CITY OF CHARLES TOWN

CITY COUNCIL
AGENDA • APRIL 6, 2026

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

: **2026-1336:** City Council Meeting Minutes - March 16, 2026
City Council Meeting Minutes - March 16, 2026 draft.pdf

: **2026-1337:** City Council Special Meeting Minutes - March 24, 2026
City Council Special Meeting - March 24, 2026 - draft.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2026-1338:** Mayor's Report - April 6, 2026

6. COMMITTEE REPORTS

: **2026-1339:** Infrastructure Committee Report - March 23, 2026
Report_ Infrastructure Committee March 2026 (1).pdf

: **2026-1340:** Ordinance Committee Report - March 26, 2026

7. CITY MANAGER REPORT

: **2026-1344:** City Manager's Report - April 6, 2026
CMR 06 April 2026.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2026-1341:** Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Seven Business Regulation and Taxation Code, Chapter 3 Taxes and Services Charges, Article 741 Municipal License Tax

: **2026-1342:** Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Seven Business Regulation and Taxation Code, Chapter 3 Taxes and Services Charges, Article 741 Municipal License Tax

Business License Revision Redline Council.pdf
Revision Clean First Reading.pdf

: **2026-1346:** Legal Updates - Possible Executive Session

10. NEW BUSINESS

: **2026-1312:** Augustine Avenue Phase 3 Agreement
phase III agreement.pdf

: **2026-1343:** Request for Support - Leadership Jefferson Project
Memo - Request for Support - Leadership Jefferson Community Project.pdf
class project.png
Sponsorship Levels.jpeg

: **2026-1350:** Appointment to the Personnel Committee

: **2026-1351:** A Resolution Opposing Federal Proposals that Would Increase Truck Size and Weight Limits
CABT Documents.pdf
CABT Draft Resolution.pdf

: **2026-1355:** Charles Town Personnel Handbook Revision - Section 6.08

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2026-1347:** Referral to the Finance Committee - Jefferson County Parks and Recreation Department Fireworks Event Request

12. APPROVAL OF BILLS

: **2026-1352:** Payment of Bills - April 6, 2026
GEN FUND COUNCIL REPORT 2026-04-06.pdf
PARKS N REC COUNCIL REPORT 2026-04-06.pdf
CAPITAL RESERVE COUNCIL REPORT 2026-04-06.pdf
BOND ESCROW 2026-04-06.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Tuesday, April 21, 2026, at 7:00PM

: **2026-1348:** Charles Town Police Department's February Statistical Report
February 2026 CTPD Stats.pdf

: **2026-1349:** Written Public Comment - Mr. Michael Tolbert
Michael Tolbert Public Comment March 16 2026.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: 04/06/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1336: City Council Meeting Minutes - March 16, 2026

Proposed Motion: Approve the March 16, 2026, meeting minutes.

ATTACHMENTS:

- City Council Meeting Minutes - March 16, 2026 draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • March 16, 2026

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	Present	
Julie Smith	Councilmember	Present	
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; Mr. James Newman, City Planner; 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

2026-1269: City Council Special Meeting Minutes - February 26, 2026

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

2026-1270: City Council Workshop Meeting Minutes - March 2, 2026

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

2026-1263: City Council Meeting Minutes - March 2, 2026

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

3. PUBLIC COMMENT

Three people signed up for public comment.

Ms. Grantham Friend, Ms. Thompson, and Dr. Wimer all spoke on their concerns about the Summit Point Project and the potential for American Water and not Charles Town Utility to supply the water and sewer.

DRAFT

5. MAYOR'S REPORT

2026-1264: Mayor's Report - March 16, 2026

Mayor George reported the following:

- He attended Rossy's Ribbon Cutting event on March 16, 2026.
- He swore in a new police officer, Patrolman Gibbons.
- He attended the Personnel Committee on March 9, 2026.
- It was discovered that the hole on Belvedere Drive was not a sinkhole, and it has been fixed.

A special meeting date was set for March 24, 2026, at 5:00PM to approve the FY2027 General Fund Budget.

4. WARD REPORTS

Ward 1

Mr. Kratovil had nothing to report.

Ms. Ricketts reported that she was disturbed to hear the Collection System Project engineer report at the Charles Town Utility Board (CTUB) meeting that pipes adjacent to Evitts Run Park were found to be falling apart and raw sewage could be seeping out. She is concerned about water contamination in Evitts Run, especially in the warmer weather when many people use it for recreational purposes. She also reported that she attended the Jefferson County Community Ministries Meet and Greet on Saturday, March 14, 2026.

Ward 2

Mr. Hynes reported that Dan Ryan Builders are suing the Charles Town Planning Commission because the Planning Commission did not approve some of their requests. He also reported that in a letter to the editor of The Spirit Newspaper he was labeled an "activist" for asking questions and sometimes disagreeing. He stated that he will continue to ask questions and always do what is best for the citizens of Charles Town.

Mr. Tester thanked city staff for contacting Dan Ryan Builders on the condition of the entrance to Huntfield and hopes that it is fixed quickly.

Ward 3

Mr. Hartman thanked the maintenance department for clearing the storm drains quickly after the storms.

Mr. Roth had nothing to report.

Ward 4

Ms. Smith had nothing to report.

Ms. Sugrue reminded everyone that the next "Walks About Nothing" will take place on Wednesday, March 18, 2026, and thanked city staff for all they do.

6. COMMITTEE REPORTS

2026-1265: Personnel Committee Report - March 9, 2026

Ms. Sugrue reviewed the Personnel Committee report.

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Mr. Hynes announced that he would need to step down from the Personnel Committee and Mr. Kratovil volunteered to take his place. An appointment to the Personnel Committee will be on the next agenda.

2026-1266: Board of Parks and Recreation Report - February 12, 2026

Ms. Ricketts reviewed the Parks and Recreation report.

7. CITY MANAGER REPORT

2026-1267: City Manager's Report - March 16, 2026

Mr. Manuel reviewed the City Manager's report.

8. POLICE CHIEF REPORT

Chief Kutcher reviewed the February Statistical Report.

He reported that there is one police officer vacancy and they had four people pass the test during this last round of testing on March 14, 2026.

9. UNFINISHED BUSINESS

2026-1268: Public Statement of Charles Town Utility Board (CTUB) Service Area

The council agreed to direct staff to work with the Charles Town Utility Board (CTUB) and their public relations firm to educate the public on CTUB's service area and the services they provide.

2026-1271: WV Legislative Update

Ms. Grove updated the council on the 2026 legislative bills that could impact municipalities.

2026-1272: Legal Update - Charles Town Utility Board (CTUB) - Possible Executive Session

There was no update on this agenda item, and it was not discussed in the Executive Session.

2026-1276: Discussion on Waiving of Business and Occupation Fees for City Projects

Mr. Hynes moved to remove this agenda item from the Table. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

Mr. Hynes moved to approve the Business and Occupation fee waiver request pertaining to the city hall renovation project. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

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

DRAFT

2026-1284: Discussion on Financing/Possibly Purchasing Vacant County Buildings

Ms. Ricketts moved to remove this agenda item from the Table. Ms. Smith seconded the motion, and it passed by unanimous vote.

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

Mr. Tester moved to enter into Executive Session to discuss this agenda item and agenda item #2026-1283: Cease and Desist Letter Concerning Utility Area. Ms. Smith seconded the motion, and it passed by an 8-1 vote.

Mayor George declared the council in Executive Session.

RESULT:	**EXECUTIVE SESSION [8-1]**
MOVER:	Kevin Tester
SECONDER:	Julie Smith
AYES:	George, Kratovil, Ricketts, Tester, Hartman, Roth, Smith, Sugrue
NAYS:	Hynes

Mayor George declared the council out of Executive Session.

There was no action taken on this agenda item after the Executive Session.

10. NEW BUSINESS

2026-1273: Appointment of a Representative to the Eastern Panhandle Transit Authority

Mayor George moved to nominate and submit Ms. Ricketts name to be the representative to the Eastern Panhandle Authority. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

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

2026-1274: BR2026-01: Norborne Glebe Phase 15 - Bond Reduction

Mr. Kratovil moved to approve the Performance Bond reduction request for Norborne-Glebe Phase 15 from $1,342,383.94 to $547,821.51. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

2026-1275: BR2026-02: Avalon Phase 1 - Bond Initiation

Mr. Kratovil moved to approve the Performance and Land Disturbance Bonds for Avalon Phase 1 in the amount of $13,991,381.90. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

2026-1281: FY2026 Capital Budget Revision #8

Mr. Kratovil moved to approve the FY2026 Capital Budget Revision #8 as presented. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

2026-1282: Charles Town Now Market Analysis Presentation

Ms. Liz Cook, Business Development and Downtown Coordinator, presented the results of the Charles Town Market Analysis conducted by Place & Main Advisors, LLC.

2026-1283: Cease and Desist Letter Concerning Utility Area - Possible Executive Session

This item was discussed in the Executive Session, and no action was taken on this agenda item after the Executive Session.

2026-1285: Augustine Avenue Trail Phase 3 Update

Ms. Alissa Meeks, Community Development Director, informed the council that due to higher construction costs for Augustine Avenue Trail Phase 2, the Phase 3 Trail will have less funds. Paving Page Jackson Road and under the CSX railroad bridge will be removed from the project.

2026-1286: City of Charles Town Court Magistrate Position Discussion

Mr. Hynes moved to direct the finance staff to make a budget adjustment on the FY2026 budget, and an increase to the FY2027 budget to include a $500/month stipend for three magistrates. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

DRAFT

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

2026-1277: Payment of Bills - March 16, 2026

Mr. Kratovil moved to pay the bills. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

13. ADJOURNMENT

Mayor George asked if there was any other business to come before the council. Hearing none, he adjourned the meeting.

14. INFORMATION ONLY - NEXT MEETING, Monday, April 6, 2026

2026-1287: Charles Town Utility Board (CTUB) Meeting Minutes - February 11, 2026, February 18, 2026, and February 25, 2026

2026-1288: Charles Town Community Priorities 2026/FY2027

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

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/06/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1337: City Council Special Meeting Minutes - March 24, 2026

Proposed Motion: Approve the City Council Special Meeting minutes.

ATTACHMENTS:

- City Council Special Meeting - March 24, 2026 - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • March 24, 2026

Special Meeting **Council Chambers** **5:00 PM**

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

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

Ms. Alissa Meeks, Assistant City Manager; Ms. Stephanie Grove, City Attorney; Ms. Lori Nice, Finance Director; Mr. Corey Lewis, Code Compliance Officer; Ms. Liz Cook, Business Development/Downtown Coordinator; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

2. NEW BUSINESS

2026-1302: Approval of the FY27 General Fund Budget

Mr. Kratovil moved to approve the FY2027 General Fund Budget with a line item added for the Jefferson County Parks and Recreation fireworks donation in the amount of $4,000. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2026-1303: Approval of the FY27 Coal Severance Budget

Mr. Kratovil moved to approve the FY2027 Coal Severance Budget as proposed. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

DRAFT

2026-1304: Congressional Directed Spending (Earmarks) Update and Discussion

Ms. Sugrue moved to direct staff and Mr. Ward to add the Innovate Grant for the Small Business Administration Earmark application in the amount of $750,000. Mr. Kratovil seconded the motion, and it passed by a 6-3 vote.

RESULT:	**APPROVED [6-3]**
MOVER:	Andie Sugrue
SECONDER:	James Kratovil
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue
NAYS:	Hynes, Hartman, Roth

2026-1305: Charles Town Utility Board (CTUB) Legal Update - Possible Executive Session

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

Mayor George declared the council in Executive Session.

RESULT:	**EXECUTIVE SESSION [UNANIMOUS]**
MOVER:	Kevin Tester
SECONDER:	Jeff Hynes
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

Mayor George declared the council out of Executive Session.

No action was taken on this item after the Executive Session.

3. ADJOURNMENT

Mayor George asked if there was any other business to come before the council. Hearing none he adjourned the meeting.

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

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/06/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1338: Mayor's Report - April 6, 2026

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/06/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1339: Infrastructure Committee Report - March 23, 2026

ATTACHMENTS:
- Report_ Infrastructure Committee March 2026 (1).pdf

City of Charles Town

Infrastructure Committee

Report from March 23, 2026

I. CALL TO ORDER: Monday, March 23, 2026 at 5:00 PM - City Hall
Councilmembers Present: Elizabeth Ricketts, Alden Roth, Jim Kratovil, Andie Segrue
Staff: Alissa Meeks, Jim Wysong, Cindy Rezmer
Guest: Zachary Judy (Greenway Engineering), Marshall McCormick, Edna Downing

II. UNFINISHED BUSINESS

2026-1293: Resident Request - Issue of Speeding on South George Street

The committee reviewed previous correspondence between the resident, city, DOT and District 5 DOH. The Committee agrees with suggestions from J. Lee Thorne, District 5 (letter dated December 31, 2025) that immediate next steps should include painting of parking space markings and yellow curbs as appropriate in the 400 block of S. George Street. The Committee also recommends the CTPD place the trailer radar sign in the area intermittently. Resident spoke during the discussion and continues to advocate for a pole mounted radar sign to be installed in the area.

> ***Recommendations to Council:*** Add appropriate pavement and curb paint to S. George Street.

2026-1294: Stormwater Issues and Updates

The committee received an update from Zachary Judy with Greenway Engineering about the comprehensive stormwater study including preliminary mapping of watersheds, storm sewer inventory, hydrology evaluation, and ground cover analysis.
Later in the meeting, a resident gave public comment about continued stormwater issues on S. George Street and Shutter Street.

2026-1295: Repaving Plan

Documents were not available for this discussion. Item will be moved to next committee meeting.

2026-1296: Placement of Pneumatic Tubes and Mobile Speed Radar Signs

The Committee requests that pneumatic tubes be placed on

- South Samuel near Wall Street where no stop sign exists
- South George Street near the 7-11

The Committee requests that the mobile speed radar sign be placed on

- 400 block of South George Street (intermittently)

2026-1297: Crosswalk at Haversack Circle and Campbell - Norborne Glebe (referral from council)
The Committee continued discussions and believe the concerns raised by the resident in this area seem to relate more to enforcement of existing traffic laws and signage than a need for a new crosswalk.

2026-1298: Congress Street and Lawrence Street IntersectionProject Update
WV DOH will handle contract administration rather than the City and the state DOT will assign a third party project manager to help. Currently, Kimley Horn is re-drafting the project specs to WVDOT standards as they were previously designed to VADOT standards.

III. NEW BUSINESS

2026-1299: Maintenance Director Report
This agenda item was taken up at the beginning of the meeting. Maintenance Director Jim Wysong gave a report of activities in the department since December. This included extensive work on City Hall renovations including water leaks and mold abatement, tree removal, CW Hall repairs, street signage resurfacing/replacement, and fence removal/repair at Willingham Knolls Park among many other things.

2026-1300: Issues Reported Through City App

The Committee reviewed two anonymous reports submitted through the city app. Anonymous submissions make it difficult for the committee to follow up on the issues submitted.

(1) Request to fix historical signs on N. George Street next to Court House - Committee recommends researching the funding that was previously allocated from American Rescue Plan Act (ARPA) funding and following up.
(2) Request for safety improvements at intersection of Congress and West Streets. The Committee will look at site photos and maps for discussion at their next meeting.

Recommendations to Council: Follow up on ARPA or other funding sources for historical sign replacements/repair.

2026-1301: Site Visit to East Liberty Street

Members of the Committee and Operations Manager, Cindy Rezmer, took a site visit to look at the stormwater management facilities being installed on Liberty Street.

IV. ADJOURNMENT

Adjourned 6:12PM
Next meeting: Monday, April 27th 4:30PM

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/06/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1340: Ordinance Committee Report - March 26, 2026

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/06/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1344: City Manager's Report - April 6, 2026

ATTACHMENTS:

- CMR 06 April 2026.pdf

City of Charles Town

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

Memorandum to Mayor and City Council

From: Brent T. Manuel, City Manager
Subject: City Manager's Report
Date: 06 April 2026

- Participation in Directors Meeting for updates and discussions on various pending matters
- Attendance at various CTUB special Meeting for the purpose of filling the vacant utility manager position.
- Participation in agenda meeting
- Following up on various Tree Board inquiries and requests.
- Participation in interview for CTPD CALEA onsite assessment at the PD
- Attendance for facility tour of WWTP and WTP
- Received Cindy Rezmer's resignation, with tonight being her final City Council meeting.
- Participation on parking program discussion
- Participation in meeting to develop a permit for work within the public rights-of-way.
- Meeting with representative of the Coalition Against Big Trucks.
- Follow up on inquiries on applications to serve on boards and commissions.
- Forwarding of questions from CTUB relating to the class and compensation study
- Review of Charles Street Green Infrastructure RFP with a due date of 16 April 2026.
- Continuous communication with a resident on a crosswalk request.
- Staff continues to coordinate a ribbon cutting event for the Augustine Trail – Phase One.
- Staff continue to evaluate opportunities for the facilitation of future annexations.
- Staff are scheduling a meeting to further compile the strategic goals of the city prior to the CIP discussions.
- Staff continue to work with the coordination of bidding phase three of Augustine Trail.
- Discussions with county of Jefferson staff on future agenda item for the JCDA childcare study.

- Communications with representatives from DarkSky.
- Following up on constituent request for street lighting in a developed neighborhood.
- Continue to monitor progress with various city projects, to include:
    - Pool & Splash Pad at JMP
    - Liberty Street SWMP

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/06/26
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1341: Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Seven Business Regulation and Taxation Code, Chapter 3 Taxes and Services Charges, Article 741 Municipal License Tax

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/06/26
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1342: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Seven Business Regulation and Taxation Code, Chapter 3 Taxes and Services Charges, Article 741 Municipal License Tax

Proposed Motion: Approve the Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Seven Business Regulation and Taxation Code, Chapter 3 Taxes and Services Charges, Article 741 Municipal License Tax

ATTACHMENTS:

- Business License Revision Redline Council.pdf
- Revision Clean First Reading.pdf

ARTICLE 741
Municipal License Tax

741.01 LEGISLATIVE FINDINGS; PURPOSE.

Council hereby finds that in order to provide essential Municipal services, City revenue needs require the imposition of the following license taxes upon the businesses and commercial ventures listed in this article.

(Ord. 2024-009. Passed 11-18-24.)

741.02 DEFINITIONS.

~~(a) Except where otherwise defined in this article, businesses, occupations, trades, commercial ventures and terms of art used in Sections 741.14 through 741.27 have those meanings given them in the West Virginia Code, as amended and in force on January 1, 1970.~~

~~(b) Except as otherwise defined in this article, terms, phrases, occupations, trades, commercial ventures and terms of art used in sections of this article other than those referred to in subsection (a) hereof shall have the meaning given to them in the West Virginia Code, as amended and currently in force and, when there is more than one such meaning, they shall have the meaning given in the sections of the West Virginia Code imposing any State license tax correlative to the City's license tax.~~

(a) "Annual gross revenue" means the total gross receipts or gross income actually received by the person from all of the business activity carried on within the corporate limits of the City during the calendar year preceding the license year. The term includes income received in cash or in-kind and with reduction for expenses or cost of goods sold.

(b)) "Fee" and "tax" may be used interchangeably to refer to the charges imposed under this article.

(c) Independent contractor means a natural person who provides labor, services, or materials to another for compensation and:

(1) ~~(1)~~ Is not treated as an employee for purposes of federal income tax withholding;~~:~~

(2) ~~(2)~~ Is issued an Internal Revenue Service Form 1099 for such services and;

~~(c)~~(3) ~~(3)~~ Retains control over the manner and means of performing the work, consistent with Internal Revenue Service guidance and common law agency principles.

(d) "Natural person" means an individual human being, and excludes legal entities such as corporations.

~~(e)~~ "Permanent physical location" means any fixed place of business within the corporate limits of the City at which the person regularly conducts business,

(e) including but not limited to a commercial office, retail store. warehouse. workshop, or dedicated space within a residence.

(~~f~~c) ~~"Fee" and "tax" may be used interchangeably to refer to the charges imposed under this article.~~

(~~g~~d) "Person" includes, wherever the context will permit, not only natural persons, but all other legal entities such as partnerships, corporations, business trusts and the like.

(h) Sole proprietor means someone who owns an unincorporated business by themselves

~~(Ord. 2024-009. Passed 11-18-24.)~~

741.03 PAYMENT AND TERM OF LICENSE.

Except as otherwise specified in this article, the entirety of any license fee designated as an annual fee shall be billed on or about June 1 in each year, and shall be paid within thirty days of the bill being sent. All annual licenses provided for by this article shall be issued for a term of one year beginning on July 1 and ending on the next succeeding June 30~~. Biennial licenses shall be issued for a term of two years, commencing on July 1 and ending on June 30 two years after the initial license date. Where licenses of other periods are authorized by this article, they shall be of such duration, and shall begin and end on such dates, as the City Treasurer may provide; but the City Treasurer shall select such dates as State law requires, if any, for any correlative State licenses, certificates or permits.~~

~~(Ord. 2024-009. Passed 11-18-24.)~~

741.04 FEES TO CONSTITUTE DEBTS DUE THE CITY.

The fees provided for in this article shall constitute debts due to the City and may be collected by the City Treasurer by an appropriate action in either the circuit courts or magistrate courts of West Virginia.

(Ord. 2024-009. Passed 11-18-24.)

741.05 ~~APPLICABILITY; NONTRANSFERABILITY.~~

~~Except where otherwise expressly provided herein, the fees provided for herein apply to any person undertaking the herein described activities, trades or professions for any part, no matter how small, of a given time period in which the fee is imposed. Except where otherwise expressly provided herein, the licenses provided for in this article are not transferable; that is, the payment by one person of a license fee provided for in this article~~

~~shall not exempt or excuse a purchaser from, a successor to, or assignee of, any such personfrom the payment of the prescribed fee for the maintenance or possession of a particular license for the conduct of a particular activity. The licenses provided for herein are nontransferable personal privileges. The fees provided for in this article apply only to persons engaging in the specified acts, having the specified ownership, or carrying on the specified operation or conduct of a trade or business where the foregoing are located within the geographic limits of the City.~~

~~(Ord. 2024-009. Passed 11-18-24.)~~

741.06 **LICENSE REQUIRED; LEVY OF LICENSE TAXES.**

(a) No person required to obtain a business registration certificate from the State Tax Commissioner of the State of West Virginia pursuant to West Virginia Code Section 11-12-1 et seq., nor any person engaging in business activity as defined in West Virginia Code Section 11-12-2(b)(2) shall engage in or prosecute any business activity within the City of Charles Town without obtaining a municipal business license and paying the fee therefor; provided that no municipal business license shall be required for an independent contractor or sole proprietor who (i) earns less than $2,500 in annual gross revenue, and (ii) who does not maintain a permanent physical location within the corporate boundaries of the City. Any person exempt from obtaining a municipal license by this Section shall also be exempt from any other provisions of this Code that would otherwise require the person to have a municipal business license in order to conduct business in the City, but all other requirements applicable to the person and/or operations shall remain in effect. Persons engaging in or prosecuting business activities in the City may also be subject to other provisions of this Code, which must be satisfied before commencing or while engaging in a business activity in the City.

(b) Any person engaging in business within the City of Charles Town shall pay an annual general municipal business license tax of $15.00; provided that, where a separate business license tax or fee has been established for a particular type of municipal business license by the West Virginia Code or this Code, that tax or fee shall apply in lieu of the general municipal business license tax.

(c) A business license will be required for the following locations and activities:

(1) A separate business license is required for each fixed business location from which property or services are offered for sale or lease to the public at a class, or to a limited portion of the public; or at which customer accounts may be opened, closed or serviced.

(2) A separate business license is not required for each coin-operated machine. ~~A separate license is required for each location from which making coin-operated machines available to the public is itself a business activity.~~

~~(3) A business that sells tangible personal property or services from or out of one or more vehicles needs a separate business license for each fixed location in the City from or out of which business is conducted. A copy of its business license shall be carried in each vehicle and publicly displayed while business is conducted from or out of the vehicle.~~

A business license is required by subsection (a) of this section for every person engaging in purposeful revenue generating activity in the City. If the activity conducted at one location includes activity subject to the general municipal business license and activity subject to a separate business license required by this Code or West Virginia Code, a separate license is required for each type of activity conducted.

~~EFFECT OF IMPOSITION OF LICENSE TAX.~~

~~In every case where this article imposes a license tax or fee, it shall be deemed that a license is required to perform the activity at each location within the City and that a license can and must be issued by the City Treasurer with respect to that activity at each location within the City, but only upon payment of the requisite fee and completion of the requisite application. The imposition of a license tax by this article shall mean that the payment of the tax is a prerequisite to the lawful conduct of the activity upon which the tax is imposed, at each location within the City.~~

~~(Ord. 2024-009. Passed 11-18-24.)~~

741.07 ACTS PROHIBITED.

Whenever a license tax is imposed by this article, no person shall engage in the activity or occupation upon which the fee is levied, nor own or operate any device upon which the fee is levied, without first paying the tax and acquiring the license provided for under this article.

(Ord. 2024-009. Passed 11-18-24.)

741.08 **LICENSE APPLICATION; ISSUANCE; FEE.**

(a) Each person shall apply for and obtain a business license prior to engaging in or prosecuting any business activity within the City.

(b) Application for a business license shall be made on forms issued by the City Treasurer ~~Director of Finance.~~

(c) The business license will only be issued upon satisfaction of the following conditions:

(1) Payment of the prescribed business license fee together with payment of all outstanding fees or taxes owed to the City by the applicant and any related entity;

(2) A determination that the business is operated, or will be operated, in compliance with all applicable laws of the City; provided, however, that the issuance of the business license shall not operate as a determination that such business activity is lawful nor sanction the conduct of otherwise illegal activity;

Proof that the applicant has all licenses and permits necessary to the conduct of the business, including, without limitation, a valid business registration certificate issued by the Tax Commissioner of the State of West Virginia.

(d) The license issued pursuant to this article shall be in the form of a certificate prepared by the City Treasurer and shall issue to the applicant upon satisfaction of all applicable conditions of this Code.

(e) The City Treasurer may provide a one-time waiver for a maximum sixty (60) days of subsection (c)(3) of Section741.08 of this Article. Any extension beyond sixty (60) days requires the approval of the Finance Committee.

~~EFFECT OF LICENSE.~~

~~In any case in which a license is required by this article, the issuance of the license shall be deemed a prerequisite to the lawful conduct of the activity for which the license is required. Issuance of any license under this article shall not, however, make valid or legal any act not otherwise valid or legal or not otherwise authorized by other provisions of law. Nothing in this article shall authorize any act, activity or ownership not otherwise lawful.~~

~~(Ord. 2024-009. Passed 11-18-24.)~~

741.09 DUTIES AND POWERS OF CITY TREASURER.

The City Treasurer or his/her designated agent shall have the ~~power to prepare application forms for any licenses required under this article.~~ authority necessary to implement and accomplish the provisions of this Ordinance, including the power to prepare forms and examine the activities and locations of each business to determine compliance with this article.. ~~The application may contain questions on or blanks for any information reasonably deemed necessary by the City Treasurer. The City Treasurer is expressly authorized to require applicants to have, and to provide evidence of, a valid and existing West Virginia Business Franchise Registration Certificate~~. Proper completion of an ~~application is a condition precedent to the City Treasurer having any duty to issue a license. Upon proper completion of a license application and payment of the requisite fee, the City Treasurer shall issue the requested license to the applicant. The form of the license and information thereon shall be such as the City Treasurer may reasonably prescribe~~. ~~The City Treasurer, or his designated agent, shall have the power to examine activities and locations of each business to determine compliance with this article. (Ord. 2024-09. Passed 11-18-24.)~~

~~741.10 LICENSE FEES CUMULATIVE.~~

~~The license fees imposed in this article are cumulative and the imposition of any one fee does not preclude the imposition of other fees upon any one individual or entity. The fees imposed by this article are imposed for engaging in certain trades or activities, or for the use or possession of certain devices. The pursuit of a particular trade or activity, or the~~

~~ownership or use of a particular device, shall not excuse a person or entity from the requirement for a license and payment of a license fee for each such activity or device for which, if engaged in or possessed singly, a license requirement and license fee would be imposed.~~

~~(Ord. 2024-009. Passed 11-18-24.)~~

~~741.11~~ CHANGE IN NAME OR PARTNERS.

A change in the name under which a person does business shall not require the person to seek, any new license for any activity licensed under a prior name; nor shall the withdrawal or addition of partners to a partnership require the partnership to obtain a new license, provided that the partnership always retains at least one partner who was a member of the firm at the time the license was granted. (Ord. 2024-009. Passed 11-18-24.)

~~741.12~~ OTHER TAXES.

The City Treasurer may refuse to issue any license required by this article to any person, firm or corporation delinquent in the payment of any tax or fee due the City under any ordinance or tariff until such delinquent tax or fee is paid.

(Ord. 2024-009. Passed 11-18-24.)

~~741.13~~ DISPLAY OF CERTIFICATE.

The licenses provided for in this article shall be evidenced by license certificates. The holder of a license shall display the license certificate in a prominent place at or near the location of the licensed activity or device, and shall make the license certificate available for inspection by City police, the City Treasurer or his designated agent.

(Ord. 2024-009. Passed 11-18-24.)

~~741.14 FEES FOR OWNING AND OPERATING COIN-OPERATED AMUSEMENT DEVICES OR VENDING MACHINES.~~

~~(a) Persons owning and operating coin-operated merchandise, service, amusement or music devices or vending machines shall obtain annual licenses and pay the fees prescribed in this section.~~

~~(b) The liability for the license to operate any type of coin-operated merchandise, service, amusement or music devices or vending machines shall be upon the owner of the machine. The ownership shall be established by either a bill of sale, paid invoice or a conditional sales contract which has been recorded in the applicable county clerk's office. The leasing of such a machine shall not be considered as a transfer of ownership of the~~

machine and where a lessor-lessee relationship exists, the lessor shall be liable for the applicable license and fees.

(c) The annual license fee to own and operate a coin-operated baggage or parcel checking machine or device which is used for the storage of baggage or parcels of any character shall be fifty cents ($0.50) for each section of any such device which is operated on the coin-in-the-slot principle.

(d) The annual license fee to own and operate any coin-operated toilet locker or device, sanitary napkin device or bed vibrator device shall be fifty cents ($0.50) for every such locker or device.

(e) The annual license fee to own and operate any coin-operated amusement or music devices, shall be a follows:

(1) Where a person owns fewer than twenty such devices, the fee for each device is:

For one-cent devices	$ 2.00
For five-cent devices	5.00
For ten-cent devices	10.00
For devices requiring more than ten cents	12.50

~~(2) Where a person owns and operates twenty or more such devices, the aggregate fee to the owner is:~~

~~For one-cent devices~~	~~$ 50.00~~
~~For five-cent devices~~	~~100.00~~
~~For ten-cent devices~~	~~150.00~~
~~For devices requiring more than ten cents~~	~~250.00~~

~~The operator of more than one type of device shall pay the highest fee prescribed.~~

~~(3) Any device taking more than one denomination of coin shall be licensed on the basis of the largest denomination of coin taken or the total of coins necessary to make the device function.~~

~~(f) The annual license fee to own and operate coin-operated merchandise or service devices shall be as follows:~~

~~(1) Where a person owns and operates fewer than twenty such devices, the fee for each device is:~~

~~For one-cent devices~~	~~$2.00~~
~~For five-cent devices~~	~~5.00~~
~~For ten-cent devices~~	~~10.00~~
~~For devices requiring more than ten cents~~	~~12.50~~

~~(2) Where a person owns and operates twenty or more such devices, the aggregate annual fee to the owner is:~~

~~For one-cent devices~~	~~$50.00~~
~~For five-cent devices~~	~~100.00~~
~~For ten-cent devices~~	~~150.00~~
~~For devices requiring more than ten cents~~	~~250.00~~

~~The operator of more than one type of device shall pay the highest fee prescribed.~~

~~(3) Any device taking more than one denomination of coin shall be licensed on the basis of the largest denomination of coin taken or the total of coins necessary to make the device function.~~

~~(g) No license fee shall be required of stores or businesses owning and operating~~

machines or devices described in this section and owned by them in their own licensed stores. Provided however, that where the principal business is the operation of the machines or devices, then the licenses shall be obtained as outlined above.

(h) The provisions of this section shall not be applicable to any pay telephone, postage stamp vending machines or currency changing machines operated on the coin-in-the-slot principle.

(Ord. 2024-009. Passed 11-18-24.)

741.15 LAUNDRIES AND CAR WASHES.

Laundries and car washes shall be required to pay an annual license fee as follows:

1-5 devices	$15.00
6-9 devices	3.00 each
10 or more devices	30.00

(Ord. 2024-009. Passed 11-18-24.)

741.16 CIRCUS, CARNIVALS AND OTHER PUBLIC SHOWS.

(a) The license to exhibit a circus or menagerie, a circus and menagerie combined, wild west show, or other itinerant show not exhibited in a theater, opera house or other permanent place for public shows, shall be based upon the number of railroad cars or motor trucks used to transport the property or equipment of such shows, but not including railroad cars or motor trucks used to transport the personnel thereof.

(b) If railroad cars are used the fee shall be four dollars ($4.00) for each car for each day on which any performance is given; if motor trucks are used the fee shall be three dollars ($3.00) for each truck for each day on which any performance is given.

(c) The license fee to exhibit a street or other carnival shall be five dollars ($5.00) a week for each entertainment, performance or exhibition given at or in the vicinity of any such carnival. Each such entertainment, performance or exhibition shall require a separate license, whether or not shown under the same canvas and whether or not exhibited for additional compensation; and upon any such entertainment, performance or exhibition being concluded, so that an additional fee for admission is charged, an additional license fee shall be required for any further or additional entertainment, performance or exhibition. To operate any riding device of any kind at or in the vicinity of any street or carnival show, the fee shall be ten dollars ($10.00) per week for each such device.

(d) To keep or maintain any concession stand selling service, goods, wares or

merchandise, such as food, soft drinks, ice cream, candy floss and the like, at or in the vicinity of such street or carnival show, the fee shall be one dollar ($1.00) a week for each such concession. To maintain any concession stand such as ball games, bingo, cane rack, penny pitch-till-you-win, striking machine, weighing machine, shooting gallery, artful dodger, bumper, fish pond, dart game or other legitimate games of skill, none of which shall be controlled by the operator, at or in the vicinity of any street or carnival show, the license fee shall be five dollars ($5.00) a week for each such concession. To operate or maintain a candy wheel or any legitimate merchandise wheels, when operated without control of the operator, the license fee shall be twenty-five dollars ($25.00) a day.

(e) The provisions of this section shall not apply to any educational, literary, dramatic, musical or benevolent society, or volunteer fire companies, not conducted for private profit, where such exhibitions are confined to one county, unless professional or paid talent, other than director, is employed in such exhibitions.

(Ord. 2024-009. Passed 11-18-24.)

741.17 TRADING STAMPS.

The annual license fee to sell or offer for sale merchants' trading stamps, premium stamps or certificates of like nature, or to undertake to redeem such stamps or certificates in money or goods, shall be fifty dollars ($50.00). Provided, however, that this section shall not apply to any coupon or similar device issued and redeemed by a manufacturer or packer.

(Ord. 2024-009. Passed 11-18-24.)

741.18 FORTUNETELLERS.

The annual license fee to act as a fortuneteller, palmist, phrenologist, spiritualist, medium, clairvoyant, mindreader or any other person who performs the art or profession of telling the past or forecasting the future shall be two hundred dollars ($200.00).

(Ord. 2024-009. Passed 11-18-24.)

741.185 HAWKERS AND PEDDLERS.

For every license to act as a hawker or peddler, if the party travels on foot without a vehicle, the annual fee shall be fifteen dollars ($15.00), and if with one or more vehicles of any kind, the annual fee shall be fifty dollars ($50.00).

(Ord. 2024-009. Passed 11-18-24.)

741.19 JUNK DEALERS OR THEIR AGENTS.

~~(a) Definitions.~~

~~(1) "Junk" as used in this section, means old or scrap gold, copper, brass, rope, rags, batteries, paper, rubber, automobile parts, iron, steel and other old scrap ferrous or nonferrous metals.~~

~~(2) "Junk dealers" includes all persons engaged in the business of buying or selling junk as defined in subsection (a)(1) hereof.~~

~~(3) "Junk dealer's agents" includes all persons who buy or sell junk as defined in subsection (a)(1) hereof for or on behalf of a junk dealer, as defined in subsection (a)(2) hereof, but the term "junk dealer's agent" shall not be construed to include any person regularly employed upon a salary by a regularly licensed junk dealer engaged in such business within the State.~~

~~(4) "Itinerant junk collector" includes only such persons who gather junk from place to place with the aid of a cart or vehicle hand drawn or propelled, who have no fixed place of business.~~

~~(5) "Nonresident junk dealer" or "nonresident junk dealer's agent" includes all persons who act as junk dealers or junk dealer's agents who are nonresidents of the State and all firms so engaged whose members are nonresidents of the State and all corporations which have not been admitted to hold property and transact business in the State.~~

~~(b) Fees. The annual license fee to act as a resident junk dealer shall be twenty-five dollars ($25.00); to act as a junk dealer's agent, ten dollars ($10.00); to act as a nonresident~~ junk dealer or his agent who buys or solicits for the purchase of junk within the State, one ~~hundred fifty dollars ($150.00); to act as an itinerant junk collector, ten dollars ($10.00).~~

~~(Ord. 2023-009. Passed 11-18-24.)~~

~~741.20 PAWNBROKERS.~~

~~The annual license fee to engage in the business of pawnbroker shall be one hundred dollars ($100.00). "Pawnbroker" includes any person, firm, partnership, association or corporation engaged in the business of lending money on deposit or pledge of personal property or other valuable thing, other than securities or printed evidence of indebtedness, or in the business of purchasing personal property, such as articles made of or containing gold, silver, platinum or other precious metals or jewels of any description for the purpose of reducing or smelting them into any form different from their condition or construction when purchased and reselling or marketing the product.~~

~~(Ord. 2023-009. Passed 11-18-24.)~~

~~741.21 THEATERS AND PUBLIC SHOWS.~~

~~The license fee for the operation of a theater, opera house or other permanent place for~~

public shows shall be forty dollars ($40.00).

(Ord. 2023-009. Passed 11-18-24.)

741.22 COLLECTION AGENCIES.

The annual license fee to engage in the business of a collection agency shall be twenty-five dollars ($25.00). For the purposes of this section, solicitation by or through an agent shall be considered to be engaging the business of a collection agency.

(Ord. 2023-009. Passed 11-18-24.)

741.23 EMPLOYMENT AGENCIES.

The annual license fee to conduct the business of an employment agent, to receive applications for employment, to hire or contract with persons for employment shall be twenty-five dollars ($25.00).

(Ord. 2024-009. Passed 11-18-24.)

BILLIARD, POOL, BOWLING ALLEYS AND BAGATELLE TABLES.

The annual license fee to keep or maintain a bowling alley, a billiard, pool or bagatelle table, or table of like kind, for public use, where any charge is made for the use of the same, shall be twenty-five dollars ($25.00); but if more than one of such alleys or tables be kept or maintained in the same building by the same person, the fee shall be fifteen dollars ($15.00) for each additional one. (Ord. 2024-009. Passed 11-18-24.)

741.24 STORES.

(a) As used in this section:

(1) "General store" means any store or stores or any mercantile establishment in which goods, wares or merchandise of any kind are purchased, ordered, sold or offered for sale either at retail or wholesale;

(2) "Person" includes any group or combination acting as a unit, individual, committee, guardian, trustee, executor, administrator, partnership, co-partnership, joint adventure, association, trust, firm or corporation, either domestic or foreign, which is controlled or held with others by majority stock ownership or ultimately controlled or directed by one management or association of ultimate management; and

(3) "Special store" means any store or stores or any mercantile establishment or establishments, in which goods, wares or merchandise of any kind except cigarettes, tobacco products and soft drinks are purchased, ordered, sold or offered for sale, either at retail or wholesale, and which contains no coin-operated device or devices, owned and

operated by the store proprietor.

(b) General Stores. Every person establishing, operating or maintaining one or more general stores within the City shall pay annual license taxes as follows:

1 to 5 stores	$15.00 each
6 to 10 stores	40.00 each additional store
11 to 15 stores	80.00 each additional store

(c) Special Stores. Every person establishing, operating or maintaining one or more special stores within the City shall pay annual license taxes as follows:

1 to 5 stores	$5.00 each
6 to 10 stores	20.00 each additional store
11 to 15 stores	40.00 each additional store

(Ord. 2023-009. Passed 11-18-24.)

741.25 FEES FOR CERTAIN TRADES, PROFESSIONS OR OCCUPATIONS.

(a) Unless otherwise indicated below, there shall be a license tax imposed, on an annual basis, upon each person practicing in the following trades, professions or occupations within the City. The fees shall be in the amounts listed below, and shall enable the payor to purchase a license to engage in the trade, profession or occupation for one year unless some other fee period is indicated, in which case the fee will purchase a license for that period.

(1) For architects, a fee of twenty-five dollars ($25.00);

(2) For attorneys, a fee of five dollars ($5.00);

(3) For auctioneers, a fee of fifteen dollars ($15.00);

(4) For barbers, beauticians and manicurists, a fee of fifteen dollars ($15.00);

(5) For chiropractors, a fee of twenty-five dollars ($25.00);

(6) For dentists, a fee of twenty dollars ($20.00);

(7) For embalmers, a fee of fifteen dollars ($15.00);

(8) For engineers, a fee of twenty-five dollars ($25.00);

(9) For foresters, a fee of five dollars ($5.00);

(10) For funeral directors, a fee of one dollar ($1.00);

(11) For landscape architects, a fee of twenty-five dollars ($25.00)

(12) For land surveyors, a fee of twenty dollars ($20.00);

(13) For insurance brokers, a fee of ten dollars ($10.00);

(14) For midwives, a fee of ten dollars ($10.00);

(15) For nursing home administrators, a fee of twenty-five dollars ($25.00);

(16) For occupational therapists, a fee of five dollars ($5.00);

(17) For osteopathic physicians and surgeons, a fee of ten dollars ($10.00);

(18) For physical therapists, a fee of twenty-five dollars ($25.00);

(19) For physicians, surgeons and podiatrists, a biennial fee of fifty dollars ($50.00);

(20) For practical nurses, a fee of five dollars ($5.00);

(21) For private detectives and investigators, a fee of twenty-five dollars ($25.00);

(22) For psychologists, a biennial fee of thirty dollars ($30.00);

(23) For radiologic technologists, a fee of twenty dollars ($20.00);

(24) For real estate brokers, a fee of twenty-five dollars ($25.00);

(25) For real estate salesmen, a fee of ten dollars ($10.00);

(26) For registered professional nurses, a fee of five dollars ($5.00);

(27) For social workers, a fee of five dollars ($5.00);

(28) For veterinarians, an annual fee of five dollars ($5.00).

(Ord. 2024-009. Passed 11-18-24.)

741.265 CONTRACTORS.

Any person engaged in the following contracting activity shall be required to pay an annual license fee of fifteen dollars ($15.00):

(a) Building and general contracting and similar construction building,

(b) Plumbing, heating and air conditioning,

(c) Heating and air conditioning,

(d) Electrical contracting,

(e) Brick, concrete or stone construction (or in all of such contracting work),

(f) Painting or papering or both,

~~(g) Carpentry contracting alone,~~

~~(h) Work of insulating,~~

~~(i) Plastering,~~

~~(j) Excavating and heavy hauling in connection therewith (or in either thereof),~~

~~(k) Road and street building, or surfacing of roads and streets.~~

~~(Ord. 2024-009. Passed 11-18-24.)~~

~~741.26 HEARING AID FITTERS.~~

~~Any person (natural or artificial) engaged in the practice of dealing in or fitting hearing aids shall be required to pay an annual license fee of twenty-five dollars ($25.00).~~

~~(Ord. 2024-009. Passed 11-18-24.)~~

~~741.27 DENTAL CORPORATIONS.~~

~~An annual license fee of fifty dollars ($50.00) is imposed on each dental corporation for the privilege of doing business. (Ord. 2024-009. Passed 11-18-24.)~~

~~741.28 FUNERAL ESTABLISHMENTS.~~

~~An annual license fee of fifty dollars ($50.00) is hereby imposed upon each funeral establishment doing business within the City. (Ord. 2024-009. Passed 11-18-24.)~~

~~741.29 MEDICAL CORPORATIONS.~~

~~An annual license fee of fifty dollars ($50.00) is hereby imposed upon each medical corporation doing business within the City. (Ord. 2024-009. Passed 11-18-24.)~~

~~741.30 NURSING HOMES AND PERSONAL CARE HOMES.~~

~~Upon nursing homes, there is imposed a license fee equal to four dollars ($4.00) for each patient bed; upon personal care homes, there is imposed a license fee equal to two dollars ($2.00) per bed.~~

~~(Ord. 2024-009. Passed 11-18-24.)~~

~~741.31 HOSPITALS.~~

~~Upon each hospital there is imposed an annual license fee in an amount varying in accord with the following table:~~

~~(a) For hospitals with 4-49 beds, a fee of twenty dollars ($20.00);~~

~~(b) For hospitals with 50-99 beds, a fee of thirty dollars ($30.00);~~

~~(c) For hospitals with 100-199 beds, a fee of forty dollars ($40.00);~~

~~(d) For hospitals with 200 or more beds, a fee of fifty dollars ($50.00).~~

~~(Ord. 2024-009. Passed 11-18-24.)~~

~~741.32 HOTELS, MOTELS AND BOARDING HOUSES.~~

~~Upon every hotel, motel and boarding house, there is imposed an annual license fee of two dollars ($2.00) and for each bedroom in excess of seven, twenty-five cents ($.25) each up to ten dollars ($10.00).~~

~~(Ord. 2024-009. Passed 11-18-24.)~~

~~741.33 RESTAURANTS.~~

~~Upon every restaurant doing business within the City there is imposed an annual license fee of two dollars ($2.00) and for each five chairs or five spaces where people are fed in excess of ten, twenty-five cents ($.25) up to ten dollars ($10.00).~~

~~(Ord. 2024-009. Passed 11-18-24.)~~

~~741.34 BARBER AND BEAUTICIAN SCHOOLS.~~

~~Upon every barber and beautician school there is imposed an annual fee of two hundred fifty dollars ($250.00). (Ord. 2024-009. Passed 11-18-24.)~~

~~741.35 INSURERS.~~

~~Upon every corporation or entity acting as an insurer, there is imposed an annual license fee of fifty dollars ($50.00). (Ord. 2024-009. Passed 11-18-24.)~~

~~741.36 CONSTRUCTION; SEVERABILITY.~~

~~The provisions of this article shall be construed so as to make them consistent with State law and consistent with the correlative statutes providing for State licensing fees. If any section or sections of this article shall, even when so construed, be found to be in violation of the laws or constitutions of the State or the United States, or shall be found to be an attempted exercise of power not granted to the City, the resulting invalidity of that section or those sections shall not mean the remaining sections of this article shall not be enforced. It is the intent of Council that each license tax imposed herein should be imposed, even if other license taxes provided for herein could not have been imposed.~~

~~(Ord. 2024-009. Passed 11-18-24.)~~

~~741.37 FALSE STATEMENTS PROHIBITED.~~

~~No person shall knowingly make any false statement in any application for a City license provided for in this article, or in any report or other statement relating to any activity licensed by the City and which is required to be made to any City officer or agency.~~

~~(Ord. 2024-009. Passed 11-18-24.)~~

~~741.38 PROSECUTION; INJUNCTIONS.~~

~~If any person engages in or prosecutes any business, activity, trade or employment contrary to any of the provisions of this Code, whether without first obtaining a license therefor or by continuing the same after the termination of the effective period of such license, or by any violation of the terms and conditions of such license, he shall be subject to immediate prosecution in the Municipal Court and, in addition, the City Attorney may, in the name of the City, seek such injunctive relief as may be appropriate in any court of competent jurisdiction.~~

~~(Ord. 2024-009. Passed 11-18-24.)~~

~~741.39 EFFECTIVE DATE.~~

~~This article shall take effect upon passage of the Codified Ordinances.~~

~~(Ord. 2024-009. Passed 11-18-24.)~~

~~741.40~~ REGISTRATION OF NONLICENSED BUSINESSES.

Any person undertaking any other business activity not licensed under this article shall be required annually to make application to and to register with, the City Treasurer on such forms as he shall prescribe, in order to establish compliance with Article 745.

(Ord. 2024-009. Passed 11-18-24.)

741.99 PENALTY.

(a) Whoever engages in any activity contrary to the provisions of this article, whether without obtaining a license required therefor before commencing the same or by continuing the same after the termination of the effective period of any such license, shall, in addition to paying the license tax, be subject to a penalty of fifty dollars ($50.00) for each month or fraction thereof during which he has been in default of the license tax. It shall be the duty of the City Treasurer to collect the full amount of the license tax and penalty imposed. Any waiver of the penalty herein provided for shall have the approval of the Finance Committee. The penalty may be paid after the committee reviews the waiver request. Only one request will be considered in a three-year period.

(b) In addition to the foregoing and except as may herein be otherwise expressly provided, whoever violates any provision under this article during any one twelve month period shall be fined not less than fifty dollars ($50.00) nor more than five hundred dollars($500.00), and whoever shall commit multiple violations of this article during more than one twelve month period, whether or not said periods shall be consecutive and whether or not said person shall have been previously convicted thereof, shall be fined not less than five hundred dollars ($500.00) nor more than one thousand dollars ($1,000) and imprisoned not more than thirty days or both. Each day or part thereof that any violation continues shall be deemed to constitute a distinct and separate offense and be punishable accordingly.

(c) Whoever knowingly makes a false statement in any tax form or application shall be fined not less than two hundred dollars ($200.00) nor more than one thousand dollars ($1,000). Each false statement, whether made with or without other false statements on any one or more application shall constitute a separate offense. And, whoever shall knowingly make a false statement in two separate "tax filings", whether or not said applications shall have been filed consecutively, and whether or not said person shall have been previously convicted thereof, shall be fined not less than five hundred dollars ($500.00) nor more than one thousand dollars ($1,000) and imprisoned not more than six months, or both.

~~(Ord. 2024-009. Passed 11-18-24.)~~

ARTICLE 741
Municipal License Tax

741.01 LEGISLATIVE FINDINGS; PURPOSE.

Council hereby finds that in order to provide essential Municipal services, City revenue needs require the imposition of the following license taxes upon the businesses and commercial ventures listed in this article.

741.02 DEFINITIONS.

(a) "Annual gross revenue" means the total gross receipts or gross income actually received by the person from all of the business activity carried on within the corporate limits of the City during the calendar year preceding the license year. The term includes income received in cash or in-kind and with reduction for expenses or cost of goods sold.

(b) "Fee" and "tax" may be used interchangeably to refer to the charges imposed under this article.

(c) " Independent contractor" means a natural person who provides labor, services, or materials to another for compensation and:

(1) Is not treated as an employee for purposes of federal income tax withholding;

(2) Is issued an Internal Revenue Service Form 1099 for such services; and

(3) Retains control over the manner and means of performing the work, consistent with Internal Revenue Service guidance and common law agency principles.

(d) "Natural person" means an individual human being, and excludes legal entities such as corporations.

(e) "Permanent physical location" means any fixed place of business within the corporate limits of the City at which the person regularly conducts business, including but not limited to a commercial office, retail store, warehouse, workshop, or dedicated space within a residence.

(f) "Person" includes, wherever the context will permit, not only natural persons, but all other legal entities such as partnerships, corporations, business trusts and the like.

(g) "Sole proprietor" means someone who owns an unincorporated business by themselves.

741.03 PAYMENT AND TERM OF LICENSE.

Except as otherwise specified in this article, the entirety of any license fee designated as an annual fee shall be billed on or about June 1 in each year, and shall be paid within thirty

days of the bill being sent. All annual licenses provided for by this article shall be issued for a term of one year beginning on July 1 and ending on the next succeeding June 30.

741.04 FEES TO CONSTITUTE DEBTS DUE THE CITY.

The fees provided for in this article shall constitute debts due to the City and may be collected by the City Treasurer by an appropriate action in either the circuit courts or magistrate courts of West Virginia.

741.05 LICENSE REQUIRED; LEVY OF LICENSE TAXES.

(a) No person required to obtain a business registration certificate from the State Tax Commissioner of the State of West Virginia pursuant to West Virginia Code Section 11-12-1 et seq., nor any person engaging in business activity as defined in West Virginia Code Section 11-12-2(b)(2) shall engage in or prosecute any business activity within the City of Charles Town without first obtaining a municipal business license and paying the fee therefor; provided that no municipal business license shall be required for an independent contractor or sole proprietor who (i) earns less than twenty five hundred dollars ($2,500) in annual gross revenue, and (ii) who does not maintain a permanent physical location within the corporate boundaries of the City. Any person exempt from obtaining a municipal license by this Section shall also be exempt from any other provisions of this Code that would otherwise require the person to have a municipal business license in order to conduct business in the City, but all other requirements applicable to the person and/or operations shall remain in effect. Persons engaging in or prosecuting business activities in the City may also be subject to other provisions of this Code, which must be satisfied before commencing or while engaging in a business activity in the City.

(b) Any person engaging in business within the City of Charles Town shall pay an annual general municipal business license tax of fifteen dollars ($15.00); provided that, where a separate business license tax or fee has been established for a particular type of municipal business license by the West Virginia Code or this Code, that tax or fee shall apply in lieu of the general municipal business license tax.

(c) A business license will be required for the following locations and activities:

(1) A separate business license is required for each fixed business location from which property or services are offered for sale or lease to the public at a class, or to a limited portion of the public; or at which customer accounts may be opened, closed or serviced.

(2) A separate business license is not required for each coin-operated machine.

(3) A business license is required by subsection (a) of this section for every person engaging in purposeful revenue generating activity in the City. If the activity conducted at one location includes activity subject to the general municipal business license and activity subject to a separate business license required by this Code or West Virginia Code, a separate license is required for each type of activity conducted.

741.06 ACTS PROHIBITED.

Whenever a license tax is imposed by this article, no person shall engage in the activity or occupation upon which the fee is levied, nor own or operate any device upon which the fee is levied, without first paying the tax and acquiring the license provided for under this article.

741.07 LICENSE APPLICATION; ISSUANCE; FEE.

(a) Each person shall apply for and obtain a business license prior to engaging in or prosecuting any business activity within the City.

(b) Application for a business license shall be made on forms issued by the City Treasurer.

(c) The business license will only be issued upon satisfaction of the following conditions:

(1) Payment of the prescribed business license fee together with payment of all outstanding fees or taxes owed to the City by the applicant and any related entity;

(2) A determination that the business is operated, or will be operated, in compliance with all applicable laws of the City; provided, however, that the issuance of the business license shall not operate as a determination that such business activity is lawful nor sanction the conduct of otherwise illegal activity;

(3) Proof that the applicant has all licenses and permits necessary to the conduct of the business, including, without limitation, a valid business registration certificate issued by the Tax Commissioner of the State of West Virginia.

(d) The license issued pursuant to this article shall be in the form of a certificate prepared by the City Treasurer and shall issue to the applicant upon satisfaction of all applicable conditions of this Code.

(e) The City Treasurer may provide a one-time waiver for a maximum sixty (60) days of subsection (c)(3) of Section741.08 of this Article. Any extension beyond sixty (60) days requires the approval of the Finance Committee.

741.08 DUTIES AND POWERS OF CITY TREASURER.

The City Treasurer or his/her designated agent shall have authority necessary to implement and accomplish the provisions of this Ordinance, including the power to prepare forms and examine activities and locations of each business to determine compliance with this article.

741.09 CHANGE IN NAME OR PARTNERS.

A change in the name under which a person does business shall not require the person to seek, any new license for any activity licensed under a prior name; nor shall the withdrawal

or addition of partners to a partnership require the partnership to obtain a new license, provided that the partnership always retains at least one partner who was a member of the firm at the time the license was granted.

741.10 OTHER TAXES.

The City Treasurer may refuse to issue any license required by this article to any person, firm or corporation delinquent in the payment of any tax or fee due the City under any ordinance or tariff until such delinquent tax or fee is paid.

741.11 DISPLAY OF CERTIFICATE.

The licenses provided for in this article shall be evidenced by license certificates. The holder of a license shall display the license certificate in a prominent place at or near the location of the licensed activity or device, and shall make the license certificate available for inspection by City police, the City Treasurer or his designated agent.

741.12 PENALTY.

(a) Whoever engages in any activity contrary to the provisions of this article, whether without obtaining a license required therefor before commencing the same or by continuing the same after the termination of the effective period of any such license, shall, in addition to paying the license tax, be subject to a penalty of fifty dollars ($50.00) for each month or fraction thereof during which he has been in default of the license tax. It shall be the duty of the City Treasurer to collect the full amount of the license tax and penalty imposed. Any waiver of the penalty herein provided for shall have the approval of the Finance Committee. The penalty may be paid after the committee reviews the waiver request. Only one request will be considered in a three-year period.

(b) In addition to the foregoing and except as may herein be otherwise expressly provided, whoever violates any provision under this article during any one twelve month period shall be fined not less than fifty dollars ($50.00) nor more than five hundred dollars ($500.00), and whoever shall commit multiple violations of this article during more than one twelve month period, whether or not said periods shall be consecutive and whether or not said person shall have been previously convicted thereof, shall be fined not less than five hundred dollars ($500.00) nor more than one thousand dollars ($1,000) and imprisoned not more than thirty days or both. Each day or part thereof that any violation continues shall be deemed to constitute a distinct and separate offense and be punishable accordingly.

(c) Whoever knowingly makes a false statement in any tax form or application shall be fined not less than two hundred dollars ($200.00) nor more than one thousand dollars ($1,000). Each false statement, whether made with or without other false statements on any one or more application shall constitute a separate offense. And, whoever shall knowingly make a false statement in two separate "tax filings", whether or not said applications shall have been filed consecutively, and whether or not said person shall have been previously convicted thereof, shall be fined not less than five hundred dollars

($500.00) nor more than one thousand dollars ($1,000) and imprisoned not more than six months, or both.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/06/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1346: Legal Updates - Possible Executive Session

** DR Acquisitions, LLC v. City of Charles Town Planning Commission Jefferson County Circuit Court Case No. 2026-AA-1
** Madison Greens, LLC v. City of Charles Town and CTUB, WV PSC Case No. 25-1000-LRR-WS-c
** Summit Point Water Service Issue

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/06/26
Department: City Council
Category: Contract
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1312: Augustine Avenue Phase 3 Agreement

Augustine Avenue Phase III Agreement

Proposed Motion:
Approve the Augustine Avenue Trail Phase 3 Agreement

ATTACHMENTS:
- phase III agreement.pdf

Docusign Envelope ID: D29175C9-7732-4883-96D7-56D8F4268710

WEST VIRGINIA

DEPARTMENT OF TRANSPORTATION

DIVISION OF HIGHWAYS

AGREEMENT

STATE PROJECT: U319-CHA/RL-6. 00

FEDERAL PROJECT: TAP-2025(159)D DESIGN

PROGRAM: 2025190014

CHARLES TOWN AUGUSTINE AVENUE PHASE III

TRANSPORTATION ALTERNATIVES

CONGRESSIONALLY DIRECTED SPENDING

JEFFERSON COUNTY

THIS AGREEMENT, made and entered into this _____ day of _____, 20____, by and between the **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS**, hereinafter called **"DEPARTMENT"** and the **CITY OF CHARLES TOWN,** hereinafter called **"SPONSOR".**

WITNESSETH that,

Docusign Envelope ID: D29175C9-7732-4883-96D7-56D8F4268710

WHEREAS, DEPARTMENT and **SPONSOR** have determined that a project for the design of Augustine Avenue Phase III Americans with Disabilities Act (ADA) compliant multi-use path in Charles Town is an eligible project for funding under the Transportation Alternatives (TA) as appropriated in the Infrastructure Investment and Jobs Act (IIJA); and

WHEREAS, the **CITY OF CHARLES TOWN** has received a Transportation Alternatives (TA) Grant Award for Federal Fiscal Year (FFY) 2023 for Liberty Street Sidewalk Upgrade that has reallocated for the Design of Augustine Avenue Phase III, the Construction Phase will be funded using Congressionally Directed Spending (CDS) funds and will be covered under a separate Agreement; and

WHEREAS, DEPARTMENT desires to cooperate with **SPONSOR** in accomplishing the project; and

NOW THEREFORE, it is mutually agreed as follows:

A. That **SPONSOR**, shall contract with a qualified consultant, through applicable state and federal consultant procurement procedures, for the following work elements:

1. **SPONSOR'S** consultant will develop design plans and provide to **DEPARTMENT** and **SPONSOR** for review;
2. **SPONSOR'S** consultant will develop entire design plans, specifications and estimate (PS&E) package (and any other bid related documentation) and submit to the **DEPARTMENT** for review and Federal Highway Administration (FHWA) approval;

Docusign Envelope ID: D29175C9-7732-4883-96D7-56D8F4268710

3. **SPONSOR'S** consultant will prepare construction documents that will include construction cost opinion for the project area upon the completion of the design development stage. The construction documents shall include existing conditions, demolition, layout, grading, site utilities (primarily storm drainage), details for construction; and
4. **SPONSOR'S** consultant will provide other relevant project scope of work activities included in the contract with **DEPARTMENT**.

B. That **SPONSOR'S** consultant shall submit such designs to **DEPARTMENT** and **SPONSOR** for review and written approval. The **SPONSOR** shall commit to the future construction of those project elements approved within the design plan under this Agreement along with a resolution from the **SPONSOR** in no more than ten (10) years, which may include:

1. Design of an ADA compliant 10' wide multi-use path that is approximately 2700 linear feet that connects Washington High School to the adjacent neighborhood;
2. Design of an ADA compliant 10' wide multi-use path that is approximately 1500 linear feet along Evitts Run Creek, from Perry Pond to West Washington Street;
3. Design to rehabilitate an existing ADA compliant 10' wide multi-use path that is approximately 2200 linear feet to connect the Perry Fields Trail to the Ranson Civic Center;
4. Design of minor drainage elements shall also be included, as related to the walking path construction.

The above described scope of work for design is to hereafter be referred to as **"PROJECT".**

C. The total eligible project cost for the Design Phase set forth in this agreement is one hundred seventy-five thousand dollars ($175,000.00). Of this amount, one hundred

Docusign Envelope ID: D29175C9-7732-4883-96D7-56D8F4268710

seventy-five thousand dollars ($175,000.00) will come from federal funds at one hundred percent (100%). The **DEPARTMENT** will utilize toll credits for the sponsor matching funds. (See financial breakdown on attachment titled **Table 1.0**)

The **SPONSOR** shall also be responsible, at the one hundred percent (100%) level, for any and all costs in excess of the total eligible project costs as set by this Agreement. The **SPONSOR** shall provide supervision and oversight of all phases of this project including the future maintenance and upkeep of the project.

A financial breakdown for the project is presented in **Table 1.0**.

D. That using funds from Transportation Alternatives (TA) or Recreational Trails Programs (RTP) for the design of the project, **SPONSOR** must agree that the design plans will be utilized in the construction of a completed project within ten (10) years of the design funding authorization. The United States Code of Federal Regulations 23 CFR 630.112(c)(2) requires repayment of all federal funds used in the design and development of a project where construction has not been initiated within ten (10) years of authorization of funds used for design.

E. That the following attachment(s) is incorporated herein and made a part hereof as though fully set out herein: Attachment A-1 – "Transportation Alternatives Grant Program General Clauses and Covenants (May 14, 2025)" and FHWA-1273 "Required

Docusign Envelope ID: D29175C9-7732-4883-96D7-56D8F4268710

Contract Provisions Federal-Aid Construction Contracts". **DEPARTMENT** and **FEDERAL HIGHWAY ADMINISTRATION** attachment guidelines shall apply if applicable.

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

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS

Secretary of Transportation/Commissioner of Highways

(signature) *(title)*

CITY OF CHARLES TOWN

(signature) *(title)*

Distribution:
City of Charles Town
Planning Division
Legal Division

APPROVED AS TO FORM ON

3/25/2026

ATTORNEY LEGAL DIVISION
WEST VIRGINIA DEPARTMENT
OF TRANSPORTATION.
DIVISION OF HIGHWAYS

Signed by:
Christopher Amos
C3B74AA22EF0454...

NUMBER: 2603095

Docusign Envelope ID: D29175C9-7732-4883-96D7-56D8F4268710

TABLE 1.0 CHARLES TOWN AUGUSTINE AVENUE PHASE III FUNDING BREAKDOWN FFY 2023 STATE PROJECT: U319-CHA/RL-6. 00 FEDERAL PROJECT: TAP-2025(159)D (DESIGN) PROGRAM: 2025190014			
FUNDING TYPE	**FEDERAL FUNDS**	**MATCHING FUNDS**	**TOTAL FUNDING**
DESIGN PHASE TAP-2025(159)D			
FFY 2023 TA Grant Funds	**$140,000.00**	**n/a**	**$140,000.00**
Supplemental TA Funds	**$35,000.00**	**n/a**	**$35,000.00**
Toll Credits	**n/a**	**$35,000.00**	**n/a**
Total Design Funds	**$175,000**		
Notes: Toll Credits will be utilitized for the sponsor match, however they can NOT be used as available funding for the project. Engineering Phase has $175,000.00 of available funds.			

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/06/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1343: Request for Support - Leadership Jefferson Project

ATTACHMENTS:

- Memo - Request for Support - Leadership Jefferson Community Project.pdf
- class project.png
- Sponsorship Levels.jpeg

Brent Manuel

From: Leah Brooks <pourchoices.wv@gmail.com>
Sent: Wednesday, March 11, 2026 11:32 AM
To: Brent Manuel
Cc: Kevin Tester; Jeff Hynes; Elizabeth Ricketts; Micheal George; Andie Sugrue; Nathaneal Hartman; James Kratovil; Julie Smith; Alden Roth; Alissa Meeks
Subject: Request for Support--Leadership Jefferson Community Project
Attachments: d5e8761a-6251-43aa-ba7f-5752777f6306 (1).jpeg; class project.png

Dear Mayor, City Council Members, and City Manager,

I hope this message finds you well. I'm writing on behalf of Leadership Jefferson Class XIX to share an update on our community project and to request the City of Charles Town's consideration for financial support.

Our class is partnering with CASA of the Eastern Panhandle and Jefferson County Parks and Rec on a project that will enhance outdoor spaces while also helping establish a scholarship fund to further support CASA's mission of advocating for children and families in our community. Recently, we were fortunate to be awarded a grant for 24 trees, which has allowed us to make meaningful progress toward the environmental portion of the project.

I am aware that the City currently has a grant opportunity open for community initiatives, and we truly appreciate the City's commitment to supporting projects that benefit Charles Town residents. Unfortunately, due to the timeline associated with our existing tree grant and the schedule required to complete the project, we are unable to wait for the full grant application and award process.

Because of this timing challenge, I am reaching out to respectfully ask whether the City might consider supporting this project through a direct contribution. As you know, Leadership Jefferson and Leadership West Virginia have long been programs that develop community-minded leaders, and many City employees and public servants have participated in these programs over the years. Our class is proud to continue that tradition by working on a project that creates a lasting positive impact within our community.

Any level of support the City may be able to provide would help us complete this project successfully and ensure that the benefits reach the children and families served by CASA.

Thank you for your continued commitment to strengthening Charles Town, Jefferson County and for considering this request. I would be happy to provide additional details or answer any questions about the project.

Warm regards,

Leah Brooks
Leadership Jefferson Class XIX
Owner/Manager
Pour Choices

130 W Washington St
Charles Town, WV 25414
C: 704.930.8644

Beware - This email comes from outside the City of Charles Town.


LEADERSHIP JEFFERSON
CLASS XIX
ROOTS OF HOPE
Friday, June 5
JOIN US AT JAMES HITE PARK!
25-45 Hite Rd, Kearneysville, WV 25430
Roots of Hope brings new life to Jefferson County's James Hite Park by planting trees, enhancing shared green spaces, and inspiring future leaders—creating a lasting environmental legacy that supports education, stewardship, and community growth through a scholarship partnership with Jefferson County Parks and Recreation. The initiative also proudly supports CASA of the Eastern Panhandle, advocating for abused and neglected children in the court system and helping ensure every child has a voice and a brighter future.
IN PARTNERSHIP WITH:
Leadership Jefferson
Jefferson County Parks & Recreation
FOR MORE INFORMATION, PLEASE SCAN HERE!
Please consider donating today to help cultivate a healthier Jefferson County.

LEADERSHIP JEFFERSON
CLASS XIX
ROOTS OF HOPE

SPONSORSHIP LEVELS

DONATIONS OF ANY AMOUNT ARE GREATLY APPRECIATED

GOLD $2000+

- PERMANENT BENCH W/ PERSONALIZED NAME PLAQUE
- RECOGNITION ON SPONSORSHIP PLAQUE
- NAME FEATURED ON PROJECT T-SHIRTS
- SPONSOR HIGHLIGHT ON SOCIAL MEDIA AND EMAIL

SILVER $1,000

- RECOGNITION ON SPONSORSHIP PLAQUE
- NAME FEATURED ON PROJECT T-SHIRTS
- SPONSOR HIGHLIGHT ON SOCIAL MEDIA AND EMAIL

BRONZE $500

- NAME FEATURED ON PROJECT T-SHIRTS
- SPONSOR HIGHLIGHT ON SOCIAL MEDIA AND EMAIL

PLEASE MAKE ALL DONATIONS BY FRIDAY, MAY 15



SCAN HERE TO DONATE

Please consider donating today to help cultivate a healthier Jefferson County.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/06/26
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1350: Appointment to the Personnel Committee

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/06/26
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1351: A Resolution Opposing Federal Proposals that Would Increase Truck Size and Weight Limits

Proposed Motion: Approve the Resolution Opposing Federal Proposals that Would Increase Truck Size and Weight Limits

ATTACHMENTS:

- CABT Documents.pdf
- CABT Draft Resolution.pdf

CABT
Coalition Against BiggerTrucks

National Organizations Opposing Truck Size & Weight Increases

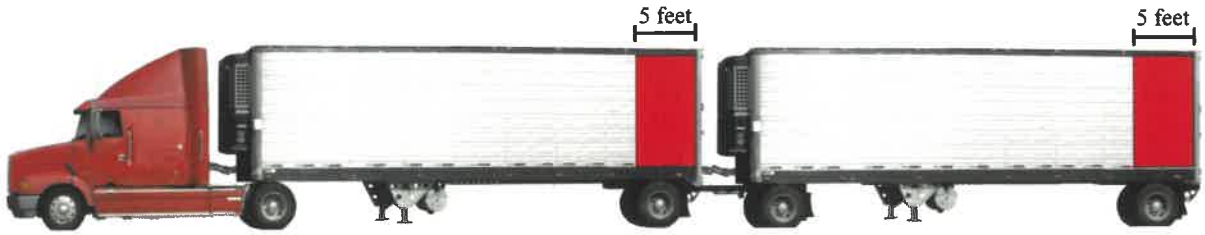
International Association of Chiefs of Police
National Association of Police Organizations
National Sheriffs' Association
National Troopers Coalition
National Association of Emergency Medical Technicians
Towing and Recovery Association of America, Inc
Institute for Safer Trucking
AAA
American Public Works Association
National Association of Counties
National Association of County Engineers
National Association of Towns and Townships
National League of Cities
The United States Conference of Mayors
General Federation of Women's Clubs
Owner-Operator Independent Drivers Association
International Brotherhood of Teamsters
SMART Transportation Division
American Short Line and Regional Railroad Association
Association of American Railroads
National Railroad Construction and Maintenance Association
Railway Engineering-Maintenance Suppliers Association
Railway Supply Institute

CABT
Coalition Against Bigger Trucks

Proposed Bigger Truck Configurations

Prepared by CABT, January 2026

Longer Double Trailer Trucks



- FedEx, UPS, Amazon and a handful of other companies have lobbied for legislation that would force states to allow double trailer trucks 91 feet in length, called "Double 33s," on the federally designated National Network, which includes 200,000 miles of roadways. These are 10 feet longer than today's twin trailers and 17 feet longer than standard single trailer trucks.
- Double 33s were rejected in the U.S. Senate in November of 2015 on a 56-31 vote.
- The U.S. Department of Transportation (USDOT) determined in 2016 that Double 33s take 252 feet to stop—22 feet longer than today's twin trailer configuration.
- USDOT also found that Double 33s would result in the largest increase in pavement damage compared to all other studied configurations. This would result in $1.2 billion to $1.8 billion in estimated pavement damage every year.

Heavier Single Trailer Trucks



- Certain shippers have lobbied to allow heavier single trailer trucks weighing 91,000 pounds—an increase of 11,000 pounds compared to today's trucks—as part of a 10 year pilot program in an unlimited number of states. Legislation has also been introduced in the past to raise the national weight limit to 97,000 pounds.
- Legislation to allow 91,000 pound trucks was defeated in the U.S. House in 2015 on a 187-236 vote.
- These 91,000 pound trucks were found in limited state testing by USDOT in 2015 to have 47 percent higher crash rates and cause $1.1 billion in additional bridge costs.



Number of local bridges at risk with 91,000-pound trucks:

445

Cost of replacing at-risk local bridges:

$574,842,777

Total number of local bridges: **6,024**

*Based on findings of *The Impacts of Heavier Trucks on Local Bridges: 2025 Update. March, 2025*

CABT
Coalition Against Bigger Trucks

Heavier Log Truck Bills Would Endanger Motorists and Damage Infrastructure

Prepared by CABT, January 2026

H.R. 2166 and S. 1063 (Safe Routes Act) would dramatically expand the roads on which extra-heavy log trucks are allowed to operate in at least 20 states. These bills would replace the current national uniform interstate gross vehicle weight limit of 80,000 pounds with whatever each individual state allows on its state roads for log trucks.

This bill **would not get heavier trucks off local roads**. No truck trip begins or ends on the interstate system. These trucks would operate on all roadways. Over the years, Congress has granted numerous states the authority to allow trucks to operate above 80,000 pounds on their interstate systems, including Maine (100,000 pounds), Vermont (99,000 pounds) and North Dakota (129,000 pounds), promising these increases would get heavy trucks off the local roads. **The data shows that these benefits did not materialize.** In those states, 50%-66% of heavy truck traffic continues to take place off the interstate system, which exceeds the national average of 44%.[1]

The new weight limits would vary by state and very few of the states would have the same limits. The new limits would range from 84,000 pounds on five axles to 156,000 pounds on eight axles. Log trucks are already some of the most dangerous trucks on the road, and expanding the number of overweight log trucks and their operational range would significantly increase the threats to the public.

Log Trucks Are Already Dangerous

Log trucks are **more likely to be involved in crashes resulting in fatalities and injuries**, and adding more weight would increase the danger.

- **More severe crashes.** In 2023, vehicles in log truck crashes were 77% more likely to be involved in a fatality and 21% more likely to be involved in an injury when compared to crashes involving other big trucks.[2]
- **Older average age of vehicles.** Log trucks had the oldest average age (15.6 years) of any class of truck involved in fatal crashes compared to an average of 9.2 years for all trucks.[3]
- **Rollover.** Log trucks involved in fatal crashes experienced rollover 26% of the time, more than double the rate for all large trucks.[4]
- **Longer stopping distances.** Adding weight without additional braking capacity increases stopping distance,[5] potentially turning a near-miss into a fatal crash.

---

[1] Bureau of Transportation Statistics; 2023. *Vehicle Miles Traveled by Highway Category and Vehicle Type*
[2] Fatality Analysis Reporting System (FARS), 2023 Annual Report File
[3] Ibid
[4] Ibid
[5] U.S. Department of Transportation; 2015. Comprehensive Truck Size and Weight Limits Study Highway Safety and Truck Crash Comparative Analysis Technical Report, pg. 65

Heavier Log Trucks Would Cause Significant Infrastructure Damage

- **More weight on same number of axles.** Many states allow increased weights without increasing the number of axles on their local roads. Compared to an 80,000-pound truck, a vehicle with a weight of 84,000 pounds on five axles increases pavement damage by 25%, while a 90,000-pound truck would do 73% more damage.[6]
- **Interstate bridges are already in dire need of repair.** Of the 147,633 bridges on the National Highway System, over 56% are rated as being in fair or poor condition.[7] Adding significantly heavier trucks would dramatically increase infrastructure damage.
- **Taxpayers should not be forced to subsidize the logging industry.** While logging companies may increase their profits by operating heavier log trucks, taxpayers will be forced to pick up the tab for the additional damage to roads and bridges caused by the extra-heavy trucks.

Commodity-specific Piecemeal Approach Sets Bad Precedent

"I think it's a strain on our roadways and it certainly opens the floodgates for every other industry. I think they'd have a hard time holding the line to pass this for one specific industry and not have others follow suit."

Statement by Iowa county engineer Ben Hull, discussing a bill to raise timber truck weights as reported in The Hawk Eye, Burlington, IA, April 24, 2019

- **Allowing one overweight commodity sets a bad precedent.** Piecemeal legislation sets the stage for future requests, where Congress is forced to favor or disadvantage specific industries.
- **Sets the stage for a nationwide increase.** As more exemptions are passed, a more complicated patchwork is created that would fuel calls for nationwide weight increases, with devastating consequences for public safety and infrastructure.

[6] FHWA PaveDAT Model
[7] FHWA; 2025. Bridge Condition by Highway System 2025

Longer Double-Trailer Trucks Endanger Motorists and Damage Infrastructure

Prepared by CABT, January 2026

A few large trucking companies are pushing Congress to force states to allow longer double-trailer trucks, or "Double 33s." These longer double-trailer trucks would replace not only today's shorter, 28-foot double-trailer trucks, but also many 53-foot single-trailer trucks that commonly operate on the road today. Longer double-trailer trucks would add new dangers for motorists and damage our infrastructure.

Double 33s are 91 feet in length—that is 10 feet longer than the current doubles they are intended to replace and 17 feet longer than current single-trailer trucks. In 2015, Congress rejected these longer double-trailer trucks,[1] and the United States Department of Transportation (USDOT), in its 2016 Comprehensive Truck Size and Weight Limits Study, recommended that Congress not approve these or any other longer or heavier trucks.[2]

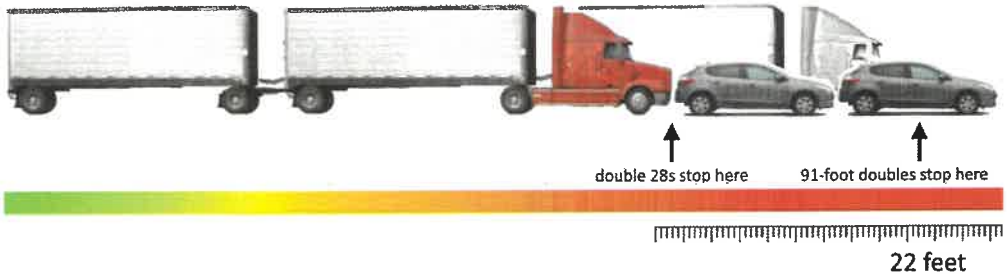
Double 33s Would Replace Single-Trailer Trucks

Double-trailer trucks represent a relatively small percentage of trucks operating on our roads today. The majority of combination trucks in operation are 53 foot single-trailer trucks. If Congress requires states to allow the longer doubles, today's truck traffic would change dramatically. Since Double 33s have 24 percent more capacity than 53-foot trailers, market forces would push companies currently operating single-trailer trucks to replace their fleets with Double 33s. According to a 2015 analysis, this would incur a massive shift from single-trailer trucks to Double 33s, resulting in approximately **42 to 101 billion additional miles of double-trailer truck travel on our nation's highways.**[3]

Longer Double-Trailer Trucks Would Add New Dangers to the Highways

An influx of double-trailer trucks on the highway would have severe safety implications for motorists. Studies have consistently shown that multi-trailer trucks—doubles and triple-trailer trucks—are more dangerous than single-trailer trucks. A 2013 Marshall University-led study[4] found that double-trailer trucks have an **11 percent higher fatality rate** than single-trailer trucks. This result is consistent with findings made by USDOT in a 2000 study.[5] Below are several reasons these trucks are more dangerous:

1. Longer stopping distances. Double 33s take 252 feet to stop—that is a 17-foot longer stopping distance than today's single-trailer trucks and 22 feet longer than today's twin-trailer trucks.[6]



[1] On Nov. 10, 2015, the Senate rejected increasing the length of double-trailer trucks as part of the surface transportation reauthorization bill on a 56-31 floor vote; and on Nov. 18, 2015, the U.S. Senate rejected increasing the length of double-trailer trucks on the omnibus spending bill on a voice vote.

[2] USDOT; 2016. *Comprehensive Truck Size and Weight Limits Study, Final Report to Congress*.

[3] Mingo, Roger D., and Mark L. Burton, Mark L.; 2015. *Mandated Twin 33 Trailers Produce Costly Shifts in Freight Movement.*

[4] Marshall University, 2013. *An Analysis of Truck Size and Weight: Phase I – Safety.*

[5] USDOT; 2000. *Comprehensive Truck Size and Weight Study.*

[6] USDOT; 2015. *Comprehensive Truck Size and Weight Limits Study, Highway Safety and Truck Crash Comparative Analysis Technical Report.*

2. Increased rollover propensity and rearward amplification. Double 33s experience increased rollover vulnerability, poorer stability and a compromised ability to make avoidance maneuvers compared to single-trailer trucks.[7]

3. More wear and tear. Double-trailer configurations have 58 percent higher out-of-service violation rates than single-trailer trucks.[8] This is especially important because a 2016 study by the Insurance Institute for Highway Safety (IIHS) found that trucks with any out-of-service violation are 362 percent more likely to be involved in a crash.[9]

Double 33s Would Cause Significant Infrastructure Damage

According to the 2016 USDOT study, Double 33s would increase pavement damage by 1.8 percent to 2.7 percent,[10] which translates to **$1.2 to $1.8 billion in estimated pavement damage every year.**[11] This does not include state, county and municipal roads, which are built to lower standards than federal infrastructure.

Also, USDOT found that nearly 2,500 interstate and other National Highway System bridges would need to be strengthened or replaced to handle the longer double-trailer trucks, costing taxpayers up to **$1.1 billion.**[12] The study accounts for only 20 percent of bridges—the other 80 percent of bridges on state and local roads would be more vulnerable to longer trucks.

Many Trucking Companies Oppose Double 33s

The Truckload Carriers Association (TCA), representing over 700 trucking companies, strongly opposes longer double-trailer trucks. In fact, TCA wrote to Members of Congress in 2015 to express their concerns over increasing the length of double-trailer trucks, stating that these trucks would increase costs of delivering freight, decrease fuel efficiency, incur additional expenses to train or retrain drivers, increase the potential for driver injuries while coupling and decoupling trailers, and exacerbate truck parking problems.[13]

The Double 33s Mandate Would Override State Laws

This legislation would preempt state laws and require every state to allow longer double-trailer trucks on their roads, even if they determined that their roadways were not capable of safely accommodating the longer trucks or that they would damage their pavement and bridges.

Double 33s Are Heavier Than Today's Twin 28s

According to USDOT, Double 33s will, on average, be over four tons heavier than today's Twin 28s due to added capacity.[14] Longer stopping distances, increased crash severity and increased pavement and bridge damage of Double 33s are all negative impacts attributed to the additional weight.

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[7] Ibid.
[8] Ibid.
[9] Insurance Institute for Highway Safety; 2016. *Crash Risk Factors for Interstate Large Trucks in North Carolina.*
[10] USDOT; 2015. *Comprehensive Truck Size and Weight Limits Study, Volume 1: Technical Reports Summary.*
[11] R.D. Mingo and Associates; 2015. Analysis of 2012 FHWA Highway Statistics and selected Cost Allocation studies.
[12] Ibid.
[13] Truckload Carriers Association; October 20, 2015. Letter to House Transportation and Infrastructure Committee Chairman Bill Shuster and Ranking Member Peter DeFazio.
[14] USDOT; 2016. *Comprehensive Truck Size and Weight Limits Study, Final Report to Congress.*

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

A RESOLUTION OPPOSING FEDERAL PROPOSALS THAT WOULD INCREASE TRUCK SIZE OR WEIGHT LIMITS.

WHEREAS, Charles Town is a historic downtown community in Jefferson County served by State Route 51, which runs directly through the heart of the city. That corridor carries a significant volume of commercial truck traffic past storefronts, residences, and pedestrians on a daily basis. The City has already taken meaningful steps to manage that burden, including posting signage throughout downtown to restrict and direct truck traffic, a recognition that the presence of heavy commercial vehicles in a high foot-traffic area carries real risk; and

WHEREAS, proposals before Congress would raise the federal truck weight limit from 80,000 pounds to 91,000 pounds, or permit longer double trailer combinations on the interstate system; and

WHEREAS, the U.S. Department of Transportation conducted a three-year study and reported to Congress in 2016 that 91,000 pound trucks had crash rates up to 47% higher than standard trucks in limited state testing, required longer stopping distances, were more prone to rollover, caused more severe crashes, and produced significantly greater damage to pavement and bridges. Longer stopping distances in a downtown environment with high pedestrian activity represent a particularly serious threat to public safety. The Department recommended that Congress not approve any increase in truck size or weight limits; and

WHEREAS, West Virginia has 7,345 bridges and more than 73% of them are rated in fair or poor condition by the Federal Highway Administration, placing the state among the ten worst in the nation; and

WHEREAS, Jefferson County's bridge infrastructure is already under strain. Of the county's 45 bridges, 82.2% are rated in fair or poor condition. Of the 24 locally funded bridges, 66.7% are in fair or poor condition. Heavier trucks would accelerate the deterioration of structures that are already carrying more stress than they were designed to handle; and

WHEREAS, in 2025 alone, large truck crashes in Jefferson County resulted in 27 crashes resulting in 10 injuries. Adding weight and length to the trucks already traveling through our community would make those numbers worse; and

WHEREAS, the City of Charles Town stands with the West Virginia Chiefs of Police Association, the International Association of Chiefs of Police, the National League of Cities, the United States Conference of Mayors, the American Public Works Association, and dozens of other national organizations dedicated to putting safety first; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Charles Town, West Virginia:

1. The City of Charles Town opposes any federal legislation that would increase truck weight or length limits on the Interstate Highway System or that would permit heavier or longer trucks to operate on West Virginia's roads and bridges.

DRAFT

2. The City Council calls on Congress to prioritize the safety of the traveling public and the long-term condition of the infrastructure that communities depend on.
3. The City Council calls on West Virginia's congressional delegation to oppose any bill, amendment, or pilot program that would allow heavier or longer trucks on the nation's highways.
4. A copy of this resolution shall be transmitted to West Virginia's U.S. Congressional delegation.

PASSED AND ADOPTED by the City Council of the City of Charles Town this 6th day of April 2026.

_____ Micheal George, Mayor

_____ Chris Kutcher, Police Chief

_____ James Kratovil, Council Member, Ward 1

_____ Elizabeth Ricketts, Council Member, Ward 1

_____ Jeff Hynes, Council Member, Ward 2

_____ Kevin Tester, Council Member, Ward 2

_____ Nate Hartman, Council Member, Ward 3

_____ Alden Roth, Council Member, Ward 3

_____ Julie Smith, Council Member, Ward 4

_____ Andie Sugrue, Council Member, Ward 4

_____ City Clerk, Brent Manuel

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/06/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1355: Charles Town Personnel Handbook Revision - Section 6.08

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/06/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1347: Referral to the Finance Committee - Jefferson County Parks and Recreation Department Fireworks Event Request

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/06/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1352: Payment of Bills - April 6, 2026

Proposed Motion: Approve the bills for payment.

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2026-04-06.pdf
- PARKS N REC COUNCIL REPORT 2026-04-06.pdf
- CAPITAL RESERVE COUNCIL REPORT 2026-04-06.pdf
- BOND ESCROW 2026-04-06.pdf

Charles Town, WV

Expense Approval Report

By Fund

Post Dates 3/16/2026 - 4/3/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 001 - GENERAL FUND						
NVA	4476696	03/19/2026	April26 Employee Vision Insu...	001-225-010		140.48
SUN LIFE	INV0000504	03/19/2026	April26 Employee Dental Insu..	001-225-010		643.92
WV STATE TREASURER'S OFF...	INV0000620	04/01/2026	March26 Municipal Court Fe...	001-201-050		4,737.09
UNITED WAY OF THE EASTE...	INV0000628	04/02/2026	March26 Teen Court Fees	001-201-070		445.00
						5,966.49
Department: 320 - 320						
MUHAMMAD, IBN S	INV0000574	03/30/2026	MUHAMMAD, IBN S	001-320-000		75.00
					Department 320 - 320 Total:	**75.00**
Department: 402 - ECONOMIC DEVELOPMENT						
NVA	4476696	03/19/2026	April26 ED Vision Insurance ...	001-402-105		7.97
SUN LIFE	INV0000504	03/19/2026	April26 ED Dental Insurance ...	001-402-105		84.07
T-MOBILE	INV0000627	04/02/2026	March26 ED Cell Service	001-402-211		32.79
					Department 402 - ECONOMIC DEVELOPMENT Total:	**124.83**
Department: 412 - CITY MANAGER'S OFFICE						
NVA	4476696	03/19/2026	April26 CMO Vision Insurance..	001-412-105		7.97
SUN LIFE	INV0000504	03/19/2026	April26 CMO Dental Insuranc...	001-412-105		160.75
					Department 412 - CITY MANAGER'S OFFICE Total:	**168.72**
Department: 413 - TREASURER'S OFFICE						
NVA	4476696	03/19/2026	April26 TR Vision Insurance C...	001-413-105		31.88
SUN LIFE	INV0000504	03/19/2026	April26 TR Dental Insurance ...	001-413-105		295.71
TYLER TECHNOLOGIES, INC	INV0000571	03/30/2026	CY26 CC Service Fee & Tyler ...	001-413-222		740.00
					Department 413 - TREASURER'S OFFICE Total:	**1,067.59**
Department: 415 - CITY CLERK'S OFFICE						
NVA	4476696	03/19/2026	April26 CK Vision Insurance ...	001-415-105		7.97
SUN LIFE	INV0000504	03/19/2026	CK Dental Insurance Contribu...	001-415-105		77.07
					Department 415 - CITY CLERK'S OFFICE Total:	**85.04**
Department: 416 - POLICE JUDGE'S OFFICE						
DEAFNET ASSOCIATION, INC.	67700	04/01/2026	03/10/26 TK#25004365 Inter...	001-416-223		201.90
					Department 416 - POLICE JUDGE'S OFFICE Total:	**201.90**
Department: 417 - CITY ATTORNEY						
NVA	4476696	03/19/2026	April26 CA Vision Insurance ...	001-417-105		7.97
SUN LIFE	INV0000504	03/19/2026	CA Dental Insurance Contrib...	001-417-105		117.37
T-MOBILE	INV0000627	04/02/2026	March26 CA Cell Service	001-417-211		18.64
					Department 417 - CITY ATTORNEY Total:	**143.98**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Department: 425 - ENFORCEMENT AGENCY						
NVA	4476696	03/19/2026	April26 CE Vision Insurance C...	001-425-105		7.97
SUN LIFE	INV0000504	03/19/2026	April26 CE Dental Insurance ...	001-425-105		61.53
FAA Aircraft Registration Bra...	INV0000561	03/30/2026	CE Drone Registration	001-425-222		15.00
COREY LEWIS	INV0000626	04/02/2026	Lewis COA Spring Training Pe...	001-425-214		501.85
T-MOBILE	INV0000627	04/02/2026	March26 CE Cell Service	001-425-211		18.64
					Department 425 - ENFORCEMENT AGENCY Total:	**604.99**
Department: 436 - BUILDING INSPECTION						
NVA	4476696	03/19/2026	April26 BI Vision Insurance C...	001-436-105		7.97
SUN LIFE	INV0000504	03/19/2026	April26 BI Dental Insurance ...	001-436-105		94.96
DUANE DUNN	INV0000560	03/30/2026	D Dunn WVCOA Spring Traini...	001-436-214		501.85
					Department 436 - BUILDING INSPECTION Total:	**604.78**
Department: 437 - PLANNING & ZONING						
NVA	4476696	03/19/2026	April26 PZ Vision Insurance C...	001-437-105		31.88
SUN LIFE	INV0000504	03/19/2026	April26 PZ Dental Insurance ...	001-437-105		347.45
KIMLEY-HORN AND ASSOCIA...	34927132	03/30/2026	Feb26 Planning & Review	001-437-230		1,694.52
Noorjahan Polier	INV0000569	03/30/2026	Zoning App Fee Reimbursem...	001-437-238		25.00
Ike Spangler	INV0000570	03/30/2026	Zoning Application 26-234 R...	001-437-238		25.00
WV CODE OFFICIALS ASSOCI...	INV0000572	03/30/2026	CY25 Code Officials Member...	001-437-222		120.00
SOUTH CENTRAL PLANNING ...	26T-1599	04/01/2026	March26 Permit& Vact Bldg...	001-437-353		980.00
T-MOBILE	INV0000627	04/02/2026	March26 PZ Cell Service	001-437-211		109.36
					Department 437 - PLANNING & ZONING Total:	**3,333.21**
Department: 440 - CITY HALL						
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 CH Upstairs #2	001-440-213		148.58
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 CH AC electricity	001-440-213		157.05
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 CH Planning & Zoning	001-440-213		165.07
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 CH Offices	001-440-213		176.80
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 CH Upstairs #1	001-440-213		40.63
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 Rouss Hall	001-440-213		521.24
JOHNSON CONTROLS US HO...	42244195	03/19/2026	RH 4th Quarter Alarm Service	001-440-230		370.39
NVA	4476696	03/19/2026	April26 CH Vision Insurance ...	001-440-105		7.97
FIRST-CITIZENS BANK & TRU...	48843261	03/19/2026	April26 CH 2nd Flr Plotter	001-440-219		506.12
WV MUNICIPAL LEAGUE	INV0000503	03/19/2026	FY27 WV Municipal League ...	001-440-222		2,352.24
SUN LIFE	INV0000504	03/19/2026	April26 CH Dental Insurance...	001-440-105		101.98
FRONTIER, INC.	INV0000507	03/19/2026	March26 CH Elevator Alarm	001-440-211		71.47
FIRST-CITIZENS BANK & TRU...	48847135	03/24/2026	April26 CH 1st Floor Copier	001-440-219		239.68
GRIFFITH ENERGY SERVICES	46498	03/30/2026	03/24 CH Oil Delivery	001-440-213		630.50
WV DIVISION OF LABOR	EV0003808	03/30/2026	CWH Elevator Certif of Opera...	001-440-215		90.00
FRONTIER, INC.	INV0000563	03/30/2026	April 26 CWH Alarm#2 Service	001-440-211		96.01
TYLER TECHNOLOGIES, INC	INV0000571	03/30/2026	CY26 CC Service Fee & Tyler ...	001-440-232		360.00
ATAB LLC	00372193	04/01/2026	CWH Elevator 2026 Annual I...	001-440-215		180.00
FRONTIER, INC.	INV0000615	04/01/2026	April26 RH Elevator Alarm	001-440-211		63.73
ORACLE ELEVATOR HOLDCO ...	SIN375792	04/01/2026	RH Elevator Semi Annual Ma...	001-440-215		985.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
TEK ADVISORS	3677	04/02/2026	March26 Tech Service	001-440-230		14,138.83
FIRST-CITIZENS BANK & TRU...	48922284	04/02/2026	April26 CH 3rd Floor Copier L...	001-440-219		110.00
T-MOBILE	INV0000627	04/02/2026	March26 CH Cell Service	001-440-211		32.79
T-MOBILE	INV0000627	04/02/2026	March26 Mayor Cell Service	001-440-211		47.11
					Department 440 - CITY HALL Total:	**21,593.44**
Department: 571 - PARKING						
SUN LIFE	INV0000504	03/19/2026	April26 PK Dental Insurance ...	001-571-105		34.04
					Department 571 - PARKING Total:	**34.04**
Department: 700 - POLICE DEPARTMENT						
NVA	4476696	03/19/2026	April26 PD Vision Insurance ...	001-700-105		127.52
SUN LIFE	INV0000504	03/19/2026	April26 PD Dental Insurance...	001-700-105		1,530.73
MCKINNEY'S AUTO REPAIR &...	109769	03/30/2026	Car#4 Oil Service & Air Filter...	001-700-217		70.69
MCKINNEY'S AUTO REPAIR &...	109769	03/30/2026	Car#4 Oil Service & Air Filter...	001-700-343		115.04
JOHNSON CONTROLS SECURI...	42244196	03/30/2026	PD 4th Quarter Alarm Service	001-700-230		1,581.65
JOHNSON CONTROLS SECURI...	42244196-R	04/03/2026	PD 4th Quarter Alarm Service	001-700-230		-1,581.65
PANSCH INVESTIGATIONS LLC	566130	03/30/2026	Francisco & Dix Pre-Employ ...	001-700-223		640.00
DOCTOR ROBERT JONES	INV0000558	03/30/2026	Gibbons Physical	001-700-223		220.00
FRONTIER, INC.	INV0000562	03/30/2026	April26 PD Fire Alarm	001-700-211		157.53
JOHNSON CONTROLS US HO...	42244196	03/31/2026	PD 4th Quarter Alarm Service	001-700-230		1,581.65
MARLIN LEASING CORPORAT...	41824727	04/01/2026	April26 PD Copier Lease	001-700-219		515.98
CHRISTOPHER KUTCHER	INV0000616	04/01/2026	Kutcher Per Diem 4/16-17 Of..	001-700-214		102.00
GALLS, LLC	034068009	04/02/2026	PD Polo Uniforms X 3	001-700-345		137.41
GALLS, LLC	034068009	04/02/2026	34388077 Credit Memo- Ret...	001-700-345		-127.97
GALLS, LLC	034386815	04/02/2026	Return Shipping Postage	001-700-218		7.99
WINCHESTER PSYCHOLOGIC...	20260324-01	04/02/2026	Francisco Kevin Pre-Employ...	001-700-223		500.00
KENT PARSONS FORD, INC	77552	04/02/2026	Car#11 Steering Repairs	001-700-217		3,162.07
KENT PARSONS FORD, INC	77587	04/02/2026	Car#25 Exhaust Leak Repair	001-700-217		506.66
CMA'S TOYOTA CHEVROLET ...	802643	04/02/2026	Car#6 Battery Replacement	001-700-217		526.25
T-MOBILE	INV0000627	04/02/2026	March26 PD Cell Service	001-700-211		143.26
BOLAND TRANE SERVICES INC	MCC00137702	04/02/2026	March26 PD HVAC Service	001-700-230		471.00
BOLAND TRANE SERVICES INC	MCC00138018	04/02/2026	April26 PD HVAC Service	001-700-230		471.00
					Department 700 - POLICE DEPARTMENT Total:	**10,858.81**
Department: 750 - STREETS & HIGHWAYS						
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 MD Electricity	001-750-213		478.56
NVA	4476696	03/19/2026	April26 MD Vision Insurance ...	001-750-105		23.91
SUN LIFE	INV0000504	03/19/2026	April26 MD Dental Insurance...	001-750-105		306.33
KONE INC.	1159113561	03/31/2026	CH Elevator Packing Replace...	001-750-215		9,504.46
BOLAND TRANE SERVICES INC	SVC00212395	03/31/2026	661 S George HVAC Repair 3...	001-750-215		1,181.40
LYLE C TABB & SONS, INC.	2026 3 171	04/02/2026	March 26 Box Rental	001-750-230		675.00
T-MOBILE	INV0000627	04/02/2026	March 26 MD Cell Service	001-750-211		108.36
					Department 750 - STREETS & HIGHWAYS Total:	**12,278.02**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Department: 751 - STREET LIGHT UTILITIES					
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 Street Lights Charles T...	001-751-213	3,399.98
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 Traffic Light Mildred St...	001-751-213	38.60
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 Spruce Hill North Stree...	001-751-213	664.18
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 Parking Lots Electricity	001-751-213	107.76
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 Decorative Lighting	001-751-213	167.01
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 Samuel Street	001-751-213	216.87
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 Charles Street	001-751-213	239.34
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 Lawrence Street	001-751-213	243.96
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 Street Lights/Decorati...	001-751-213	4,842.74
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 Traffic Signal N George	001-751-213	36.68
POTOMAC EDISON COMPAN...	INV0000473	03/17/2026	Feb26 N Charles Christmas Li...	001-751-213	21.45
				Department 751 - STREET LIGHT UTILITIES Total:	**9,978.57**
Department: 903 - FAIR ASSOC/FESTIVAL					
Storytelling Marketing Com...	INV0000618	04/01/2026	2026 Car Show Ad	001-903-220	720.00
				Department 903 - FAIR ASSOC/FESTIVAL Total:	**720.00**
				Fund 001 - GENERAL FUND Total:	**67,839.41**
				Grand Total:	**67,839.41**

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	67,839.41
Grand Total:	**67,839.41**

Account Summary

Account Number	Account Name	Payment Amount
001-201-050	State Court Fees Payable	4,737.09
001-201-070	TEEN COURT FEES PAYA…	445.00
001-225-010	Dental & Vision Payable	784.40
001-320-000	Court Cost Fee Revenue	75.00
001-402-105	ECONOMIC DEV - GROUP..	92.04
001-402-211	ECONOMIC DEV - TELEP…	32.79
001-412-105	CMO Group Insurance	168.72
001-413-105	TREAS Group Insurance	327.59
001-413-222	TREAS Dues & Subscripti…	740.00
001-415-105	CLERK Group Insurance	85.04
001-416-223	PJO Professional Services	201.90
001-417-105	ATTORNEY INSURANCE	125.34
001-417-211	ATTORNEY TELEPHONE	18.64
001-425-105	ENFORCEMENT AG - GR…	69.50
001-425-211	ENFORCEMENT AG -	18.64
001-425-214	ENFORCEMENT AG -	501.85
001-425-222	ENFORCEMENT AG -	15.00
001-436-105	BI Group Insurance	102.93
001-436-214	BI Travel Expense	501.85
001-437-105	P&Z Group Insurance	379.33
001-437-211	P&Z Telephone	109.36
001-437-222	P&Z Dues & Subscriptions	120.00
001-437-230	P&Z Contracted Services	1,694.52
001-437-238	P&Z REFUNDS OF DEPOS…	50.00
001-437-353	P&Z COMPUTER SOFTW…	980.00
001-440-105	CH Group Insurance	109.95
001-440-211	CH Telephone	311.11
001-440-213	CH Utilities	1,839.87
001-440-215	CH Maint Repairs Bldg &…	1,255.25
001-440-219	CH Buildings & Equipme…	855.80
001-440-222	CH Dues & Subscriptions	2,352.24
001-440-230	CH Contracted Services	14,509.22
001-440-232	CH Bank Charges	360.00
001-571-105	PARKING Group Insuran…	34.04
001-700-105	PD GROUP INSURANCE	1,658.25

Account Summary

Account Number	Account Name	Payment Amount
001-700-211	PD TELEPHONE	300.79
001-700-214	PD TRAVEL EXPENSE	102.00
001-700-217	PD R&M AUTO	4,265.67
001-700-218	PD POSTAGE	7.99
001-700-219	PD BLDG & EQUIPMENT …	515.98
001-700-223	PD PROFESSIONAL SERV…	1,360.00
001-700-230	PD CONTRACTED SERVIC…	2,523.65
001-700-343	PD AUTO SUPPLIES (GAS…	115.04
001-700-345	PD UNIFORMS	9.44
001-750-105	STREETS GROUP INSUR…	330.24
001-750-211	STREETS TELEPHONE	108.36
001-750-213	STREETS UTILITIES	478.56
001-750-215	STREETS R&M BLDG AND..	10,685.86
001-750-230	STREETS CONTRACTED S…	675.00
001-751-213	STREET LIGHT UTILITIES	9,978.57
001-903-220	FAIR/FESTIVAL ADVERTIS…	720.00
	Grand Total:	**67,839.41**

Project Account Summary

Project Account Key	Payment Amount
None	67,839.41
Grand Total:	**67,839.41**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Charles Town, WV

Expense Approval Report

By Fund

Post Dates 3/27/2026 - 3/27/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 207 - PARKS & REC					
Department: 900 - PARKS & REC					
POTOMAC EDISON COMPAN...	INV0000543	03/27/2026	FEB26 JMP& Evitts Run Electr...	207-900-213	213.20
				Department 900 - PARKS & REC Total:	**213.20**
				Fund 207 - PARKS & REC Total:	**213.20**
				Grand Total:	**213.20**

Report Summary

Fund Summary

Fund	Payment Amount
207 - PARKS & REC	213.20
Grand Total:	**213.20**

Account Summary

Account Number	Account Name	Payment Amount
207-900-213	UTILITIES	213.20
	Grand Total:	**213.20**

Project Account Summary

Project Account Key	Payment Amount
None	213.20
Grand Total:	**213.20**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Charles Town, WV

Expense Approval Report

By Fund

Payment Dates 4/3/2026 - 4/3/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 200 - CAPITAL RESERVE						
Department: 975 - GENERAL GOVERNMENT						
TEK ADVISORS	3659	03/19/2026	CWH WIFI Installation	200-975-459		3,158.13
MICHAEL BAKER INTERNATI...	1280466	03/31/2026	Feb26 Zoning Ordinance Upd...	200-975-230		3,044.36
					Department 975 - GENERAL GOVERNMENT Total:	**6,202.49**
Department: 977 - STREETS & TRANSPORTATION						
KIMLEY-HORN AND ASSOCIA...	34986472	03/19/2026	Feb26 Maintenance Yard Site...	200-977-457		4,012.50
SIRNA Appraisal & Natural Re...	INV0000499	03/19/2026	Maintenance Yard Study- Ap...	200-977-457		1,250.00
Howard Shockey & Sons INC	INV0000502	03/19/2026	City Hall Renovations	200-977-457		124,835.14
SHADE EQUIPMENT COMPA...	430400	03/31/2026	P25 Snowplow Installation	200-977-459		9,000.00
GREENWAY ENGINEERING, I...	61974	03/31/2026	03/08/26 Liberty st Const A...	200-977-461		4,767.50
Caldwell's Windoware INC	97692	03/31/2026	CWH New Blinds	200-977-457		14,795.10
Deutsch Inc	26-8949	04/03/2026	Inflatable Movie Screen for F...	200-977-459		10,602.00
GREENWAY ENGINEERING, I...	61889	04/03/2026	03/08 Stormwater study Prel...	200-977-461		1,381.25
					Department 977 - STREETS & TRANSPORTATION Total:	**170,643.49**
Department: 979 - CULTURE & RECREATION						
PALMER CONSTRUCTION C...	INV0000621	04/02/2026	04/02 Pool House Constructi...	200-979-458		111,721.50
PALMER CONSTRUCTION C...	INV0000622	04/02/2026	04/02 Pool Construction Gra...	200-979-458		112,453.20
					Department 979 - CULTURE & RECREATION Total:	**224,174.70**
					Fund 200 - CAPITAL RESERVE Total:	**401,020.68**
					Grand Total:	**401,020.68**

Report Summary

Fund Summary

Fund	Payment Amount
200 - CAPITAL RESERVE	401,020.68
Grand Total:	**401,020.68**

Account Summary

Account Number	Account Name	Payment Amount
200-975-230	General Government Co…	3,044.36
200-975-459	Gen Gov Capital Outlay-…	3,158.13
200-977-457	Streets Cap Outlay Build…	144,892.74
200-977-459	Streets CapOutlay Equi…	19,602.00
200-977-461	STREETS & TRANS. - SW …	6,148.75
200-979-458	Culture & Rec Cap Outlay..	224,174.70
	Grand Total:	**401,020.68**

Project Account Summary

Project Account Key	Payment Amount
None	401,020.68
Grand Total:	**401,020.68**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Charles Town, WV

Expense Approval Report

By Fund

Payment Dates 4/3/2026 - 4/3/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 900 - BOND ESCROW					
DR ACQUISITIONS LLC	INV0000559	03/30/2026	Remaining Escrow	900-201-000	1,132.00
					1,132.00
				Fund 900 - BOND ESCROW Total:	**1,132.00**
				Grand Total:	**1,132.00**

Report Summary

Fund Summary

Fund	Payment Amount
900 - BOND ESCROW	1,132.00
Grand Total:	**1,132.00**

Account Summary

Account Number	Account Name	Payment Amount
900-201-000	ACCOUNTS PAYABLE	1,132.00
	Grand Total:	**1,132.00**

Project Account Summary

Project Account Key	Payment Amount
None	1,132.00
Grand Total:	**1,132.00**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/06/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1348: Charles Town Police Department's February Statistical Report

ATTACHMENTS:

- February 2026 CTPD Stats.pdf

Charles Town Police Department
Monthly Stat Report

February 2026

911 Hangup	9
Abandoned Vehicle	9
Alarm	14
Animal Complaint	1
Assault	2
Be On the Lookout	2
Breaking and Entering Vehicle	1
Building Check	25
Business Engagement	9
Capias Recall by Court	17
Capias Service	3
Child Locked in Vehicle	1
Community Engagement	7
Court/Bailiff Duty	3
Crossing Guard Duties	12
DHHR Referral	1
Directed Patrol	138
Disabled Vehicle	4
Disturbance	29
Dog Locked in Vehicle	
Domestic Battery	1
Drug Activity	8
DUI	4
EMS Assist	14
Fingerprinting	3
Fire Assist	2
Fireworks Complaint	
Follow Up	16
Foot Patrol	14
Fraud	1
Funeral Escort	
Gunshots Heard	
Harassment	
Hardcopy Check	3
Information	1
Injured Animal	1
Intoxicated Person	1
Juvenile Complaint	1
Loose Dog	
Motorist Assist	5
MVA Fluids Only	
MVA Hit and Run	5
MVA Hit and Run w/ Injury	
MVA No Injury	20
MVA Pedestrian Struck	1
MVA w/ Injury	6
Nuisance	
Out of Car (Investigation/Mtg/Court)	3
Overdose	1
Overdose-Death	
Panhandling	1
Parking Complaint	6
Public Assist (In Person Contact)	33
Public Service (Phone Contact)	60
Pursuit	
Reckless Driver	
Road Patrol	12
Sexual Assault	
Shoplifting	3
Special Event/Detail	7
Suspicious Activity	5
Suspicious Mail	
Suspicious Person	3
Suspicious Vehicle	11
Theft	1
Threats	
Traffic Hazzard	10
Transport	
Trespassing	1
Unattended Death	
VIN Verification	2
Warrant Service	4
Welfare Check	14
Wildlife Complaint	1
Wires Down	
Total calls of service	**572**

Assists/Back-Ups:	Ranson	**12**	Sheriffs Dept.	**14**
	Harpers Ferry		State Police	**3**
	Shepherdstown		Other (not including CTPD)	**5**
			Total Assists	**34**

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	15	5	17	3	0	0	0	**20**
Total Charges	26	8	28	6	0	0	0	**34**
Citations:								**173**
- Moving								**72**
- Nonmoving								**85**
- Criminal								**14**
- S Ticket (Parking)								**2**
Stops	96	56	99	22	22	2	7	**152**
Warnings:								**132**
Stops	82	50	90	21	12	0	9	**132**
Total	193	111	**206**	**46**	**34**	**2**	**16**	
Incident Report								**55**
Parking								
- Citations								**112**
-Warnings								**11**

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

February 2026

	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Burglary (Daytime)							
Burglary (Nighttime)							
Entering without Breaking							
Grand Larceny							
Malicious Assault							
Malicious Wounding							
Attempted Murder 1st Degree							
Murder 1st Degree							
Petit Larceny							
Robbery - Attempted							
Robbery							
Robbery 2nd Degree							
Sexual Assault 1st Degree							
Shoplifting	1	1	2				
Shoplifting 2nd Offense							
Shoplifting 3rd Offense							
Strangulation							
TOTAL	1	1	2	0	0	0	0
PART II OFFENSE							
Assault		1	1				
Attempted Disarm of Police Officer							
Attempted Escape from Custody							
Battery	3	1	4				
Battery on Law Enforcement/EMS							
Bond Revocation							
Breaking and Entering							
Capias Served	2		2				
Child Abuse Resulting in Injury							
Child Neglect Creating Risk of Injury 2nd Offense							
Conspiracy							
Conspiracy to Distribute Fentanyl							
Conspiracy to Distribute MDMA							
Criminal Invasion of Privacy							
Cultivation of Marijuana							
Deadly Weapon on School Property							
Delivery of Controlled Substance							
Destruction of Property	1		1				
Destruction of Property - Felony							
Disorderly Conduct							
Distribution of Crack Cocaine							
Disturbing the Peace							
Domestic Assault							
Domestic Battery	1		1				
Domestic Battery 2nd Offense							
Domestic Battery 3rd Offense							
Driving Revoked for DUI							
Driving Revoked for DUI 2nd							
Driving Revoked for DUI 3rd							
DUI	2	1	3				
DUI 2nd	1		1				
DUI 3rd							
DUI Aggravated							

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

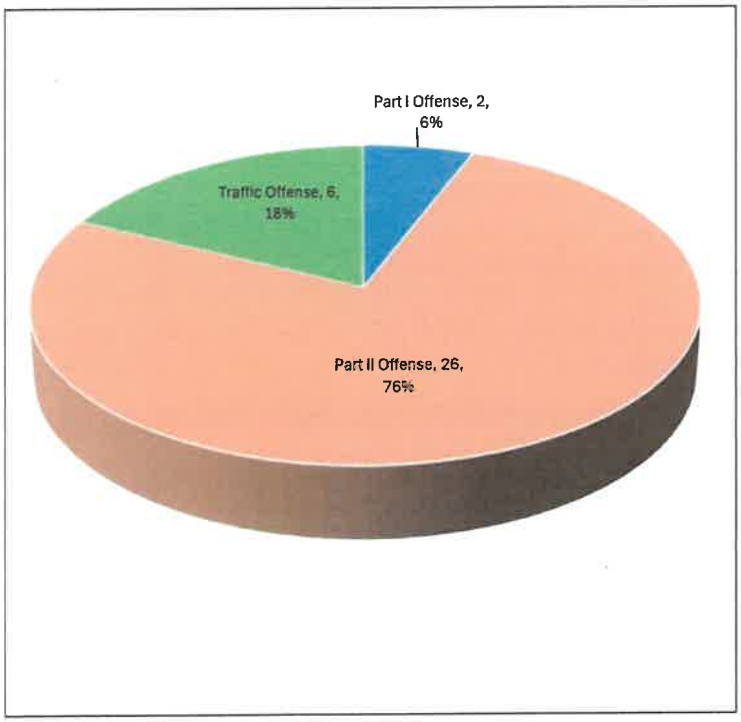
DUI Causing Bodily Injury							
DUI - Drugs							
DUI - Drugs 2nd Offense							
DUI w/ Minor							
Embezzlement							
Failure to Register for Child Abuse Registry							
False Alarm of Fire							
False Reporting of an Emergency							
Felon Concealing Firearm							
Felon in Possession of Firearm							
Fingerprint Refusal							
Fleeing in Vehicle							
Fleeing on Foot							
Fleeing with Reckless Indifference							
Fraudulent Registration							
Fraudulent MVI							
Fraudulent Use of Access Device							
Fugitive from Justice							
Interfering with Emergency Communication							
Keeping Vicious Dog							
Obscene, Harassing Telephone Calls							
Obstructing an Officer	1		1				
Obtain Money, Property, Services by False Pretense							
Open Container							
Open Container in Vehicle	2		2				
Persuading Minor to Film Sexually Explicit Conduct							
Phone Harassment							
Pimping							
Possession Deadly Weapon by Minor							
Possession of Acetaminophen Hydrocodone							
Possession of Amphetamine							
Possession of Cocaine		1		1			
Possession of Fentanyl							
Possession of Marijuana	6	1	4	3			
Possession of Methamphetamine							
Possession of Oxycodone w/out Prescription							
Possession of Vape Product under 18							
Possession w/ Intent to Deliver Marijuana							
Possession of Stolen Property							
Possession w/ Intent to Deliver Cocaine							
Possession w/ Intent to Deliver MDMA (Molly)							
Possession w/ Intent to Deliver Fentanyl							
Probation Revocation							
Prohibited Person in Poss of Firearm							
Prostitution							
Prostitution 2nd Offense							
Providing Alcohol to Under 21							
Public Intoxication 2nd Offense	1		1				
Reckless Driving							
Resisting Arrest	1		1				
Sexual Abuse 1st Degree							
Theft of Utilities							
Trespassing into Structure							
Violation of Rabies Quarantine Requirements							
Willful Disruption of Government Process							
Worthless Check							
TOTAL	**21**	**5**	**22**	**4**	**0**	**0**	**0**

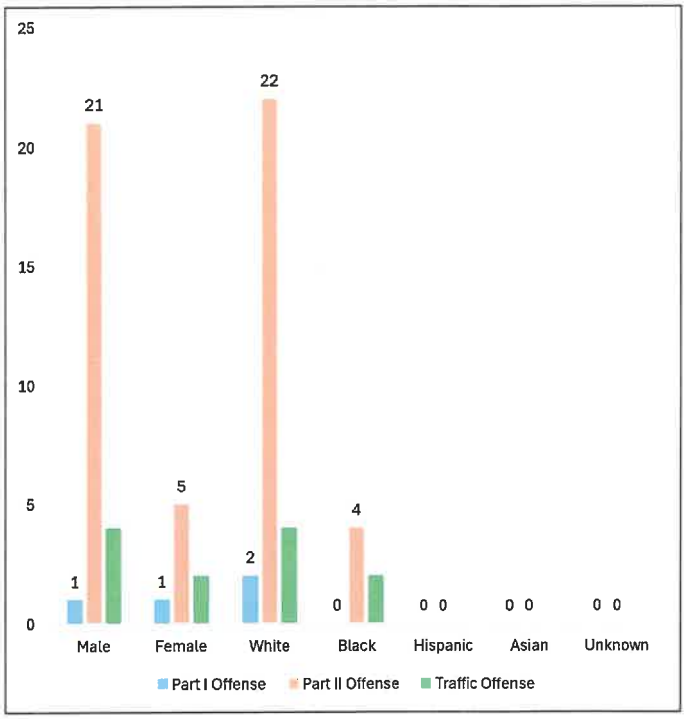
Charles Town Police Department

Monthly Stat Report

Charges by Offense/Gender/Race

TRAFFIC OFFENSE							
Cell Phone Violation							
Driving without Headlights		1		1			
Driving Suspended							
Driving Suspended 2nd Offense							
Driving Suspended 3rd Offense							
Driving Too Fast for Conditions							
Exp/No MVI							
Expired/No Operators							
Expired/No Registration	1		1				
Fail to Keep Right							
Fail to Maintain Control	1		1				
Fail to Obey Traffic Control Device							
Fail to Obtain WV Operators							
Fail to Report Accident							
Failure to Yield At Intersection							
Following to Closely							
Improper Passing on the Left							
Improper Registration							
Leaving the Scene of Accident		1	1				
Left of Center							
No Insurance/No Proof of Insurance	1		1				
No Seatbelt							
One Way Violation							
Passing on Right							
Red Light Violation							
Speeding	1			1			
Speeding 3rd Offense							
TOTAL	4	2	4	2	0	0	0
TOTAL CHARGES	**26**	**8**	**28**	**6**	**0**	**0**	**0**





Charles Town Police Department

SRO Monthly Report

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

INVOLVEMENTS:					
Alcohol Related	0	Fire/Shelter Drills	0	SRO Use of Force	0
Battery on School Employee	0	Found Property	0	Suspensions	15
Citizen Assist	0	Incident Reports	4	Threats	0
Directed Patrols	0	Juvenile Petitions	1	Tobacco Related	0
Disturbance	1	Marijuana Possession	0	Trespassing	0
Evacuations	0	Parental Contacts	0	Vandalism/Theft	0
Extra Curricular/Sporting Events	6	Parking Complaints	0	Vehicle Accident	0
Fights	1	Reckless Driver	0	Welfare Check	0
Fire Department Assist	0	Social Media Related	0	***Total Involvements***	***28***

Officer Notes/Misc. Information:

YOUTH SERVICES:	
Total Classes Taught:	0
Students in Class:	0
Topics Taught:	0
One on One Contacts:	0
Total Students Served:	60

Charles Town Police Department

Community Policing Monthly Report

Downtown Charles Town / Residential Developments / Parks

February 2026

INVOLVEMENTS:	NUMBER
Building Check	2
Directed Patrol	8
Downtown Foot Patrol*	9
Special Event/Detail (see specifics in Notes section)	1
Community Contact (talking with residents and visitors)	6
Business Contact (talking with business owners and employees)	9
Park patrol (Jefferson Memorial/Evitts Run/Skate Park, Willingham Knolls/Happy Retreat)	19
TOTAL INVOLVEMENTS	**54**

Officer Notes/Misc. Information:

Assisted in video production to promote spring Art Heist at Firehouse Gallery.

*NOTE: Foot patrols always include multiple business contacts.

Charles Town Police Department

Police Social Worker Monthly Report

February 2026

INVOLVEMENTS:	NUMBER
Alcohol Related	0
Drug Related	1
Mental Health Related	4
Domestic Violence Related	0
Trainings attended	1
Meetings attended	4
Outreach completed	2
Events attended	1
Homeless Related	0
TOTAL INVOLVEMENTS	**13**

Police Social Worker Notes/Misc. Information:
Drug-free coalition meeting
Trainings Attended:
WVU Polysubstance Use Disorder training
Community Connections Made:
Jefferson County Schools admin
Communities against violence coordinator

Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-3-16	Expired Registration	46
17A-3-1a(a)	New Residence Reg-30 Days	1
17A-9-2	No Or Expired Registration	12
17B-2-1	No Operators	7
17B-2-12	Expired Operators	1
17B-2-1a(b)	Failure To Obtain WV Operator's	1
17B-2-9	Fail To Show Operators On Demand	1
17B-4-3(a)	Driving Suspended/2nd/3rd	1
17B-4-3a	Driving Suspended or Revoked	2
17C-15-1	Unsafe-Improperly Equipped Vehicle	1
17C-15-2	Driving Without Headlights	1
17C-15-49	Seatbelts Required	1
17C-16-9	No Or Expired MVI	10
17C-3-4	Fail To Obey Traffic Control Device	5
17C-3-5	Fail To Obey Traffic Light	6
17C-3-5(c)	Right on Red	1
17C-4-2	Leaving The Scene Of An Accident	1
17C-5-2(e)	Basic DUI <.15	3
17C-5-2(l)	DUI 2nd Offense	1
17C-5D-3	Open container in vehicle	2
17C-6-1(e)	Speeding 2nd Or 3rd Offenses	1
17C-6-1a	Failure To Maintain Control	5
17C-6-1b	Speeding	42
17C-9-1	Fail Yield At Intersection	1
17C-9-5	Fail To Yield-Emergency Vehicle	1
17D-2A-3	No Insurance	8
17D-2A-4	No Proof Of Insurance	1
CTPD171.07	Failure To Appear For Trial (CAPIAS)	1
CTPD333.03	Hazardous Driving	1
CTPD334.02(b)	Open Container in Vehicle	1
CTPD361.08	Parking For Prohibited Purposes	2
CTPD531.03	Possession Of Marijuana <15gms	4
CTPD533.01(1)	Shoplifting	1
Report Totals		**173**

Report Includes:
All dates of issue between `00:00:00 02/01/26` and `23:59:59 02/28/26`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

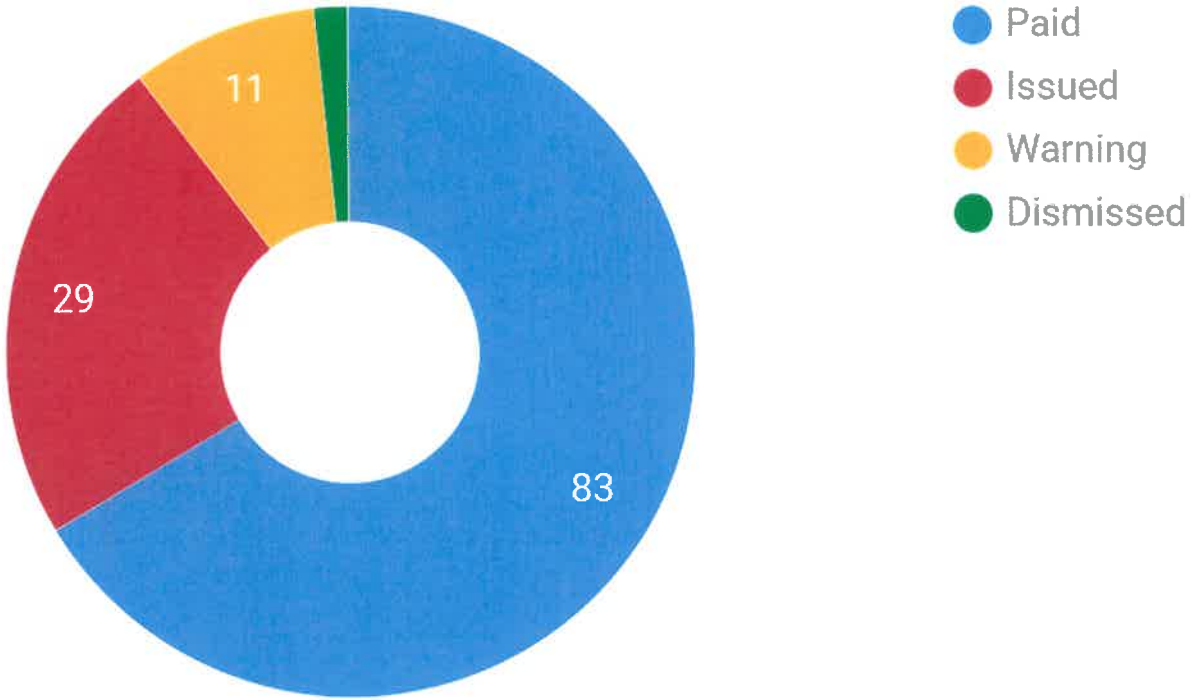
Charles Town Police Department

Total Traffic Warning Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	2
17A-3-16	Expired Registration	14
17C-12-5	Stop Sign Violation	8
17C-14-15	Use Handheld Communication Device	1
17C-15-1	Unsafe-Improperly Equipped Vehicle	21
17C-15-2	Driving Without Headlights	1
17C-15-4	Head Lamp Requirements	4
17C-15-5	Tail Lamp Requirements	15
17C-16-9	No Or Expired MVI	6
17C-3-4	Fail To Obey Traffic Control Device	2
17C-3-5	Fail To Obey Traffic Light	7
17C-3-5(c)	Right on Red	2
17C-6-1a	Failure To Maintain Control	3
17C-6-1b	Speeding	36
17C-7-10	Following Too Closely	2
17C-7-4	Passing On Right-Off Road	1
17C-7-8	One Way And Traffic Island Violation	2
17C-9-3	Fail To Yield-Thru Highway	3
CTPD333.03	Hazardous Driving	2
	Report Totals:	**132**

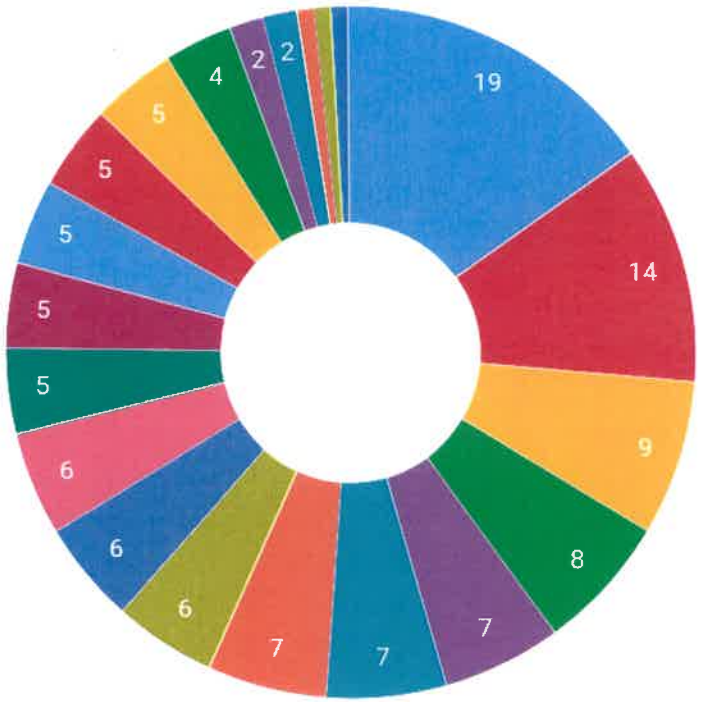
Report Includes:
All dates between `00:00:00 02/01/26` and `23:59:59 02/28/26`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

City of Charles Town - Tickets By Status (Feb. 2026)



Data as of 3/16/2026, 12:00:00 AM

City of Charles Town - Tickets By Location (Feb. 2026)

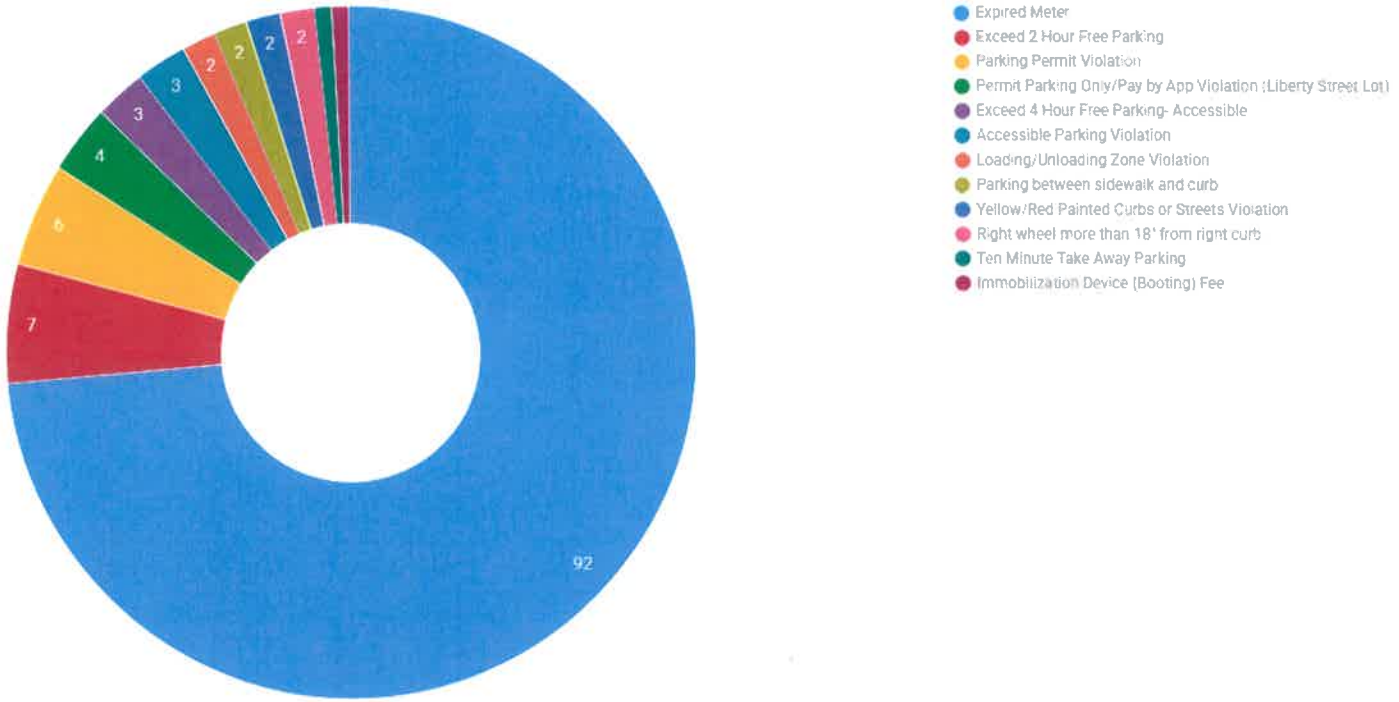


- 200 BLOCK NORTH GEORGE STREET
- 100 BLOCK NORTH CHARLES STREET
- 100 BLOCK NORTH LAWRENCE STREET
- 200 BLOCK WEST LIBERTY STREET
- 100 BLOCK NORTH SAMUEL STREET
- CHARLES STREET PARKING LOT
- 100 BLOCK SOUTH LAWRENCE STREET
- 200 BLOCK NORTH CHARLES STREET
- 100 BLOCK SOUTH SAMUEL STREET
- 100 BLOCK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

1/2 ▼

Data as of 3/16/2026, 12:00:00 AM

City of Charles Town - Tickets By Violation (Feb. 2026)



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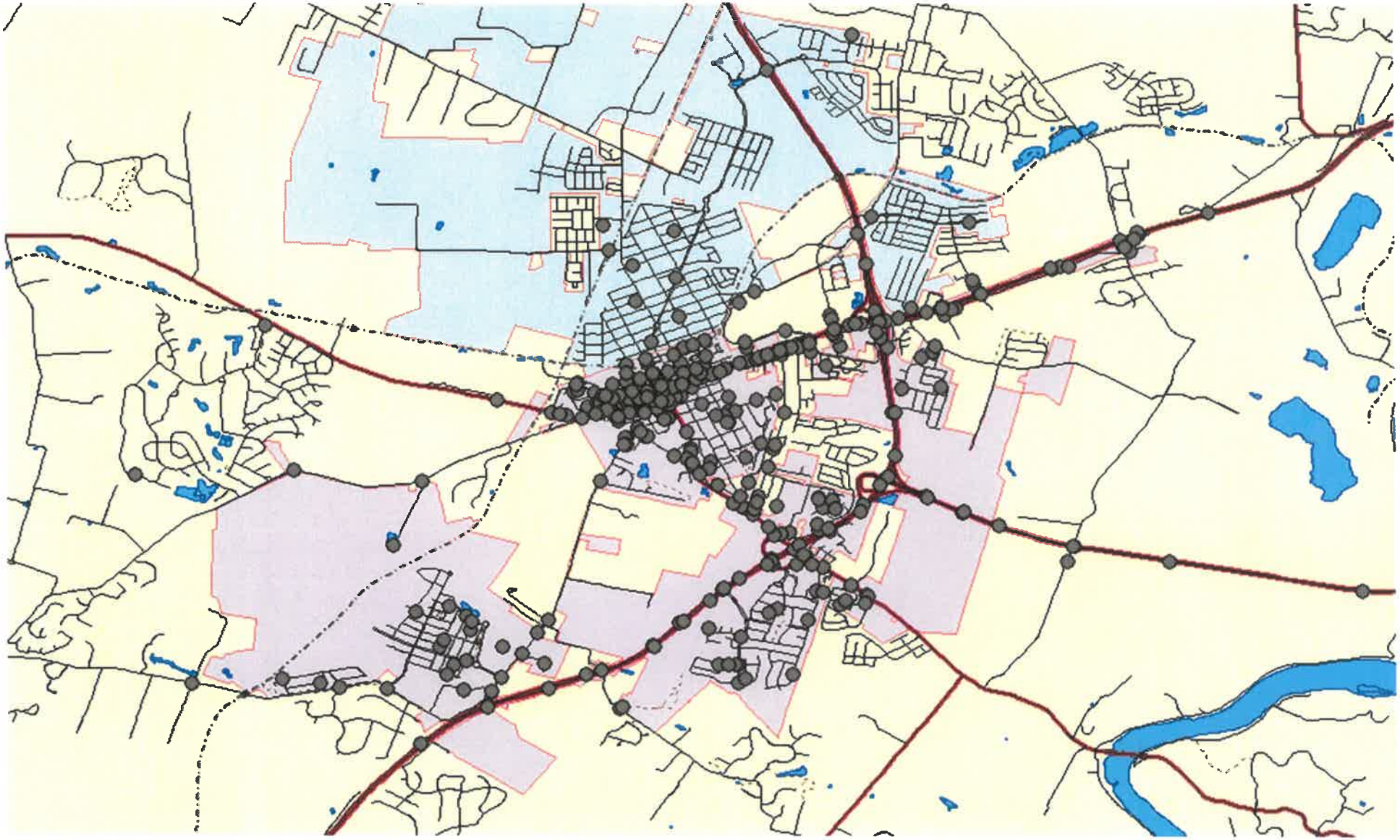
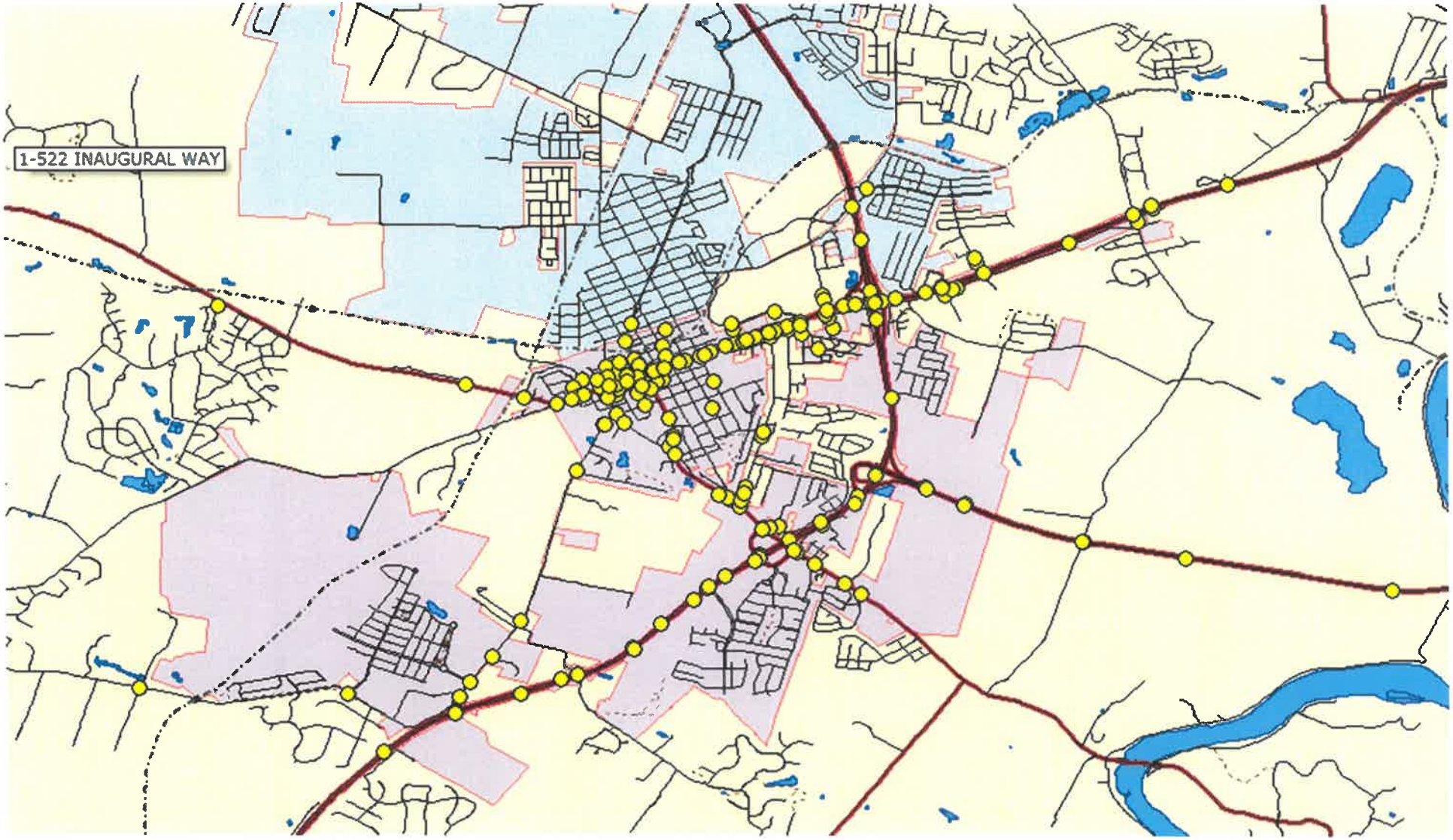


February 2026 – All CTPD Traffic Stops



City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/06/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1349: Written Public Comment - Mr. Michael Tolbert

ATTACHMENTS:

- Michael Tolbert Public Comment March 16 2026.pdf

Public Comment for the Charles Town City Council Meeting Held March 16, 2026, by Michael Tolbert:
Recommendations to Permanently Repair Charles Town's Utility

Charles Town City Council Actions

- Replace City Ordinance number 147.
  - Replace with the existing standard municipal utility template, used by other municipal utilities in West Virginia. It must avoid its tendency to customize utility ordinances.
  - Charles Town's Mayor, an elected fiduciary, should be on the utility's Board. Hired City employees should not serve, never should have served, on the utility's board. The utility's delegation of authority needs to be cleaned up once and for all.
  - Do not reapply the 75% City Council approval clause language. This language is the equivalent of a legal filibuster, an embarrassment to democracy, and not used anywhere else in West Virginia.
  - Remove the word 'Board' from the utility's name.
  - Insert continuity-of-position language for expiring term of service board members.
  - Place a real working expert in general finance on the utility's board.
- Solidify the City's unified government approach by loading the utilities' agendas, meetings, and announcements on the City's existing website.
- Implement a conflict-of-interest questionnaire for utility board member selection.
- Establish a City Council utility oversight committee. Utility oversight reform needs to be
- Visit other WV cities to study their utility best practices.
- Informally mandate that the City Council expects the Board to mandate to the GM a future utility with a deep bench of utility-paid professional staff, loyal to the City, not paid contractors. This includes basic legal, engineering, and accounting staff. This utility is now large enough to be steadily weaned from its heavy reliance on contractors for its basic day-to-day activities.
- Schedule standard semi-annual public meetings between the entire Board and the entire City Council. Return to the practice of the old days when the General Manager (GM) did not sit at the Board's table when addressing the City Council. Only the appointed Board members will address the utility's fiduciaries, the Charles Town City Council. This includes all other times that the utility needs to communicate with the City Council. This utility's oversight mechanism needs to be cleaned up once and for all.

Charles Town Utility Board Actions

- Create a new Board rule – After a defined number of years, and or after any major personnel or major events, the Board will hire a new accounting firm to perform the utility's annual audit.
- Mandate new GM and utility staff to reacquaint themselves with the delegation of authority, chain of command, and oversight process.
- Install conflict-of-interest measures and requirements for the hiring of the next General Manager, staff, and all contractors.
- Re-announce the utility's mission as one primarily of public health.
- Mandate GM to realign both utilities' mission, inward and outward-facing documents, and actions.

- Mandate GM to publish a one-pager with all utilities' critical numbers twice per year. One will always be issued after the annual audit is released.
- Improve transparency and bulk up the utility's now meager website. Any public document should be posted on the utility's website. See other utilities for their best practices.
- Mandate the next GM to build out a real utility management team, with utility-paid, city-loyal staff, not contractors. This includes legal, engineering, and accounting expertise.
- Mandate the new GM, if legally and economically sound, pay down, if not off the utility's substantial bond debt, as well as pay off the one City extended loan to CTUB, utilizing the utility's substantial pile of seemingly unrestricted cash. To what degree is this cash pile restricted and unrestricted? Did the utility really need $5.8 million of cash at the year ending June 30, 2025? Why, per its 2024 audit, was the utility sitting on $3.9 million in cash at the end of that fiscal year? What about the $4.6 million of cash as of the fiscal year ending June 30, 2023? Are these high cash numbers standard for a public utility of its size and structure? What is the impact of all this cash on projects, loans, CIFs, and rates?