4 Oath of Office - Julie Smith

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/15/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-994: Jefferson County Commission Letter Discussion / 100 Block of East Washington Street - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/15/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-995: FY2025 Capital Revision #3

Proposed Motion: Move to approve the FY2025 Capital Budget Revision #3

ATTACHMENTS:
- Capital Budget 3rd Revision.pdf

the city of Charles Town, WV

FY 2026 Capital Reserve Budget

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 & #3 NOTES
CAPITAL BUDGET REVENUES												
Capital Reserve Carryover		$ 5,564,904	$ 3,002,355			$ 8,567,259	$ 8,553,059	$ 14,200	100%	Carryover balance from FY2025 Capital Reserve (This is carryover for unfinished projects noted in red. Carryover will be adjusted in the 1st Revision in July 2025.)	Adjust carry over amount to actual balanace as of June 30 2025	
36800 Contributions from GF			$ 427,386			$ 427,386	$ 427,386	$ -	100%	Contributions from GF (Determined in July 2025 1st Revision)		
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000				$ 810,000	$ 185,273	$ 624,727	23%	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.		
33000 Developer Fees		$ 150,000				$ 150,000	$ 45,168	$ 104,832	30%	Developer Proffer fees.		
38000 Interest on Bank Accounts & Other Sources		$ 80,000				$ 80,000	$ 14,176	$ 65,824	18%			
38600 Insurance Claims							$ 26,612					
TOTAL REVENUES	**$ -**	**$ 6,604,904**	**$ 3,429,741**	**$ -**	**$ -**	**$ 10,034,645**	**$ 9,251,675**	**$ 809,583**	**92%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 & #3 NOTES
CAPITAL BUDGET EXPENSES												
975 GENERAL GOVERNMENT												
Information Technology												
City Hall WIFI Replacements - 975-59 General Government Capital Outlay		$ 10,000				$ 10,000	$ -	$ 10,000	0%			
Computer Replacement - 975-59 General Government Capital Outlay Technology		$ 15,000				$ 15,000	$ -	$ 15,000	0%	Computer replacement program for all General Government departments. (5 replacements are planned.)		
CW Hall WIFI Installation - 975-59 General Government Capital Outlay		$ 15,000				$ 15,000	$ -	$ 15,000	0%			
Tyler Tech Version 10 Software - 975-59 General Government Capital Outlay Technology		$ 71,000				$ 71,000	$ 1,233	$ 69,768	2%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and enhance Incode. Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement. ($71,000 carried over from FY25.)		
TOTAL INFORMATION TECHNOLOGY	**$ -**	**$ 111,000**	**$ -**	**$ -**	**$ -**	**$ 111,000**	**$ 1,233**	**$ 109,768**	**1%**			
Other - General Government												
Drone - 975-15 General Government Capital Outlay Equipment			10,000			$ 10,000	$ -	$ 10,000	0%		Supports advertising, event coverage, photography, structural inspections, damage assessment, police search and rescue, hostile environment response, and fire and disaster management.	
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay		$ 140,000				$ 140,000	$ -	$ 140,000	0%	$140,000 carried over from FY25.		
Salary Study - 975-23 General Government Professional Services			$ 30,000			$ 30,000	$ -	$ 30,000	0%		Investing in initiatives to track and retain talent. Improving performance, and reducing long-term costs associated with turnover. To ensure we can identify high-performing individuals, support growth, and build a workforce committed to long-term success.	
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services		$ 246,000				$ 246,000	$ 15,275	$ 230,725	6%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000. ($146,000 carried over from FY25 & $100,000 encimbered in FY25.)		
TOTAL OTHER - GENERAL GOVERNMENT	**$ -**	**$ 386,000**	**$ 40,000**	**$ -**	**$ -**	**$ 426,000**	**$ 15,275**	**$ 410,725**	**4%**			
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 497,000**	**$ 40,000**	**$ -**	**$ -**	**$ 537,000**	**$ 16,508**	**$ 520,492**	**3%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 & #3 NOTES
976 PUBLIC SAFETY												
Equipment												
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment		$ 18,500	$ -			$ 18,500	$ -	$ 18,500	0%	4 - APX N50 Portable Radios (3 Admin Staff & 1 spare)		
Speed Alert 24 Radar Trailer - 976-60 Public Safety Capital Outlay Equipment			$ 21,000			$ 21,000	$ 20,223	$ 777	96%		The current trailer is outdated. The new equipment allows the PD to remotely monitor vehicle speeds and provides the ability to electronically notify residents of road closures and broadcast community event information. This enhanced functionality ensures more effective communication and public safety outreach.	
TOTAL EQUIPMENT		**$ 18,500**	**$ 21,000**	**$ -**	**$ -**	**$ 39,500**	**$ 20,223**	**$ 19,277**	**51%**			
Information Technology												
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 52,000				$ 52,000	$ 47,498	$ 4,502	91%	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)		
Cell Phone Forensic Downloading Equipment - 975-60 General Government Capital Outlay Technology PD		$ 27,000				$ 27,000	$ 16,571	$ 10,429	61%	Possible grant funding.		
Cradle Point WIFI Mobile Routers - 975-60 General Government Capital Outlay Technology Police Dept.		$ 18,500				$ 18,500	$ 14,175	$ 4,325	77%	9 Routers at $14,400 and $4100 installation labor.		
TOTAL INFORMATION TECHNOLOGY		**$ 97,500**	**$ -**	**$ -**	**$ -**	**$ 97,500**	**$ 78,244**	**$ 19,256**	**80%**			
Vehicles												
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 118,000				$ 118,000	$ 116,854	$ 1,146	99%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.		
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles		$ 12,000				$ 12,000	$ -	$ 12,000	0%	This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant.		
Police Cars - 976-59 Public Safety Capital Outlay Vehicles			$ 60,000			$ 60,000	$ 60,297	$ (297)	100%		Replace vehicle due to fire loss	
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles			$ 45,000			$ 45,000	$ -	$ 45,000	0%		Replacement Vehicle uplift cost due to fire loss	
TOTAL VEHICLES	**$ -**	**$ 130,000**	**$ 105,000**	**$ -**	**$ -**	**$ 235,000**	**$ 177,151**	**$ 57,849**	**75%**			
Parking												
Parking Meters - 976-62 Public Safety		$ 16,000				$ 16,000	$ 4,923	$ 11,077	31%	10 - Model 90 Duplex Meter Housings at $6100; 15 -Model 90 Single Meter Housings at $4900; POM Parking Meter assembly at $5000.		
TOTAL PARKING	**$ -**	**$ 16,000**	**$ -**	**$ -**	**$ -**	**$ 16,000**	**$ 4,923**	**$ 11,077**	31%			
TOTAL PUBLIC SAFETY	**$ -**	**$ 262,000**	**$ 126,000**	**$ -**	**$ -**	**$ 388,000**	**$ 280,541**	**$ 107,459**	**72%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 & #3 NOTES
977 STREETS & TRANSPORTATION												
Buildings												
Charles Washington Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			22,500			$ 22,500	$ -	$ 22,500	0%		This is a small section of the rooftop that contains 4 rooftop AC units. This area has failed sealant and degraded membranes. It will be replaced with a 2 Ply-Cold System which has a usefull life of 30 years.	
Charles Washington Hall - Paint Interior - 977-57 Streets & Transportation Capital Outlay Buildings			8,000			$ 8,000	$ -	$ 8,000	0%		Repainting of stairway walls, stage face, upper balcony ledge, and doors and trim.	
Charles Washington Hall - Refinish Floor - 977-57 Streets & Transportation Capital Outlay Buildings			10,000			$ 10,000	$ -	$ 10,000	0%		Replacement of ballroom floor, steps, elevator ramp and bathroom landing.	
Charles Washington Hall - Replace Blinds - 977-57 Streets & Transportation Capital Outlay Buildings			20,000			$ 20,000	$ -	$ 20,000	0%		Replacement of ballroom blinds.	
City Hall - replace rooftop AC units - 977-57 Streets & Transportation Capital Outlay Buildings		$ 25,000	$ 30,000			$ 55,000	$ 9,270	$ 45,730	17%	$25,000 carried over from FY25.	Replacement of 2 City Hall rooftop AC units	
City Hall - interior repair/maintenance - 977-57 Streets & Transportation Capital Outlay Buildings		$ 55,000	$ 50,000			$ 105,000	$ -	$ 105,000	0%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)	Additional funds needed for engineering costs, asbestos removal, ceiling tiles, and relocation of 1st floor wall.	
City Hall - water damage repair - 977-57 Steets & Transprotation Capital Outlay Buildings			$ 25,000			$ 25,000	$ 6,500	$ 18,500	26%		2nd Floor water damage repair, including brick repointing, asbestos removal, and interior renovation.	
Maintenance Equipment Building - 977-57 Streets & Transportation Capital Outlay Buildings		$ 150,000				$ 150,000	$ -	$ 150,000	0%	Current building is maxed out on space. ($150,000 carried over from FY25.)		
Maintenance Yard Study & Engineering - 977-57 Streets & Transportation Capital Outlay Buildings		$ 80,000	$ 170,000			$ 250,000	$ -	$ 250,000	0%	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going. (80,000 carried over from FY25.)	Council requests that a study be conducted for the best location of the Maintenance Yard along with associated engineering.	
Rouss Hall - 1st Floor HVAC Unit - 977-57 Streets & Transportation Capital Outlay Buildings				$ 14,000		$ 14,000						Allowance for 1st floor HVAC unit replacement. It was installed in 2002 and has completely failed.
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings			$ 80,000			$ 80,000	$ -	$ 80,000	0%		All window sills at Rouss Hall have peeling paint and rotted wood. Correcting this disrepair will put the building in good condition.	
Rouss Hall - Replace Gallery Floor - 977-57 Streets & Transportation Capital Outlay Buildings			$ 25,000			$ 25,000	$ -	$ 25,000	0%		Replacement of 1st floor Art Gallery Floor including construction of ADA compliant ramp.	
Rouss Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			$ 42,500			$ 42,500	$ -	$ 42,500	0%		The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a usefull life of 10 years.	
TOTAL BUILDINGS	**$ -**	**$ 310,000**	**$ 483,000**	**$ 14,000**	**$ -**	**$ 807,000**	**$ 15,770**	**$ 777,230**	**2%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 & #3 NOTES
Streets/Infrastructure												
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements			80,000			$ 80,000	$ 2,572	$ 77,428	3%		Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications.	
Depot Square Design - 977-58 Streets & Transportation Capital Outlay Other Improvements			50,000			$ 50,000	$ -	$ 50,000	0%		Design for potential uses and amenities of the City's new town square.	
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000				$ 60,000	$ -	$ 60,000	0%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding. ($60,000 carried over from FY25.)		
Stormwater Assessment Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 204,000				$ 204,000	$ 8,268	$ 195,733	4%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($204,000 carried over from FY25.)		
TOTAL STREETS/INFRASTRUCTURE	**$ -**	**$ 264,000**	**$ 130,000**	**$ -**	**$ -**	**$ 394,000**	**$ 10,839**	**$ 383,161**	**3%**			
Vehicles												
Bucket Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 175,000				$ 175,000	$ -	$ 175,000	0%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. ($22,000 carried over from FY25 and $153,000 encumbered in FY25.)		
Dump Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 90,000				$ 90,000	$ 83,075	$ 6,925	92%			
Pick-up Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 65,000				$ 65,000	$ -	$ 65,000	0%			
TOTAL VEHICLES	**$ -**	**$ 330,000**	**$ -**	**$ -**	**$ -**	**$ 330,000**	**$ 83,075**	**$ 246,925**	**25%**			
Other - Streets & Transportation												
Flower planters - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 5,000	$ 13,000			$ 18,000	$ -	$ 18,000	0%	FY25 & 26 two year plan to install flower planters on Washington Street. ($5000 encumbered in FY25.)	An initiative to replace the aging flower pedestals along Washington Street. This aims to enhance the overall aesthetic appeal of the downtown area by systematically replacing outdated or deteriorating pedestals with durable, visually consistent alternatives.	
Potter's Field - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 66,000				$ 66,000	$ 49,943	$ 16,057	76%	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)		
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 71,000**	**$ 13,000**	**$ -**	**$ -**	**$ 84,000**	**$ 49,943**	**$ 34,057**	59%			
TOTAL STREETS & TRANSPORTATION		**$ 975,000**	**$ 626,000**	**$ 14,000**	**$ -**	**$ 1,615,000**	**$ 159,628**	**$ 1,441,372**	**10%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 & #3 NOTES
979 CULTURE & RECREATION												
Parks & Recreation												
Bridges at Happy Retreat & Stake Park - 979-58 Culture & Recreation Other Improvements		$ 84,000				$ 84,000	$ 32,000	$ 52,000	38%	$84,000 carried over from FY25.		
JMP Slide - 979-59 Culture & Recreaption Capital Other Impovements		$ 14,200				$ 14,200	$ 14,224	$ (24)	100%			
Pickle Ball Courts - 979-58 Culture & Recreation Capital Other Improvements			$ 65,000			$ 65,000	$ -	$ 65,000	0%		Allowance for 60 X 60 paved court, 4 ft. chain link fence around the court, resurfacing in 2 colors, and 2 portable pickle ball nets	
Paving Path from bridge to road by the Skate Park - 979-58 Culture & Recreation Other Improvements		$ 5,000				$ 5,000	$ -	$ 5,000	0%	Connect the existing path on one side of the bridge to the other side. ($5000 carried over from FY25.)		
Pick-up Truck - 977-59 Culture & Recreation Capital Outlay Equipment		$ 50,000				$ 50,000	$ -	$ 50,000	0%	This truck will be for the use of the Parks Manager.		
Skate Park Paving from entrance to skate ramp - 977-58 Culture & Recreation Other Improvements					$ 10,000	$ 10,000	$ -	$ 10,000	0%			
TOTAL PARKS & RECREATION	**$ -**	**$ 153,200**	**$ 65,000**	**$ -**	**$ 10,000**	**$ 228,200**	**$ 46,224**	**$ 181,976**	**20%**			
Culture												
Decorative String Lights for Art Alley and Charles Street - 979-58 Culture & Recreation Other Improvements			$ 6,000			$ 6,000	$ -	$ 6,000	0%		Installation of lights at Charles Street and Art Alley for safety and City beautification. This will complete the 2nd half of Charles Street.	
Depot Square Christmas Design - 979-58 Culture & Recreation Other Improvements			$ 60,000			$ 60,000	$ -	$ 60,000	0%		Outfitting the Depot Square with Christmas decorations and the beginning stages of holiday marketplace implementation. (Electric to the Depot Square 25,000; five marketplace huts $20,000; lights and Christmas decorations 15,000)	
Historical Signs - 979-58 Culture & Recreation Other Improvements		$ 17,000				$ 17,000	$ -	$ 17,000	0%			
Movie Screen - 977-59 Culture & Recreation Capital Outlay Equipment			$ 15,000			$ 15,000	$ -	$ 15,000	0%		25 X 14 movie screen with inflatable frame for event use.	
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 197,400				$ 197,400	$ -	$ 197,400	0%	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($97,400 carried over from FY25 and $100,000 encumbered in FY25.)		
Festival Blow Up Games - 979-58 Culture & Recreation Other Improvements			$ 6,000			$ 6,000	$ -	$ 6,000	0%		Basketball Shootout and Football Blitz blowup games for use at Festivals and P&R events. This will help save money with rental expenses during WV Fest.	
TOTAL CULTURE	**$ 100,000**	**$ 214,400**	**$ 87,000**	**$ -**	**$ -**	**$ 301,400**	**$ -**	**$ 301,400**	**0%**			
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 367,600**	**$ 152,000**	**$ -**	**$ 10,000**	**$ 529,600**	**$ 46,224**	**$ 483,376**	**9%**			
Contingencies		$ 166,000	$ 2,485,741	$ (14,000)	$ (10,000)	$ 2,627,741	$ -	$ 2,627,741	0%	This amount will be adjusted in the 1st Revision in July 2025.		Revision #2: Transfer to 977-57 Rouss Hall 1st Floor HVAC replacement. Revision #3: Transfer to 979-58 Skate Park Paving from entrance to ramps.
Encumberances for Subsequent Years		$ 350,000				$ 350,000	$ -	$ 350,000	0%	$100,000 for Wayfinding Signage; $250,000 for Augustine Avenue Project		
Transfer to Grant Projects		$ 3,987,304				$ 3,987,304	$ -	$ 3,987,304	0%	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.		
TOTAL EXPENSES	**$ 100,000**	**$ 6,604,904**	**$ 3,429,741**	**$ -**	**$ -**	**$ 10,034,645**	**$ 502,901**	**$ 9,517,744**	**5%**			
REVENUES OVER EXPENSES	**$ (100,000)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 8,748,774**					

REPAVING BUDGET

ACCOUNT	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION #2 PROPOSAL	REVISION #3 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 & 3 NOTES
REVENUES											
Repaving Carryover	$ 290,000	$ 1,391,704			$ 1,681,704	$ 1,681,704	$ -	100%	Carryover balance from FY2025 Repaving Funds. This amount will be adjusted in the first revision in July 2025.	Adjust carry over amount to actual balanace as of June 30 2025	
36877 Contributions from GF - Repaving Fees	$ 150,000				$ 150,000	$ 27,863	$ 122,137	19%	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving		
38000 Interest on Bank Accounts & Other Sources	$ 50,000				$ 50,000	$ 2,351	$ 47,649	5%			
TOTAL REVENUES	**$ 490,000**	**$ 1,391,704**			**$ 1,881,704**	**$ 1,711,918**	**$ 169,786**	91%			
EXPENDITURES											
977-60 Streets & Transportation Capital Outlay Street Paving	$ 305,000			$ 25,000	$ 330,000	$ 303,952	$ 26,048	92%	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs.		Paving adjustment for the following: $10,000 pot holes & $15,000 Morison Street parking
Paving Contingency - 977-60 Streets & Transportation Capital Outlay Street Paving	$ 185,000	$ 1,391,704		$ (25,000)	$ 1,551,704	$ -	$ 1,551,704	0%	This contingency represents past income collected by CTUB earmarked for street paving. It will be adjusted in the first revision in July 2025.		
TOTAL EXPENSES	**$ 490,000**	**$ 1,391,704**			**$ 1,881,704**	**$ 303,952**	**$ 1,577,752**	16%			
REVENUES OVER EXPENSES	**$ -**	**$ -**			**$ -**	**$ 1,407,966**					

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/15/25
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-998: Council Committee Assignments

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/15/25
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1006: Finance Committee Check Signature Authorization

Proposed Motion: Move to remove Alissa Meeks and designate Brent Manuel, Jeff Hynes, Nate Hartman, and Kevin Tester as the new signers on all city bank accounts except Parks and Recreation, Building Commission, Police Investigation Account, and Police Federal Equitable Account

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/15/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-996: Payment of Bills - September 15, 2025

Proposed Motion: Move to approve the bills for payment.

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2025-09-15.pdf
- CAPITAL RESERVE COUNCIL REPORT 2025-09-15.pdf
- COUNCIL REPORT PCARD 09-15-25.pdf
- PARKS N REC COUNCIL REPORT 2025-09-15.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMAZON	9/12/25	ORGANIZER TRAY	GENERAL FUND	CITY HALL	20.98
				TOTAL:	20.98
FIRST-CITIZENS BANK & TRUST CO	9/12/25	SEPT25 CH 1ST FLR COPIER	GENERAL FUND	CITY HALL	239.68
				TOTAL:	239.68
FRONTIER, INC.	9/12/25	SEPT 25 RH ELEVATOR PHONE	GENERAL FUND	CITY HALL	63.58
	9/12/25	SEPT 25 CWH FIRE ALARM #1	GENERAL FUND	CITY HALL	70.95
	9/12/25	SEPT25 RH FIRE ALARM SERV	GENERAL FUND	CITY HALL	195.57
	9/12/25	SEPT 25 PD PHONE SERV	GENERAL FUND	POLICE DEPARTMENT	107.13
				TOTAL:	437.23
HDL COMPANIES INC	9/12/25	AUG25 B&O COLL SERV	GENERAL FUND	TREASURER'S OFFICE	221.97
				TOTAL:	221.97
JEFFERSON COUNTY EMERGENCY COMMUNICATI	9/12/25	6/25 CAD/MOBILE & CRDL PT	GENERAL FUND	POLICE DEPARTMENT	629.71
				TOTAL:	629.71
JEFFERSON COUNTY CONVENTION & VISITOR'	9/12/25	AUG25 HOTEL/MOTEL COLL	GENERAL FUND	VISITORS CENTER	7,704.05
				TOTAL:	7,704.05
ROBERT E. JONES, M.D.	9/12/25	J WILBURGER PHYSICAL	GENERAL FUND	POLICE DEPARTMENT	220.00
				TOTAL:	220.00
KONICA MINOLTA BUSINESS SOLUTIONS INC	9/12/25	SEPT25 CH/PD WEBEX SERV	GENERAL FUND	CITY HALL	448.30
	9/12/25	SEPT25 CH/PD WEBEX SERV	GENERAL FUND	POLICE DEPARTMENT	505.21
				TOTAL:	953.51
J.C. KUNKLE & ASSOCIATES, A.C.	9/12/25	FY25 PD PENSION FD REVIEW	GENERAL FUND	TREASURER'S OFFICE	2,100.00
				TOTAL:	2,100.00
WEST VIRGINIA LABOR LAW POSTER SERVICE	9/12/25	FY26 WV LBOR LAW POSTER	GENERAL FUND	CITY HALL	377.00
				TOTAL:	377.00
LEON ENTERPRISES LLC	9/12/25	RMBSMT DUPLICATE PMNT	GENERAL FUND	TREASURER'S OFFICE	346.77
				TOTAL:	346.77
MARLIN LEASING CORPORATION	9/12/25	AUG25 CH&PD COPIER RENTAL	GENERAL FUND	CITY HALL	515.98
	9/12/25	AUG25 CH&PD COPIER RENTAL	GENERAL FUND	POLICE DEPARTMENT	280.00
				TOTAL:	795.98
MCKINNEY'S AUTO REPAIR & TOWING	9/12/25	CAR#28 OIL SERV & WASHER	GENERAL FUND	POLICE DEPARTMENT	34.99
	9/12/25	CAR#28 OIL SERV & WASHER	GENERAL FUND	POLICE DEPARTMENT	105.56
				TOTAL:	140.55
MEEKS ALISSA F.	9/12/25	WV LDRSHP MILEAGE RMBSMT	GENERAL FUND	PLANNING & ZONING	368.20
				TOTAL:	368.20
MOTOROLA SOLUTIONS, INC.	9/12/25	CELL PHONE SOFTWARE	GENERAL FUND	POLICE DEPARTMENT	379.10
				TOTAL:	379.10
PEIA	9/12/25	AUG25 INS CONT	GENERAL FUND	NON-DEPARTMENTAL	6,139.92
	9/12/25	AUG25 RHBT CONT	GENERAL FUND	NON-DEPARTMENTAL	115.70
	9/12/25	AUG25 RHBT CONT	GENERAL FUND	NON-DEPARTMENTAL	54.00
	9/12/25	AUG25 INS CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	704.08
	9/12/25	AUG25 RHBT CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	10.20

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/12/25	AUG25 INS CONT	GENERAL FUND	CITY MANAGER'S OFFICE	1,564.93
	9/12/25	AUG25 INS CONT	GENERAL FUND	TREASURER'S OFFICE	2,666.72
	9/12/25	AUG25 RHBT CONT	GENERAL FUND	TREASURER'S OFFICE	30.60
	9/12/25	AUG25 INS CONT	GENERAL FUND	CITY CLERK'S OFFICE	1,512.43
	9/12/25	AUG25 RHBT CONT	GENERAL FUND	CITY CLERK'S OFFICE	10.20
	9/12/25	AUG25 INS CONT	GENERAL FUND	CITY ATTORNEY	1.98
	9/12/25	AUG25 INS CONT	GENERAL FUND	ENFORCEMENT AGENCY	704.08
	9/12/25	AUG25 RHBT CONT	GENERAL FUND	ENFORCEMENT AGENCY	10.20
	9/12/25	AUG25 INS CONT	GENERAL FUND	BUILDING INSPECTION	1.98
	9/12/25	AUG25 INS CONT	GENERAL FUND	PLANNING & ZONING	2,218.49
	9/12/25	AUG25 RHBT CONT	GENERAL FUND	PLANNING & ZONING	30.60
	9/12/25	AUG25 INS CONT	GENERAL FUND	CITY HALL	1,512.43
	9/12/25	AUG25 RHBT CONT	GENERAL FUND	CITY HALL	10.20
	9/12/25	AUG25 INS CONT	GENERAL FUND	PARKING	1.98
	9/12/25	AUG25 INS CONT	GENERAL FUND	POLICE DEPARTMENT	18,217.85
	9/12/25	AUG25 RHBT CONT	GENERAL FUND	POLICE DEPARTMENT	183.60
	9/12/25	AUG25 INS CONT	GENERAL FUND	STREETS & HIGHWAYS	2,157.57
	9/12/25	AUG25 RHBT CONT	GENERAL FUND	STREETS & HIGHWAYS	20.40
				TOTAL:	37,880.14
PERRY & ASSOCIATES	9/12/25	FY24 AUDIT PREPARATION SE	GENERAL FUND	TREASURER'S OFFICE	16,500.00
				TOTAL:	16,500.00
PITNEY BOWES BANK INC PURCHASE POWER	9/12/25	AUG 25 CH POSTAGE	GENERAL FUND	CITY HALL	568.10
				TOTAL:	568.10
POTOMAC EDISON COMPANY, INC.	9/04/25	AUG 25 PD/CTUB ELEC SERV	GENERAL FUND	NON-DEPARTMENTAL	1,340.17
	9/02/25	AUG25 CWH ELEC SERV	GENERAL FUND	CITY HALL	1,198.17
	9/02/25	AUG25106 N GEORGE 2ND FLR	GENERAL FUND	CITY HALL	232.00
	9/02/25	AUG25 VISITOR CNTR ELEC	GENERAL FUND	CITY HALL	235.80
	9/04/25	AUG 25 PD/CTUB ELEC SERV	GENERAL FUND	POLICE DEPARTMENT	2,720.95
	9/04/25	AUG25 CROSSWINDS ELEC SER	GENERAL FUND	STREET LIGHT UTILITIES	177.40
				TOTAL:	5,904.49
RUCKMAN ENGINEERING, PLC	9/12/25	JMP POOL PERMIT REVIEW FE	GENERAL FUND	BUILDING INSPECTION	600.00
				TOTAL:	600.00
SOUTH CENTRAL PLANNING & DEVELOPMENT C	9/12/25	AUG25 PERMIT SOFTWARE	GENERAL FUND	PLANNING & ZONING	730.00
				TOTAL:	730.00
STAGECOACH PRODUCTION SOUND & LIGHTIN	9/12/25	SOUND SYST CAR SHOW 25	GENERAL FUND	FAIR ASSOC/FESTIVAL	2,500.00
				TOTAL:	2,500.00
SUSTAINABLE STRATEGIES DC	9/12/25	AUG25 GRANT RETAINER	GENERAL FUND	CITY HALL	5,000.00
				TOTAL:	5,000.00
T-MOBILE	9/12/25	AUG25 CH/PD CELL SERV	GENERAL FUND	ECONOMIC DEVELOPMENT	32.87
	9/12/25	AUG25 CH/PD CELL SERV	GENERAL FUND	CITY MANAGER'S OFFICE	42.97
	9/12/25	AUG25 CH/PD CELL SERV	GENERAL FUND	CITY ATTORNEY	18.73
	9/12/25	AUG25 CH/PD CELL SERV	GENERAL FUND	ENFORCEMENT AGENCY	18.73
	9/12/25	AUG25 CH/PD CELL SERV	GENERAL FUND	PLANNING & ZONING	62.33
	9/12/25	AUG25 CH/PD CELL SERV	GENERAL FUND	CITY HALL	32.87
	9/12/25	AUG25 CH/PD CELL SERV	GENERAL FUND	CITY HALL	47.19
	9/12/25	AUG25 CH/PD CELL SERV	GENERAL FUND	POLICE DEPARTMENT	143.62
	9/12/25	AUG25 CH/PD CELL SERV	GENERAL FUND	STREETS & HIGHWAYS	61.49
				TOTAL:	460.80

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
LYLE C TABB & SONS, INC.	9/12/25	AUG25 BOX RENTAL& STORM	GENERAL FUND	STREETS & HIGHWAYS	1,350.00
	9/12/25	AUG25 BOX RENTAL& STORM	GENERAL FUND	STREETS & HIGHWAYS	1,425.00
				TOTAL:	2,775.00
TEK ADVISORS	9/12/25	AUG25 TECH SERV	GENERAL FUND	CITY HALL	16,464.48
	9/12/25	AUG25 TECH SERV	CAPITAL RESERVE	GENERAL GOVERNMENT	2,629.23
	9/12/25	AUG25 TECH SERV	CAPITAL RESERVE	GENERAL GOVERNMENT	1,804.14
				TOTAL:	20,897.85
UNITED WAY OF THE EASTERN PANHANDLE, I	9/12/25	AUG25 TEEN COURT FEE	GENERAL FUND	NON-DEPARTMENTAL	375.00
				TOTAL:	375.00
US BANK	9/03/25	AUG25 AP PCARD PMNT	GENERAL FUND	NON-DEPARTMENTAL	20,308.65
	9/04/25	AUG25 FLEET PCARD PMNT	GENERAL FUND	NON-DEPARTMENTAL	5,824.95
	9/11/25	AUG25 CH/PD PCARD PMNT	GENERAL FUND	NON-DEPARTMENTAL	13,941.61
				TOTAL:	40,075.21
WV RECREATION AND PARKS ASSOCIATION	9/12/25	G BAILEY WVRPA CONFERENCE	GENERAL FUND	CITY MANAGER'S OFFICE	210.00
				TOTAL:	210.00
WV STATE TREASURER'S OFFICE	9/02/25	AUG25 COURT FEES	GENERAL FUND	NON-DEPARTMENTAL	4,552.20
				TOTAL:	4,552.20

FUND TOTALS		
001	GENERAL FUND	149,530.15
200	CAPITAL RESERVE	4,433.37
	GRAND TOTAL:	153,963.52

TOTAL PAGES: 3

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: AP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 9/02/2025 THRU 9/12/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CONSTRUCTIVE SOLUTIONS LLC	9/12/25	HR & SKTE PK BRIDGES	CAPITAL RESERVE	CULTURE & RECREATION	60,000.00
				TOTAL:	60,000.00
GANTT'S EXCAVATING & CONTRACTING INC	9/12/25	JULY25 LIBERTY DRNGE IMPR	CAPITAL RESERVE	STREETS & TRANSPORTATI	13,385.25
				TOTAL:	13,385.25
MOTOROLA SOLUTIONS, INC.	9/12/25	CAR#19 RADIO	CAPITAL RESERVE	PUBLIC SAFETY	4,673.88
	9/12/25	4 HAND-HELD RADIOS	CAPITAL RESERVE	PUBLIC SAFETY	18,827.20
	9/12/25	CAR#19 RADIO ANTENNA	CAPITAL RESERVE	PUBLIC SAFETY	54.36
				TOTAL:	23,555.44
RCN TECHNOLOGIES	9/12/25	CAR#19 ANTENNA/ CRDDLE PT	CAPITAL RESERVE	PUBLIC SAFETY	360.36
				TOTAL:	360.36
TECHSTAR MECHANICAL SERVICES LLC	9/12/25	RH HVAC REPLACEMENT	CAPITAL RESERVE	STREETS & TRANSPORTATI	13,800.00
				TOTAL:	13,800.00

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

200	CAPITAL RESERVE	111,101.05
	GRAND TOTAL:	111,101.05

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: 9/12/2025 THRU 9/12/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10-42 TACTICAL LLC	9/03/25	3 PD BADGES (SPARES)	GENERAL FUND	POLICE DEPARTMENT	133.85
				TOTAL:	133.85
7-ELEVEN	9/04/25	CAR#28 FUEL 8/06	GENERAL FUND	POLICE DEPARTMENT	44.00
	9/04/25	CAR#28 FUEL 8/13	GENERAL FUND	POLICE DEPARTMENT	39.00
	9/04/25	CAR#28 FUEL 8/17	GENERAL FUND	POLICE DEPARTMENT	43.00
	9/04/25	CAR#28 FUEL 8/20	GENERAL FUND	POLICE DEPARTMENT	49.00
	9/04/25	CAR#28 FUEL 08/26	GENERAL FUND	POLICE DEPARTMENT	38.75
	9/04/25	CAR#5 FUEL 8/10	GENERAL FUND	POLICE DEPARTMENT	45.69
	9/04/25	CAR#5 FUEL 8/12	GENERAL FUND	POLICE DEPARTMENT	47.03
	9/04/25	CAR#5 FUEL 8/12	GENERAL FUND	POLICE DEPARTMENT	81.41
	9/04/25	CAR#5 FUEL 8/16	GENERAL FUND	POLICE DEPARTMENT	57.26
	9/04/25	CAR#5 FUEL 8/18	GENERAL FUND	POLICE DEPARTMENT	60.54
	9/04/25	CAR# 13 FUEL 8/20	GENERAL FUND	POLICE DEPARTMENT	67.24
	9/04/25	CAR# 21 FUEL 08/08	GENERAL FUND	POLICE DEPARTMENT	27.00
	9/04/25	CAR# 21 FUEL 8/16	GENERAL FUND	POLICE DEPARTMENT	30.01
	9/04/25	CAR# 5 FUEL	GENERAL FUND	POLICE DEPARTMENT	40.00
	9/04/25	CAR# 21 FUEL 8/27	GENERAL FUND	POLICE DEPARTMENT	47.50
	9/04/25	CAR# 27 FUEL 7/31	GENERAL FUND	POLICE DEPARTMENT	47.92
	9/04/25	CAR# 27 FUEL 08/08	GENERAL FUND	POLICE DEPARTMENT	46.84
	9/04/25	CAR# 27 FUEL 8/14	GENERAL FUND	POLICE DEPARTMENT	50.17
	9/04/25	CAR# 27 FUEL 8/23	GENERAL FUND	POLICE DEPARTMENT	50.13
	9/11/25	CAR#24 FUEL 7/30	GENERAL FUND	POLICE DEPARTMENT	27.50
	9/11/25	CAR#24 FUEL 8/28	GENERAL FUND	POLICE DEPARTMENT	31.51
	9/04/25	BI JEEP FUEL 7/31	GENERAL FUND	STREETS & HIGHWAYS	36.25
	9/04/25	BI JEEP FUEL 8/18	GENERAL FUND	STREETS & HIGHWAYS	36.14
	9/04/25	BI JEEP FUEL 08/08	GENERAL FUND	STREETS & HIGHWAYS	37.15
				TOTAL:	1,081.04
AC &T CO., INC	9/03/25	JULY25 JMP PT SERV	PARKS & REC	PARKS & REC	289.00
	9/03/25	JULY25 WLLGHM KNLL PT SERV	PARKS & REC	PARKS & REC	115.00
	9/03/25	AUG 25 PT SERV WLGHM KNLL	PARKS & REC	PARKS & REC	115.00
	9/03/25	JULY25 SKT PK PT SERV	PARKS & REC	PARKS & REC	178.00
	9/03/25	AUG25 PT SERV SKT PK	PARKS & REC	PARKS & REC	178.00
				TOTAL:	875.00
AF INDUSTRIES	9/11/25	CEMETERY ARCH	CAPITAL RESERVE	STREETS & TRANSPORTATI	583.00
				TOTAL:	583.00
AMAZON	9/11/25	BI TABLET CASE X2	GENERAL FUND	BUILDING INSPECTION	59.54
	9/03/25	FRONT OFF SCREEN WALL MOUN	GENERAL FUND	CITY HALL	39.99
	9/03/25	TR SIDE TABLE	GENERAL FUND	CITY HALL	55.99
	9/03/25	FRONT OFFICE CABINET	GENERAL FUND	CITY HALL	161.99
	9/03/25	CH SMALL CABINET	GENERAL FUND	CITY HALL	129.99
	9/03/25	CH KEY HOOKS	GENERAL FUND	CITY HALL	2.47
	9/11/25	PD USB ADAPTERS	GENERAL FUND	POLICE DEPARTMENT	192.00
	9/11/25	ENVELOPES/CLIP BRD/FILE OR	GENERAL FUND	POLICE DEPARTMENT	120.20
	9/11/25	XNG GRD LED STOP SIGN	GENERAL FUND	POLICE-SPECIAL DUTY	94.00
	9/11/25	REGISTRATION PAPER & BAGS	GENERAL FUND	FAIR ASSOC/FESTIVAL	44.49
	9/11/25	CAR SHOW PLASTIC CUPS	GENERAL FUND	FAIR ASSOC/FESTIVAL	44.92
	9/11/25	STICKERS/RAFFLE TCKTS	GENERAL FUND	FAIR ASSOC/FESTIVAL	38.49
	9/11/25	CAR SHOW ORNAMENTS&PAINT	GENERAL FUND	FAIR ASSOC/FESTIVAL	76.99
				TOTAL:	1,061.06
APPLE	9/11/25	SEPT25 MUSIC SUBSCRPNT	GENERAL FUND	ECONOMIC DEVELOPMENT	21.35
				TOTAL:	21.35

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
APPLE VALLEY WASTE SERVICE, INC.	9/03/25	JULY25 CH/JMP TRASH SERV	GENERAL FUND	STREETS & HIGHWAYS	660.13
	9/03/25	JULY25 CH/JMP TRASH SERV	PARKS & REC	PARKS & REC	525.00
				TOTAL:	1,185.13
BACKGROUNDCHECKS.COM	9/11/25	G BAILEY BCGRD CHECK	GENERAL FUND	PLANNING & ZONING	39.99
	9/11/25	G BAILEY CO STATE SURCHARG	GENERAL FUND	PLANNING & ZONING	3.00
	9/11/25	N FOULKS BCKGRD CHECK	GENERAL FUND	STREETS & HIGHWAYS	39.99
				TOTAL:	82.98
BFS	9/04/25	CAR#3 FUEL 8/13	GENERAL FUND	POLICE DEPARTMENT	60.84
				TOTAL:	60.84
BLACK BEAR	9/11/25	DINNER 8/20 LDRSHP WV	GENERAL FUND	PLANNING & ZONING	16.03
				TOTAL:	16.03
BP	9/04/25	CAR#6 FUEL 8/05	GENERAL FUND	POLICE DEPARTMENT	65.00
	9/04/25	CAR#6 FUEL 8/18	GENERAL FUND	POLICE DEPARTMENT	55.00
	9/04/25	CAR#6 FUEL 8/13	GENERAL FUND	POLICE DEPARTMENT	75.00
	9/04/25	CAR#6 FUEL 8/18	GENERAL FUND	POLICE DEPARTMENT	46.50
	9/04/25	CAR#9 FUEL 8/12	GENERAL FUND	POLICE DEPARTMENT	43.43
	9/04/25	CAR#9 FUEL 8/28	GENERAL FUND	POLICE DEPARTMENT	30.09
	9/04/25	CAR#9 FUEL 8/26	GENERAL FUND	POLICE DEPARTMENT	42.08
	9/04/25	CAR#3 FUEL 8/18	GENERAL FUND	POLICE DEPARTMENT	64.39
	9/04/25	CAR#3 FUEL 8/13	GENERAL FUND	POLICE DEPARTMENT	67.86
	9/04/25	CAR#3 FUEL 8/19	GENERAL FUND	POLICE DEPARTMENT	71.41
	9/04/25	CAR#3 FUEL 8/24	GENERAL FUND	POLICE DEPARTMENT	59.15
	9/04/25	CAR# 16 FUEL 7/31	GENERAL FUND	POLICE DEPARTMENT	58.05
	9/04/25	CAR# 16 FUEL 8/04	GENERAL FUND	POLICE DEPARTMENT	49.19
	9/04/25	CAR# 16 FUEL 8/07	GENERAL FUND	POLICE DEPARTMENT	53.12
	9/04/25	CAR# 16 FUEL 8/26	GENERAL FUND	POLICE DEPARTMENT	64.28
	9/04/25	CAR# 13 FUEL 8/03	GENERAL FUND	POLICE DEPARTMENT	55.93
	9/04/25	CAR# 13 FUEL 8/10	GENERAL FUND	POLICE DEPARTMENT	78.60
	9/04/25	CAR# 13 FUEL 8/12	GENERAL FUND	POLICE DEPARTMENT	73.00
	9/04/25	CAR# 13 FUEL 8/17	GENERAL FUND	POLICE DEPARTMENT	67.27
	9/04/25	CAR# 13 FUEL 8/19	GENERAL FUND	POLICE DEPARTMENT	78.08
	9/04/25	CAR# 29 FUEL 7/31	GENERAL FUND	POLICE DEPARTMENT	28.59
	9/04/25	CAR# 29 FUEL 8/01	GENERAL FUND	POLICE DEPARTMENT	36.69
	9/04/25	CAR# 29 FUEL 8/02	GENERAL FUND	POLICE DEPARTMENT	36.78
	9/04/25	CAR# 29 FUEL 8/07	GENERAL FUND	POLICE DEPARTMENT	41.79
	9/04/25	CAR# 29 FUEL 8/14	GENERAL FUND	POLICE DEPARTMENT	27.17
	9/04/25	CAR# 29 FUEL 8/15	GENERAL FUND	POLICE DEPARTMENT	32.13
	9/04/25	CAR# 29 FUEL 8/16	GENERAL FUND	POLICE DEPARTMENT	37.49
	9/04/25	CAR# 29 FUEL 8/20	GENERAL FUND	POLICE DEPARTMENT	22.95
	9/04/25	CAR# 29 FUEL 8/22	GENERAL FUND	POLICE DEPARTMENT	43.30
	9/04/25	CAR# 29 FUEL 8/23	GENERAL FUND	POLICE DEPARTMENT	41.60
	9/04/25	CAR# 29 FUEL 8/27	GENERAL FUND	POLICE DEPARTMENT	32.70
	9/04/25	CAR# 5 FUEL 8/18	GENERAL FUND	POLICE DEPARTMENT	17.30
				TOTAL:	1,595.92
CHARLIE BROWN'S STORE	9/11/25	ICE / CEMETERY DECIDATION	CAPITAL RESERVE	STREETS & TRANSPORTATI	18.38
				TOTAL:	18.38
COMCAST CORPORATION	9/03/25	AUG25 MD INTERNET SERV	GENERAL FUND	STREETS & HIGHWAYS	97.25
				TOTAL:	97.25
COSTCO	9/11/25	CEMETERY DEDICATION WATER	CAPITAL RESERVE	STREETS & TRANSPORTATI	43.05

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	43.05
CREAMER'S WRECKER SERVICE	9/03/25	CAR#4 TOWING	GENERAL FUND	POLICE DEPARTMENT	170.50
				TOTAL:	170.50
CREAMERS AUTO SERVICE CENTER, LLC	9/03/25	CAR#18 OIL SERV&BRAKES/ROT	GENERAL FUND	POLICE DEPARTMENT	87.45
	9/03/25	CAR#18 OIL SERV&BRAKES/ROT	GENERAL FUND	POLICE DEPARTMENT	2,806.07
	9/03/25	CAR#21 OIL SERV& 4 TIRES	GENERAL FUND	POLICE DEPARTMENT	59.12
	9/03/25	CAR#21 OIL SERV& 4 TIRES	GENERAL FUND	POLICE DEPARTMENT	227.95
	9/03/25	CAR#14 WV INSPCTN	GENERAL FUND	POLICE DEPARTMENT	18.67
	9/03/25	CAR#7 WV INSPECTN	GENERAL FUND	POLICE DEPARTMENT	18.67
	9/03/25	CAR#4 OIL SERV	GENERAL FUND	POLICE DEPARTMENT	115.97
	9/03/25	CAR#2 OIL SERV & WASHER LI	GENERAL FUND	POLICE DEPARTMENT	96.68
	9/03/25	CAR#2 OIL SERV & WASHER LI	GENERAL FUND	POLICE DEPARTMENT	48.96
	9/03/25	CAR#26 TIRE REPAIR	GENERAL FUND	POLICE DEPARTMENT	26.25
				TOTAL:	3,505.79
CHARLES TOWN UTILITY BOARD	9/03/25	JULY25 CH/PD/MD/RH WATER S	GENERAL FUND	NON-DEPARTMENTAL	81.19
	9/03/25	JULY25 CH/PD/MD/RH WATER S	GENERAL FUND	CITY HALL	121.96
	9/03/25	JULY25 CH/PD/MD/RH WATER S	GENERAL FUND	CITY HALL	94.68
	9/03/25	JULY25 CH/PD/MD/RH WATER S	GENERAL FUND	POLICE DEPARTMENT	243.57
	9/03/25	JULY25 CH/PD/MD/RH WATER S	GENERAL FUND	STREETS & HIGHWAYS	85.69
	9/03/25	JULY25 CH/PD/MD/RH WATER S	PARKS & REC	PARKS & REC	56.16
				TOTAL:	683.25
CVS	9/11/25	BATTERIES FOR SKTE PK CAME	PARKS & REC	PARKS & REC	20.29
				TOTAL:	20.29
ECAMPUS	9/11/25	BOOKS FOR PROMOTIONAL EXAM	GENERAL FUND	POLICE DEPARTMENT	107.99
	9/11/25	BOOKS FOR PROMOTIONAL EXAM	GENERAL FUND	POLICE DEPARTMENT	119.96
	9/11/25	BOOKS FOR PROMOTIONAL EXAM	GENERAL FUND	POLICE DEPARTMENT	107.99
	9/11/25	BOOKS FOR PROMOTIONAL EXAM	GENERAL FUND	POLICE DEPARTMENT	107.99
	9/11/25	BOOKS FOR PROMOTIONAL EXAM	GENERAL FUND	POLICE DEPARTMENT	107.99
	9/11/25	BOOKS FOR PROMOTIONAL EXAM	GENERAL FUND	POLICE DEPARTMENT	107.99
	9/11/25	BOOKS FOR PROMOTIONAL EXAM	GENERAL FUND	POLICE DEPARTMENT	154.19
	9/11/25	BOOK ORGNZTNAL BEHAVIOR &	GENERAL FUND	POLICE DEPARTMENT	111.98
	9/11/25	BOOK ORGNZTNAL BEHAVIOR &	GENERAL FUND	POLICE DEPARTMENT	111.98
				TOTAL:	1,038.06
EXECUTIVE EMERGENCY LIGHTING LLC	9/03/25	CAR#15 5 L RUNNING LIGHTS	GENERAL FUND	POLICE DEPARTMENT	2,020.40
	9/03/25	CAR#15 CRADLEPT INSTAL	CAPITAL RESERVE	PUBLIC SAFETY	388.16
				TOTAL:	2,408.56
EXXON MOBILE	9/04/25	CAR# 5 FUEL 8/18	GENERAL FUND	POLICE DEPARTMENT	22.00
				TOTAL:	22.00
GALLS, LLC	9/03/25	CAR#7&14 FLASHLIGHTS	GENERAL FUND	POLICE DEPARTMENT	296.75
				TOTAL:	296.75
GINGER'S FLOWERS AND GIFTS	9/11/25	CEMETERY DEDICATION FLOWER	CAPITAL RESERVE	STREETS & TRANSPORTATI	300.00
				TOTAL:	300.00
GOOGLE	9/11/25	JULY25 WRKPLACE ACT SUBSCP	GENERAL FUND	CITY HALL	9.74
				TOTAL:	9.74
GRIFFITH ENERGY SERVICES, INC	9/03/25	CH SERVICE AGREEMENT FY26	GENERAL FUND	CITY HALL	914.90

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	914.90
HILTON GARDEN INN CLARKSBURG	9/11/25	LDRSHP WV 8/20-8/21 HOTEL	GENERAL FUND	PLANNING & ZONING	329.28
				TOTAL:	329.28
HOLIDAY INN EXPRESS & SUITES	9/11/25	SKONESNY ACADEMY 8/18/25	GENERAL FUND	POLICE DEPARTMENT	107.00
	9/11/25	SKONESNY ACADEMY 8/24/25	GENERAL FUND	POLICE DEPARTMENT	107.00
				TOTAL:	214.00
HOME DEPOT INC	9/11/25	CH WATER	GENERAL FUND	CITY HALL	67.84
	9/11/25	CH WATER	GENERAL FUND	CITY HALL	67.84
	9/11/25	VACCUM AND HARDWARE	GENERAL FUND	CITY HALL	99.97
	9/11/25	CH 4 BLINDS & ZIP TIES FOR	GENERAL FUND	STREETS & HIGHWAYS	179.92
	9/11/25	CH 4 BLINDS & ZIP TIES FOR	GENERAL FUND	STREETS & HIGHWAYS	71.63
	9/11/25	CWH CONDENSATION PUMP	GENERAL FUND	STREETS & HIGHWAYS	109.00
	9/11/25	VACCUM AND HARDWARE	GENERAL FUND	STREETS & HIGHWAYS	119.41
	9/11/25	CAR SHOW WATER	GENERAL FUND	FAIR ASSOC/FESTIVAL	67.84
	9/11/25	CAR SHOW WATER	GENERAL FUND	FAIR ASSOC/FESTIVAL	67.84
	9/11/25	CONCRETE/BENCH&TABLES SKTE	PARKS & REC	PARKS & REC	167.44
	9/11/25	CONCRETE/ TABLES&BENCHES S	PARKS & REC	PARKS & REC	37.92
	9/11/25	INSECTICIDE	PARKS & REC	PARKS & REC	6.97
				TOTAL:	1,063.62
IMAGINE AI	9/11/25	FY26 AI ART SFTWR FOR GRAP	GENERAL FUND	ECONOMIC DEVELOPMENT	70.00
				TOTAL:	70.00
INTERNATIONAL CODE COUNCIL	9/11/25	LEWIS ICC CONFERENCE PASS	GENERAL FUND	CITY MANAGER'S OFFICE	225.00
				TOTAL:	225.00
JEFFERSON COUNTY HEALTH DEPT	9/11/25	MASS GATHERING PERMITS	GENERAL FUND	FAIR ASSOC/FESTIVAL	149.75
				TOTAL:	149.75
JEFFERSON COUNTY CHAMBER OF COMMERCE	9/03/25	FY26 NON PROFIT CHBR COMM	GENERAL FUND	CITY HALL	275.00
				TOTAL:	275.00
JEFFERSON COUNTY SOLID WASTE AUTHORITY	9/03/25	7/16 STORM CLEANUP	GENERAL FUND	STREETS & HIGHWAYS	35.32
				TOTAL:	35.32
JEFFERSON PUBLISHING COMPANY, INC.	9/03/25	NPH COA 25-13 231 W WASHI	GENERAL FUND	PLANNING & ZONING	38.78
	9/03/25	NPH ACLY BA25-03/ 750 S GE	GENERAL FUND	PLANNING & ZONING	31.42
	9/03/25	NPH SLD25-03 231 N SAMUEL	GENERAL FUND	PLANNING & ZONING	36.94
	9/11/25	WARD 4 OPENING AD	GENERAL FUND	CITY HALL	83.40
	9/11/25	CEMETERY DEDICATION AD	CAPITAL RESERVE	STREETS & TRANSPORTATI	69.50
				TOTAL:	260.04
JEFFERSON RENTALS	9/11/25	TRIMMER LINE	GENERAL FUND	STREETS & HIGHWAYS	64.99
	9/03/25	POTTER FLD DEDICTN SET UP	CAPITAL RESERVE	STREETS & TRANSPORTATI	874.65
				TOTAL:	939.64
KROGER FUEL	9/11/25	FUEL 8/22 LDRSHP WV	GENERAL FUND	PLANNING & ZONING	28.11
				TOTAL:	28.11
LG	9/04/25	CAR# 21 FUEL 8/24	GENERAL FUND	POLICE DEPARTMENT	23.01
				TOTAL:	23.01
LIBERTY GET N GO	9/04/25	CAR#3 FUEL 8/5	GENERAL FUND	POLICE DEPARTMENT	64.03

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/04/25	CAR#26 FUEL 8/7	GENERAL FUND	POLICE DEPARTMENT	44.19
	9/04/25	CAR#5 FUEL 8/27	GENERAL FUND	POLICE DEPARTMENT	58.36
	9/04/25	CAR# 13 FUEL 8/05	GENERAL FUND	POLICE DEPARTMENT	75.84
	9/04/25	CAR# 13 FUEL 8/26	GENERAL FUND	POLICE DEPARTMENT	77.69
	9/11/25	2017 F350 FUEL 8/4	GENERAL FUND	STREETS & HIGHWAYS	86.40
	9/11/25	BOBCAT FUEL 8/6	GENERAL FUND	STREETS & HIGHWAYS	67.64
	9/11/25	DUMP TRUCK FUEL 8/13	GENERAL FUND	STREETS & HIGHWAYS	122.70
	9/11/25	B SHIPLEY FUEL 8/18	GENERAL FUND	STREETS & HIGHWAYS	21.12
	9/11/25	2017 F350 FUEL 8/18	GENERAL FUND	STREETS & HIGHWAYS	90.08
	9/11/25	MOWER GAS	GENERAL FUND	STREETS & HIGHWAYS	7.53
	9/11/25	BUCKET TRUCK FUEL 7/30	GENERAL FUND	STREETS & HIGHWAYS	124.74
	9/11/25	2016 FORD FUEL 8/6	GENERAL FUND	STREETS & HIGHWAYS	98.96
	9/11/25	SWEEPER FUEL 8/7	GENERAL FUND	STREETS & HIGHWAYS	124.42
	9/11/25	2016 FORD FUEL 8/13	GENERAL FUND	STREETS & HIGHWAYS	80.44
	9/11/25	2016 CHEVY FUEL 8/18	GENERAL FUND	STREETS & HIGHWAYS	103.02
	9/11/25	2016 CHEVY FUEL 8/22	GENERAL FUND	STREETS & HIGHWAYS	102.51
	9/11/25	2016 FORD FUEL 8/27	GENERAL FUND	STREETS & HIGHWAYS	78.81
	9/11/25	2015 FORD FUEL 7/30	GENERAL FUND	STREETS & HIGHWAYS	69.04
	9/11/25	2023 CHEVY FUEL 8/11	GENERAL FUND	STREETS & HIGHWAYS	98.57
				TOTAL:	1,596.09
MARATHON	9/04/25	CAR# 5 FUEL 8/19	GENERAL FUND	POLICE DEPARTMENT	34.00
				TOTAL:	34.00
MARRIOTT HOTEL- CHARLESTON, WV	9/11/25	G MICHEAL WVML CONF 8/4-7	GENERAL FUND	CITY COUNCIL	554.70
	9/11/25	N HARTMAN WVML CONF 8/4-7	GENERAL FUND	CITY COUNCIL	554.70
	9/11/25	J HYNES WVML CONF 8/4-7	GENERAL FUND	CITY COUNCIL	554.70
	9/11/25	A SUGRUE WVML CONF 8/4-7	GENERAL FUND	CITY COUNCIL	609.57
				TOTAL:	2,273.67
MARTINS	9/11/25	SNAKCK CM/ WALK ABOUT NOTH	GENERAL FUND	CITY MANAGER'S OFFICE	19.99
	9/11/25	WATER CM /WLK ABOUT NOTHIN	GENERAL FUND	CITY MANAGER'S OFFICE	4.99
				TOTAL:	24.98
MARTINS FUEL	9/04/25	CAR#15 FUEL 7/31	GENERAL FUND	POLICE DEPARTMENT	37.90
	9/04/25	CAR#15 FUEL 08/07	GENERAL FUND	POLICE DEPARTMENT	42.40
	9/04/25	CAR#15 FUEL 8/15	GENERAL FUND	POLICE DEPARTMENT	40.70
	9/04/25	CAR#15 FUEL 8/25	GENERAL FUND	POLICE DEPARTMENT	44.30
	9/11/25	CAR#1 FUEL 8/18	GENERAL FUND	POLICE DEPARTMENT	67.84
	9/11/25	CAR#1 FUEL 8/27	GENERAL FUND	POLICE DEPARTMENT	66.26
				TOTAL:	299.40
MATTHEW ANDERSON, PE, PLLC	9/03/25	24-558 101 E WASH FTINGS/F	GENERAL FUND	PLANNING & ZONING	250.00
	9/03/25	PERRY DR STEEL FRAMING	GENERAL FUND	PLANNING & ZONING	125.00
				TOTAL:	375.00
NAPA	9/11/25	HYDROLIC HOSES FOR BOBACAT	GENERAL FUND	STREETS & HIGHWAYS	99.60
	9/11/25	HEADLIGHT BULBS FOR 2016 C	GENERAL FUND	STREETS & HIGHWAYS	19.10
	9/11/25	OIL FILTER/OIL/WIPER BLADE	GENERAL FUND	STREETS & HIGHWAYS	13.65
	9/11/25	OIL FILTER/OIL/WIPER BLADE	GENERAL FUND	STREETS & HIGHWAYS	35.36
	9/11/25	GLASS CLEANER X2	GENERAL FUND	STREETS & HIGHWAYS	9.23
				TOTAL:	176.94
NOTHING BUNDT CAKES	9/11/25	CAKES/ CEMETERY DEDICATION	CAPITAL RESERVE	STREETS & TRANSPORTATI	363.66
				TOTAL:	363.66

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
OFFICE OF THE STATE FIRE MARSHALPLANS	9/03/25	JMP POOL ARCHITECTURAL RVW	CAPITAL RESERVE	CULTURE & RECREATION	700.00
				TOTAL:	700.00
ORTEGA'S TACO SHOP	9/11/25	CM SEARCH STAFF LUNCH	GENERAL FUND	CITY MANAGER'S OFFICE	292.80
				TOTAL:	292.80
PADDY'S	9/11/25	CM CANDIDATES DINNER	GENERAL FUND	CITY MANAGER'S OFFICE	231.35
				TOTAL:	231.35
PATTON BUILDING SERVICES INC	9/03/25	7/25 CH&PD CLEANING SERV	GENERAL FUND	CITY HALL	933.50
	9/03/25	7/25 CH&PD CLEANING SERV	GENERAL FUND	POLICE DEPARTMENT	933.50
				TOTAL:	1,867.00
PITNEY BOWES INC	9/03/25	JULY-SEPT 25 POSTAGE RENTL	GENERAL FUND	CITY HALL	371.49
				TOTAL:	371.49
DONALD B RICE TIRE CO INC	9/03/25	CAR#18 4 NEW TIRES	GENERAL FUND	POLICE DEPARTMENT	551.04
	9/03/25	CAR #21 4 NEW TIRES	GENERAL FUND	POLICE DEPARTMENT	586.96
				TOTAL:	1,138.00
RIDERSVILLE CYCLE, LLC	9/11/25	WINDSHIELD&STREET KIT/UTIL	GENERAL FUND	STREETS & HIGHWAYS	2,264.97
				TOTAL:	2,264.97
SHEETZ	9/04/25	CAR#9 FUEL 8/04	GENERAL FUND	POLICE DEPARTMENT	46.86
	9/04/25	CAR#9 FUEL 8/07	GENERAL FUND	POLICE DEPARTMENT	44.17
	9/04/25	CAR#9 FUEL 8/15	GENERAL FUND	POLICE DEPARTMENT	38.77
	9/04/25	CAR#9 FUEL 8/21	GENERAL FUND	POLICE DEPARTMENT	40.72
	9/04/25	CAR#26 FUEL 8/4	GENERAL FUND	POLICE DEPARTMENT	34.77
	9/04/25	CAR#26 FUEL 8/9	GENERAL FUND	POLICE DEPARTMENT	35.96
	9/04/25	CAR#26 FUEL 8/14	GENERAL FUND	POLICE DEPARTMENT	44.52
	9/04/25	CAR#26 FUEL 8/20	GENERAL FUND	POLICE DEPARTMENT	33.92
	9/04/25	CAR#26 FUEL 8/22	GENERAL FUND	POLICE DEPARTMENT	39.26
	9/04/25	CAR#26 FUEL 8/27	GENERAL FUND	POLICE DEPARTMENT	37.22
	9/04/25	CAR#26 FUEL 8/16	GENERAL FUND	POLICE DEPARTMENT	33.62
	9/04/25	CAR#28 FUEL 8/03	GENERAL FUND	POLICE DEPARTMENT	34.51
	9/04/25	CAR#28 FUEL 8/05	GENERAL FUND	POLICE DEPARTMENT	46.00
	9/04/25	CAR#28 FUEL 8/08	GENERAL FUND	POLICE DEPARTMENT	38.00
	9/04/25	CAR#28 FUEL 8/08	GENERAL FUND	POLICE DEPARTMENT	35.00
	9/04/25	CAR#28 FUEL 8/12	GENERAL FUND	POLICE DEPARTMENT	42.00
	9/04/25	CAR#28 FUEL 8/18	GENERAL FUND	POLICE DEPARTMENT	45.00
	9/04/25	CAR#28 FUEL 8/25	GENERAL FUND	POLICE DEPARTMENT	44.00
	9/04/25	CAR#5 FUEL 8/04	GENERAL FUND	POLICE DEPARTMENT	69.32
	9/04/25	CAR#5 FUEL 8/20	GENERAL FUND	POLICE DEPARTMENT	21.00
	9/04/25	CAR#5 FUEL 8/25	GENERAL FUND	POLICE DEPARTMENT	53.64
	9/04/25	CAR# 16 FUEL 8/18	GENERAL FUND	POLICE DEPARTMENT	65.33
	9/04/25	CAR# 25 FUEL 8/02	GENERAL FUND	POLICE DEPARTMENT	43.06
	9/04/25	CAR# 25 FUEL 8/13	GENERAL FUND	POLICE DEPARTMENT	51.88
	9/04/25	CAR# 18 FUEL 7/31	GENERAL FUND	POLICE DEPARTMENT	30.00
	9/04/25	CAR# 18 FUEL 8/02	GENERAL FUND	POLICE DEPARTMENT	48.00
	9/04/25	CAR# 05 FUEL 08/06	GENERAL FUND	POLICE DEPARTMENT	29.50
	9/04/25	CAR# 18 FUEL 8/07	GENERAL FUND	POLICE DEPARTMENT	34.00
	9/04/25	CAR# 18 FUEL 8/09	GENERAL FUND	POLICE DEPARTMENT	49.22
	9/04/25	CAR# 18 FUEL 8/14	GENERAL FUND	POLICE DEPARTMENT	23.00
	9/04/25	CAR# 18 FUEL 8/15	GENERAL FUND	POLICE DEPARTMENT	27.50
	9/04/25	CAR# 18 FUEL 8/16	GENERAL FUND	POLICE DEPARTMENT	44.00
	9/04/25	CAR# 18 FUEL 8/20	GENERAL FUND	POLICE DEPARTMENT	26.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/04/25	CAR# 18 FUEL 8/22	GENERAL FUND	POLICE DEPARTMENT	43.25
	9/04/25	CAR# 18 FUEL 8/23	GENERAL FUND	POLICE DEPARTMENT	24.00
	9/04/25	CAR# 18 FUEL 8/27	GENERAL FUND	POLICE DEPARTMENT	27.50
	9/04/25	CAR# 18 FUEL 8/28	GENERAL FUND	POLICE DEPARTMENT	30.00
	9/04/25	CAR# 25 FUEL 8/21	GENERAL FUND	POLICE DEPARTMENT	39.40
	9/04/25	CAR# 25 FUEL 8/23	GENERAL FUND	POLICE DEPARTMENT	44.68
	9/04/25	CAR# 25 FUEL 8/28	GENERAL FUND	POLICE DEPARTMENT	49.79
	9/11/25	CAR#1 FUEL 8/11	GENERAL FUND	POLICE DEPARTMENT	69.84
	9/11/25	CH TRAX FUEL 8/04	GENERAL FUND	STREETS & HIGHWAYS	25.15
	9/11/25	CH TRAX FUEL 8/27	GENERAL FUND	STREETS & HIGHWAYS	27.30
	9/04/25	CH FORD EXPLORER FUEL 8/26	GENERAL FUND	STREETS & HIGHWAYS	32.09
	9/04/25	BI JEEP FUEL 8/28	GENERAL FUND	STREETS & HIGHWAYS	45.07
				TOTAL:	1,787.82
SHENTEL BUSINESS	9/03/25	SEPT 25 PD INTERNET SERV	GENERAL FUND	POLICE DEPARTMENT	1,900.00
				TOTAL:	1,900.00
SIGNWORLD	9/11/25	BANNER POLE	GENERAL FUND	STREETS & HIGHWAYS	319.00
				TOTAL:	319.00
SOUTHERN STATES INC	9/11/25	RAKES X 2	GENERAL FUND	STREETS & HIGHWAYS	59.98
				TOTAL:	59.98
SPECIALTY BUSINESS SUPPLY, INC.	9/03/25	CH SEAL ENVELOPE X2000	GENERAL FUND	CITY HALL	393.00
				TOTAL:	393.00
STAPLES ADVANTAGE INC	9/03/25	TR FOLDER/BINDER/POST IT/D	GENERAL FUND	TREASURER'S OFFICE	30.09
	9/03/25	ZNG INK CARTRIDGES	GENERAL FUND	PLANNING & ZONING	51.89
	9/03/25	FILE FOLDERSX2	GENERAL FUND	CITY HALL	51.46
	9/03/25	CH COFFEE PODS	GENERAL FUND	CITY HALL	68.19
	9/03/25	NOTEPADS & FOLDERS	GENERAL FUND	CITY HALL	46.63
	9/03/25	CH BATHROOM SUPPLIES	GENERAL FUND	CITY HALL	1,150.04
	9/03/25	FILE HLDER/MECH PENCIL/HOO	GENERAL FUND	CITY HALL	129.66
				TOTAL:	1,527.96
STARBUCKS	9/11/25	COFFEE LDRSHP WV	GENERAL FUND	PLANNING & ZONING	11.66
	9/11/25	COFFEE 8/22 LDRSHP WV	GENERAL FUND	PLANNING & ZONING	6.05
	9/11/25	BREAKFAST 8/22 LDRSHP WV	GENERAL FUND	PLANNING & ZONING	14.23
				TOTAL:	31.94
SUNOCO	9/04/25	CAR# 21 FUEL 8/24	GENERAL FUND	POLICE DEPARTMENT	39.00
				TOTAL:	39.00
SYMBOLARTS LLC	9/11/25	DIGITAL BADGE ART FILES	GENERAL FUND	POLICE DEPARTMENT	100.00
				TOTAL:	100.00
THE BUSINESS CENTER	9/11/25	CHECK/ MAGISTRATE ERROR	GENERAL FUND	CITY HALL	54.37
				TOTAL:	54.37
TOWN MART CITGO	9/11/25	FUEL 8/19 LDRSHP WV	GENERAL FUND	PLANNING & ZONING	13.06
	9/04/25	CAR#11 FUEL 7/31	GENERAL FUND	POLICE DEPARTMENT	45.05
	9/04/25	CAR#11 FUEL 8/3	GENERAL FUND	POLICE DEPARTMENT	41.79
	9/04/25	CAR#11 FUEL 8/7	GENERAL FUND	POLICE DEPARTMENT	44.44
	9/04/25	CAR#11 FUEL 8/10	GENERAL FUND	POLICE DEPARTMENT	41.41
	9/04/25	CAR#11 FUEL 8/15	GENERAL FUND	POLICE DEPARTMENT	47.47
	9/04/25	CAR#11 FUEL 8/20	GENERAL FUND	POLICE DEPARTMENT	39.89

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/04/25	CAR#11 FUEL 8/22	GENERAL FUND	POLICE DEPARTMENT	34.62
	9/04/25	CAR#12 FUEL 8/5	GENERAL FUND	POLICE DEPARTMENT	55.81
	9/04/25	CAR#3 FUEL 8/7	GENERAL FUND	POLICE DEPARTMENT	56.11
	9/04/25	CAR#3 FUEL 8/11	GENERAL FUND	POLICE DEPARTMENT	60.56
	9/04/25	CAR#3 FUEL 8/17	GENERAL FUND	POLICE DEPARTMENT	56.74
	9/04/25	CAR#3 FUEL 8/19	GENERAL FUND	POLICE DEPARTMENT	52.79
	9/04/25	CAR#3 FUEL 8/20	GENERAL FUND	POLICE DEPARTMENT	52.71
	9/04/25	CAR#3 FUEL 8/25	GENERAL FUND	POLICE DEPARTMENT	34.10
	9/04/25	CAR#3 FUEL 8/25	GENERAL FUND	POLICE DEPARTMENT	55.37
	9/04/25	CAR#26 FUEL 8/02	GENERAL FUND	POLICE DEPARTMENT	38.91
	9/04/25	CAR#2 FUEL 8/7	GENERAL FUND	POLICE DEPARTMENT	34.12
	9/04/25	CAR#2 FUEL 8/20	GENERAL FUND	POLICE DEPARTMENT	42.30
	9/04/25	CAR# 21 FUEL 8/02	GENERAL FUND	POLICE DEPARTMENT	43.02
	9/11/25	SCAG FUEL 8/4	GENERAL FUND	STREETS & HIGHWAYS	28.58
	9/11/25	STAUB TRUCK FUEL 7/30	GENERAL FUND	STREETS & HIGHWAYS	46.87
	9/11/25	STAUB TRUCK FUEL 8/7	GENERAL FUND	STREETS & HIGHWAYS	65.65
	9/11/25	STAUB TRUCK FUEL 8/15	GENERAL FUND	STREETS & HIGHWAYS	72.75
	9/11/25	STAUB TRUCK FUEL 8/22	GENERAL FUND	STREETS & HIGHWAYS	58.48
				TOTAL:	1,162.60
TRACTOR SUPPLY	9/11/25	PUMP FOR WATER TANK	GENERAL FUND	STREETS & HIGHWAYS	144.99
				TOTAL:	144.99
TRANSUNION	9/11/25	JULY25 INVESTIGATN SUBCRPT	GENERAL FUND	POLICE DEPARTMENT	100.00
				TOTAL:	100.00
US POSTAL SERVICE	9/11/25	CM 704 W WASHINGTON ST	GENERAL FUND	ENFORCEMENT AGENCY	10.77
	9/11/25	CM 118 PARK ST	GENERAL FUND	ENFORCEMENT AGENCY	11.06
	9/11/25	CM 709 W WASHINGTON ST	GENERAL FUND	ENFORCEMENT AGENCY	12.42
	9/11/25	CM 504 S CHURCH ST	GENERAL FUND	ENFORCEMENT AGENCY	11.84
	9/11/25	CM 201 E WASHINGTON ST	GENERAL FUND	ENFORCEMENT AGENCY	10.77
	9/11/25	CM 214 W LIBERTY ST	GENERAL FUND	ENFORCEMENT AGENCY	10.48
	9/11/25	CM 219 W LIBERTY ST	GENERAL FUND	ENFORCEMENT AGENCY	10.77
	9/11/25	CM 201 N LAWRENCE ST	GENERAL FUND	ENFORCEMENT AGENCY	10.48
	9/03/25	STAMPS X 6	GENERAL FUND	CITY HALL	4.68
	9/03/25	STAMPS X 2 08/13	GENERAL FUND	CITY HALL	1.56
	9/03/25	STAMPS X 7 8/14	GENERAL FUND	CITY HALL	5.46
				TOTAL:	100.29
VERIZON WIRELESS	9/03/25	JULY25 BI HOT SPOT SERV	GENERAL FUND	BUILDING INSPECTION	20.02
				TOTAL:	20.02
WALMART INC	9/11/25	MD COFFEE	GENERAL FUND	STREETS & HIGHWAYS	24.14
	9/11/25	CEMETERY DEDICATION DRINKS	CAPITAL RESERVE	STREETS & TRANSPORTATI	70.31
				TOTAL:	94.45
WASTE MANAGEMENT INC	9/03/25	SEPT25 MD TRASH SERV	GENERAL FUND	STREETS & HIGHWAYS	320.94
				TOTAL:	320.94
WATERFRONT PLACE PARKING	9/11/25	PARKING 8/21 LDRSHP WV	GENERAL FUND	PLANNING & ZONING	2.00
				TOTAL:	2.00
WINCHESTER EQUIPMENT CO, INC.	9/11/25	HYDRAULIC COUPLER	GENERAL FUND	STREETS & HIGHWAYS	62.56
				TOTAL:	62.56
WV MUNICIPAL LEAGUE	9/11/25	C KNILL MAGISTRATE TRAININ	GENERAL FUND	POLICE JUDGE'S OFFICE	225.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	225.00
ZOOM.US	9/11/25	AUG25 ONLINE MTNG SUBSCPTN	GENERAL FUND	ECONOMIC DEVELOPMENT	52.43
				TOTAL:	52.43

FUND TOTALS		
001	GENERAL FUND	35,245.70
200	CAPITAL RESERVE	3,410.71
207	PARKS & REC	1,688.78
	GRAND TOTAL:	40,345.19

TOTAL PAGES: 9

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PCARD
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: 9/03/2025 THRU 9/11/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
JOHN DEERE FINANCIAL	9/12/25	HR WEED KILLER & SHEARS	PARKS & REC	PARKS & REC		94.98
					TOTAL:	94.98
POTOMAC EDISON COMPANY, INC	9/04/25	AUG25 JMP ELEC SERV	PARKS & REC	PARKS & REC		12.20
					TOTAL:	12.20

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

207	PARKS & REC	107.18
	GRAND TOTAL:	107.18

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 03-CT BOARD OF P&R
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PARK1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 9/04/2025 THRU 9/12/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/15/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-999: Route 51 Project Letters to WV Department of Transportation and West Virginia Governor

ATTACHMENTS:

- MLK 51 City's Public Comment Letter.pdf
- MLK 51 Gov Morrisey and Sec Rumbaugh Letter.pdf

OFFICE OF THE MAYOR
MICHEAL GEORGE

September 3, 2025

Tim Sedosky
Director, Planning Division
West Virginia Division of Highways
Charleston, WV

Doug Kirk
Director, Technical Support Division
West Virginia Division of Highways
Charleston, WV

Subject: Avoiding Ill-Suited & Costly Route 51 Upgrade Project on Charles Town's Main Street

Dear Director Sedosky and Director Penn:

I write on behalf of a unanimous City Council and a unified public to convey our very serious concern about the "Route 51 Improvement Project" (State Project U219-51-7.00 02; Federal Project RHCH-0051 (052)D) that is under planning and design with the West Virginia Division of Highways (WVDOH). This Route 51 project, which could drastically alter Charles Town's main street and negatively impact a key neighborhood, continues to be planned in a way that is directly and substantially adverse to the input that City officials and the public have attempted to convey to WVDOH for four years, to deaf ears. Proceeding with this project will waste scarce state road resources on an unnecessary and overbuilt concept that is strongly opposed by the Charles Town community, a disturbing notion that we are ready and willing to make a major public issue.

The Route 51 Improvement Project

The pedestrian infrastructure on the West Virginia state roads of Route 51, Martin Luther King Jr. Boulevard, and Summit Point Road is badly degraded, with major gaps in connectivity. Sidewalks are crumbling or missing. There are no stormwater controls, which has led to damage to buildings. There is no street lighting. There are no crosswalks, including at a high-traffic three-way intersection. See enclosed photographs.

Over a decade ago in Spring 2015, the City of Charles Town completed a "West End Master Plan" for upgrading blighted properties and the degraded infrastructure of the West End, the historical core of the African American community and the most economically distressed Census block in the city. https://cms2.revize.com/revize/charlestownwv/Documents/Services/Parks%20&%20Recreation/West-End-Plan-April-2015-Report.pdf. That West End Master Plan identified a top priority to be the badly deteriorated sidewalks and street conditions on Route 51, which is Washington Street (Charles Town's main street) through downtown. Washington Street / SR-51 comes to a "Y intersection" with Martin Luther King Jr. Boulevard and County Route 13 (Summit Point Road) at the west end of downtown. That Charles Town Master Plan makes two key recommendations (West End Master Plan at p. 2.6, bold added):

- Address **transportation safety** to "calm traffic . . . this is especially important at the intersection of W. Washington Street and Martin Luther King Boulevard . . . to create a stronger . . . balance . . . between pedestrian, bicyclist and motorist."

- "Create transportation improvement with an emphasis on creating complete streets . . . with a full complement of **infrastructure to serve multiple modes, including vehicular, bicyclists and pedestrians.** As part of achieving a highly walkable community, investment in completing and improving sidewalks throughout the study area should be paramount and should include an investment in creating desirable and attractive streetscapes which include safe crosswalks, lighting, street trees and other pedestrian and bicyclist amenities. Of all the recommended transportation improvements, the proposed projects along WV Route 51/W. Washington Street, Augustine Avenue, and Martin Luther King Boulevard should be considered as the highest priority."

These core recommendations were echoed in the "City of Charles Town Walkability and Connectivity Study" completed in August 2016, funded in part by the State of West Virginia, which found the sidewalk conditions in this West End to be among the worst in the city. See https://cms2.revize.com/revize/charlestownwv/Documents/Government/Plans%20and%20Proposals/CT_Walkability_Connectivity_Study.pdf at pages 12, 13, 15, 16 & 17. That plan identified the W. Washington/MLK Boulevard/Route 51 area as the highest priority for pedestrian upgrades.

Soon after, the Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO) placed this Route 51 connectivity, walkability, and infrastructure improvement project in its Long Range Transportation Plan, and its Transportation Improvement Program.

None of these efforts identified any need for a drastic expansion of roadway capacity or the need for higher vehicle throughput on this corridor.

WV Division of Highways Begins Planning Route 51 Improvement Project – But Shuts Out the City of Charles Town and the Public

These critical needs are why the City of Charles Town was so pleased that the WV Division of Highways commenced a planning and feasibility study in 2019 (although nobody learned about this until early 2021 when a Feasibility Study was issued with a call for public comment, see https://hepmpo.com/wp-content/uploads/2023/01/210528-WV-51-W.-Washington-St-study.pdf).

That WVDOH feasibility study finds that the Y Intersection showed a number of generally non-serious, "slow-and-stop" rear-end vehicle crashes (10 crashes in five years, none fatal); that current and future levels of service are expected to be failing; and that improvements to the intersection are warranted. The study found a peak hourly traffic count of 1241 in the busiest hour of the corridor. That feasibility study looked at three alternative road upgrades to address the Y Intersection, along with pedestrian infrastructure improvements, bicycle intersection improvements, West End intersection improvements, access improvements, on-street parking improvements, roadway lighting improvements, stormwater management improvements, overhead utility relocation improvements, and rail crossing improvements for the Norfolk-Southern line at the far western end of MLK Boulevard. In May 2021, WVDOH and HEPMPO held a video-conference based public input session, and took written comments. The feasibility study recommended advancing the project to the next stage of the NEPA process.

While many in Charles Town welcomed the focus on this corridor and were pleased that the WVDOH feasibility study called for consideration of pedestrian, bicyclist, lighting, stormwater, and streetscaping improvements, the WVDOH approach soon became a contentious cause of major concern in the community. Concerns from city officials, the public, HEPMPO and others were raised that roadway alternatives were over-designed and would result in an over-built roadway that would negatively impact the neighborhood without any real benefits except to accommodate rapid throughput for vehicles (which of course, could further endanger people walking, biking, or crossing this area). Many comments were filed asking WVDOH to prioritize pedestrian and streetscape upgrades, and reconsider the roadway options to be more appropriate.

However, calls to WVDOH Planning officials, Engineering officials, and District 5 officials by representatives of the City of Charles Town were, and continue to be, rebuffed and ignored.

- The City has called for discussion and collaboration on design goals and approaches over and over, with no response.
- HEPMPO has asked for additional discussions on design, with no response.
- A July 2022 letter about this project and our concerns from the Mayor and Council to WVDOT Secretary Jimmy Wristin, the WV Region 5 District Engineer, and other WVDOT officials was ignored, with no response.
- WVDOT submitted a "RAISE Grant" application to the Biden Administration's U.S. DOT to fund this Route 51 project in 2023, without telling anybody in Charles Town or conducting any state-local coordination.
- A January 2024 letter from the Mayor and City Council of Charles Town to WVDOT Secretary Wristin and other WVDOT officials and its consulting engineer stated that "City staff and council strongly desire to be informed of the status of this project as it progresses and to partner with WVDOT in ensuring this project moves forward with the very best interests of residents and roadway users fully considered", but that letter has been completely ignored.
- On January 29, 2024 the City of Charles Town held its own Community Input meeting, as WVDOT had refused to conduct any such community engagement. While a District 5 representative attended, nobody from WVDOT spoke or gave any information. This heavily-attended community meeting drew major and near-unanimous community opposition to all of the WVDOT's proposed alternatives.
- A City and HEPMPO officials attended a field meeting with senior WVDOT officials in Charles Town in July 2024 and raised these concerns, which never received any response or guidance.
- The summer of 2024, the City of Charles Town learned on our own that WVDOT had hired engineering firm A. Morton Thomas (AMT) to conduct a Design Study, but the contractor refused to speak with any city or HEPMPO officials, saying, "you are not my client."

In September 2024, WVDOH and that AMT firm issued a "Design Study" doubling the May 2021 alternatives from three to six alternatives. The city and the community reviewed this extensively, met with WVDOT field staff on site, and made clear that none of the six alternatives are acceptable. Five of the six alternatives are drastically over-designed and would result in projects that are badly overbuilt, causing negative impacts to the neighborhood. At the same time, the WVDOH/AMT design study gives short shrift to the pedestrian and streetscape infrastructure improvements that are the root need in this corridor, and the entire motivating justification for why Charles Town and HEPMPO commenced these plans a decade ago. While detailed cost estimation is conducted in this Design Study for vehicle roadway components, this

study provides no cost estimation for streetscape improvements or environmental mitigation (see p. 53 of that report). Further, for no good reason, the Design Study abandons planning for sidewalk and streetscape improvements between the pedestrian infrastructure downtown (ending at intersection of W. Washington Street and West Street) and the Y Intersection (see Study at pp. 13-15). Nor does the WVDOH consider the need for sidewalks on the Summit Point Road portion of this study area, which has a total lack of sidewalk or pedestrian facilities.

On August 5, 2025, WVDOT NEPA officials and contractors held a box-checking NEPA public comment meeting in Charles Town that resulted in no new information or any further consideration of Charles Town's years of input. At that meeting, WVDOT distributed a handout that stated that this project will now move into preparation of the NEPA document and preliminary engineering and design, in "Fall 2025 / Fall 2026".

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Specific Request for Relief from City of Charles Town

Charles Town remains concerned that this WVDOH Route 51 project is over-engineered and could result in drastic, overly-expensive over-building of a vehicle corridor that will cause negative impacts. Further, Charles Town does not believe that the planning and design work thus far has given adequate consideration to the real needs for pedestrian infrastructure improvements, bicycle intersection improvements, intersection improvements, access improvements, on-street parking improvements, roadway lighting improvements, stormwater management improvements, overhead utility relocation improvements, and rail crossing improvements. For those reasons, the City of Charles Town requests:

1.) **Meetings to collaborate on design:** In 10 years of community planning and now five years of WVDOT planning, we have yet to have a single meeting with WVDOT about the community's desired design goals and objectives for this transportation corridor project, despite all our requests. We request a meeting in Charleston or Charles Town with WVDOH officials who have the authority to adequately address these project design concerns, to establish a plan and schedule for further interaction on the community's design concerns, before this WVDOH project moves into more expensive design on alternatives that are not desired by Charles Town.

2.) **Focus this project on sidewalk, streetscape, and pedestrian/cycling infrastructure in the study area:** The main need in this corridor is sidewalk and streetscape infrastructure between the downtown at the intersection of W. Washington Street/West Street, through the Y Intersection, and along the MLK Boulevard and Summit Point Road corridors. We urge DOT to re-focus this effort on these critical needs.

3.) **Include improvements to the failing intersection at W. Washington Street & West Street in downtown:** Charles Town is pleased that WVDOH has given focus to improvements to the failing intersection at the west end of downtown, at W. Washington Street and West Street, which had 23 crashes during the WVDOH study period, and for

which there are straightforward solutions as identified in the state's September 2024 Design Study.

4.) **Charles Town rejects the over-engineered and harmful Alternative 1 Roundabout at the Y Intersection:** The September 2024 WVDOH/AMT Design Study that undergirds this project calls for a drastically over-designed roundabout/roadway reconfiguration that will cause harmful impacts to the community. Charles Town strongly opposes this current roundabout design.

5.) **Alternative 5 Traffic Signal:** Charles Town believes that the only WVDOH alternative to address the Y Intersection that is worthy of any further consideration or expenditures is "Alternative No. 5 – WV 51 and CR Traffic Signal" together with what WVDOH describes as "appropriate and exclusive lanes on the approaches" – coupled with pedestrian and streetscape upgrades throughout the corridor. As found by WVDOH in the June 2024 Design Study, this Alternative 5 is the highest-ranking solution evaluated by WVDOH (Study at p. 52), costing 40% less than Roundabout Alternative 1 (Study, pp. 50 & 52), with highly superior environmental, drainage, ROW and utility impacts over the Roundabout alternative. Any further consideration of Alternative 5 must also include consideration of avoiding vehicle stacking at the far west side of MLK Boulevard at the active Norfolk Southern railroad crossing.

We will follow up with WVDOT to find a good time for us to meet soon to get the Route 51 Improvement Project back on track. Thank you for your consideration from the Office of the Mayor, a unanimous City Council and staff, and our public.

Sincerely,

Micheal George
Mayor of Charles Town, WV

cc: District 5 Engineer J. Lee Thorne
City Council and involved City Staff
Matt Mullenax, HEPMPO Executive Director

MG/cv

Attachment (1)

Project Area Sidewalk Conditions

North side of Martin Luther King, Jr. Boulevard facing west:





North side of MLK Boulevard facing east toward Y Intersection & Downtown:





Typical/representative sections on south side of MLK Boulevard with no sidewalks (first facing east, second facing west)





Typical/representative section of Summit Point Road with no sidewalks (facing west)



OFFICE OF THE MAYOR
MICHEAL GEORGE

September 3, 2025

The Honorable Patrick Morrisey
Governor
State of West Virginia

The Honorable Todd Rumbaugh
Secretary of Transportation
State of West Virginia

Subject: Avoiding Ill-Suited & Costly Route 51 Upgrade Project on Charles Town's Main Street

Dear Governor Morrisey and Secretary Rumbaugh:

I write on behalf of a unanimous City Council and a unified public to convey our very serious concern about the "Route 51 Improvement Project" (State Project U219-51-7.00 02; Federal Project RHCH-0051 (052)D) that is under planning and design with the West Virginia Division of Highways (WVDOH). This Route 51 project, which could drastically alter Charles Town's main street and negatively impact a key neighborhood, continues to be planned in a way that is directly and substantially adverse to the input that City officials and the public have attempted to convey to WVDOH for four years, to deaf ears. Proceeding with this project will waste scarce state road resources on an unnecessary and overbuilt concept that is strongly opposed by the Charles Town community, a disturbing notion that we are ready and willing to make a major public issue. We ask for the ability to meet with Secretary Rumbaugh and WVDOT project leaders to discuss this project and arrive at a resolution.

The Route 51 Improvement Project

The pedestrian infrastructure on the West Virginia state roads of Route 51, Martin Luther King Jr. Boulevard, and Summit Point Road is badly degraded, with major gaps in connectivity. Sidewalks are crumbling or missing. There are no stormwater controls, which has led to damage to buildings. There is no street lighting. There are no crosswalks, including at a high-traffic three-way intersection. See enclosed photographs.

Over a decade ago in Spring 2015, the City of Charles Town completed a "West End Master Plan" for upgrading blighted properties and the degraded infrastructure of the West End, the historical core of the African American community and the most economically distressed Census block in the city. https://cms2.revize.com/revize/charlestownwv/Documents/Services/Parks%20&%20Recreation/West-End-Plan-April-2015-Report.pdf. That West End Master Plan identified a top priority to be the badly deteriorated sidewalks and street conditions on Route 51, which is Washington Street (Charles Town's main street) through downtown. Washington Street / SR-51 comes to a "Y intersection" with Martin Luther King Jr. Boulevard and County Route 13 (Summit Point Road) at the west end of downtown. That Charles Town Master Plan makes two key recommendations (West End Master Plan at p. 2.6, bold added):

- Address **transportation safety** to "calm traffic . . . this is especially important at the intersection of W. Washington Street and Martin Luther King Boulevard . . . to create a stronger . . . balance . . . between pedestrian, bicyclist and motorist."

- "Create transportation improvement with an emphasis on creating complete streets . . . with a full complement of **infrastructure to serve multiple modes, including vehicular, bicyclists and pedestrians.** As part of achieving a highly walkable community, investment in completing and improving sidewalks throughout the study area should be paramount and should include an investment in creating desirable and attractive streetscapes which include safe crosswalks, lighting, street trees and other pedestrian and bicyclist amenities. Of all the recommended transportation improvements, the proposed projects along WV Route 51/W. Washington Street, Augustine Avenue, and Martin Luther King Boulevard should be considered as the highest priority."

These core recommendations were echoed in the "City of Charles Town Walkability and Connectivity Study" completed in August 2016, funded in part by the State of West Virginia, which found the sidewalk conditions in this West End to be among the worst in the city. See https://cms2.revize.com/revize/charlestownwv/Documents/Government/Plans%20and%20Proposals/CT_Walkability_Connectivity_Study.pdf at pages 12, 13, 15, 16 & 17. That plan identified the W. Washington/MLK Boulevard/Route 51 area as the highest priority for pedestrian upgrades.

Soon after, the Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO) placed this Route 51 connectivity, walkability, and infrastructure improvement project in its Long Range Transportation Plan, and its Transportation Improvement Program.

None of these efforts identified any need for a drastic expansion of roadway capacity or the need for higher vehicle through-put on this corridor.

WV Division of Highways Begins Planning Route 51 Improvement Project – But Shuts Out the City of Charles Town and the Public

These critical needs are why the City of Charles Town was so pleased that the WV Division of Highways commenced a planning and feasibility study in 2019 (although nobody learned about this until early 2021 when a Feasibility Study was issued with a call for public comment, see https://hepmpo.com/wp-content/uploads/2023/01/210528-WV-51-W.-Washington-St-study.pdf).

That WVDOH feasibility study finds that the Y Intersection showed a number of generally non-serious, "slow-and-stop" rear-end vehicle crashes (10 crashes in five years, none fatal); that current and future levels of service are expected to be failing; and that improvements to the intersection are warranted. The study found a peak hourly traffic count of 1241 in the busiest hour of the corridor. That feasibility study looked at three alternative road upgrades to address the Y Intersection, along with pedestrian infrastructure improvements, bicycle intersection improvements, West End intersection improvements, access improvements, on-street parking improvements, roadway lighting improvements, stormwater management improvements, overhead utility relocation improvements, and rail crossing improvements for the Norfolk-Southern line at the far western end of MLK Boulevard. In May 2021, WVDOH and HEPMPO held a video-conference based public input session, and took written comments. The feasibility study recommended advancing the project to the next stage of the NEPA process.

While many in Charles Town welcomed the focus on this corridor and were pleased that the WVDOH feasibility study called for consideration of pedestrian, bicyclist, lighting, stormwater, and streetscaping improvements, the WVDOH approach soon became a contentious cause of major concern in the community. Concerns from city officials, the public, HEPMPO and others were raised that roadway alternatives were over-designed and would result in an over-built roadway that would negatively impact the neighborhood without any real benefits except to accommodate rapid throughput for vehicles (which of course, could further endanger people walking, biking, or crossing this area). Many comments were filed asking WVDOH to prioritize pedestrian and streetscape upgrades, and reconsider the roadway options to be more appropriate.

However, calls to WVDOH Planning officials, Engineering officials, and District 5 officials by representatives of the City of Charles Town were, and continue to be, rebuffed and ignored.

- The City has called for discussion and collaboration on design goals and approaches over and over, with no response.
- HEPMPO has asked for additional discussions on design, with no response.
- A July 2022 letter about this project and our concerns from the Mayor and Council to WVDOT Secretary Jimmy Wristin, the WV Region 5 District Engineer, and other WVDOT officials was ignored, with no response.
- WVDOT submitted a "RAISE Grant" application to the Biden Administration's U.S. DOT to fund this Route 51 project in 2023, without telling anybody in Charles Town or conducting any state-local coordination.
- A January 2024 letter from the Mayor and City Council of Charles Town to WVDOT Secretary Wristin and other WVDOT officials and its consulting engineer stated that "City staff and council strongly desire to be informed of the status of this project as it progresses and to partner with WVDOT in ensuring this project moves forward with the very best interests of residents and roadway users fully considered", but that letter has been completely ignored.
- On January 29, 2024 the City of Charles Town held its own Community Input meeting, as WVDOT had refused to conduct any such community engagement. While a District 5 representative attended, nobody from WVDOT spoke or gave any information. This heavily-attended community meeting drew major and near-unanimous community opposition to all of the WVDOT's proposed alternatives.
- A City and HEPMPO officials attended a field meeting with senior WVDOT officials in Charles Town in July 2024 and raised these concerns, which never received any response or guidance.
- The summer of 2024, the City of Charles Town learned on our own that WVDOT had hired the engineering firm A. Morton Thomas (AMT) to conduct a Design Study, but the contractor refused to speak with any city or HEPMPO officials about designs, saying, "you are not my client."

In September 2024, WVDOH and that AMT firm issued a "Design Study" doubling the May 2021 alternatives from three to six alternatives. The city and the community reviewed this extensively, met with WVDOT field staff on site, and made clear that none of the six alternatives are acceptable. Five of the six alternatives are drastically over-designed and would result in projects that are badly overbuilt, causing negative impacts to the neighborhood. At the same time, the WVDOH/AMT design study gives short shrift to the pedestrian and streetscape infrastructure improvements that are the root need in this corridor, and the entire motivating justification for why Charles Town and HEPMPO commenced these plans a decade ago. While detailed cost estimation is conducted in this Design Study for vehicle roadway components, this

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We will follow up in Secretary Rumbaugh's office to find a good time for us to meet soon to get the Route 51 Improvement Project back on track. Thank you for your consideration from the Office of the Mayor, a unanimous City Council and staff, and our public.

Sincerely,

Micheal George
Mayor of Charles Town, WV

cc: District 5 Engineer J. Lee Thorne
City Council and involved City Staff
Matt Mullenax, HEPMPO Executive Director
Senator Patricia Rucker
Senator Jason Barrett
Delegate Wayne Clark

MG/cv

Attachment (1)

Project Area Sidewalk Conditions

North side of Martin Luther King, Jr. Boulevard facing west:





North side of MLK Boulevard facing east toward Y Intersection & Downtown:





Typical/representative sections on south side of MLK Boulevard with no sidewalks (first facing east, second facing west)





Typical/representative section of Summit Point Road with no sidewalks (facing west)



City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/15/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1000: Article 522 - Private Outdoor Designated Areas (PODA)

ATTACHMENTS:

- 2025-006 - Article 522 Private Outdoor Designated Areas (PODA).pdf

ARTICLE 522
Private Outdoor Designated Areas

522.01 Purpose and intent.

522.02 Definitions.

522.03 Permit required.

522.04 Containers.

522.05 Signage and prohibitions.

522.06 Public health, safety and sanitation.

522.07 Revocation of City Manager approval; and general policy authority.

522.08 Suspension of private outdoor designated area.

522.09 Penalties.

522.10 Creation and boundaries.

522.11 Days and hours of operation.

522.12 Personnel needed.

522.13 Appeals process.

522.01 PURPOSE AND INTENT.

Pursuant to the provisions of West Virginia Code §§ 8-12-26,60-7-8g, and 60-7-8h one or more private outdoor designated areas may be created within the City.

522.02 DEFINITIONS.

(a) PODA Permit means the permit issued by the City to qualified license holders as outlined in West Virginia Code § 60-7-8g and § 60-7-8h, allowing them to participate in the Private Outdoor Designated Area and to apply for an S4 or S4N license from the West Virginia Alcohol Beverage Control Administration (WVABCA).

(b) Private Outdoor Designated Area means public property that has become a legally demarcated area established by a municipal ordinance as set forth in W. Va. Code § 8-12-26 for the consumption of liquor, wine, non-intoxicating beer, and non-intoxicating craft beer.

522.03 PERMIT REQUIRED.

(a) Any qualified license holder under W. Va. Code § 60-7-1,et seq. .that operates within the boundaries of a private outdoor designated area may apply for a PODA Permit to participate in the Private Outdoor Designated Area by submitting an application to the City Manager on such forms as he shall prescribe. The City Manager shall review the application to

ensure it is complete and meets the following requirements:

(1) The applicant is located in an established private outdoor designated area, pursuant to this article, with a front door in compliance with all building and fire codes for the safe ingress and egress of members, patrons, and guests to and from the private outdoor designated area.

(2) The applicant has a valid City and state business license and is in good standing with the City.

(3) The applicant is a qualified permit holder meeting the requirements of either W.Va. Code § 60-7-8g or § 60-7-8h.

(b) Once the PODA Permit is granted by the City Manager, the license holder may apply to the West Virginia Alcohol Beverage Control Administration ("WVABCA") for a special Class S4 or Class S4N permit, as detailed in W. Va. Code § 60-7-8g or W.Va. Code § 60-7-8h, to participate in a private outdoor designated area, as further detailed in this article, in the West Virginia Code, and in any applicable rules of the WVABCA. Upon approval by the WVABCA, the Class S4 permit holder shall notify the city manager's office. Any business that receives the approval of the City Manager and a Class S4 permit from the WVABCA may participate in a private outdoor designated area.

(c) Participation in a private outdoor designated area does not provide a business with any authority to operate outdoor dining on the public right-of-way. Any business interested in participating in outdoor dining shall follow the requirements the requirements of Article 907 and 909 of this Code. A business with an approved outdoor dining area that is within a private outdoor designated area may operate its outdoor dining area simultaneously with its participation in a private outdoor designated area.

522.04 CONTAINERS.

All beverages served from valid Class S4 or S4N permit holders for consumption in a private outdoor designated area shall be served in a non-glass container not greater than sixteen (16) fluid ounces, which has been approved by the City Manager and the WVABCA.

522.05 SIGNAGE AND PROHIBITIONS.

(a) Prior to the operation of a private outdoor designated area, the City shall erect conspicuous signage. The signs shall be located at every reasonable point where a pedestrian may exit the private outdoor designated area by way of a public sidewalk. The signs shall clearly state "No alcohol beyond this point." and provide clear notice that a person is leaving the private outdoor designated area.

(b) A person may not leave a private outdoor designated area while possessing an open container of liquor, wine, non-intoxicating beer, or non-intoxicating craft beer.

(c) Nothing in this Article shall be construed to permit a person to possess an open container of liquor, wine, nonintoxicating beer, or nonintoxicating craft beer, that contains liquid while being in, on, or operating a motor vehicle within a private outdoor designated area.

(d) Businesses in the private outdoor designated area may choose to allow or prohibit alcohol consumption in their business. Liquor, wine, non-intoxicating beer, or non-intoxicating craft beer may only be brought into structures or businesses that have indicated by a posted sign that they are participating in the private outdoor designated area.

(e) Special event sponsors that have been granted a special event permit to operate on a City Street that is included in the PODA area may choose to allow or prohibit alcohol consumption on that portion of the City street during the special event.

522.06 PUBLIC HEALTH, SAFETY, AND SANITATION.

(a) All private outdoor designated areas shall be operated in a manner consistent with all state and municipal laws. The Charles Town Police Department shall be responsible for ensuring compliance and may issue citations within the private outdoor designated areas as necessary. The Charles Town Police Department shall provide a copy of any citation issued within a private outdoor designated area to the WVABCA.

(b) In addition to any public restrooms in a private outdoor designated area, participating Class S4 permit holders shall make available adequate restroom facilities, whether permanent or portable, to serve their members and guests during all hours of operation of the private outdoor designated area.

(c) All businesses operating within a private outdoor designated area shall comply with all requirements of the Jefferson County Health Department.

(d) All S4 or S4N permit holders, when they are open for business and serving customers within a private outdoor designated area, shall make waste receptacles available during the operating hours of the private outdoor designated area in a number sufficient to contain the waste generated within the area and which are emptied regularly by each participating business as needed to ensure availability.

522.07 REVOCATION OF CITY MANAGER APPROVAL; AND GENERAL POLICY AUTHORITY.

(a) The City Manager or Mayor may revoke the letter of approval of any Class S4 or Class S4N permit holder when doing so is in the interest of public safety by sending a revocation letter to both the permit holder and the WVABCA.

(b) The City Manager is authorized to create policies and procedures as necessary for the efficient operation of the private outdoor designated areas, including, but not limited to, signage language approval, container approval, identification of participating businesses and non-participating businesses, review of security plans proposed to the WVABCA, the interaction and interplay between a fair or festival and the private outdoor designated areas, and the duties and responsibilities of all participating businesses with respect to clean up and other sanitation matters.

522.08 SUSPENSION OF PRIVATE OUTDOOR DESIGNATED AREA.

(a) The City Manager or Mayor has the authority to suspend the operation of a private outdoor designated area immediately when in the interest of public safety by providing notice

to all Class S4 and S4N permit holders within the private outdoor designated area, City Council, any business association participating in the marketing or advertising of the private outdoor designated area, and the WVABCA.

522.09 PENALTIES.

(a) An individual who violates any provision of this article relating to private outdoor designated areas is guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars ($100.00).

(b) Any person who owns or operates a business that is a PODA permittee or is employed by such a business and who violates any provision of this article is guilty of a misdemeanor and, upon conviction, shall be fined not less than five dollars ($5.00) and not more than one thousand dollars ($1,000.00). Any owner, operator, or employee who violates a provision of this article and is convicted of a third such offense, upon conviction, may be confined for up to thirty (30) days. These penalties for owners, operators, and employees of private outdoor designated areas are in addition to any penalty from the WVABCA.

522.10 CREATION AND BOUNDARIES.

(a) City Council for the City of Charles Town hereby establishes a private outdoor designated area known as "City Center PODA," which shall have the boundary as stated in subsection (b) of this section and which shall meet all of the requirements of this article and applicable West Virginia Code.

(b) The City Center PODA shall begin at the southwestern corner of the intersection of S. West Street and W. Washington Street, then continue along West Street in a northerly direction to W. Liberty Street, then continue in an easterly direction along Liberty Street to N. Goerge Street, including the 200 block of N Charles Street and Opera House Way., then continue north to a point perpendicular with the intersection of N. Samuel Street and Bell Place, then east along that perpendicular line to the intersection of Bell Place and N. Mildred Street then south to the intersection of N. Mildred Street and E. Washington Street, continue westerly to the southwestern corner of the intersection of S. West Street and W. Washington Street.

(c) The attached map of the City Center PODA is incorporated by reference herein and made a part of this article.

(d) The area within the City Center PODA is in a zoning area that allows for the sale and consumption of liquor, wine, nonintoxicating beer and nonintoxicating craft beer, and is in compliance with the City's zoning ordinance.

522.11 DAYS AND HOURS OF OPERATION.

The City Center PODA may operate year-round on any Saturday and Sunday from 10:00 a.m. until 10:00 p.m., and Monday through Friday from 5:00 p.m. until 10:00 p.m.. Drinks may not be sold in PODA cups or consumed within the City Center PODA outside of the hours of operation.

522.12 PERSONNEL NEEDED.

The PODA district is regularly patrolled by the Charles Town City Police Department, and the City Council anticipates that these police officers will be working their regular shifts.

522.13 APPEALS PROCESS.

(a) Any S4 or S4N permit holder may appeal to the City Council the suspension of the entire PODA district or the permit holder's individual suspension.

(b) Any denial of a PODA permit application may be appealed to the City Council.

(c) Any appeal must be filed in writing with the City Clerk within fifteen (15) calendar days of the adverse action.

(d) Suspensions lasting less than seven (7) calendar days are not subject to appeal.

(e) The City Manager shall place consideration of the appeal on the City Council's agenda within thirty (30) days after receipt of an appeal.

(f) The City Council will issue a decision within thirty (30) days after consideration of appeal.

(g) All decisions of the City Council will be final and not subject to further appeal.

First Reading: August 4, 2025

Second Reading: September 2, 2025

Micheal George
Mayor

Brent Manuel
City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/15/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1001: Ordinance Committee Report - August Meeting

ATTACHMENTS:

- City of Charles Town Ordinance Committee Report - August 21 2025.pdf

City of Charles Town Ordinance Committee Report

21 August 2025 Meeting

Drafted by: Kevin Tester – Chairman

Call to Order 18:02

1. **Committee Members Present:** Ordinance Committee members Kevin Tester and Nate Hartman (Andie Sugrue virtually). Staff Attorney Stephanie Grove.
2. **Unfinished Business**
   a. **2025-816: Art: 365 Charles Town Parking – Revisions Required by State Code.**

   Tabled: Incorrect Ordinance presented for revision, correct Ordinance will be presented next meeting to complete.

   Recommendations to City Council: None at this time

   b. 2025-917: Art 745 Business and Occupation Tax – Revisions required by State Code

   Worked through all changes presented by Staff Attorney, Red Line version made available at next Council Meeting.

   Recommendations to City Council: Forwarded to council for consideration

3. **New Business**

   2025-918: Art 1759 Vacant Buildings

   Meet to begin discussion on updating our Vacant Structures Ordinance. Reviewed talking points to be considered as we begin this process. Will

continue on future meetings to finalize and bring back to council at a later date.

Recommendations to City Council:

None at this time

Meeting Adjourned at 18:19

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/15/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1102: Policemen and Firemen's Pension and Relief Funds Annual Report

ATTACHMENTS:

- Annual Report 2025 City of Charles Town Police.pdf

Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)

Pension Fund	Board of Trustees of the Policemen's Pension and Relief Fund
Treasurer	Brent Manuel
Municipality	City of Charles Town
Fiscal Year (July 1 - June 30)	2025

Actuarial Funding Method

X	Standard Funding Method
	Optional Funding Method
	Alternative Funding Method (107%)
	% Necessary to Maintain Plan Solvency for 15 Years

PART I - Asset Reconciliation from Beginning of Fiscal Year to End of Fiscal Year				
Item				Amount
Beginning Fair Value of Pension Plan	**July 1 (cash value)**			**$ 549,026.90**
a. Prior year net receivable/payable				$ -
Beginning Fair Value of Pension Plan	**July 1 (accrued value)**			**$ 549,026.90**
I. Revenue During Fiscal Year				
1. Employee Contributions				
a. For Employees hired prior to Jan. 1, 2010		Percent of Gross Salary 0.00%	$ -	
b. For Employees hired on or after Jan. 1, 2010		Percent of Gross Salary 9.50%	$ -	
c. Total Employee Contributions				$ -
2. Government Contributions				
a. From Parent Local Government	Required employer contributions from your municipality		$ 21,348.00	
b. Overpayment Authorized by City Council Pursuant to §WV Code 8-22-27A(d)			$ -	
c. Additional Employer Contributions From Your Municipality			$ -	
d. From State Government	Municipal Pensions Oversight Board (premium surcharges on fire and casualty insurance)		$ 62,620.32	
e. Total Government Contributions				$ 83,968.32
3. Receivable Contributions				
a. Employee Contributions			$ -	
b. Local Government Contributions			$ -	
c. State Government Contributions				
d. Other Contributions			$ -	
e. Total Receivable Contributions				$ -
4. Earnings on Investments				
a. Net Appreciation/(Depreciation) of Fair Value of Investments			$ -	
b. Net Realized Gain/(Loss) on Sale/Exchange			$ 28,490.21	
c. Interest and Dividends			$ 15,228.42	
d. Other Income			$ -	
e. Investment Expenses **(enter as negative)**			$ (5,334.27)	
f. Receivable Investment Income			$ -	
g. Payable Investment Expenses **(enter as negative)**			$ -	
h. Total Earnings on Investments				$ 38,384.36
5. All Other Revenues				
Please Specify	Accident Reports			$ 6,095.00

Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)

Total Revenues	The sum of items I.1. through I.7.	**$ 128,447.68**

Annual Report of Policemen's and Firemen's Pension and Relief Funds
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Item			Amount
II Expenditures During Fiscal Year	Does not include Investment Expenses, see I.4.e. and I.4.g. on first page.		
1. Benefits Paid			
Retirement, disability, survivor and any other benefits.			$ 93,929.46
2. Withdrawals			
Amount paid to employees or former employees or their survivors, representing return of contributions made by employees during the period of their employment			$ -
3. Administration Expenses			
Administrative expenses and other costs or payments not representing benefit payments or withdrawals.			
a. Municipal Administration	Municipal administration fees.	$ 1,993.70	
b. Other Administration	Example: Pension Secretary expenses; Rent; etc.	$ -	
c. Total Administration Expenses			$ 1,993.70
4. Payables			
Monies payable after the end of the fiscal year			
a. Benefit Payments		$ -	
b. Withdrawals		$ -	
c. Administration Expenses		$ -	
d. Total Payables			$ -
Total Expenditures	**The sum of items II.1. through II.4**		**$ 95,923.16**
Net Income/(Loss)			**$ 32,524.52**
Ending Fair Value of Pension Plan	**June 30 (cash value)**		**$ 581,551.42**
a. Net receivable/payable			**$ -**
Ending Fair Value of Pension Plan	**June 30 (accrued value)**		**$ 581,551.42**

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PART II - Asset Allocation at End of Fiscal Year

1. Cash and Cash Equivalents - Short Term	Percent of Total Assets	**11.15%**

Financial Institution or Money Manager	Type of Account	Fair Value
a. Bank of Charles Town	Checking	$ 29,283.92
b.	Treasury Bills	$ -
c. Fidelity/Hoxton Financial Planning & Management	Savings or Money Market Account	$ 35,560.47
d.	Short Term Investment Funds	$ -
e.	Re-Purchase Agreements	$ -
f.	Commercial Paper	$ -
g.	CDs and Bankers' Acceptances	$ -

		Fair Value
Total Cash and Cash Equivalents	The sum of items 1.a. through 1.g.	**$ 64,844.39**

2. Fixed Income - Long Term	Percent of Total Assets	**55.00%**

Financial Institution or Money Manager	Type of Account	Fair Value
a. Fidelity/Hoxton Financial Planning & Management	US Govt Agencies & Instruments	$ 204,407.85
b.	Foreign Govt, Subdivisions,Agencies or Enterprise	$ -
c.	International agencies or supranational entities	$ -
d.	Mortgage-related or others asset back securities	$ -
e. Fidelity/Hoxton Financial Planning & Management	Corporate Debt Securities	$ 115,453.60
f.	Corporate Inflation-index bonds	$ -
g.	Bank CD's, fixed time deposits, Bankers Acceptance	$ -
h.	State & Local Govt Debt Securities	$ -
i.	Mutual Funds (Bonds)	$ -
j.	International Mutual Funds - Bonds	$ -
k.	Exchange Traded Funds (ETF) - Bonds	$ -
l.	International Exchange Traded Funds (ETF) - Bonds	$ -

		Fair Value
Total Fixed Income (at fair value)	The sum of items 2.a. through 2.l.	**$ 319,861.45**

3. Equity Investments	Percent of Total Assets	**34.71%**

Financial Institution or Money Manager	Type of Account	Fair Value
a.	Individual Stocks Held	$ -
b.	Mutual Fund Shares (Equities)	$ -
c. Fidelity/Hoxton Financial Planning & Management	Exchange Traded Funds (ETF)	$ 162,177.20
d. Fidelity/Hoxton Financial Planning & Management	International Stocks Held	$ 39,689.16
e.	International Mutual Funds - Equities	$ -
f.	International Exchange Traded Funds (ETF)	$ -

		Fair Value
Total Equity Investments (at fair value)	The sum of items 3.a. through 3.f.	**$ 201,866.36**

4. Alternative Investments	Percent of Total Assets	**0.00%**

Financial Institution or Money Manager	Type of Account	Fair Value
a.	Real Estate Investment Trust	$ -
b.	Private Equity Fund	$ -
c.	Hedge Funds	$ -
d.	Other Alternative Investments	$ -

		Fair Value
Total Alternative Investments (at fair value)	The sum of items 4.a. through 4.d.	**$ -**

5. Receivables and Payables	Percent of Total Assets	**-0.86%**

	Type	Fair Value
a.	Receivable Contributions	$ -
b.	Receivable Investment Income	$ -
c.	Payable Investment Expense	$ -
d. Due to City of Charles Town (duplicate contribution)	Payable Benefits, Withdrawals, and Admin Expenses	$ (5,020.78)

		Fair Value
Net Receivable/(Payable)	The sum of items 5.a. through 5.d.	**$ (5,020.78)**

Total Assets	**Sum of 1. through 5.**	**$ 581,551.42**

6. Total return on investments for the period of July 1 thru June 30	(Obtain from financial institution or money manager)	7.66%

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as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)

PART III - Membership and Beneficiaries

* Please report the figures requested below, for the fiscal year reported on page 1. To figure the Average Monthly Number of Persons, add figures for each month and divide by 12. Please round to two decimal places. An employee must have been paid for 100 hours in any month to be included in that month.

** Please report the total number of disability applications received during the fiscal year, the status of each application at the end of the fiscal year, the total applications granted and denied, and the percentage of disability benefit recipents to the total number of active members of the fund. This requirement satisfies §8-22-23a(a) of the WV Code if the report is submitted to the Municipal Pensions Oversight Board prior to August 1st of each year.

Item		Avg. Monthly #
I. Members of your Pension Fund	Exclude Beneficiaries	
1. Active Members	Current number of employees contributing to the pension fund	
2. Inactive Members	Non-active vested members and employees on extended leave without pay	
II. Beneficiaries Receiving Periodic Benefit Payments During Fiscal Year		
1. Retirees		1.00
2. Disability Retirees	Includes the new applications approved during reporting period	
a. Number of Disability Applications received during the fiscal year		
b. Status of each Disability Application at end of fiscal year - please attach separate sheet with details		
(1.) Disability Applications Approved during Fiscal Year		
(2.) Disability Applications Denied during Fiscal Year		
3. Percentage of Disability Benefit Recipients to the Total of Active Members in the fund		0.00%
4. Survivors (of Deceased Members) Drawing Benefits		2.00

PART IV - Legal Thresholds for Investments

	(1)	(2)	(3)
		Maximum	**(Over)**
	%	**% and $**	**Under**
Equity Investments	35%	75%	40%
International Securities	7%	30%	23%
Alternative Investments	0%	25%	25%
Cash/Cash Equivalents and Fixed Income (Low 25%; High 75%)	66%	25% 75%	-41% 9%
Short Term Investment - (90 days of expenses)		$ 23,980.79	$ (40,863.60)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/15/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1003: Oath of Office - Jared Wilberger

ATTACHMENTS:

- Patrolman - Jared Wilberger.pdf

CITY OF CHARLES TOWN, WEST VIRGINIA
POLICE DEPARTMENT OATH OF OFFICE

I, **JARED WILBERGER,** do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia and the Ordinances of the City of Charles Town.

I, **JARED WILBERGER,** do solemnly swear that I will faithfully discharge and perform the duties of the position of Patrolman to the best of my skill, judgment, and according to law.

Jared Wilberger
Charles Town Police Department

The above oath was taken and subscribed before Michael George, Mayor of Charles Town, on this 2nd day of September, 2025.

Michael George
Mayor