CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • FEBRUARY 20, 2024

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

: **2024-204:** City Council Meeting Minutes - February 5, 2024
CouncilMinutes__5Feb2024_draft_rmt.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2024-132:** Charles Town Parks and Recreation - January 25, 2024, Meeting
P&R Report Janurary 2024.pdf

: **2024-174:** Finance Committee - February 7, 2024, Meeting
FinanceCommitteeReport_7Feb2024.pdf

: **2024-175:** Personnel Committee - February 12, 2024, Meeting
Personnel Committee Report - 2-12-24.docx

: **2024-176:** Ordinance Committee - February 15, 2024, Meeting
Ordinance Meeting Minutes 2_15_24.pdf

: **2024-184:** Charles Town Tree Board - February 1, 2024, Meeting

7. CITY MANAGER REPORT

: **2024-206:** City Manager Report
City Managers Report Feb. 20.pdf

: **2024-193:** Charles Town Utility Board Update
Utility Manager Report.pdf
2024.01.24 UB MINUTES.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2024-198:** Liberty Street Traffic Calming Measures Update

InfrastructureCommitteeReport_10_2022.pdf
SpeedData_ELiberty.pdf
Liberty Street Information.pdf

10. NEW BUSINESS

: **2024-185: *Public Hearing -*** *ZMA2023-02* - Vinton-Hayes Property Rezoning to Urban Reserve

: **2025-157:** - *ZMA2023-02* - Vinton-Hayes property rezoning to Urban Reserve
1. Staff Report.pdf
2. Application.pdf
3._Site.pdf
4._Original_Conditions_of_Annexation.pdf
5._Original_hayes_concept-drawing.pdf
6._COA_Revised.pdf

: **2024-186: *Public Hearing*** - *BR2023-10* - Norborne-Glebe Candlewood Drive Extension Bond Release

: **2024-158:** *BR2023-10* - Norborne-Glebe Candlewood Drive Extension - Bond Release
1. Staff Report.pdf
2._Application.pdf
3._Applicant_Review.pdf
4._KH_Review.pdf
5._As-Built.pdf

: **2024-187: *Public Hearing*** *-BR2023-11* - Norborne-Glebe Phase 14A - Bond Release

: **2024-159:** *BR2023-11* - Norborne-Glebe Phase 14A - Bond Release
1. Staff Report.pdf
2. Application.pdf
3. Applicant Review.pdf
4. KH Review.pdf
5. As-Built Plans.pdf

: **2024-168:** Downtown Holiday Lights Discussion

: **2024-179:** FY24 Budget Revision #3
Budget Revision #3 - Detail.pdf

: **2024-181:** Approval of Annex Building Obsolete Controller – Boland Quote $10,200
661 S George St, Charles Town - Annex Building, Other Controls.docx

: **2024-180:** Review and Approve the Capital Budget Re-Allocation – Revision 1

: **2024-182:** Review and Approve the Inter-Department Transfer. Does Not Require a WV Approved Budget Revision.

: **2024-183:** Approval of the Star-Chapman Group Agreement and Cost Limit of $55,000.
Engagement Letter II - The City of Charles Town.doc

: **2024-188:** First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 3 Taxes and Service Charges, Article 745 Business And Occupation Tax Section 745.16 Exempt Activities

B&O Tax Credit draft.docx

: **2024-189:** Potential Annexation - Executive Session

: **2024-190:** Beer Garden Request from Charles Town Now for WV Fest
Let to Council to Request Waiver 02.14.24.pdf
CharlesTownNowBeerGardenWVFest2024.docx
MAPBEERGARDENOVERLAY.png

: **2024-191:** Request to Reschedule City Council Meeting from March 4, 2024, to March 5, 2024

: **2024-199:** AARP Community Challenge Grant Application
AARP Grant for agenda.pdf

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2024-200:** Referral of Article 141 - Historic Landmarks Commission to the Ordinance Committee
Article 141 - Historic Landmarks Commission.pdf

12. APPROVAL OF BILLS

: **2024-205:** Payment of Bills - February 20, 2024
CAPITAL RESERVE COUNCIL REPORT 2024 02 20.pdf
GENERAL FUND COUNCIL REPORT 2024 02 20.pdf
PARKS N RED COUNCIL REPORT 2024 02 24.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, March 4, 2024 at 7:00PM

: **2024-178:** Charles Town Police Department Social Security Letter
Charles Town SS Results Letter_2Feb2024.pdf

: **2024-192:** Citation to Accompany the Award of the Life Saving Medal to Patrolman Jarrett L. Day
Patrolman Jarrett Day.pdf

: **2024-194:** Building Commission Oath of Office - Mary Ellen Mahoney
2024 - Mary Ellen Mahoney Oath.pdf

: **2024-195:** City Manager Days Schedule
CITY MANAGER DAYS.pdf

: **2024-196:** Black History Month Resolution
2024-001 - A Resolution to Honor Black History Month.pdf

: **2024-197:** New Leaf Vac Pictures
New Leaf Vac Photos.pdf

: **2024-203:** Personnel Committee Report - January 22, 2024, meeting
Personnel Committee Report - 1-22-24.docx

: **2024-207:** Charles Town Tree Board Meeting January Minutes

Tree Board Meeting Minutes - Jan. 4.pdf

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

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-204: City Council Meeting Minutes - February 5, 2024

ATTACHMENTS:

- CouncilMinutes__5Feb2024_draft_rmt.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • February 5, 2024

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

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

Mr. John Nissel, City Manager; Ms. Cindy Rezmer, Operations Manager; Ms. Krista Davis, Finance Director; Mr. James Newman, City Planner; and Chief Chris Kutcher, Charles Town Police Department, were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2024-155: City Council Meeting Minutes - January

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

3. PUBLIC COMMENT

Mr. Hessami commented that the Charles Town Farmer's Market's location on S. Samuel Street (on Saturdays during the summer months) negatively impacts the Corner Connection's (located on the corner of S. Samuel and Washington Streets) business on those Saturdays. He suggested that on those days when the Farmer's Market is operating that the City consider leaving about 90 feet of S. Samuel Street from Washington Street open to facilitate business activities at Corner Connections.

4. WARD REPORTS

Ward #1

Ms. Ricketts had nothing to report.

Mr. Kratovil had nothing to report.

Ward #2

Mr. Hynes had nothing to report.

Mr. Tester had nothing to report.

Ward #3

Ms. Philabaum had nothing to report.

Ms. Rodd had nothing to report.

Ward #4

Mr. George reported The Old Opera House's production of "Self Help" will hold the final performance February 9th through the 11th.

Ms. Twyford had nothing to report

5. MAYOR'S REPORT

Mayor Trainor reported that the Select Committee on Downtown Parking held a Town Hall meeting at Charles Washington Hall on January 29, 2024. The next town hall meeting for parking is scheduled for February 21, 2024 at 7:00PM at City Hall.

2024-136: Life Saving Medal Award - Officer Jarrett Day

Mayor Trainor presented the Life Saving Medal Award to Charles Town Police Department Officer Jarrett Day for rendering emergency assistance, while off duty at a local restaurant, to a fellow patron who was chocking and signaling her distress and need of assistance.

2024-139: Letter to Governor Jim Justice - Invitation to WV Fest

Mayor Trainor reported that he had sent a letter to West Virginia Governor Jim Justice’s office inviting the Governor to attend Charles Town’s West Virginia Festival June 15th, 2024.

6. COMMITTEE REPORTS

2024-129: Ordinance Committee Report - January 18, 2024, Meeting

Ms. Twyford reviewed the Ordinance Committee report with the Council.

2024-130: Infrastructure Committee Report - January 22, 2024, Meeting

Ms. Ricketts reviewed the Infrastructure Committee report with the Council. Staff will add an agenda item on the next scheduled Council meeting to discuss whether or not to display the City’s holiday lights throughout the year.

2024-131: Personnel Committee Report - January 22, 2024, Meeting

Mr. George reported that the Personnel Committee met on January 22, 2024 and that they agreed to move their future regularly scheduled meetings to the 2nd Monday of each month. He also reported that the Committee requested staff research the availability of a third-party contract to assist them with updating the City’s employee handbook. Finally, Mr. George reported that the City Manager’s 6-month review process will be on the Committee’s next meeting agenda.

7. CITY MANAGER REPORT

2024-154: City Manager Report - February 5, 2024

Mr. Nissel reviewed his report with the Council.

2024-52: Jefferson County 5-year Hazard Mitigation Plan and Review of Resolution

Mr. Nissel reported that Council Members have been distributed a thumb drive containing the draft 2023 Jefferson County Multi-Jurisdictional Hazard Mitigation Plan for their review. Staff plans to include a presentation on the document by personnel from the Jefferson County Homeland Security and Emergency Management office in the Council's March 4, 2024 meeting agenda, where Council will be afforded an opportunity to approve the plan via City resolution.

8. POLICE CHIEF REPORT

Chief Kutcher reported that the opportunity to participation in the Social Security program for those Charles Town Police Department (CTPD) officers currently enrolled in the West Virginia Municipal Police Officers and Firefighters Retirement System (MPFRS) – a total of 7 officers – was put to a vote on the 1st of February 2024. The vote was administered by the West Virginia State Auditor's Office at the Municipal Building, 661 S. George Street, Charles Town, WV. The majority of those eligible officers voted to participate in the Social Security program. As such, all CTPD officers currently enrolled in MPFPS and all new CTPD officer hires will be enrolled in the Social Security program effective 5 February 2024.

9. UNFINISHED BUSINESS

2024-51: Second Reading - TXA2023-07 Commercial Pad Site Preparation

Mr. George moved to approve the second reading of the text amendment to the City's Zoning Ordinance for Commercial Pad Site Preparation. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

2024-74: Contract with HdL Companies for Council Approval

Mayor Trainor recommended that Council table this agenda item because the final contract, as of this meeting, was not received from HdL Companies. Mr. Hynes moved to table this agenda item. Mr. Tester seconded the motion and it passed by unanimous vote.

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

10. NEW BUSINESS

2024-13: Application for vacancy on the Building Commission - term ending December 31, 2028

Ms. Philabaum moved to appoint Ms. Mary Ellen Mahoney to the Building Commission for a term ending December 31, 2028. Mr. Tester seconded the motion, and it passed by unanimous vote.

Mayor Trainor administered the oath of office to Ms. Mahoney.

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

2024-59: BR2023-07: Norborne Glebe Phases 9, 10A - Bond Reduction

Ms. Philabaum moved to approve the reduction of the Performance Bond from $1,679,755.40 to $430,013.25 and the Land Disturbance Bond from $404,51.03 to $152,918.17 for the Norborne Glebe Subdivision Phase 9 and 10A. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2024-60: BR2023-08: Tiny Treasures Daycare - Bond Establishment

Mr. Hynes moved to approve the establishment of the Tiny Treasures Daycare bond in the amount of $381,013.97. Mr. George seconded the motion, and it passed by unanimous vote.

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

2024-61: BR2023-09: Joan and Joe's Coffee - Bond Establishment

Mr. George moved to approve the establishment of the Joan and Joe's Coffee bond in the amount of $86,287.53. Ms. Twyford seconded the motion, and it passed by unanimous vote.

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

2024-77: Black History Month Resolution

Ms. Rodd read the proposed resolution to honor Black History Month.

Ms. Rodd then moved to approve the resolution. Ms. Ricketts seconded the motion, and it passed by unanimous vote.

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

2024-113: Jefferson County Parks & Recreation Fireworks Partnership Request

Ms. Philabaum moved to allocate $4,000 to the Jefferson County Parks and Recreation Department for the 2024 Independence Day Fireworks celebration. Ms. Twyford seconded the motion, and it passed by a 6-2 vote.

RESULT:	**APPROVED [6-2]**
MOVER:	Julie Philabaum
SECONDER:	Rikki Twyford
AYES:	Hynes, Tester, Philabaum, Rodd, George, Twyford
NAYS:	Kratovil, Ricketts

2024-114: Opioid Money Request from Jefferson County Community Ministries

Mr. Hynes moved to table this agenda item to allow Council and staff to develop policies and processes for expenditure and/or distribution of the City's Opioid Settlement Funds. Ms. Philabaum seconded the motion, and it passed by a 7-2 vote.

RESULT:	**TABLED [7-2]**
MOVER:	Jeff Hynes
SECONDER:	Julie Philabaum
AYES:	Kratovil, Ricketts, Hynes, Philabaum, Rodd, George,
NAYS:	Twyford, Trainor

2024-115: First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 3 Traffic Code, Article 355 All-Terrain Vehicles and Article 349 Miscellaneous Rules

The First Reading to repeal Article 355 to minimize duplication of regulations that are sufficiently addressed in Article 349.

Mr. Hynes moved to approve the first reading to repeal Article 355, amending the second "BE IT ORDAINED" clause from "…this ordinance shall cease to be effective *on February 21, 2024"* to: "…this ordinance shall cease to be effective *upon approval of the Second Reading*" Mr. George seconded the motion and it passed by unanimous vote.

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

Mr. Hynes moved to approve the first reading of Article 349.22 Miscellaneous Rules. Mr. George seconded the motion, and it passed by unanimous vote.

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

2024-138: B&O Tax Discussion - Executive Session

Mr. Hynes moved to enter into executive session. Mr. Tester seconded the motion, and hearing no objections

Mayor Trainor declared the Council in executive session.

Mayor Trainor declared the Council out of executive session.

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

2024-137: Possible Real Property Acquisition - Executive Session

This agenda item was discussed during the executive session for agenda item 2024-138.

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

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

2024-156: Approval of Bills - February 5, 2024

Mr. Kratovil moved to approve the payment of the bills. Hearing no objections Mayor Trainor declared the bills approved for payment.

13. ADJOURNMENT

Mayor Trainor asked if there was any other business to come before the Council. Hearing none he adjourned the meeting at 9:43PM.

14. INFORMATION ONLY - NEXT MEETING FEBRUARY 20, 2024, at 7:00PM

2024-57: Zakhary Dunning Planning Commission Oath of Office

2024-58: Carlo Olivares Tree Board Oath of Office

2024-72: Public Comment Letters from January 17, 2024, meeting

2024-75: Charles Town Utility Board Meeting Minutes - January 10, 2024

2024-78: Charles Town Police Department Statistical Reports - November and December 2023

2024-110: Planning Commission Meeting Minutes - September, October, and November 2023

2024-133: Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) January 2024 Project Award Letter

2024-134: Guidance for Jefferson County Development Authority (JCDA) Representative

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

2024-132: Charles Town Parks and Recreation - January 25, 2024, Meeting

ATTACHMENTS:

- P&R Report Janurary 2024.pdf

City of Charles Town
Parks and Recreation Commission
Report from January 25, 2024

I. CALL TO ORDER: Thursday, January 25, 2024 at 6PM - City Hall

Persons Present: *Commissioners:* James Kratovil, Elizabeth Ricketts, Nick Zaglifa, Trudy Roth, Nathanael Hartman, John Slover; Staff: Alissa Meeks and John Nissel

II. APPROVAL OF MINUTES

November 30, 2023: approved

III. UNFINISHED BUSINESS

2024-63: Thrasher Engineering Pool Contract - Discussion/Possible Action

Motion to approve changes and proceed with contract
Motion: M. Slover / 2nd: J. Kratovil

Recommendation to Council: *Request an informational session from professionals to explore the logistics of bonds and loans as possible funding sources for the JMP pool.*

2024-64: Skate Park Project - RFP from artists and discussion/possible action

Motion to table until February meeting.
Motion: M. Slover / 2nd: J. Kratovil

2024-65: Parks and Recreation Goals and Objectives for 6-month Outlook

The commissioners continued discussions on goals and objectives for city parks and recreation. Top priority remains the completion of the Jefferson Memorial Park Pool. Other items include acquisition of more park land, basketball court repairs, and additional amenities for the Skate Park. The commission is looking to hold a Parks and Recreation Strategic Session some time in March to build upon the 2019 *Strategic and Spending Priorities Plan*.

Motion to approve top priorities for FY25 budget discussions.
Motion: N. Hartman / 2nd: T. Roth

Recommendation to Council: None at this time. Information only.

IV. NEW BUSINESS

2024-66 Update of Parks and Recreation Commission Finances and Capital Budget

Staff is working to produce a Parks and Recreation operating budget, as previously requested by the City Finance Committee. Commissioners have

decided to not pursue a Master Parks Plan and instead to work internally to develop a plan and strategy.

Motion to request reallocation of FY24 funds from Master Parks Plan to Evitts Run Bridges.

Motion: J. Kratovil / 2nd: N. Hartman

Recommendation to Council: *City Finance Committee took up this issue at their February meeting.*

2024-68: Review of Articles 138 and WV Code 8-21

The commissioners reviewed the City ordinance and WV State Codes that govern the body. City Manager John Nissel will serve as Director of Parks and Recreation Department and the ex-officio Commissioner of the Board.

Recommendation to Council: None at this time. Information only.

2024-69: Officer Elections for 2024

President: Elizabeth Ricketts
Vice President: Nick Zaglifa
Secretary: Nick Zaglifa with assistance from Staff

2024-70: Meeting Schedule for 2024

Meeting schedule will remain to be the 4th Thursday of each month at 6PM with November and December meetings falling on/near holidays and TBD.

2024-67: City Parks Updates:

Jefferson Memorial Park; Evitts Run Park; Happy Retreat; Willingham Knolls; Skate Park

The commissioners have requested some research into source documents for parks, including development/use restrictions as well as the status of the remediated brownfield on Congress Street and parkland requirements for new subdivisions.

V. ADJOURNMENT: 8:02PM

NEXT MEETING: Thursday, February 22nd at 6PM at City Hall

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-174: Finance Committee - February 7, 2024, Meeting

ATTACHMENTS:

- FinanceCommitteeReport_7Feb2024.pdf

Drafted by: Bob Trainor - Chairman

Call to Order ooa 10:00AM

1. **Persons present:** Finance Committee Members Ms. Julie Philabaum, Mr. Jeff Hynes, and Mr. Bob Trainor; City Manager, Mr. John Nissel; City Finance Director, Ms. Krista Davis; Community Development Director, Ms. Alissa Meeks; and Downtown Coordinator/ Business Development, Ms. Liz Cook. Mr. Rob Hoxton was also present to present the status of Charles Town's two investment accounts managed by Hoxton Planning & Management.

2. **Unfinished Business**

2024-140: FY24 Budget Revision #3

Staff presented the proposed 3rd revision to the City's FY2024 Operating Budget. Except for the transfer of $33,000 from the Contingencies Account (699) to the Fairs/Festival Account (903), the Committee tabled this agenda item and requested more information from staff.

Recommendations to the City Council: Review and approve the $33,000 transfer as Budget Revision #3.

3. **New Business**

2024 – 112: Parks and Recreation Capital Funding Re-Allocation

The Parks and Recreation Commission requested that the Council defer the Master Parks Plan due to excessive costs and to transfer the total from that FY2024 Capital Budget line item ($75,000) to the Walking Bridges at Happy Retreat and Evitts Run Park FY2024 Capital Budget line item bringing the total of that line item to $100K. (See attachment (1)).

Recommendations to the City Council: Review and approve the Capital Budget Re-Allocation – Revision 1

2024 – 141: Kimley Horn Structural Assessment Proposal – 307 E. Washington Street

The Committee tabled this agenda item per staff recommendation.

2024 – 142: Annex Building Obsolete Controller – Boland Quote $10, 200

The Committee agreed that this expense should be funded from the Capital Budget. Since this funding is not included in the approved FY24 Capital Budget, the Committee recommends using City's Capital Reserve Account to fund the work.

Recommendations to the City Council: Review and approve the Committee's recommendation.

2024 – 143: Inter-departmental Budget Transfer – Building Inspections Department

Staff requested authority to transfer of $2,532. within the Building Inspections Account (436) to the ***Advertising*** line item ($1,316.) and the ***Travel*** line item ($1,216.) to cover excess required travel costs associated with department training and excess advertising costs for the City's job postings requirements.

Recommendations to the City Council: Review and approve the inter-department transfer. Does not require a WV approved budget revision.

2024 – 144: Hoxton Planning & Management LLC – City and Police Pension

Mr. Rob Hoxton reviewed the City's two investment accounts under *Hoxton Planning & Management LLC,* City of Charles Town Residual Fund (attachment (2)) and Police Pension Fund (attachment (3)).

Recommendations to the City Council: None at this time, information only.

2024 – 145: HdL Contract

The Committee tabled this agenda item per staff recommendation because the contract has not yet been received from HdL.

Recommendations to the City Council: None at this time, information only.

2024 – 146: Possible Funding Source for the African American Cemetery Memorialization

The Committee tabled this agenda item until the Mayor's Select Committee can provide a more definitive funding request.

Recommendations to the City Council: None at this time, information only.

2024 – 147: Fairs and Festivals Contributions to the Boys and Girls Club, ROTC, Choir

The Committee agreed that staff distribute funds from the Fairs/Festival Account (903) – Contributions in support of the 2023 Car Show as follows:

$2,500. – Boys and Girls Club; $500. – Jefferson County ROTC; and $300. – High School Choir

Recommendations to the City Council: None at this time, information only.

2024 – 153: Opioid Settlement Fund Discussion

The Committee agreed to request Council schedule a Workshop to develop the City's Opioid fund distribution policy.

Recommendations to the City Council: None at this time, information only.

4. Finance Director Report

2024 – 148: New Payroll System Implementation – iSolved

The Finance Director briefed the Committee on the implementation of a new personnel payroll system.

Recommendations to the City Council: None at this time, information only.

2024 – 149: New Process for PCards

The Finance Director briefed the Committee on the implementation of new processes for the City's PCard purchases. The Committee requested that staff review the City's Budget and Fiscal Policies and determine if revisions to the policy document are required for the new PCard processes.

Recommendations to the City Council: None at this time, information only.

2024 – 150: New Hire in Finance Department

The Finance Director informed the Committee that the City has hired a new employee, who is scheduled to begin Feb 12, 2024, to fill in at the front window at City Hall.

Recommendations to the City Council: None at this time, information only.

2024 – 150: State Auditor's 2024 Municipal Budget Prep Regional Workshop

The Finance Director briefed the Committee on the scheduled State Auditor sponsored budget workshop being held in Martinsburg. Unfortunately, it is being held during our 20 Feb 2024 City Council meeting.

Recommendations to the City Council: None at this time, information only.

2024 – 152: Engagement Letter from Star-Chapman Group, Inc.

The Finance Director informed the Committee that the City has engaged the services of the Star-Chapman Group to assist the Financial Department's efforts to bring the City's finances up-to-date. The Committee agreed that since the agreement is likely not an extension of the earlier agreement with Star-Chapman Group, the Council will need to determine whether or not to ratify the agreement. The Committee also agreed that the agreement, if ratified, should not exceed $55.000.

Recommendations to the City Council: Approve the Star-Chapman Group agreement and cost limit of $55.000.

5. **Tabled Items**
6. **Pending Items**
7. **The meeting was adjourned ooa 11:58PM**
8. **Next Scheduled Finance Committee meeting is scheduled for 10:00AM, 6 March 2024.**

the city of Charles Town, WV

FY 2024 Capital Reserve Budget - Rev 1

Approved : XX XXX XX

		PROJECTED	PENDING		REV 1 PROPOSAL	TOTAL	GRANT FUNDING	
Carryover		$ 299,928	$ -			$ 299,928	$ -	Carryover balances implemented for FY2023 Capital Reserve - Improvement Budget.
Developer Fees		$ 100,000	$ -			$ 100,000	$ -	Estimated based on FY2023 receipts - **Restricted**
Repaving Fees (Transferred from General Fund)		$ 130,000	$ -			$ 130,000	$ -	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving
Lottery / Gaming Revenue (Transferred from General Fund)		$ 557,680	$ -			$ 557,680	$ -	All lottery/gaming revenue remitted to Charles Town gets XFRD to Capital Reserve from GenFund (less expenses previously funded by Capital Fund but moved to GenFund for FY23)
Interest on Bank Accounts & Other Sources		$ 35,000	$ -			$ 35,000	$ -	Reveue from 3 diferent interest bearing accounts FY2023- PD Vehicle Disposal Revenues & Insurance Claim -$18,750 + $23,750 = $42,500
ARPA Revenue designated for Grant Matching		*$ 1,500,000*	*$ -*			*$ 1,500,000*	$ -	*Per Council, $1.5 million of ARPA award has been designated as grant match funding source; ARPA funds budgeted in General Fund, so will XFR funds to Capital Reserve account as grants are completed via interfund reimbursement process.*
Grant Revenue - WVDOH TAP-II grant Augustine Avenue Trail Construction		*$ -*	*$ -*			*$ -*	*$ 560,000*	*Design grant expected to be complete by close of FY23; will include FY24 TAP grant on construction once award details concrete and City commits to project in FY24 ($560K grant with $140K match)*
Grant Revenue - CDS _ Senator Capito Grant Augustine Avenue Trail Construction		*$ -*	*$ -*			*$ -*	*$ 1,400,000*	*Trail Completion*
Grant Revenue - COPS Grant		*$ -*	*$ -*			*$ -*	*$ 400,000*	*PD Equipment Grant of $400K; will update number once award details provided (stretching $400K over X amount of award years)*
Grant Revenue - EARMARK - Liberty Street Flooding		*$ -*	*$ -*			*$ -*	*$ 375,000*	*Senator Earmark to mediate Liberty Street Flooding; requires $75Kmatch; will include the grant in revenues once award details concrete and City commits to project in FY24*
Grant Revenue - TAP George St Sidewalk			*$ -*			*$ -*	*$ 511,229*	*TAP Grant for the construction of George St Sidewalk; requires $127Kmatch; will include the grant in revenues once award details concrete and City commits to project in FY24*
Grant Revenue - LWCF JMP Pool		*$ -*	*$ -*			*$ -*	*$ 250,000*	*LWCF Grant for the renovation of JMP Pool; requires $250K match; will include the grant in revenues once award details concrete and City commits to renovations in FY24*
Receivables						*$ -*		
From Capital Reserve Account					$ 10,200	$ 10,200		$10,200 Quote for 661 AC Controller replacement
Total Revenues		**$ 2,622,608**	**$ -**		**$ 10,200**	**$ 2,632,808**	**$ 3,496,229**	

Attachment (1)
Page 1 of 3

EXPENDITURES	Priority	FY 2024 REQUESTED	RECOMMENDED	APPROVED	REV 1 PROPOSAL	TOTAL	GRANT FUNDING	NOTES
Air Conditioner Controller for Charles Town Annex - 661	1	$ -	$ -	$ -	$ 10,200	$ 10,200		Funding required to repair the AC controller system at the CTPD building. Since this funding was not included in the approved Capital Budget, recommend taking the funding from the City's Capital Reserve Account
Liberty Street Flooding Mitigation - Grant Match	1	$ 305,774	$ 305,774	$ 305,774	$ -	$ 305,774		$680,774 Est Construction Cost - Grant = $375K; Match = $93,750; Balance = $212,024 Match + Balance = $304,774
Sidewalk Improvements - George Street - Grant Match	1	$ 127,807	$ 127,807	$ 127,807	$ -	$ 127,807		$639,036 Est Construction Cost - Grant = $511,229; Match = $127,807
Augustine Avenue Trail Design & Construction	1	$ 29,000	$ 29,000	$ 29,000	$ -	$ 29,000		Phase II design (Total = $145,000; Grant = $116,000 - Funded through WVDOT; City Match = $29,000). Anticipate design completion FY23/FY24.
Augustine Avenue Trail Construction - TAP II Grant	1	$ 140,000	$ 140,000	$ 140,000	$ -	$ 140,000		Construction - 1 (Total = $700,000; Grant = $560,000 - Funded through WVDOT; City Match = $140,000). Anticipate construction begin FY24. An additional $1,700,000 estimated for project completion - CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2025
Augustine Avenue Trail Construction - CDS Grant	1	$ 350,000	$ -	$ -	$ -	$ -		CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2025
Pool Renovation - Land & Water Conservation Fund (LWCF)	1	$ 250,000	$ 250,000	$ 250,000	$ -	$ 250,000		Land & Water Conservation Grant for Pool House renovation = $250,00; City Match = $250,000 Total Pool renovation estimated at $2,500,000.
Technology Upgrades	1	$ 105,000	$ 105,000	$ 105,000	$ -	$ 105,000	$ -	Staff to develop a more detailed equipment replacement plan; FY24 Requests are $100K for general upgrades, $5K for vacant structure software
Vehicles & Outfitting's	1	$ 67,500	$ 67,500	$ 67,500	$ -	$ 67,500	$ -	FY24 CTPD Vehicles purchased in FY23; funding requested: $54,500 for equipment covered under DOJ COPS EQUIP grant, $13,000 for Vehicle Labor and Graphics Cost not covered by DOJ grant
Basic Stormwater Improvements	1	$ 25,000	$ 25,000	$ 25,000	$ -	$ 25,000	$ -	ACKNOWLEDGED IMPROVEMENT LOCATIONS - Install new sidewalk drain in 200 block of W. Washington (design completed - JW project); fix Paradise Alley storm drain; design improvements for 100 block of Shutter St; 400 block of S. Samuel, and culvert at 4th and Hunter
Security Fence / Shop Improvements	1	$ 45,000	$ 45,000	$ 45,000	$ -	$ 45,000	$ -	Install perimeter fence along Evitts Run to improve lack of security of City Asset
City Hall Renovations	1	$ 50,000	$ 50,000	$ 50,000	$ -	$ 50,000	$ -	Planning and design fees for City Hall renovations (none of FY23 appropriation spent on design services yet); FY24 proposed amount to fund space and feasability study for current and future needs of all City buildings
City Hall Renovations - Facade repairs	1	$ 50,000	$ 50,000	$ 50,000	$ -	$ 50,000	$ -	Assessment and repairs to the City Hall building façade
General Infrastructure Improvements	1	$ 30,000	$ 25,000	$ 25,000	$ -	$ 25,000	$ -	FY22 expense - Brooke Street Sinkhole remediation; FY24 includes City Hall security upgrades ($25K) and minor City Hall renovation for additional office spaces to accommodate CDD staff ($5K)
Finance Software Upgrades	1	$ 80,000	$ 80,000	$ 80,000	$ -	$ 80,000	$ -	Current Finance Software (Incode 9) will become incompatible with continually updated windows platforms in near term future; requesting funding to upgrade to Incode 10 or pursue new software.
Maintenance Department Equipment Purchases	1	$ 235,000	$ 235,000	$ 235,000	$ -	$ 235,000	$ -	Leaf Vacuum & Box - $85,000; Tractor/Backhoe - $100,000; and: Maintenance Truck - $50,000;
Pool Renovation	1	$ 2,700,000	$ 100,000	$ 100,000	$ -	$ 100,000	$ -	In support of identified LWCF grant funding expected to be required for FY2024. A FY2024 Congressional Directed Funding request for $1,500,000 pends

EXPENDITURES	Priority	FY 2024 REQUESTED	RECOMMENDED	APPROVED	REV 1 PROPOSAL	TOTAL	GRANT FUNDING	NOTES
Street Paving / Improvements	2	$ 300,000	$ 130,000	$ 130,000	$ -	$ 130,000	$ -	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs. Due to large scope and delays in the Request for Bid process, Finance Committee recommends caping FY2024 paving/repairs expenses at $300K.; $130K FY24 income; **$170K from paving reserves**
Public Arts District - Wayfinding signage - 3-year program	2	$ 100,000	$ 100,000	$ 100,000	$ -	$ 100,000	$ -	CDD REQUEST $100K for wayfinding signage implementation phase 1 cost (3 years of phases) (request related to 2023 CTNOW ARPA Request)
City Hall Vehicles	2	$ 45,000	$ 45,000	$ 45,000	$ -	$ 45,000	$ -	City vehicle for code enforcement/building inspection staff. Currently Building Inspector is using private vehicle
Mordington Avenue Sidewalk Design	3	$ 110,000	$ -	$ -	$ -	$ -	$ -	CDD REQUEST Design and fund construction documents of Mordington Ave sidewalk from S George St to S West St. Currently included in FY2024 Congressional Directed Funding Request
Parking Meters	3	$ 5,000	$ 5,000	$ 5,000	$ -	$ 5,000	$ -	Routine replacement of a portion of the parking meters (25) in the downtown parking district
Charles Street Flooding	3	$ 50,000	$ 50,000	$ 50,000	$ -	$ 50,000	$ -	Engineering costs to determine Charles Street flooding mitigation
Maintenance Department Street Sweeper replacement	3	$ 250,000	$ -	$ -	$ -	$ -	$ -	Finance Committee recommends rescheduling in FY2025
Amenities & Replacements / Park Upgrades	3	$ 40,000	$ -	$ -	$ -	$ -	$ -	Finance Committee recommends reevaluation after the Master Parks Plan is completed and approved
Master Park Planning	3	$ 75,000	$ 75,000	$ 75,000	$ (75,000)	$ -	$ -	Development of the City's Master Parks Plan **Staff Recommends deferring this item due to higher than expected quotes.**
Walking Bridges at Happy Retreat and Evitts Run Park	3	$ 25,000	$ -	$ 25,000	$ 75,000	$ 100,000	$ -	Finance Committee recommends reevaluation after the Master Parks Plan is completed and approved
Skate Park	3	$ 40,000	$ -	$ 40,000	$ -	$ 40,000	$ -	Finance Committee recommends reevaluation after the Master Parks Plan is completed and approved
Depot Park Land Acquisition	3	$ 360,000	$ 360,000	$ 360,000	$ -	$ 360,000	$ -	Place holder for possible land acquisition from APUS for the Depot Park initiative
Charles Town Police Department Equipment (COPS Grant)	2	$ 108,112	$ -	$ -	$ -	$ -	$ 108,112	Funding requested: $81,600 for equipment covered under DOJ COPS EQUIP grant ($13.6K for pursuit stop stick, $34K for trauma kits, $34K for ballistic shields), $5,512 for taser not covered by DOJ grant, $21,000 in reserve funding for future FY equipment purchases
TOTALS		**$ 5,990,081**	**$ 2,400,081**	**$ 2,465,081**	**$ -**	**$ 2,465,081**	**$ -**	
BALANCE		**$ (3,367,473)**	**$ 222,527**	**$ 157,527**		**$ 157,527**	**$ (3,496,229)**	

Attachment (1)
Page 3 of 3

HOXTON
PLANNING & MANAGEMENT

Investor Statement

December 31, 2023

Prepared for

City Of Charles Town

Advisor

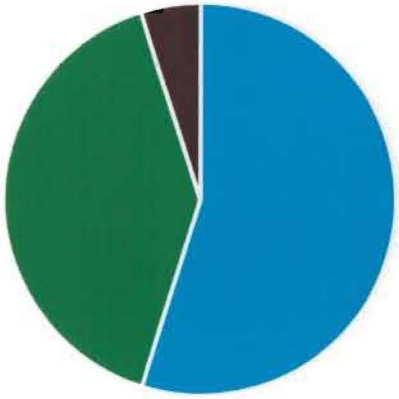
Rob Hoxton
Hoxton Planning & Management, LLC

Attachment (2)
9 pages

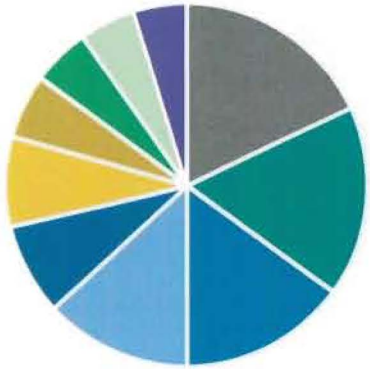
Aggregate Overview

All Accounts

Portfolio Asset Allocation



Asset Category	Allocation
Equity	54.88 %
Bond	40.10 %
Money Market	5.02 %



Asset Class	Allocation
Corporate Bond	18.04 %
Agency Bond	16.92 %
Large Growth	15.07 %
Large Value	13.11 %
Mid Cap Blend	8.15 %
Foreign Large Blend	8.01 %
Foreign Small/Mid Blend	5.73 %
Treasury Bond	5.14 %
Money Market-Taxable	5.02 %
Small Core	4.82 %

Client Group Summary

Start Date	Jan 3, 2017
Total Value	$722,431.54
Net Investment	$516,223.17

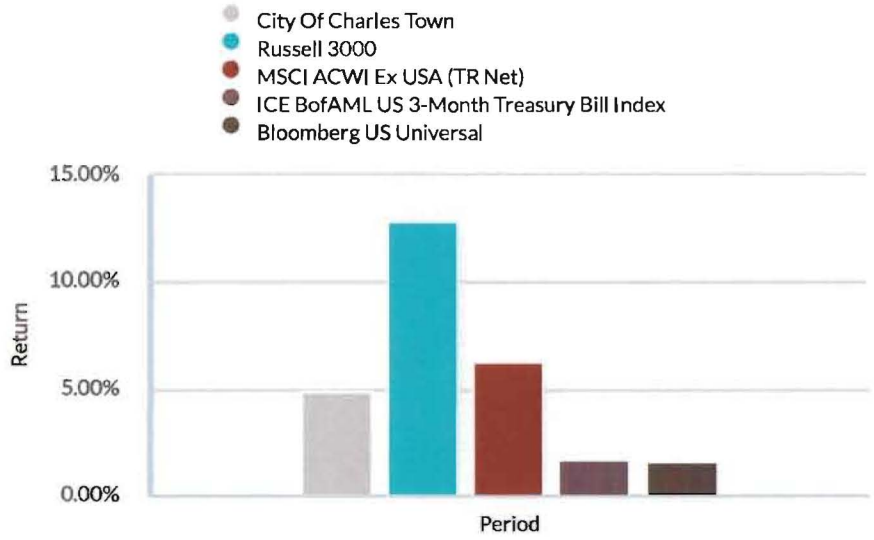
Performance	This Quarter	Year-to-Date	1/3/2017 to 12/31/2023
TWRR	7.11 %	12.13 %	4.89 %

Accounts / Benchmarks	Market Value	Net Investment	Qtr to Date	Year to Date	Trailing 1 Yr	Trailing 3 Yrs	Trailing 5 Yrs	1/3/2017 - 12/31/2023
City Of Charles Town | Corporation| XXX-XX9959	$722,431.54	$516,223.17	Incp: Jan 3, 2017					
Unassigned	-	-	7.11%	12.13%	12.13%	2.32%	5.99%	4.89%

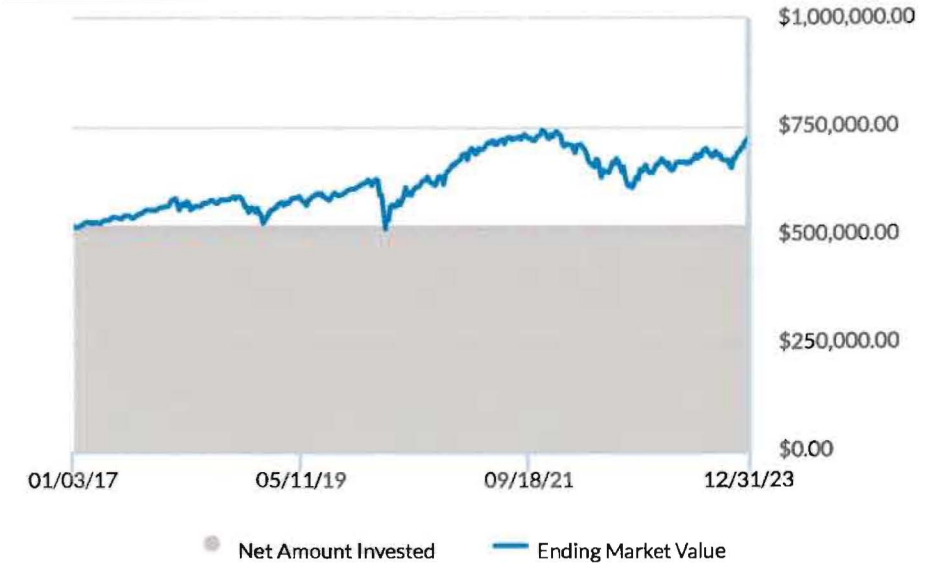
Aggregate Overview

All Accounts

Performance Summary



Market Value vs. Net Investment



Aggregate Overview

All Accounts

Quarterly Performance Statistics

	QTD	YTD	Rolling 1-Year	Rolling 10-Year	Rolling 5-Year	Inception
City Of Charles Town TWRR	7.11 %	12.13 %	12.13 %	-	5.99 %	4.89 %
Russell 3000	12.07 %	25.96 %	25.96 %	-	15.16 %	12.82 %
MSCI ACWI Ex USA (TR Net)	9.75 %	15.62 %	15.62 %	-	7.08 %	6.31 %
ICE BofAML US 3-Month Treasury Bill Index	1.37 %	5.01 %	5.01 %	-	1.88 %	1.73 %
Bloomberg US Universal	6.83 %	6.17 %	6.17 %	-	1.44 %	1.57 %

Periodic Performance Statistics

	QTD (10/1/2023 - 12/31/2023)	YTD (1/1/2023 - 12/31/2023)	Rolling 1-Year (1/1/2023 - 12/31/2023)	Rolling 10-Year (1/3/2017 - 12/31/2023)	Rolling 5-Year (1/1/2019 - 12/31/2023)	Inception (1/3/2017 - 12/31/2023)
City Of Charles Town TWRR	7.11 %	12.13 %	12.13 %	-	5.99 %	4.89 %
Russell 3000	12.07 %	25.96 %	25.96 %	-	15.16 %	12.82 %
MSCI ACWI Ex USA (TR Net)	9.75 %	15.62 %	15.62 %	-	7.08 %	6.31 %
ICE BofAML US 3-Month Treasury Bill Index	1.37 %	5.01 %	5.01 %	-	1.88 %	1.73 %
Bloomberg US Universal	6.83 %	6.17 %	6.17 %	-	1.44 %	1.57 %

Holdings

All Accounts

Holdings Summary	Total %	Total
Market Value	100.00 %	$722,431.54
Bond	100.00 %	$289,659.30
Mutual Fund	100.00 %	$36,295.89
Stock/ETF	100.00 %	$396,476.35

Unrealized[14]	Gains	Losses	Total
	$159,148.64	-$16,019.78	$143,128.86

Stock/ETF	Price	Units Owned	Market Value	% of Total	Style	Cost Basis	Gain / Loss	Yield
Invesco DWA Emerging Markets Momentum | PIE	$19.69	2,101.00	$41,369	5.73 %	Mid Cap Blend	$36,467	$4,902	2.59 %
iShares Core S&P Small-Cap ETF | IJR	$108.25	322.00	$34,857	4.82 %	Small Core	$18,027	$16,830	1.31 %
iShares MSCI EAFE ETF | EFA	$75.35	768.00	$57,869	8.01 %	Foreign Large Blend	$49,729	$8,140	2.98 %
iShares Russell 1000 Growth ETF | IWF	$303.17	359.00	$108,838	15.07 %	Large Growth	$43,016	$65,823	0.61 %
iShares Russell 1000 Value ETF | IWD	$165.25	573.00	$94,688	13.11 %	Large Value	$61,076	$33,612	2.02 %
SPDR S&P Mid Cap 400 Trust | MDY	$507.38	116.00	$58,856	8.15 %	Mid Cap Blend	$30,607	$28,249	1.21 %

Bond	Price	Units Owned	Market Value	% of Total	Style	Cost Basis	Gain / Loss	Yield
Deere John Capital Corp Ser H Mtn 1.30% 10/13/ 2026 | 24xxxxVW6	$0.92	35,000.00	$32,192	4.46 %	Corporate Bond	$34,394	-$2,202	1.41 %
Duke Energy FL Llc Bond 3.20% 1/15/2027 |	$0.97	25,000.00	$24,145	3.34 %	Corporate Bond	$23,503	$642	3.31 %

Bond	Price	Units Owned	Market Value	% of Total	Style	Cost Basis	Gain / Loss	Yield
26xxxxAC5								
Elevance Health Inc 3.50% 8/15/2024 | 94xxxxBJ5	$0.99	25,000.00	$24,666	3.41 %	Corporate Bond	$25,160	-$494	3.55 %
FHLB 3.00% 12/11/2026 | 31xxxxJM1	$0.97	50,000.00	$48,472	6.71 %	Agency Bond	$52,723	-$4,251	3.09 %
FHLB Ser Wq-2026 0.67% 6/16/2026 | 31xxxxJN7	$0.92	50,000.00	$45,755	6.33 %	Agency Bond	$49,975	-$4,220	0.73 %
FHLMC Ser Benchmark 0.00% 9/23/2025 | 31xxxxEX3	$0.93	30,000.00	$28,000	3.88 %	Agency Bond	$29,950	-$1,950	0.40 %
US Treasury Note 1.50% 1/31/2027 | 91xxxxZ78	$0.93	40,000.00	$37,130	5.14 %	Treasury Bond	$36,178	$951	1.62 %
Wal-Mart Stores 3.55% 6/26/2025 | 93xxxxED1	$0.99	50,000.00	$49,300	6.82 %	Corporate Bond	$52,203	-$2,903	3.60 %

Cash Balance	Market Value	% of Total
Fidelity Government Cash Reserves	$36,296	100.00 %

Report Disclaimer

Hoxton Planning & Management, LLC is a registered investment adviser. This supplemental report is provided for informational purposes only; please refer to your account statement(s) or other custodian provided statement for the official records of your account(s). The information contained herein has been obtained from sources we believe to be reliable, but we do not guarantee its accuracy or completeness. The information contained herein is only for accounts that Hoxton has agreed to manage per your investment management agreement. You should always contact us immediately if there are any changes in your financial situation or investment objectives or if you wish to add or modify any reasonable restrictions to the management of your account. All market values include any accrued income earned unless otherwise noted. Performance returns are calculated using time-weighted rate of returns, net of fees. All returns less than one year are cumulative and not annualized.

City of Charles Town Reports: City of Charles Town Residual Fund | 676359959

Personal Financial Management

Passive Reporting

Period Performance As of Dec 31, 2021

Period Ending	Market Value	Accrued	Contributions	Withdrawals	Net Investment To Date	Net Investment Period	TWRR To Date [1,2]	TWRR Period [1,3]	Benchmark To Date	Benchmark Period	IRR To Date [4]	IRR Period [4]
Dec 1, 2014	$ 499,953	$ 0	$ 0	$ 0	$ 0	$ 0	0.00 %	0.00 %			0.00 %	0.00 %
Dec 31, 2014	497,011	0	0	0	499,953	0	-0.59	-0.59			-0.59	-0.59
Dec 31, 2015	489,491	0	0	0	499,953	0	-2.10	-1.52			-2.09	-1.51
Dec 31, 2016	514,755	2,322	0	0	499,953	0	3.42	5.65			3.43	5.64
Dec 31, 2017	567,835	2,492	0	0	499,953	0	14.08	10.30			14.08	10.30
Dec 31, 2018	538,823	2,451	0	0	499,953	0	8.26	-5.09			8.26	-5.09
Dec 31, 2019	619,084	2,645	0	0	499,953	0	24.36	14.86			24.36	14.86
Dec 31, 2020	673,878	1,970	0	0	499,953	0	35.18	8.70			35.18	8.70
Dec 31, 2021	739,612	2,051	0	0	499,953	0	48.35	9.74			48.35	9.74

1 Time Weighted Rate of Return (TWRR) is calculated net of all fees and gross of all fees for Manager Sleeves. Time Weighted Rate of Return (TWRR) is used to compare your portfolio returns versus benchmark indices (such as S&P 500). This report has been generated on the platform powered by Envestnet (the "Platform Manager"). If your report contains data from periods prior to the time your account was set up on the platform, that data was supplied by third-party sources and has not been independently verified by Platform Manager.

2 TWRR to Date refers to total portfolio performance from the inception date or the start date through the date or dates provided. TWRR to Date is not annualized, but rather cumulative.

3 TWRR Period refers to the portfolio performance for the period listed (typically one year). The period is the period of time that ends on the date listed and started on the previous date listed or the inception date or start date.

4 Internal Rate of Return (IRR) is calculated net of all fees. Internal Rate of Return (IRR) is the return rate that equates the cash flows and ending market value to the beginning market value. The IRR weights performance results of periods differently in relation to the amount invested, which is why this methodology is also often referred to as a Dollar-Weighted, or Money-Weighted rate of return. The timing and magnitude of external cash flows are an important driver of IRR. This report has been generated on the platform powered by Envestnet (the "Platform Manager"). If your report contains data from periods prior to the time your account was set up on the platform, that data was supplied by third-party sources and has not been independently verified by Platform Manager.

These reports are not to be construed as an offer or the solicitation of an offer to buy or sell securities mentioned herein. Information contained in these reports is based on sources and data believed reliable. The information used to construct these reports was received via a variety of sources. These reports are for informational purposes only. These reports do not take the place of any brokerage statements, any fund company statements, or any tax forms. You are urged to compare this report with the statement you receive from your custodian covering the same period. Differences in positions may occur due to reporting dates used and whether certain assets are not maintained by your custodian. There may also be differences in the investment values shown due to the use of differing valuation sources and methods.

Note regarding loan balance: Your group annuity contract loan balance (if applicable) is not itemized in this report although it is reflected in your Contract Value. For more details regarding your loan balance please review your most recent group annuity statement or contact your Advisor who can assist you in obtaining this information.

HOXTON
PLANNING & MANAGEMENT

Investor Statement

December 31, 2023

Prepared for

City Of Charles Town

Advisor

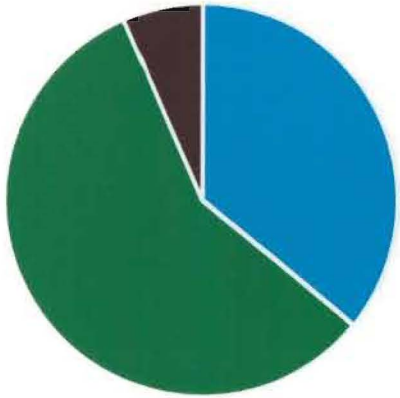
Rob Hoxton
Hoxton Planning & Management, LLC

Attachment (3)
8 pages

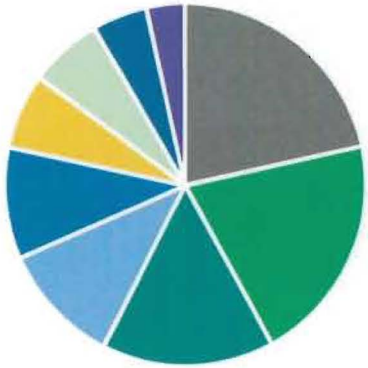
Aggregate Overview

All Accounts

Portfolio Asset Allocation



Asset Category	Allocation
Equity	35.92 %
Bond	57.54 %
Money Market	6.54 %



Asset Class	Allocation
Corporate Bond	21.60 %
Treasury Bond	20.43 %
Agency Bond	15.51 %
Large Value	10.82 %
Large Growth	9.95 %
Foreign Large Blend	6.70 %
Money Market-Taxable	6.54 %
Mid Cap Blend	4.98 %
Small Core	3.47 %

Client Group Summary

Start Date	Jan 3, 2017
Total Value	$499,469.91
Net Investment	$379,601.24

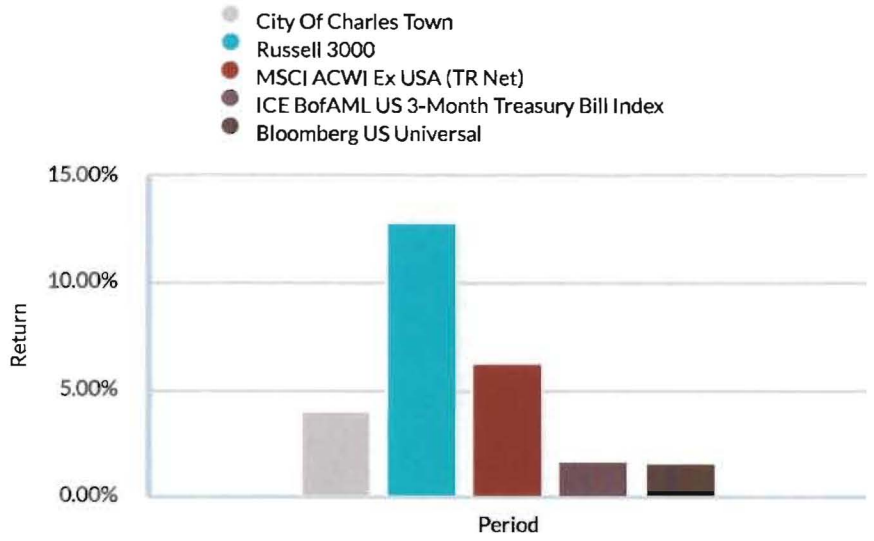
Performance	This Quarter	Year-to-Date	1/3/2017 to 12/31/2023
TWRR	5.35 %	9.13 %	3.99 %

Accounts / Benchmarks	Market Value	Net Investment	Qtr to Date	Year to Date	Trailing 1 Yr	Trailing 3 Yrs	Trailing 5 Yrs	1/3/2017 - 12/31/2023
City of Charles Town Police Pension | Trust| XXX-XX6846	$499,469.91	$379,601.24	Incp: Jan 3, 2017					
Unassigned	-	-	5.35 %	9.13 %	9.13 %	1.92 %	4.67 %	3.99 %

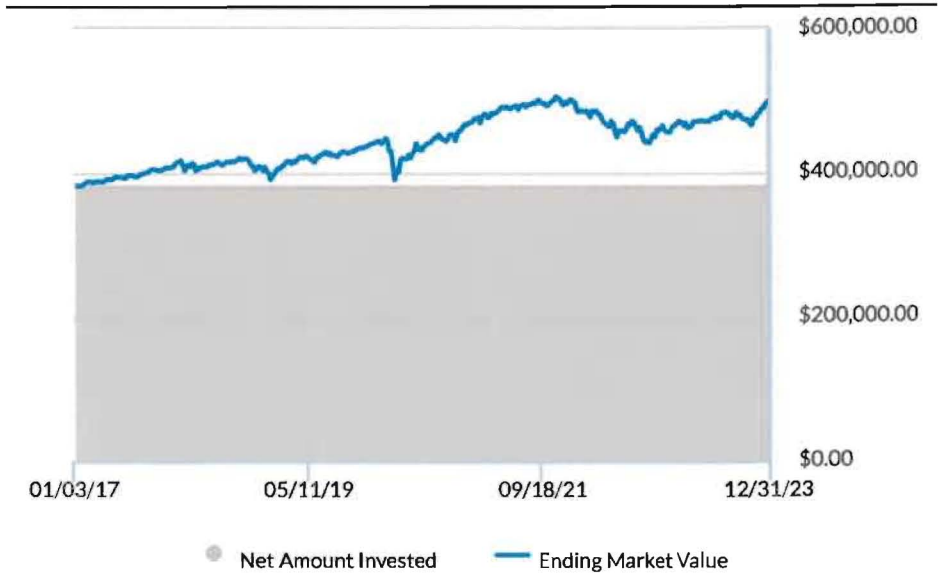
Aggregate Overview

All Accounts

Performance Summary



Market Value vs. Net Investment



Aggregate Overview

All Accounts

Quarterly Performance Statistics

	QTD	YTD	Rolling 1-Year	Rolling 10-Year	Rolling 5-Year	Inception
City Of Charles Town TWRR	5.35 %	9.13 %	9.13 %	-	4.67 %	3.99 %
Russell 3000	12.07 %	25.96 %	25.96 %	-	15.16 %	12.82 %
MSCI ACWI Ex USA (TR Net)	9.75 %	15.62 %	15.62 %	-	7.08 %	6.31 %
ICE BofAML US 3-Month Treasury Bill Index	1.37 %	5.01 %	5.01 %	-	1.88 %	1.73 %
Bloomberg US Universal	6.83 %	6.17 %	6.17 %	-	1.44 %	1.57 %

Periodic Performance Statistics

	QTD (10/1/2023 - 12/31/2023)	YTD (1/1/2023 - 12/31/2023)	Rolling 1-Year (1/1/2023 - 12/31/2023)	Rolling 10-Year (1/3/2017 - 12/31/2023)	Rolling 5-Year (1/1/2019 - 12/31/2023)	Inception (1/3/2017 - 12/31/2023)
City Of Charles Town TWRR	5.35 %	9.13 %	9.13 %	-	4.67 %	3.99 %
Russell 3000	12.07 %	25.96 %	25.96 %	-	15.16 %	12.82 %
MSCI ACWI Ex USA (TR Net)	9.75 %	15.62 %	15.62 %	-	7.08 %	6.31 %
ICE BofAML US 3-Month Treasury Bill Index	1.37 %	5.01 %	5.01 %	-	1.88 %	1.73 %
Bloomberg US Universal	6.83 %	6.17 %	6.17 %	-	1.44 %	1.57 %

Holdings

All Accounts

Holdings Summary	Total %	Total
Market Value	100.00 %	$499,469.91
Bond	100.00 %	$287,390.55
Mutual Fund	100.00 %	$32,685.71
Stock/ETF	100.00 %	$179,393.65

Unrealized[14]	Gains	Losses	Total
	$85,318.23	-$8,560.94	$76,757.29

Bond	Price	Units Owned	Market Value	% of Total	Style	Cost Basis	Gain / Loss	Yield
Duke Energy FL Llc Bond 3.20% 1/15/2027 | 26xxxxAC5	$0.97	15,000.00	$14,487	2.90 %	Corporate Bond	$14,102	$385	3.31 %
FFCB Bond 5.30% 8/25/2026 | 31xxxxHD1	$1.03	30,000.00	$30,789	6.16 %	Agency Bond	$33,249	-$2,460	5.16 %
FHLMC Ser Benchmark 0.00% 9/23/2025 | 31xxxxEX3	$0.93	50,000.00	$46,667	9.34 %	Agency Bond	$49,864	-$3,197	0.40 %
Invesco Fin Plc Sr Note 3.75% 1/15/2026 | 46xxxxAD2	$0.97	25,000.00	$24,341	4.87 %	Corporate Bond	$24,881	-$541	3.85 %
Merck & Co Inc Bond 2.75% 2/10/2025 | 58xxxxAR6	$0.98	20,000.00	$19,556	3.92 %	Corporate Bond	$20,139	-$583	2.81 %
Union Elec Co Note Call Make Whole 3.50% 4/15/ 2024 | 90xxxxCK6	$0.99	25,000.00	$24,840	4.97 %	Corporate Bond	$25,089	-$250	3.52 %
US Treasury Note 1.50% 1/31/2027 | 91xxxxZ78	$0.93	30,000.00	$27,847	5.58 %	Treasury Bond	$27,129	$718	1.62 %
US Treasury Note 2.00% 8/15/2025 | 91xxxxK74	$0.96	15,000.00	$14,435	2.89 %	Treasury Bond	$14,500	-$65	2.08 %

Bond	Price	Units Owned	Market Value	% of Total	Style	Cost Basis	Gain / Loss	Yield
US Treasury Note 4.25%05/25 Ust Note Due 5/31/2025 | 91xxxxHD6	$1.00	60,000.00	$59,780	11.97 %	Treasury Bond	$59,794	-$14	4.27 %
Wal-Mart Stores 3.55% 6/26/2025 | 93xxxxED1	$0.99	25,000.00	$24,650	4.94 %	Corporate Bond	$26,101	-$1,451	3.60 %

Stock/ETF	Price	Units Owned	Market Value	% of Total	Style	Cost Basis	Gain / Loss	Yield
iShares Core S&P Small-Cap ETF | IJR	$108.25	160.00	$17,320	3.47 %	Small Core	$8,082	$9,238	1.31 %
iShares MSCI EAFE ETF | EFA	$75.35	444.00	$33,455	6.70 %	Foreign Large Blend	$27,837	$5,618	2.98 %
iShares Russell 1000 Growth ETF | IWF	$303.17	164.00	$49,720	9.95 %	Large Growth	$15,126	$34,594	0.61 %
iShares Russell 1000 Value ETF | IWD	$165.25	327.00	$54,037	10.82 %	Large Value	$31,994	$22,043	2.02 %
SPDR S&P Mid Cap 400 Trust | MDY	$507.38	49.00	$24,862	4.98 %	Mid Cap Blend	$12,139	$12,722	1.21 %

Cash Balance	Market Value	% of Total
Fidelity Government Cash Reserves	$32,686	100.00 %

Report Disclaimer

Hoxton Planning & Management, LLC is a registered investment adviser. This supplemental report is provided for informational purposes only; please refer to your account statement(s) or other custodian provided statement for the official records of your account(s). The information contained herein has been obtained from sources we believe to be reliable, but we do not guarantee its accuracy or completeness. The information contained herein is only for accounts that Hoxton has agreed to manage per your investment management agreement. You should always contact us immediately if there are any changes in your financial situation or investment objectives or if you wish to add or modify any reasonable restrictions to the management of your account. All market values include any accrued income earned unless otherwise noted. Performance returns are calculated using time-weighted rate of returns, net of fees. All returns less than one year are cumulative and not annualized.

City of Charles Town Reports: Police Pension Fund | 649146846

Personal Financial Management

Passive Reporting

Period Performance As of Dec 31, 2021

Period Ending	Market Value	Accrued	Contributions	Withdrawals	Net Investment To Date	Net Investment Period	TWRR To Date [1,2]	TWRR Period [1,3]	Benchmark To Date	Benchmark Period	IRR To Date [4]	IRR Period [4]
Sep 1, 2012	$ 200,001	$ 0	$ 0	$ 0	$ 0	$ 0	0.00 %	0.00 %			0.00 %	0.00 %
Dec 31, 2012	201,579	0	0	0	200,001	0	0.79	0.79			0.79	0.79
Dec 31, 2013	208,158	0	0	0	200,001	0	4.07	3.26			4.08	3.26
Dec 31, 2014	368,724	0	150,000	0	350,001	150,000	8.57	4.31			8.90	4.54
Dec 31, 2015	365,739	0	0	0	350,001	0	7.69	-0.81			6.26	-0.81
Dec 31, 2016	378,872	2,149	0	0	350,001	0	12.19	4.18			11.36	4.18
Dec 31, 2017	408,280	2,234	0	0	350,001	0	20.88	7.74			21.18	7.74
Dec 31, 2018	396,549	2,831	0	0	350,001	0	17.60	-2.71			16.67	-2.71
Dec 31, 2019	440,397	3,103	0	0	350,001	0	30.59	11.05			31.02	11.05
Dec 31, 2020	471,395	2,626	0	0	350,001	0	39.58	6.88			40.53	6.88
Dec 31, 2021	501,789	3,558	0	0	350,001	0	48.80	6.61			50.17	6.61

1 Time Weighted Rate of Return (TWRR) is calculated net of all fees and gross of all fees for Manager Sleeves. Time Weighted Rate of Return (TWRR) is used to compare your portfolio returns versus benchmark indices (such as S&P 500). This report has been generated on the platform powered by Envestnet (the "Platform Manager"). If your report contains data from periods prior to the time your account was set up on the platform, that data was supplied by third-party sources and has not been independently verified by Platform Manager.

2 TWRR to Date refers to total portfolio performance from the inception date or the start date through the date or dates provided. TWRR to Date is not annualized, but rather cumulative.

3 TWRR Period refers to the portfolio performance for the period listed (typically one year). The period is the period of time that ends on the date listed and started on the previous date listed or the inception date or start date.

4 Internal Rate of Return (IRR) is calculated net of all fees. Internal Rate of Return (IRR) is the return rate that equates the cash flows and ending market value to the beginning market value. The IRR weights performance results of periods differently in relation to the amount invested, which is why this methodology is also often referred to as a Dollar-Weighted, or Money-Weighted rate of return. The timing and magnitude of external cash flows are an important driver of IRR. This report has been generated on the platform powered by Envestnet (the "Platform Manager"). If your report contains data from periods prior to the time your account was set up on the platform, that data was supplied by third-party sources and has not been independently verified by Platform Manager.

These reports are not to be construed as an offer or the solicitation of an offer to buy or sell securities mentioned herein. Information contained in these reports is based on sources and data believed reliable. The information used to construct these reports was received via a variety of sources. These reports are for informational purposes only. These reports do not take the place of any brokerage statements, any fund company statements, or any tax forms. You are urged to compare this report with the statement you receive from your custodian covering the same period. Differences in positions may occur due to reporting dates used and whether certain assets are not maintained by your custodian. There may also be differences in the investment values shown due to the use of differing valuation sources and methods.

Note regarding loan balance: Your group annuity contract loan balance (if applicable) is not itemized in this report although it is reflected in your Contract Value. For more details regarding your loan balance please review your most recent group annuity statement or contact your Advisor who can assist you in obtaining this information.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-175: Personnel Committee - February 12, 2024, Meeting

ATTACHMENTS:

- Personnel Committee Report - 2-12-24.docx

City of Charles Town Personnel Committee Report

12 February 2024 Meeting

Call to Order at 5:00PM

1. **Persons present**: Finance Committee Members Micheal George, Jeff Hynes, Kevin Tester and City Operations Director Cindy Rezmer

2. **Unfinished Business**

   Confirmed meeting dates for 2024 based on decision made at last meeting to meet on 2nd Tuesday of each Month at 5:00PM.

   2024-169: Review of the Employee Handbook

   Committee drew conclusion that handbook re-write needs to be done by third party. Councilman George received ballpark estimate of $3-4,000. Staff reported they had contacted one company for a quote but had no response yet. Also waiting to hear from another company that was recommended by insurance broker. Councilman Tester also suggested SHRM and Vicki Fields as possibilities. Councilman Hynes also suggested West Virginia Municipal League as a resource. Decision made to pause Committee's review of handbook and move forward with pursuing possibility of third party. Staff to determine if RFP or RFQ required.

3. **New Business**

   2024-170: Discuss City Manager's Review

   Committee discussed approach for 6-month review of City Manager. Committee will reach out to all Council members and City department leaders for their input. Staff shared that City Manager has requested to present his 6-month accomplishments at a March City Council meeting. Committee identified categories they want to focus on in measuring performance that include leadership, communication and accessibility. Plan to present to Council at March 18, 2024 meeting.

   2024-171: Discussion on Utilizing an Insurance Broker

   Staff presented information on possible utilization of an insurance broker to market and manage City benefits to include health, dental, vision, life, etc. Broker would manage compliance requirements for the City and also provide better employee experience with on-line portal that provides all benefit information in one place. They would also put benefits out to market to ensure City has choice of best available plans.

4. **Meeting adjourned at 5:50PM**

5. **Next Personnel Committee meeting is scheduled for 5:00pm, March 11, 2024.**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-176: Ordinance Committee - February 15, 2024, Meeting

ATTACHMENTS:

- Ordinance Meeting Minutes 2_15_24.pdf

City of Charles Town Ordinance Committee Report - February 15, 2024

Call to Order:
18:00

Committee Members In Attendance:

Rikki Twyford, Julie Philabaum, Kevin Tester

Also in attendance: John Nissel - City Manager

Agenda / Discussions:

2024 - 172: State Code Updates
Please see below for articles subject to change, per state code revisions, and our action as such.

	Part One - Administrative Code		
101.02	General Definitions	Amended	Need clarification on what was changed; including if alleys are now considered streets
	Part Three - Traffic Code		
301.02	Authorized Emergency Vehicle	Amended	Need clarification on what was changed
301.083	Electric Bicycles	Amended	Need clarification on what was changed
349.24	Electronically Distracted Driving	Added	Committee would like all of 349 referred to Ordinance
361.07	Accessible Parking	Added	Need clarification on intent of addition so we can word ours more clearly
373.11	Electric Bicycles	Amended	Need clarification on what was changed
	Part Five - General Offenses Code		
521.01	Liquor Control Definitions	Amended	Need clarification on what was changed
521.09	Acts Prohibited by Private Club Licensee	Amended	Need clarification on what was changed, including verbiage about alcoholic advertisements
545.01	Weapons and Explosives Definitions	Amended	Need clarification on what was changed

Additionally, the committee re-emphasized with the City Manager the concerns with our current online codified code maintenance service provider. Concerns include:

- Walter Drane makes state code changes without Council approval.
    - When they do that, they "lose" the previous version, therefore we have no redlined copy and no reference for what was changed/added/deleted.
- They take too long (months) to update ordinances that we have approved at Council.
- Their formatting is very poor.

We have asked City Manager Nissel to look into how much we pay for their service and how long we are contracted for.

- ***Recommendation to City Council:***
    - *None at this time*

2024 - 173: Outdoor Dining Ordinance Creation

In light of current and future Charles Town businesses with outdoor dining needs, the committee intends to create an ordinance that outlines guidelines and requirements for food and alcoholic beverage consumption outdoors. We are building the ordinance from scratch, with the aid of City staff, and welcome any feedback from Council.

- ***Recommendation to City Council:***
    - *None at this time*

Adjournment:
19:54

Next Meeting:
March 14, 2024 at 18:00

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-184: Charles Town Tree Board - February 1, 2024, Meeting

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-206: City Manager Report

ATTACHMENTS:

- City Managers Report Feb. 20.pdf

City of Charles Town

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

City Managers Report

2/20/24

- B&O Tax update: We have updated our late notices for the B&O tax delinquencies and last week we mailed out over 430 delinquent B&O notice forms. This tax period alone (7/1/23-12/31/23) to this date have already generated over $715,000.
- We will be launching our new web page in about 3 to 4 weeks.
- We audited our TMobile account and discovered that we had been paying for 11 phones lines that did not belong to us. TMobile informed us that it had something to do with the transition from Sprint to TMobile and some old lines never got deactivated. Subsequently we were credited back $1,896.07 and our monthly bills going forward will be reduced. This is an ongoing effort to look at all our contracts and look for efficiencies.
- We will be hosting our second Parking Townhall meeting soon and querying our survey results. We hope to have to you in March some recommendations coming out of the Select Committee for your review and feedback.
- Just a reminder that we are still scheduling tours of the maintenance yard for the council members. Please reach out to Carolyn your availability.
- Just a friendly reminder that this Wednesday I will be hosting my first “Meet the City Manager Day” right here at City Hall.
- The CTUB update is included in your packet along with the meeting minutes for your review.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-193: Charles Town Utility Board Update

ATTACHMENTS:

- Utility Manager Report.pdf
- 2024.01.24 UB MINUTES.pdf

Charles Town
Utility Board
661 S. George Street, Suite 101 Charles Town, WV 25414
Phone: (304) 725-2316 ♦ Fax: (304) 725-7150 ♦ Web: www.ctubwv.com

MEMORANDUM TO THE BOARD OF DIRECTORS

FROM: Kristen Stolipher, Utility General Manager
SUBJECT: Utility General Manager's Report
DATE: February 14, 2024

- **Customer Counts**
  - Sewer 8,843
  - Water 6,858

- **Water and Sewer Rate Adjustments**
  - Passed 2nd Reading on January 2, 2024
  - Tariffs submitted to WV PSC on January 31st
  - New rate structure anticipated to be implemented in February 2024 upon approval

- **Water and Sewer Strategic Plans**
  - Updates are in progress and drafts expected to be provided to the CTUB Board of Directors and Council in March
  - Adoption of updated plans in April/May 2024

- **Renewal and Replacement project on track for completion in fall 2024**

- **Collection System Project**
  - Easements being obtained
  - Permitting almost complete

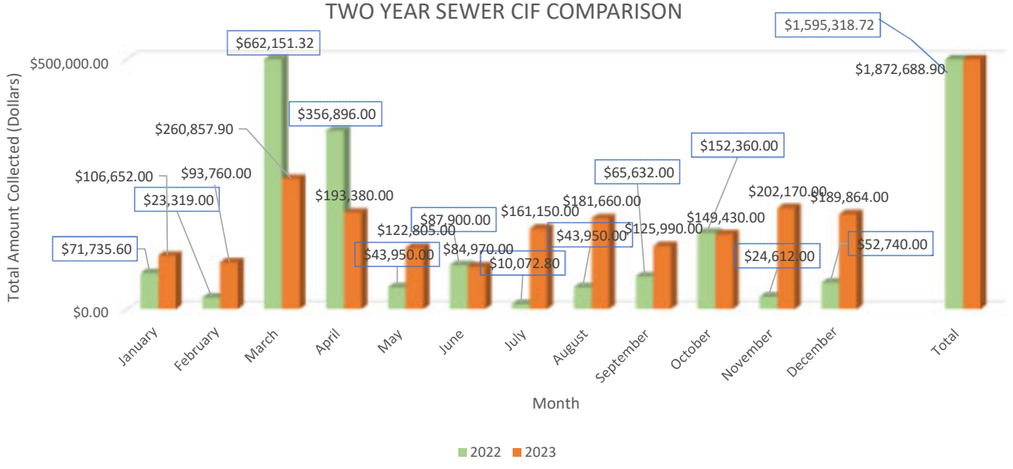
- **Greenfield Forcemain upsizing project**
  - Notice to Proceed expected February 14th
  - Construction will impact travel and residents in Greenfield subdivision.
  - Project schedule to be provided to Council upon receipt from Contractor.

- **Valley Hardware sewer line**
  - Minor temporary impact to downtown parking and sidewalk in front of old Valley Hardware Building during the 2nd week in February while sewer lateral repair is completed.

- **Harvest Hills Concept plan and rezoning request**
  - 1,009 units proposed (Concept plan attached)

Charles Town Utility Board
2023 Capacity Improvement Fee Collections/EDU for Sewer

Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-23		36.4	36.4	$ 116,402.00	$ 9,750.00	$ 106,652.00
Feb-23		32	32	$ 93,760.00		$ 93,760.00
Mar-23	4.03	85	89.03	$ 286,906.65	$ 26,048.75	$ 260,857.90
Apr-23		66	66	$ 206,380.00	$ 13,000.00	$ 193,380.00
May-23	5.19	36	41.19	$ 139,380.00	$ 17,550.00	$ 122,805.00
Jun-23		29	29	$ 84,970.00		$ 84,970.00
Jul-23		55	55	$ 237,525.00	$ 76,375.00	$ 161,150.00
Aug-23		62	62	$ 202,785.00	$ 21,125.00	$ 181,660.00
Sep-23		43	43	$ 156,865.00	$ 30,875.00	$ 125,990.00
Oct-23		51	51	$ 191,680.00	$ 42,250.00	$ 149,430.00
Nov-23		69	69	$ 237,920.00	$ 35,750.00	$ 202,170.00
Dec-23	33	32	65	$ 196,364.00	$ 6,500.00	$ 189,864.00
Total 2023	**42.02**	**491.4**	**638.42**	**$ 2,150,937.65**	**$ 279,223.75**	**$ 1,872,688.90**



Charles Town Utility Board
2024 Capacity Improvement Fee Collections/EDU for Sewer

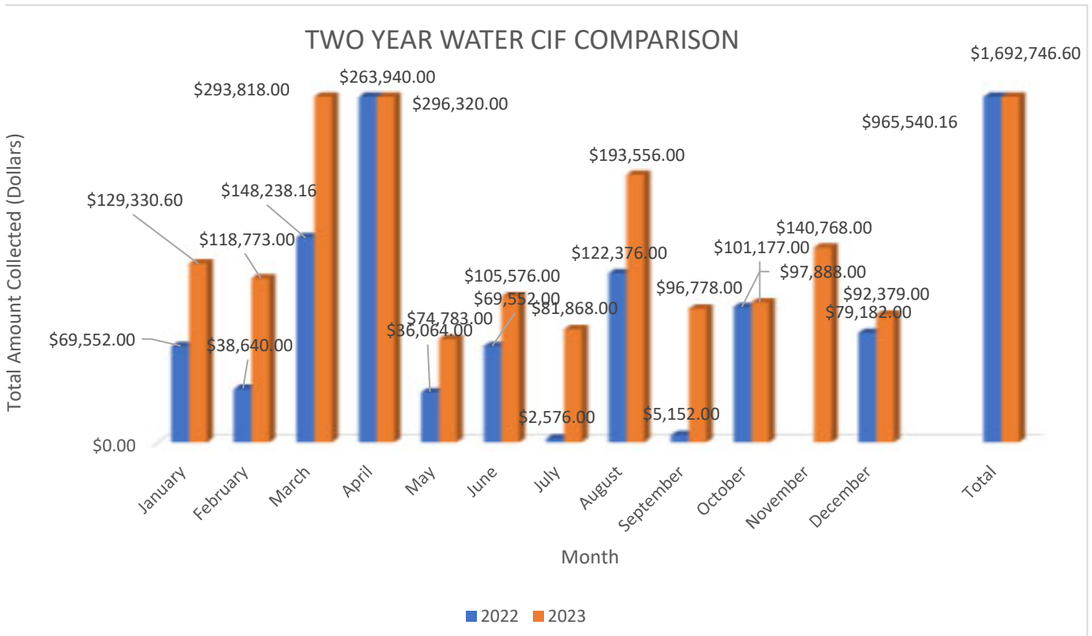
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-24	1.5	86	87.5	$ 289,687.50	$ 33,312.50	$ 256,375.00
Feb-24		11	11	$ 32,230.00		
Mar-24						
Apr-24						
May-24						
Jun-24						
Jul-24						
Aug-24						
Sep-24						
Oct-24						
Nov-24						
Dec-24						
Total 2024	**1.5**	**97**	**98.5**	**$ 321,917.50**	**$ 33,312.50**	**$ 256,375.00**

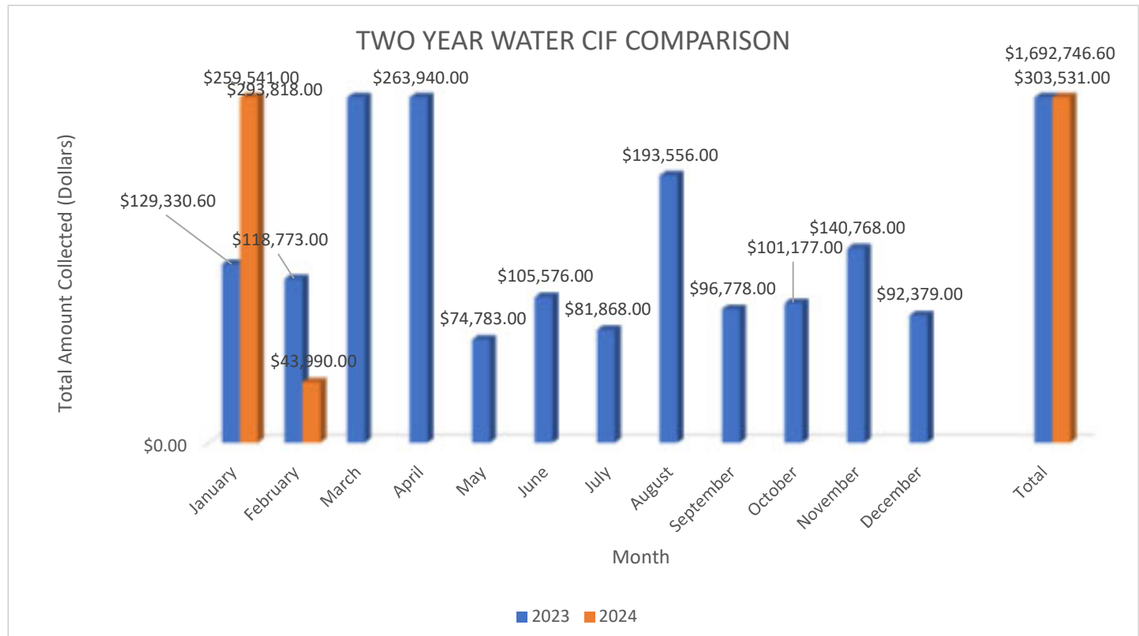


Water CIF Tracking as of February 6, 2024

2023 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-23		30.4	30.4	$ 129,330.60
Feb-23		27	27	$ 118,773.00
Mar-23		81.5	81.5	$ 293,818.00
Apr-23		60	60	$ 263,940.00
May-23		17	17	$ 74,783.00
Jun-23		24	24	$ 105,576.00
Jul-23	24.95	4	28.95	$ 81,868.00
Aug-23		44	44	$ 193,556.00
Sep-23		22	22	$ 96,778.00
Oct-23		23	23	$ 101,177.00
Nov-23		32	32	$ 140,768.00
Dec-23		21	21	$ 92,379.00
Total 2023	**24.95**	**362.9**	**410.85**	**$ 1,692,746.60**

2024 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-24		59	59	$ 259,541.00
Feb-24		10	10	$ 43,990.00
Mar-24				
Apr-24				
May-24				
Jun-24				
Jul-24				
Aug-24				
Sep-24				
Oct-24				
Nov-24				
Dec-24				
Total 2024	**0**	**69**	**69**	**$ 303,531.00**





CHARLES TOWN UTILITY BOARD
WATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2019	2.8	644.32	1.77	1.03	1,034,980	6,900
2020	2.8	615.64	1.68	1.12	1,117,946	7,453
2021	2.8	601.87	1.64	1.16	1,164,627	7,764
2022	2.8	588.97	1.60	1.20	1,204,163	8,028
2023	2.8	602.24	1.63	1.17	1,168,256	7,788
2024	2.8	480.27	1.55	1.25	1,250,735	8,338

GLEN HAVEN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.0216	1.04	0.01	0.01	13,120	
2021	0.0216	3.06	0.01	0.01	13,213	-
2022	0.0216	2.70	0.01	0.01	14,335	-
2023	0.0216	2.99	0.01	0.01	13,573	-
2024	0.0216	0.23	0.01	0.01	14,023	-

CAVALAND WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.036	0.59	0.005	0.03	31,210	
2021	0.036	1.91	0.01	0.03	30,766	
2022	0.036	1.84	0.005	0.03	31,041	
2023	0.036	1.79	0.005	0.03	31,186	
2024	0.036	0.00	0.01	0.03	30,981	

Legend:
MGD= Million gallons per day
MG=million gallons
gpd= gallons per day
EDU= Equivalent Dwelling Unit (150 gpd)

2021		
	Total (MG)	AVERAGE (MG)
JANUARY	50,030,727	1,613,894
FEBRUARY	45,304,029	1,618,001
MARCH	50,881,983	1,641,354
APRIL	49,098,224	1,636,607
MAY	53,910,537	1,739,050
JUNE	53,051,728	1,711,346
JULY	53,198,248	1,716,073
AUGUST	54,959,872	1,772,899
SEPTEMBER	49,200,580	1,587,115
OCTOBER	49,336,781	1,591,509
NOVEMBER	45,777,260	1,476,686
DECEMBER	47,118,143	1,519,940
Annual Total	601,868,112	1,635,373

2022		
	Total (MG)	AVERAGE (MG)
JANUARY	47,918,736	1,545,766
FEBRUARY	43,703,896	1,560,853
MARCH	48,063,482	1,550,435
APRIL	47,294,978	1,525,644
MAY	49,834,352	1,607,560
JUNE	49,111,936	1,584,256
JULY	51,919,787	1,674,832
AUGUST	51,872,384	1,673,303
SEPTEMBER	50,844,952	1,640,160
OCTOBER	50,572,280	1,631,364
NOVEMBER	47,643,899	1,536,900
DECEMBER	50,188,260	1,618,976
Annual Total	588,968,942	1,595,837

2023		
	Total (MG)	AVERAGE (MG)
JANUARY	50,324,969	1,623,386
FEBRUARY	44,512,256	1,589,723
MARCH	51,243,776	1,653,025
APRIL	49,507,092	1,597,003
MAY	51,882,496	1,673,629
JUNE	51,245,216	1,653,071
JULY	53,546,017	1,727,291
AUGUST	53,866,467	1,737,628
SEPTEMBER	51,067,174	1,647,328
OCTOBER	49,781,275	1,605,848
NOVEMBER	47,073,432	1,518,498
DECEMBER	48,189,312	1,554,494
Annual Total	602,239,482	1,631,744

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	48,027,207	1,549,265
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	48,027,207	1,549,265

2021		
	Total (MG)	AVERAGE (MG)
JANUARY	242,200	7,813
FEBRUARY	203,500	7,268
MARCH	241,800	8,636
APRIL	262,300	8,743
MAY	289,700	9,345
JUNE	276,500	8,919
JULY	302,900	9,771
AUGUST	302,900	9,771
SEPTEMBER	227,800	7,348
OCTOBER	285,100	9,197
NOVEMBER	227,200	7,329
DECEMBER	201,500	6,500
Annual Total	3,063,400	8,387

2022		
	Total (MG)	AVERAGE (MG)
JANUARY	204,300	6,590
FEBRUARY	178,600	5,761
MARCH	191,200	6,168
APRIL	222,000	7,161
MAY	237,300	7,655
JUNE	286,600	9,245
JULY	301,600	9,729
AUGUST	262,800	8,477
SEPTEMBER	221,600	7,148
OCTOBER	236,700	7,635
NOVEMBER	215,200	6,942
DECEMBER	144,500	4,661
Annual Total	2,702,400	7,265

2023		
	Total (MG)	AVERAGE (MG)
JANUARY	233,300	7,526
FEBRUARY	184,300	5,945
MARCH	218,200	7,039
APRIL	234,800	7,574
MAY	264,800	8,542
JUNE	268,900	8,674
JULY	325,100	10,487
AUGUST	281,300	9,074
SEPTEMBER	265,600	8,568
OCTOBER	233,900	7,545
NOVEMBER	242,500	7,823
DECEMBER	233,500	7,532
Annual Total	2,986,200	8,027

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	234,900	7,577
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	234,900	7,577

2021		
	Total (MG)	AVERAGE (MG)
JANUARY	150,900	4,868
FEBRUARY	132,900	4,746
MARCH	145,800	5,207
APRIL	152,900	5,097
MAY	177,900	5,739
JUNE	159,000	5,129
JULY	169,600	5,471
AUGUST	177,300	5,719
SEPTEMBER	175,600	5,665
OCTOBER	176,000	5,677
NOVEMBER	151,200	4,877
DECEMBER	143,000	4,613
Annual Total	1,912,100	5,234

2022		
	Total (MG)	AVERAGE (MG)
JANUARY	150,100	4,842
FEBRUARY	127,200	4,103
MARCH	130,300	4,203
APRIL	141,600	4,568
MAY	145,000	4,677
JUNE	155,500	5,016
JULY	173,500	5,597
AUGUST	167,200	5,394
SEPTEMBER	138,500	4,468
OCTOBER	144,300	4,655
NOVEMBER	145,300	4,687
DECEMBER	226,300	7,300
Annual Total	1,844,800	4,959

2023		
	Total (MG)	AVERAGE (MG)
JANUARY	134,900	4,352
FEBRUARY	122,700	3,958
MARCH	140,000	4,516
APRIL	143,100	4,616
MAY	153,400	4,948
JUNE	166,200	5,361
JULY	166,400	5,368
AUGUST	170,400	5,497
SEPTEMBER	163,600	5,277
OCTOBER	140,600	4,535
NOVEMBER	143,200	4,619
DECEMBER	146,400	4,723
Annual Total	1,790,900	4,814

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	155,600	5,019
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	155,600	5,019

CHARLES TOWN UTILITY BOARD
WASTEWATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WASTEWATER PLANT FLOW DATA

YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2015	1.75	384	1.05	0.7	700,000	4,667
2016	1.75	419	1.14	0.61	610,000	4,067
2017	1.75	393	1.08	0.67	670,000	4,467
2018	1.75	491	1.34	0.41	410,000	2,733
2019	1.75	459	1.26	0.49	490,000	3,267
2020	1.75	419.7	1.15	0.60	603,333	4,022
2021	1.75	401.61	1.11	0.64	637,500	4,250
2022	1.75	387.15	1.06	0.69	687,500	4,583
2023	1.75	382.28	1.06	0.69	694,167	4,628
2024	1.75	36.06	1.16	0.59	590,000	3,933

TUSCAWILLA WASTEWATER PLANT FLOW DATA

YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2015	0.5	48	0.13	0.37	370,000	2,467
2016	0.5	49	0.13	0.37	370,000	2,467
2017	0.5	48	0.14	0.36	360,000	2,400
2018	0.5	78	0.21	0.29	290,000	1,933
2019	0.5	55.24	0.15	0.35	350,000	2,333
2020	0.5	1.09	0.16	0.34	340,000	2,267
2021	0.5	32.55	0.10	0.40	400,833	2,672
2022	0.5	62.8	0.17	0.33	328,333	2,189
2023	0.5	83.78	0.23	0.27	270,000	1,800
2024	0.5	8.61	0.28	0.22	220,000	1,467

Legend:
MGD= Million gallons per day
MG=million gallons
gpd= gallons per day
EDU= Equivalent Dwelling Unit (150 gpd)

Total EDU's available between CT and Tuscawilla

2015	7,133
2016	6,533
2017	6,867
2018	4,667
2019	5,600
2020	6,289
2021	6,922
2022	6,772
2023	6,428
2024	5,400

2021

	Total (MG)	AVERAGE (MG)
JANUARY	35.83	1.22
FEBRUARY	32.98	1.18
MARCH	36.39	1.17
APRIL	34.33	1.18
MAY	33.24	1.07
JUNE	36.24	1.21
JULY	30.99	1.00
AUGUST	29.94	0.97
SEPTEMBER	36.36	1.17
OCTOBER	29.97	0.97
NOVEMBER	30.12	1.00
DECEMBER	35.22	1.21
Annual Total	401.61	1.11

2022

	Total (MG)	AVERAGE (MG)
JANUARY	37.25	1.20
FEBRUARY	33.8	1.21
MARCH	33.28	1.07
APRIL	32.98	1.1
MAY	35.86	1.16
JUNE	29.9	1.00
JULY	29.78	0.96
AUGUST	30.19	1.01
SEPTEMBER	29.62	0.96
OCTOBER	29.02	0.94
NOVEMBER	30.09	1.00
DECEMBER	35.38	1.14
Annual Total	387.15	1.06

2023

	Total (MG)	AVERAGE (MG)
JANUARY	36.55	1.21
FEBRUARY	28.96	1.03
MARCH	30.46	1.02
APRIL	29.52	0.98
MAY	30.78	0.99
JUNE	29.64	0.99
JULY	31.2	1.01
AUGUST	29.96	1.00
SEPTEMBER	33.38	1.11
OCTOBER	33.02	1.07
NOVEMBER	33.61	1.12
DECEMBER	35.2	1.14
Annual Total	382.28	1.06

2024

	Total (MG)	AVERAGE (MG)
JANUARY	36.06	1.16
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	36.06	1.16

2021

	Total (MG)	AVERAGE (MG)
JANUARY	0.52	0.07
FEBRUARY	2.22	0.08
MARCH	4.22	0.14
APRIL	1.12	0.04
MAY	0.89	0.03
JUNE	3.37	0.11
JULY	3.9	0.13
AUGUST	3.6	0.12
SEPTEMBER	4.53	0.15
OCTOBER	3.94	0.13
NOVEMBER	3.73	0.12
DECEMBER	0.51	0.07
Annual Total	32.55	0.10

2022

	Total (MG)	AVERAGE (MG)
JANUARY	0	0
FEBRUARY	0	0
MARCH	4.34	0.14
APRIL	4.68	0.16
MAY	6.03	0.19
JUNE	6.21	0.21
JULY	6.48	0.21
AUGUST	7.01	0.23
SEPTEMBER	7.11	0.24
OCTOBER	7.27	0.23
NOVEMBER	6.94	0.23
DECEMBER	6.73	0.22
Annual Total	62.8	0.17

2023

	Total (MG)	AVERAGE (MG)
JANUARY	7.3	0.24
FEBRUARY	6.38	0.23
MARCH	6.41	0.21
APRIL	6.13	0.20
MAY	6.30	0.20
JUNE	6.89	0.23
JULY	7.31	0.24
AUGUST	7.7	0.25
SEPTEMBER	6.98	0.23
OCTOBER	6.92	0.22
NOVEMBER	7.22	0.24
DECEMBER	8.24	0.27
Annual Total	83.78	0.230

2024

	Total (MG)	AVERAGE (MG)
JANUARY	8.61	0.28
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	8.61	0.280

CHARLES TOWN UTILITY BOARD
GD&F ENGINEER'S REPORT
FEBRUARY 2024

Charles Town Wastewater Treatment Plant Improvements (R&R Project)

- The Contractor (Alvarez) continues site work near the new Electrical Building. Exterior components to the Centrifuge Building are nearly complete with only pipe penetrations and minor finishes remaining. Mechanical piping and Centrifuge Connections continue inside the Centrifuge Building. Electrical duct banks are also nearing completion and panels are being placed as they arrive.
- The Contractor plans to continue mechanical work inside the Centrifuge building as well floor coatings/wall painting. Site work around the transformer will continue and they expect to complete the piping to the new WAS Vault.
- The current contract times for Substantial Completion is June 24 and Final Completion is September 22, 2024. Alvarez reported additional delays in electrical equipment delivery, but is working with the supplier for a temporary solution to maintain the schedule to the best extent possible.
- GD&F RPR, Dave Gustkey, continues to be present on site full time and coordinate efforts between Alvarez, CTUB, Specialized and City building inspector personnel.
- GD&F has received 126 submittals to date, all of which have been reviewed and returned. O&M manuals are currently being submitted. 41 requests for information (RFI's) have been answered and 13 Work Change Directives have been issued.
- The next Progress Meeting is scheduled for February 29, 2024.
- Alvarez submitted Application for Payment No. 15 in the amount of $132,116.09. This Application has been reviewed and approved by GD&F.
- See below for construction progress photos.

Charles Town Water Plant Intake VFD Project

- S&S has completed the wiring and conduit portion of the new VFDs. They are currently waiting on delivery and installation of the new telemetry system.

EPA Administrative Order

- GD&F has been assisting CTUB as needed with compliance reports, scheduling and project updates in regard to the EPA Administrative Order. GD&F prepared an updated detailed construction project schedule this past month.

Kings Crossing Sewer Tie-in at Water Plant

- GD&F is in the processes of completing designs for the proposed forcemain, pump station, and recycle line for the water plant. Final specifications and bid ready drawings expected in the next 2 months.

Page Jackson Elementary School Water and Sewer Service Evaluation

- GD&F currently performing a high-level water and sewer service evaluation update for the Page Jackson Elementary School.

Greenfield Forcemain Construction Administration

- Scheduled date for Preconstruction Meeting on February 22. The Contractor (Delauter) & GD&F have been in contact regarding initial administrative items such as submittals.

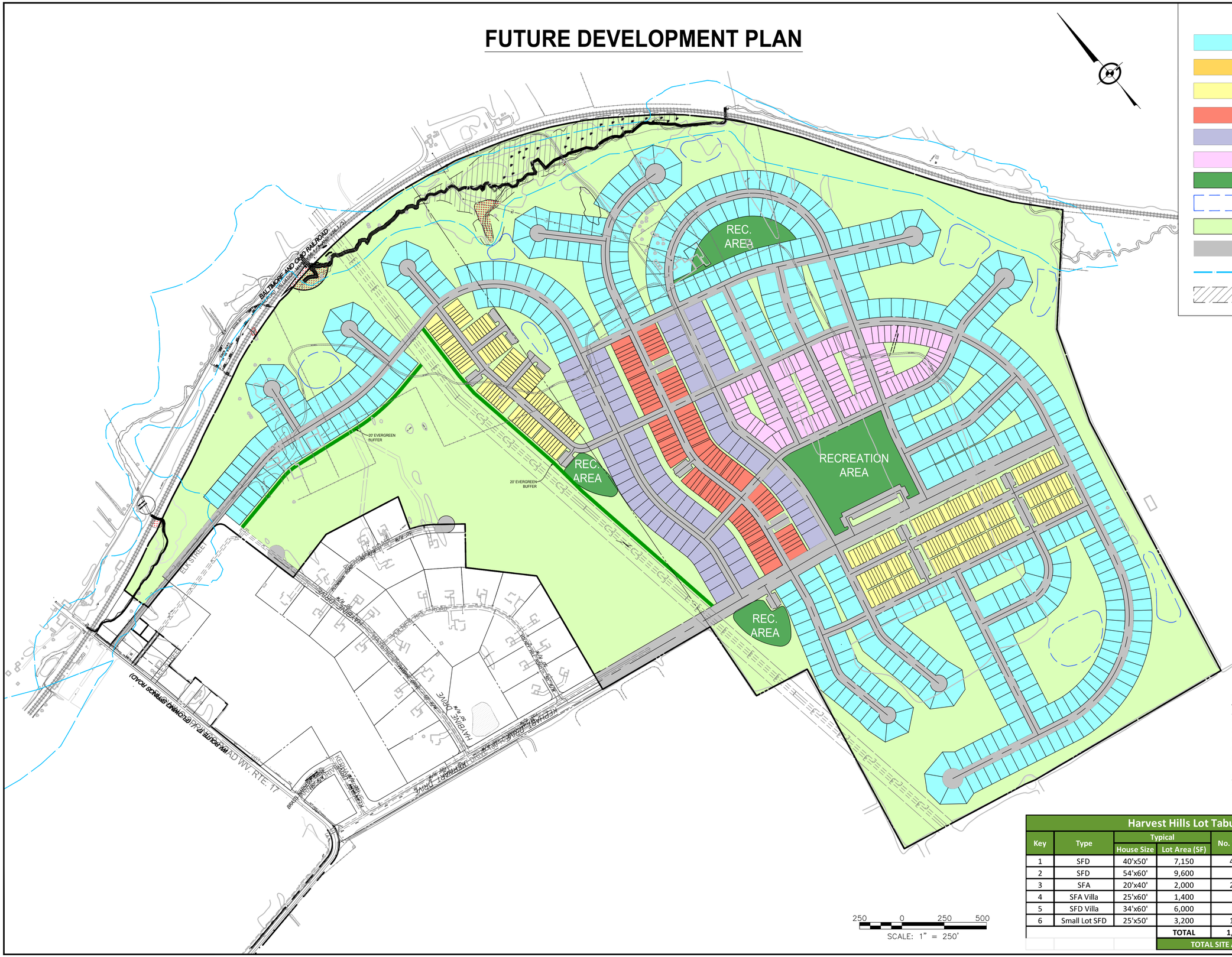


WAS Vault Piping/Backfilling



New Centrifuge Building Exterior Finish

FUTURE DEVELOPMENT PLAN


REC. AREA
RECREATION AREA
REC. AREA
REC. AREA
20' EVERGREEN BUFFER
20' EVERGREEN BUFFER
BALTIMORE AND OHIO RAILROAD
EXISTING
WV ROUTE 17/1 (EDWARD BYRNES ROAD)
WV RTE. 17
HARVEST HILLS DRIVE
HARVEST HILLS DRIVE
HARVEST HILLS DRIVE

Charles Town Utility Board
Regular Board Meeting
January 24, 2024

The Charles Town Utility Board held a regular meeting on January 24, 2024 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Robert Rodecker, Legal Counsel; and Richard Lewis, Legal Counsel.

Jeff Whitten, Board member, was absent from the meeting with notice.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of January 10, 2024 Regular Meeting Minutes

The Chairman called for changes or corrections to the January 10, 2023 regular meeting minutes.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the January 10, 2024 minutes as presented.**

PUBLIC COMMENT

Public comment was received from Elizabeth Ricketts, Jacquelyn Milliron and Christine Wimer.

UNFINISHED BUSINESS

Utility Manager Performance Evaluation Review - Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2)(A) - Matters arising from the appointment, employment of an employee.

Action: **This item was moved to the end of the meeting.**

NEW BUSINESS

Locust Hill Unit Owners Association Request for Deed of Easement

A request from received from the Locust Hill UOA for a deed of easement to install a non-permanent bus shelter on a parcel that is partially occupied by the fenced water tower owned by CTUB. Ms. Renee Sanders of Clagett Management briefed the Board. Mrs. Stolipher mentioned the request would need to be approved by the Board and then forwarded to City Council for approval. She also suggested the easement and plat be drafted by the requester. The Board provided discussions.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the request from the Locust Hill UOA for a deed of easement to be drafted by the UOA for the bus shelter.**

Dewberry Valve Assessment Program Update

Richard Kincheloe from Dewberry provided a brief update on the valve assessment program being developed to ensure valves are exercised regularly in accordance with the American Water Works Association guidance. Once the operating procedure is developed, it will be very beneficial for staff to exercise valves along with the ability to locate all.

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

Source Water Protection Plan Update – Dewberry Proposal for Services

Mrs. Stolipher mentioned the Source Water Protection Plan is required to be updated by May 1, 2024 and has requested Dewberry to provide a proposal to update the plan. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the proposal from Dewberry for $16,000.00 to update the source water protection plan.**

Capacity Improvement Fee Discussion requested by Heidi Parker

Mrs. Parker requested this item after learning of the increase in costs for several project components at the last meeting. She wanted to ensure capacity improvement fee (CIF) amounts are sufficient to cover future projects based on the increase in costs, inflation, etc. Mrs. Stolipher mentioned the water CIF was issued in December 2022 and to be reevaluated in December 2025 and the sewer CIF was issued in April 2022 and to be reevaluated in April 2025. She suggested completing the water and sewer strategic plans first before reevaluating the CIF's as they are the basis for the projects for those calculations. Mrs. Stolipher will bring the strategic plans to the Board for review in April 2024.

Action: **Motion made by Mrs. Parker to have Dewberry refigure the CIF's based on the most recent information available. After discussions, Mrs. Parker amended her original motion, second by Mr. Pierson, the Board unanimously decided to reevaluate in three months the need to have Dewberry reassess the CIF's based on the new water and sewer strategic plans.**

Industrial User #7 Rockwool Permit Modification Request

Mrs. Stolipher provided a request for a modification to CTUB's NPDES permit for Rockwool to increase their maximum daily flow from 17,000 to 30,000 gallons per day. After noticing Rockwool had flow exceedances starting in October 2023, Mrs. Stolipher notified DEP and met with Rockwool to discuss. With an increase in production and the consequences of the water hardness, Rockwool has requested to increase the permitted daily flow. Attorney Richard Lewis briefed the Board on the steps for a modification with WVDEP. Mrs. Stolipher mentioned staff will review the sewer user agreement with Rockwool and evaluate if additional CIF's are applicable.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved to submit the Rockwool NPDES permit modification to WVDEP as presented.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided the Revenue and Expense reports for November and December and mentioned moving the CTUB day to April 19th. She also proposed to provide monthly updates to the City Council to keep them informed of all matters taking place at CTUB. The Board suggested the Chairman provide those updates as he already attends both meetings.

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

Chairman Report

The Chairman had no updates to report.

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

APPROVAL OF BILLS

January 24, 2024

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

EXECUTIVE SESSION

Utility Manager Performance Evaluation Review - Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2)(A) - Matters arising from the appointment, employment of an employee.

Action: **Motion by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved convening into Executive Session at 4:55 P.M. to discuss Utility Manager Performance Evaluation Review. Mayor Bob Trainor was invited to the discussions.**

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved returning to public session. Executive session was declared over at 5:15 P.M.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting.

Action: **Motion by Mr. Pierson, second by Mr. Stocks, the Board unanimously adjourned the meeting at 5:15 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, February 14, 2024 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Duke Pierson
Vice Chairman

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-198: Liberty Street Traffic Calming Measures Update

ATTACHMENTS:

- InfrastructureCommitteeReport_10_2022.pdf
- SpeedData_ELiberty.pdf
- Liberty Street Information.pdf

City of Charles Town Infrastructure Committee Report

13 October 2022 Meeting at City Hall

I. CALL TO ORDER ooa 6:02pm

II. PERSONS IN ATTENDANCE

Councilmembers Jim Kratovil, Elizabeth Ricketts, Julie Philabaum; City Manager, John Barkley; Police Chief, Chris Kutcher.

III. UNFINISHED BUSINESS

1. : 2022-117: Safety Improvements - Intersection of N. Lawrence and Liberty Street

The disabled vehicle that had been parked close to the intersection has been removed. Chief Kutcher presented vehicular accident statistics from the last 5 years. There have been 4 accidents a year on average at this intersection from the last 5 years. The yellow striping has been painted by our maintenance department. Chief Kutcher also brought up that the stop signs are not to code and should be at least 7 feet high per State code.

Recommendation to Council: None at this time.

IV. NEW BUSINESS

1. : 2022-118: Sidewalk Study - Inventory of Sidewalks in all of Charles Town

In anticipation that the sidewalk provision in the city's charter may change or be removed, Councilwoman Philabaum wanted to conduct a survey similar to the pavement condition study, so that a multiple year plan could be developed to address lack on connectivity of the Wards 2 & 4 to downtown, places where no sidewalk or trail exists, or where the sidewalk or trail is in poor condition. Staff will check the Fritts Farm annexation agreement to confirm if there is a covenant to pay for a study to build a pedestrian bridge across 340 and if that could be used in combination with a citywide walkability study. The committee will review the previously completed study.

Recommendation to Council: None at this time.

2. : 2022-119: Request of Handicap Parking Space - 207 South West Street

Since at the last city council meeting a resident made a public comment that they may be interested in submitting an application for a handicap parking space in front of their residence this item was placed on the agenda, however no application has been received by the city. The committee would like to request that the police department look at the vehicles parked on South Charles St and to issue warnings on those who are parking illegally.

Recommendation to Council: None at this time.

3. : 2022-120: Repaving of Streets - Review of the Network Priority Rating Document

An RFP to address the 23 streets will go out in late winter 2023. The committee will reach out to Maintenace Supervisor, Jim Wysong for insight on the remaining streets on the Network Priority Rating planned projects. See attached document.

Recommendation to Council: None at this time.

V. ADJOURNMENT ooa 6:39PM

SPEED DATA ANALYSIS

Location



Latitude: 0.000000
Longitude: 0.000000

Analysis Time Period



Start	End
11/9/2023 12:12 PM	11/15/2023 10:44 AM

Vehicles Analyzed



2,321

Speed Limit



25

Total Enforceable Violations



745

Average Speed



22

% Enforceable Violations



32%

Fastest Speed



53

Enforcement Rating

HIGH

Slowest Speed



1

Infrastructur
10/13/22
handout from
chief

MVA- Liberty / Lawrence Street		5 Year Period - 10/13/17 - 10/13/22	
	Incident	**Nature**	**Reported**
1	22CT05474	MVANoInjury	12:57:59 08/05/22
2	22CT04246	MVANoInjury	18:04:36 06/15/22
3	21CT08561	MVANoInjury	09:00:50 12/03/21
4	21CT07127	MVANoInjury	17:28:31 10/01/21
5	21CT03445	MVANoInjury	19:05:11 05/01/21
6	20CT08071	MVANoInjury	17:34:45 11/05/20
7	20CT06402	MVANoInjury	18:17:34 09/06/20
8	20CT01086	MVANoInjury	16:52:11 02/01/20
9	19CT10501	MVANoInjury	19:13:52 12/29/19
10	19CT08565	MVANoInjury	10:50:55 10/26/19
11	19CT06973	MVANoInjury	18:31:38 09/04/19
12	19CT06820	MVAInjury	20:42:07 08/30/19
13	19CT00869	MVANoInjury	16:15:40 02/03/19
14	19CT00291	MVANoInjury	17:08:42 01/11/19
15	18CT03842	MVAFluidsOnly	09:24:08 04/30/18
16	18CT03279	MVANoInjury	13:11:11 04/13/18
17	18CT01392	MVANoInjury	10:55:09 02/15/18
18	17CT09395	MVANoInjury	17:38:36 12/24/17
19	17CT07414	MVANoInjury	15:26:07 10/18/17

TYPE OF ACCIDENT	TOTAL
MVAFluidsOnly	1
MVAInjury	1
MVANoInjury	17
GRAND TOTAL	19
Average Per Year	3.8

* stop signs citywide are too short based on state code

over 300 citywide

* issues on Samuel & Liberty and Charles ↓"



vehicle towed - 72 hr notice - seemed to be disabled vehicle



City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-185: *Public Hearing - ZMA2023-02* - Vinton-Hayes Property Rezoning to Urban Reserve

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-157: - *ZMA2023-02* - Vinton-Hayes property rezoning to Urban Reserve

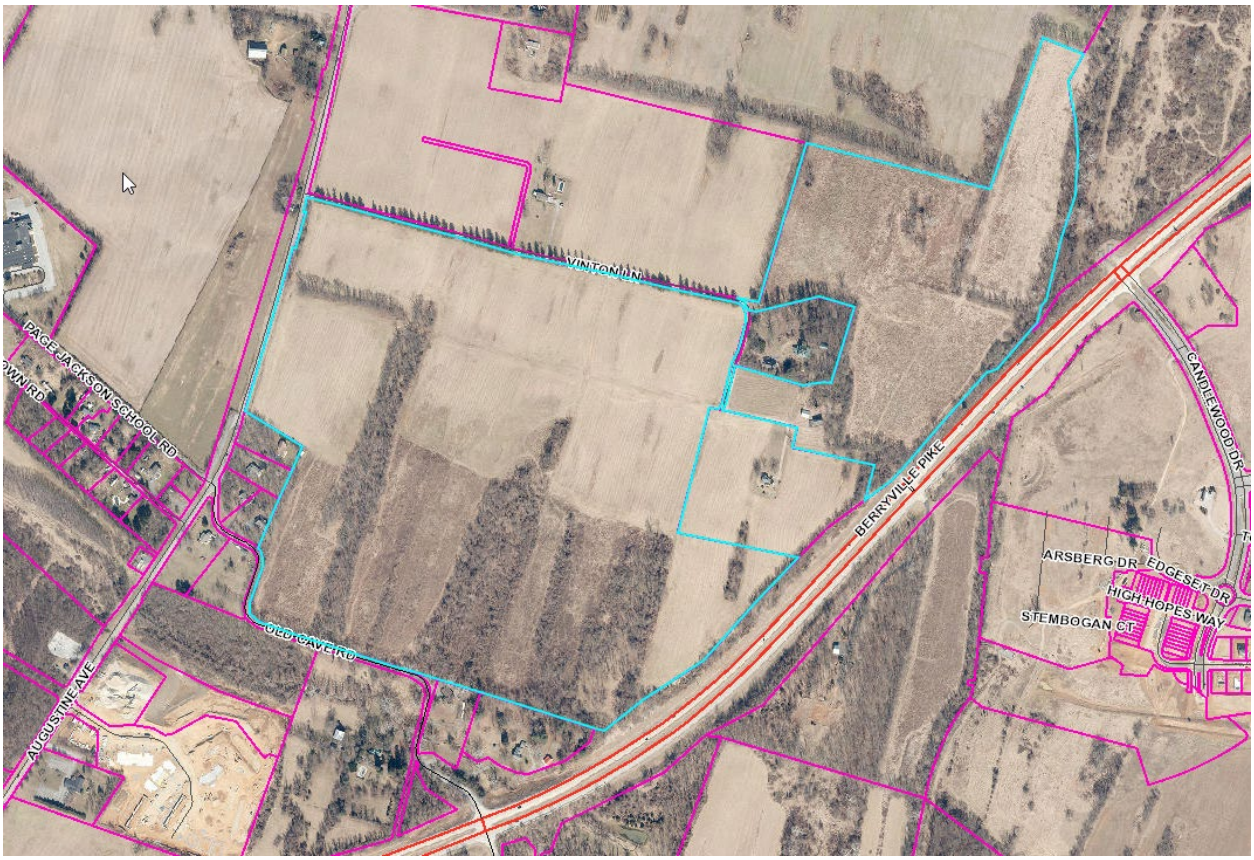
ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3._Site.pdf
- 4._Original_Conditions_of_Annexation.pdf
- 5._Original_hayes_concept-drawing.pdf
- 6._COA_Revised.pdf

Rezoning Request

ZMA2023-03

Date: For the February 20, 2024 City Council meeting
Applicant: Elm Street Communities LLC
Property Owner: HAYES ROSCOE A ET AL
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Rezoning to Urban Reserve.
Property Location: TD 03 / Map: 12 / Pcls 217 & 218.



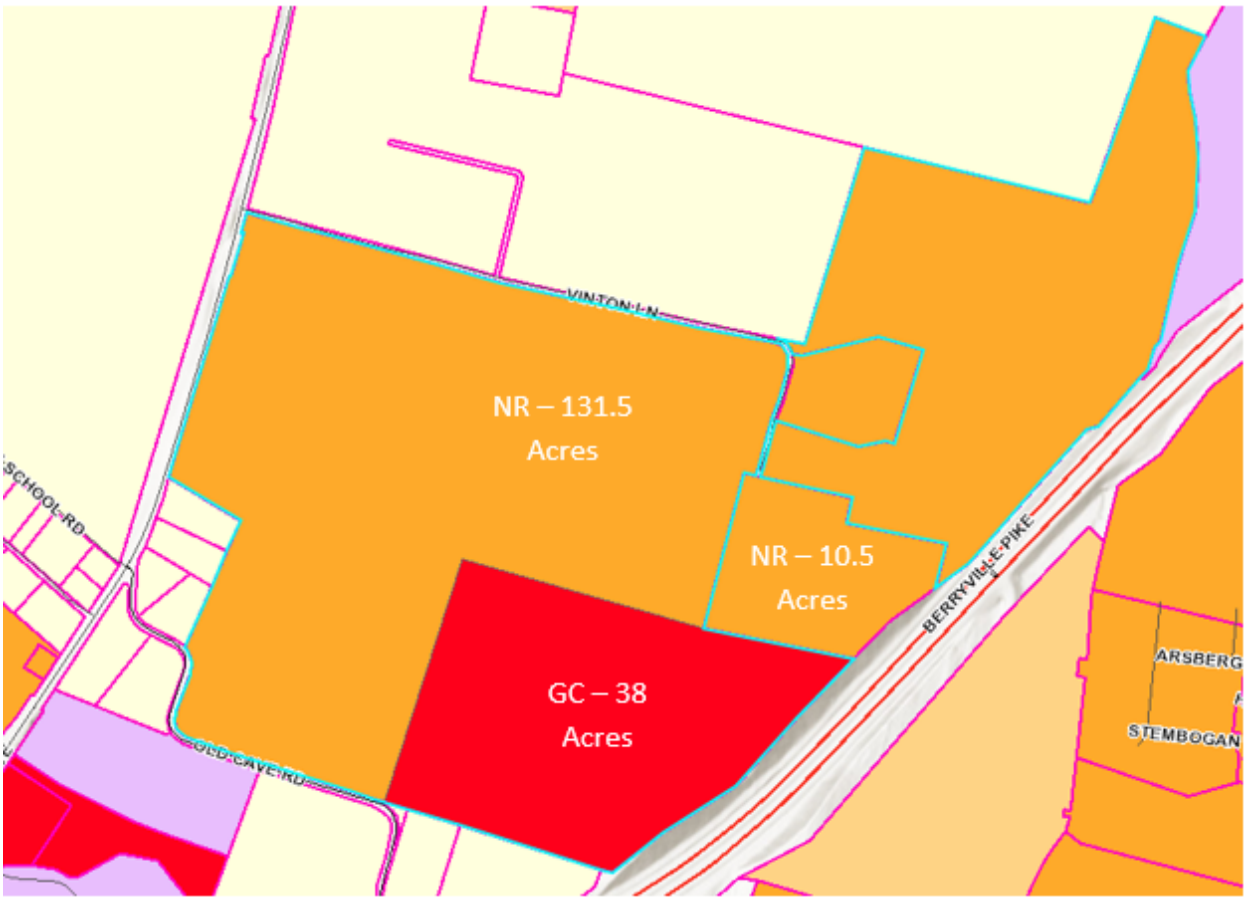
PROJECT OVERVIEW

Request by Elm Street Communities LLC to rezone approximately 180 acres of land on two parcels from Neighborhood Residential and General Commercial to Urban Reserve (UR).

PLANNING COMMISSION

This item was heard by the Planning Commission at their January 22, 2024 meeting. There were no public comments. Following discussion, the Commission voted to unanimously recommend **approval** of the request.

CURRENT ZONING



The property is split into two zoning districts. The orange is Neighborhood Residential. And the red is General Commercial. The combined area of the two parcels is approximately 180 acres in size; General Commercial zoning covers approximately 38 acres of the site.

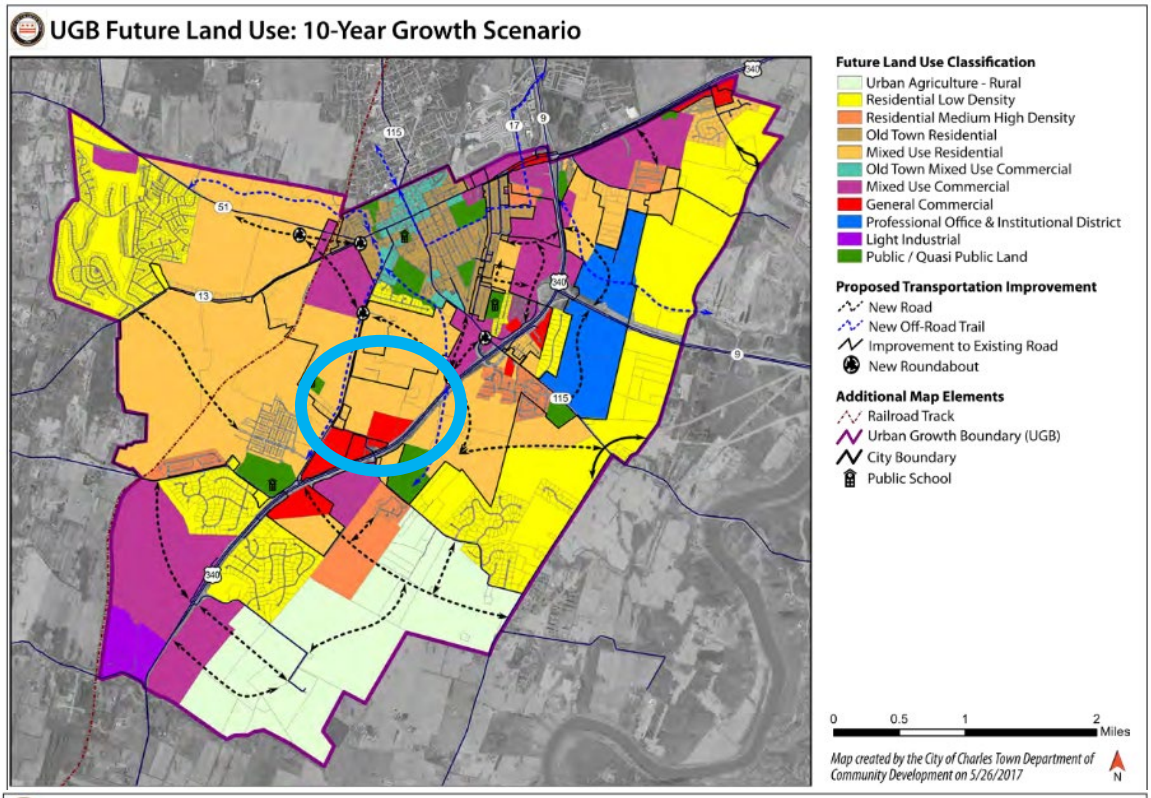
ZONING ORDINANCE SECTION 1322.05 URBAN RESERVE

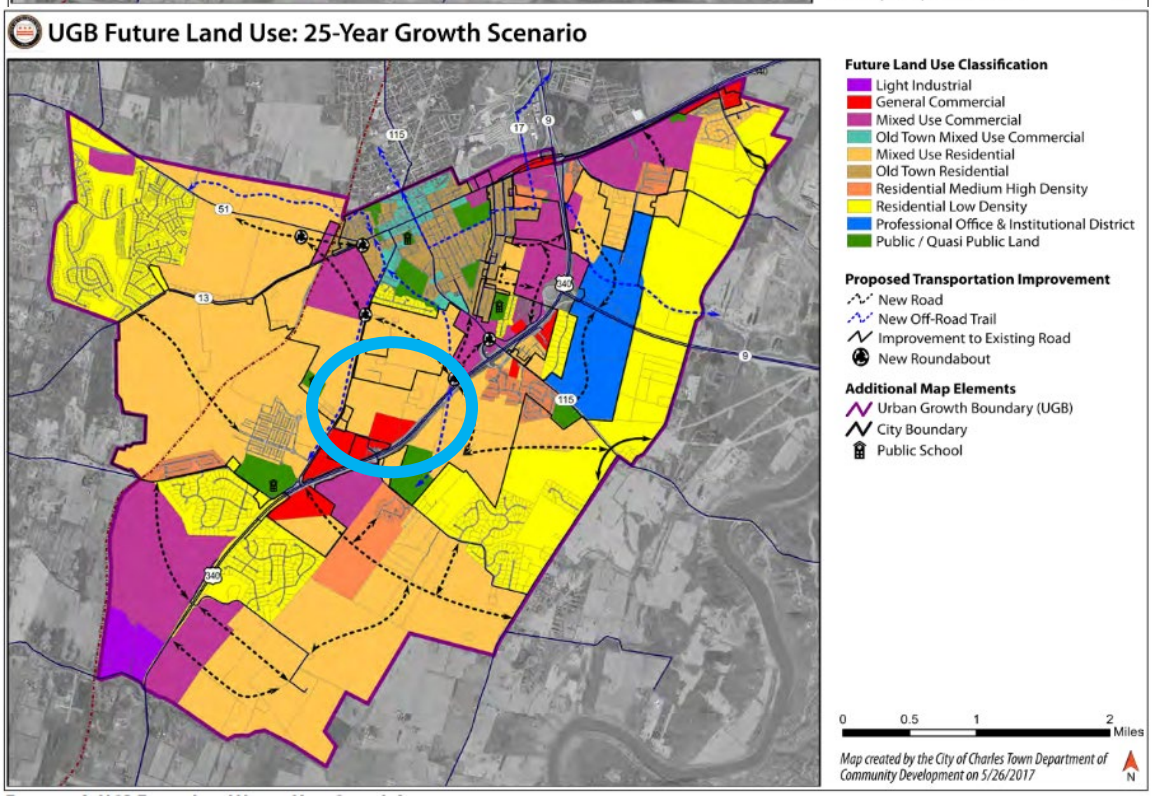
1. The Urban Reserve (UR) District is the zoning classification which is applied to annexed parcels upon approval and assignment into the City's jurisdiction. The UR District is a temporary holding district meant to accommodate existing Uses until the most appropriate zoning classification is enacted through the zoning amendment provisions specified under Section 1321.12 of this Ordinance; and

2. Parcels in the UR District may not be subdivided. An approved rezoning to any other Zoning District authorized by this Ordinance, or as amended, is necessary prior to subdivision or further development of such parcels or undertaking Uses other than the Uses existing thereon at the time of annexation. The rezoning request must be compatible with the goals and policies of the Charles Town Comprehensive Plan and must be accompanied by the Sketch Plan as specified under the Charles Town Subdivision and Land Development Ordinance

COMPREHENSIVE PLAN

The 2040 Comprehensive Plan designates this property as Mixed-Use Residential and General Commercial. The property is circled in blue below:





The Comprehensive Plan defines *Mixed-Use Residential* Future Land Use as:

> Categories are intended to **provide for a mix of housing types and sizes** (e.g. tiny houses), **as well as related services and uses**, **including** compatible and supporting **commercial** uses **and office** services. Regarding the mixing of uses, **residential uses are predominate and non-residential uses are secondary**, supporting the needs of the residential uses. Areas classified as Mixed Use Residential are a continuation of Charles Town's existing zoning category of Neighborhood Residential District and by extension, the non-residential uses would be similar to that of the Neighborhood Commercial zoning category. The Future Land Use Map envisions a higher intensity and density of uses oriented near Downtown to provide for greater walkability, accessibility, and mobility between Downtown commerce and surrounding neighborhoods.
>
> *-Comprehensive Plan page 72*

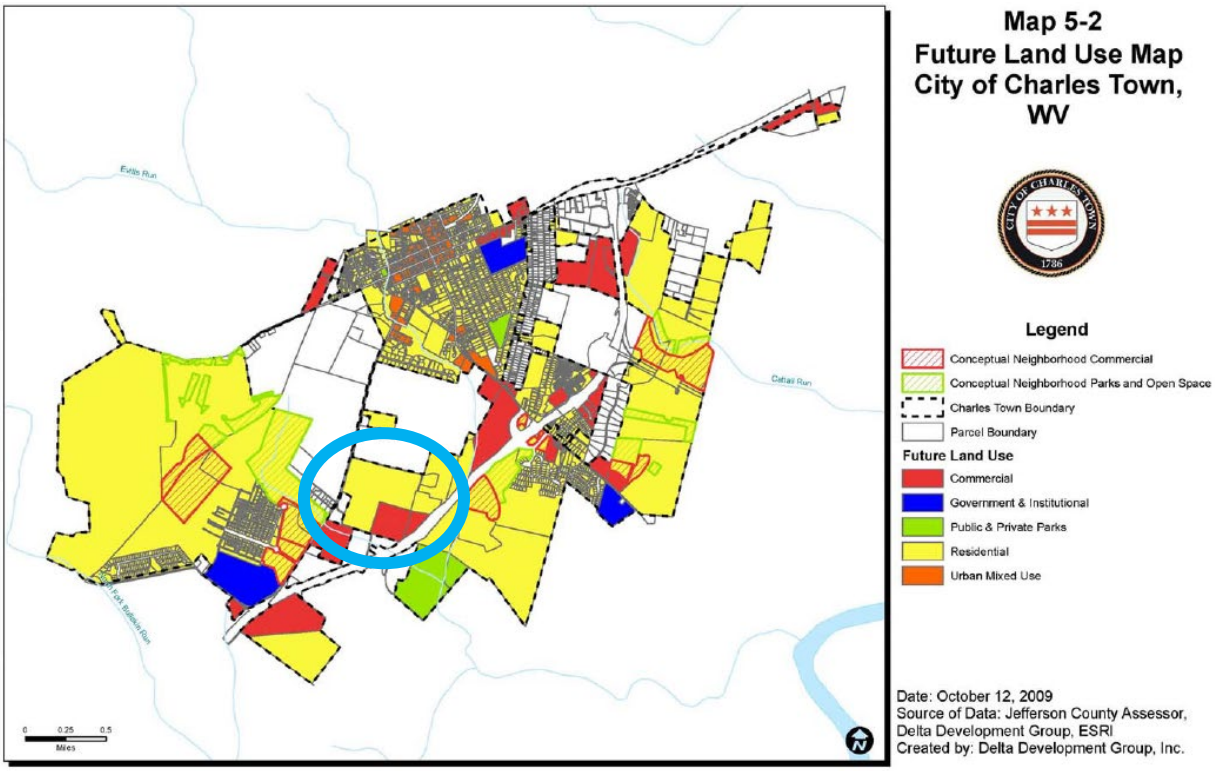
The Comprehensive Plan defines General Commercial as:

> The purpose of the General Commercial Future Land Use classification is to provide locations for **businesses of a more general nature** that may not be found in a neighborhood and can be served with adequate water, sewer, gas, and electric service. The businesses proposed in this Comprehensive Plan update include **retail, wholesale, and some light processing operations**. These uses tend to be very **auto centric**. It will be important for the Charles Town community (residents, visitors, and investors alike) to strongly consider the City's small town, historical significance of building and site design. New commercial development should strongly consider and be encouraged to deliver commercial products that uphold the City's small town and historical character and encourage walkable communities.
>
> *-Comprehensive Plan page 75*

The current Comprehensive Plan was adopted in 2018; the version prior to that was adopted in 2010. The 2010 future land use map for this area can be seen on the next page.

The 2010 Comprehensive Plan future land use map has the same general land use designations for these properties as the current Comprehensive Plan, which appear to be based on the 2007 Conditions of Annexation (COA) and its attendant land use sketch. The 2010 Comprehensive Plan is shown on the next page.

2010 Future Land Use Map



CONDITIONS OF ANNEXATION

The property was subject to COA that anticipated a mixed-use development centered around a hospital complex. The original COA was signed off by then Mayor Smith in January 2007. In early 2023 that COA was dissolved by mutual agreement of the City and the property owners. One of the conditions was that the property would be rezoned to Urban Reserve.

REZONING CRITERIA

Per Zoning Ordinance Section 1321.12, *Zoning Amendments*:

> *City Council, with the advice of the Planning Commission, finds either that the amendment is consistent with the City's Comprehensive Plan, or that the amendment is not consistent with the Comprehensive Plan but that there have been major changes of an economic, physical, or social nature within the area involved that were not anticipated when the Comprehensive Plan was adopted and that such major changes have substantially altered the basic characteristics of the area.*

1. *Is the zoning amendment consistent with the Comprehensive Plan?*

   The proposed rezoning is to Urban Reserve, which acts as a placeholder zoning district. However, the applicant will have to rezone the property again in order to develop it. Urban Reserve does not permit any uses other than what exists on site; the property is currently agricultural in nature.

2. *Have been major changes of an economic, physical, or social nature within the area involved that were not anticipated when the Comprehensive Plan was adopted and that such major changes have substantially altered the basic characteristics of the area?*

   No. The Comprehensive Plan was adopted six years ago, in 2018. There have been no substantial changes within that time to alter the basic characteristics of the area.

   However, the development of this parcel as a residential periphery around a hospital/commercial subject to a set of specific conditions and development ideas was deemed unviable after 17 years of no development, and the COA was revised by Council in 2023. This rezoning is a required part of the revised COA.

CONCLUSION

The applicant is proposing to rezone 180 acres of land to Urban Reserve. The Comprehensive Plan designates these parcels for residential and commercial use. The commercial use aspect was based on Conditions of Annexation which are no longer applicable to the properties. Urban Reserve acts as a placeholder while the applicant creates a development plan and a subsequent rezoning, and this rezoning to Urban Reserve is explicitly required by the revised COA.

RECOMMENDATION

Both the Planning Commission and Staff recommend **Approval**.

Petition No._____

PETITION FOR ZONING AMENDMENT

Fee: $400

Zoning amendment petitions shall provide the following information:

1. Date 11/17/23

2. APPLICANT'S NAME* Elm Street Communities, Inc.

   Address: 1355 Beverly Road, Suite 240 McLean, VA 22101

   Telephone Number ( ) 703 734-9730

   Email Address jperry@elmstreetdev.com

3. PROPERTY OWNER'S NAME Hayes Roscoe A. et al

   Address: 245 Vinton Ln, Charles Town, WV 25415

   Telephone Number ( ) **304 671-1078**

   Email Address roscoeahayes@yahoo.com

4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (list all parcels that apply)

   Property Address: 245 Vinton Lane

   Tax Map # and Parcel(s): Map 12, Parcels 0217 and 0218

   Deed Book and Page: 1250/338

   Property Area in Square Feet or Acres: 180.11 Acres

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

5. PROVIDE SCALED MAP, TO BE ATTACHED, OF THE PROPERTY CLEARLY SHOWING THE PROPERTY'S LOCATION AND PROPERTY AREA IN SQUARE FEET AND/OR ACRES:

See Attached plan

6. DESCRIPTION OF APPLICANT'S INTEREST IN THE PROPERTY:

Rezoning of the property to the Urban Reserve zone.

7. DESCRIPTION OF THE EXISTING (OR FORMER) USE(S) OF THE PROPERTY AND CURRENT ZONING:

The property is currently not zoned. It currently has one residence, farm outbuildings, fallow fields, and wooded areas.

Prior use is agricultural.

8. DESCRIPTION OF THE PROPOSED USE(S) OF THE PROPERTY AND REQUESTED ZONING DISTRICT:

The property will be rezoned to Urban Reserve as required, with the intent of subdividing in the future once the ultimate zoning is determined.

9. DESCRIBE HOW THE ZONING MAP AMENDMENT WILL BE CONSISTENT WITH THE OBJECTIVES AND POLICIES OF THE COMPREHENSIVE PLAN:

The Property is bordered on the East by Route 340 and adjacent Neighborhood Residential. It is bordered on the North, South and West by residential land and an Elementary school. The property is within the Urban Growth Boundary of the City as shown in the Comprehensive Plan.

10. TIME SCHEDULE FOR DEVELOPMENT: (AS APPLICABLE)

Rezoning to Urban Reserve is the first step.

11. PARCEL HISTORY (List all pending or previously approved applications on the subject parcels inventoried above, including previous site plan applications if this application is a site plan amendment)

Application No.	Project Name and Phase	Status	Approval Date
No pending applications			

NOTES

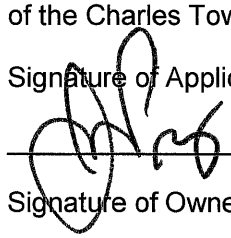
Additional exhibits may be required by the Zoning Administrator such as a lot location survey or site plan showing existing and if applicable, proposed structures, easements, watercourses, curb cuts and description of the uses of adjacent property that are necessary to describe existing or proposed conditions.

Any desire to amend or withdraw this petition must be submitted in writing to the Zoning Administrator. Also, if ownership of any part of or all of the real property subject to the petition shall change during the pendency of the petition, the Petitioner shall be required to immediately advise the Zoning Administrator in writing.

APPLICANT'S CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Section 1321.12 and relevant provisions of the Charles Town Zoning Ordinance outlining the Zoning Amendment procedures.

Signature of Applicant



_____ Date 11/17/23

Signature of Owner(s) (If different than Applicant)

_____ Date _____

Please submit an original completed petition to the following:

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

FOR CITY USE ONLY

Application Number:_____ Date Petition Received:_____

Fee: $_____ Check No._____ Receipt No._____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

APPLICANT'S CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Section 1321.12 and relevant provisions of the Charles Town Zoning Ordinance outlining the Zoning Amendment procedures.

Signature of Applicant

Ronnie A. Hays Date 11/17/23

Signature of Owner(s) (If different than Applicant)

_____ Date _____

Please submit an original completed petition to the following:

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

FOR CITY USE ONLY

Application Number:_____ Date Petition Received:_____

Fee: $_____ Check No._____ Receipt No._____

City Council Approval:_____ Date:_____

Comments:_____

#3 Property Owners Continued

NAME:	Alice M. Spickler and Donald Spickler Co-Trustees of the Alice M. Spickler Living Trust
Address:	4041 Fairway Drive, Medina, OH 44256
Email Address:	omnirph@zoominternet.net and im4wvu@zoominternet.net
Phone:	330-421-6476 and 330 421-6475
NAME:	Joseph R. Gallo
Address:	80 Ridgewood Road, Unit 205, Township of Washington, NJ 07676
Email Address:	joseph.r.gallo@gmail.com
Phone:	201 289-0387

APPLICANT'S CERTIFICATION Continued

Signature of Owners

Alice M. Spickler

Date 11/17/23

Donald Spickler

Date 11/17/23

Joseph R. Gallo

Date _____

APPLICANT'S CERTIFICATION Continued

Signature of Owners

Alice M. Spickler

Date _____

Donald Spickler

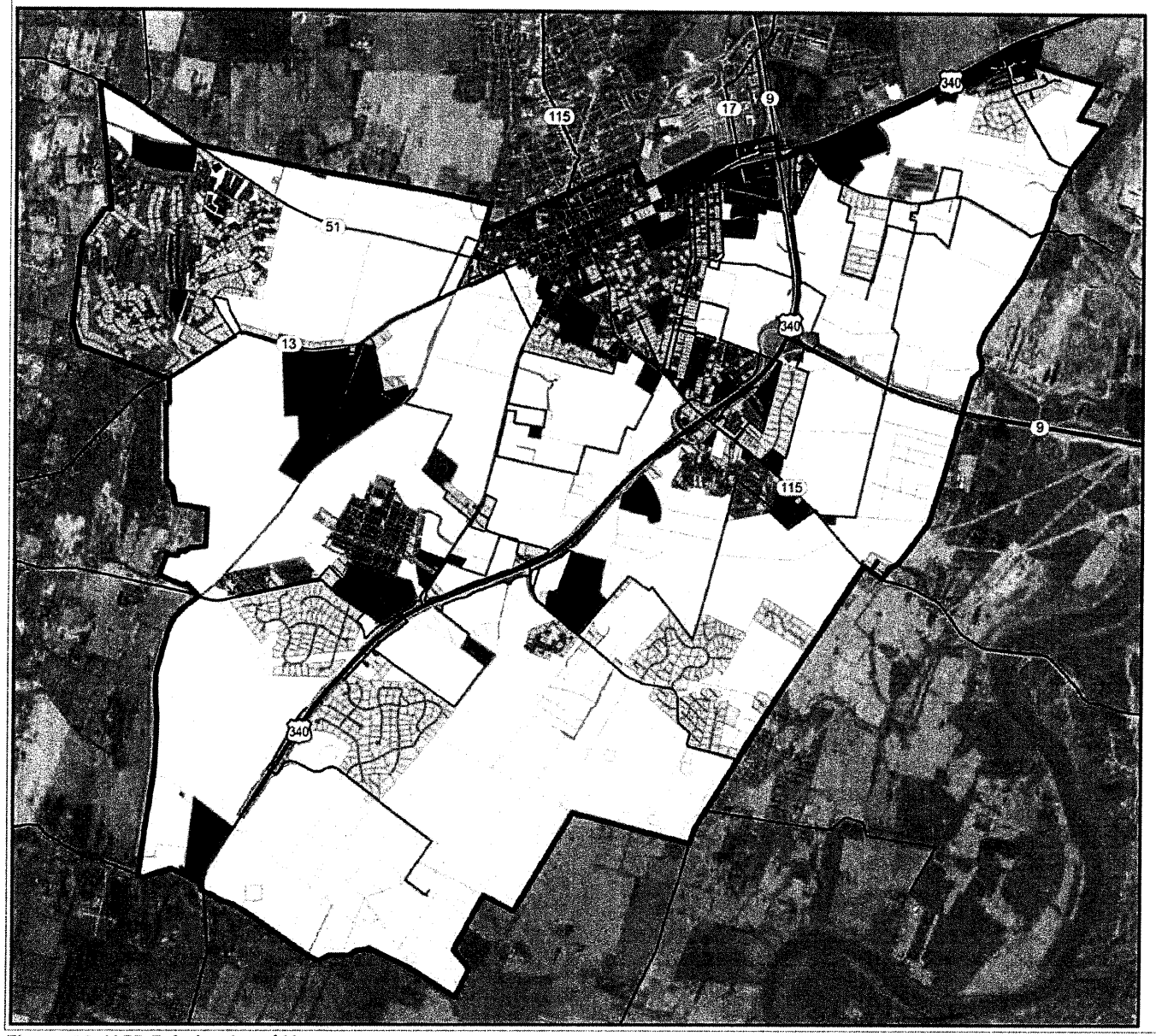
Date _____

Joseph R. Gallo 11/17/23

Date Nov. 17, 2023

Owner	Street	City State Zip	Owner Address	
PERRY ROGER J ET AL	1028 AUGUSTINE AVE	Charles Town WV 25414		
HAYES ROSCOE A & ROSEMARIE	245 VINTON LN	Charles Town WV 25414		
HAYES ROSCOE A ET AL	632 VINTON LN	Charles Town WV 25414		
SMITH RICHARD & ERIN	446 VINTON LN	Charles Town WV 25414		
PUSTER HARRY L ET AL	228 CASSILIS LN	Charles Town WV 25415		
ROMAN CATHOLIC DIOCESES OF WHEELING-CHARLESTON	BERRYVILLE PIKE	Charles Town WV 25416	1300 BYRON ST	WHEELING WV 26003
ARCADIA LAND INC	282 CANDLEWOOD DR.	Charles Town WV 25417		
BISHOP BRAD	BERRYVILLE PK	Charles Town WV 25418	55 FRASER CT	Charles Town WV 25414
CLINE ROBERT D JR & LISA E VIANDS-CLINE	1644 OLD CAVE RD	Charles Town WV 25419		
DAILEY ROGER H SR & EVELYN I	1854 OLD CAVE RD	Charles Town WV 25420		
FRAYSIER RICHARD H & CHARLENE A	1900 OLD CAVE RD	Charles Town WV 25421		
ATHEY GEORGE F & CATHERINE W	1865 OLD CAVE RD	Charles Town WV 25422		
WASHINGTON LANDING PARK LLC	OLD CAVE RD	Charles Town WV 25423	1821 AVON ST	CHARLOTTESVILLE VA 22902
KERNS ROBERT J JR & LISA D	2235 OLD CAVE RD	Charles Town WV 25424		
WYSONG KAREN L	2180 OLD CAVE RD	Charles Town WV 25425		
CRIM PATRICIA R & LOWELL KEITH	1445 AUGUSTINE AVE	Charles Town WV 25426		
BEAN VICTORIA & ETHAN SCHWARTZ	1441 AUGUSTINE AVE	Charles Town WV 25427		

UGB Existing Land Use



Existing Land Use Classifications

- Industrial
- Industrial Vacant
- Commercial
- Commercial Vacant
- Office Building
- Mixed Residential / Commercial
- High Density Residential
- High Density Residential Vacant
- Medium Density Residential
- Medium Density Residential Vacant
- Low Density Residential
- Low Density Residential Vacant
- Rural / Agriculture
- Golf Course
- Public / Quasi Public Land

Additional Map Elements

- Urban Growth Boundary (UGB)
- City Boundary
- Public School

0 0.5 1 2 Miles

Map created by the City of Charles Town Department of Community Development on 11/2/2016

N

Figure 18: UGB Existing Land Use
Sources: City of Charles Town, 2016 and Jefferson County GIS, 2016

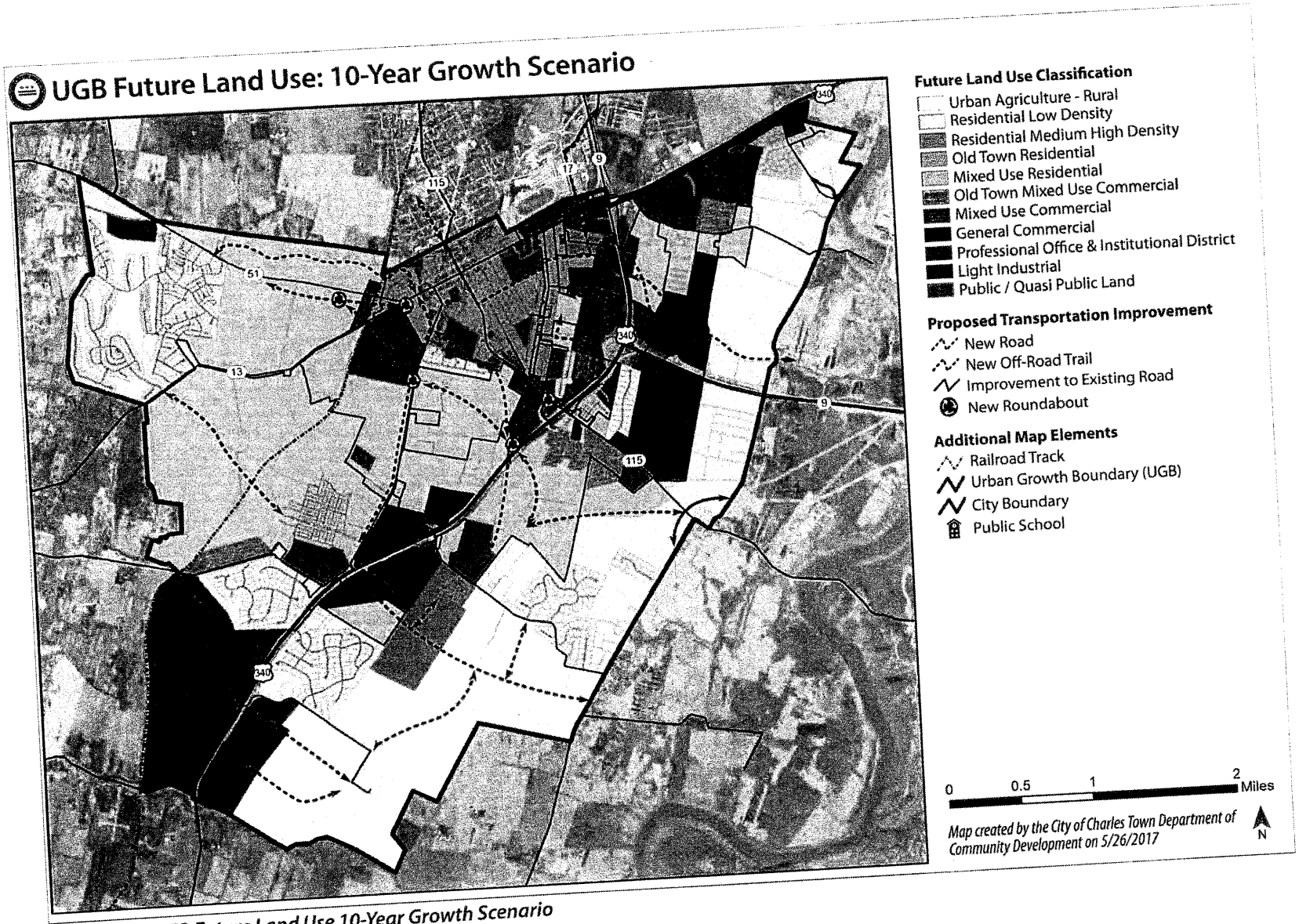
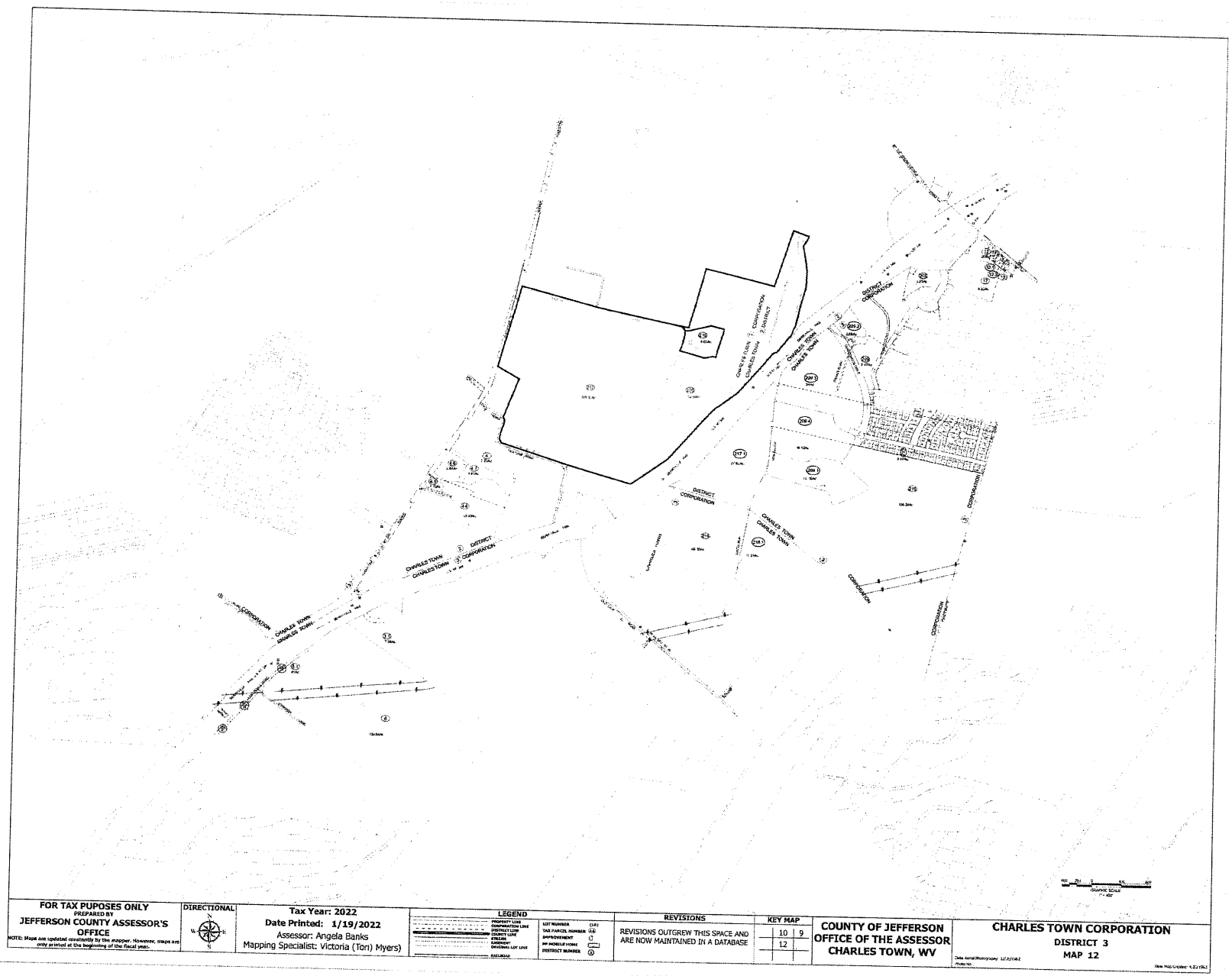
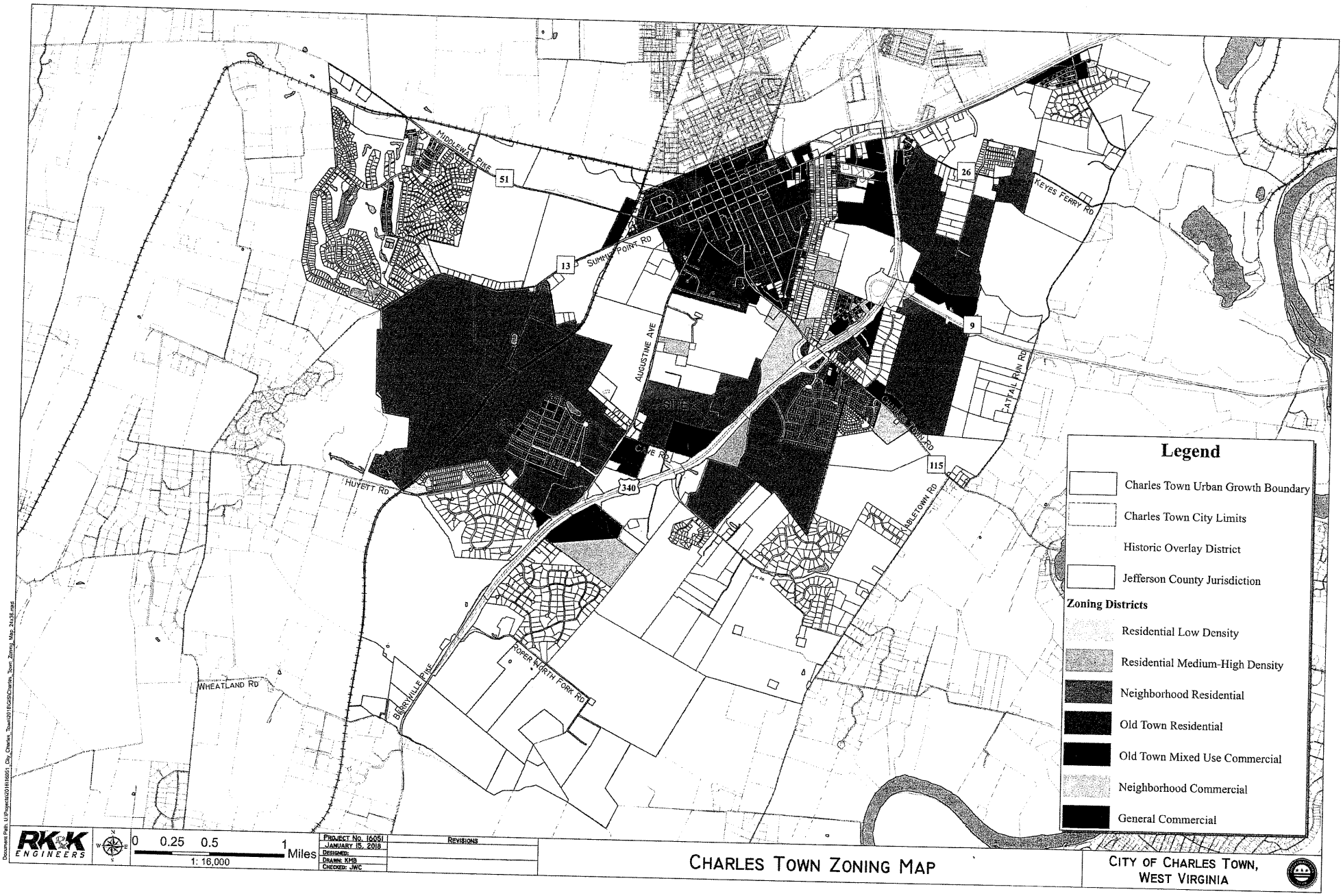


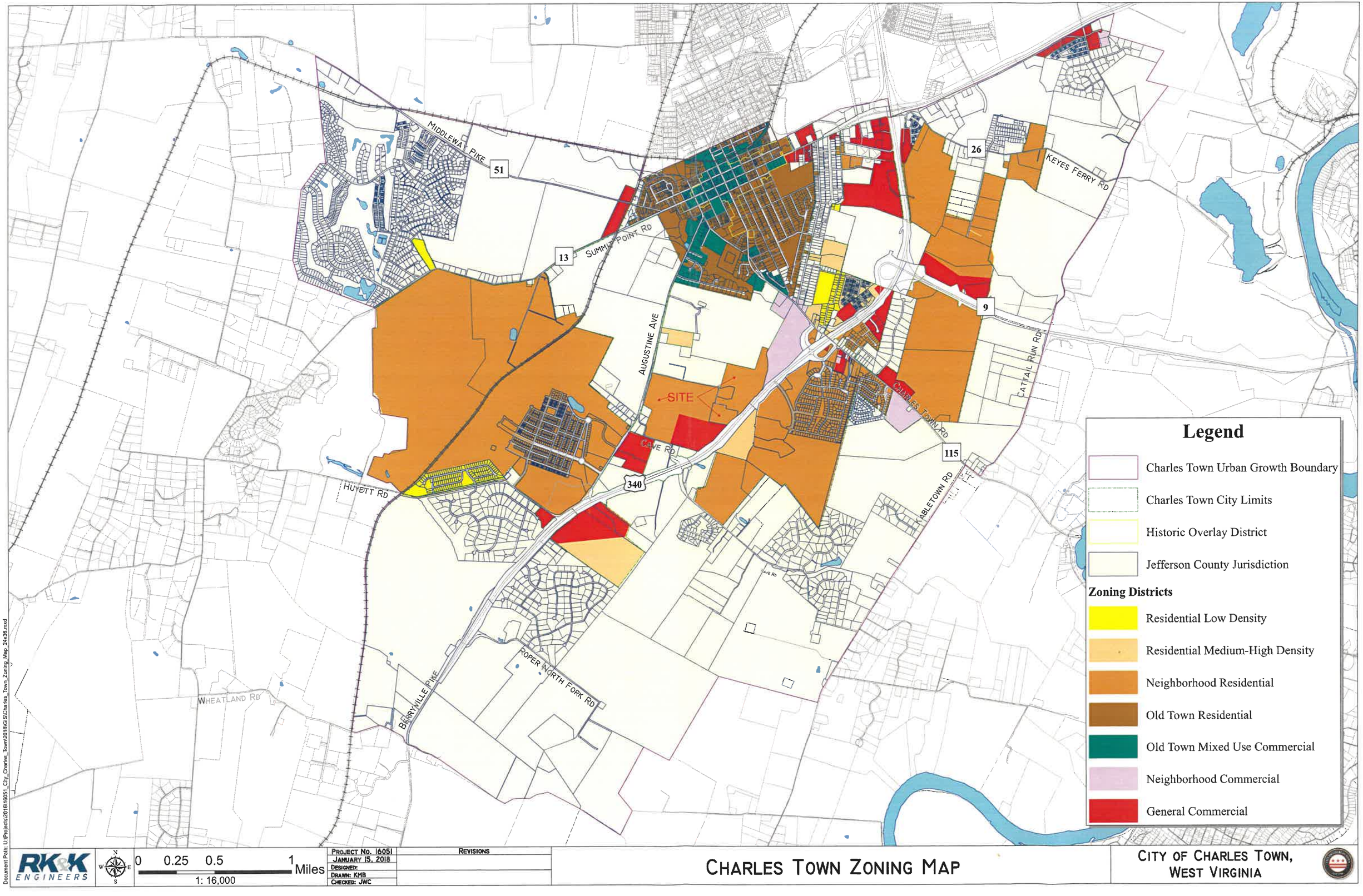
Figure 28A: UGB Future Land Use 10-Year Growth Scenario
Sources: City of Charles Town, 2016


CHARLES TOWN
CHARLES TOWN
DISTRICT
CORPORATION
CORPORATION
DISTRICT
CHARLES TOWN
CHARLES TOWN
DISTRICT
CORPORATION
CHARLES TOWN
CHARLES TOWN
DISTRICT
CORPORATION
CHARLES TOWN
CHARLES TOWN
DISTRICT
CORPORATION
CORPORATION
CORPORATION
CORPORATION
CHARLES TOWN
CHARLES TOWN
DISTRICT


MIDDLEWAY PIKE
51
SUMMIT POINT RD
13
AUGUSTINE AVE
SITE
CAVE RD
HUYETT RD
340
WHEATLAND RD
BERRYVILLE PIKE
ROPER NORTH FORK RD
26
KEYES FERRY RD
9
CATTAIL RUN RD
CLEVELAND FORK RD
115
ABLETOWN RD
Legend
Charles Town Urban Growth Boundary
Charles Town City Limits
Historic Overlay District
Jefferson County Jurisdiction
Zoning Districts
Residential Low Density
Residential Medium-High Density
Neighborhood Residential
Old Town Residential
Old Town Mixed Use Commercial
Neighborhood Commercial
General Commercial
RK&K ENGINEERS
0 0.25 0.5 1 Miles
1: 16,000
PROJECT NO. 16051
JANUARY 15, 2018
DESIGNED:
DRAWN: KMB
CHECKED: JWC
REVISIONS
CHARLES TOWN ZONING MAP
CITY OF CHARLES TOWN, WEST VIRGINIA

RECEIVED
AUG 1 2023
BY:


CHARLES TOWN
DISTRICT
CORPORATION
CHARLES TOWN 1 CORPORATION 2 DISTRICT
CHARLES TOWN 2 DISTRICT 3 CORPORATION
CHARLES TOWN CHARLES TOWN
DISTRICT CORPORATION
CHARLES TOWN CHARLES TOWN
CORPORATION
CORPORATION DISTRICT
CHARLES TOWN CHARLES TOWN
CORPORATION CHARLES TOWN
CHARLES TOWN CHARLES TOWN
CHARLES TOWN CHARLES TOWN
CHARLES TOWN



Document Path: U:\Projects\2016\16051_City_Charles_Town\2018\GIS\Charles_Town_Zoning_Map_24x36.mxd

RK&K ENGINEERS

0 0.25 0.5 1 Miles

1: 16,000

PROJECT No. 16051	REVISIONS
JANUARY 15, 2018	
DESIGNED:	
DRAWN: KMB	
CHECKED: JWC	

CHARLES TOWN ZONING MAP

CITY OF CHARLES TOWN, WEST VIRGINIA

HAYES PROPERTY
CONDITIONS OF ANNEXATION

Rolfe G. Hayes and Ahmad H. Abdul-Baki (collectively the "Owners"), owners of the land identified on the tax map of Jefferson County, West Virginia as Parcels 6, 6.2 and 6.3 in the Charles Town District (the "Property") hereby agree to the following conditions of annexation, contingent upon approval by the City of Charles Town (the "City") of the annexation of the Property into the municipal boundaries of the City of Charles Town. These conditions of annexation are contingent upon and shall not be binding unless and until the Property is annexed into the municipal boundaries of the City of Charles Town and the City of Charles Town approves the zoning classifications with clarifications and additions specified in paragraph I.B below.

I. PLANNING & ZONING COMPLIANCE

A. Comprehensive Plan

The final development design shall be in general conformance with Exhibit 1 - Hayes Property Annexation Concept Plan dated August 15, 2006 and prepared by EDSA (the "Annexation Concept Plan").

B. Urban Zoning

Upon annexation, the City shall zone the Property Neighborhood Residential (NR), General Commercial (GC), and Residential Multi-Family (RM), as generally depicted on Exhibit 1, in accordance with the City of Charles Town Zoning Ordinance with the clarifications and additions specified below.

To permit construction of a hospital and related uses in the General Commercial (GC) District and innovative residential units in the Residential Multi-Family (RM) and Neighborhood Residential (NR) districts, the City shall approve the following clarifications and additions to the zoning regulations as they apply to the Property:

1. **General Commercial (GC) District –**

   a. Hospital and related medical uses and professional offices shall be a permitted use.

   b. One or more hospital buildings of up to eight stories and up to one hundred twenty feet in height shall be permitted. Height shall be measured from the mid point along the main roof plane between the ridge and the gutter line (eave) to the average grade measured at the four corners of the building footprint.

c. Medical and professional office buildings of up to four stories and up to fifty-five feet in height shall be permitted. Height shall be measured from the mid point along the main roof plane between the ridge and the gutter line (eave) to the average grade measured at the four corners of the building footprint.

2. **Neighborhood Residential (NR) District –**

a. Residential units of four stories and up to fifty-five feet in height and residential units of three stories and up to forty-five feet in height shall be permitted. Height shall be measured from the mid point along the main roof plane between the ridge and the gutter line (eave) to the average grade measured at the four corners of the building footprint.

b. The minimum lot width for townhomes shall be sixteen feet.

c. The minimum lot area for townhomes shall be 1,000 square feet for rear load integral garage townhomes, provided that for each such 1,000 square foot lot there shall be 1,000 square feet of community open space provided within walking distance in excess of the minimum open space required under the zoning ordinance.

d. No more than twenty-five percent of the dwelling units constructed on the Property shall be rear load integral garage townhomes.

d. The minimum lot area for townhomes other than rear load integral garage townhomes shall be 1,600 square feet.

e. There shall be no minimum lot area for townhome blocks.

f. The minimum front yard setback shall be twenty-five feet from edge of pavement.

g. The minimum rear yard setback shall be five feet for rear load integral garage townhomes.

h. Encroachment within the front yard setback shall be permitted up to 30%.

i. The maximum impermeable site coverage per lot shall be 100% for rear load integral garage townhomes.

j. The minimum street pavement width for two travel lanes, excluding on-street parking, shall be twenty-two feet.

k. Townhome portions of the development shall be permitted to have an area of less than five acres.

l. Townhome portions of the development shall be permitted at a maximum density of sixteen dwelling units per acre.

m. Alleys may provide lot access and satisfy road frontage requirements when lots served by those alleys front on open space.

3. **Residential Multi-Family (RM) District** –

a. Residential units of four stories and up to fifty-five feet in height shall be permitted. Height shall be measured from the mid point along the main roof plane between the ridge and the gutter line (eave) to the average grade measured at the four corners of the building footprint.

b. The minimum lot width per dwelling unit shall be sixteen feet.

c. There shall be no minimum lot area for residential multi-family blocks.

d. The maximum impermeable site coverage shall be 100% for individual condominium units.

e. The minimum street pavement width for two travel lanes, excluding on-street parking, shall be twenty-two feet.

f. Alleys may provide lot access and satisfy road frontage requirements when lots served by those alleys front on open space.

g. Gross density shall be permitted up to twenty dwelling units per acre.

Any other clarifications, additions or modifications to the zoning regulations that may be required to develop the Property in accordance with the Annexation Concept Plan and to yield 950 residential units shall be reviewed by the City of Charles Town.

C. Contiguous Location

The subject property is contiguous to existing corporate limits of the City of Charles Town by the following connections:

From the North – By Augustine Avenue and Route 340
From the South – By Route 340 and Norborne Glebe
From the East – By Route 340 and Norborne Glebe
From the West – By Augustine Avenue (Old Route 340) and Huntfield

D. Transportation Planning

For the purpose of providing transportation facilities, the following dedications of right-of-way and construction of transportation improvements, which are consistent with City standards and transportation plans, shall be provided at a time approved by the City Planning Commission:

1. **U.S. Route 340/Future Route 51 (New Vinton Lane) Intersection:**

   a. Design and construct a traffic signal;

   b. Dedicate required on-site right-of-way, design and construct a northbound left turn lane;

   c. Dedicate required on-site right-of-way, design and construct a southbound right turn lane;

   d. Dedicate required on-site right-of-way, design and construct a westbound right turn lane.

2. **Augustine Avenue/Future Route 51 (New Vinton Lane) Intersection:**

   a. Dedicate required on-site right-of-way, design and construct a southbound left turn lane;

   b. Dedicate required on-site right-of-way, design and construct a right turn lane from northbound Augustine Avenue onto eastbound Future Route 51 (New Vinton Lane).

3. **Future Route 51 (New Vinton Lane) - on site:**

   a. Dedicate required on-site right-of-way, design and construct a half section (two lanes) of a 4-lane divided roadway from Augustine Avenue to the intersection of Rte. 340;

   b. Dedicate required on-site right-of-way, design and construct an additional half section (two additional lanes) of a 4-lane divided roadway from the intersection of the North-South Commercial Boulevard to the intersection of Route 340.

4. **North-South Commercial Boulevard**:

   a. Dedicate required on-site right-of-way, design and construct a half section (two lanes) of a 4-lane divided roadway system running north-south within the site.

   b. Dedicate required on-site right-of-way, design and construct an additional half-section (two additional lanes) of a 4-lane divided roadway system running north-south within the site.

   c. Design and construct a left turn lane from the northbound North-South Commercial Boulevard onto westbound Future Route 51 (New Vinton Lane).

II. ECONOMIC GROWTH

To facilitate the construction of a new hospital and medical office facility on the Property, approximately thirty (30) acres of land shall be donated to the West Virginia University Hospitals - East ("WVUH-E") for construction of a hospital and related medical uses and professional offices. This donation shall be made on April 30, 2007 or upon approval by the City of the Schematic Plan for development of the Property, which ever is later.

In addition, approximately fourteen (14) acres of land will be developed for commercial and retail uses to support the hospital and medical offices. Together, these non-residential development areas within the Property are expected to provide significant economic development benefits to the Charles Town and Jefferson County areas.

III. WORKFORCE HOUSING

The proposed development of the Property as a mixed-use community will provide for a variety of dwelling types at modest market rate prices to serve the entire community. Seven percent (7%) of the units shall sell for no more than $220,446 (measured in 2006 dollars which shall be escalated annually in accordance with changes in the Consumer Price Index), based on the City's current calculation of Workforce Housing sales prices. These units shall be made available to the Charles Town Housing Opportunity Board (the "CTHOB") or to a designated agency authorized to offer housing for sale to qualified purchasers under the following conditions: (i) the location and type of units to be made available to the CTHOB shall be determined and designated by the Owners or assigns in their sole discretion, (ii) at least seven (7) units will be designated for every ninety (90) market rate units sold subject to the following conditions, (iii) at least seven (7) units to be made available to the CTHOB will be designated prior to the 90th, 180th, 270th, 360th, 550th, 640th, 730th, and 820th occupancy permits, and six (6) units will be designated prior to the 910th occupancy permit, (iv) the Owners may designate all units to be provided at any time at their sole discretion, (v) if more than seven (7) units are designated for any ninety (90) market rate units, then the minimum number of units to be designated for each succeeding group of ninety (90) market rate units will be reduced proportionately until the total number of units designated equals sixty-seven (67), at which time this condition of annexation will have been fully performed, (vi) a construction schedule estimating the completion date of each designated unit will be provided by the builder upon the start of construction of the unit, (vii) the CTHOB shall be responsible for satisfying all requirements of its program regarding the solicitation, qualification, and financing of its qualified purchasers and the placement of a qualified purchaser at settlement upon completion of any designated unit, (viii) any designated unit that is completed and ready for settlement for which a qualified purchaser is not present for settlement will be available for unrestricted sale by the Builder, and (ix) designated units made available for unrestricted sale due to lack of a qualified purchaser present for settlement shall continue to be counted toward the seven percent (7%) of units in satisfaction of this condition of annexation. The Owners or their assigns are currently working with City staff to further clarify the process by which workforce housing will be provided and administered.

IV. PROTECTION OF RESOURCES

A. **Floodplain**. No development, other than grading and the installation of storm water management and utilities, shall occur within floodplain limits on the portion of the Property located within the 100-year floodplain along Evitts Run.

B. **Existing Dwelling**. The existing structure commonly known as the "manor house" on the portion of the Property identified as tax map Parcel 6.3 shall be retained in some location upon the Property. The ultimate use of the manor house will be decided by the Owners or their assigns in their sole discretion. The uses may be, but are not limited to, a private residence, commercial or retail.

V. MUNICIPAL INFRASTRUCTURE AND SERVICES

The Property shall be served by the Charles Town Water & Sewer Departments and shall comply with the existing rules and regulations of the City of Charles Town Utility Board and any State regulatory agencies. The prevailing water and sewer capacity improvement fees, as approved by the Public Service Commission of West Virginia, will be paid as a condition of building permit issuance.

VI. FISCAL IMPACT

The following contributions shall be paid as a condition of building permit issuance:

A. **Capital Improvement Fee** of $948 per each residential unit, to be subject to review and adjustment once every three (3) years in accordance with changes in the Consumer Price Index from the base year 2006. Workforce Housing units shall be exempt from these fees.

B. **Non-Capital Fee** of $1,500 per each residential unit during the first five years of development following approval of the first record plat for residential units, $2,650 per each residential unit during the sixth through tenth years of development following approval of the first record plat for residential units, and $4,400 per each residential unit during the eleventh through twentieth years of development following approval of the first record plat for residential units. Workforce Housing units shall be exempt from these fees.

C. **School Impact Fees** - Any legally valid and applicable Jefferson County School Impact Fee in the amount established by the Jefferson County Commission.

The Owners agree that these conditions of annexation shall be binding on the Owners and their assigns and that a breach or default on the part of the Owners or their assigns may, at the option

of the City, result in enforcement by the City of Charles Town either through injunctive relief in the Circuit Court of Jefferson County or through the denial of schematic plan approvals, site plan approvals, record plat approvals, building permits or use and occupancy permits for the Property.

For purposes of these conditions of annexation, an assignee of the Owners shall mean any person or group of persons acting in concert who, as defined in Chapter 36B of the West Virginia Code: (i) as part of a common promotional plan, offers to dispose of his or its interest in a unit not previously disposed of; or (ii) reserves or succeeds to any special declarant right.

Further, the Owners agree that if the Annexation Concept Plan is amended so as to significantly increase the demand for governmental services generated by the development of the Property, the Owners or their assigns shall provide additional conditions of annexation or altered conditions of annexation to offset the impact generated by these changes on the demand for governmental services.

Dated this 30 day of January, 2007.

CITY OF CHARLES TOWN:

Mayor

ATTEST:

City Clerk

Ahmad H. Abdul-Baki

STATE OF:
COUNTY OF Jefferson, to wit:

I, the undersigned Notary Public, in and for the jurisdiction aforesaid, do hereby certify that Ahmad H. Abdul-Baki, whose name is signed to the writing above, has appeared before me and personally acknowledged the same before me in my jurisdiction aforesaid.

GIVEN under my hand and seal this 26 day of January, 2007.

Notary Public

My commission expires: April 25, 2012

OFFICIAL SEAL
NOTARY PUBLIC - STATE OF WV
EDNA M. KING
ROUTE 2, BOX 42K
CHARLES TOWN, WV 25414
My Commission Expires April 25, 2012

OWNERS:

Rolfe G. Hayes

STATE OF:
COUNTY OF Jefferson, to wit:

I, the undersigned Notary Public, in and for the jurisdiction aforesaid, do hereby certify that Rolfe G. Hayes, whose name is signed to the writing above, has appeared before me and personally acknowledged the same before me in my jurisdiction aforesaid.

GIVEN under my hand and seal this 21 day of November, 2006.

Notary Public

My commission expires: April 25th, 2012

OFFICIAL SEAL
NOTARY PUBLIC - STATE OF WV
EDNA M. KING
ROUTE 2, BOX 42K
CHARLESTOWN, WV 25414
My Commission Expires April 25, 2012



site legend

- residential development
- retail development
- medical development (hospital & professional office)
- programmed open space
- natural open space
- zoning line
- right-of-way / parcel line

0 100' 200' 400' 600' NORTH

August 15, 2006

Exhibit 1 — Annexation/Rezoning Petition

Hayes Property

Charles Town, West Virginia

CITY OF CHARLES TOWN
WEST VIRGINIA

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT RESCINDING, CANCELING, AND NULLIFYING, AS BETWEEN THE PARTIES TO SUCH AGREEMENT, THOSE CERTAIN CONDITIONS OF ANNEXATION DATED THE 30th DAY OF JANUARY, 2007, ENTERED BY AND BETWEEN ROLFE G. HAYES AND AHMAD H. ABDUL-BAKI, AS OWNERS OF THE SUBJECT REAL PROPERTY, AND THE CITY OF CHARLES TOWN, AND RELEASING THE PARTIES TO SUCH AGREEMENT FROM ANY EXECUTORY OBLIGATIONS, COVENANTS, OR DUTIES UNDER THE CONDITIONS OF ANNEXATION.

WHEREAS, pursuant to (i) an Ordinance duly approved upon second reading and adopted by the Common Council of the City of Charles Town at a regular meeting held on October 16, 2006 (the "Annexation Ordinance"), and (ii) an Order entered by the County Commission of Jefferson County, West Virginia, on November 30, 2006 (the "Annexation Order"), the City of Charles Town annexed within its corporate limits four (4) parcels of land containing an aggregate of 268.8668 acres, more or less, being two parcels then owned by Rolfe G. Hayes ("Hayes") containing, respectively, 198.1519 acres, more or less, and 10.9440 acres, more or less, a parcel then owned by Ahmad H. Abdul-Baki ("Abdul-Baki") containing 4.6209 acres, more or less, and a portion of the Route 340 Bypass containing approximately 55.15 acres, more or less (collectively, the "Annexed Property");

WHEREAS, pursuant to a Resolution duly adopted by the Common Council of the City of Charles Town at the aforesaid meeting held on October 16, 2006, the City of Charles Town accepted and approved the annexation of the Annexed Property and thereby agreed with Hayes and Abdul-Baki to the provisions of those certain Conditions of Annexation thereafter executed by Hayes, Abdul-Baki, and the then Mayor, and dated the 30th day of January (the "Conditions of Annexation");

WHEREAS, the Conditions of Annexation contemplated a specific development project that required rezoning particular portions of the Annexed Property, respectively, to General Commercial, Neighborhood Residential, and Residential Multi-Family districts, and other modifications to the zoning regulations in order to permit construction of a hospital and related medical uses and professional uses in the General Commercial district and innovative residential units in the residential districts;

WHEREAS, the Conditions of Annexation required that the final development design of the development project be in general conformance with an Annexation Concept Plan attached to the Conditions of Annexation (the "Concept Plan");

WHEREAS, the Conditions of Annexation further contemplated that, in order to facilitate the construction of a new hospital and medical office facility on the Annexed Property, approximately thirty (30) acres of land would be donated to West Virginia University Hospitals –

East for construction of a hospital and related medical uses and professional offices;

WHEREAS, subsequent to execution of the Conditions of Annexation, the intended purchaser and developer of the parcels owned by Hayes and Abdul-Baki withdrew from the contemplated transaction and development;

WHEREAS, in 2012, Abdul-Baki conveyed to third parties his parcel of 4.6209 acres, more or less;

WHEREAS, Hayes died in 2014 and his parcels containing, respectively, 198.1519 acres, more or less, and 10.9440 acres, more or less, came to be held by Roscoe A. Hayes, Alice M. Spickler and Donald L. Spickler, Co-Trustees of the Alice M. Spickler Living Trust, and Joseph R. Gallo (collectively, the "Hayes Property Owners");

WHEREAS, in 2020, the Hayes Property Owners subdivided the parcel of 198.1519 acres, more or less, and conveyed therefrom a parcel of 27.8213 acres, more or less, to a third party;

WHEREAS, the Hayes Property Owners continue to hold the parcel of 10.9440 acres, more or less, and the remainder of the parcel that originally contained 198.1519 acres, more or less (collectively, the "Hayes Property Owners' Property"), which property has not been further developed;

WHEREAS, in recognition that the Conditions of Annexation contemplated a specific development project and that it now and in the future would and will be impractical, if not impossible, to develop the specific development project contemplated, particularly in general conformance with the Concept Plan as required by the Conditions of Annexation, due to changed circumstances and for various reasons including, without limitation, that portions of the Annexed Property intended to be included in the development project are now owned by third parties and that construction of a hospital on the Annexed Property is no longer contemplated, the Hayes Property Owners have requested that the City of Charles Town agree to rescind, cancel, and nullify the Conditions of Annexation as between the Hayes Property Owners and the City of Charles Town and that the Hayes Property Owners and the City of Charles Town mutually release the other from any and all executory covenants and obligations thereunder; *provided that*, it is the intent and desire of the Hayes Property Owners that Paragraph V of the Conditions of Annexation, pertaining to provision of water and sanitary sewer service to the Annexed Property by the Charles Town Utility Board, shall remain in full effect ("Paragraph V Provision");

WHEREAS, the Hayes Property Owners have expressed that the existence of the Conditions of Annexation and the uncertainty of their effect have frustrated the efforts of the Hayes Property Owners to market and sell the Hayes Property Owners' Property, which has prevented development of such real property; and

WHEREAS, West Virginia University Hospitals – East has expressed its objection to rescission,

cancellation, and nullification of the Conditions of Annexation on the basis of an alleged right to donation of thirty (30) acres of land or the value thereof;

NOW, THE COUNCIL OF THE CITY OF CHARLES TOWN FINDS AND DECLARES, that the Conditions of Annexation contemplated a specific development project;

FURTHER FINDS AND DECLARES, that it now and in the future would and will be impractical, if not impossible, to develop the specific development project contemplated, particularly in general conformance with the Concept Plan as required by the Conditions of Annexation;

FURTHER FINDS AND DECLARES, that certain covenants and obligations of each of the Hayes Property Owners and the City of Charles Town to the other under the Conditions of Annexation remain unperformed and executory and, accordingly, the Conditions of Annexation are unenforceable by either the Hayes Property Owners or the City of Charles Town;

FURTHER FINDS AND DECLARES, that the best interests of the City of Charles Town would not be served by the City of Charles Town performing and satisfying its unperformed and executory covenants and obligations to the Hayes Property Owners under the Conditions of Annexation for the sole purpose of positioning the City of Charles Town to enforce the Conditions of Annexation against the Hayes Property Owners;

FURTHER FINDS AND DECLARES, that leaving the Conditions of Annexation in effect between the Hayes Property Owners and the City of Charles Town serves no current or contemplated future purpose of the City of Charles Town;

FURTHER FINDS AND DECLARES, that it is in the best interests of the City of Charles Town to agree to rescind, cancel, and nullify the Conditions of Annexation as between the Hayes Property Owners and the City of Charles Town, with mutual releases of their respective executory covenants and obligations thereunder, excepting only the Paragraph V Provision; and

FURTHER FINDS AND DECLARES, that, in light of the continuing applicability of the Conditions of Annexation to the 4.6209 acre, more or less, parcel and the 27.8213 acre, more or less, parcel conveyed to third parties, as discussed above, each of the current owners of such parcels should be offered the opportunity to enter a separate agreement rescinding, canceling, and nullifying the Conditions of Annexation as between such owner and the City of Charles Town, with mutual releases of their respective executory covenants and obligations thereunder;

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that the Mayor of the City of Charles Town be, and hereby is, authorized and directed to execute and enter on behalf of the City of Charles Town an agreement with the Hayes Property Owners in the form of that attached as EXHIBIT A that rescinds, cancels, and nullifies the Conditions of Annexation as between the Hayes Property Owners and the City of Charles Town, with mutual releases of their respective executory covenants and obligations thereunder, excepting only the Paragraph V Provision (the "Hayes Property Owners Nullification Agreement");

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that, in the event the current owner(s) of the 4.6209 acre, more or less, parcel and/or the current owner(s) of the 27.8213 acre, more or less, parcel conveyed to third parties, as discussed above, so elect, the Mayor of the City of Charles Town be, and hereby is, authorized and directed to execute and enter on behalf of the City of Charles Town an agreement with such persons in the form of that attached as EXHIBIT A, but with such persons substituted for the Hayes Property Owners therein and with Subsections 1(a), 2(a), and 3(b)(i) deleted therefrom (each, a "Third Party Nullification Agreement");

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that this Ordinance does not and shall not be deemed to, and neither the Hayes Property Owners Nullification Agreement nor any Third Party Nullification Agreement shall or shall be interpreted to, de-annex or otherwise affect the annexation of the Annexed Property, which Annexed Property shall remain annexed within the corporate limits of the City of Charles Town;

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that this Ordinance does not and shall not be deemed to, and neither the Hayes Property Owners Nullification Agreement nor any Third Party Nullification Agreement shall or shall be interpreted to, undo, reverse, change, or affect the current zoning of the Annexed Property as reflected on the Charles Town Zoning Map except that, pursuant to Section 3(b)(i) of the Hayes Property Owners Nullification Agreement, the Hayes Property Owners shall seek a change in the zoning classification of the Hayes Property Owners' Property to the Urban Reserve District by zoning amendment, for which purposes the prior rezoning of the Hayes Property Owners' Property pursuant to the Conditions of Annexation shall be considered revoked, annulled, void, and of no effect for all purposes;

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that this Ordinance does not and shall not be deemed to, and neither the Hayes Property Owners Nullification Agreement nor any Third Party Nullification Agreement shall or shall be interpreted to, undo, cancel, reverse, or otherwise make or render ineffective any other act heretofore performed by any party pursuant to the Conditions of Annexation;

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that this Ordinance and the Hayes Property Owners Nullification Agreement to be entered hereunder are intended to, and shall be deemed to, result in only the release of the executory covenants and obligations of the Hayes Property Owners and their successors and assigns to or in favor of the City of Charles Town under the Conditions of Annexation, and this Ordinance is not intended to and shall not be deemed to, and the Hayes Property Owners Nullification Agreement shall not purport to or be interpreted to, release or otherwise affect any right that West Virginia University Hospitals – East may assert or claim; and

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that this Ordinance and any Third Party Nullification Agreement to be entered hereunder are intended

to, and shall be deemed to, result in only the release of the executory covenants and obligations of the subject third parties and their successors and assigns to or in favor of the City of Charles Town under the Conditions of Annexation, and this Ordinance is not intended to and shall not be deemed to, and no Third Party Nullification Agreement shall purport to or be interpreted to, release or otherwise affect any right that West Virginia University Hospitals – East may assert or claim.

This Ordinance shall take effect upon enactment.

First Reading: _____, 20___

Public Hearing: _____, 20___

Passed on Second Reading: _____, 20___

Enacted this _____ day of _____, 20___

CITY OF CHARLES TOWN

_____
Robert M. Trainor
Mayor

Attest:

_____
John C. Barkley
City Clerk

EXHIBIT A
NULLIFICATION AGREEMENT

NULLIFICATION AGREEMENT

This **NULLIFICATION AGREEMENT** (this "Agreement"), dated the ___th day of _____, 20__, is entered into by and between the CITY OF CHARLES TOWN, a West Virginia municipal corporation, party of the first part (the "City"), and ROSCOE A. HAYES, ALICE M. SPICKLER AND DONALD L. SPICKLER, CO-TRUSTEES OF THE ALICE M. SPICKLER LIVING TRUST, AND JOSEPH R. GALLO, parties of the second part. The party of the first part and the parties of the second part are sometimes referred to herein collectively as the "Parties," or individually as a "Party."

RECITALS

WHEREAS, in 2006, the City annexed within its corporate limits four (4) parcels of land (the "Annexed Property") including two parcels then owned by Rolfe G. Hayes ("Hayes") containing, respectively, 198.1519 acres, more or less, and 10.9440 acres, more or less, and a parcel then owned by Ahmad H. Abdul-Baki ("Abdul-Baki") containing 4.6209 acres, more or less;

WHEREAS, pursuant to a Resolution duly adopted by the City's Common Council, the City accepted and approved said annexation and thereby agreed with Hayes and Abdul-Baki to the provisions of those certain Conditions of Annexation thereafter executed by Hayes, Abdul-Baki, and the then Mayor of the City, and dated the 30th day of January (the "Conditions of Annexation");

WHEREAS, the Conditions of Annexation contemplated a specific development project and required that the final development design of the development project be in general conformance with an Annexation Concept Plan attached to the Conditions of Annexation;

WHEREAS, subsequent to execution of the Conditions of Annexation, the intended purchaser and developer of the parcels owned by Hayes and Abdul-Baki withdrew from the contemplated transaction and development;

WHEREAS, in 2012, Abdul-Baki conveyed to Richard Smith and Erin Smith his parcel of 4.6209 acres, more or less;

WHEREAS, Richard Smith and Erin Smith continue to hold said parcel of 4.6209 acres, more or less;

WHEREAS, Hayes died in 2014 and his parcels containing, respectively, 198.1519 acres, more or less, and 10.9440 acres, more or less, came to be held by Roscoe A. Hayes, Alice M. Spickler and Donald L. Spickler, Co-Trustees of the Alice M. Spickler Living Trust, and Joseph R. Gallo (collectively, the "Hayes Property Owners");

WHEREAS, in 2020, the Hayes Property Owners subdivided the parcel of 198.1519 acres, more or

less, and conveyed therefrom a parcel of 27.8213 acres, more or less, to Brad Bishop;

WHEREAS, Brad Bishop continues to hold said parcel of 27.8213 acres, more or less;

WHEREAS, the Hayes Property Owners continue to hold the parcel of 10.9440 acres, more or less, and the remainder of the parcel that originally contained 198.1519 acres, more or less;

WHEREAS, various provisions of the Conditions of Annexation currently remain unperformed and executory on the part of each of the Parties, the Parties accordingly agree that the Conditions of Annexation are unenforceable by either Party, and the Hayes Property Owners dispute the enforceability of the Conditions of Annexation in any event; and

WHEREAS, the Parties mutually desire to rescind, cancel, and nullify the Conditions of Annexation as between the Parties and that the Parties mutually release the other from any and all executory covenants and obligations under the Conditions of Annexation, except as expressly provided otherwise herein;

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

SECTION 1 -- NULLIFICATION

The Conditions of Annexation shall be, and hereby are, fully and completely rescinded, canceled, and nullified as between the Parties.

(a) Notwithstanding the foregoing Section 1, Paragraph V of the Conditions of Annexation, which pertains to water and sewer service to the subject property, shall remain in full force and effect such that the Hayes Property Owners' parcel of 10.9440 acres, more or less, and the remainder of the parcel that originally contained 198.1519 acres, more or less, shall be served by the Charles Town Utility Board and otherwise in accordance with said Paragraph V.

SECTION 2 -- MUTUAL RELEASE

Each of the Parties shall, and hereby does, for and on behalf of itself and its heirs, personal representatives, attorneys, successors, and assigns, fully, finally, and completely release, remise, acquit, and forever discharge the other Party, and all their respective trustees, officers, managers, employees, agents, representatives, insurers, heirs, devisees, personal representatives, successors, and assigns, if any, of and from any and all executory obligations, covenants, and duties under the provisions of the Conditions of Annexation.

(a) Notwithstanding the foregoing Section 2, the obligations of the Hayes Property Owners under Paragraph V of the Conditions of Annexation shall remain in full force and effect.

SECTION 3 -- LIMITED EFFECT OF AGREEMENT

This Agreement is not intended to, does not, and shall not be deemed or interpreted to:

(a) De-annex or otherwise affect the annexation of the Annexed Property, which Annexed Property shall remain annexed within the corporate limits of the City of Charles Town;

(b) Undo, reverse, change, or affect the current zoning of the Annexed Property as reflected on the Charles Town Zoning Map;

(i) Notwithstanding the foregoing Subsection 3(b), the Parties agree that the Hayes Property Owners shall, by petition, pursuant to the process and subject to all required actions provided in Section 1321.12 of the Charles Town Zoning Ordinance, seek a change in the zoning classification of the parcel of 10.9440 acres, more or less, and the remainder of the parcel that originally contained 198.1519 acres, more or less, now owned by the Hayes Property Owners from the Neighborhood Residential and General Commercial zoning districts to the Urban Reserve zoning district, in recognition that such land would be placed in the Urban Reserve zoning district upon annexation under the current Charles Town Zoning Ordinance;

(c) Undo, cancel, reverse, or otherwise make or render ineffective any other act heretofore performed by any Party pursuant to the Conditions of Annexation; or

(d) Release any executory covenants or obligations of the parties of the second part or their successors and assigns to any third party under the Conditions of Annexation that may subsequently be determined to be legally enforceable, if any, or release or otherwise affect rights of any such third party under the Conditions of Annexation that may subsequently be determined to be legally enforceable, if any, it being understood that this Agreement results in only the City's release of the executory covenants and obligations of the parties of the second part and their successors and assigns to or in favor of the City under the Conditions of Annexation.

SECTION 4 -- ENTIRE AGREEMENT

This Agreement contains the entire understanding of the Parties hereto in respect to the subject matter contained herein. There are no restrictions, promises, representations, warranties, covenants, or undertakings, other than those expressly set forth or referred to herein. This Agreement supersedes all prior agreements and understandings between the Parties with

respect to such subject matter.

SECTION 5 -- AMENDMENT

To the fullest extent provided by applicable Law, this Agreement may only be amended, modified, and supplemented by mutual consent of the Parties hereto with respect to any of the terms contained herein, in such manner as may be agreed upon in writing by such Parties.

SECTION 6 -- SEVERABILITY

If any provision of this Agreement is terminated or held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the remainder of this Agreement will remain in full force and effect.

SECTION 7 -- SUCCESSORS AND ASSIGNS

This Agreement shall inure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators, successors, and assigns.

SECTION 8 -- COUNTERPARTS & FACSIMILES

This Agreement may be executed by the Parties hereto in any number of separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts together shall constitute but one and the same instrument. Signed counterparts of this Agreement may be delivered by facsimile or electronically transmitted image, and such facsimile or electronically transmitted image counterparts and signatures shall be deemed to be, and fully effective and enforceable as, originals for all purposes.

SECTION 9 -- CHOICE OF LAW

This Agreement shall be governed by and construed in accordance with the internal laws of the State of West Virginia, without giving effect to any choice or conflict of law provision or rule that would cause the application of laws of any jurisdiction other than those of the State of West Virginia.

[remainder of page intentionally blank – signature page follows]

IN WITNESS WHEREOF, the Parties hereto have executed this Nullification Agreement, intending it effective the day and year first above written.

CITY OF CHARLES TOWN

_____

Robert M. Trainor
Mayor

Attest:

_____

John C. Barkley
City Clerk

STATE OF WEST VIRGINIA;
COUNTY OF BERKELEY, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by Robert M. Trainor, in his capacity as Mayor of the City of Charles Town, a West Virginia municipal corporation.

(AFFIX NOTARIAL SEAL)

_____

NOTARY PUBLIC

My commission expires: _____.

_____
ROSCOE A. HAYES

STATE OF WEST VIRGINIA;
COUNTY OF BERKELEY, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by Roscoe A. Hayes.

(AFFIX NOTARIAL SEAL)

_____
NOTARY PUBLIC

My commission expires: _____.

_____
ALICE M. SPICKLER, Co-Trustee

_____
DONALD L. SPICKLER, Co-Trustee

STATE OF WEST VIRGINIA;
COUNTY OF BERKELEY, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by Alice M. Spickler and Donald L. Spickler, Co-Trustees of the Alice M. Spickler Living Trust.

(AFFIX NOTARIAL SEAL)

_____
NOTARY PUBLIC

My commission expires: _____.

_____
JOSEPH R. GALLO

STATE OF WEST VIRGINIA;
COUNTY OF BERKELEY, to-wit:

The foregoing instrument was acknowledged before me this _____ day of , 20___, by Joseph R. Gallo.

(AFFIX NOTARIAL SEAL)

_____
NOTARY PUBLIC

My commission expires: _____.

This document was prepared by Michael J. Funk, Esq., Steptoe & Johnson PLLC, 1250 Edwin Miller Blvd., Martinsburg, WV, 25404.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-186: *Public Hearing - BR2023-10* - Norborne-Glebe Candlewood Drive Extension Bond Release

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-158: *BR2023-10* - Norborne-Glebe Candlewood Drive Extension - Bond Release

ATTACHMENTS:

- 1. Staff Report.pdf
- 2._Application.pdf
- 3._Applicant_Review.pdf
- 4._KH_Review.pdf
- 5._As-Built.pdf

Bond Release Request
BR2023-10

Date: For the February 20, 2024 City Council meeting
Applicant: Gary Endler on behalf of Arcadia Land Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Bond release for performance and land disturbance bond

Norborne-Glebe Candlewood Drive Extension



BACKGROUND
The applicant has submitted a bond release request for the performance and land disturbance bond for Norborne-Glebe subdivision Phase Candlewood Drive Extension.

Upon review of the request the City Engineer, Kimley-Horn, has determined that the request is a reasonable assessment of the work completed.

Existing Bond Amount: $171,237.28

PLANNING COMMISSION
The Planning Commission held a public hearing on this item at their January 22, 2024 meeting. There were no comments. Following discussion the Commission voted to unanimously recommend **approval**.

BOND COMMITTEE
The Bond Committee reviewed this item at their December 14, 2023 meeting. The Committee recommended approval of the bond reduction request.

RECOMMENDATION
Approval.

Bond Request No._____

RECEIVED
NOV 06 2023
BY:

BOND REQUEST AND REDUCTION

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

1. DATE NOVEMBER 3, 2023

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

☐ Bond | Reallocation ☒ Bond | Release**

3. PROJECT NAME NORBORNE GLEBE PUBLIC IMPROVEMENTS PLAN CANDLEWOOD DRIVE EXT.

Address _____

4. APPLICANT'S NAME* ARCADIA LAND, INC.

Address 108 N. GEORGE STREET, 2ND FLOOR, CHARLES TOWN, WV 25414

Telephone Number (571) 220 3412 Fax Number ( ) N/A

Email Address mmflynn@h2land.com

5. PROPERTY OWNER'S NAME ARCADIA LAND, INC.

Address 108 N. GEORGE STREET, 2nd FLOOR, CHARLES, TOWN, WV. 25414

Telephone Number (571) 220 3412 Fax Number ( ) N/A

Email Address mmflynn@h2land.com

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

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

Bond Request No._____

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

NORBORNE GLEBE PUBLIC IMPROVEMENTS PLAN CANDLEWOOD DRIVE EXT.

7. A) CURRENT BOND AMOUNT $171,237.28

B) PROPOSED BOND AMOUNT Ø

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

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
		NA		

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

Application No.	Project Name and Phase	Status	Approval Date
	NA.		

Bond Request No._____

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

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

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

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

Date of As-Builts 11-30-21 Prepared By JON K. ERICKSON

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

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

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

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

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

Bond Request No._____

APPLICANT CERTIFICATION

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

Signature of Applicant

* _____ Date 11/1/2023

Signature of Property Owner (If different than Applicant)

* _____ Date _____

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

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

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

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Subdivision Administrator Approval:_____ Date:_____

Engineer Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

GeoLogic Consultants, LLC
14301 Sullyfield Circle, Suite I
Chantilly, VA 20151

November 1, 2023

Arcadia Land, Inc.
108 North George Street
2nd Floor
Charles Town, WV 25414

Attn: Mr. Mark Flynn

Project Name: Norborne Glebe (Arcadia Chase) Candlewood Drive Extension
Location: Charles Town, West Virginia

Dear Mr. Flynn:

Subject: Final Site Work Certification

The following completion letter relates to work performed under the observation of GeoLogic Consultants, LLC and by the undersigned at the referenced project site. These services were performed on an as requested basis beginning June 1, 2021 to July 12, 2023 with respect to site work for utilities, concrete and roadways.

GeoLogic Consultants, LLC observed the installation of sanitary sewer pipes & structures, stormwater pipes and structures, and waterlines pipes to include placement of bedding material for the referenced utilities, stone base, and asphalt with ASTM standard test methods.

The field density tests performed at selected locations and elevations should be indicative of the density of the fill within the limits of sampling and statistical accuracy. The test results indicate that the subject compacted fill and asphalt is in compliance with accepted geotechnical engineering practices at the location of the individual tests.

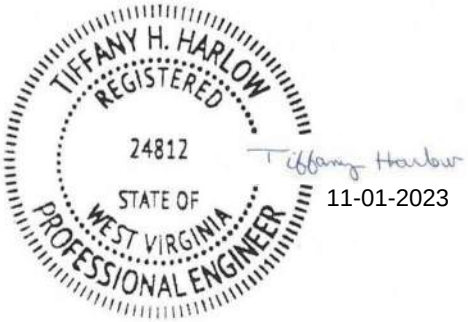
The locations of the individual tests are in reference to a field stakeout (horizontal and vertical) performed by others and a grading plan prepared by others. GeoLogic assumes no responsibility for any revisions to the location or alignment of structures that impacts the shape, size and general location of the structures and compacted fill. Subgrade elevations are referenced based on the site grading plans provided to us by others.

According to the field and laboratory test reports, the tests were performed in accordance with ASTM, appropriate industry standards. All construction to date met density requirements; all material depths were verified for compliance; and road and parking areas have been constructed in strict accordance with the approved plans and specifications. Where discrepancies were observed, if any, corrections or modifications were made.

Should you have any questions or comments regarding the content of this letter contact me at (571) 356-3176.

Respectfully Submitted,

GeoLogic Consultants, LLC



11-01-2023

Tiffany Harlow, P.E.
Principal Engineer

Attachments: Field Density Report Summary
Field Density Tests for Asphalt
Concrete Test Results and Break Results

GeoLogic Consultants, LLC
14301 Sullyfield Circle, Suite I
Chantilly, VA 20151

COMPACTION SUMMARY
FINAL REPORT

SITEWORK

Project: NORBORNE GLEBE CWD EXTENSION
Client: ARCADIA LAND
Contractor: GANTT EXCAVATING

Project No.: 10300
Report Date: 11/1/23

Date	Test #	Sta. No.	Test Location	Structure From	Structure To	Elev -SG	Lab #	% Comp. Req'd	Density Wet	Density Dry	M%	% Comp	Pass?
06/07/21	1	N/A	Storm Water (CWD)	801	802	SG	1	95.0	125.6	106.2	18.3	98.0	Y
06/18/21	1	N/A	Storm Water (CWD)	804	813	-4.0	1	95.0	128.9	108.2	19.1	99.8	Y
	2	N/A	Storm Water (CWD)	804	813	-3.0	1	95.0	124.3	106.1	17.1	97.9	Y
06/24/21	1	N/A	Storm Water (CWD)	813	400	-5.0	1	95.0	125.7	106.9	17.6	98.6	Y
06/25/21	1		Candlewood Drive	804	400	-4.0	1	95.0	128.4	108.1	18.8	99.7	Y
	2		Candlewood Drive	804	400	-4.0	1	95.0	123.6	104.7	18.1	96.5	Y
06/28/21	1		Candlewood Drive	804	400	-4.0	1	95.0	126.5	107.6	17.6	99.2	Y
	2		Candlewood Drive	804	400	-4.0	1	95.0	126.6	105.8	19.7	97.6	Y
07/08/21	1	N/A	Manhole ZL1	N/A	N/A	-12.0	1	95.0	125.9	105.6	19.2	97.4	Y
	2	N/A	Manhole ZL1	N/A	N/A	-11.0	1	95.0	127.1	106.4	19.4	98.1	Y
	3	N/A	Manhole ZL1	N/A	N/A	-10.0	1	95.0	127.6	107.3	18.9	99.0	Y
	4	N/A	Manhole ZL1	N/A	N/A	-9.0	1	95.0	122.6	105.8	15.9	97.6	Y
	5	N/A	Manhole ZL1	N/A	N/A	-8.0	1	95.0	122.8	105.4	16.4	97.3	Y
	6	N/A	Manhole ZL1	N/A	N/A	-7.0	1	95.0	129.5	108.2	19.6	99.9	Y
	7	N/A	Manhole ZL1	N/A	N/A	-6.0	1	95.0	124.2	104.6	18.7	96.5	Y
	8	N/A	Manhole ZL1	N/A	N/A	-5.0	1	95.0	125.2	106.9	17.1	98.6	Y
	9	N/A	Manhole ZL1	N/A	N/A	-4.0	1	95.0	121.5	104.7	16.0	96.6	Y
	10	N/A	Manhole ZL1	N/A	N/A	-3.0	1	95.0	122.4	103.5	18.3	95.5	Y
07/20/21	1	30+50	Candlewood Dr	N/A	N/A	SG	1	95.0	124.5	104.0	19.8	95.9	Y
	2	31+50	Candlewood Dr	N/A	N/A	-1.0	1	95.0	121.0	103.7	16.7	95.6	Y
	3	32+50	Candlewood Dr	N/A	N/A	-2.0	1	95.0	125.3	106.9	17.2	98.6	Y
	4	33+50	Candlewood Dr	N/A	N/A	-3.0	1	95.0	124.1	104.4	18.8	96.4	Y
	5	31+50	Candlewood Dr	N/A	N/A	SG	1	95.0	123.0	103.6	18.7	95.6	Y
	6	32+50	Candlewood Dr	N/A	N/A	-1.0	1	95.0	127.1	106.6	19.1	98.4	Y
07/23/21	1	32+50	Candlewood Dr	N/A	N/A	SG	1	95.0	127.7	107.0	18.8	98.7	Y
	2	33+50	Candlewood Dr	N/A	N/A	-1.0	1	95.0	125.6	106.8	17.6	98.5	Y
	3	33+50	Candlewood Dr	N/A	N/A	SG	1	95.0	126.9	106.1	19.6	97.9	Y
07/29/21	1	30+00	Conduit Crossing	N/A	N/A	-2.0	1	95.0	125.8	107.1	17.4	98.8	Y
	2	30+00	Conduit Crossing	N/A	N/A	-1.0	1	95.0	122.0	103.0	18.4	95.0	Y
	3	30+00	Conduit Crossing	N/A	N/A	SG	1	95.0	123.7	103.7	19.3	95.7	Y
07/30/21	1	31+00	Conduit Crossing	N/A	N/A	-2.0	1	95.0	122.3	104.0	17.6	96.0	Y

	2	31+00	Conduit Crossing	N/A	N/A	-1.0	1	95.0	122.5	104.1	17.6	96.1	Y
	3	31+00	Conduit Crossing	N/A	N/A	SG	1	95.0	124.0	104.1	19.2	96.0	Y
08/02/21	1	32+00	Conduit Crossing	N/A	N/A	-3.0	1	95.0	125.8	107.0	17.6	98.7	Y
	2	32+00	Conduit Crossing	N/A	N/A	-2.0	1	95.0	127.2	106.3	19.7	98.0	Y
08/03/21	1	32+00	Conduit Crossing	N/A	N/A	-1.0	1	95.0	122.4	104.4	17.2	96.3	Y
	2	32+00	Conduit Crossing	N/A	N/A	SG	1	95.0	125.3	105.2	19.1	97.0	Y
08/27/21	1	30+50	Waterline	N/A	N/A	-1.0	1	95.0	129.2	108.2	19.4	99.8	Y
	2	31+50	Waterline	N/A	N/A	-1.0	1	95.0	126.1	106.6	18.3	98.3	Y
	3	30+50	Waterline	N/A	N/A	SG	1	95.0	123.0	104.3	17.9	96.2	Y
	4	31+50	Waterline	N/A	N/A	SG	1	95.0	123.1	103.4	19.1	95.4	Y
09/03/21	1	30+00	Waterline CWD Crossing	N/A	N/A	-1.0	1	95.0	126.9	107.1	18.5	98.8	Y
	2	30+00	Waterline CWD Crossing	N/A	N/A	SG	1	95.0	125.1	106.3	17.7	98.1	Y
	3	N/A	Waterline	27+00	26+00	-1.0	1	95.0	123.3	103.1	19.5	95.1	Y
	4	N/A	Waterline	27+00	26+00	SG	1	95.0	127.3	108.3	17.6	99.9	Y
09/07/21	1	N/A	Waterline CWD Crossing	27+00	26+00	-1.0	1	95.0	126.9	107.1	18.5	98.8	Y
	2	N/A	Waterline CWD Crossing	27+00	26+00	SG	1	95.0	125.1	106.3	17.7	98.1	Y
09/17/21	1	N/A	2in Waterline Crossing	N/A	N/A	-2.0	1	95.0	123.3	104.0	18.5	96.0	Y
	2	N/A	2in Waterline Crossing	N/A	N/A	-1.0	1	95.0	122.5	104.3	17.5	96.2	Y
	3	N/A	2in Waterline Crossing	N/A	N/A	SG	1	95.0	128.1	107.3	19.4	99.0	Y
10/25/21	1	30+00	Candlewood Dr	N/A	N/A	SG	5	95.0	140.2	136.4	2.8	104.2	Y
	2	31+00	Candlewood Dr	N/A	N/A	SG	5	95.0	134.1	131.0	2.4	100.1	Y
	3	32+00	Candlewood Dr	N/A	N/A	SG	5	95.0	127.5	125.6	1.5	96.0	Y
	4	33+00	Candlewood Dr	N/A	N/A	SG	5	95.0	139.5	136.4	2.2	104.2	Y
11/15/21	1	N/A	Sidewalk	N/A	N/A	SG	1	95.0	120.9	103.2	17.2	95.2	Y
	2	N/A	Sidewalk	N/A	N/A	SG	1	95.0	126.8	106.1	19.5	97.9	Y
	3	N/A	Sidewalk	N/A	N/A	SG	1	95.0	126.0	106.7	18.1	98.4	Y
	4	N/A	Sidewalk	N/A	N/A	SG	1	95.0	122.2	104.2	17.3	96.1	Y

NORBORNE GLEBE
CANDLEWOOD DRIVE EXTENSION

ASPHALT REPORTS

GeoLogic Consultants, LLC
1012 Stringtown Road, Berryville, VA 22611

DAILY FIELD REPORT

Report #: 95

Project Name: Norborne Glebe CWD Contractor: Jefferson Asphalt Date: 10/27/2021

Project No.: 10300 Client: Arcadia LLC Weather: Sunny 62°F

Work Performed: Candlewood Dr Asphalt Placement and Compaction

Description of Work:

1- The undersigned arrived on-site, as requested, to observe the placement and compaction of 3 inches of Private Base 1 mix along Candlewood Dr Westbound lane.

Utilizing the Nuclear Method (ASTM D 2950) to check the compaction of the asphalt; test results indicated that the compacted material, at the areas and elevations tested, did meet or exceed the project requirements of 98% to 102% of the maximum wet density as obtained by using the Control Strip Method. The asphalt observed on this date appeared to be placed in compliance with project specifications with regard to lift thickness and lay down temperature.

Problems / Failing Tests:

Inspector: Zach Noakes
Inspector Time: 9.0 hrs.
Project Manager: Mark Hood, P.E.

Phone: (703) 282-2714

GeoLogic Consultants, LLC

WORKSHEET

Control Strip _____ **Date:** 10/27/2021
Project Norborne Glebe CWD **Street** Candlewood Dr
From Station _____ **To Station** _____ **Lane** _____ **Width** _____
Mix Type Private Base 1 **Mix No.** _____ **Rate** _____ **Roller Type** Smooth Drum
Mix Producer Jefferson Asphalt **Location** Candlewood Dr Westbound

Nuc. Gauge Model No. _____ **Serial No.** _____ **Depth Setting** _____

NUCLEAR DENSITY TEST SECTION

SUB-LOT	STATION	REF C/L	DRY LBS	DENSITY CU. FT.
1	30+00	WB		148.7
2	31+00	C/L		148.9
3	31+50	WB		149.4
4	32+00	C/L		142.0
5	32+50	WB		141.6
6	33+00	WB		144.8
			AVERAGE	145.9

REMARKS
Target Density from Jefferson Asphalt = 131.5
Target Density from Field Marshall Value = 143.7

TARGET DENSITY 143.7 (Lbs. Cu. Ft.)

PERCENT DENSITY ACHIEVED 101.5 (Average/Target x 100)
(Must be greater than 91.5%)

SEAL

Technician Zachary Noakes **Certification No.** _____
(please print)

Observed by _____ (Co. Inspector)

Zachary Noakes
Signature

10/27/21
Date

GeoLogic Consultants, LLC
1012 Stringtown Road, Berryville, VA 22611

DAILY FIELD REPORT

Report #: 96

Project Name: Norborne Glebe CWD Contractor: Jefferson Asphalt Date: 10/28/2021

Project No.: 10300 Client: Arcadia LLC Weather: Sunny 64°F

Work Performed: Candlewood Dr Asphalt Placement and Compaction

Description of Work:

1- The undersigned arrived on-site, as requested, to observe the placement and compaction of 3 inches of Private Base 1 mix along Candlewood Dr Eastbound lane and 1.5 inches of Private Base 2 along Candlewood Dr East and Westbound lanes.

Utilizing the Nuclear Method (ASTM D 2950) to check the compaction of the asphalt; test results indicated that the compacted material, at the areas and elevations tested, did meet or exceed the project requirements of 98% to 102% of the maximum wet density as obtained by using the Control Strip Method. The asphalt observed on this date appeared to be placed in compliance with project specifications with regard to lift thickness and lay down temperature.

Problems / Failing Tests:

Inspector: Zach Noakes
Inspector Time: 9.0 hrs.
Project Manager: Mark Hood, P.E.

Phone: (703) 282-2714

GeoLogic Consultants, LLC

WORKSHEET

Control Strip | **Date:** 10/28/2021
Project Norborne Glebe CWD | **Street** Candlewood Dr
From Station | **To Station** | **Lane** | **Width**
Mix Type Private Base 1 | **Mix No.** | **Rate** | **Roller Type** Smooth Drum
Mix Producer Jefferson Asphalt | **Location** Candlewood Dr Eastbound

Nuc. Gauge Model No. | **Serial No.** | **Depth Setting** BS

NUCLEAR DENSITY TEST SECTION

SUB-LOT	STATION	REF C/L	DRY LBS	DENSITY CU. FT.
1	30+00	EB		146.7
2	31+00	C/L		143.2
3	31+50	EB		150.4
4	32+00	EB		141.6
5	32+50	EB		145.5
6	33+00	EB		143.9
			AVERAGE	145.2

REMARKS
Target Density from Jefferson Asphalt:
Private Base 1 = 132.9 Private Base 2 = 131.5
Target Density from Field Marshall Value:
Private Base 1 = 143.7 Private Base 2 = 146.3

TARGET DENSITY 143.7 (Lbs. Cu. Ft.)

PERCENT DENSITY ACHIEVED 101.1 (Average/Target x 100)
(Must be greater than 91.5%)

SEAL

Technician Zachary Noakes **Certification No.**
(please print)

Oberserved by (Co. Inspector)

I CERTIFY THAT THE FOLLOWING REFERENCED TESTS WERE CONDUCTED IN CONFORMANCE WITH THE CURRENT VIRGINIA TEST METHODS (VTM) STANDARDS AND PROCEDURES AND WITH THE PRIOR APPROVAL OF THE APPROPRIATE INSPECTION DIVISION.

Zachary Noakes — *Signature*
10/28/21 — *Date*

GeoLogic Consultants, LLC

WORKSHEET

Control Strip | **Date:** 10/28/2021
Project Norborne Glebe CWD | **Street** Candlewood Dr
From Station | **To Station** | **Lane** | **Width**
Mix Type Private Base 2 | **Mix No.** | **Rate** | **Roller Type** Smooth Drum
Mix Producer Jefferson Asphalt | **Location** Candlewood Dr Eastbound

Nuc. Gauge Model No. | **Serial No.** | **Depth Setting** BS

NUCLEAR DENSITY TEST SECTION

SUB-LOT	STATION	REF C/L	DRY LBS	DENSITY CU. FT.
1	30+00	WB		142.8
2	31+00	C/L		147.5
3	31+50	EB		143.5
4	32+00	C/L		140.7
5	32+50	WB		149.9
6	33+00	EB		143.7
			AVERAGE	144.7

REMARKS
Target Density from Jefferson Asphalt:
Private Base 1 = 132.9 Private Base 2 = 131.5
Target Density from Field Marshall Value:
Private Base 1 = 143.7 Private Base 2 = 146.3

TARGET DENSITY 146.3 (Lbs. Cu. Ft.)

PERCENT DENSITY ACHIEVED 98.9 (Average/Target x 100)
(Must be greater than 91.5%)

SEAL

Technician Zachary Noakes **Certification No.**
(please print)

Oberserved by (Co. Inspector)

I CERTIFY THAT THE FOLLOWING REFERENCED TESTS WERE CONDUCTED IN CONFORMANCE WITH THE CURRENT VIRGINIA TEST METHODS (VTM) STANDARDS AND PROCEDURES AND WITH THE PRIOR APPROVAL OF THE APPROPRIATE INSPECTION DIVISION.

Zachary Noakes — *Signature*
10/28/21 — *Date*

GeoLogic Consultants, LLC
14301 Sullyfield Circle, Suite I, Chantilly, VA 20151

DAILY FIELD REPORT

Project:	Norborne Glebe CWD	Report #:	194
Client:	Arcadia Land, Inc.	Date:	04/28/22
Contractor	Jefferson Asphalt	Weather:	62 P. Cloudy F
Project #:	10300		

Work Performed: Compaction of Surface Mix Asphalt for Candlewood Dr

Work Performed:

1- The undersigned arrived on-site, as requested, to observe the placement and compaction of 1.5 inches of Surface Mix mix along above locations.

Utilizing the Nuclear Method (ASTM D 2950) to check the compaction of the asphalt; test results indicated that the compacted material, at the areas and elevations tested, did meet or exceed the project requirements of 98% to 102% of the maximum wet density as obtained by using the Control Strip Method. The asphalt observed on this date appeared to be placed in compliance with project specifications with regard to lift thickness and lay down temperature.

Remarks:

Inspector:	Zachary Noakes
Total Time:	10 hrs.
Project Engineer:	Mark Hood, P.E.

(703) 282-2714

GeoLogic Consultants, LLC

WORKSHEET

Control Strip _____ **Date:** 4/28/2022
Project Norborne Glebe CWD **Street** Candlewood Dr
From Station 30+00 **To Station** 33+50 **Lane** _____ **Width** _____
Mix Type Surface Mix **Mix No.** _____ **Rate** _____ **Roller Type** Smooth Drum
Mix Producer Jefferson Asphalt **Location** Candlewood Dr

Nuc. Gauge Model No. _____ **Serial No.** _____ **Depth Setting** _____

NUCLEAR DENSITY TEST SECTION

SUB-LOT	STATION	REF C/L	DRY LBS	DENSITY CU. FT.
1	33+00	NB		151.4
2	32+50	C/L		150.9
3	32+00	SB		152.2
4	31+50	C/L		149.4
5	31+00	NB		143.7
6	30+50	SB		150.3
			AVERAGE	149.7

REMARKS
Target Density from Jefferson Asphalt = 131.5
Target Density from Field Marshall Value = 153.3

TARGET DENSITY 155.7 (Lbs. Cu. Ft.)

PERCENT DENSITY ACHIEVED 96.1 (Average/Target x 100)
(Must be greater than 91.5%)

SEAL

Technician Zachary Noakes **Certification No.** _____
(please print)

Oberserved by _____ (Co. Inspector)

I CERTIFY THAT THE FOLLOWING REFERENCED TESTS WERE CONDUCTED IN CONFORMANCE WITH THE CURRENT VIRGINIA TEST METHODS (VTM) STANDARDS AND PROCEDURES AND WITH THE PRIOR APPROVAL OF THE APPROPRIATE INSPECTION DIVISION.

Zachary Noakes — *Signature*
04/28/22 — *Date*

NORBORNE GLEBE
CANDLEWOOD DRIVE EXTENSION

CONCRETE REPORTS

OBSERVATION OF CONCRETE PLACEMENT REPORT

PROJECT: Norborne Glebe CWD DATE: 10/13/2021

CONTRACTOR: Gull Corp CONCRETE SUPPLIER: TBH Inc

WEATHER: Cloudy AIR TEMP: 74˚F FORM TEMP: n/a CURING BOX? No

PLACEMENT LOCATION: Candlewood Dr Median Curb and Gutter

TRUCK NO.	TICKET NO.	CUBIC YARDS	BATCH TO PLACEMENT TIME < 90 MIN.	1ST SLUMP (IN.)	WATER ADDED (GAL)	2ND SLUMP (IN.)	DISCH. SLUMP (IN.)	CONC TEMP	AIR (%)	TEST SERIES NO.
336	**530151**	**9.25**	**Yes**	**3.5**	**0.0**	**n/a**	**n/a**	**68.0**	**5.0**	**A**
325	530164	9.25	Yes							
336	530174	9.25	Yes							

TOTAL C.Y. **27.75** **Approved By:** Mark Hood P.E.

CONCRETE MIX PROPORTION/CUBIC YARD

NO.: 3223A CEMENT: ADMIXTURE:

FINE AGG: WATER ICE: ADMIXTURE:

COARSE AGG: NEWCEM: ADMIXTURE:

THE LOCATION THAT TEST SPECIMENS REPRESENT: Candlewood Dr Median Curb and Gutter

METHOD: PRESSURE METER (X) OR VOLUMETRIC ( )

Inspector: Zach Noakes

GeoLogic Consultants, LLC

UNIVERSAL ENGINEERING SCIENCES
Geotechnical Engineering | Construction Materials Testing and Inspection
Building Code Compliance | Environmental Services | Facilities Consulting

Project No: 2410.1900076.0000
ReportNo.: 2412889-1 CT 101321
WorkorderNo.: 2412889
Lab No.: 21B498-C

14221-B Willard Road, Chantilly, VA 20151 - P: 703-652-5111 - F:

Compressive Strength of 4" x 8" Cylinder Test Specimens (ASTM C-39)

Client GeoLogic Consultants, LLC
14301 Sullyfield Circle Suite I, Chantilly, VA20151

Project Norborne Glebe
UES DC Metro Lab, , fairfax County, VA20151

Structural Element: **Sample Location:** - Sampled at

Set#1 of 1 | **Sample From:** | **Sample By:** Client On 10/13/2021 | **At Lab On or Before:** 10/19/2021

General Information	Specified Strength / Sampling Times	Placement Information
General Contractor:	**Specified Strength:** 3000 psi @ 28 days	**Truck Load:** N/A
Subcontractor:	**Mix Design Strength:** 3000 psi @ 28 days	**Cumulative Quantity:** N/A
Supplier:	**Water Added at Site:** N/A	**Total Placement for the Day:** N/A
Truck No.: Unknown	**Time Batched:**	
Ticket No.: Unknown	**Time Sampled:**	
Mix Design: Unknown **Admixture:** N/A	**Weather Condition:** Unknown	

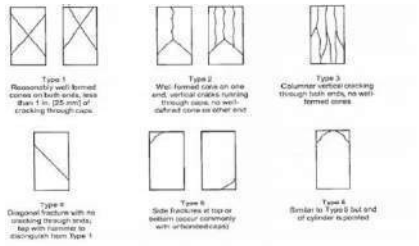
Field Test Results

Air Content: N/A	**Slump:** N/S	**Ambient Temp:** N/S	**Concrete Temp:** N/S	**Unit Weight: N/A**

Results of Laboratory Testing

Test Results	Date Tested	Age Days	Type Of Fracture	Actual Dimen.1 (in)	Actual Dimen.2 (in)	Avg. Dimen. (in)	Test X-Sect. Area (in²)	Max Compressive Load (lbs)	Test Compressive Strength(psi)	Average (psi)	Lab Tech ***
1*G*	10/20/2021	7	2	4.00	4.00	4.00	12.57	44,747	3,561	-	HZ
2*G*	10/20/2021	7	2	4.00	4.00	4.00	12.57	46,921	3,734	-	HZ
3*G*	10/20/2021	7	2	4.00	4.00	4.00	12.57	51,070	4,064	3,790	HZ
4*G*	11/10/2021	28	2	4.00	4.00	4.00	12.57	57,965	4,613	-	HZ
5*G*	11/10/2021	28	2	4.00	4.00	4.00	12.57	61,719	4,911	-	HZ
6*G*	11/10/2021	28	2	4.00	4.00	4.00	12.57	59,281	4,717	4,750	HZ

Remarks	Cylinders are tested at seven (7) days to get an early indication of the potential strength of the concrete, but the seven (7) day results are not to be used for concrete acceptance. When the compressive strength of the concrete has reached 70% of the specified strength, it is a reasonable practice to use this as an indication that 100% of the specified strength will be attained by twenty-eight (28) days.
Remarks	All information pertinent to concrete placement, slump, water, class, etc., along with casting the test specimens, was prepared by the client or contractor. Universal Engineering Sciences is only responsible for the compressive strength testing.
Note	- *H*- Hold Cylinder -*D*- Defective Cylinder, Un-testable -*E*- Excluded From Average -*G*- Good Condition
Note	**Test in compliance with ASTM C39.**



Reviewed By

To establish a mutual protection to Universal's clients, the Public and ourselves, all reports are submitted as confidential property of our clients and authorization for publication of statements, conclusions or extracts from or regarding Universal's reports is reserved pending our written approval. This report shall not be reproduced, except in full, without the written approval of Univers Engineering Sciences.

OBSERVATION OF CONCRETE PLACEMENT REPORT

PROJECT: Norborne Glebe CWD DATE: 10/14/2021

CONTRACTOR: Gull Corp CONCRETE SUPPLIER: TBH Inc

WEATHER: Cloudy AIR TEMP: 74˚F FORM TEMP: n/a CURING BOX? No

PLACEMENT LOCATION: Candlewood Dr Curb and Gutter

TRUCK NO.	TICKET NO.	CUBIC YARDS	BATCH TO PLACEMENT TIME < 90 MIN.	1ST SLUMP (IN.)	WATER ADDED (GAL)	2ND SLUMP (IN.)	DISCH. SLUMP (IN.)	CONC TEMP	AIR (%)	TEST SERIES NO.
400	**530233**	**9.5**	**Yes**	**3.0**	**0.0**	**n/a**	**n/a**	**71.0**	**5.5**	**A**
343	530241	9.25	Yes							
337	530251	9.25	Yes							
		9.25	**Yes**							
337	**530267**	**9.25**	**Yes**							
325	**530273**	**9**	**Yes**							

TOTAL C.Y. **55.5** **Approved By:** Mark Hood P.E.

CONCRETE MIX PROPORTION/CUBIC YARD

NO.: 3223A CEMENT: ADMIXTURE:

FINE AGG: WATER ICE: ADMIXTURE:

COARSE AGG: NEWCEM: ADMIXTURE:

THE LOCATION THAT TEST SPECIMENS REPRESENT: Candlewood Dr Curb and Gutter

METHOD: PRESSURE METER (X) OR VOLUMETRIC ( )

Inspector: Zach Noakes

UNIVERSAL ENGINEERING SCIENCES
Geotechnical Engineering | Construction Materials Testing and Inspection
Building Code Compliance | Environmental Services | Facilities Consulting

14221-B Willard Road, Chantilly, VA 20151 - P: 703-652-5111 - F:

Project No: 2410.1900076.0000
ReportNo.: 2412890-1 CT 101421
WorkorderNo.: 2412890
Lab No.: 21B499-C

Compressive Strength of 4" x 8" Cylinder Test Specimens (ASTM C-39)

Client GeoLogic Consultants, LLC
14301 Sullyfield Circle Suite I, Chantilly, VA 20151

Project Norborne Glebe
UES DC Metro Lab, , fairfax County, VA 20151

Structural Element:

Sample Location: - Sampled at

Set#1 of 1 | **Sample From:** | **Sample By:** Client On 10/14/2021 | **At Lab On or Before:** 10/19/2021

General Information		Specified Strength / Sampling Times		Placement Information
General Contractor:		**Specified Strength:**	3000 psi @ 28 days	**Truck Load:** N/A
Subcontractor:		**Mix Design Strength:**	3000 psi @ 28 days	**Cumulative Quantity:** N/A
Supplier:		**Water Added at Site:**	N/A	**Total Placement for the Day:** N/A
Truck No.:	Unknown	**Time Batched:**		
Ticket No.:	Unknown	**Time Sampled:**		
Mix Design:	Unknown **Admixture:** N/A	**Weather Condition:**	Unknown	

Field Test Results

Air Content: N/A	Slump: N/S	Ambient Temp: N/S	Concrete Temp: N/S	Unit Weight: N/A

Results of Laboratory Testing

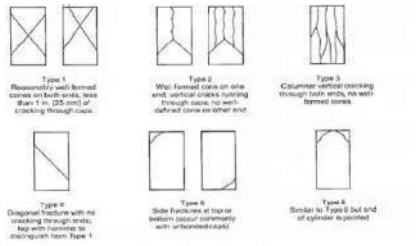
Test Results	Date Tested	Age Days	Type Of Fracture	Actual Dimen.1 (in)	Actual Dimen.2 (in)	Avg. Dimen. (in)	Test X-Sect. Area (in²)	Max Compressive Load (lbs)	Test Compressive Strength(psi)	Average (psi)	Lab Tech ***
1*G*	10/21/2021	7	2	4.00	4.00	4.00	12.57	51,292	4,082	-	HZ
2*G*	10/21/2021	7	2	4.00	4.00	4.00	12.57	51,381	4,089	-	HZ
3*G*	10/21/2021	7	2	4.00	4.00	4.00	12.57	53,186	4,232	4,130	HZ
4*G*	11/11/2021	28	2	4.00	4.00	4.00	12.57	63,145	5,025	-	HZ
5*G*	11/11/2021	28	2	4.00	4.00	4.00	12.57	66,691	5,307	-	HZ
6*G*	11/11/2021	28	2	4.00	4.00	4.00	12.57	63,203	5,030	5,120	HZ

Remarks Cylinders are tested at seven (7) days to get an early indication of the potential strength of the concrete, but the seven (7) day results are not to be used for concrete acceptance. When the compressive strength of the concrete has reached 70% of the specified strength, it is a reasonable practice to use this as an indication that 100% of the specified strength will be attained by twenty-eight (28) days.

Remarks All information pertinent to concrete placement, slump, water, class, etc., along with casting the test specimens, was prepared by the client or contractor. Universal Engineering Sciences is only responsible for the compressive strength testing.

Note - *H*- Hold Cylinder -*D*- Defective Cylinder, Un-testable -*E*- Excluded From Average -*G*- Good Condition

Note **Test in compliance with ASTM C39.**



Reviewed By

To establish a mutual protection to Universal's clients, the Public and ourselves, all reports are submitted as confidential property of our clients and authorization for publication of statements, conclusions or extracts from or regarding Universal's reports is reserved pending our written approval. This report shall not be reproduced, except in full, without the written approval of Univers Engineering Sciences.

OBSERVATION OF CONCRETE PLACEMENT REPORT

PROJECT: Norborne Glebe CWD DATE: 12/13/2021

CONTRACTOR: Gull Corp CONCRETE SUPPLIER: TBH Inc

WEATHER: Cloudy AIR TEMP: 50˚F FORM TEMP: n/a CURING BOX? No

PLACEMENT LOCATION: Candlewood Dr Sidewalk

TRUCK NO.	TICKET NO.	CUBIC YARDS	BATCH TO PLACEMENT TIME < 90 MIN.	1ST SLUMP (IN.)	WATER ADDED (GAL)	2ND SLUMP (IN.)	DISCH. SLUMP (IN.)	CONC TEMP	AIR (%)	TEST SERIES NO.
336	**530151**	**9.25**	**Yes**	**5.0**	**0.0**	**n/a**	**n/a**	**78.0**	**5.5**	**A**
325	530164	9.25	Yes							
336	530174	9.25	Yes							
		9.25	**Yes**							

TOTAL C.Y. **38** **Approved By:** Mark Hood P.E.

CONCRETE MIX PROPORTION/CUBIC YARD

NO.: 3223A CEMENT: ADMIXTURE:

FINE AGG: WATER ICE: ADMIXTURE:

COARSE AGG: NEWCEM: ADMIXTURE:

THE LOCATION THAT TEST SPECIMENS REPRESENT: Candlewood Dr Sidewalk

METHOD: PRESSURE METER (X) OR VOLUMETRIC ( )

Inspector: Zach Noakes

GeoLogic Consultants, LLC

UNIVERSAL ENGINEERING SCIENCES
Geotechnical Engineering | Construction Materials Testing and Inspection
Building Code Compliance | Environmental Services | Facilities Consulting

14221-B Willard Road, Chantilly, VA 20151 - P: 703-652-5111 - F:

Project No: 2410.1900076.0000
ReportNo.: 2414330-1 CT 121321
WorkorderNo.: 2414330
Lab No.: 21B769-C

Compressive Strength of 4" x 8" Cylinder Test Specimens (ASTM C-39)

Client GeoLogic Consultants, LLC
14301 Sullyfield Circle Suite I, Chantilly, VA20151

Project Norborne Glebe
UES DC Metro Lab, , fairfax County, VA20151

Structural Element:

Sample Location: - Sampled at

Set#1 of 1	**Sample From:**	**Sample By:** Client On 12/13/2021	**At Lab On or Before:** 12/20/2021

General Information		Specified Strength / Sampling Times		Placement Information	
General Contractor:		**Specified Strength:**	3000 psi @ 28 days	**Truck Load:**	N/A
Subcontractor:		**Mix Design Strength:**	3000 psi @ 28 days	**Cumulative Quantity:**	N/A
Supplier:		**Water Added at Site:**	N/A	**Total Placement for the Day:**	N/A
Truck No.:	Unknown	**Time Batched:**			
Ticket No.:	Unknown	**Time Sampled:**			
Mix Design:	Unknown **Admixture:** N/A	**Weather Condition:**	Unknown		

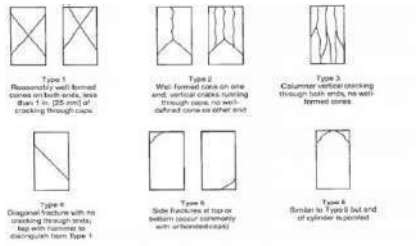
Field Test Results

Air Content: N/A	**Slump:** N/S	**Ambient Temp:** N/S	**Concrete Temp:** N/S	**Unit Weight: N/A**

Results of Laboratory Testing

Test Results	Date Tested	Age Days	Type Of Fracture	Actual Dimen.1 (in)	Actual Dimen.2 (in)	Avg. Dimen. (in)	Test X-Sect. Area (in²)	Max Compressive Load (lbs)	Test Compressive Strength(psi)	Average (psi)	Lab Tech ***
1*G*	12/20/2021	7	2	4.00	4.00	4.00	12.57	37,864	3,013	-	HZ
2*G*	12/20/2021	7	3	4.00	4.00	4.00	12.57	36,593	2,912	-	HZ
3*G*	12/20/2021	7	3	4.00	4.00	4.00	12.57	41,015	3,264	3,060	HZ
4*G*	01/10/2022	28	2	4.00	4.00	4.00	12.57	66,607	5,300	-	HZ
5*G*	01/10/2022	28	3	4.00	4.00	4.00	12.57	68,833	5,478	-	HZ
6*G*	01/10/2022	28	3	4.00	4.00	4.00	12.57	63,263	5,034	5,270	HZ

Remarks	Cylinders are tested at seven (7) days to get an early indication of the potential strength of the concrete, but the seven (7) day results are not to be used for concrete acceptance. When the compressive strength of the concrete has reached 70% of the specified strength, it is a reasonable practice to use this as an indication that 100% of the specified strength will be attained by twenty-eight (28) days.
Remarks	All information pertinent to concrete placement, slump, water, class, etc., along with casting the test specimens, was prepared by the client or contractor. Universal Engineering Sciences is only responsible for the compressive strength testing.
Note	- *H*- Hold Cylinder -*D*- Defective Cylinder, Un-testable -*E*- Excluded From Average -*G*- Good Condition
Note	**Test in compliance with approved plans and specifications**



Reviewed By

To establish a mutual protection to Universal's clients, the Public and ourselves, all reports are submitted as confidential property of our clients and authorization for publication of statements, conclusions or extracts from or regarding Universal's reports is reserved pending our written approval. This report shall not be reproduced, except in full, without the written approval of Univers Engineering Sciences.

OBSERVATION OF CONCRETE PLACEMENT REPORT

PROJECT: Norborne Glebe CWD DATE: 12/14/2021

CONTRACTOR: Gull Corp CONCRETE SUPPLIER: TBH Inc

WEATHER: Cloudy AIR TEMP: 52˚F FORM TEMP: n/a CURING BOX? No

PLACEMENT LOCATION: Candlewood Dr Sidewalk

TRUCK NO.	TICKET NO.	CUBIC YARDS	BATCH TO PLACEMENT TIME < 90 MIN.	1ST SLUMP (IN.)	WATER ADDED (GAL)	2ND SLUMP (IN.)	DISCH. SLUMP (IN.)	CONC TEMP	AIR (%)	TEST SERIES NO.
400	**530233**	**9.5**	**Yes**	**4.0**	**0.0**	**n/a**	**n/a**	**74.0**	**5.0**	**A**
343	530241	9.25	Yes							
337	530251	9.25	Yes							
337	**530267**	**9.25**	**Yes**							
325	**530273**	**9**	**Yes**							

TOTAL C.Y. **55.5** **Approved By:** Mark Hood P.E.

CONCRETE MIX PROPORTION/CUBIC YARD

NO.: 3223A CEMENT: ADMIXTURE:

FINE AGG: WATER ICE: ADMIXTURE:

COARSE AGG: NEWCEM: ADMIXTURE:

THE LOCATION THAT TEST SPECIMENS REPRESENT: Candlewood Dr Sidewalk

METHOD: PRESSURE METER (X) OR VOLUMETRIC ( )

Inspector: Zach Noakes

GeoLogic Consultants, LLC

UNIVERSAL ENGINEERING SCIENCES
Geotechnical Engineering | Construction Materials Testing and Inspection
Building Code Compliance | Environmental Services | Facilities Consulting

Project No: 2410.1900076.0000
ReportNo.: 2414329-1 CT 121521
WorkorderNo.: 2414329
Lab No.: 21B770-C

14221-B Willard Road, Chantilly, VA 20151 - P: 703-652-5111 - F:

Compressive Strength of 4" x 8" Cylinder Test Specimens (ASTM C-39)

Client GeoLogic Consultants, LLC
14301 Sullyfield Circle Suite I, Chantilly, VA20151

Project Norborne Glebe
UES DC Metro Lab, , fairfax County, VA20151

Structural Element:

Sample Location: - Sampled at

Set#1 of 1 | **Sample From:** | **Sample By:** Client On 12/15/2021 | **At Lab On or Before:** 12/20/2021

General Information	Specified Strength / Sampling Times	Placement Information
General Contractor:	**Specified Strength:** 3000 psi @ 28 days	**Truck Load:** N/A
Subcontractor:	**Mix Design Strength:** 3000 psi @ 28 days	**Cumulative Quantity:** N/A
Supplier:	**Water Added at Site:** N/A	**Total Placement for the Day:** N/A
Truck No.: Unknown	**Time Batched:**	
Ticket No.: Unknown	**Time Sampled:**	
Mix Design: Unknown **Admixture:** N/A	**Weather Condition:** Unknown	

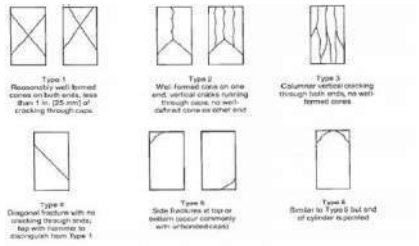
Field Test Results

Air Content: N/A	**Slump:** N/S	**Ambient Temp:** N/S	**Concrete Temp:** N/S	**Unit Weight: N/A**

Results of Laboratory Testing

Test Results	Date Tested	Age Days	Type Of Fracture	Actual Dimen.1 (in)	Actual Dimen.2 (in)	Avg. Dimen. (in)	Test X-Sect. Area (in²)	Max Compressive Load (lbs)	Test Compressive Strength(psi)	Average (psi)	Lab Tech ***
1*G*	12/22/2021	7	2	4.00	4.00	4.00	12.57	45,445	3,616	-	HZ
2*G*	12/22/2021	7	2	4.00	4.00	4.00	12.57	46,992	3,739	-	HZ
3*G*	12/22/2021	7	2	4.00	4.00	4.00	12.57	45,837	3,648	3,670	HZ
4*G*	01/12/2022	28	2	4.00	4.00	4.00	12.57	67,275	5,354	-	HZ
5*G*	01/12/2022	28	2	4.00	4.00	4.00	12.57	65,597	5,220	-	HZ
6*G*	01/12/2022	28	2	4.00	4.00	4.00	12.57	65,617	5,222	5,270	HZ

Remarks	Cylinders are tested at seven (7) days to get an early indication of the potential strength of the concrete, but the seven (7) day results are not to be used for concrete acceptance. When the compressive strength of the concrete has reached 70% of the specified strength, it is a reasonable practice to use this as an indication that 100% of the specified strength will be attained by twenty-eight (28) days.
Remarks	All information pertinent to concrete placement, slump, water, class, etc., along with casting the test specimens, was prepared by the client or contractor. Universal Engineering Sciences is only responsible for the compressive strength testing.
Note	- *H*- Hold Cylinder -*D*- Defective Cylinder, Un-testable -*E*- Excluded From Average -*G*- Good Condition
Note	**Test in compliance with approved plans and specifications**



Reviewed By

To establish a mutual protection to Universal's clients, the Public and ourselves, all reports are submitted as confidential property of our clients and authorization for publication of statements, conclusions or extracts from or regarding Universal's reports is reserved pending our written approval. This report shall not be reproduced, except in full, without the written approval of Univers Engineering Sciences.

OBSERVATION OF CONCRETE PLACEMENT REPORT

PROJECT: Norborne Glebe CWD DATE: 12/15/2021

CONTRACTOR: Gull Corp CONCRETE SUPPLIER: TBH Inc

WEATHER: Cloudy AIR TEMP: 42˚F FORM TEMP: n/a CURING BOX? No

PLACEMENT LOCATION: Candlewood Dr Sidewalk

TRUCK NO.	TICKET NO.	CUBIC YARDS	BATCH TO PLACEMENT TIME < 90 MIN.	1ST SLUMP (IN.)	WATER ADDED (GAL)	2ND SLUMP (IN.)	DISCH. SLUMP (IN.)	CONC TEMP	AIR (%)	TEST SERIES NO.
339	**533883**	**9.25**	**Yes**	**4.0**	**0.0**	**n/a**	**n/a**	**65.0**	**5.0**	**A**
400	533894	9.25	Yes							
308	533902	9.25	Yes							

TOTAL C.Y. **27.75** **Approved By:** Mark Hood P.E.

CONCRETE MIX PROPORTION/CUBIC YARD

NO.: 3223A CEMENT: ADMIXTURE:

FINE AGG: WATER ICE: ADMIXTURE:

COARSE AGG: NEWCEM: ADMIXTURE:

THE LOCATION THAT TEST SPECIMENS REPRESENT: Candlewood Dr Sidewalk

METHOD: PRESSURE METER (X) OR VOLUMETRIC ( )

Inspector: Zach Noakes

Project No: 2410.1900076.0000
ReportNo.: 2414329-1 CT 121521
WorkorderNo.: 2414329
Lab No.: 21B770-C

UNIVERSAL ENGINEERING SCIENCES
Geotechnical Engineering | Construction Materials Testing and Inspection
Building Code Compliance | Environmental Services | Facilities Consulting

14221-B Willard Road, Chantilly, VA 20151 - P: 703-652-5111 - F:

Compressive Strength of 4" x 8" Cylinder Test Specimens (ASTM C-39)

Client GeoLogic Consultants, LLC
14301 Sullyfield Circle Suite I, Chantilly, VA20151

Project Norborne Glebe
UES DC Metro Lab, , fairfax County, VA20151

Structural Element:

Sample Location: - Sampled at

Set#1 of 1 | **Sample From:** | **Sample By:** Client On 12/15/2021 | **At Lab On or Before:** 12/20/2021

General Information	Specified Strength / Sampling Times	Placement Information
General Contractor:	**Specified Strength:** 3000 psi @ 28 days	**Truck Load:** N/A
Subcontractor:	**Mix Design Strength:** 3000 psi @ 28 days	**Cumulative Quantity:** N/A
Supplier:	**Water Added at Site:** N/A	**Total Placement for the Day:** N/A
Truck No.: Unknown	**Time Batched:**	
Ticket No.: Unknown	**Time Sampled:**	
Mix Design: Unknown **Admixture:** N/A	**Weather Condition:** Unknown	

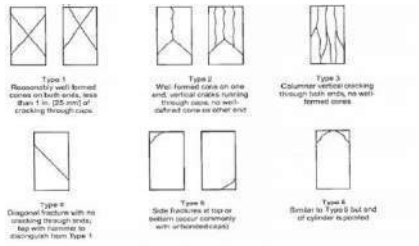
Field Test Results

Air Content: N/A	**Slump:** N/S	**Ambient Temp:** N/S	**Concrete Temp:** N/S	**Unit Weight: N/A**

Results of Laboratory Testing

Test Results	Date Tested	Age Days	Type Of Fracture	Actual Dimen.1 (in)	Actual Dimen.2 (in)	Avg. Dimen. (in)	Test X-Sect. Area (in²)	Max Compressive Load (lbs)	Test Compressive Strength(psi)	Average (psi)	Lab Tech ***
1*G*	12/22/2021	7	2	4.00	4.00	4.00	12.57	45,445	3,616	-	HZ
2*G*	12/22/2021	7	2	4.00	4.00	4.00	12.57	46,992	3,739	-	HZ
3*G*	12/22/2021	7	2	4.00	4.00	4.00	12.57	45,837	3,648	3,670	HZ
4*G*	01/12/2022	28	2	4.00	4.00	4.00	12.57	69,275	5,513	-	HZ
5*G*	01/12/2022	28	2	4.00	4.00	4.00	12.57	65,597	5,220	-	HZ
6*G*	01/12/2022	28	2	4.00	4.00	4.00	12.57	65,617	5,222	5,320	HZ

Remarks	Cylinders are tested at seven (7) days to get an early indication of the potential strength of the concrete, but the seven (7) day results are not to be used for concrete acceptance. When the compressive strength of the concrete has reached 70% of the specified strength, it is a reasonable practice to use this as an indication that 100% of the specified strength will be attained by twenty-eight (28) days.
Remarks	All information pertinent to concrete placement, slump, water, class, etc., along with casting the test specimens, was prepared by the client or contractor. Universal Engineering Sciences is only responsible for the compressive strength testing.
Note	- *H*- Hold Cylinder -*D*- Defective Cylinder, Un-testable -*E*- Excluded From Average -*G*- Good Condition
Note	**Test in compliance with approved plans and specifications**



Reviewed By

To establish a mutual protection to Universal's clients, the Public and ourselves, all reports are submitted as confidential property of our clients and authorization for publication of statements, conclusions or extracts from or regarding Universal's reports is reserved pending our written approval. This report shall not be reproduced, except in full, without the written approval of Univers Engineering Sciences.

OBSERVATION OF CONCRETE PLACEMENT REPORT

PROJECT: Norborne Glebe CWD DATE: 7/12/2023

CONTRACTOR: Foland Inc CONCRETE SUPPLIER: TBH Inc

WEATHER: Sunny AIR TEMP: 85˚F FORM TEMP: n/a CURING BOX? No

PLACEMENT LOCATION: Candlewood Drive Roundabout Apron

TRUCK NO.	TICKET NO.	CUBIC YARDS	BATCH TO PLACEMENT TIME < 90 MIN.	1ST SLUMP (IN.)	WATER ADDED (GAL)	2ND SLUMP (IN.)	DISCH. SLUMP (IN.)	CONC TEMP	AIR (%)	TEST SERIES NO.
423	**564213**	**8.25**	**Yes**	**3.0**	**0.0**	**n/a**	**n/a**	**70.0**	**5.0**	**A**
		9.75								
		9.75								
		8.25								

TOTAL C.Y. **35.5** **Approved By:** Mark Hood P.E.

CONCRETE MIX PROPORTION/CUBIC YARD

NO.: CEMENT: ADMIXTURE:

FINE AGG: WATER ICE: ADMIXTURE:

COARSE AGG: NEWCEM: ADMIXTURE:

THE LOCATION THAT TEST SPECIMENS REPRESENT: Candlewood Drive Roundabout Apron West Side

METHOD: PRESSURE METER (X) OR VOLUMETRIC ( )

Inspector: Zach Noakes

GeoLogic Consultants, LLC

UNIVERSAL ENGINEERING SCIENCES
Geotechnical Engineering | Construction Materials Testing and Inspection
Building Code Compliance | Environmental Services | Facilities Consulting

14221-B Willard Road, Chantilly, VA 20151 - P: 703-652-5111

Project No: 9164.L0010
ReportNo.: 2427479-1 CT 071223
WorkorderNo.: 2427479
Lab No.: 23C541-C

Compressive Strength of 4" x 8" Cylinder Test Specimens (ASTM C-39)

Client GeoLogic Consultants, LLC
14301 Sullyfield Circle Suite I, Chantilly, VA 20151

Project Norborne Glebe (#10300)
UES DC Metro Lab, , fairfax County, VA 20151

Structural Element:

Sample Location: - Sampled at

Set#1 of 1 | **Sample From:** | **Sample By:** Client On 07/12/2023 | **At Lab On or Before:** 07/24/2023

General Information		Specified Strength / Sampling Times		Placement Information
General Contractor:		**Specified Strength:**	3000 psi @ 28 days	**Truck Load:** N/A
Subcontractor:		**Mix Design Strength:**	3000 psi @ 28 days	**Cumulative Quantity:** N/A
Supplier:		**Water Added at Site:**	N/A	**Total Placement for the Day:** N/A
Truck No.:	Unknown	**Time Batched:**		
Ticket No.:	Unknown	**Time Sampled:**		
Mix Design:	Unknown **Admixture:** N/A	**Weather Condition:**	Unknown	

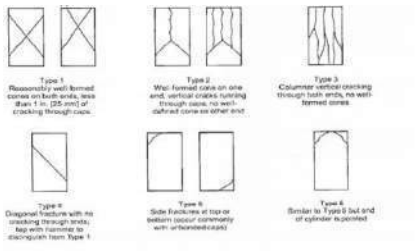
Field Test Results

Air Content: N/A	**Slump:** N/S	**Ambient Temp:** N/S	**Concrete Temp:** N/S	**Unit Weight: N/A**

Results of Laboratory Testing

Test Results	Date Tested	Age Days	Type Of Fracture	Actual Dimen.1 (in)	Actual Dimen.2 (in)	Avg. Dimen. (in)	Test X-Sect. Area (in²)	Max Compressive Load (lbs)	Test Compressive Strength(psi)	Average (psi)	Lab Tech ***
1*G*	08/09/2023	28	3	4.00	4.00	4.00	12.57	65,726	5,230	-	RKR
2*G*	08/09/2023	28	2	4.00	4.00	4.00	12.57	62,703	4,990	-	RKR
3*G*	08/09/2023	28	3	4.00	4.00	4.00	12.57	70,885	5,641	5,290	RKR

Remarks	Cylinders are tested at seven (7) days to get an early indication of the potential strength of the concrete, but the seven (7) day results are not to be used for concrete acceptance. When the compressive strength of the concrete has reached 70% of the specified strength, it is a reasonable practice to use this as an indication that 100% of the specified strength will be attained by twenty-eight (28) days.
Remarks	All information pertinent to concrete placement, slump, water, class, etc., along with casting the test specimens, was prepared by the client or contractor. Universal Engineering Sciences is only responsible for the compressive strength testing.
Note	- *H*- Hold Cylinder -*D*- Defective Cylinder, Un-testable -*E*- Excluded From Average -*G*- Good Condition
Note	**Test in compliance with approved plans and specifications**



Reviewed By
Universal Engineering Sciences, LLC

To establish a mutual protection to Universal's clients, the Public and ourselves, all reports are submitted as confidential property of our clients and authorization for publication of statements, conclusions or extracts from or regarding Universal's reports is reserved pending our written approval. This report shall not be reproduced, except in full, without the written approval of Univers Engineering Sciences.

Kimley»Horn

Memorandum

To: Mr. Mark Flynn,
Arcadia Land Inc
108 N George St, 2nd Floor
Charles Town, WV 25414

From: Mark Phillips, P.E.

Through: Mr. James Newman, AICP
City Planner, Zoning/Subdivision Administrator
City of Charles Town
101 E Washington Street
Charles Town, WV 25414

Date: December 11, 2023

Subject: Norborne Glebe Public Improvement Plan Candlewood Drive Extension Bond Release Request Review

This memorandum summarizes our review of the Bond Release Application for the Norborne Glebe Public Improvement Plan Candlewood Drive Extension (dated November 3, 2023, by Morris & Ritchie Associates, Inc.) for a bond reduction and release of $171,237.28. Using the As-builts dated January 4, 2022, and the Final Site Work Certification from GeoLogic Consultants LLC dated August 30, 2023, it is our opinion that the bond release application is a reasonable representation of the work completed in the field.

Thank you for the opportunity to review this Bond Release Application. In the meantime, please feel free to contact us at 703-870-3631 should you have any questions.

KIMLEY-HORN & ASSOCIATES, INC.



Mark Phillips, P.E.
Project Manager
Associate

NORBORNE GLEBE PUBLIC IMPROVEMENTS PLAN

CANDLEWOOD DRIVE EXTENSION

PRELIMINARY SUBDIVISION / LAND DEVELOPMENT PLAT

MAJOR SLD 2017-07

CITY OF CHARLES TOWN

JEFFERSON COUNTY, WEST VIRGINIA

ZONED NEIGHBORHOOD RESIDENTIAL (NR)

Plan Revisions

Date	Comment
09/14/2017	Revised Per C.T.U.B. Comments
09/28/2017	Revised Per J.C.P.S.D. Comments
01/25/2018	Revised Per City of Charles Town Comments
02/16/2018	Revised Per Portion of the "Client Review" Comments
08/06/2018	Revised Per Client Bid Clarification
08/09/2018	Revised Per Client Bid Clarification
10/01/2008	Revised Per City of Charles Town Comments
11/09/2018	Revised Per Agency Comments



VICINITY MAP

SCALE: 1" = 600'

"This property is not in an area designated as a special flood area, as shown on Community Map/panel Number 540066/0138, Effective date 12/18/2009."

CALL "MISS UTILITY"

WEST VIRGINIA UTILITY PROTECTION SERVICE AT 811 OR 1-800-245-4848. 48 HOURS PRIOR TO THE START OF WORK. EXCAVATORS MUST NOTIFY ALL PUBLIC UTILITY OPERATORS WHO MAINTAIN UNDERGROUND UTILITY LINES IN THE AREA OF PROPOSED EXCAVATING OR BLASTING AND HAVE THOSE FACILITIES LOCATED BY THE UTILITY COMPANIES PRIOR TO COMMENCING EXCAVATION. THE EXCAVATOR IS RESPONSIBLE FOR COMPLIANCE WITH ALL COUNTY REQUIREMENTS, WEST VIRGINIA CODE AND REGULATIONS.

UTILITY NOTICE REQUIRED

Contractors shall notify all public utility operators who maintain underground utility lines in the area of proposed excavating or blasting at least two (2) working days, but not more than ten (10) working days, prior to commencement of excavation or demolition. Names and telephone numbers of the operators of underground utility lines appear below. These numbers shall also be used to serve in an emergency condition

Water:	Charles Town Utility Board 832 S. George Street Charles Town, WV 25414 (304) 725-2316
Sewer:	Jefferson County Public Service District 340 Edmond Road Kearneysville, WV 25430 (304) 725-4647
Power:	Potomac Edison P.O.Box 3615 Akron, OH 44309 (800) 686-0011
Phone:	Frontier Communications 1108 N. Mildred Street Ranson, WV 25438 (304) 728-8500

Sheet List Table

Sheet #	Sheet Title	
1	Cover Sheet	
2	~~General Notes and Legend~~	
3	~~Erosion & Sediment Control Plan~~	
4	~~Erosion & Sediment Control Plan Narrative~~	
5	~~Erosion & Sediment Control Plan Details~~	
6	Road Geometry & Utility Plan and Road Grading Plan	
7	~~Preliminary Plat~~	
8	~~Candlewood Drive Profile~~	
9	Water Line & Sanitary & Storm Sewer Profiles & Computations	
10	~~Storm Details~~	
11	~~Storm Details~~	
12	~~Storm Details~~	
13	~~Road Details~~	
14	~~JCPSD Details~~	
15	~~JCPSD Details~~	
16	~~Charles Town Utility Board Water Details~~	
17	~~Lighting Details~~	
18	~~Landscape Plan~~	

Sheet List Table	
Sheet Number	Sheet Title
1	COVER SHEET
2	ROAD GEOMETRY & UTILITY PLAN AND ROAD GRADING PLAN 6
3	WATER LINE & SANITARY & STORM SEWER PROFILES & COMPUTATIONS 9

Charles Town – Complete List of Waivers/Variances

Ordinance	Section of Ordinance	Description of Waiver or Variance	Date Granted

"This Preliminary Plan and Plat was approved by the City of Charles Town, on the _____ day of _____, 20_____ , subject to any conditions specified hereon.

All expenses incurred with respect to improvements for all utility services, paving, grading, landscaping, curbs, gutters, sidewalks, road lighting, road signs, flood protection devices, drainage structures and all other improvements that may be required shall be the responsibility of the subdivider and not the City.

_____ _____
Secretary of the Planning Commision Date

"The developer, in signing this plat/plan, agrees to abide by all conditions, terms and specifications provided heron; and to complete all the improvements required by the Preliminary Plat and Plan or site plan."

11/29/2018
ARCADIA LAND, INC. Date
1602 VILLAGE MARKET BLVD., STE. 235
LEESBURG, VA 20176

"The Engineer and/or Surveyor, in signing this plat/plan, attests to the best of his or her knowledge, is plan is complete and accurate."

28-NOV-2018
RANDY L. KEPLER, P.E. Date
GREENWAY ENGINEERING INC.

APPROVALS

_____ _____
PRELIMINARY PLAT APPROVAL DATE

_____ _____
PRESIDENT OF PLANNING COMMISSION DATE

_____ _____
ZONING ADMINISTRATOR DATE

THESE PLANS ARE IN CONFORMANCE WITH CITY OF CHARLES TOWN STANDARDS AND ORDINANCES. ANY DEVIATION OR CHANGE IN THESE PLANS SHALL BE APPROVED BY THE ZONING ADMINISTRATOR PRIOR TO CONSTRUCTION

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
604 SOUTH KING STREET
LEESBURG VA 20175
PHONE: (703) 994-4047
MRAGTA.COM

Copyright 2021 Morris & Ritchie Associates, Inc.

AS-BUILT CERTIFICATION

THE PHYSICAL SURVEY HAS BEEN REVIEWED AND, IN MY PROFESSIONAL OPINION, BASED UPON MY KNOWLEDGE, INFORMATION, AND BELIEF, THE DESIGN ELEMENTS MEASURED BY THE PHYSICAL SURVEY COMPLY WITH THE APPROVED PLANS. THIS REVIEW DOES NOT IMPLY IN ANY WAY THAT (I) INSPECTIONS WERE MADE DURING THE CONSTRUCTION, (II) TO THE QUALITY OF THE WORK, OR (III) TO ANY ELEMENT OR STRUCTURE NOT VISIBLE OR DEPICTED ON THE PHYSICAL SURVEY.

JON K. ERICKSON VLS#2451 NOVEMBER 30, 2021

JON K. ERICKSON No. 2302 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR 01/04/22

DEVELOPER
ARCADIA LAND, INC.
1602 VILLAGE MARKET BOULEVARD SUITE 235
LEESBURG, VIRGINIA 20176
(703) 840-4585

OWNER
ARCADIA LAND, INC.
1602 VILLAGE MARKET BOULEVARD SUITE 235
LEESBURG, VIRGINIA 20176
(703) 840-4585

RECORD DRAWING

SHEET 1 OF 3

GREENWAY ENGINEERING INC.
154 HANDY HILL LANE
WINCHESTER, VIRGINIA 22602
(540) 662-4185
www.Greenwayeng.com

GREENWAY ENGINEERING

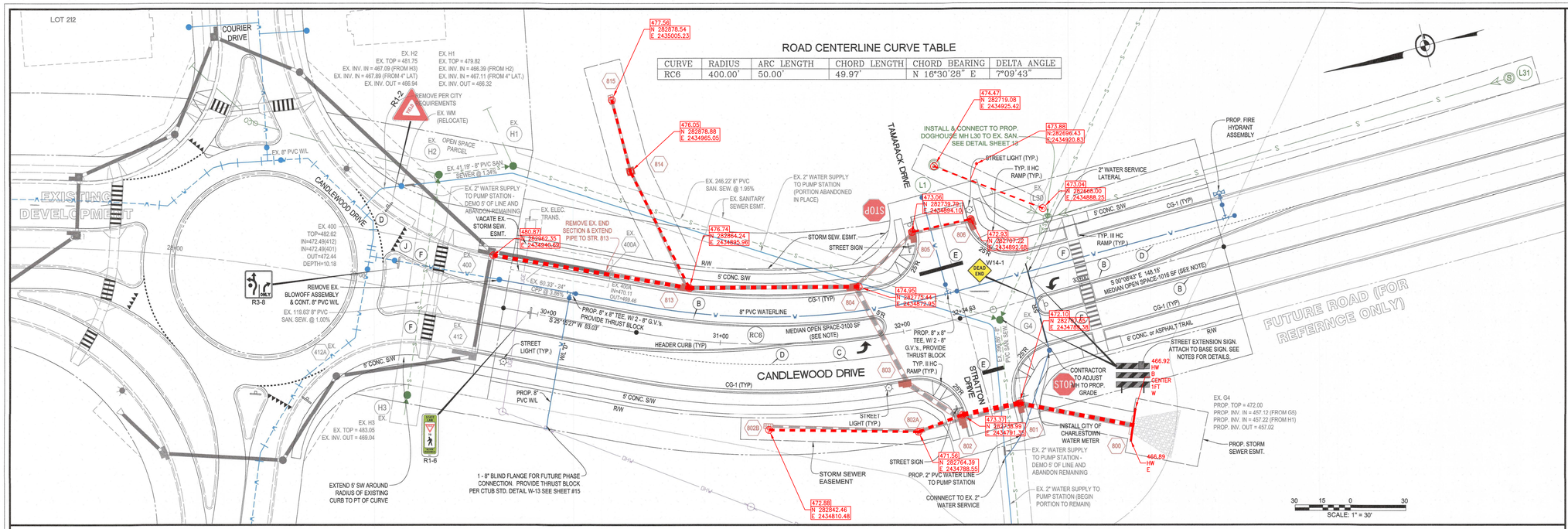
COVER SHEET
NORBORNE GLEBE PUBLIC IMPROVEMENTS PLAN
CANDLEWOOD DRIVE EXTENSION
CITY OF CHARLES TOWN / JEFFERSON COUNTY, WEST VIRGINIA

Rev. No.	Date
2	11/09/2018

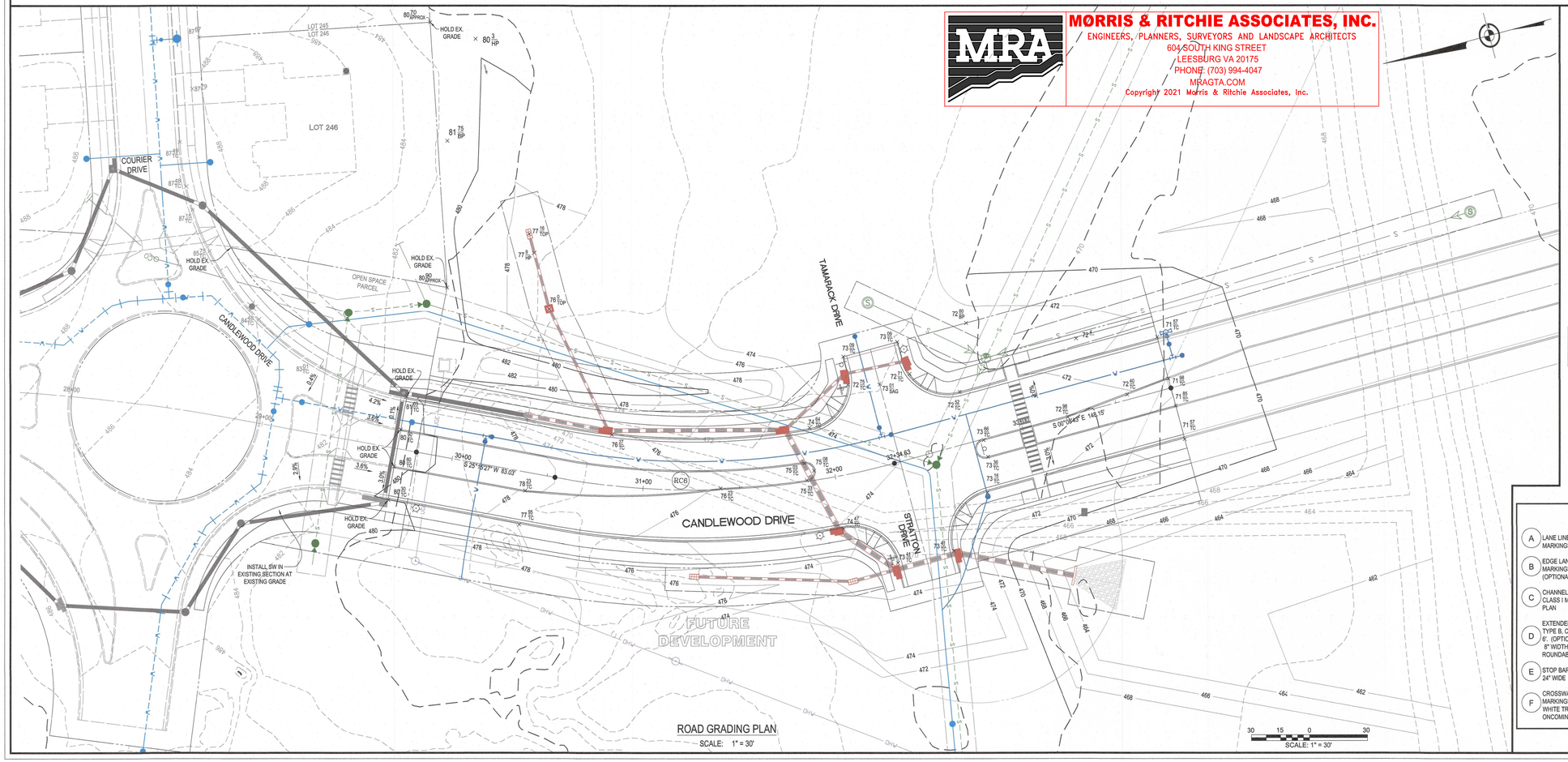
RANDY L. KEPLER REGISTERED STATE OF WEST VIRGINIA PROFESSIONAL ENGINEER 28 NOV 2018

DATE: 06/09/2017
SCALE: AS NOTED
DESIGNED BY: EJG
FILE NO. 4542A
SHEET 1 OF 18

17-03



ROAD UTILITY & GEOMETRY PLAN
SCALE: 1" = 30'



MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
604 SOUTH KING STREET
LEESBURG VA 20175
PHONE: (703) 994-4047
MRAGTA.COM
Copyright 2021 Morris & Ritchie Associates, Inc.

LEGEND

T.E.C. - 5' TELEPHONE, ELECTRIC AND CABLE COMMON SHARED UTILITY EASEMENT

SAN - SANITARY
W/M - WATER METER
LAT - LATERAL
MOD. - MODIFIED
ESMT. - EASEMENT
STREET LIGHT
TRAFFIC SIGN
STREET SIGN
TYP. - TYPICAL
S/W - SIDEWALK
D/W - DRIVEWAY

NOTES:

-WATERLINE IS MINIMUM 42" BURY

-ALL WATER MAINS SHALL BE AWWA C900 CL235 PVC.

-ALL SANITARY SEWER LINES SHALL BE SDR-35, UNLESS OTHERWISE NOTED

-SEE "JCPSD DETAILS" SHEETS FOR JEFFERSON COUNTY PUBLIC SERVICE DISTRICT SEWER DETAILS

-SEE "CITY OF CHARLES TOWN WATER DETAILS" SHEET FOR CITY OF CHARLES TOWN WATER DETAILS

-STREET LIGHT DESIGN DETAILS SHALL CONFORM TO COMMUNITY DESIGN STANDARDS AND SHALL BE INSTALLED PER CITY REQUIREMENTS.

-SEE "LIGHTING DETAILS" SHEET FOR LIGHTING DETAILS

- LANDSCAPED / GRASS MEDIANS ARE CONSIDERED OPEN SPACE. MEDIAN OPEN SPACE IS CONSIDERED COMMON SPACE OF THE HOME OWNERS ASSOCIATION AND IS THE RESPONSIBILITY OF THE HOA.

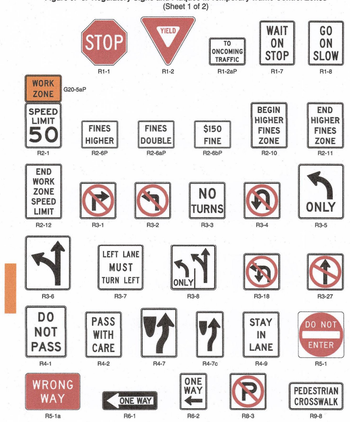
-IN ACCORDANCE W/ SECT. 13333.02 SUBSECTION V CONTRACTOR TO PLACE SIGN READING "STREET TO BE EXTENDED BY AUTHORITY OF THE CITY OF CHARLES TOWN" SIZE TO MATCH SPEED LIMIT SIGN.

-MEDIA OPEN SPACE MAINTENANCE SHALL BE THE RESPONSIBILITY OF THE NORBORNE GLEBE HOA.

JOHN K. ERICSON — LICENSED — No. 2302 — STATE OF WEST VIRGINIA — PROFESSIONAL SURVEYOR

Page 584 — 2009 Edition

Figure 6F-3. Regulatory Signs and Plaques in Temporary Traffic Control Zones
(Sheet 1 of 2)



PAVEMENT MARKING LEGEND

A — LANE LINES (BROKEN) - WHITE, TYPE B, CLASS I MARKINGS, 4" WIDE x 10' LONG, SPACED 30'

B — EDGE LANE LINES (SOLID) - YELLOW, TYPE B, CLASS I MARKINGS, 4" WIDE LENGTH AS SHOWN ON PLAN. (OPTIONAL)

C — CHANNELIZING LANE LINES (SOLID) - WHITE, TYPE B, CLASS I MARKINGS, 4" WIDE, LENGTH AS SHOWN ON PLAN

D — EXTENDED LANE LINES (DOTTED) - COLOR AS SHOWN. TYPE B, CLASS I MARKINGS, 4" WIDE x 2' LONG, SPACED 6'. (OPTIONAL)
8" WIDTH TO BE USED FOR EMPHASIS AT ROUNDABOUT. (OPTIONAL)

E — STOP BAR (SOLID) - WHITE, TYPE B, CLASS I MARKINGS, 24" WIDE

F — CROSSWALK LINES - WHITE, TYPE B, CLASS I MARKINGS, 12" WIDE x 6' LONG, SPACED 18". SOLID WHITE TRANSVERSE LINES PLACED PARALLEL TO ONCOMING TRAFFIC.

G — TYPE B, CLASS I WHITE PAVEMENT MARKING, 6" WIDE PARALLEL LINES SPACED 6 FEET APART.

H — TYPE B, CLASS I PAINTED YELLOW DOUBLE LINE PAVEMENT MARKING, 4" WIDTH, SEPARATED BY A 4" SPACE, LENGTH AS SHOWN ON PLAN

I — TYPE B WHITE PAVEMENT MARKING, 24" WIDTH. LENGTH AS SHOWN, SPACED 6' . PLACED TO POINT TOWARDS ONCOMING TRAFFIC.

J — TRIANGLE YIELD STRIPE (OPTIONAL)

K — TYPE 3 BARRICADES - RETROREFLECTIVE RAIL FACES WITH R11-2 "ROAD CLOSED" SIGN.

TYPE B, CLASS I WHITE PAVEMENT MARKING, ELONGATED TURN LANE ARROW.

TYPE B, CLASS I WHITE PAVEMENT MARKING, ELONGATED TURN LANE ARROW.

RECORD DRAWING

SHEET 2 OF 3

GREENWAY ENGINEERING INC.
154 ANDY HILL LANE
CHESTER, VIRGINIA 22602
(540) 662-4185
www.GreenwayEng.com

GREENWAY ENGINEERING — FND 1971

NORBORNE GLEBE PUBLIC IMPROVEMENTS PLAN
CANDLEWOOD DRIVE EXTENSION
ROAD GEOMETRY & UTILITY PLAN AND ROAD GRADING PLAN
CITY OF CHARLES TOWN / JEFFERSON COUNTY, WEST VIRGINIA

Rev. No.	Date
8	11/09/2018

CINDY L. KEPLEY — LICENSED — No. 22077 — STATE OF WEST VIRGINIA — PROFESSIONAL ENGINEER

DATE: 06/09/2017
SCALE: 1" = 30'
DESIGNED BY: EJG
FILE NO. 4542A
SHEET 6 OF 18

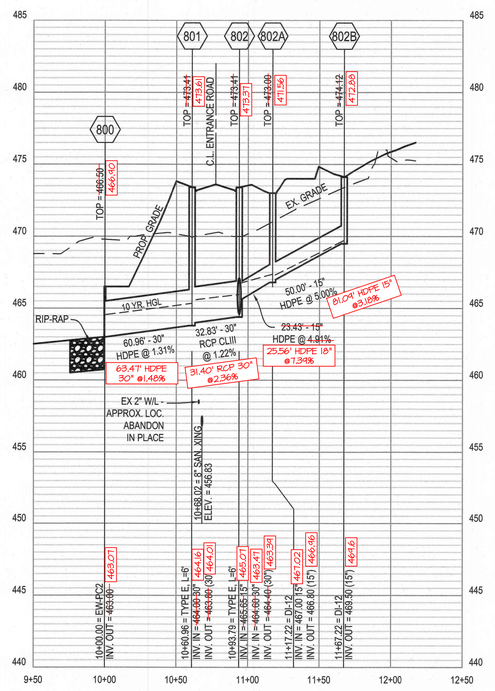
17-03

NORBORNE GLEBE CANDLEWOOD DRIVE EXTENSION SEWER COMPUTATIONS

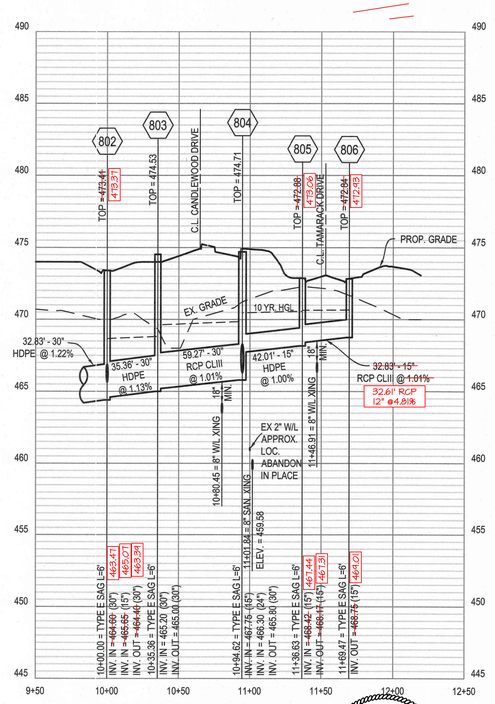
From Point	To Point	Drainage Area (Acres)	Runoff Coef.	CA (Increm.)	CA (Accum.)	Tc (min)	Compound Tc (min)	Rainfall Intensity (in/hr)	Runoff (cfs)	Pipe Material	Diameter (in)	Manning's n	Upstream Pipe Invert (ft)	Downstream Pipe Invert(ft)	Pipe Length (ft)	Slope (%)	Full Flow (cfs)	Maximum Flow (cfs)	Full Flow Velocity (fps)	Flow Travel Time (min)	Upstream Flow Depth (in)	Downstream Flow Depth (in)	Upstream Velocity (fps)	Downstream Velocity (fps)	Average Velocity (fps)	Total Q (cfs)	Upstream Rim Elev (ft)	Upstream HGL (ft)	Upstream Rim Minus HGL (ft)	Downstream Rim Elev (ft)	Downstream HGL (ft)	Downstream Rim Minus HGL (ft)
815	814	0.40	0.45	0.18	0.18	5.00	5.00	6.54	1.18	HDPE	15.00	0.012	472.76	471.96	40.00	2.00	9.92	10.67	8.09	0.31	5.14	11.89	3.17	1.13	2.15	1.18	477.16	473.19	3.97	476.00	472.95	3.05
814	813	0.38	0.45	0.17	0.35	5.00	5.31	6.43	1.12	HDPE	15.00	0.012	471.71	470.65	69.82	1.52	8.65	9.30	7.05	0.63	14.36	15.00	1.87	1.84	1.85	2.26	476.00	472.91	3.09	476.95	472.84	4.11
EX 400	813	0.00	0.50	0.00	0.00	5.00	5.00	6.54	0.00	Aluminum	24.00	0.012	472.44	468.00	107.77	4.12	49.88	53.66	15.88	0.24	20.17	24.00	7.87	7.06	7.46	22.17	480.50	474.12	6.38	476.95	473.13	3.82
813	804	0.14	0.65	0.09	0.44	5.00	5.94	6.20	0.60	HDPE	24.00	0.012	467.80	466.30	91.60	1.64	31.44	33.82	10.01	0.19	24.00	24.00	7.93	7.93	7.93	24.91	476.95	471.76	5.19	474.71	470.82	3.89
806	805	0.35	0.65	0.23	0.23	5.00	5.00	6.54	1.49	Concrete	15.00	0.013	468.75	468.42	32.83	1.01	6.49	6.99	5.29	0.45	15.00	15.00	1.21	1.21	1.21	1.49	472.84	470.67	2.17	472.88	470.65	2.23
805	804	0.42	0.65	0.27	0.50	5.00	5.45	6.38	1.79	Concrete	15.00	0.013	468.17	467.75	42.01	1.00	6.48	6.97	5.28	0.27	15.00	15.00	2.60	2.60	2.60	3.19	472.88	470.57	2.31	474.71	470.47	4.24
804	803	0.12	0.65	0.08	1.02	5.00	6.13	6.13	0.51	HDPE	30.00	0.012	465.80	465.20	59.27	1.01	44.83	48.22	9.13	0.17	30.00	30.00	5.79	5.79	5.79	28.43	474.71	469.86	4.85	474.53	469.62	4.90
803	802	0.22	0.65	0.14	1.16	5.00	6.30	6.07	0.94	HDPE	30.00	0.012	465.00	464.60	35.36	1.13	47.39	50.98	9.65	0.10	30.00	30.00	5.96	5.96	5.96	29.23	474.53	468.82	5.70	473.41	468.67	4.74
802B	802A	0.28	0.65	0.18	0.18	5.00	5.00	6.54	1.19	HDPE	15.00	0.012	469.50	467.00	50.00	5.00	15.69	16.88	12.79	0.40	5.16	15.00	3.18	0.97	2.08	1.19	474.12	469.93	4.19	473.00	468.52	4.48
802A	802	0.21	0.65	0.14	0.32	5.00	5.40	6.39	0.89	HDPE	15.00	0.012	466.80	465.65	23.43	4.91	15.55	16.72	12.67	0.24	15.00	15.00	1.66	1.66	1.66	2.04	473.00	468.49	4.51	473.41	468.47	4.94
802	801	0.19	0.80	0.15	1.63	5.00	6.40	6.04	0.99	HDPE	30.00	0.012	464.40	464.00	32.83	1.22	49.18	52.90	10.02	0.08	30.00	30.00	6.53	6.53	6.53	32.04	473.41	467.73	5.67	473.41	467.57	5.85
801	800	0.15	0.85	0.13	1.76	5.00	6.48	6.01	0.83	HDPE	30.00	0.012	463.80	463.00	60.96	1.31	51.04	54.90	10.40	0.09	17.48	17.48	11.03	11.03	11.03	32.76	473.41	465.26	8.16	463.17	464.46	-1.28

NORBORNE GLEBECANDLEWOOD DRIVE EXTENSION STORM SEWER INLET COMPUTATIONS

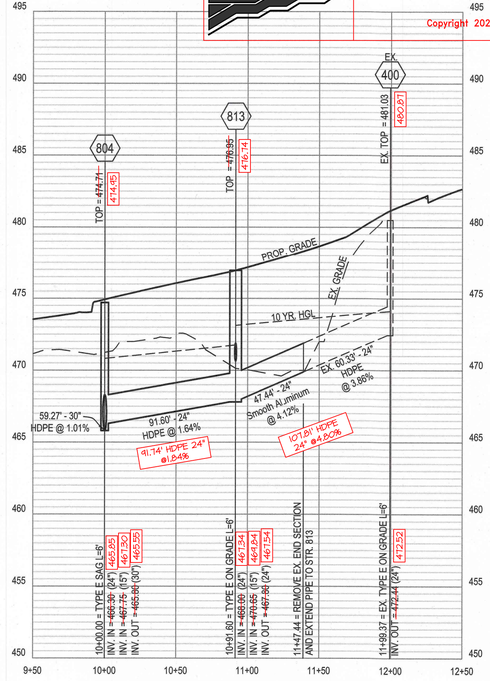
Number	Type	L Spec Length (ft)	Pavement Long Slope (%)	Pavement Cross Slope (%)	Gutter Width (ft)	Gutter Cross Slope (%)	W/T	Local Depression (in)	DA (ac)	C	CA	Time to Inlet (min)	I (in/hr)	Discharge For Gutter Calc (cfs)	Qi, Intercepted (cfs)	Bypass Flow For Gutter Calc (cfs)	Efficiency (%)	Lt, Comp Length (ft)	T Spread (ft)	Ponding Depth (in)	Gutter Velocity (fps)
815	DI-12 SAG TYPE II	N/A	3.00	2.50	4.00	2.00	0.76	0.00	0.40	0.45	0.18	5.00	6.54	0.86	0.86	0.00	100.00	N/A	5.28	1.59	0.00
814	TYPE G SAG 18"-24" PIPE TYPE I GRATE	N/A	3.00	8.00	0.67	2.00	0.21	0.00	0.38	0.45	0.17	5.00	6.43	0.81	0.81	0.00	100.00	N/A	3.20	3.07	0.00
EX 400	TYPE E ON GRADE	6.00	0.01	0.01	1.75	8.33	0.00	2.00	0.00	0.50	0.00	5.00	6.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
813	TYPE E ON GRADE	6.00	2.37	3.00	1.75	8.33	1.03	2.00	0.14	0.65	0.09	5.00	6.20	0.43	0.43	0.00	100.00	5.99	1.70	1.73	3.84
806	TYPE E SAG	6.00	0.30	3.13	1.75	8.33	1.16	2.00	0.35	0.65	0.23	5.00	6.54	1.08	1.08	0.00	100.00	6.00	1.51	1.66	0.00
805	TYPE E SAG	6.00	2.25	3.13	1.75	8.33	0.84	2.00	0.42	0.65	0.27	5.00	6.38	1.30	1.30	0.00	100.00	6.00	2.08	1.87	0.00
804	TYPE E SAG	6.00	2.01	3.00	1.75	8.33	0.00	2.00	0.12	0.65	0.08	5.00	6.13	0.37	0.37	0.00	100.00	6.00	0.00	0.81	0.00
803	TYPE E SAG	6.00	2.01	3.00	1.75	8.33	6.48	2.00	0.22	0.65	0.14	5.00	6.07	0.68	0.68	0.00	100.00	6.00	0.27	1.22	0.00
802B	DI-12 SAG TYPE II	N/A	2.00	2.00	4.00	2.00	0.63	0.00	0.28	0.65	0.18	5.00	6.54	0.86	0.86	0.00	100.00	N/A	6.36	1.53	0.00
802A	DI-12 SAG TYPE II	N/A	2.00	2.00	4.00	2.00	0.73	0.00	0.21	0.65	0.14	5.00	6.39	0.65	0.65	0.00	100.00	N/A	5.45	1.31	0.00
802	TYPE E SAG	6.00	0.30	3.13	1.75	8.33	3.76	2.00	0.19	0.80	0.15	5.00	6.04	0.72	0.72	0.00	100.00	6.00	0.47	1.27	0.00
801	TYPE E SAG	6.00	3.00	3.13	1.75	8.33	18.84	2.00	0.15	0.85	0.13	5.00	6.01	0.61	0.61	0.00	100.00	6.00	0.09	1.13	0.00



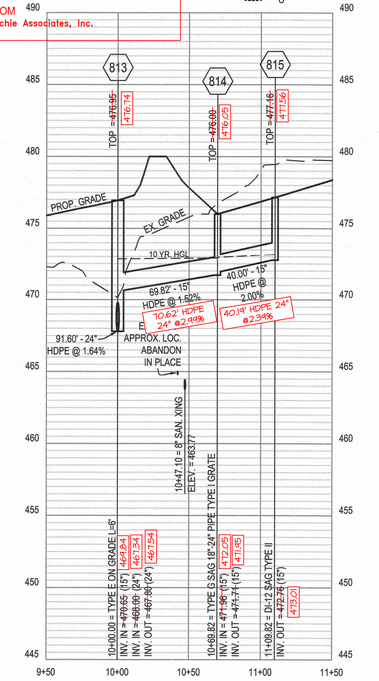
STORM SEWER 800 - 802B



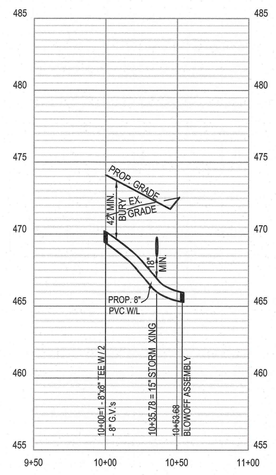
STORM SEWER 802 - 806



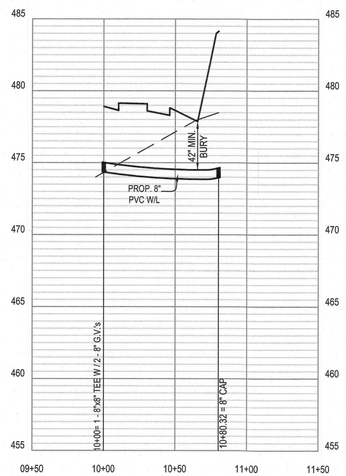
STORM SEWER 804 - EX. 400



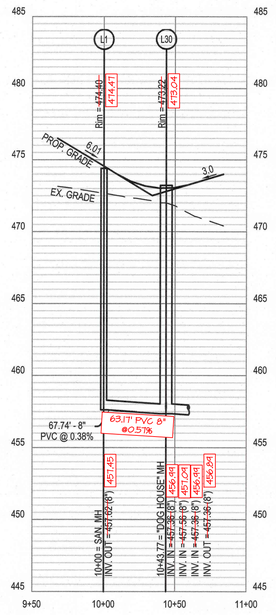
STORM SEWER 813-815



TAMARACK DR. WATERLINE



WATERLINE "D"



STORM SEWER L30 - L1

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
604 SOUTH KING STREET
LEESBURG VA 20175
PHONE: (703) 994-4047
MRAGTA.COM

Copyright 2021 Morris & Ritchie Associates, Inc.

GREENWAY ENGINEERING INC.
151 MONDAY HILL LANE
WINCHESTER, VIRGINIA 22602
(540) 662-4185
www.Greenway-Eng.com

WATER LINE & SANITARY & STORM SEWER PROFILES & COMPUTATIONS

NORBORNE GLEBE PUBLIC IMPROVEMENTS PLAN

CANDLEWOOD DRIVE EXTENSION

CITY OF CHARLES TOWN / JEFFERSON COUNTY, WEST VIRGINIA

Rev. No.	Date
3	11/09/2018

DATE: 06/09/2017
SCALE: H: 1" = 50' V: 1" = 5'
DESIGNED BY: EJG
FILE NO. 4542A
SHEET 9 OF 18
17-03

50 25 0 50
SCALE: 1" = 50'

RECORD DRAWING

SHEET 3 OF 3

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-187: *Public Hearing -BR2023-11* - Norborne-Glebe Phase 14A - Bond Release

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-159: *BR2023-11* - Norborne-Glebe Phase 14A - Bond Release

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Applicant Review.pdf
- 4. KH Review.pdf
- 5. As-Built Plans.pdf

Bond Release Request
BR2023-11

Date: For the February 20, 2024 City Council meeting
Applicant: Gary Endler on behalf of Arcadia Land Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Bond release for performance and land disturbance bond

Norborne-Glebe Phase 14A



BACKGROUND
The applicant has submitted a bond release request for the performance and land disturbance bond for Norborne-Glebe subdivision Phase 14A.

Upon review of the request the City Engineer, Kimley-Horn, has determined that the request is a reasonable assessment of the work completed.

Existing Bond Amount: $329,306.20

BOND COMMITTEE
The Bond Committee reviewed this item at their December 14, 2023 meeting. The Committee recommended approval of the bond reduction request.

PLANNING COMMISSION
The Planning Commission held a public hearing on this item at their January 22, 2024 meeting. There was no public comment. Following discussion the Commission unanimously voted to recommend approval.

RECOMMENDATION
Approval.

Bond Request No._____

RECEIVED
NOV 06 2023
BY:_____

BOND REQUEST AND REDUCTION

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

1. DATE NOVEMBER 3, 2023

2. APPLICATION TYPE ☐ Bond | Initiation ☐ Bond | Reduction ☐ Bond | Reallocation ☒ Bond | Release**

3. PROJECT NAME NORBORNE GLEBE PHASE 14A
   Address

4. APPLICANT'S NAME* ARCADIA LAND, INC (OWNER)
   Address 108 N. GEORGE ST., 2ND FLOOR, CHARLES TOWN, WV 25414
   Telephone Number (571) 220-3412 Fax Number ( ) NA
   Email Address mmflynn@h2land.com

5. PROPERTY OWNER'S NAME ARCADIA LAND, INC
   Address 108 N GEORGE ST., 2ND FLOOR, CHARLES TOWN, WV 25414
   Telephone Number (571) 220-3412 Fax Number ( ) NA
   Email Address mmflynn@h2land.com

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

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

Bond Request No._____

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

NORBORNE GLEBE PHASE 14A

7. A) CURRENT BOND AMOUNT $ 329,306.02

B) PROPOSED BOND AMOUNT Ø

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

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
		NA		

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

Application No.	Project Name and Phase	Status	Approval Date
		NA	

Bond Request No._____

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

A. To the extent not previously submitted pursuant to bond reduction request, copies of inspection and test reports if work was inspected and tested by a third-party inspector.
* FINAL GEOTECHNICAL CERTIFICATION REPORT PHASE 14A

B. Certification that all bonded Improvements, other than Improvements accepted by West Virginia Department of Highways (WVDOH), have been completed in accordance with the approved plans, profiles, and specifications and the requirements of any applicable manual. For Improvements to be accepted for maintenance by WVDOH, such Certification shall state that the Improvements have been installed and inspected in accordance with WVDOH's requirements. PHASE 14A ASBUILT PLANS

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

Date of As-Builts 9/8/22 Prepared By MORRIS & RICHE ASSOCIATES, INC

D. A letter from a Professional Engineer or Professional Land Surveyor certifying that property corners and Monuments have been set as required under this Ordinance.
* PROPERTY CORNER LETTER FROM GREENWAY ENGINEERING

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

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

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

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

Bond Request No._____

APPLICANT CERTIFICATION

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

Signature of Applicant

X _____ Date 11/1/2023

Signature of Property Owner (If different than Applicant)

X _____ Date _____

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

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

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

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Subdivision Administrator Approval:_____ Date:_____

Engineer Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

GeoLogic Consultants, LLC
14301 Sullyfield Circle, Suite I
Chantilly, VA 20151

August 30, 2023

Arcadia Land, Inc.
108 North George Street
2nd Floor
Charles Town, WV 25414

Attn: Mr. Mark Flynn

Project Name: Norborne Glebe (Arcadia Chase) Phase 14-A
Location: Charles Town, West Virginia

Dear Mr. Flynn:

Subject: Final Site Work Certification

The following completion letter relates to work performed under the observation of GeoLogic Consultants, LLC and by the undersigned at the referenced project site. These services were performed on an as requested basis beginning November 11, 2021 to August 10, 2023 with respect to site work for utilities and roadways.

GeoLogic Consultants, LLC observed the installation of sanitary sewer pipes & structures, stormwater pipes and structures, and waterlines pipes to include placement of bedding material for the referenced utilities, stone base, and asphalt with ASTM standard test methods.

The field density tests performed at selected locations and elevations should be indicative of the density of the fill within the limits of sampling and statistical accuracy. The test results indicate that the subject compacted fill and asphalt is in compliance with accepted geotechnical engineering practices at the location of the individual tests.

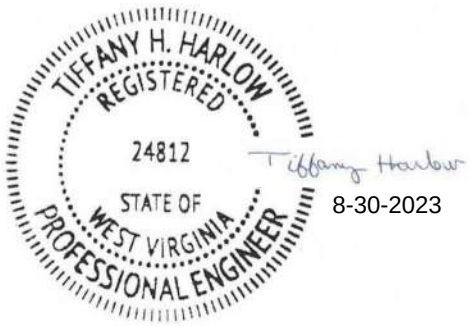
The locations of the individual tests are in reference to a field stakeout (horizontal and vertical) performed by others and a grading plan prepared by others. GeoLogic assumes no responsibility for any revisions to the location or alignment of structures that impacts the shape, size and general location of the structures and compacted fill. Subgrade elevations are referenced based on the site grading plans provided to us by others.

According to the field and laboratory test reports, the tests were performed in accordance with ASTM, appropriate industry standards. All construction to date met density requirements; all material depths were verified for compliance; and road and parking areas have been constructed in strict accordance with the approved plans and specifications. Where discrepancies were observed, if any, corrections or modifications were made.

Should you have any questions or comments regarding the content of this letter contact me at (571) 356-3176.

Respectfully Submitted,

GeoLogic Consultants, LLC



Tiffany Harlow, P.E.
Principal Engineer

Attachments: Field Density Report Summary
Field Density Tests for Asphalt
Concrete Test Results and Break Results

GeoLogic Consultants, LLC
14301 Sullyfield Circle, Suite I
Chantilly, VA 20151

COMPACTION SUMMARY
FINAL REPORT

SITEWORK

Project: NORBORNE GLEBE PH 14-A
Client: ARCADIA LAND
Contractor: GANTT EXCAVATING

Project No.: 10300
Report Date: 8/30/23

Date	Test #	Sta. No.	Test Location	Structure		Elev	Lab #	% Comp. Req'd	Density		M%	% Comp	Pass?
				From	To	-SG			Wet	Dry			
10/06/21	1	10+50	Stratton Dr	N/A	N/A	-6.0	3	95.0	132.5	114.1	16.1	97.1	Y
	2	11+50	Stratton Dr	N/A	N/A	-6.0	3	95.0	133.4	116.1	14.9	98.8	Y
11/11/21	1	10+50	Stratton Dr	N/A	N/A	-6.0	4	95.0	141.2	126.0	12.0	98.4	Y
	2	11+50	Stratton Dr	N/A	N/A	-6.0	4	95.0	138.2	124.6	10.9	97.3	Y
11/15/21	1	10+50	Stratton Dr	N/A	N/A	-5.0	1	95.0	123.9	104.2	18.9	96.1	Y
	2	11+50	Stratton Dr	N/A	N/A	-5.0	1	95.0	121.3	104.5	16.1	96.4	Y
11/16/21	1	13+00	Waterline Stratton Dr	N/A	N/A	-2.0	1	95.0	124.1	105.4	177.0	97.3	Y
	2	13+00	Waterline Stratton Dr	N/A	N/A	-1.0	1	95.0	122.5	103.9	17.9	95.9	Y
	3	12+00	Waterline Stratton Dr	N/A	N/A	-2.0	1	95.0	124.8	104.9	18.9	96.8	Y
	4	12+00	Waterline Stratton Dr	N/A	N/A	-1.0	1	95.0	121.8	104.0	17.0	96.0	Y
	5	11+00	Waterline Stratton Dr	N/A	N/A	-2.0	1	95.0	128.4	108.1	18.8	99.7	Y
11/17/21	1	13+00	Waterline Stratton Dr	N/A	N/A	EG	1	95.0	121.4	104.4	16.4	96.3	Y
	2	12+00	Waterline Stratton Dr	N/A	N/A	EG	1	95.0	124.0	105.3	17.8	97.2	Y
	3	11+00	Waterline Stratton Dr	N/A	N/A	-1.0	1	95.0	122.4	103.4	18.4	95.4	Y
	4	11+00	Waterline Stratton Dr	N/A	N/A	EG	1	95.0	127.5	107.9	18.2	99.5	Y
11/18/21	1	13+50	Stratton Dr	N/A	N/A	-3.0	2	95.0	124.6	102.3	21.9	99.9	Y
	2	12+50	Stratton Dr	N/A	N/A	-2.0	2	95.0	120.3	101.4	18.6	99.0	Y
	3	10+50	Waterline Stratton Dr	N/A	N/A	-1.0	1	95.0	122.9	105.1	17.0	97.0	Y
	4	11+50	Waterline Stratton Dr	N/A	N/A	-1.0	1	95.0	126.2	107.9	16.9	99.6	Y
	5	10+50	Waterline Stratton Dr	N/A	N/A	EG	1	95.0	120.5	103.4	16.5	95.4	Y
	6	11+50	Waterline Stratton Dr	N/A	N/A	EG	1	95.0	124.9	104.3	19.8	96.2	Y
11/19/21	1	11+50	Stratton Dr/Renamed Jack Rabbit	N/A	N/A	-1.0	2	95.0	117.7	98.4	19.6	96.0	Y
	2	10+50	Stratton Dr/Renamed Jack Rabbit	N/A	N/A	-1.0	2	95.0	121.1	100.2	20.9	97.7	Y
	3	10+50	Stratton Dr	N/A	N/A	-2.0	2	95.0	124.8	106.7	16.9	98.5	Y
	4	11+50	Stratton Dr	N/A	N/A	-1.0	2	95.0	127.3	108.1	17.7	99.7	Y
	5	10+50	Stratton Dr	N/A	N/A	-1.0	1	95.0	125.6	105.1	19.5	96.9	Y
11/22/21	1	11+50	Stratton Dr Waterline	N/A	N/A	EG	1	95.0	127.0	107.8	17.8	99.4	Y
	2	10+50	Stratton Dr Waterline	N/A	N/A	EG	1	95.0	128.5	107.5	19.5	99.2	Y
	3	10+50	Stratton Dr	N/A	N/A	-2.0	2	95.0	119.8	101.8	17.7	99.3	Y
	4	11+50	Stratton Dr	N/A	N/A	-3.0	2	95.0	120.4	99.9	20.6	97.4	Y
	5	10+50	Stratton Dr	N/A	N/A	-4.0	2	95.0	116.0	98.5	17.7	96.1	Y
	6	11+50	Stratton Dr	N/A	N/A	-2.0	2	95.0	119.4	100.3	19.0	97.9	Y
	7	10+50	Stratton Dr	N/A	N/A	-4.0	2	95.0	122.3	101.9	20.0	99.4	Y

	8	11+50	Stratton Dr	N/A	N/A	-1.0	2	95.0	117.1	98.8	18.6	96.4	Y
	9	10+50	Stratton Dr	N/A	N/A	-2.0	2	95.0	120.0	100.6	19.7	98.2	Y
	10	11+50	Stratton Dr	N/A	N/A	-1.0	2	95.0	115.6	97.9	18.0	95.5	Y
	11	10+50	Stratton Dr	N/A	N/A	SG	2	95.0	120.2	101.3	18.7	98.8	Y
	12	11+50	Stratton Dr	N/A	N/A	SG	2	95.0	119.3	99.9	19.4	97.5	Y
11/23/21	1	12+50	Stratton Dr/High Hopes Way Waterline	N/A	N/A	-1.0	1	95.0	122.1	103.2	18.3	95.2	Y
	2	12+50	Stratton Dr/High Hopes Way Waterline	N/A	N/A	EG	1	95.0	124.9	105.6	18.3	97.4	Y
	3	11+50	Stratton Dr	N/A	N/A	-5.0	2	95.0	123.0	102.3	20.2	99.8	Y
	4	11+50	Stratton Dr	N/A	N/A	-4.0	2	95.0	123.0	101.3	18.7	98.8	Y
	5	11+50	Stratton Dr	N/A	N/A	-3.0	2	95.0	115.5	97.9	18.0	95.5	Y
11/24/21	1	13+50	Stratton Dr/High Hopes Way Waterline	N/A	N/A	-1.0	1	95.0	128.8	108.5	18.7	100.1	Y
	2	14+25	Stratton Dr/High Hopes Way Waterline	N/A	N/A	EG	1	95.0	123.9	104.8	18.2	96.7	Y
	3	13+50	Stratton Dr/High Hopes Way Waterline	N/A	N/A	-1.0	1	95.0	128.2	107.5	19.2	99.2	Y
	4	14+25	Stratton Dr/High Hopes Way Waterline	N/A	N/A	EG	1	95.0	129.0	109.9	17.4	101.4	Y
12/01/21	1	N/A	Manhole 1405	N/A	N/A	EG	2	95.0	115.2	98.0	18.2	95.6	Y
	2	N/A	Manhole 1406	N/A	N/A	EG	2	95.0	117.3	98.3	19.3	95.9	Y
	3	N/A	Manhole 1407	N/A	N/A	EG	2	95.0	112.8	98.0	15.1	95.6	Y
	4	N/A	Manhole 1408	N/A	N/A	EG	2	95.0	118.5	100.5	17.9	98.0	Y
	5	N/A	Manhole 1410	N/A	N/A	EG	2	95.0	119.8	102.8	16.5	100.3	Y
12/02/21	1	N/A	Stratton Dr	N/A	N/A	EG	4	95.0	131.6	118.9	10.7	97.0	Y
	2	N/A	Stratton Dr	N/A	N/A	EG	4	95.0	139.3	121.8	14.4	99.4	Y
	3	N/A	Stratton Dr	N/A	N/A	EG	4	95.0	139.8	123.7	13.0	100.9	Y
	4	N/A	High Hopes Way	N/A	N/A	EG	4	95.0	136.4	122.0	11.8	99.5	Y
12/06/21	1	N/A	Water Service 1	N/A	N/A	EG	3	95.0	127.1	112.8	12.6	98.0	Y
	2	N/A	Water Service 2	N/A	N/A	EG	1	95.0	121.1	104.0	16.5	95.9	Y
	3	N/A	Water Service 3	N/A	N/A	EG	2	95.0	119.5	100.6	18.8	98.1	Y
12/07/21	1	N/A	Manhole ZM01	N/A	N/A	-7.0	4	95.0	136.0	121.5	11.9	99.1	Y
	2	N/A	Manhole ZM01	N/A	N/A	-6.0	3	95.0	131.9	114.8	14.9	99.7	Y
	3	N/A	Manhole ZM01	N/A	N/A	-5.0	3	95.0	133.0	115.6	15.0	100.5	Y
	4	N/A	Manhole ZM01	N/A	N/A	-4.0	4	95.0	137.5	122.7	12.1	100.1	Y
	5	N/A	Manhole ZM01	N/A	N/A	-3.0	5	95.0	146.6	130.1	12.7	101.5	Y
	6	N/A	Manhole ZM01	N/A	N/A	-2.0	5	95.0	142.8	130.3	9.6	101.7	Y
	7	N/A	Manhole ZM01	N/A	N/A	-1.0	3	95.0	126.2	114.6	10.0	99.6	Y
	8	N/A	Manhole ZM01	N/A	N/A	SG	4	95.0	135.0	121.9	10.8	99.4	Y
	9	N/A	Water Service 4	N/A	N/A	SG	3	95.0	127.2	110.6	15.0	96.1	Y
	10	N/A	Water Service 5	N/A	N/A	SG	3	95.0	129.7	110.9	16.9	96.4	Y
	11	N/A	Water Service 6	N/A	N/A	SG	3	95.0	129.2	112.8	14.5	98.0	Y
	12	N/A	Water Service 7	N/A	N/A	SG	3	95.0	124.5	109.8	13.4	95.4	Y
12/08/21	1	N/A	Fire Hydrant	N/A	N/A	-3.0	3	95.0	130.6	117.3	11.4	101.9	Y
	2	N/A	Fire Hydrant	N/A	N/A	-2.0	1	95.0	124.5	107.1	16.2	98.8	Y
	3	N/A	Fire Hydrant	N/A	N/A	-1.0	3	95.0	127.3	114.7	11.0	99.6	Y
	4	N/A	Manhole ZM01 Stub Out	N/A	N/A	-4.0	4	95.0	133.9	121.0	10.7	98.7	Y

	5	N/A	Manhole ZM01 Stub Out	N/A	N/A	-3.0	4	95.0	135.3	121.9	11.0	99.4	Y
	6	N/A	Manhole ZM01 Stub Out	N/A	N/A	-2.0	3	95.0	133.2	114.8	16.1	99.7	Y
	7	N/A	Manhole ZM01 Stub Out	N/A	N/A	-1.0	4	95.0	138.1	121.7	13.5	99.3	Y
	8	N/A	Manhole ZM01 Stub Out	N/A	N/A	SG	4	95.0	139.2	122.3	13.8	99.8	Y
12/09/21	1	10+50	Stratton Dr	N/A	N/A	-1.0	1	95.0	119.8	103.5	15.8	95.5	Y
	2	11+50	Stratton Dr	N/A	N/A	-1.0	1	95.0	121.3	104.4	16.2	96.3	Y
	3	10+50	Stratton Dr	N/A	N/A	SG	2	95.0	130.3	110.2	18.2	101.7	Y
	4	11+50	Stratton Dr	N/A	N/A	SG	2	95.0	129.6	110.0	17.8	101.5	Y
	5	12+50	Stratton Dr	N/A	N/A	SG	2	95.0	125.4	107.5	16.6	99.2	Y
	6	13+50	Stratton Dr	N/A	N/A	SG	2	95.0	128.9	110.4	16.8	101.8	Y
	7	10+50	High Hopes Way	N/A	N/A	SG	1	95.0	129.5	108.1	19.8	99.7	Y
	8	11+50	High Hopes Way	N/A	N/A	SG	1	95.0	127.0	108.7	16.8	100.3	Y
12/13/21	1	N/A	Manhole 1412	N/A	N/A	-1.0	1	95.0	123.1	105.4	16.8	97.3	Y
	2	N/A	Manhole 1412	N/A	N/A	SG	2	95.0	120.3	100.0	20.3	97.5	Y
	3	N/A	Electrical Crossing 1	N/A	N/A	-1.0	1	95.0	120.8	105.1	14.9	96.9	Y
	4	N/A	Electrical Crossing 1	N/A	N/A	SG	3	95.0	130.7	114.0	14.6	99.1	Y
	5	N/A	Electrical Crossing 2	N/A	N/A	-1.0	1	95.0	125.8	103.9	21.1	95.9	Y
	6	N/A	Electrical Crossing 2	N/A	N/A	SG	3	95.0	131.5	114.1	15.2	99.2	Y
12/14/21	17		Storm Water	1412	1416	-2.0	2	95.0	121.3	101.1	19.9	98.7	Y
	18		Storm Water	1412	1413	-2.0	1	95.0	129.7	110.3	17.6	101.6	Y
	19		Storm Water	1413	1414	-2.0	3	95.0	124.3	109.7	13.3	95.3	Y
	20		Storm Water	1413	1414	-1.0	3	95.0	131.5	112.2	17.3	97.4	Y
12/15/21	1	N/A	Storm Water	1413	1414	-1.0	3	95.0	130.1	111.3	16.9	96.7	Y
	2	N/A	Storm Water	1413	1414	SG	3	95.0	131.9	111.2	18.6	96.6	Y
	3	N/A	Water Service 9	N/A	N/A	-1.0	1	95.0	119.0	106.8	11.4	98.5	Y
	4	N/A	Water Service 9	N/A	N/A	SG	3	95.0	130.2	111.7	16.6	97.8	Y
	5	N/A	Water Service 10	N/A	N/A	-1.0	3	95.0	126.4	111.5	13.4	96.9	Y
	6	N/A	Water Service 10	N/A	N/A	SG	1	95.0	124.6	107.8	15.5	99.5	Y
	7	N/A	Water Service 11	N/A	N/A	-1.0	1	95.0	125.1	107.1	16.8	98.8	Y
	8	N/A	Water Service 11	N/A	N/A	SG	3	95.0	133.6	115.7	15.5	100.5	Y
	9	N/A	Water Service 12	N/A	N/A	-1.0	3	95.0	127.2	109.4	16.3	95.0	Y
	10	N/A	Water Service 12	N/A	N/A	SG	3	95.0	130.4	113.1	15.3	98.3	Y
12/16/21	23	N/A	Electrical Crossing 1	N/A	N/A	SG	3	95.0	128.0	113.6	12.6	98.7	Y
	24	N/A	Electrical Crossing 2	N/A	N/A	SG	3	95.0	125.6	109.7	14.6	95.3	Y
12/22/21	1	N/A	Water Service 23	1413	1414	SG	3	95.0	129.6	114.1	13.6	99.1	Y
	2	N/A	Water Service 24	1413	1414	SG	3	95.0	130.4	115.2	13.2	100.1	Y
	3	N/A	Water Service 25	N/A	N/A	SG	3	95.0	127.7	109.6	16.5	95.2	Y
	4	N/A	Water Service 26	N/A	N/A	SG	1	95.0	124.9	108.2	15.4	99.8	Y
	5	10+50	Stratton Dr	N/A	N/A	SG	1	95.0	134.4	132.3	1.6	101.0	Y
	6	11+50	Stratton Dr	N/A	N/A	SG	1	95.0	132.0	128.1	3.1	97.9	Y
	7	12+50	Stratton Dr	N/A	N/A	SG	1	95.0	132.5	128.9	2.8	98.4	Y

	8	13+50	Stratton Dr	N/A	N/A	SG	1	95.0	127.7	124.7	2.4	95.3	Y
	9	12+80	Stratton Dr Parking Area	N/A	N/A	SG	5	95.0	131.5	128.3	2.5	98.0	Y
	10	13+00	Stratton Dr Parking Area	N/A	N/A	SG	5	95.0	130.7	128.3	1.9	98.0	Y
	11	13+20	Stratton Dr Parking Area	N/A	N/A	SG	5	95.0	130.0	126.7	2.6	96.8	Y
	12	13+40	Stratton Dr Parking Area	N/A	N/A	SG	5	95.0	128.0	124.8	2.6	95.3	Y
	13	13+62	Jack Rabbit Run Hammerhead	N/A	N/A	SG	5	95.0	130.6	126.7	3.1	96.8	Y
	14	13+00	Jack Rabbit Run	N/A	N/A	SG	5	95.0	134.4	131.1	2.6	100.1	Y
	15	12+50	Jack Rabbit Run	N/A	N/A	SG	5	95.0	134.5	130.5	3.1	99.7	Y
	16	11+50	High Hopes Way Parking Area	N/A	N/A	SG	5	95.0	135.3	131.5	2.9	100.1	Y
	17	11+00	High Hopes Way Parking Area	N/A	N/A	SG	5	95.0	135.6	131.5	3.1	100.5	Y
	18	10+50	High Hopes Way Parking Area	N/A	N/A	SG	5	95.0	129.7	125.9	3.0	96.2	Y
1/5/22	1	N/A	Storm Water	1413A	1414	-1.0	3	95.0	121.2	111.6	8.5	97.0	Y
	2	N/A	Storm Water	1414	1415	-1.0	3	95.0	124.3	113.1	10.0	98.2	Y
1/6/22	1	N/A	Storm Water	1413A	1414	SG	5	95.0	133.5	128.8	3.6	98.4	Y
	2	N/A	Storm Water	1414	1415	SG	5	95.0	137.5	132.1	4.0	101.0	Y
02/10/22	1	N/A	Water Service 15	N/A	N/A	-3.0	5	95.0	134.7	130.8	3.0	99.9	Y
	2	N/A	Water Service 15	N/A	N/A	-1.0	5	95.0	128.9	124.5	3.5	95.1	Y
	3	N/A	Water Service 15	N/A	N/A	SG	5	95.0	133.8	129.8	3.1	99.2	Y
	4	N/A	Water Service 16	N/A	N/A	-2.0	5	95.0	135.9	130.7	4.0	99.9	Y
	5	N/A	Water Service 16	N/A	N/A	-1.0	5	95.0	136.3	130.6	4.3	99.8	Y
	6	N/A	Water Service 16	N/A	N/A	SG	5	95.0	129.7	126.4	2.7	96.5	Y
	7	N/A	Water Service 17	N/A	N/A	-2.0	5	95.0	132.5	128.3	3.3	98.0	Y
	8	N/A	Water Service 17	N/A	N/A	-1.0	5	95.0	128.2	124.9	2.6	95.4	Y
	9	N/A	Water Service 17	N/A	N/A	SG	5	95.0	134.0	129.4	3.6	98.8	Y
	10	N/A	Water Service 18	N/A	N/A	-3.0	5	95.0	132.7	128.0	3.7	97.8	Y
	11	N/A	Water Service 18	N/A	N/A	-2.0	5	95.0	134.9	129.6	4.1	99.0	Y
	12	N/A	Water Service 18	N/A	N/A	-1.0	5	95.0	130.8	125.2	4.5	95.6	Y
	13	N/A	Water Service 18	N/A	N/A	SG	5	95.0	134.6	129.1	4.3	98.6	Y
	14	N/A	Water Service 19	N/A	N/A	-2.0	5	95.0	131.2	126.8	3.4	96.9	Y
	15	N/A	Water Service 19	N/A	N/A	-1.0	5	95.0	130.2	124.7	4.4	95.2	Y
	16	N/A	Water Service 19	N/A	N/A	SG	5	95.0	129.5	125.6	3.1	95.9	Y
04/21/22	1	10+00	Stratton Dr (Jack Rabbit Run)	N/A	N/A	SG	5	95	136.2	128.2	6.3	97.9	Y
	2	11+00	Stratton Dr (Jack Rabbit Run)	N/A	N/A	SG	5	95	133.5	125.9	6.0	96.2	Y
	3	12+00	Stratton Dr (Jack Rabbit Run)	N/A	N/A	SG	5	95	137.2	128.7	6.6	98.3	Y
	4	10+00	Stratton Dr (High Hopes Way)	N/A	N/A	SG	5	95	135.7	129.0	5.2	98.5	Y
	5	11+00	Stratton Dr (High Hopes Way)	N/A	N/A	SG	5	95	133.2	126.2	5.5	96.4	Y
	6	12+00	Stratton Dr (High Hopes Way)	N/A	N/A	SG	5	95	132.9	125.3	6.0	95.7	Y
07/13/22	1	N/A	Stone Base	N/A	N/A	SG	5	95	128.1	124.5	2.9	95.1	Y
	2	N/A	Stone Base	N/A	N/A	SG	5	95	130.1	124.4	4.6	95.0	Y
	3	N/A	Stone Base	N/A	N/A	SG	5	95	133.2	126.6	5.3	96.7	Y
09/28/22	1	N/A	Line Deletion	N/A	N/A	-2.0	5	95	132.5	125.3	5.7	95.7	Y
	2	N/A	Line Deletion	N/A	N/A	-1.0	5	95	136.7	128.4	6.5	98.1	Y
	3	N/A	Line Deletion	N/A	N/A	SG	5	95	131.2	125.5	4.6	95.9	Y

NORBORNE GLEBE PHASE 14-A

ASPHALT REPORTS

GeoLogic Consultants, LLC
14301 Sullyfield Circle, Suite I, Chantilly, VA 20151

DAILY FIELD REPORT

Project:	Norborne Glebe Ph14a	Report #:	137
Client:	Arcadia Land, Inc.	Date:	12/23/21
Contractor	Gantt's Excavating	Weather:	25 Cloudy F
Project #:	10300		

Work Performed: Backfill/Compaction of Tamarack Soft Spot at Manholes ZL3, 864, and 861

Compaction of Private Base 2 Aspahlt for Stratton Dr, Jack Rabbit Run, and High Hopes Way

Work Performed:

1- The undersigned GeoLogic inspector arrived on-site, as requested to monitor placement & compaction of structural fill at the above locations.

Utilizing the Nuclear Gauge Test Method (ASTM D6938) to check the compaction, test results indicated that the materials, at the areas and elevations tested, met the project requirements of 95 percent of the corrected maximum dry density as determined in the laboratory. Materials observed on this date also appeared to be placed in accordance with project plans and specifications with regard to lift thickness and moisture content.

2- The undersigned arrived on-site, as requested, to observe the placement and compaction of 3 inches of Private Base 2 mix along above locations. Please see the attached sketch.

Utilizing the Nuclear Method (ASTM D 2950) to check the compaction of the asphalt; test results indicated that the compacted material, at the areas and elevations tested, did meet or exceed the project requirements of 98% to 102% of the maximum wet density as obtained by using the Control Strip Method. The asphalt observed on this date appeared to be placed in compliance with project specifications with regard to lift thickness and lay down temperature.

Remarks:

Inspector:	Zachary Noakes
Total Time:	8 hrs.
Project Engineer:	Mark Hood, P.E.

(703) 282-2714

COMPACTION TEST REPORT

Report #: 137
Date: 12/23/21

Project:	Norborne Glebe Ph8	Inspector:	Zachary Noakes
Contractor:	Gantt Excavating	Gauge Serial #:	27001
Compaction Method:	Smoothdrum vibratory roller	DS:	1952
Project #:	10300	MS:	657

#	Sta	Test Location	Structure		Elev	Lab #	% Compaction Required	Density		M%	% Comp	Pass?
			From	To	SG			Wet	Dry			
1	N/A	Manhole ZL3	N/A	N/A	-3.5	5	95.0	132.0	127.5	3.6	97.4	Y
2	N/A	Manhole ZL3	N/A	N/A	-3.0	5	95.0	133.8	129.5	3.3	99.0	Y
3	N/A	Manhole ZL3	N/A	N/A	-2.5	5	95.0	130.7	126.1	3.6	96.4	Y
4	N/A	Manhole ZL3	N/A	N/A	-2.0	5	95.0	132.1	127.7	3.4	97.5	Y
5	N/A	Manhole ZL3	N/A	N/A	-1.5	5	95.0	134.0	129.9	3.1	99.3	Y
6	N/A	Manhole ZL3	N/A	N/A	-1.0	5	95.0	134.0	130.1	2.9	99.4	Y
7	N/A	Manhole ZL3	N/A	N/A	-0.5	5	95.0	132.0	127.3	3.7	97.3	Y
8	N/A	Manhole ZL3	N/A	N/A	SG	5	95.0	132.5	128.1	3.4	97.8	Y
9	N/A	Manhole 861	N/A	N/A	-2.0	5	95.0	132.5	127.7	3.8	97.5	Y
10	N/A	Manhole 861	N/A	N/A	-1.0	5	95.0	132.7	127.5	4.1	97.4	Y
11	N/A	Manhole 861	N/A	N/A	SG	5	95.0	133.5	128.8	3.6	98.4	Y
12	N/A	Manhole 864	N/A	N/A	-1.0	5	95.0	132.7	128.5	3.3	98.1	Y
13	N/A	Manhole 864	N/A	N/A	SG	5	95.0	138.1	134.3	2.9	102.6	Y
14												
15												
16												
17												
18												
19												
20												
21												

PROCTOR INFORMATION

#	Detailed Soil Description	Dry Density	M%	+4%	Corrected	
					Density	M%
1	Red Lean Clay with Sand	104.5	19.6	10.0	108.4	17.8
2	Yellow Tan Lean Clay with Sand	102.5	20.7	0.0	102.5	20.7
3	Red Lean Clay with Sand	104.5	19.6	25.0	115.1	15.2
4	Red Lean Clay with Sand and Gravel	104.5	19.6	40.0	122.6	12.6
5	Yellowish Gray, Well-graded Gravel with Sand	127.1	10.4	12.3	130.9	9.3

GeoLogic Consultants, LLC

WORKSHEET

Control Strip _____ **Date:** 12/23/2021
Project Norborne Glebe Ph14a **Street** High Hopes Way Parking Area
From Station _____ **To Station** _____ **Lane** _____ **Width** _____
Mix Type Private Base 2 **Mix No.** _____ **Rate** _____ **Roller Type** Smooth Drum
Mix Producer Jefferson Asphalt **Location** High Hopes Way

Nuc. Gauge Model No. _____ **Serial No.** _____ **Depth Setting** BS

NUCLEAR DENSITY TEST SECTION

SUB-LOT	STATION	REF C/L	DRY LBS	DENSITY CU. FT.
1	12+00	L		131.7
2	11+50	C/L		136.3
3	11+25	R		139.0
4	11+00	C/L		140.2
5	10+50	L		136.0
6	10+00	R		144.7
			AVERAGE	138.0

REMARKS
Target Density from Jefferson Asphalt:
Private Base 2 = 131.5
Target Density from Field Marshall Value:
Private Base 2 = 146.3

TARGET DENSITY 146.3 (Lbs. Cu. Ft.)

PERCENT DENSITY ACHIEVED 94.3 (Average/Target x 100)
(Must be greater than 91.5%)

SEAL

Technician Zachary Noakes **Certification No.** _____
(please print)

Oberserved by _____ (Co. Inspector)

I CERTIFY THAT THE FOLLOWING REFERENCED TESTS WERE CONDUCTED IN CONFORMANCE WITH THE CURRENT VIRGINIA TEST METHODS (VTM) STANDARDS AND PROCEDURES AND WITH THE PRIOR APPROVAL OF THE APPROPRIATE INSPECTION DIVISION.

Zachary Noakes — *Signature*
12/23/21 — *Date*

GeoLogic Consultants, LLC

WORKSHEET

Control Strip _____ **Date:** 12/23/2021

Project Norborne Glebe Ph14a **Street** Jack Rabbit Run

From Station _____ **To Station** _____ **Lane** _____ **Width** _____

Mix Type Private Base 2 **Mix No.** _____ **Rate** _____ **Roller Type** Smooth Drum

Mix Producer Jefferson Asphalt **Location** Jack Rabbit Run

Nuc. Gauge Model No. _____ **Serial No.** _____ **Depth Setting** BS

NUCLEAR DENSITY TEST SECTION

SUB-LOT	STATION	REF C/L	DRY LBS	DENSITY CU. FT.
1	11+30	L		149
2	11+20	C/L		147.7
3	11+00	R		152.4
4	10+80	C/L		149.6
5	10+30	L		151.2
6	10+00	R		144.1
			AVERAGE	149.0

REMARKS

Target Density from Jefferson Asphalt:
Private Base 2 = 131.5
Target Density from Field Marshall Value:
Private Base 2 = 146.3

TARGET DENSITY 146.3 (Lbs. Cu. Ft.)

PERCENT DENSITY ACHIEVED 101.8 (Average/Target x 100)

(Must be greater than 91.5%)

SEAL

Technician Zachary Noakes **Certification No.** _____

(please print)

Oberserved by _____ (Co. Inspector)

I CERTIFY THAT THE FOLLOWING REFERENCED TESTS WERE CONDUCTED IN CONFORMANCE WITH THE CURRENT VIRGINIA TEST METHODS (VTM) STANDARDS AND PROCEDURES AND WITH THE PRIOR APPROVAL OF THE APPROPRIATE INSPECTION DIVISION.

Zachary Noakes — *Signature*

12/23/21 — *Date*

GeoLogic Consultants, LLC

WORKSHEET

Control Strip _____ **Date:** 12/23/2021
Project Norborne Glebe Ph14a **Street** Stratton Dr Main
From Station _____ **To Station** _____ **Lane** _____ **Width** _____
Mix Type Private Base 2 **Mix No.** _____ **Rate** _____ **Roller Type** Smooth Drum
Mix Producer Jefferson Asphalt **Location** Stratton Dr

Nuc. Gauge Model No. _____ **Serial No.** _____ **Depth Setting** BS

NUCLEAR DENSITY TEST SECTION

SUB-LOT	STATION	REF C/L	DRY LBS	DENSITY CU. FT.
1	12+00	L		148.5
2	11+50	C/L		145.3
3	11+25	R		149.5
4	11+00	C/L		153.0
5	10+50	L		145.6
6	10+00	R		147.5
			AVERAGE	148.2

REMARKS
Target Density from Jefferson Asphalt:
Private Base 2 = 131.5
Target Density from Field Marshall Value:
Private Base 2 = 146.3

TARGET DENSITY 146.3 (Lbs. Cu. Ft.)

PERCENT DENSITY ACHIEVED 101.3 (Average/Target x 100)
(Must be greater than 91.5%)

SEAL

Technician Zachary Noakes **Certification No.** _____
(please print)

Oberserved by _____ (Co. Inspector)

I CERTIFY THAT THE FOLLOWING REFERENCED TESTS WERE CONDUCTED IN CONFORMANCE WITH THE CURRENT VIRGINIA TEST METHODS (VTM) STANDARDS AND PROCEDURES AND WITH THE PRIOR APPROVAL OF THE APPROPRIATE INSPECTION DIVISION.

Zachary Noakes — *Signature*
12/23/21 — *Date*

GeoLogic Consultants, LLC

WORKSHEET

Control Strip _____ **Date:** 12/23/2021
Project Norborne Glebe Ph14a **Street** Stratton Dr Parking Area
From Station _____ **To Station** _____ **Lane** _____ **Width** _____
Mix Type Private Base 2 **Mix No.** _____ **Rate** _____ **Roller Type** Smooth Drum
Mix Producer Jefferson Asphalt **Location** Stratton Dr

Nuc. Gauge Model No. _____ **Serial No.** _____ **Depth Setting** BS

NUCLEAR DENSITY TEST SECTION

SUB-LOT	STATION	REF C/L	DRY LBS	DENSITY CU. FT.
1	14+25	L		157.4
2	14+00	C/L		145.4
3	13+75	R		147.5
4	13+50	C/L		150.9
5	13+25	L		152.1
6	13+00	R		150.3
			AVERAGE	150.6

REMARKS
Target Density from Jefferson Asphalt:
Private Base 2 = 131.5
Target Density from Field Marshall Value:
Private Base 2 = 146.3

TARGET DENSITY 146.3 (Lbs. Cu. Ft.)

PERCENT DENSITY ACHIEVED 102.9 (Average/Target x 100)
(Must be greater than 91.5%)

SEAL

Technician Zachary Noakes **Certification No.** _____
(please print)

Oberserved by _____ (Co. Inspector)

I CERTIFY THAT THE FOLLOWING REFERENCED TESTS WERE CONDUCTED IN CONFORMANCE WITH THE CURRENT VIRGINIA TEST METHODS (VTM) STANDARDS AND PROCEDURES AND WITH THE PRIOR APPROVAL OF THE APPROPRIATE INSPECTION DIVISION.

Zachary Noakes — *Signature*
12/23/21 — *Date*

GeoLogic Consultants, LLC
14301 Sullyfield Circle, Suite I, Chantilly, VA 20151

DAILY FIELD REPORT

Project:	Norborne Glebe Ph7	Report #:	192
Client:	Arcadia Land, Inc.	Date:	04/27/22
Contractor	Jefferson Asphalt	Weather:	64 P. Cloudy F
Project #:	10300		

Work Performed: Compaction of Private Base 2 Asphalt for Stratton (Jack Rabbit Run) Dr and Stratton Dr (High Hopes Way)

Work Performed:

1- The undersigned arrived on-site, as requested, to observe the placement and compaction of 3 inches of Private Base 2 mix along above locations.

Utilizing the Nuclear Method (ASTM D 2950) to check the compaction of the asphalt; test results indicated that the compacted material, at the areas and elevations tested, did meet or exceed the project requirements of 98% to 102% of the maximum wet density as obtained by using the Control Strip Method. The asphalt observed on this date appeared to be placed in compliance with project specifications with regard to lift thickness and lay down temperature.

Remarks:

Inspector:	Zachary Noakes
Total Time:	10 hrs.
Project Engineer:	Mark Hood, P.E.

(703) 282-2714

GeoLogic Consultants, LLC

WORKSHEET

Control Strip _____ **Date:** 4/27/2022
Project Norborne Glebe Ph14a **Street** Stratton (High Hopes Way) Dr
From Station 10+00 **To Station** 12+00 **Lane** _____ **Width** _____
Mix Type Base 2 **Mix No.** _____ **Rate** _____ **Roller Type** Smooth Drum
Mix Producer Jefferson Asphalt **Location** Jack Rabbit Run

Nuc. Gauge Model No. _____ **Serial No.** _____ **Depth Setting** _____

NUCLEAR DENSITY TEST SECTION

SUB-LOT	STATION	REF C/L	DRY LBS	DENSITY CU. FT.
1	10+00	NB		158.2
2	10+50	C/L		156.8
3	11+00	SB		154.2
4	11+50	C/L		155.2
5	12+00	NB		153.0
6	10+00	SB		150.3
			AVERAGE	154.6

REMARKS
Target Density from Jefferson Asphalt = 131.5
Target Density from Field Marshall Value = 155.7

TARGET DENSITY 155.7 (Lbs. Cu. Ft.)

PERCENT DENSITY ACHIEVED 99.3 (Average/Target x 100)

(Must be greater than 91.5%)

SEAL

Technician Zachary Noakes **Certification No.** _____
(please print)

Oberserved by _____ (Co. Inspector)

I CERTIFY THAT THE FOLLOWING REFERENCED TESTS WERE CONDUCTED IN CONFORMANCE WITH THE CURRENT VIRGINIA TEST METHODS (VTM) STANDARDS AND PROCEDURES AND WITH THE PRIOR APPROVAL OF THE APPROPRIATE INSPECTION DIVISION.

Zachary Noakes — *Signature*
04/27/22 — *Date*

GeoLogic Consultants, LLC

WORKSHEET

Control Strip _____ **Date:** 4/27/2022
Project Norborne Glebe Ph14a **Street** Stratton (Jack Rabbit Run) Dr
From Station 10+00 **To Station** 12+50 **Lane** _____ **Width** _____
Mix Type Base 2 **Mix No.** _____ **Rate** _____ **Roller Type** Smooth Drum
Mix Producer Jefferson Asphalt **Location** Jack Rabbit Run

Nuc. Gauge Model No. _____ **Serial No.** _____ **Depth Setting** _____

NUCLEAR DENSITY TEST SECTION

SUB-LOT	STATION	REF C/L	DRY LBS	DENSITY CU. FT.
1	10+00	WB		156.6
2	10+50	C/L		154.8
3	11+00	EB		151.1
4	11+50	C/L		156.5
5	12+00	WB		159.9
6	12+50	EB		154.8
			AVERAGE	155.6

REMARKS
Target Density from Jefferson Asphalt = 131.5
Target Density from Field Marshall Value = 155.7

TARGET DENSITY 155.7 (Lbs. Cu. Ft.)

PERCENT DENSITY ACHIEVED 99.9 (Average/Target x 100)
(Must be greater than 91.5%)

SEAL

Technician Zachary Noakes **Certification No.** _____
(please print)

Oberserved by _____ (Co. Inspector)

I CERTIFY THAT THE FOLLOWING REFERENCED TESTS WERE CONDUCTED IN CONFORMANCE WITH THE CURRENT VIRGINIA TEST METHODS (VTM) STANDARDS AND PROCEDURES AND WITH THE PRIOR APPROVAL OF THE APPROPRIATE INSPECTION DIVISION.

Zachary Noakes — *Signature*
04/27/22 — *Date*

GeoLogic Consultants, LLC
14301 Sullyfield Circle, Suite I, Chantilly, VA 20151

DAILY FIELD REPORT

Project:	Norborne Glebe Ph14a	Report #:	236
Client:	Arcadia Land, Inc.	Date:	07/13/22
Contractor	Gantt's Excavating	Weather:	Sunny 88 F
Project #:	10300		

Work Performed: Backfill/Compaction of Stone Base for Ph14a Asphalt Trail

Placement/Compaction of Private Base Asphalt for Ph14a Asphalt Trail

Work Performed:

The undersigned GeoLogic inspector arrived on-site, as requested to monitor placement & compaction of structural fill at the above locations.

1-Utilizing the Nuclear Gauge Test Method (ASTM D6938) to check the compaction, test results indicated that the materials, at the areas and elevations tested, met the project requirements of 95 percent of the corrected maximum dry density as determined in the laboratory. Materials observed on this date also appeared to be placed in accordance with project plans and specifications with regard to lift thickness and moisture content.

2- The undersigned arrived on-site, as requested, to observe the placement and compaction of 3 inches of Private Base mix along above locations.

Utilizing the Nuclear Method (ASTM D 2950) to check the compaction of the asphalt; test results indicated that the compacted material, at the areas and elevations tested, did meet or exceed the project requirements of 92% of the maximum wet density as obtained by using the Marshal Method. The asphalt observed on this date appeared to be placed in compliance with project specifications with regard to lift thickness and lay down temperature.

Remarks:

Inspector:	Zachary Noakes
Total Time:	8 hrs.
Project Engineer:	Mark Hood, P.E.

(703) 282-2714

COMPACTION TEST REPORT

Report #: 236
Date: 07/13/22

Project:	Norborne Glebe Ph14a	Inspector:	Zachary Noakes
Contractor:	Gantt Excavating	Gauge Serial #:	23496
Compaction Method:	Sheepsfoot vibratory roller	DS:	1584
Project #:	10300	MS:	575

#	Sta	Test Location	Structure		Elev	Lab #	% Compaction Required	Density		M%	% Comp	Pass?
			From	To	SG			Wet	Dry			
1	N/A	Stone Base	N/A	N/A	SG	5	95	128.1	124.5	2.9	95.1	Y
2	N/A	Stone Base	N/A	N/A	SG	5	95	130.1	124.4	4.6	95.0	Y
3	N/A	Stone Base	N/A	N/A	SG	5	95	133.2	126.6	5.3	96.7	Y
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

PROCTOR INFORMATION

#	Detailed Soil Description	Dry Density	M%	+4%	Corrected	
					Density	M%
1	Red Lean Clay with Sand	104.5	19.6	10.0	108.4	17.8
2	Yellow Tan Lean Clay with Sand	102.5	20.7	0.0	102.5	20.7
3	Red Lean Clay with Sand	104.5	19.6	25.0	115.1	15.2
4	Red Lean Clay with Sand and Gravel	104.5	19.6	65.0	134.4	8.2
5	Yellowish Gray, Well-graded Gravel with Sand	127.1	10.4	12.3	130.9	9.3

GeoLogic Consultants, LLC

WORKSHEET

Control Strip _____ **Date:** 7/13/2022
Project Norborne Glebe Ph14a **Street** Ph14a Asphalt Trail
From Station _____ **To Station** _____ **Lane** _____ **Width** _____
Mix Type Private Base **Mix No.** _____ **Rate** _____ **Roller Type** Smooth Drum
Mix Producer Jefferson Asphalt **Location** Ph14a Asphalt Trail

Nuc. Gauge Model No. _____ **Serial No.** _____ **Depth Setting** _____

NUCLEAR DENSITY TEST SECTION

SUB-LOT	STATION	REF C/L	DRY LBS	DENSITY CU. FT.
1				143.7
2				148.8
3				144.6
4				142.7
5				140.5
6				150.7
			AVERAGE	145.2

REMARKS
Target Density from Jefferson Asphalt = 131.5
Target Density from Field Marshall Value = 155.7

TARGET DENSITY 155.7 (Lbs. Cu. Ft.)

PERCENT DENSITY ACHIEVED 93.2 (Average/Target x 100)
(Must be greater than 91.5%)

SEAL

Technician Zachary Noakes **Certification No.** _____
(please print)

Oberserved by _____ (Co. Inspector)

I CERTIFY THAT THE FOLLOWING REFERENCED TESTS WERE CONDUCTED IN CONFORMANCE WITH THE CURRENT VIRGINIA TEST METHODS (VTM) STANDARDS AND PROCEDURES AND WITH THE PRIOR APPROVAL OF THE APPROPRIATE INSPECTION DIVISION.

Zachary Noakes — *Signature*
07/13/22 — *Date*

GeoLogic Consultants, LLC
14301 Sullyfield Circle, Suite I, Chantilly, VA 20151

DAILY FIELD REPORT

Project:	Norborne Glebe Ph14a	Report #:	292
Client:	Arcadia Land, Inc.	Date:	10/07/22
Contractor	Gantt's Excavating	Weather:	Sunny 82 F
Project #:	10300		

Work Performed: Placement/Compaction of Private Base Asphalt for Ph14A Patches

Work Performed:

The undersigned GeoLogic inspector arrived on-site, as requested to monitor placement & compaction of structural fill at the above locations.

2- The undersigned arrived on-site, as requested, to observe the placement and compaction of 3 inches of Private Base mix along above locations.

Utilizing the Nuclear Method (ASTM D 2950) to check the compaction of the asphalt; test results indicated that the compacted material, at the areas and elevations tested, did meet or exceed the project requirements of 98% to 102% of the maximum wet density as obtained by using the Control Strip Method. The asphalt observed on this date appeared to be placed in compliance with project specifications with regard to lift thickness and lay down temperature.

Remarks:

Inspector:	Zachary Noakes
Total Time:	8 hrs.
Project Engineer:	Mark Hood, P.E.

(703) 282-2714

GeoLogic Consultants, LLC

WORKSHEET

Control Strip _____ **Date:** 10/7/2022
Project Norborne Glebe Ph14A **Street** Stratton Dr
From Station _____ **To Station** _____ **Lane** _____ **Width** _____
Mix Type Private Base **Mix No.** _____ **Rate** _____ **Roller Type** Smooth Drum
Mix Producer Jefferson Asphalt **Location** Stratton Dr Patches

Nuc. Gauge Model No. _____ **Serial No.** _____ **Depth Setting** _____

NUCLEAR DENSITY TEST SECTION

SUB-LOT	STATION	REF C/L	DRY LBS	DENSITY CU. FT.
1		N/A		156.4
2		N/A		155.4
3		N/A		150.8
4		N/A		152.5
5		N/A		151.9
6		N/A		153.3
			AVERAGE	153.4

REMARKS
Target Density from Jefferson Asphalt = 131.5
Target Density from Field Marshall Value = 155.7

TARGET DENSITY 155.7 (Lbs. Cu. Ft.)

PERCENT DENSITY ACHIEVED 98.5 (Average/Target x 100)
(Must be greater than 91.5%)

SEAL

Technician Zachary Noakes **Certification No.** _____
(please print)

Oberserved by _____ (Co. Inspector)

I CERTIFY THAT THE FOLLOWING REFERENCED TESTS WERE CONDUCTED IN CONFORMANCE WITH THE CURRENT VIRGINIA TEST METHODS (VTM) STANDARDS AND PROCEDURES AND WITH THE PRIOR APPROVAL OF THE APPROPRIATE INSPECTION DIVISION.

Zachary Noakes — *Signature*
10/07/22 — *Date*

GeoLogic Consultants, LLC
14301 Sullyfield Circle, Suite I, Chantilly, VA 20151

DAILY FIELD REPORT

Project:	Norborne Glebe Ph14A	Report #:	434
Client:	Arcadia Land, Inc.	Date:	08/10/23
Contractor	Stuart&Perry	Weather:	P Cloudy 80 F
Project #:	10516		

Work Performed: Placement/Compaction of Surface Mix of Stratton Dr

Work Performed:

1- The undersigned arrived on-site, as requested, to observe the placement and compaction of 1 to 3in inches of Surface mix along above locations.

Utilizing the Nuclear Method (ASTM D 2950) to check the compaction of the asphalt; test results indicated that the compacted material, at the areas and elevations tested, did meet or exceed the project requirements of 98% to 102% of the maximum wet density as obtained by using the Control Strip Method. The asphalt observed on this date appeared to be placed in compliance with project specifications with regard to lift thickness and lay down temperature.

Remarks:

Inspector:	Zachary Noakes
Total Time:	10 hrs.
Project Engineer:	Mark Hood, P.E.

(703) 282-2714

GeoLogic Consultants, LLC

WORKSHEET

Control Strip _____ **Date:** 8/10/2023
Project Norborne Glebe Ph14A **Street** Extrovert Dr
From Station _____ **To Station** _____ **Lane** _____ **Width** _____
Mix Type Surface **Mix No.** _____ **Rate** _____ **Roller Type** Smooth Drum
Mix Producer Stuart&Perry **Location** Stratton Dr

Nuc. Gauge Model No. _____ **Serial No.** _____ **Depth Setting** _____

NUCLEAR DENSITY TEST SECTION

SUB-LOT	STATION	REF C/L	DRY LBS	DENSITY CU. FT.
1		L		150.2
2		CL		147.7
3		R		148.9
4		L		149.4
5		CL		148.5
6		R		148.3
			AVERAGE	148.8

REMARKS
Target Density from Asphalt Plant = 146.1

TARGET DENSITY 146.1 (Lbs. Cu. Ft.)

PERCENT DENSITY ACHIEVED 101.9 (Average/Target x 100)
(Must be greater than 91.5%)

SEAL

Technician Zachary Noakes **Certification No.** _____
(please print)

Oberserved by _____ (Co. Inspector)

I CERTIFY THAT THE FOLLOWING REFERENCED TESTS WERE CONDUCTED IN CONFORMANCE WITH THE CURRENT VIRGINIA TEST METHODS (VTM) STANDARDS AND PROCEDURES AND WITH THE PRIOR APPROVAL OF THE APPROPRIATE INSPECTION DIVISION.

Zachary Noakes
Signature

08/10/23
Date

NORBORNE GLEBE PHASE 14-A

CONCRETE REPORTS

OBSERVATION OF CONCRETE PLACEMENT REPORT

PROJECT: Norborne Glebe Ph14a DATE: 10/17/2021

CONTRACTOR: Gull Corp CONCRETE SUPPLIER: TBH Inc

WEATHER: Cloudy AIR TEMP: 50˚F FORM TEMP: n/a CURING BOX? No

PLACEMENT LOCATION: Stratton Dr Curb and Gutter

TRUCK NO.	TICKET NO.	CUBIC YARDS	BATCH TO PLACEMENT TIME < 90 MIN.	1ST SLUMP (IN.)	WATER ADDED (GAL)	2ND SLUMP (IN.)	DISCH. SLUMP (IN.)	CONC TEMP	AIR (%)	TEST SERIES NO.
370	**534068**	**9.5**	**Yes**	**3.5**	**0.0**	**n/a**	**n/a**	**70.0**	**5.5**	**A**
330	534075	9.25	Yes							
370	534084	9.5	Yes							
330	**534090**	**9.25**	**Yes**							
308	**534097**	**9.25**	**Yes**							

TOTAL C.Y. **55** **Approved By:** Mark Hood P.E.

CONCRETE MIX PROPORTION/CUBIC YARD

NO.: 3223A CEMENT: ADMIXTURE:

FINE AGG: WATER ICE: ADMIXTURE:

COARSE AGG: NEWCEM: ADMIXTURE:

THE LOCATION THAT TEST SPECIMENS REPRESENT: Stratton Dr Curb and Gutter 10+00

METHOD: PRESSURE METER (X) OR VOLUMETRIC ( )

UNIVERSAL ENGINEERING SCIENCES
Geotechnical Engineering | Construction Materials Testing and Inspection
Building Code Compliance | Environmental Services | Facilities Consulting

Project No: 2410.1900076.0000
ReportNo.: 2414386-1 CT 121721
WorkorderNo.: 2414386
Lab No.: 21B786-C

14221-B Willard Road, Chantilly, VA 20151 - P: 703-652-5111 - F:

Compressive Strength of 4" x 8" Cylinder Test Specimens (ASTM C-39)

Client GeoLogic Consultants, LLC
14301 Sullyfield Circle Suite I, Chantilly, VA20151

Project Norborne Glebe
UES DC Metro Lab, , fairfax County, VA20151

Structural Element:

Sample Location: - Sampled at

Set#1 of 1 | **Sample From:** | **Sample By:** Client On 12/17/2021 | **At Lab On or Before:** 12/27/2021

General Information	Specified Strength / Sampling Times	Placement Information
General Contractor:	**Specified Strength:** 3000 psi @ 28 days	**Truck Load:** N/A
Subcontractor:	**Mix Design Strength:** 3000 psi @ 28 days	**Cumulative Quantity:** N/A
Supplier:	**Water Added at Site:** N/A	**Total Placement for the Day:** N/A
Truck No.: Unknown	**Time Batched:**	
Ticket No.: Unknown	**Time Sampled:**	
Mix Design: Unknown **Admixture:** N/A	**Weather Condition:** Unknown	

Field Test Results

Air Content: N/A	**Slump:** N/S	**Ambient Temp:** N/S	**Concrete Temp:** N/S	**Unit Weight: N/A**

Results of Laboratory Testing

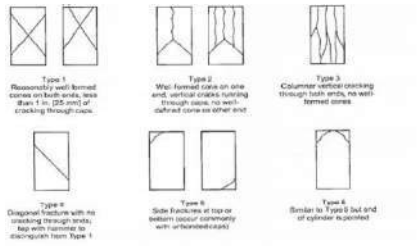
Test Results	Date Tested	Age Days	Type Of Fracture	Actual Dimen.1 (in)	Actual Dimen.2 (in)	Avg. Dimen. (in)	Test X-Sect. Area (in²)	Max Compressive Load (lbs)	Test Compressive Strength(psi)	Average (psi)	Lab Tech ***
1*G*	12/24/2021	7	2	4.00	4.00	4.00	12.57	52,676	4,192	-	HZ
2*G*	12/24/2021	7	2	4.00	4.00	4.00	12.57	60,369	4,804	-	HZ
3*G*	12/24/2021	7	3	4.00	4.00	4.00	12.57	57,178	4,550	4,520	HZ
4*G*	01/14/2022	28	3	4.00	4.00	4.00	12.57	66,529	5,294	-	HZ
5*G*	01/14/2022	28	3	4.00	4.00	4.00	12.57	65,683	5,227	-	HZ
6*G*	01/14/2022	28	3	4.00	4.00	4.00	12.57	68,733	5,470	5,330	HZ

Remarks Cylinders are tested at seven (7) days to get an early indication of the potential strength of the concrete, but the seven (7) day results are not to be used for concrete acceptance. When the compressive strength of the concrete has reached 70% of the specified strength, it is a reasonable practice to use this as an indication that 100% of the specified strength will be attained by twenty-eight (28) days.

Remarks All information pertinent to concrete placement, slump, water, class, etc., along with casting the test specimens, was prepared by the client or contractor. Universal Engineering Sciences is only responsible for the compressive strength testing.

Note - *H*- Hold Cylinder -*D*- Defective Cylinder, Un-testable -*E*- Excluded From Average -*G*- Good Condition

Note **Test in compliance with approved plans and specifications**



Reviewed By

To establish a mutual protection to Universal's clients, the Public and ourselves, all reports are submitted as confidential property of our clients and authorization for publication of statements, conclusions or extracts from or regarding Universal's reports is reserved pending our written approval. This report shall not be reproduced, except in full, without the written approval of Univers Engineering Sciences.

OBSERVATION OF CONCRETE PLACEMENT REPORT

PROJECT: Norborne Glebe Ph14a DATE: 10/20/2021

CONTRACTOR: Gull Corp CONCRETE SUPPLIER: TBH Inc

WEATHER: Cloudy AIR TEMP: 50˚F FORM TEMP: n/a CURING BOX? No

PLACEMENT LOCATION: Jack Rabbit Run Curb and Gutter

TRUCK NO.	TICKET NO.	CUBIC YARDS	BATCH TO PLACEMENT TIME < 90 MIN.	1ST SLUMP (IN.)	WATER ADDED (GAL)	2ND SLUMP (IN.)	DISCH. SLUMP (IN.)	CONC TEMP	AIR (%)	TEST SERIES NO.
409	**534147**	**9.5**	**Yes**	**4.0**	**0.0**	**n/a**	**n/a**	**54.0**	**5.0**	**A**
336	534152	9.25	Yes							
409	534182	9.5	Yes							

TOTAL C.Y. **28** **Approved By:** Mark Hood P.E.

CONCRETE MIX PROPORTION/CUBIC YARD

NO.: 3223A CEMENT: ADMIXTURE:

FINE AGG: WATER ICE: ADMIXTURE:

COARSE AGG: NEWCEM: ADMIXTURE:

THE LOCATION THAT TEST SPECIMENS REPRESENT: Jack Rabbit Run Curb and gutter 12+50

METHOD: PRESSURE METER (X) OR VOLUMETRIC ( )

Inspector: Zach Noakes

GeoLogic Consultants, LLC

UNIVERSAL ENGINEERING SCIENCES
Geotechnical Engineering | Construction Materials Testing and Inspection
Building Code Compliance | Environmental Services | Facilities Consulting

14221-B Willard Road, Chantilly, VA 20151 - P: 703-652-5111 - F:

Project No: 2410.1900076.0000
ReportNo.: 2414423-1 CT 122021
WorkorderNo.: 2414423
Lab No.: 21B801-C

Compressive Strength of 4" x 8" Cylinder Test Specimens (ASTM C-39)

Client GeoLogic Consultants, LLC
14301 Sullyfield Circle Suite I, Chantilly, VA20151

Project Norborne Glebe
UES DC Metro Lab, , fairfax County, VA20151

Structural Element:

Sample Location: - Sampled at

Set#1 of 1 | **Sample From:** | **Sample By:** Client On 12/20/2021 | **At Lab On or Before:** 12/27/2021

General Information	Specified Strength / Sampling Times	Placement Information
General Contractor:	**Specified Strength:** 3000 psi @ 28 days	**Truck Load:** N/A
Subcontractor:	**Mix Design Strength:** 3000 psi @ 28 days	**Cumulative Quantity:** N/A
Supplier:	**Water Added at Site:** N/A	**Total Placement for the Day:** N/A
Truck No.: Unknown	**Time Batched:**	
Ticket No.: Unknown	**Time Sampled:**	
Mix Design: Unknown **Admixture:** N/A	**Weather Condition:** Unknown	

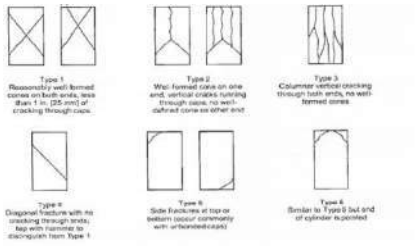
Field Test Results

Air Content: N/A	**Slump:** N/S	**Ambient Temp:** N/S	**Concrete Temp:** N/S	**Unit Weight: N/A**

Results of Laboratory Testing

Test Results	Date Tested	Age Days	Type Of Fracture	Actual Dimen.1 (in)	Actual Dimen.2 (in)	Avg. Dimen. (in)	Test X-Sect. Area (in²)	Max Compressive Load (lbs)	Test Compressive Strength(psi)	Average (psi)	Lab Tech ***
1*G*	12/27/2021	7	2	4.00	4.00	4.00	12.57	48,549	3,863	-	HZ
2*G*	12/27/2021	7	2	4.00	4.00	4.00	12.57	48,439	3,855	-	HZ
3*G*	12/27/2021	7	5	4.00	4.00	4.00	12.57	47,715	3,797	3,840	HZ
4*G*	01/17/2022	28	2	4.00	4.00	4.00	12.57	59,334	4,722	-	HZ
5*G*	01/17/2022	28	2	4.00	4.00	4.00	12.57	59,345	4,723	-	HZ
6*G*	01/17/2022	28	2	4.00	4.00	4.00	12.57	62,193	4,949	4,800	HZ

Remarks	Cylinders are tested at seven (7) days to get an early indication of the potential strength of the concrete, but the seven (7) day results are not to be used for concrete acceptance. When the compressive strength of the concrete has reached 70% of the specified strength, it is a reasonable practice to use this as an indication that 100% of the specified strength will be attained by twenty-eight (28) days.
Remarks	All information pertinent to concrete placement, slump, water, class, etc., along with casting the test specimens, was prepared by the client or contractor. Universal Engineering Sciences is only responsible for the compressive strength testing.
Note	- *H*- Hold Cylinder -*D*- Defective Cylinder, Un-testable -*E*- Excluded From Average -*G*- Good Condition
Note	**Test in compliance with approved plans and specifications**



Reviewed By

To establish a mutual protection to Universal's clients, the Public and ourselves, all reports are submitted as confidential property of our clients and authorization for publication of statements, conclusions or extracts from or regarding Universal's reports is reserved pending our written approval. This report shall not be reproduced, except in full, without the written approval of Univers Engineering Sciences.

OBSERVATION OF CONCRETE PLACEMENT REPORT

PROJECT: Norborne Glebe Ph14a DATE: 12/21/2021

CONTRACTOR: Gull Corp CONCRETE SUPPLIER: TBH Inc

WEATHER: Cloudy AIR TEMP: 40˚F FORM TEMP: n/a CURING BOX? No

PLACEMENT LOCATION: Jack Rabbit Run Curb and Gutter

Stratton Dr Parking Area Radi

TRUCK NO.	TICKET NO.	CUBIC YARDS	BATCH TO PLACEMENT TIME < 90 MIN.	1ST SLUMP (IN.)	WATER ADDED (GAL)	2ND SLUMP (IN.)	DISCH. SLUMP (IN.)	CONC TEMP	AIR (%)	TEST SERIES NO.
347	**534214**	**9.25**	**Yes**	**3.0**	**0.0**	**n/a**	**n/a**	**61.0**	**5.0**	**A**
417	534232	3	Yes							
336	534243	3	Yes							

TOTAL C.Y. **15.25** **Approved By:** Mark Hood P.E.

CONCRETE MIX PROPORTION/CUBIC YARD

NO.: 3223A CEMENT: ADMIXTURE:

FINE AGG: WATER ICE: ADMIXTURE:

COARSE AGG: NEWCEM: ADMIXTURE:

THE LOCATION THAT TEST SPECIMENS REPRESENT: Jack Rabbit Run Curb and gutter 13+00

METHOD: PRESSURE METER (X) OR VOLUMETRIC ( )

Inspector: Zach Noakes

UNIVERSAL ENGINEERING SCIENCES
Geotechnical Engineering | Construction Materials Testing and Inspection
Building Code Compliance | Environmental Services | Facilities Consulting

Project No: 2410.1900076.0000
ReportNo.: 2414424-1 CT 122121
WorkorderNo.: 2414424
Lab No.: 21B802-C

14221-B Willard Road, Chantilly, VA 20151 - P: 703-652-5111 - F:

Compressive Strength of 4" x 8" Cylinder Test Specimens (ASTM C-39)

Client GeoLogic Consultants, LLC
14301 Sullyfield Circle Suite I, Chantilly, VA20151

Project Norborne Glebe
UES DC Metro Lab, , fairfax County, VA20151

Structural Element:

Sample Location: - Sampled at

Set#1 of 1 | **Sample From:** | **Sample By:** Client On 12/21/2021 | **At Lab On or Before:** 12/27/2021

General Information		Specified Strength / Sampling Times		Placement Information
General Contractor:		**Specified Strength:**	3000 psi @ 28 days	**Truck Load:** N/A
Subcontractor:		**Mix Design Strength:**	3000 psi @ 28 days	**Cumulative Quantity:** N/A
Supplier:		**Water Added at Site:**	N/A	**Total Placement for the Day:** N/A
Truck No.:	Unknown	**Time Batched:**		
Ticket No.:	Unknown	**Time Sampled:**		
Mix Design:	Unknown **Admixture:** N/A	**Weather Condition:**	Unknown	

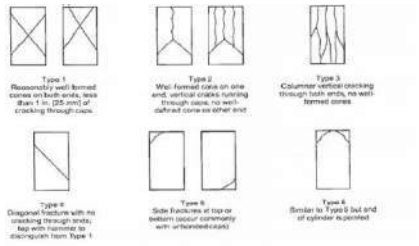
Field Test Results

Air Content: N/A	**Slump:** N/S	**Ambient Temp:** N/S	**Concrete Temp:** N/S	**Unit Weight: N/A**

Results of Laboratory Testing

Test Results	Date Tested	Age Days	Type Of Fracture	Actual Dimen.1 (in)	Actual Dimen.2 (in)	Avg. Dimen. (in)	Test X-Sect. Area (in²)	Max Compressive Load (lbs)	Test Compressive Strength(psi)	Average (psi)	Lab Tech ***
1*G*	12/28/2021	7	2	4.00	4.00	4.00	12.57	60,046	4,778	-	HZ
2*G*	12/28/2021	7	5	4.00	4.00	4.00	12.57	44,054	3,506	-	HZ
3*G*	12/28/2021	7	2	4.00	4.00	4.00	12.57	63,723	5,071	4,450	HZ
4*G*	01/18/2022	28	5	4.00	4.00	4.00	12.57	87,532	6,966	-	HZ
5*G*	01/18/2022	28	2	4.00	4.00	4.00	12.57	85,406	6,796	-	HZ
6*G*	01/18/2022	28	2	4.00	4.00	4.00	12.57	88,704	7,059	6,940	HZ

Remarks	Cylinders are tested at seven (7) days to get an early indication of the potential strength of the concrete, but the seven (7) day results are not to be used for concrete acceptance. When the compressive strength of the concrete has reached 70% of the specified strength, it is a reasonable practice to use this as an indication that 100% of the specified strength will be attained by twenty-eight (28) days.
Remarks	All information pertinent to concrete placement, slump, water, class, etc., along with casting the test specimens, was prepared by the client or contractor. Universal Engineering Sciences is only responsible for the compressive strength testing.
Note	- *H*- Hold Cylinder -*D*- Defective Cylinder, Un-testable -*E*- Excluded From Average -*G*- Good Condition
Note	**Test in compliance with approved plans and specifications**



Reviewed By

To establish a mutual protection to Universal's clients, the Public and ourselves, all reports are submitted as confidential property of our clients and authorization for publication of statements, conclusions or extracts from or regarding Universal's reports is reserved pending our written approval. This report shall not be reproduced, except in full, without the written approval of Univers Engineering Sciences.

Kimley»Horn

Memorandum

To: Mr. Mark Flynn,
Arcadia Land Inc
108 N George St, 2nd Floor
Charles Town, WV 25414

From: Mark Phillips, P.E.

Through: Mr. James Newman, AICP
City Planner, Zoning/Subdivision Administrator
City of Charles Town
101 E Washington Street
Charles Town, WV 25414

Date: December 7, 2023

Subject: Norborne Glebe Subdivision Phase 14A Bond Release Request Review

This memorandum summarizes our review of the Bond Release Application for the Norborne Glebe Subdivision Phase 14A (dated November 3, 2023, by Morris & Ritchie Associates, Inc.) for a bond reduction of $329,306.02. Using the As-builts dated September 8, 2022, a site visit conducted by Kimley-Horn, and the Final Site Work Certification from GeoLogic Consultants LLC dated August 30, 2023, it is our opinion that the bond release application is a reasonable representation of the work completed in the field.

Thank you for the opportunity to review this Bond Release Application. In the meantime, please feel free to contact us at 703-870-3631 should you have any questions.

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager
Associate

NORBORNE GLEBE

PHASE 14-A

PRELIMINARY SUBDIVISION / LAND DEVELOPMENT PLAT

MAJOR SLD 2017-04

CITY OF CHARLES TOWN

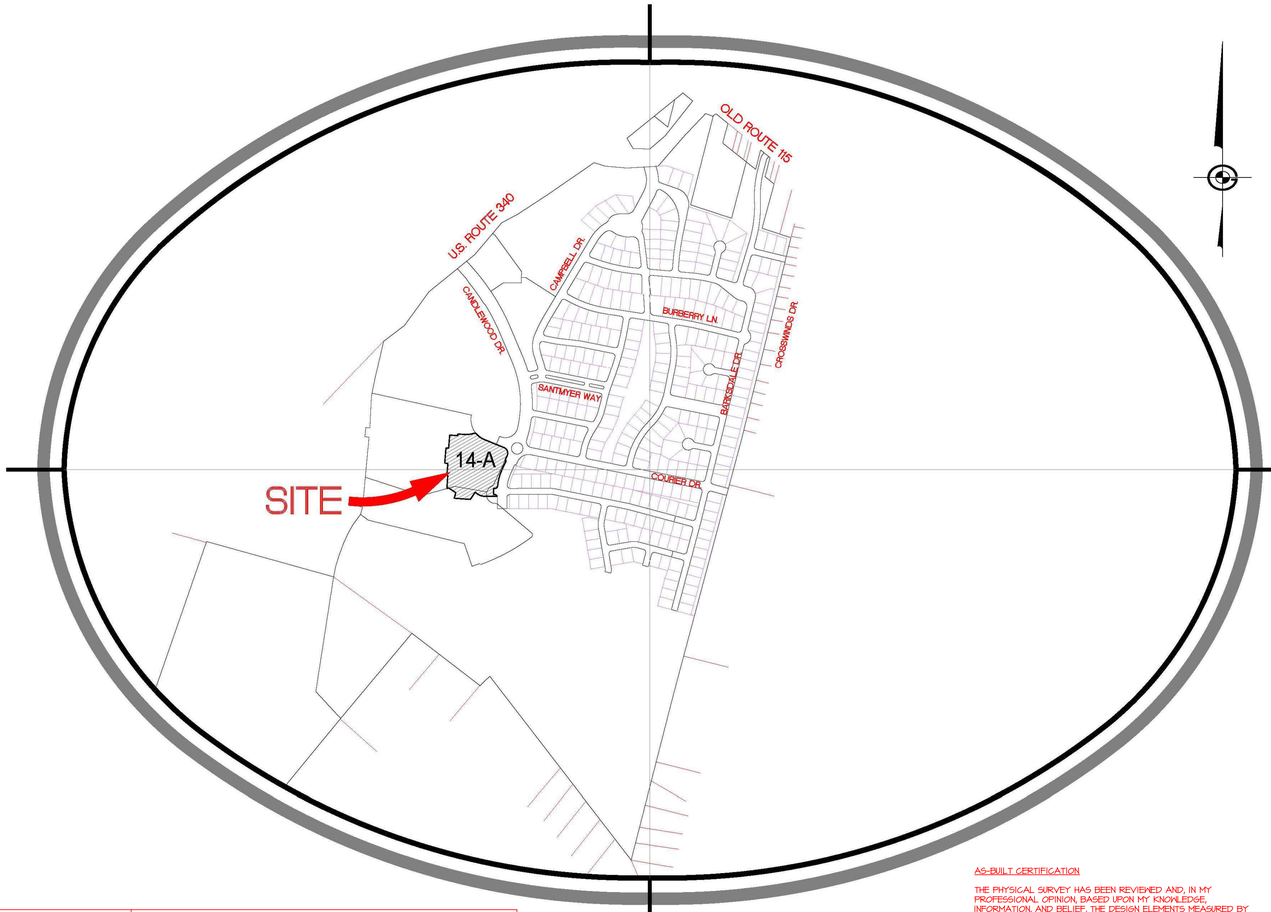
JEFFERSON COUNTY, WEST VIRGINIA

ZONED NEIGHBORHOOD RESIDENTIAL (NR)

Plan Revisions

Date	Comment
09/14/2017	Revised Per C.T.U.B. Comments
09/28/2017	Revised Per J.C.P.S.D. Comments
01/25/2018	Revised Per City of Charles Town Comments
02/16/2018	Revised Per Portion of the "Client Review" Comments
08/06/2018	Revised Per Client Bid Clarification
08/09/2018	Revised Per Client Bid Clarification
10/01/2018	Revised Per City of Charles Town Comments
11/09/2018	Revised Per Agency Comments
11/26/2018	Waiver Approvals
01/20/2019	**Zoning Administrator Approval Issued**
02/09/2021	Revised Lot Geometry, Grading and Utility Alignments

SITE AS-BUILT



VICINITY MAP

SCALE: 1" = 600'

Sheet List Table

Sheet Number	Sheet Title
1	Cover Sheet
2	General Notes & Site Computations
3	Adjoining Owner Information and Phasing Key
4	Erosion & Sediment Control Plan
5	Erosion & Sediment Control Narrative
6	Erosion & Sediment Control Details
7	Road & Utility Plan
8	Grading Plan
9	Preliminary Plat
10	Waterline Profiles
11	Sanitary Sewer Profiles
12	Storm Sewer Profiles
13	Storm & Sanitary Sewer Computaions
14	Storm Details
15	Storm Details
16	Storm Details
17	Site Details
18	JCPSD Details
19	JCPSD Details
20	Charles Town Utility Board Water Details
21	Lighting Details
22	Landscape Plan

Charles Town - Complete List of Waivers/Variances

Ordinance	Section of Ordinance	Description of Waiver or Variance	Date Granted
SLDO-CTWV	1333.07	10' Driveways	11/26/2018
SLDO-CTWV	Appendix A	Typical Road Section	11/26/2018
SLDO-CTWV	1333.09	Sidewalk Width & Separation	11/26/2018

"This property is not (is) in an area designated as a special flood area, as shown on Community Map/panel Number 540066/0138, Effective date 12/18/2009."

CALL "MISS UTILITY"

WEST VIRGINIA UTILITY PROTECTION SERVICE AT 811 OR 1-800-245-4848, 48 HOURS PRIOR TO THE START OF WORK. EXCAVATORS MUST NOTIFY ALL PUBLIC UTILITY OPERATORS WHO MAINTAIN UNDERGROUND UTILITY LINES IN THE AREA OF PROPOSED EXCAVATING OR BLASTING AND HAVE THOSE FACILITIES LOCATED BY THE UTILITY COMPANIES PRIOR TO COMMENCING EXCAVATION. THE EXCAVATOR IS RESPONSIBLE FOR COMPLIANCE WITH ALL COUNTY REQUIREMENTS, WEST VIRGINIA CODE AND REGULATIONS.

UTILITY NOTICE REQUIRED

Contractors shall notify all public utility operators who maintain underground utility lines in the area of proposed excavating or blasting at least two (2) working days, but not more than ten (10) working days, prior to commencement of excavation or demolition. Names and telephone numbers of the operators of underground utility lines appear below. These numbers shall also be used to serve in an emergency condition

Water:	Charles Town Utility Board 832 S. George Street Charles Town, WV 25414 (304) 725-2316
Sewer:	Jefferson County Public Service District 340 Edmond Road Kearneysville, WV 25430 (304) 725-4647
Power:	Potomac Edison P.O.Box 3615 Akron, OH 44309 (800) 686-0011
Phone:	Frontier Communications 1108 N. Mildred Street Ranson, WV 25438 (304) 728-8500

MRA

MORRIS & RITCHIE ASSOCIATES, INC.

ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
604 SOUTH KING STREET
LEESBURG VA 20175
PHONE: (703) 994-4047
MRAGTA.COM

Copyright 2022 Morris & Ritchie Associates, Inc.

AS-BUILT CERTIFICATION

THE PHYSICAL SURVEY HAS BEEN REVIEWED AND, IN MY PROFESSIONAL OPINION, BASED UPON MY KNOWLEDGE, INFORMATION, AND BELIEF, THE DESIGN ELEMENTS MEASURED BY THE PHYSICAL SURVEY COMPLY WITH THE APPROVED PLANS. THIS REVIEW DOES NOT IMPLY IN ANY WAY THAT (I) INSPECTIONS WERE MADE DURING THE CONSTRUCTION, (II) TO THE QUALITY OF THE WORK, OR (III) TO ANY ELEMENT OR STRUCTURE NOT VISIBLE OR DEPICTED ON THE PHYSICAL SURVEY.

JON K. ERICKSON VLS#2402 SEPTEMBER 08, 2022

JON K. ERICKSON — LICENSED — No. 2302 — STATE OF WEST VIRGINIA — PROFESSIONAL SURVEYOR — 04/08/22

"This Preliminary Plan and Plat was approved by the City of Charles Town, on the _____ day of _____, 20_____, subject to any conditions specified hereon.

All expenses incurred with respect to improvements for all utility services, paving, grading, landscaping, curbs, gutters, sidewalks, road lighting, road signs, flood protection devices, drainage structures and all other improvements that may be required shall be the responsibility of the subdivider and not the City.

_____ _____
Secretary of the Planning Commision Date

"The developer, in signing this plat/plan, agrees to abide by all conditions, terms and specifications provided heron; and to complete all the improvements required by the Preliminary Plat and Plan or site plan."

_____ _____
ARCADIA LAND, INC. Date
1602 VILLAGE MARKET BLVD., STE. 235
LEESBURG, VA 20176

"The Engineer and/or Surveyor, in signing this plat/plan, attests to the best of his or her knowledge, is plan is complete and accurate."

_____ _____
RANDY L. KEPLER, P.E. Date
GREENWAY ENGINEERING INC.

APPROVALS

_____ _____
PRELIMINARY PLAT APPROVAL DATE

_____ _____
PLANNING COMMISSION DATE

_____ _____
ZONING ADMINISTRATOR DATE

THESE PLANS ARE IN CONFORMANCE WITH CITY OF CHARLES TOWN STANDARDS AND ORDINANCES. ANY DEVIATION OR CHANGE IN THESE PLANS SHALL BE APPROVED BY THE ZONING ADMINISTRATOR PRIOR TO CONSTRUCTION

DEVELOPER
ARCADIA LAND, INC.
108 NORTH GEORGE STREET, 2ND FLOOR
CHARLES TOWN, WEST VIRGINIA 25414
(703) 840-4585

OWNER
ARCADIA LAND, INC.
108 NORTH GEORGE STREET, 2ND FLOOR
CHARLES TOWN, WEST VIRGINIA 25414
(703) 840-4585

704 Foxcroft Avenue
Martinsburg, West Virginia 25401
Telephone: (304) 820-3111
Fax: (540) 338-5831
www.greenwayeng.com

GREENWAY ENGINEERING

PROUDLY SERVING VIRGINIA & WEST VIRGINIA
OFFICES IN: WINCHESTER, VA & MARTINSBURG, WV

COVER SHEET

Norborne Glebe
Phase 14-A
City of Charles Town - Jefferson County, West Virginia

RANDY L. KEPLER — LICENSED — 17707 — STATE OF WEST VIRGINIA — PROFESSIONAL ENGINEER

Date: 06/09/2017
Scale: As Noted
Designed By: EJG/RLK
File No. 4542L
Sheet 1 Of 22
File #:

SITE AS-BUILT

CANDLEWOOD DRIVE

JACK RABBIT LANE

HIGH HOPES WAY

STRAWBERRY AVE.

PHASE 8 BOUNDARY

PHASE 14A BOUNDARY

Pre-Blast 25' For Future Santary Sewer

Lot 9 Slab = 489 Garage = 489.7
Lot 10 Slab = 489.9 Garage = 489.9
Lot 13 Slab = 490.1 Garage = 490.1
Lot 14 Slab = 491.1 Garage = 490.6
Lot 15 Slab = 491.1
Lot 16 Slab = 491.8
Lot 17 Slab = 492.5
Lot 18 Slab = 492.5 Garage = 492.0
Lot 19 Slab = 493.2 Garage = 492.7
Lot 20 Slab = 493.2 Garage = 493.2
Lot 21 Slab = 493.2 Garage = 492.7
Lot 22 Slab = 494.6 Garage = 494.1
Lot 1 Slab = 483.3 Garage = 482.8
Lot 2 Slab = 484.0 Garage = 483.5
Lot 3 Slab = 484.7 Garage = 484.2
Lot 4 Slab = 485.4 Garage = 484.9
Lot 5 Slab = 486.1 Garage = 485.6
Lot 6 Slab = 486.8 Garage = 486.3
Lot 7 Slab = 487.5 Garage = 487.0
Lot 8 Slab = 488.8 Garage = 488.3
Lot 23 Slab = 490.6 Garage = 490.1
Lot 24 Slab = 489.3 Garage = 488.8
Lot 25 Slab = 488.6 Garage = 488.1
Lot 26 Slab = 487.9 Garage = 487.4
Lot 27 Slab = 487.2 Garage = 486.7
Lot 28 Slab = 486.5 Garage = 486.0
Lot 29 Slab = 485.8 Garage = 485.3
Lot 30 Slab = 485.1 Garage = 484.6
Lot 31 Slab = 484.4 Garage = 483.9

100 YEAR W.S.E. = 471.09
10 YEAR W.S.E. = 469.77
2 YEAR W.S.E. = 468.31

704 Forest Avenue
Martinsburg, West Virginia 25401
Phone: (304) 262-5111
Fax: (540) 722-9628
www.greenwayeng.com

GREENWAY ENGINEERING
PROUDLY SERVING VIRGINIA & WEST VIRGINIA
OFFICES IN: WINCHESTER, VA & MARTINSBURG, WV

Grading Plan
Norborne Glebe
Phase 14-A
City of Charles Town - Jefferson County, West Virginia

Rev. No.	Date
1	10/1/2018
2	11/09/2018
3	2/9/2021

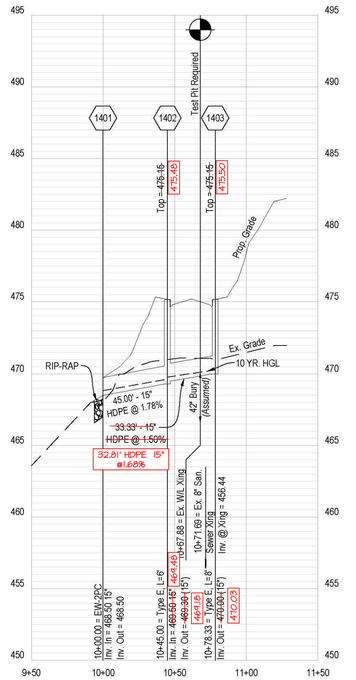
LINDY L KEPLEY — REGISTERED — 22 — STATE OF WEST VIRGINIA — PROFESSIONAL ENGINEER

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
604 SOUTH KING STREET
LEESBURG VA 20175
PHONE: (703) 994-4047
MRAGTA.COM

Copyright 2022 Morris & Ritchie Associates, Inc.

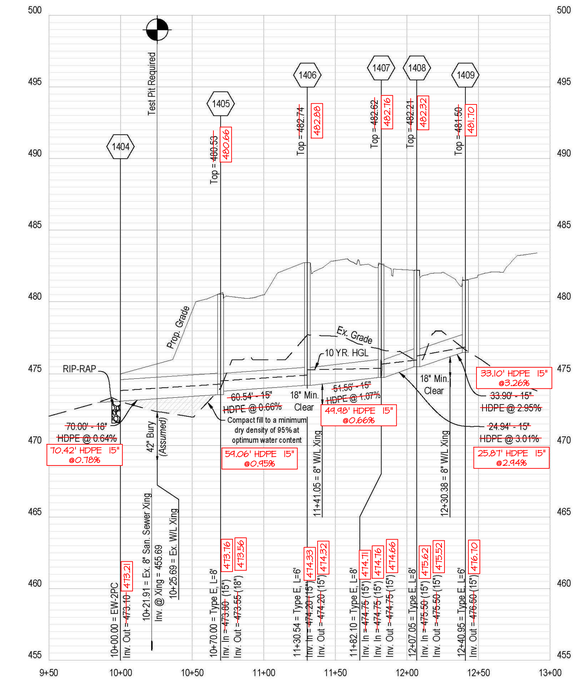
Date: 06/09/2017
Scale: 1" = 30'
Designed By: EJG/RLK
File No. 4542L
Sheet 8 Of 22
File #:

30 15 0 30
SCALE: 1" = 30'



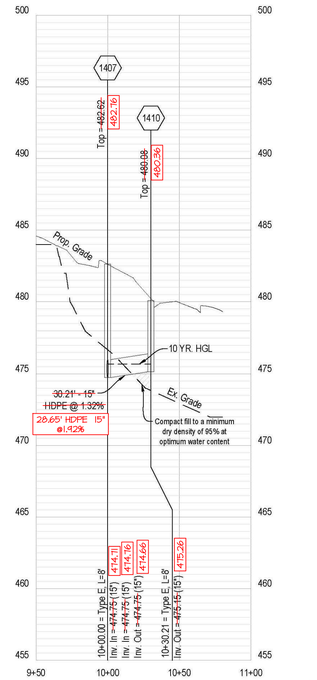
Storm Sewer Structures 1401 - 1403

Horizontal Scale: 1" = 50' & Vertical Scale: 1" = 5'



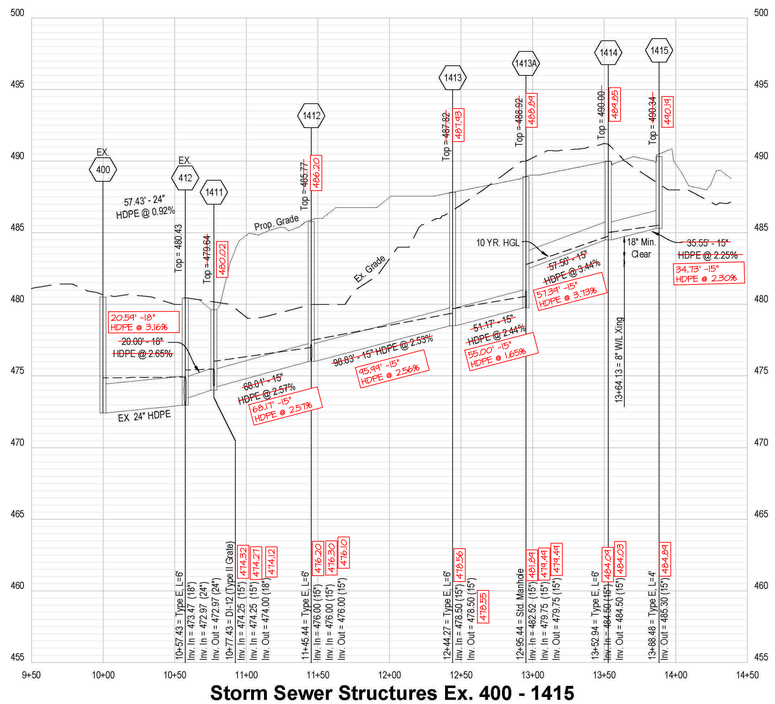
Storm Sewer Structures 1404 - 1409

Horizontal Scale: 1" = 50' & Vertical Scale: 1" = 5'



Storm Sewer Structures 1407 - 1410

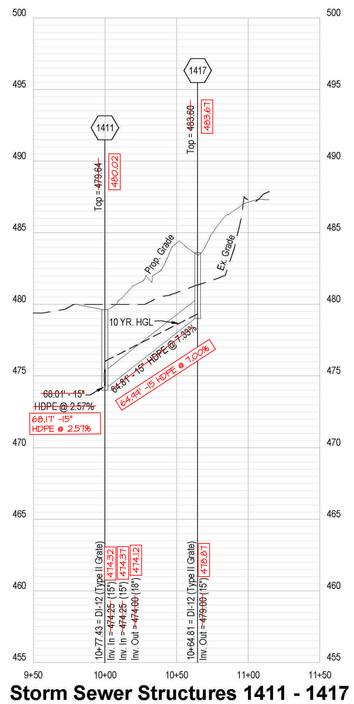
Horizontal Scale: 1" = 50' & Vertical Scale: 1" = 5'



Storm Sewer Structures Ex. 400 - 1415

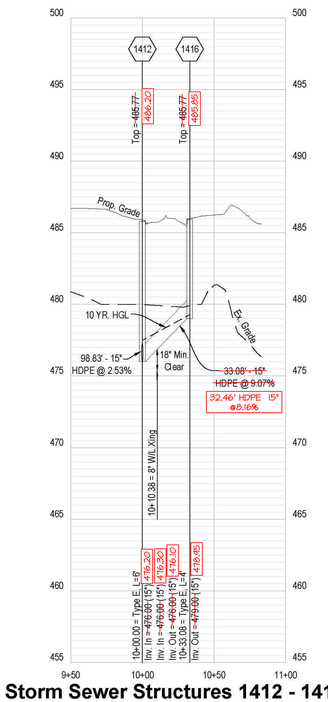
Horizontal Scale: 1" = 50' & Vertical Scale: 1" = 5'

SITE AS-BUILT



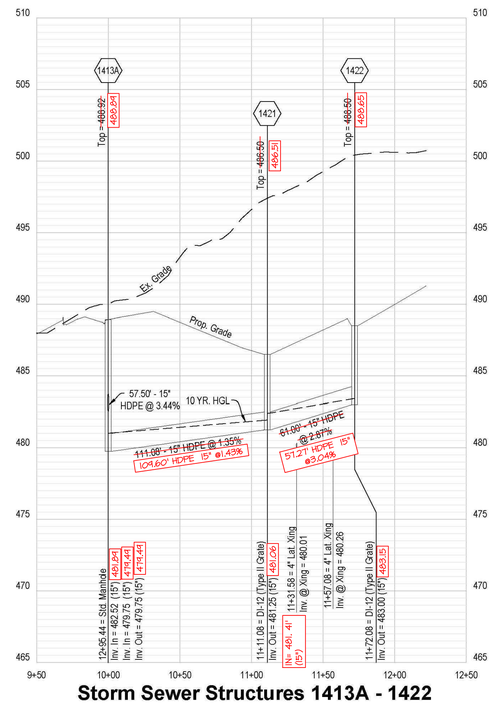
Storm Sewer Structures 1411 - 1417

Horizontal Scale: 1" = 50' & Vertical Scale: 1" = 5'



Storm Sewer Structures 1412 - 1416

Horizontal Scale: 1" = 50' & Vertical Scale: 1" = 5'



Storm Sewer Structures 1413A - 1422

Horizontal Scale: 1" = 50' & Vertical Scale: 1" = 5'

50 25 0 50
SCALE: 1" = 50'

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
604 SOUTH KING STREET
LEESBURG VA 20175
PHONE: (703) 994-4047
MRAGTA.COM

Copyright 2022 Morris & Ritchie Associates, Inc.

704 Foxcroft Avenue
Martinsburg, West Virginia 25401
Telephone: (304) 263-8951
Fax: (540) 722-9591
www.greenwayeng.com
GREENWAY ENGINEERING
PROUDLY SERVING VIRGINIA & WEST VIRGINIA
OFFICES IN: WINCHESTER, VA & MARTINSBURG, WV

Storm Sewer Profiles
Norborne Glebe
Phase 14-A

City of Charles Town - Jefferson County, West Virginia

Rev. No.	Date
1	10/01/2018
2	11/09/2018
3	02/09/2021
4	05/03/2021

ANDY L. KERNS — REGISTERED — STATE OF — WEST VIRGINIA — PROFESSIONAL ENGINEER

Date: 06/09/2017

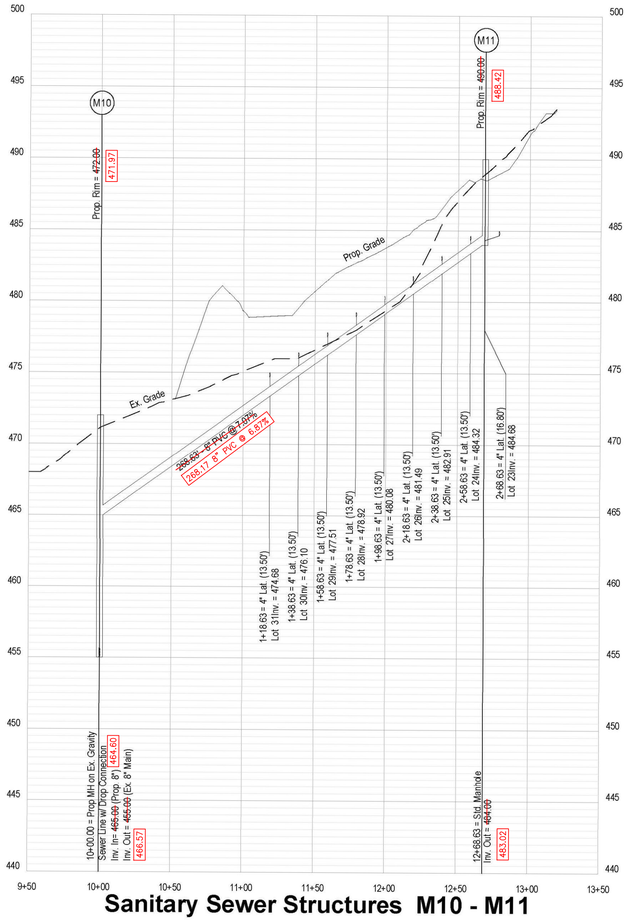
Scale: H: 1" = 50' & V: 1" = 5'

Designed By: EJG/RLK

File No. 4542L

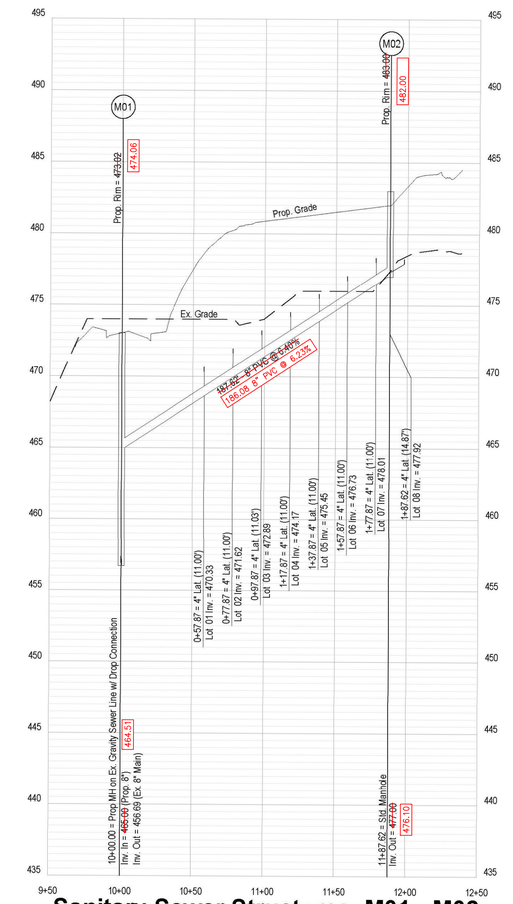
Sheet 12 Of 22

File #:



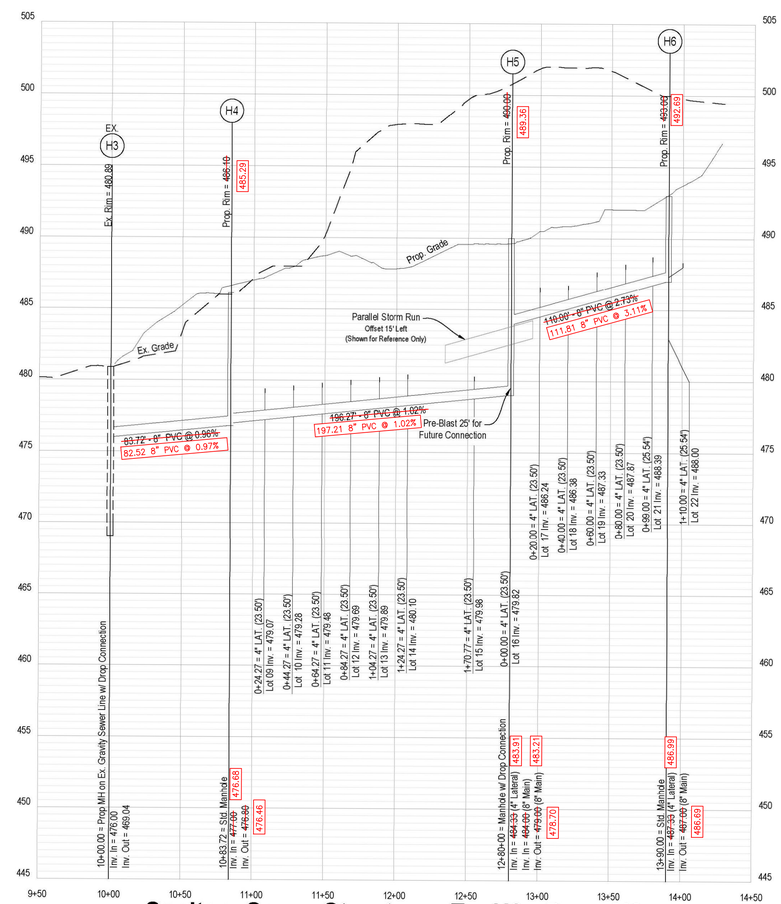
Sanitary Sewer Structures M10 - M11

Horizontal Scale: 1" = 50' & Vertical Scale: 1" = 5'



Sanitary Sewer Structures M01 - M02

Horizontal Scale: 1" = 50' & Vertical Scale: 1" = 5'



Sanitary Sewer Structures Ex. H3 - Prop. H6

Horizontal Scale: 1" = 50' & Vertical Scale: 1" = 5'

50 25 0 50
SCALE: 1" = 50'

704 Fox Run Avenue
Martinsburg, West Virginia 25401
Telephone: (304) 620-5111
Fax: (540) 722-9528
www.greenwayeng.com

GREENWAY ENGINEERING

PROUDLY SERVING VIRGINIA & WEST VIRGINIA
OFFICES IN: WINCHESTER, VA & MARTINSBURG, WV

Sanitary Sewer Profiles
Norborne Glebe
Phase 14-A

City of Charles Town - Jefferson County, West Virginia

Rev. No.	Date
5	08/09/2018
6	11/09/2018
7	02/09/2021

RANDY L KEELS
REGISTERED
No. 022720
STATE OF
W. VIRGINIA
PROFESSIONAL ENGINEER

Date: 06/09/2017

Scale: H: 1" = 50' & V: 1" = 5'

Designed By: EJG/RLK

File No. 4542L

Sheet 11 Of 22

File #:

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
604 SOUTH KING STREET
LEESBURG VA 20175
PHONE: (703) 994-4047
MRAGTA.COM

Copyright 2022 Morris & Ritchie Associates, Inc.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-168: Downtown Holiday Lights Discussion

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-179: FY24 Budget Revision #3

$33,000 transfer from the Contingencies Account (699) to the Fairs/Festival Account (903),

ATTACHMENTS:

- Budget Revision #3 - Detail.pdf

Budget Revision #3 Detail

Department: **413 - Treasurer's Office**

		Amount
Transfer from:		
001-699-Contingency		$ (55,000.00)
Transfer to:		
001-413-03 - Treasurer Salaries		$ 55,000.00
	Net Budget Impact:	**$ -**

Justification: Reimbursement to Treasurer's Salaries for Star Chapman Group Contract for Accounting Services Approved by Finance Committee at February 7, 2024 meeting

Budget Revision #3 Detail

Department: **903 - Fairs & Festivals**

		Amount
Transfer from:		
001-699-Contingency		$ (33,000.00)
Transfer to:		
001-903-30 - Contracted Services		$ 16,300.00
001-903-41 - Departmental Supplies		$ 16,700.00
	Total:	$ 33,000.00
	Net Budget Impact:	$ -

Justification: WV Fest expense realignment to fiscal year
Approved by Finance Committee at February 7, 2024 meeting

Budget Revision #3 Detail

Department: **750 - Streets**

		Amount
Transfer from:		
001-699-Contingency		$ (14,451.30)
Transfer to:		
001-750-30- Streets Contracted Services		$ 14,451.30
	Net Budget Impact:	$ -

Justification: Reimbursement for snow removal services (Kable Excavating, LLC)

Budget Revision #3 Detail

Department: **207 - Parks & Recreation**

	Amount
Transfer from:	
001-699-Contingency	$ (4,000.00)
Transfer to:	
207-680-33-Other Contributions/Transfers	$ 4,000.00
Net Budget Impact:	$ -

Justification: Municipal contribution toward Fireworks at Sam Michael's park
Approved at City Council meeting on February 5, 2024

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-181: Approval of Annex Building Obsolete Controller – Boland Quote $10,200

The Finance Committee recommends using City's Capital Reserve Account to fund the work.

ATTACHMENTS:

- 661 S George St, Charles Town - Annex Building, Other Controls.docx

BOLAND

30 West Watkins Mill Road ● Gaithersburg, MD 20878
Office: (202) 868-2125 ● Cell: (410) 920-5752
www.boland.com ● Email: kenan.megahed@boland.com

DATE: January 30, 2024

PRESENTED TO:
[Full Name of Client]
City of Charles Town
101 E Washington St.
Charles Town, WV

JOB LOCATION:
Annex Bldg – Controls Upgrade
661 S George St
Charles Town, WV

SCOPE OF WORK:

Boland is pleased to offer this proposal to supply all required material, labor and subcontractors necessary to provide the following:

1. Upgrade previous generation Niagara AX controls system to the Niagara N4 system
    a. Furnish and install necessary JEN-PC8000 controller with 25 device core and additional 10-device core add.
    b. Furnish 18-month software maintenance agreement.
    c. Furnish and install single port LON module for existing LON link
    d. Furnish and install 10-inch touch display screen for operator workstation.
    e. Existing custom graphics (status pages, floor plans, dashboards, etc.) to be reused and transitioned to new platform.
2. Provide operations and maintenance manuals for provided hardware.
3. Provide new control as-built drawings reflecting updates to system.

CLARIFICATIONS:

1. Labor for installation of software updates is excluded, unless noted above.
2. If owner provided internet connection, owner is responsible securing network.
3. Excludes replacement of existing sensors, valves, actuators or any controllers not specified in this proposal.
4. Excludes reworking or upgrades to any life safety system.
5. Painting and patching are excluded.

Any service not listed is excluded.

PRICE: **$10,200**

CLIENT ACCEPTANCE

Signature:
Print Name:
Title:
PO:
Date: _____

BOLAND CONTACT

Signature:
Print Name: Ken Megahed
Title: Controls Account Executive
Date: _____

Proposal is valid for 30 days. The attached terms and conditions are a part of this proposal and hereby incorporated within.

1. General Conditions

1.1 Boland agrees to perform the Work specified in the Proposal ("the Work"), incorporated herein by reference.

1.2 Customer agrees to provide reasonable and timely access to all equipment related to the Work. Unless otherwise specified in the Proposal, the Work shall be performed during normal working hours (Monday – Friday, 7:00 a.m. – 4:00 p.m.).

1.3 For Service Contracts, Boland will provide recommended repair proposals after the first running inspection. For Full Service (Parts & Labor) Contracts, completion of these repairs is a prerequisite for coverage under the contract.

1.4 Assignment/Transfer of Ownership.

This agreement may not be assigned in whole or in part, nor may the service(s) or equipment provided hereunder be resold, sublet, or otherwise transferred to any third party without the express, prior written consent of Boland. Customer agrees, in the event of sale or transfer of ownership or management of the premises at which the equipment is located, to remain liable for the total annual cost of the contract, unless the transferee, subject to Boland credit approval, agrees in writing to Boland to assume all Customer's obligations under this contract.

1.5 Choice of Law/Forum Selection.

Should any dispute arise under this agreement, it shall be interpreted pursuant to the laws of the state of Maryland. Any such dispute requiring litigation shall be decided in the state of Maryland in a court of competent jurisdiction located in Montgomery County, Maryland.

1.6 Entire Agreement.

All prior representations or agreements not incorporated herein are superseded. This agreement, together with the Proposal and any exhibits, shall constitute the entire agreement between Boland and Customer.

1.7 If the conditions at the Work site differ materially from expected conditions and cause an increase in Boland's cost of, or time required for, performance of any part of the Work, Boland shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Contract Price, contract time, or both.

2. Payment

2.1 Unless otherwise specified in the Proposal, payment in full shall be due within 30 days of invoice. Boland reserves the right to issue progress billings at a minimum of once per month. Failure of the Customer to make timely payment shall release Boland of its obligations under this the Proposal and Agreement.

2.2 For any accounts outstanding for more than 30 days, Boland reserves the right to add a service charge of 1.5% per month or 18% per year.

2.3 Maintenance Agreements.

As to maintenance agreements with monthly or quarterly payment obligations, the parties agree that the payments terms of these contracts are determined by Boland based on the annual payment amount and the monthly payments are offered as a courtesy to the Customer; accordingly, upon any termination by Customer, an Amount proportional to the work performed to date will be due to Boland.

2.4 Emergency Services.

Unless otherwise specified in the Proposal, Customer will be responsible for additional invoices for any emergency services provided by Boland. If work performed outside of the hours set forth in Section 1.2 is requested by customer or reasonably required to remediate any emergency, Boland will charge "time and a half" for work on Saturday and after normal hours Monday through Friday; Boland will charge "double time" for work on Sunday and holidays and after normal hours on Saturday.

3. Warranty

3.1 Unless otherwise specified in the Proposal, Boland will complete all work in a workmanlike manner according to standard trade practices and will guarantee service for 90 days following the completion date, subject to the conditions and exclusions set forth in Section 4.

3.2 Subject to the exclusions specified in Section 4, Boland will pass to Customer any and all manufacturer warranties that apply to any materials supplied by Boland.

THIS WARRANTY AND LIABILITY SET FORTH IN THE PRIOR PARAGRAPHS IS IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, EXPRESSED OR IMPLIED IN LAW OR FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTIBILITY AND FITNESS FOR PARTICULAR USE.

4. Exclusions

4.1 Warranty Exclusions.

The following exclusions shall void any warranty otherwise in place:

(a) Corrosion or other deterioration resulting from forces not within Boland's control;
(b) Substitution of materials for any reason including, but not limited to, government regulations;
(c) Failure to properly operate equipment according to the manufacturer's Installation, Operation, and Maintenance Manual;
(d) Failure to supply adequate power to the equipment; and/or
(e) Repair or any alteration made by anyone other than Boland.

4.2 Unless otherwise specified in the Proposal, Boland does not assume responsibility for the following:

(a) Any item set forth in Section 4.1;
(b) Normal day-to-day operation of the equipment;
(c) Duct work, heat exchangers, electrical disconnect switches, air filters, recording instruments, gauges or thermometers, chilled or condenser water piping;
(d) Water treatment;
(e) Maintenance and repair of ancillary equipment; and/or
(f) Equipment failure, except where damages are directly due to the sole negligence of Boland.

4.3 Force Majeure.

Boland shall not be responsible for any damages, including but not limited to damages for delay or inability to perform the Work owing to the following reasons:

(a) Flood, fire, lightning, riots, civil unrest, or any other force of nature;
(b) Strikes or labor troubles affecting Boland's employees or agents who perform the services related to the Work;
(c) Delays in transportation that are outside of Boland's control;
(d) Orders or regulations established by government authority;
(e) Any utility or power service connected to the equipment involved in the Work, including any failure or disruption thereof; and/or
(f) Any other reasonably unforeseeable cause outside of Boland's control, including but not limited to Boland's inability to obtain necessary parts despite reasonable efforts.

It is expressly agreed that any unauthorized alteration of the equipment shall further release and terminate all obligations of Boland pursuant to this agreement.

5. Indemnification

5.1 To the fullest extent permitted by law, Customer shall indemnify, defend, and hold harmless Boland from any and all claims, actions, costs, expenses, damages, and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or tangible property not caused by the sole negligence or intentional misconduct of Boland. This duty to indemnify shall continue in full force and effect, notwithstanding the expiration or early termination of this agreement.

5.2 In addition to the indemnity provision set forth above, Customer agrees to indemnify and save Boland, its employees, and subcontractors harmless from and against any loss, injury, or liability of any nature arising out of or resulting from exposure of any person or property to hazardous conditions and/or materials at the job site.

5.3 In no event shall Boland be liable to Customer for any special, indirect, consequential, punitive, or exemplary damages, including but not limited to business interruption or lost profits, arising out of or relating to this Agreement or the performance or breach thereof. Any liability on the part of Boland shall be limited to the purchase price for products or services agreed upon with the Customer.

6. Hazardous Conditions and/or Materials

6.1 Unless otherwise specified in the Proposal, Customer shall be responsible for proper disposition of hazardous materials including but not limited to used oil and contaminated refrigerant.

6.2 Boland shall not be responsible for the detection, abatement, encapsulation, or removal of any hazardous conditions and/or materials, including but not limited to asbestos, lead, mold, mildew and the growth of hazardous microbic organism or mycotoxins.

If Boland encounters hazardous conditions and/or materials at the Work site Boland shall immediately stop work and notify Customer of such conditions promptly.

6.3 If any such hazardous conditions and/or materials are discovered, Customer shall immediately endeavor to:

(a) Abate and/or remove any such hazardous materials and/or remediate any other hazardous condition(s); and

(b) Protect Boland, its employees, agents, and subcontractors from any such hazardous materials if Boland reasonably deems it necessary to perform the Work.

7. Energy Policy Act Design Allocation

7.1 For projects in government-owned buildings, Customer agrees that for the Work on the Project hereunder, Boland Trane Services, Inc. shall be the "designer" as that term is identified in the Energy Policy Act of 2005, and Boland Trane Services, Inc. shall have the exclusive right to report to any federal, state, or local agency, authority or other party, including without limitation under Section 179(b) of the Energy Policy Act of 2005, any tax benefit associated with the Work. Upon Final Completion, Customer agrees to execute a Written Allocation including a Declaration related to Section 179D of the Internal Revenue Code. Boland Trane Services, Inc. will prepare the Declaration and all accompanying documentation. Boland Trane Services, Inc. will be designated the Section 179D beneficiary.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-180: Review and Approve the Capital Budget Re-Allocation – Revision 1

Transfer FY2024 Capital Budget line item ($75,000) to the Walking Bridges at Happy Retreat and Evitts Run Park FY2024 Capital Budget line item bringing the total of that line item to $100K.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-182: Review and Approve the Inter-Department Transfer. Does Not Require a WV Approved Budget Revision.

Transfer $2,532 within the Building Inspections Account (436) to the Advertising line item ($1,316.) and the Travel line item ($1,216.) to cover excess required travel costs associated with department training and excess advertising costs for the City's job postings requirements.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-183: Approval of the Star-Chapman Group Agreement and Cost Limit of $55,000.

ATTACHMENTS:

- Engagement Letter II - The City of Charles Town.doc

THE STAR~CHAPMAN GROUP, INC.
44084 Riverside Parkway, Suite 120
Lansdowne, VA 20176
(703) 577-9513

January 31, 2024

Krista Davis, Bob Trainor, and John Nissel
City of Charles Town

Dear Krista, Bob, and John:

Thank you for allowing The Star~Chapman Group, Inc. to bid on providing accounting services for the City of Charles Town. This letter confirms the services we will provide.

The Star~Chapman Group will review the books and records of the city, provide advisory services as warranted, prepare all required journal entries, perform reconciliations of the various accounts and funds, maintain the general ledger, and assist in the implementation of the fiscal year budget into the accounting software. Any accounting services that are outside of this scope of work will also be provided as well.

We propose that this assignment be a hybrid role that would include some onsite days as well as some remote workdays. Our initial proposal is that Chris Longerbeam be onsite for a minimum of 2 days per week, but would be onsite as much as needed so that the goals and deadlines of the City are met.

Our fee for these services would be a monthly retainer of $11,000. In the event that any one month would have less then the required of time the invoice will be billed on an hourly rate of $158.00. Invoices will be presented on the first day of the assignment with payment due upon receipt. If the assignment should end prior to a full month's worth of work the fee would then be prorated for that month and the excess, if any, returned to the City.

Thank you again for choosing The Star~Chapman Group, Inc. to provide you with your financial reporting services. We appreciate your business.

If this letter accurately summarizes your understanding of our agreement, please sign the enclosed copy in the space indicated and return it to us.

Thank you again for choosing our firm. We appreciate your business.

Sincerely,

Tim Starinieri, CPA
President

Accepted by:

_____ _____
Date

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-188: First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 3 Taxes and Service Charges, Article 745 Business And Occupation Tax Section 745.16 Exempt Activities

ATTACHMENTS:

- B&O Tax Credit draft.docx

745.16 EXEMPT ACTIVITIES

The provisions of this article shall not apply to:

(a) Insurance companies which pay the State of West Virginia a tax upon premiums; provided, that such exemption shall not extend to that part of gross income of insurance companies which is received for the use of real property, other than property in which any such company maintains its office or offices, in the municipality, whether such income is in the form of rentals or royalties; ‘

(b) Nonprofit cemetery companies organized and operated for the exclusive benefit of their members;

(c) Fraternal societies, organizations and associations organized and operated for the exclusive benefit of their members and not for profit; provided, that this exemption shall not extend to that part of gross income arising from the sale of alcoholic liquor, food and related services of such fraternal societies, organizations and associations which are licensed as private clubs under the provisions of West Virginia Code §§ 60-7-1 et seq.;

(d) Corporations, associations and societies organized and operated exclusively for religious or charitable purposes;

(e) Production credit associations, organized under the provisions of the federal Farm Credit Act of 1933; provided, that the exemption of this section shall not apply to corporations or cooperative associations organized under the provisions of West Virginia Code §§ 19-4-1 et seq.;

(f) Any credit union organized under the West Virginia Code; provided, that the exemptions of this section shall not apply to corporations or cooperative associations organized under the provisions of West Virginia Code §§ 19-4-1 et seq.; and

(g) Gross income derived from advertising service rendered in the business of radio and television broadcasting.

(h) To combat the area shortage of childcare facilities, effective from the passage date of this ordinance, all B&O taxes subject to licensed childcare businesses shall further be waived on new and existing licensed facilities. For purposes of this incentive, this waiver applies to both in-home and commercial childcare facilities that are licensed through the State of West Virginia. This incentive may be allowed to be combined with other state credits for childcare facilities.

B&O Tax Credit Incentives

In addition to any other tax incentive otherwise available, any business that meets the following qualifying requirements shall be entitled to a tax credit computed under the provisions of this article for:

Old Town Mixed Use – Commercial (OTMU-C) District Retail, Dining, & Entertainment Tax Credit

1. For any new *retail, dining,* and *entertainment* business that locates within the Old Town Mixed Use – Commercial (OTMU-C), as defined by the City’s Zoning Ordinances, the business entity may be allowed:

*One hundred (100%) percent credit against the business and occupation tax liability annually for the first year from the date the entity qualifies for the tax credit;

* Fifty (50%) percent credit against the business and occupation tax liability annually for the second year from the date the entity qualifies for the tax credit;

*Twenty-five (25%) percent credit against the business and occupation tax liability annually for the third year from the date the entity qualifies for the tax credit.

2. The credit may only be taken when an otherwise qualifying business files the required business and occupation tax return on or before the required due date. When such documentation is filed on or before the required due date, the business shall receive the full calendar year of tax benefit. If the return is not filed by the deadline, then the credit will be disallowed for the time period in which the return is delinquent.

3. To meet the classifications set forth for *Retail, Dining*, or *Entertainment*, the business must comply with and meet the definitions set forth by the City for the terms above in the City's zoning regulations and District Use Tables.

4. *New* business is defined as the business entity never having operated or conducted business in the City. A business entity that moves locations from one site inside of the City to another location site does not meet the definition of *new* business.

5. The business must produce 50% or more of gross sales in the form of retail, dining, or entertainment to qualify for the incentive.

6. The business shall occupy a physical, brick-and-mortar, store that customers can visit in person.

7. Any new qualifying business that meets the terms indicated above and seeks to qualify for the Old-Town Mixed Use – Commercial District Retail, Dining, and Entertainment tax credit must submit an official "Business Plan" to the City's Business Development Coordinator which must be dated and signed by the Community Development Director. Any business owner who fails to comply with meeting with the City's Business Development Coordinator waives the right to apply for this credit.

New Retail, Dining, & Entertainment Tax Credit inside City General Commercial District.

1. For all other new retail, dining, or entertainment businesses, that are beyond the boundaries of the OTMU-C, but still within the corporate limits of the City's zoned general commercial area, the business entity will be allowed a:

   *Fifty percent (50%) credit against the business and occupation tax liability annually for the first year from the date the entity qualifies for the tax credit;

*Twenty-five (25%) credit against the business and occupation tax liability annually for the second year the date the entity qualifies for the tax credit.

2. The credit may only be taken when an otherwise qualifying business files the required business and occupation tax return on or before the required due date. When such documentation is filed on or before the required due date, the business shall receive the full calendar year of tax benefit. If the return is not filed by the deadline, then the credit will be disallowed for the time period in which the return is delinquent.

3. To meet the classifications set forth for *Retail, Dining,* or *Entertainment*, the business must comply with and meet the definitions set forth by the City for the terms above in the City's zoning regulations and District Use Tables.

4. The business must produce 50% or more of gross sales in the form of retail, dining, or entertainment to qualify for the incentive.

5. *New* business is defined as the business entity never having operated or conducted business in the City. A business entity that moves locations from one site inside of the City to another location site does not meet the definition of *new* business.

6. The business shall occupy a physical, brick-and-mortar, store that customers can visit in person.

7. Any new qualifying business that meets the terms indicated above and seeks to qualify for the New Retail, Dining, and Entertainment tax credit inside General Commercial District must submit an official "Business Plan" to the City's Business Development Coordinator which must be dated and signed by the Community Development Director. Any business owner who fails to comply with meeting with the City's Business Development Coordinator waives the right to apply for this credit.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-189: Potential Annexation - Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-190: Beer Garden Request from Charles Town Now for WV Fest

ATTACHMENTS:

- Let to Council to Request Waiver 02.14.24.pdf
- CharlesTownNowBeerGardenWVFest2024.docx
- MAPBEERGARDENOVERLAY.png

CHARLES TOWN NOW

LIVE · WORK · PLAY

February 14, 2024

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

Dear Honorable Mayor and City Council Members:

I am writing on behalf of the Charles Town Now Board of Directors to request a letter of waiver for our Special Event Fair and Festival License Application to the WV Alcohol Beverage Control Administration (WVABC) for Charles Town's West Virginia Fest on June 15, 2024.

Charles Town Now intends to sell beer and wine at the event again this year which we believe brought added value to the festival in 2023. This year, our serving stations would be located on the 100 block of South George Street (between W. Washington and W. Congress Streets) and purchasers would be permitted to consume while strolling throughout the designated festival area. *Please attached map for details*.

As was the case last year, Charles Town Now will post signs at all festival exits informing attendees that alcoholic beverages are prohibited outside the designated area (*see red dots on the attached map*). Drink tickets will be sold by Charles Town Now at the corner of West Washington and South George Streets with IDs checked for all purchasers and wristbands provided, as required by the WVABC.

Thank you for your time and attention. We look forward to assisting with a safe, fun and successful festival again this year! If you have any questions, I can be reached at 304-885-4971 or ann@amorelaw.com.

Sincerely,

Ann Paonessa
President
Charles Town Now

City of Charles Town

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

MAYOR
Robert M. Trainor

CITY COUNCIL

Elizabeth Ricketts

James Kratovil

Jeff Hynes

Kevin Tester

Julie Philabaum

Priscilla Rodd

Michael George

Rikki Twyford

CITY CLERK

John Nissel

Feb 14, 2024

WV Alcohol Beverage Control Administration
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302

To Whom It May Concern,

I am writing on behalf of the City of Charles Town to ask that the WV Alcohol Beverage Control Administration approve the request by Charles Town Now, doing business as Discover Downtown Charles Town Inc., for a one-day permit to host an outdoor beer garden at this year's WV Fest. The festival takes place in downtown Charles Town and is a major event in the region every year. This event is scheduled for June 15, 2024 and the city agrees to suspend all open container laws an related ordinances in the specified area of the beer garden.

If you have any questions regarding this event or our support for the application from Charles Town Now, doing business as Discover Downtown Charles Town Inc., please do not hesitate to contact our Downtown Coordinator, Liz Cook. She can be reached by phone at 304-270-0174, or ecook@charlestownwv.us.

Thank you for your assistance with this request.

Sincerely,

Robert M. Trainor
Mayor

c: Liz Cook, Business Development and Downtown Coordinator
Ann Paonessa, Charles Town Now


STAGE
BEER TRUCKS
LAWRENCE
CHARLES

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-191: Request to Reschedule City Council Meeting from March 4, 2024, to March 5, 2024

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

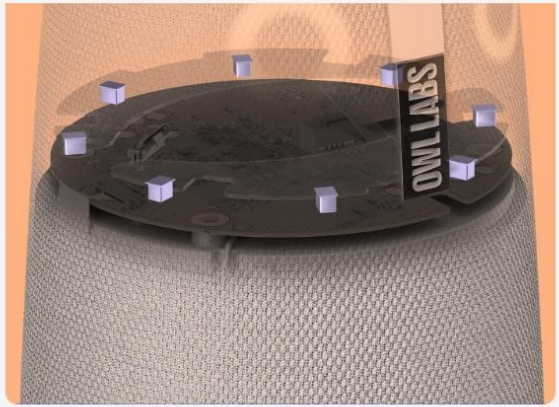
2024-199: AARP Community Challenge Grant Application

ATTACHMENTS:

- AARP Grant for agenda.pdf



OWL LABS



Hear every word

Our smart mics recognize voices that are quieter or farther away so remote participants can follow the conversation.

Remote View



In-room View





Meeting Owl 3 + Owl Bar

Our essential duo for immersive, productive meetings in any space.

~~$3,048~~ $2,699

Save $349

See Details

Add to Cart

Travel Cases | Cords & Replacements | Stands & Mounts | Warranties | Travel



Hard-Sided Meeting Owl® Carrying Case

Safely store your Meeting Owl device for transport and travel. Our 5-lb (2.25 kg) 15” x 13” (38 x 33 cm) Pelican ® case fits the Meeting Owl, USB and power cables, and power supply. TSA-approved carry-on size.

$199



Meeting Owl Tripod

Mount your Meeting Owl for greater in-room flexibility. Our brushed aluminum tripod has fully-adjustable telescoping legs with multi-angle leg locks to customize your Meeting Owl setup.

$149

AARP.org/CommunityChallenge



2024 COMMUNITY CHALLENGE

Scoring Criteria

IMPACT (45 points)

The project addresses a clear need that brings positive change and demonstrates the ability to overcome barriers and accelerate, grow and/or sustain the community's efforts to become more livable for residents (especially those age 50 and older).

EXECUTION (30 points)

Applicants demonstrate capacity to deliver the AARP Community Challenge project on time and within the awarded budget, effectively engage residents and key stakeholders, and leverage volunteers (especially those age 50 and older) in the execution.

ADDRESSING DISPARITIES (15 points)

The project addresses disparities for people of color and/or other historically marginalized groups, including community members of all ages (especially those age 50 and older), abilities, incomes, races, ethnicities, sexual orientations, gender identities and other backgrounds.

INNOVATION (10 points)

The project demonstrates creativity or unique design or engagement elements which will contribute to its impact on residents (especially those age 50 and older).

AARP

AARP Studios 1

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-200: Referral of Article 141 - Historic Landmarks Commission to the Ordinance Committee

ATTACHMENTS:

- Article 141 - Historic Landmarks Commission.pdf

ARTICLE 141

Historic Landmarks Commission

141.01 Established.
141.02 Terms of members.
141.03 Vacancies.
141.04 Reimbursements.
141.05 Officers.
141.06 Meetings.
141.07 Quorum.
141.08 By-Laws.
141.09 Employment.
141.10 Procedures for establishing a Historic Overlay District.
141.11 Designation procedures.
141.12 Certificate of Appropriateness.
141.13 Court action.
141.14 Violations.
141.15 Notice to County Assessor.
141.16 Annual reports.

CROSS REFERENCES
Historic landmarks commissions - see W. Va. Code Art. 8-26

141.01 ESTABLISHED.
There is hereby established the Charles Town Historic Landmarks Commission. The Commission shall consist of five members appointed by the Mayor. (Passed 11-6-95)

141.02 TERMS OF MEMBERS.
Appointments shall be for a period of three years and there shall be no prohibition against reappointment. (Passed 4-17-95)

141.03 VACANCIES.
The Mayor shall by appointment fill vacancies created by the resignation, death or disability of any member, or for any other cause. Such appointments shall be for the remaining unexpired term of such terminated member. (Passed 4-17-95)

141.04 REIMBURSEMENTS.
Members may be reimbursed for all reasonable and necessary expenses actually incurred in the performance of their duties. (Passed 4-17-95)

141.05 OFFICERS.
Officers of the Historic Landmarks Commission shall be elected from the membership thereof and shall consist of a Chairman, a Secretary and a Treasurer. Terms of office shall be for a term of one year. (Passed 4-17-95)

141.06 MEETINGS.
Meetings of the Historic Landmarks Commission shall be called by the Chairman as required or a meeting may be called by written notice thereof by three of the five Commission members. The time and place of the meetings shall be as set forth in the By-Laws of the Commission. (Passed 11-6-95)

141.07 QUORUM.
A majority of the members of the Historic Landmarks Commission shall be necessary to constitute a quorum for the transaction of business. (Passed 11-6-95.)

141.08 BY-LAWS.
The Historic Landmarks Commission shall, and is hereby empowered, to create such by-laws as may be necessary for the internal management of such Commission and the meetings thereof. The Commission is specifically hereby granted the powers as set forth in West Virginia Code Charter 8-26A.
(Passed 4-17-95)

141.09 EMPLOYMENT.
The Historic Landmarks Commission is hereby authorized and empowered to employ such persons as may be necessary to discharge the duties and responsibilities of the Commission, but no such employment shall be exercised unless funds for such purpose have been appropriated and made available by Council and only to the extent of such funds.
(Passed 4-17-95)

141.10 PROCEDURES FOR ESTABLISHING A HISTORIC OVERLAY DISTRICT.
(a) The Charles Town Historic Landmarks Commission may request the City Council to include in a Historic Overlay District, those historic districts, in part or in whole that are listed on the West Virginia Landmark Register or the National Register of Historic Places, or
(b) The owner of any landmark, building or structure in the City of Charles Town, including those listed on the West Virginia Landmark Register or the National Register of Historic
Places, may make a written request of the Historic Landmarks Commission for the addition of such landmark, building, or structure to the Historic District. The Historic Landmarks Commission shall review the application within thirty (30) days of initial submission and make a recommendation to the City Council. A site description as described herein shall be provided for all such sites by the applicant:
(1) The location, size, and description of the site, including photographs of structures, and landscaping.

(2) A description of the known historic significance or importance of the site.
(3) Plans (if any) for the restoration or development for public use.
(4) Plan for utilities (sewer, water, heat) and parking systems for sites open to the public.
(5) Statements of the relationship of the site to existing land use in the surrounding area.
(6) Evidence that the applicant has sufficient control over the site to achieve the intent of this designation.
(Ord. 2017-001. Passed 4-18-17.)

141.11 DESIGNATION PROCEDURES.

(a) Prior to designation of any historic overlay district the Historic Landmarks Commission shall make or cause to be made a report on the historical, cultural, architectural significance of each building, structure, site, and district proposed for designation, based on the following standards:

(1) No building, structure, site or district shall be deemed to be a historic one unless it has been prominently identified with or best represents, some major aspect of the cultural, political, economic, military, or social history of the locality, region, state, or nation, or has had a major relationship with the life of a historic person or event representing some major aspect of, or ideals related to, the history of the locality, region, state, or nation.

(2) In the case of building or structure that are to be so designated, they shall embody the principal or unique features of an architectural type or demonstrate the style of a period of our history or method of construction, or serve as an illustration of the work of a master builder, designer, or architect whose genius influenced the period in which he worked or has significance in current times.

(b) A public hearing on the proposed designation of a Historic Overlay District and any proposed regulations and requirements for the overlay district shall be held by the City Council.

(1) Notice of the hearing shall be published at least two (2) times in the principal newspaper of general circulation within Charles Town.

(2) Written notice of the hearing shall be mailed by certified mail with signed returned receipts required to all owners and occupants of the said properties.

(3) All notices shall be published or mailed not less than ten (10) or more than twenty (20) days prior to the date set for the public hearing.

(c) Unless the owner of a proposed property or fifty (50%) percent of the ownership interest in a proposed district objects to such designation or regulations or requirements within thirty (30) days following the public hearing, the City Council may designate the property or properties as historic, and approve, amend or reject the proposed regulations and requirements.

(d) Within thirty (30) days following the designation or approval, the owners and occupants of each designated historic property shall be given written notification of such designation or approval by the City Council, which notice shall apprise said owners and occupants of the necessity of obtaining a certificate of appropriateness prior to undertaking any material change within a Historic Overlay District.
(Ord. 2017-001. Passed 4-18-17.)

141.12 CERTIFICATE OF APPROPRIATENESS.

The Historic Landmarks Commission shall have power and authority to regulate properties in the Historic Overlay District according to the following provisions:

(a) No buildings, site or structure shall be moved or demolished until after an application for a certificate of appropriateness has been submitted to and approved by the Historic Landmarks Commission, except as otherwise provided by in these Codified Ordinances or as provided by rules, regulations, policies, procedures and standards adopted and published by the Historic Landmarks Commission.

(b) The style, material, size and location of outdoor advertising signs shall be under the control of the Historic Landmarks Commission. No sign may be change, altered or installed on any private building, site or structure until after and application for a certificate of appropriateness has been submitted to and approved by the Historic Landmarks Commission.

(c) The Historic Landmarks Commission may request such plans, elevations, specifications, drawings, photographs and other information as may be reasonably deemed necessary to enable it to make a determination on the application for a certificate of appropriateness.

(d) The Historic Landmarks Commission shall hold a public hearing upon each application for a certificate of appropriateness. Notice of time and place of the hearing shall be given in a newspaper of general circulation in the City at least fourteen (14) days before the hearing, and by posting such notice on or near the main entrance of any hall or room where the Historic Landmarks Commission usually meets. The Historic Landmarks Commission shall take such action as required to inform the owners of any property likely to be affected by the application and shall give the applicant and such owners the opportunity to be heard.

(e) The Historic Landmarks Commission shall approve or reject an application for a certificate of appropriateness within forty-five (45) days after filing thereof by the owner or occupant of a historic property or a building, site or structure located within the Historic Overlay District. Evidence of approval shall be by a certificate of appropriateness.

(f) In passing upon the appropriateness of proposed action, the Historic Landmarks Commission shall consider, in addition to other pertinent factors, the historical and architectural integrity and significance; architectural style design arrangement, texture and materials of the architectural features; and the relationship and general compatibility thereof to the historic value and exterior architectural style and pertinent features of other structures in the surrounding area.

(g) The Historic Landmarks Commission shall approve the application and issue a certificate of appropriateness if it finds that the proposed action would be appropriate. If the action is rejected, the Commission shall place upon its record and shall transmit a record of such action and the reasons therefor, in writing, to the applicant. In such written record, the Commission may make recommendations relative to design, arrangement, texture, material and similar features. The applicant may make modifications to the plans and may resubmit the application at any time after doing so.

(h) In cases where the application covers a material change in the appearance of a structure that would require the issuance of a building permit, the rejection of an application for a certificate of appropriateness by the Historic Landmarks Commissio

shall be binding upon the building inspector or other administrative office charged with issuing building permits.

(i) If the City Council authorizes and such action is reasonably necessary or appropriate for the preservation of a unique historic property, the Historic Landmarks Commission may enter into negotiations with the owner for acquisition by gift, purchase, exchange or otherwise of the property or any interest therein.

(j) If strict application of any provision of this article would result in exceptional practical difficulty upon any owner of any specific property, the Historic Landmarks Commission shall have the power to vary or modify strict adherence to the provisions or to interpret the meaning of the provision so as to relieve such difficulty. Provided, that such variance, modification, or interpretation shall remain in harmony with the general purpose and intent of the provisions so that architectural or historical integrity or character of the property shall be conserved and substantial justice done. In granting variations, the Historic Landmarks Commission may impose such reasonable and additional stipulations and conditions as well as in its judgment to best fulfill the purpose of this article.

(k) The Historic Landmarks Commission shall keep a record of all applications for certificates of appropriateness and of all its proceedings.

(l) Any person adversely affected by a determination made by the Historic Landmarks Commission relative to the issuance or denial of a certificate of appropriateness may appeal such determination to the Mayor and Council of the City of Charles Town who may reverse or affirm the decision of the Historic Landmarks Commission by a majority vote. If any person is adversely affected by the decision by the Mayor and Council relative to the issuance or denial of a certificate of appropriateness, he may appeal such decision to the Circuit Court of Jefferson County. Nothing herein shall be construed to preclude a person subject to this ordinance as defined herein from exercising any and all rights and pursuing any and all remedies, provided for under federal, state and/or local law, including, but not limited to the Circuit Court of Jefferson County.

(m) Nothing in this Article shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in or on a historic property, which maintenance or repair does not involve a material change in design, material, or outer appearance thereof, nor to prevent any property owner from making any use of his property not prohibited by other laws, ordinances or regulations.

(n) Undertaking permitted, funded, licensed or otherwise assisted by the state shall be reviewed in accordance with Subsection (e), Section Five (§29-1-S(e)), Article One, Chapter Twenty-Nine of the State Code and shall be considered exempt from review for certificate of appropriateness as described in this section.

(Ord. 2017-001. Passed 4-18-17.)

141.13 COURT ACTION.

The City Council shall be authorized to institute any appropriate action or proceeding in a court of competent jurisdiction to prevent any material change in the appearance of a designated historic property or historic district, except those changes make in compliance with the provisions of Article 26A of the State Code or to prevent any illegal acts or conduct with respect to such historic property or historic district.

(Passed 10-15-12.)

141.14 VIOLATIONS.

Violations of any of the provisions of this article shall be punishable by a fine up to 10% of the total cost of the project requiring a certificate of appropriateness or five hundred ($500.00) dollars, whichever is greater.

(Passed 10-15-12.)

141.15 NOTICE TO COUNTY ASSESSOR.

When the Historic Landmarks Commission establishes a Historic Overlay District, it shall notify the Jefferson County Assessor of the fact of such establishment and the boundaries of the district, together with the restrictions that are applicable to the properties located in the district.

(Passed 10-15-12.)

141.16 ANNUAL REPORTS.

The Historic Landmarks Commission shall cooperate and coordinate its activities with the West Virginia Department of Culture and History with the view of developing a unified program for the identification, study, preservation, and protection of all historic buildings, structures and sites in the City. The Historic Landmarks Commission shall submit a brief annual report to the West Virginia Department of Culture and History summarizing the commission's activities. In addition, the Historic Landmarks Commission shall submit reports as required in other sections of Article 26A of the State Code and any other reports required by rule, regulations, or agreement.

(Passed 10-15-12.)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-205: Payment of Bills - February 20, 2024

ATTACHMENTS:

- CAPITAL RESERVE COUNCIL REPORT 2024 02 20.pdf
- GENERAL FUND COUNCIL REPORT 2024 02 20.pdf
- PARKS N RED COUNCIL REPORT 2024 02 24.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TEK ADVISORS	2/16/24	TEKADVISOR START UP FEES	CAPITAL RESERVE	GENERAL GOVERNMENT	14,747.58
	2/16/24	TECH SERVICE 12/1/23-1/1/2	CAPITAL RESERVE	GENERAL GOVERNMENT	9,800.70
	2/16/24	TECH SERVICE 1/1/2024-2/1/	CAPITAL RESERVE	GENERAL GOVERNMENT	14,224.55
				TOTAL:	38,772.83

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

200	CAPITAL RESERVE	38,772.83
	GRAND TOTAL:	38,772.83

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: CAP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 2/16/2024 THRU 2/16/2024

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AC &T CO., INC	2/16/24	2024 WV FESTIVAL PORTAPOT	GENERAL FUND	FAIR ASSOC/FESTIVAL	925.00
				TOTAL:	925.00
APPLE VALLEY WASTE SERVICE, INC.	2/16/24	TRASH SERVICE JAN2024	GENERAL FUND	NON-DEPARTMENTAL	525.00
	2/16/24	TRASH SERVICE JAN2024	GENERAL FUND	STREETS & HIGHWAYS	660.13
				TOTAL:	1,185.13
BOLAND TRANE SERVICES INC	2/16/24	PD CONTRACTED SERVICES	GENERAL FUND	POLICE DEPARTMENT	457.00
				TOTAL:	457.00
BOYS AND GIRLS CLUB OF JEFFERSON COUNT	2/16/24	2023 CAR SHOW PROCEEDS	GENERAL FUND	FAIR ASSOC/FESTIVAL	2,500.00
				TOTAL:	2,500.00
CINTAS	2/16/24	LAUBDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	207.54
	2/16/24	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	207.54
	2/16/24	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	207.54
	2/16/24	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	207.54
				TOTAL:	830.16
CNA SURETY	2/16/24	ANN BND PREM WVDOT3/31-3/3	GENERAL FUND	STREETS & HIGHWAYS	100.00
				TOTAL:	100.00
COMCAST CORPORATION	2/16/24	CITY HALL INTERNET 2/9-3/8	GENERAL FUND	CITY HALL	248.39
	2/16/24	MAINT SHOP INTERNET 2/7-3/	GENERAL FUND	STREETS & HIGHWAYS	93.30
				TOTAL:	341.69
CREAMERS AUTO SERVICE CENTER, LLC	2/16/24	CAR#19 FILTERS-BATTERY-OIL	GENERAL FUND	POLICE DEPARTMENT	1,057.05
	2/16/24	CAR#2 BATTERY	GENERAL FUND	POLICE DEPARTMENT	269.53
	2/16/24	CAR#11 BRAKES-OIL-ROTOR PE	GENERAL FUND	POLICE DEPARTMENT	1,321.01
	2/16/24	CAR#26 OIL CHANGE- CHECK E	GENERAL FUND	POLICE DEPARTMENT	150.95
	2/16/24	CAR#27 OIL CHANGE	GENERAL FUND	POLICE DEPARTMENT	107.77
				TOTAL:	2,906.31
CHARLES TOWN UTILITY BOARD	2/16/24	108N GEORGE ST12/15/23-1/1	GENERAL FUND	CITY HALL	100.13
	2/16/24	105S GEORGE ST12/15/23-1/1	GENERAL FUND	CITY HALL	90.09
	2/16/24	661S GEORGE ST12/15/26-1/1	GENERAL FUND	POLICE DEPARTMENT	265.99
	2/16/24	34N WATER ST 12/15/23-1/15	GENERAL FUND	STREETS & HIGHWAYS	60.58
				TOTAL:	516.79
DELTA DENTAL OF PENNSYLVANIA	2/16/24	FEB 2024 DELTA DENTAL PREM	GENERAL FUND	ECONOMIC DEVELOPMENT	22.18
	2/16/24	FEB 2024 DELTA DENTAL PREM	GENERAL FUND	TREASURER'S OFFICE	107.98
	2/16/24	FEB 2024 DELTA DENTAL PREM	GENERAL FUND	TREASURER'S OFFICE	62.61
	2/16/24	MAR 2024 DELTA DENTAL PREM	GENERAL FUND	TREASURER'S OFFICE	61.15
	2/16/24	FEB 2024 DELTA DENTAL PREM	GENERAL FUND	PLANNING & ZONING	192.77
	2/16/24	MAR 2024 DELTA DENTAL PREM	GENERAL FUND	PLANNING & ZONING	192.77

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JONATHAN DESARNO	2/16/24	50% TUITION REIM-CJU598	GENERAL FUND	POLICE DEPARTMENT	975.00
	2/16/24	50% TUITION REIM-CJU599	GENERAL FUND	POLICE DEPARTMENT	975.00
				TOTAL:	1,950.00
DOCUMENT SOLUTIONS, INC.	2/16/24	11/1/23-12/15/23 INK	GENERAL FUND	CITY HALL	45.05
	2/16/24	12/15/22-12/14/23 CONTR SE	GENERAL FUND	CITY HALL	121.68
	2/16/24	WEBEX UPFRONT INSTALL	GENERAL FUND	CITY HALL	20,431.25
				TOTAL:	20,597.98
ECONO SIGNS LLC	2/16/24	2 ONE WAY SIGN- DO NOT ENT	GENERAL FUND	STREETS & HIGHWAYS	44.60
	2/16/24	2 ONE WAY SIGN- DO NOT ENT	GENERAL FUND	STREETS & HIGHWAYS	172.86
				TOTAL:	217.46
FRONTIER, INC.	2/16/24	CITY&PD SERV CONT. 12/4-1/	GENERAL FUND	CITY HALL	91.28
	2/16/24	CITY&PD PHONE SERV 2/4-3/3	GENERAL FUND	CITY HALL	1,548.60
	2/16/24	RH-108N GEORGE 1/25-2/24	GENERAL FUND	CITY HALL	47.56
	2/16/24	PD FAXLINE 2/7/24-3/6/24	GENERAL FUND	POLICE DEPARTMENT	162.67
	2/16/24	CITY&PD SERV CONT. 12/4-1/	GENERAL FUND	POLICE DEPARTMENT	91.64
	2/16/24	PD RINGDOWN 2/1/24-2/29/24	GENERAL FUND	POLICE DEPARTMENT	56.68
	2/16/24	CITY&PD PHONE SERV 2/4-3/3	GENERAL FUND	POLICE DEPARTMENT	1,548.60
				TOTAL:	3,547.03
GRIFFITH ENERGY SERVICES, INC	2/16/24	CITY HALL OIL 2/10	GENERAL FUND	CITY HALL	584.32
				TOTAL:	584.32
JEFFERSON COUNTY HEALTH DEPT	2/16/24	FY24 EMPLOYEE FLU SHOTS	GENERAL FUND	NON-DEPARTMENTAL	125.00
	2/16/24	FY24 EMPLOYEE FLU SHOTS	GENERAL FUND	TREASURER'S OFFICE	25.00
	2/16/24	FY24 EMPLOYEE FLU SHOTS	GENERAL FUND	TREASURER'S OFFICE	25.00
	2/16/24	FY24 EMPLOYEE FLU SHOTS	GENERAL FUND	PLANNING & ZONING	25.00
	2/16/24	FY24 EMPLOYEE FLU SHOTS	GENERAL FUND	PLANNING & ZONING	25.00
	2/16/24	FY24 EMPLOYEE FLU SHOTS	GENERAL FUND	POLICE DEPARTMENT	150.00
				TOTAL:	375.00
JEFFERSON COUNTY EMERGENCY COMMUNICATI	2/16/24	CAD MOBILE DATE10/6/23-11/	GENERAL FUND	POLICE DEPARTMENT	442.18
				TOTAL:	442.18
JEFFERSON HIGH SCHOOL AIR FORCE JR ROT	2/16/24	2023 CAR SHOW PROCEEDS	GENERAL FUND	FAIR ASSOC/FESTIVAL	500.00
				TOTAL:	500.00
JEFFERSON PUBLISHING COMPANY, INC.	2/16/24	1/24 NPH COA2022-14 OLD OP	GENERAL FUND	PLANNING & ZONING	46.14
	2/16/24	1/31 NPH ZMA2023-01 ELM ST	GENERAL FUND	PLANNING & ZONING	30.50
	2/16/24	01/03 WEEKLY EVENT CALENDA	GENERAL FUND	CITY HALL	69.50
	2/16/24	01/10 WEEKLY EVENT CALENDA	GENERAL FUND	CITY HALL	69.50
	2/16/24	01/17 WEEKLY EVENT CALENDA	GENERAL FUND	CITY HALL	69.50
	2/16/24	01/30 WEEKLY EVENT CALENDA	GENERAL FUND	CITY HALL	69.50

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/16/24	PD&CITY COPIER RENTAL	GENERAL FUND	POLICE DEPARTMENT	280.00
				TOTAL:	910.48
PITNEY BOWES	2/16/24	POSTAGE REFILL 1/30	GENERAL FUND	CITY HALL	252.60
				TOTAL:	252.60
POSTMASTER- CHARLES TOWN	2/16/24	2 ROLLS 100 SELF STICK STA	GENERAL FUND	POLICE DEPARTMENT	136.00
				TOTAL:	136.00
POTOMAC EDISON COMPANY, INC.	2/16/24	RH 108N GEORGE SERV 1/3-1/	GENERAL FUND	CITY HALL	389.02
				TOTAL:	389.02
SOUTH CENTRAL PLANNING & DEVELOPMENT C	2/16/24	MYPERMITNOW FEES JAN2024	GENERAL FUND	CITY HALL	730.00
				TOTAL:	730.00
STAPLES ADVANTAGE	2/16/24	PHOTO GLOSS PAPER-WHITE BO	GENERAL FUND	PLANNING & ZONING	135.99
	2/16/24	COPY PAPER	GENERAL FUND	CITY HALL	88.98
	2/16/24	WHITEBOARD-PENCIL POUCH	GENERAL FUND	CITY HALL	109.44
	2/16/24	WHITEBOARD-PENCIL POUCH	GENERAL FUND	CITY HALL	32.76
	2/16/24	PHOTO GLOSS PAPER-WHITE BO	GENERAL FUND	CITY HALL	36.48
				TOTAL:	403.65
STAR CHAPMAN GROUP INC.	2/16/24	ACCTING SERVICES JAN2024	GENERAL FUND	TREASURER'S OFFICE	11,000.00
				TOTAL:	11,000.00
T2 SYSTEMS INC	2/16/24	N-CLASS PLATEN ROLLER	GENERAL FUND	PARKING	18.90
				TOTAL:	18.90
LYLE C TABB & SONS, INC.	2/16/24	BOX RENTAL FEED JAN24	GENERAL FUND	STREETS & HIGHWAYS	450.00
	2/16/24	LOAD OF SHALE 1/12/24	GENERAL FUND	STREETS & HIGHWAYS	160.00
				TOTAL:	610.00
TEK ADVISORS	2/16/24	TEKADVISOR START UP FEES	CAPITAL RESERVE	GENERAL GOVERNMENT	14,747.58
	2/16/24	TECH SERVICE 12/1/23-1/1/2	CAPITAL RESERVE	GENERAL GOVERNMENT	9,800.70
	2/16/24	TECH SERVICE 1/1/2024-2/1/	CAPITAL RESERVE	GENERAL GOVERNMENT	14,224.55
				TOTAL:	38,772.83
THE JOURNAL,MARTINSBURG	2/16/24	PD POLICE HIRING TEST	GENERAL FUND	POLICE DEPARTMENT	870.00
				TOTAL:	870.00
TRAVELERS	2/16/24	AUTOMOBILE 8/1/23-8/1/24	GENERAL FUND	NON-DEPARTMENTAL	273.82
	2/16/24	PROF LIABILITY 8/1/23-8/1/	GENERAL FUND	NON-DEPARTMENTAL	284.27
	2/16/24	UMBRELLA 8/1/23-8/1/24	GENERAL FUND	NON-DEPARTMENTAL	83.76
	2/16/24	COMMERCIAL PROP 8/1/23-8/1	GENERAL FUND	NON-DEPARTMENTAL	170.76
	2/16/24	AUTOMOBILE 8/1/23-8/1/24	GENERAL FUND	ECONOMIC DEVELOPMENT	285.22

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/16/24	AUTOMOBILE 8/1/23-8/1/24	GENERAL FUND	CITY MANAGER'S OFFICE	869.79
	2/16/24	PROF LIABILITY 8/1/23-8/1/	GENERAL FUND	CITY MANAGER'S OFFICE	903.03
	2/16/24	UMBRELLA 8/1/23-8/1/24	GENERAL FUND	CITY MANAGER'S OFFICE	266.10
	2/16/24	COMMERCIAL PROP 8/1/23-8/1	GENERAL FUND	CITY MANAGER'S OFFICE	542.40
	2/16/24	AUTOMOBILE 8/1/23-8/1/24	GENERAL FUND	TREASURER'S OFFICE	989.36
	2/16/24	PROF LIABILITY 8/1/23-8/1/	GENERAL FUND	TREASURER'S OFFICE	1,027.16
	2/16/24	UMBRELLA 8/1/23-8/1/24	GENERAL FUND	TREASURER'S OFFICE	302.68
	2/16/24	COMMERCIAL PROP 8/1/23-8/1	GENERAL FUND	TREASURER'S OFFICE	616.95
	2/16/24	AUTOMOBILE 8/1/23-8/1/24	GENERAL FUND	CITY CLERK'S OFFICE	263.65
	2/16/24	PROF LIABILITY 8/1/23-8/1/	GENERAL FUND	CITY CLERK'S OFFICE	273.73
	2/16/24	UMBRELLA 8/1/23-8/1/24	GENERAL FUND	CITY CLERK'S OFFICE	80.66
	2/16/24	COMMERCIAL PROP 8/1/23-8/1	GENERAL FUND	CITY CLERK'S OFFICE	164.41
	2/16/24	AUTOMOBILE 8/1/23-8/1/24	GENERAL FUND	POLICE JUDGE'S OFFICE	146.03
	2/16/24	PROF LIABILITY 8/1/23-8/1/	GENERAL FUND	POLICE JUDGE'S OFFICE	151.61
	2/16/24	UMBRELLA 8/1/23-8/1/24	GENERAL FUND	POLICE JUDGE'S OFFICE	44.68
	2/16/24	COMMERCIAL PROP 8/1/23-8/1	GENERAL FUND	POLICE JUDGE'S OFFICE	91.06
	2/16/24	AUTOMOBILE 8/1/23-8/1/24	GENERAL FUND	ENFORCEMENT AGENCY	222.49
	2/16/24	PROF LIABILITY 8/1/23-8/1/	GENERAL FUND	ENFORCEMENT AGENCY	230.99
	2/16/24	UMBRELLA 8/1/23-8/1/24	GENERAL FUND	ENFORCEMENT AGENCY	68.07
	2/16/24	COMMERCIAL PROP 8/1/23-8/1	GENERAL FUND	ENFORCEMENT AGENCY	138.74
	2/16/24	AUTOMOBILE 8/1/23-8/1/24	GENERAL FUND	BUILDING INSPECTION	336.78
	2/16/24	PROF LIABILITY 8/1/23-8/1/	GENERAL FUND	BUILDING INSPECTION	349.65
	2/16/24	UMBRELLA 8/1/23-8/1/24	GENERAL FUND	BUILDING INSPECTION	103.03
	2/16/24	COMMERCIAL PROP 8/1/23-8/1	GENERAL FUND	BUILDING INSPECTION	210.01
	2/16/24	AUTOMOBILE 8/1/23-8/1/24	GENERAL FUND	PLANNING & ZONING	958.32
	2/16/24	PROF LIABILITY 8/1/23-8/1/	GENERAL FUND	PLANNING & ZONING	994.94
	2/16/24	UMBRELLA 8/1/23-8/1/24	GENERAL FUND	PLANNING & ZONING	293.19
	2/16/24	COMMERCIAL PROP 8/1/23-8/1	GENERAL FUND	PLANNING & ZONING	597.60
	2/16/24	AUTOMOBILE 8/1/23-8/1/24	GENERAL FUND	CITY HALL	439.92
	2/16/24	PROF LIABILITY 8/1/23-8/1/	GENERAL FUND	CITY HALL	456.72
	2/16/24	UMBRELLA 8/1/23-8/1/24	GENERAL FUND	CITY HALL	134.59
	2/16/24	COMMERCIAL PROP 8/1/23-8/1	GENERAL FUND	CITY HALL	274.33
	2/16/24	AUTOMOBILE 8/1/23-8/1/24	GENERAL FUND	PARKING	164.74
	2/16/24	PROF LIABILITY 8/1/23-8/1/	GENERAL FUND	PARKING	171.03
	2/16/24	UMBRELLA 8/1/23-8/1/24	GENERAL FUND	PARKING	50.40
	2/16/24	COMMERCIAL PROP 8/1/23-8/1	GENERAL FUND	PARKING	102.73
	2/16/24	AUTOMOBILE 8/1/23-8/1/24	GENERAL FUND	POLICE DEPARTMENT	6,286.07
	2/16/24	PROF LIABILITY 8/1/23-8/1/	GENERAL FUND	POLICE DEPARTMENT	6,526.25
	2/16/24	UMBRELLA 8/1/23-8/1/24	GENERAL FUND	POLICE DEPARTMENT	1,923.15
	2/16/24	COMMERCIAL PROP 8/1/23-8/1	GENERAL FUND	POLICE DEPARTMENT	3,919.95
	2/16/24	AUTOMOBILE 8/1/23-8/1/24	GENERAL FUND	POLICE-SPECIAL DUTY	111.80
	2/16/24	PROF LIABILITY 8/1/23-8/1/	GENERAL FUND	POLICE-SPECIAL DUTY	116.08
	2/16/24	UMBRELLA 8/1/23-8/1/24	GENERAL FUND	POLICE-SPECIAL DUTY	34.21
	2/16/24	COMMERCIAL PROP 8/1/23-8/1	GENERAL FUND	POLICE-SPECIAL DUTY	69.72
	2/16/24	AUTOMOBILE 8/1/23-8/1/24	GENERAL FUND	STREETS & HIGHWAYS	1,066.93

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

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

001	GENERAL FUND	95,393.18
200	CAPITAL RESERVE	38,772.83
	GRAND TOTAL:	134,166.01

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 2/16/2024 THRU 2/16/2024

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
FRONTIER, INC	2/16/24	JMP PHONE SERV JAN 2024	PARKS & REC	PARKS & REC	75.06
				TOTAL:	75.06

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

207	PARKS & REC	75.06
	GRAND TOTAL:	75.06

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 03-CT BOARD OF P&R
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 2/16/2024 THRU 2/16/2024

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-178: Charles Town Police Department Social Security Letter

ATTACHMENTS:

- Charles Town SS Results Letter_2Feb2024.pdf

State of West Virginia
John B. McCuskey
State Auditor

Office of the State Auditor
1900 Kanawha Boulevard, East
State Capitol, Building 1, Suite W-100
Charleston, West Virginia 25305

Toll Free: (877) 982-9148
Telephone: (304) 558-2251
Fax: (304) 558-5200
www.wvsao.gov

February 2, 2024

Chris Kutcher
Chief of Police
City of Charles Town
661 South Geroge Street, Suite 100
Charles Town, WV, 25414

Dear Mr. Kutcher:

Pursuant to Section 218(d)(3) of the Social Security Act, the West Virginia State Auditor's Office conducted a referendum on Thursday, February 1, 2024, for employees of the Charles Town Police Department participating in the Municipal Police and Fire Retirement System (MPFRS). The referendum was held to determine whether the City of Charles Town Police employees participating in the Municipal Police and Fire Retirement System would be covered under the State of West Virginia's Section 218 agreement. The referendum was held at the Charles Town Municipal Building located at 661 South George Street, Suite 100, Charles Town, WV 25414 at 8am. The State Auditor's Office provided ample notice to eligible members via e-mail utilizing e-mail addresses provided by the City of Charles Town's Chief of Police at least 90 days prior to the referendum.

Referendum #1: Police

"Shall eligible employees of the Charles Town who are members of the Municipal Police and Firefighters Retirement System (MPFRS) have extended to them the Social Security program embodied in the Social Security Act, with coverage under such program effective as to services performed on and after Monday, February 5, 2024?"

On this question, the official results are as follows:

Yes – 5
No – 1
Not Present – 1

Pursuant to Section 218(d)(3)(E) of the Social Security Act, referendums require a majority of the eligible employees voting in favor to extend coverage. Therefore, not present members are counted as a nay vote.

As a majority of the eligible employees did vote to extend coverage, the State Auditor's Office declares the referendum for the City of Charles Town Police Department's MPFRS members successful.

Coverage for social security should begin on Monday, February 5, 2024, per the effective date.

The paperwork to modify coverage under the State of West Virginia's Section 218 agreement for the City of Charles Town Police employees in the MPFRS will begin. When it is complete, a copy will be sent to the City of Charles Town.

We hope you find this information helpful. Please contact our office with any questions.

Sincerely,

Austin McVey
Director of Social Security

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-192: Citation to Accompany the Award of the Life Saving Medal to Patrolman Jarrett L. Day

ATTACHMENTS:

- Patrolman Jarrett Day.pdf

CHARLES TOWN POLICE DEPARTMENT
OFFICE OF THE CHIEF

CITATION TO ACCOMPANY THE AWARD OF THE:

LIFE SAVING MEDAL

TO

PATROLMAN JARRETT L. DAY

CHARLES TOWN POLICE DEPARTMENT

Patrolman Jarrett L. Day is cited for exeptional meritorious conduct responding to a person in distress while off duty on the eighteenth of August 2023. At approximately 1200 hours, while dining with his family at a local restaurant, located on Saragtoga Drive in Charles Town, West Virginia, Patrolman Day observed a female customer choking, signaling her distress and need of assistance. Without hesitation, Patrolman Day approached the female offering his assistance. Quickly assessing the situation, he determined that her airway was blocked and immediately began performing the Heimlich maneuver until successfully clearing the obstruction from her airway. The female customer was subsequently transported to Jefferson Medical Center for evaluation.

Patrolman Jarrett Day demonstrated an astute awareness of his surroundings, quick reaction, and impressive performance under pressure responding to an urgent situation, which likely saved the life of a fellow human being. His quick and decisive actions speaks volumes to his professionalism, dedication to duty, and service to the community! He exemplifies the highest standards and values of the Charles Town Police Department. It is with profound appreciation and great pleasure, and with the unanimous support of the Department's Award Committee, that I hereby award Patrolman Jarrett L. Day with the **LIFE SAVING AWARD** in saving a life as cited above.

Christopher A. Kutcher
Chief of Police
Charles Town Police Department

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-194: Building Commission Oath of Office - Mary Ellen Mahoney

ATTACHMENTS:

- 2024 - Mary Ellen Mahoney Oath.pdf

CITY OF CHARLES TOWN, WEST VIRGINIA
BUILDING COMMISSION
OATH OF OFFICE

I, **Mary Ellen Mahoney,** do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and the laws of the City of Charles Town.

I, **Mary Ellen Mahoney,** do solemnly swear that I will faithfully discharge and perform the duties of the position of Commissioner for the City of Charles Town Building Commission to the best of my skill, ability, judgment, and according to law.

Mary Ellen Mahoney

Mary Ellen Mahoney

The above oath was taken and subscribed before the Mayor of Charles Town on this 5th day of February, 2024.

Robert M. Trainor

Robert M. Trainor
Mayor

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-195: City Manager Days Schedule

ATTACHMENTS:

- CITY MANAGER DAYS.pdf

CITY MANAGER DAYS

February 21, 2024	9:00-10:30AM and 4:30-6:00PM
March 20, 2024	9:00-10:30AM and 4:30-6:00PM
April 17, 2024	9:00-10:30AM and 4:30-6:00PM
May 15, 2024	9:00-10:30AM and 4:30-6:00PM
June – no meeting this month	
July 17, 2024	9:00-10:30AM and 4:30-6:00PM
August 21, 2024	9:00-10:30AM and 4:30-6:00PM
September 18, 2024	9:00-10:30AM and 4:30-6:00PM
October 16, 2024	9:00-10:30AM and 4:30-6:00PM
November 20, 2024	9:00-10:30AM and 4:30-6:00PM
December 18, 2024	9:00-10:30AM and 4:30-6:00PM

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-196: Black History Month Resolution

ATTACHMENTS:

- 2024-001 - A Resolution to Honor Black History Month.pdf

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

A Resolution to Honor Black History Month

WHEREAS, in 1926, the African American historian Dr. Carter G. Woodson first promoted "Negro History Week" to further awareness of the struggles and achievements of Black Americans. Woodson, the son of formerly enslaved persons, spent his childhood working in West Virginia coal mines, graduated from high school in Huntington, WV, and went on to earn his Ph.D. from Harvard University; and

WHEREAS, Woodson stated "We have a wonderful history behind us. ... If you are unable to demonstrate to the world that you have this record, the world will say to you, you are not worthy to enjoy the blessings of democracy or anything else;" and

WHEREAS, 50 years later, in 1976, the United States of America officially commemorated and recognized February as Black History Month. The Month was meant to be a nationwide celebration that calls on all Americans to reflect on the significant roles that Black Americans have played in shaping U.S. history and the American experience; and

WHEREAS, Martin R. Delany, considered the "Father of Black Nationalism," was born in Charles Town in 1812. In addition to being a doctor, author, newspaper editor, Delany was globally recognized for his achievements and was commissioned a Major in the 52nd U.S. Colored Troops Regiment by President Lincoln in 1865; and

WHEREAS, in 1859, Charles Town was where prominent abolitionist John Brown stood trial, along with his African American comrades - the valiant John Copeland and Shields Green. Their subsequent guilty verdicts and executions heightened the regional animosities that ultimately led to the American Civil War; and

WHEREAS, Charles Town was home to Sylvia Rideout Bishop, the first Black woman in the United States to become a licensed horse trainer. Bishop began her work at the Charles Town Race Track soon after it opened in 1933, and there, she provided top-notch care and coaching of racehorses until her retirement in 1999; and

WHEREAS, Charles Town has been the birthplace and home to many other unsung Black heroes who have made countless contributions to Charles Town, West Virginia, and the nation; and

WHEREAS, Charles Town has been enriched by the significant contributions of African American organizations, including but not limited to: Jefferson County Branch of the National Association for the Advancement of Colored People (NAACP), African American Community Association, Green-Copeland American Legion and Auxiliary Post 63, Jefferson County African American Cultural and Heritage Festival Inc., the Page Jackson Alumni Association, and Star Lodge No. 1 Free and Accepted Masons Prince Hall Affiliated; and

WHEREAS, the City of Charles Town is committed to its continued support of our African American community through both words and action.

NOW, THEREFORE LET IT BE RESOLVED, that the City of Charles Town recognizes and supports February 2024 as Black History Month, and we encourage all residents to honor and re-commit to what President Gerald Ford urged American citizens to do when Black History Month was first established: "seize the opportunity to honor the too often neglected accomplishments of Black Americans in every area of endeavor throughout our history."

Adopted the fifth day of February, 2024.

Robert M. Trainor
Mayor

Attest:

John Nissel
City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-197: New Leaf Vac Pictures

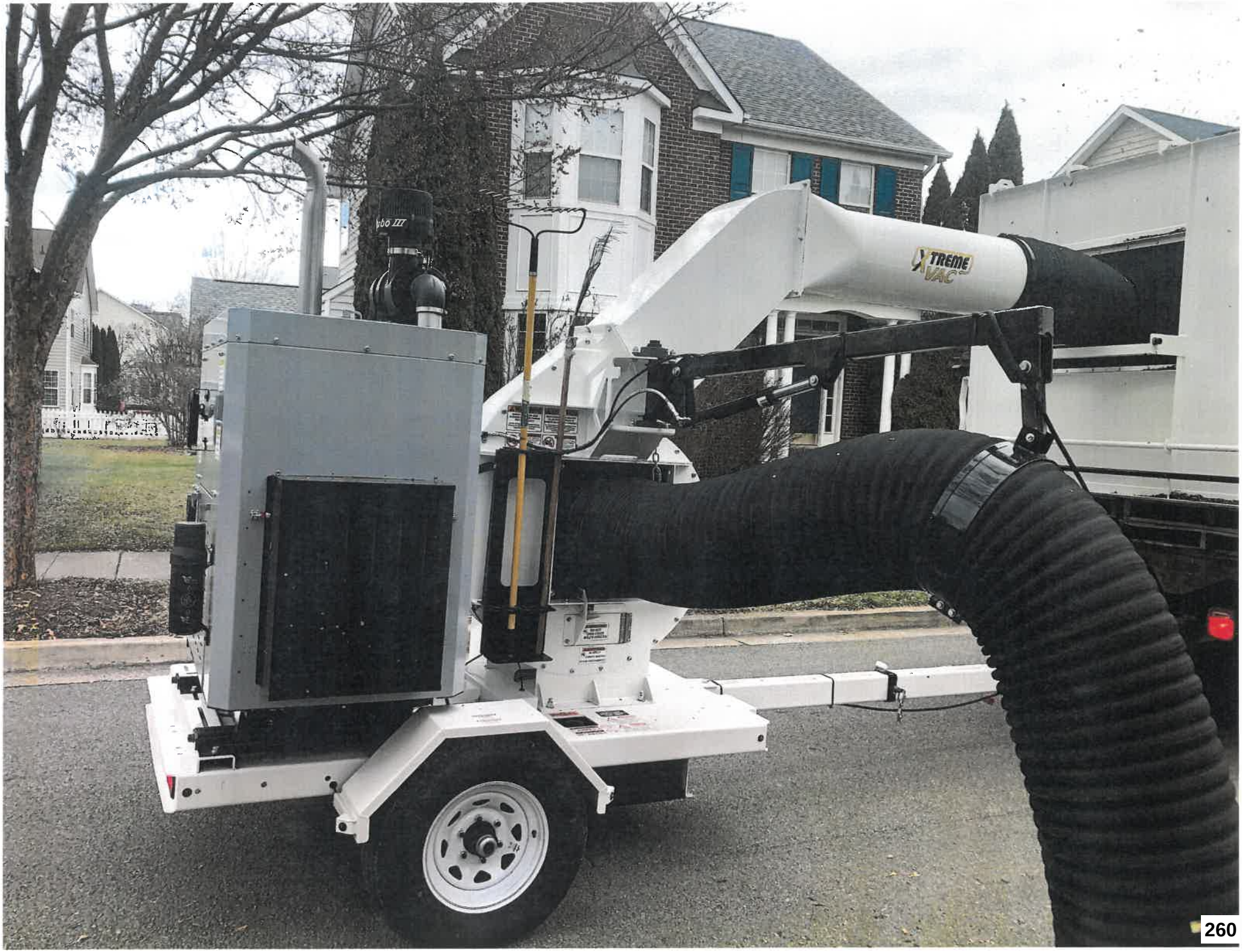
ATTACHMENTS:

- New Leaf Vac Photos.pdf


TREME VAC
4X4


NAPA


NAPA
SEARS


XTREME VAC


XTREME VAC
DANGER


TREME

SEARS

264

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-203: Personnel Committee Report - January 22, 2024, meeting

ATTACHMENTS:

- Personnel Committee Report - 1-22-24.docx

City of Charles Town Personnel Committee Report

22 January 2024 Meeting

Call to Order at 6:00PM

1. **Persons present**: Finance Committee Members Micheal George and Jeff Hynes and City Operations Director Cindy Rezmer

2. **Unfinished Business**

   2024-19: Review of the Employee Handbook

   Committee reviewed status of handbook review and discussed what best approach is going forward. Need to capture what work has already been done. Also discussed presenting changes to Council in sections versus entire handbook. Suggested made to focus on identifying things that are missing. Also discussed possibility of hiring third party to assist with re-write. Staff to reach out to possible HR handbook writers for price quotes and look to see if it could be included in FY25 budget. Reviewed handbook Section 5.05 to 5.07.

3. **New Business**

   2024-20 City of Charles Town Organizational Chart

   Staff presented updated City of Charles Town Organization Chart that reflected numerous staff changes from the past year. Staff also presented new Boards and Commissions Organizational Chart that shows current members and term expiration dates. Councilmembers identified two additional members recently sworn in. Staff will add and post on city website after edits completed.

   2024-21 Personnel Committee Meeting Schedule

   Decision made to have meetings on 2nd Monday of each month, in between City Council meetings at 5pm.

4. **Meeting adjourned at 6:45PM**

5. **Next Personnel Committee meeting is scheduled for 5:00pm, February 12**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/20/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-207: Charles Town Tree Board Meeting January Minutes

ATTACHMENTS:

- Tree Board Meeting Minutes - Jan. 4.pdf

CITY OF CHARLES TOWN
Tree Board
January 4, 2024

Regular Meeting	Council Chambers	7:00 PM

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Status
Aaron Amore	Present
Katie Coon	Present
Jane King	Present
Scott Updike	Present
Elizabeth Ricketts	Present
Cindy Rezmer	Present

1. APPROVAL OF MINUTES

COMMENTS: none
RESULT: approved
MOVER: Jane King
SECONDER: Katie Coon
AYES: all

2. UNFINISHED BUSINESS

2023-1203: Tree Board Vacancy - a) 1 vacancy and status of appointment

- No updates, we all need to work on finding someone.
- Liz knows of 1 interested person who watched the last meeting and she will send them the link to apply.
- Only requirement is that applicants live within the city limits.

2023-1204: Tree Planting Replacement Program with Cacapon Institute and Status of Assessment of Trees for Replacement. Deadline for application for Spring is January 15, 2024

- The deadline is officially the 15th but there's no delivery date yet.
- Aaron will get more info on timing.
- No current members were on the board the last time so Aaron will reach out to Tanner and get more info on the procedure and timing that was used in the past.

- Liz suggested combining the planting with our Arbor Day event.

MOTION: Motion to approve the application for the Cacapon Institute Spring tree planting program.
RESULT: approved
MOVER: Scott Updike
SECONDER: Katie Coon
AYES: all

2023-1205: Tree Canopy/Inventory Update - Review of Goals, Software Data, etc. Search of Ash Trees in City for Removal

- Scott hasn't heard back from Rebecca but will update the board when he hears back.
- Scott got a link to upload our info and we don't have much data so it's hard to justify getting our own software.
- John Nissel is requesting GIS software for other city needs so maybe we can integrate our data into that.
    - James Newman is also working on that. Scott can try and coordinate with them.
- The previous tree inventory was done by a city intern and there was discussion of possibly finding another intern (maybe from the agricultural extension or a forestry student) who could also help with a range of other things with parks and rec too.

2023-1206: Grant Approval and Consideration of Next Steps, Preparation of Time/Expense Tracking for Tree Related Activities for In-Kind Reduction of Grant Proceeds

- Aaron hasn't heard anything but he's assuming Spring time.
- Aaron will reach out to Keyser because they did a few tree grants from forestry and might have some advice.

2023-1207: Pollinator Garden Funds from Potomac Edison for Planting

- Location possibly by the entrance to the skate park.
- Volunteers are available and $1k.
- We are looking at Spring.

2023-1208: Tree Planting Bare Root Seedlings for WV Water-Ways Coordination with Parks and Recreation

- Trees have been delivered to Morgan County to a non-profit called Down Streams Initiative (who was the company that got the grant for a nursery for CT about 10 yrs ago that never ended up happening).
    - They will bring the trees down in January and Aaron will talk to them about what happened with the nursery.
- Spring or maybe fall tree planting depending on size.

2023-1209: Coordination of Purchasing PPE for Maintenance for Tree Related Activities

- John was reaching out to maintenance to figure out what they need.
- Cindy will reach out to Jim about it.
- Finance holds the funds, there should be around $800 available.
- We just need to make sure and keep track of that for the grant.

2023-1210: Creation of Tracking System/Method for Tree Related Activities Across City Staff/Departments for In-Kind Grant Application

- John said there is a ticket program for in kind activities (leaf removal, branch removal/pick up, etc).
- Christmas tree pick up likely does not count as tree services.

2023-1211: Discussion of Potential Future Nursery Located at Maintenance Yard or Other Location

- John mentioned Willingham Knolls for the tree nursery.
- Water access is a consideration.
- We need to investigate locations further.

2023-1212: New Grants Funds Available and Consideration of Tree Related Projects

- Still waiting on forestry.

2023-1213: Tracking Tree Related Time and Tickets via City Staff, Maintenance and Volunteers

- See 2023-1210.

2023-1214: Coordination on Arborist Certification/Training for City Staff Person

- John has someone in mind to do the training.
- We can use the training for in kind services for the grant.
- The certification can also be helpful for the future nursery.

3. NEW BUSINESS

2023-1190: Master Tree Plan 2024

- It's gone through a few edits and has now been updated to reflect our accomplishments of 2023 and goals for 2024.
- Liz will get it on the agenda for City Council.

MOTION: Motion to approve the Master Plan for 2024.
RESULT: approved
MOVER: Katie Coon
SECONDER: Scott Updike
AYES: all

OTHER

Liz wants to start nailing down plans for Arbor Day.

Katie submitted the Tree City USA application.

4. ADJOURNMENT

Motion to adjourn at 7:31 PM
MOVER: Katie Coon
SECOND: Jane King
AYES: All