CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • MARCH 5, 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

: **2024-272:** City Council Meeting Minutes - February 20, 2024
CityCouncilMeetingMinutes_20Feb2024_Draft_rmt.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2024-263:** Update on the Mayor's Select Committee on the Charles Town Parking District Evaluation

6. COMMITTEE REPORTS

: **2024-238:** Building Commission Report - February 20, 2024, meeting

: **2024-239:** Board of Parks and Recreation Department - February 22, 2024, meeting
P&R Report Janurary 2024.pdf
P&R Report_ February 2024.pdf
Charles Town Parks and Recreation Community Input Survey.pdf

: **2024-240:** Infrastructure Committee - February 26, 2024, meeting
Report_ Infrastructure Committee - February 2024.pdf
ShutterSt.png

: **2024-267:** Finance Committee - March 5, 2024, meeting

7. CITY MANAGER REPORT

: **2024-273:** City Manager Report - March 5, 2024
City Managers Report March 5th.pdf

: **2024-264:** Update on the New City's Website

: **2024-268:** Charles Town Utility Board Update
2024.02.14 UB MINUTES.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2024-260:** 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
BO Tax Credit draft.pdf

: **2024-265:** AARP Community Challenge Grant Application

10. NEW BUSINESS

: **2024-222:** BR2023-12: Norborne Glebe Bond Reduction - Phase 15
1. Staff Report.pdf
2. Performance Application.pdf
3. Performance Estimate.xlsx
4. Land Disturbance Application.pdf
5. Land Disturbance Estimate.xlsx
6. KH Review.pdf

: **2024-223:** BR2024-01 - Westover Dental - Bond Establishment
1. Staff Report.pdf
2. Application.pdf
3. Estimate.pdf
4. KH Review.pdf

: **2024-236:** Charles Town FY2025 Congressional Direct Spending
Charles Town Earmark Matrix FY25_v2.docx
Happy Retreat Parking Lot Design.pdf
FY25 Congressional Directed Spending Guidebook.pdf

: **2024-245:** Abolitionist Ale Works Beer Garden Request
2024AbolitionistBeerGardenWVFest (2).pdf

: **2024-104:** Fiscal Year 2025 Budgets - Operating & Coal Severance

: **2024-106:** Authorization for Public Notice of Public Hearing in Consideration of the FY24 Levy Rate

: **2024-237:** Property Acquisition - Executive Session

: **2024-242:** Ratification of prior appointment and reappointment of members of Contractors Appeal Board established under Section 1705.06 of Article 1705 – West Virginia State Building Code of the Charles Town Codified Ordinances, as amended January 17, 2024. - Executive Session

: **2024-269:** Personnel Discussion - Executive Session

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2024-235:** Referral to Infrastructure Committee - Crosswalk on East Washington Street at S. Samuel Street

: **2024-262:** Referral of Article 349 - Miscellaneous Rules to the Ordinance Committee

12. APPROVAL OF BILLS

: **2024-274:** Payment of Bills - March 5, 2024
GENERAL FUND COUNCIL REPORT 2024 03 01.pdf
PARKS N REC COUNCIL REPORT 2024 03 01.pdf
CAPITAL RESERVE COUNCIL REPORT 2024 03 01.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, March 18, 2024

: **2024-241:** Planning Commission Meeting Minutes
1.18.24 PC MINUTES_APPROVED.pdf
1.22.24 PC MINUTES_APPROVED.pdf
1.30.24 PC MINUTES_APPROVED.pdf

: **2024-259:** Charles Town Police Department January Statistics Report
January 2024 police stat report.pdf

: **2024-261:** Letter to WV Alcohol Beverage Control Administration for Charles Town Now Beer Garden at WV Fest
WV Alcohol Beverage Control Administration - Charlestown Now WV Fest 2-21-24.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: 03/05/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-272: City Council Meeting Minutes - February 20, 2024

ATTACHMENTS:

- CityCouncilMeetingMinutes_20Feb2024_Draft_rmt.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • February 20, 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	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Julie Philabaum	Councilmember	Present	
Priscilla Rodd	Councilmember	Present	
Micheal George	Councilmember	Absent	
Rikki Twyford	Councilmember	Remote	

Mr. John Nissel, City Manager; Ms. Alissa Meeks, Community Development Director, 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

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

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

3. PUBLIC COMMENT

Mr. Tolbert expressed his concerns with the Route 51 Intersection State Project.

4. WARD REPORTS

Ward #1

Ms. Ricketts reported that she received an email concerning trash and litter at West Washington Street, near the CVS. The maintenance supervisor has taken the issue for action to coordinate its removal.

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 reported that she received an email from a resident who reported being harassed by a certain individual when they were in the downtown area. Ms. Rodd stated that she believes that the City should take some action to address this situation.

Ward #4

Ms. Twyford reported that the downtown parking town hall is scheduled for February 21, 2024, 7:00PM at City Hall.

5. MAYOR'S REPORT

Mayor Trainor reported that he attended the Finance Committee, Charles Town Utility Board, and Police Pension Commission meetings. He also informed the Council that he will be out of town from February 22, 2024, through February 29, 2024.

6. COMMITTEE REPORTS

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

Ms. Ricketts reviewed the Parks and Recreation report with the Council. She also informed the Council that an information session is scheduled for March 18, 2024, at 6:00PM to better understand funding options for refurbishing the Jefferson Memorial Park Pool. The Parks Commission also plans to hold a strategic planning session on March 23, 2024; more information will be forth coming.

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

Mayor Trainor reviewed the Finance report with the Council.

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

Mr. Hynes reviewed the Personal Committee report with the Council.

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

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

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

Ms. Ricketts updated the Council on the Tree Board meeting.

7. CITY MANAGER REPORT

2024-206: City Manager Report

2024-193: Charles Town Utility Board Update

Mr. Nissel reviewed his report and the Charles Town Utility Board update with the Council.

8. POLICE CHIEF REPORT

Chief Kutcher reviewed the Charles Town Police Department's Monthly Statistics report for January 2024. He also reported that two of the four individuals siting for the police officer testing on February 17, 2024 passed both the written and physical tests.

9. UNFINISHED BUSINESS

2024-198: Liberty Street Traffic Calming Measures Update

Ms. Rodd moved to authorize the City to create four-way stops at the intersections of W. Liberty and N. Lawrence Streets and E. Liberty and N. Seminary Streets in FY2025. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED**
MOVER:	Priscilla Rodd
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, Twyford,
ABSENT:	George

10. NEW BUSINESS

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

Mr. Kratovil moved to open the public hearing. Mr. Tester seconded the motion, and there were no objections.

Staff announced that no one had signed up for the public hearing.

Mr. Kratovil moved to close the public hearing. Mr. Tester seconded the motion, and there were no objections.

2025-157: ZMA2023-02 – Vinton-Hayes Property Rezoning to Urban Reserve

Mr. Hynes moved to approve the rezoning of the Vinton-Hayes property from Neighborhood Residential and General Commercial to Urban Reserve (UR). Ms. Philabaum seconded the motion, and it passed by unanimous vote.

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

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

Mr. Kratovil moved to open the public hearing. Mr. Tester seconded the motion, and there were no objections.

Staff announced that no one had signed up for the public hearing.

Mr. Kratovil moved to close the public hearing. Mr. Tester seconded the motion, and there were no objections.

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

Mr. Kratovil recused himself from the vote.

Mr. Hynes moved to approve the Norborne-Glebe Candlewood Drive Extension Bond Release in the amount of $171,237.28. Ms. Philabaum seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED**
MOVER:	Jeff Hynes
SECONDER:	Julie Philabaum
AYES:	Ricketts, Hynes, Tester, Philabaum, Rodd, Twyford
ABSENT:	George
RECUSE:	Kratovil

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

Mr. Hynes moved to open the public hearing. Mr. Tester seconded the motion, and there were no objections.

Staff announced that no one had signed up for the public hearing.

Mr. Hynes moved to close the public hearing. Mr. Tester seconded the motion, and there were no objections.

2024-159: BR2023-11 - Norborne-Glebe Phase 14A - Bond Release

Mr. Kratovil recused himself from the vote.

Ms. Philabaum moved to approve the Norborne-Glebe Phase 14-A Bond Release in the amount of $329,306.20. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED**
MOVER:	Julie Philabaum
SECONDER:	Jeff Hynes
AYES:	Ricketts, Hynes, Tester, Philabaum, Rodd, Twyford
ABSENT:	George
RECUSE:	Kratovil

2024-168: Downtown Holiday Lights Discussion

Mr. Hynes moved to adopt a policy to display the City's downtown holiday lights from the Christmas Tree lighting ceremony through March 1st each year. Ms. Philabaum seconded the motion, and it passed by a 5-2 vote.

RESULT:	**APPROVED [5-2]**
MOVER:	Jeff Hynes
SECONDER:	Julie Philabaum
AYES:	Ricketts, Hynes, Tester, Philabaum, Twyford
NAYS:	Kratovil, Rodd
ABSENT:	George

2024-179: FY24 Budget Revision #3

Ms. Rodd moved to approve Budget Revision #3 to the City's FY2024 Operating Budget. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED**
MOVER:	Priscilla Rodd
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, Twyford
ABSENT:	George

2024-181: Approval of Annex Building Obsolete Controller - Boland Quote $10,200

Ms. Philabaum moved to approve the transfer of $10,200 from the Capital Reserve Account to the FY2024 Capital Budget to fund the replacement of the obsolete controller. Ms. Rodd seconded the motion, and it passed by unanimous vote.

This action is part of the Capital Budget Revision #1

RESULT:	**APPROVED**
MOVER:	Julie Philabaum
SECONDER:	Priscilla Rodd
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, Twyford
ABSENT:	George

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

Mr. Hynes moved to approve the FY2024 Capital Budget transfer of $75,000 from the Master Park Planning line item resulting in a remaining balance of zero, to the Walking Bridges at Happy Retreat and Evitts Run Park line item, increasing it from $25,000 to $100,000. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

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

Ms. Philabaum moved to approve the inter-department transfer of $2,532 within the Building Inspections Account. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2024-183: Approval of the Star-Chapman Group Agreement and Cost Limit of $55,000.

Mr. Hynes moved to table this agenda item. There was no second for the motioned and the motion failed.

Ms. Philabaum moved to approve the Star-Chapman Group Agreement with a cost limit of $55,000. Mr. Kratovil seconded the motion, and it passed by a 5-2 vote.

RESULT:	**APPROVED [5-2]**
MOVER:	Julie Philabaum
SECONDER:	James Kratovil
AYES:	Kratovil, Ricketts, Philabaum, Rodd, Twyford
NAYS:	Hynes, Tester
ABSENT:	George

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

Mayor Trainor pointed out that a red-lined version of Article 745 was not included in the agenda packet.

Ms. Philabaum moved to table this agenda item until the next scheduled City Council meeting. Ms. Ricketts seconded the motion, and it passed by unanimous vote.

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

2024-189: Potential Annexation - Executive Session

Ms. Rodd moved to enter into Executive Session. Mr. Hynes seconded the motion, and Mayor Trainor declared the Council in Executive Session.

The Mayor declared the Council out of Executive Session.

Ms. Philabaum moved to direct staff to proceed with the annexation process for the Hill Farm Partners, LLC property into the City of Charles Town. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2024-190: Beer Garden Request from Charles Town Now for WV Fest

Mr. Kratovil moved to approve Charles Town Now's request for a Beer Garden at WV Fest with extra signage and to approve the City's letter to the West Virgina Alcohol Beverage Control Administration requesting a one-day permit. Ms. Philabaum seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED**
MOVER:	James Kratovil
SECONDER:	Julie Philabaum
AYES:	Kratovil, Ricketts, Haynes, Tester, Philabaum, Rodd, Twyford
ABSENT:	George

2024-191: Request to Reschedule City Council Meeting from 7:00PM, March 4, 2024, to 7:00PM March 5, 2024

Mr. Tester moved to reschedule the City Council Meeting from 7:00PM, March 4, 2024, to 7:00PM March 5, 2024 to accommodate the FY2025 City budget process. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2024-199: AARP Community Challenge Grant Application

Ms. Ricketts Volunteered to gather the pertinent information for the AARP Community Challenge Grant Application. The Council agreed to include this item on the next Council meeting's agenda.

11. REFERRALS TO COMMITTEES/COMMISSIONS

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

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

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

12. APPROVAL OF BILLS

2024-205: Payment of Bills - February 20, 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 9:56PM.

14. INFORMATION ONLY - NEXT MEETING, March 5, 2024, at 7:00PM

2024-178: Charles Town Police Department Social Security Letter

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

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

2024-195: City Manager Days Schedule

2024-196: Black History Month Resolution

2024-197: New Leaf Vac Pictures

2024-203: Personnel Committee Report - January 22, 2024, meeting

2024-207: Charles Town Tree Board Meeting January Minutes

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

2024-263: Update on the Mayor's Select Committee on the Charles Town Parking District Evaluation

ATTACHMENTS:

2024-238: Building Commission Report - February 20, 2024, meeting

Cindy Rezmer will give an oral report.

ATTACHMENTS:

2024-239: Board of Parks and Recreation Department - February 22, 2024, meeting

Attached are the corrected January 2024, minutes and the February 2024, meeting minutes

ATTACHMENTS:

- P&R Report Janurary 2024.pdf
- P&R Report_ February 2024.pdf
- Charles Town Parks and Recreation Community Input Survey.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, Mike 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 of Charles Town
Parks and Recreation Commission

I. CALL TO ORDER: *Thursday, February 22 at 6 PM* - City Hall

Persons Present: *Commissioners:* Nick Zaglifa, James Kratovil, Elizabeth Ricketts, Mike Slover, Nathan Hartman (*Zoom*), Trudy Roth ; *Staff:* Alissa Meeks; John Nissel; *Guest:* Amanda Stroud

II. APPROVAL OF MINUTES

Approved with correction of name.

III. UNFINISHED BUSINESS

2024-213: Thrasher Engineering Executed Pool Contract - *Information only.*

2023-1073: Skate Park Project - RFP from Artists - TABLED

Remained tabled at this time

IV. NEW BUSINESS

2024-209: Community Request for Little Reading Library at JMP

Ranson resident, Amanda Stroud, was granted permission to work with City of Charles Town staff to build and install a new style of "little library" at Jefferson Memorial Park. The current library door also needs repair.

Motion: J. Kratovil / 2nd: M. Slover

2024-210: Request by Ms. Karen Scott and Megan Cantely of the Washington High School (WHS) Key Club to participate in "Make it Shine" event

The commissioners are happy to grant permission to the WHS Key Club to clean up trash and leave "kindness rocks" at a park on April 6th as part of this event. The park is TBD until after the P&R Strategic Session in March.

Motion: M. Slover / 2nd: N. Hartman

2024-212: Review of the City's Summer Tennis and Swim Programs

The commissioners and staff will hold a special meeting Monday, March 4 at 6PM via Zoom to receive an update and vote on the fee schedule for the tennis and swim programs for the summer 2024 season.

Motion: M. Slover / 2nd: N. Zaglifa

2024-214: Date Selection for Parks and Recreation Commission Strategic Session

The commission agreed to meet Saturday, March 23 at 9AM for a daylong strategic session which will include visiting each of the city's five parks and receiving public input via a survey.

2024-211: Fiscal Year '25 Parks and Recreation Operating Budget and overview of 2025 Capital Budget

The commissioners and staff reviewed a proposed P&R budget as prepared by staff. This will be included for City Council during the FY25 budget discussions.

V. ADJOURNMENT at 7:18 PM

VI. INFORMATION ONLY

Strategic Session: Saturday, March 23rd 9AM at City Hall and parks
Next regular meeting: Thursday, March 28th at 6PM at City Hall



Charles Town Parks and Recreation Community Input Survey

We want to hear from you about our five city parks!
Help the City of Charles Town Parks and Recreation Commission as they develop a Parks Strategic Plan

elizabethricketts13@gmail.com Switch account

Not shared

* Indicates required question

Are you a resident of the City of Charles Town? *

- Yes- resident of Charles Town
- No - but a resident of Jefferson County
- No - I am a visitor
- Unsure or No Answer

Charles Town has five parks: *

The Charles Town Skate Park
Willingham Knolls Park
Jefferson Memorial Park
Happy Retreat / Craighill Estates Trails
Evitts Run Park

How often do you visit any park in Charles Town?

Choose

The Charles Town Skate Park

Please provide any feedback you would like to share about The Charles Town Skate Park.

This could include your favorite things about this park, future upgrades or additions you would like to see, safety concerns, etc...



Your answer

The Charles Town Skate Park will be receiving a face lift! A mural art project is

planned for the ramps and asphalt this Spring!
Interested in volunteering or learning more about this project? Use this space to type your email address and/or phone number:

Your answer

Willingham Knolls Park
Please provide any feedback you would like to share about Willingham Knolls Park.
This could include your favorite things about this park, future upgrades or additions you would like to see, safety concerns, etc...



Your answer

Jefferson Memorial Park
Please provide any feedback you would like to share about Jefferson Memorial Park.
This could include your favorite things about this park, future upgrades or additions you would like to see, safety concerns, etc...

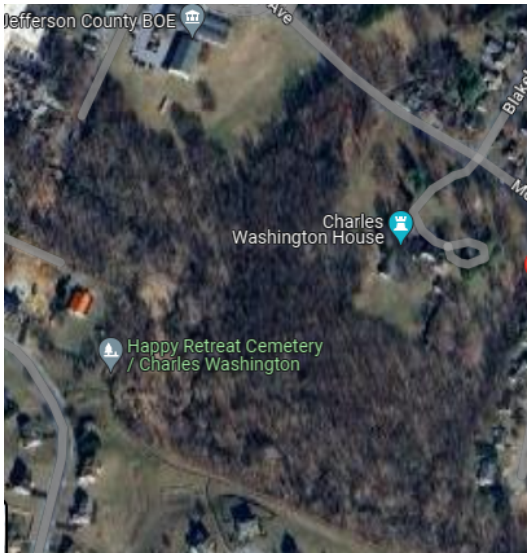


Your answer

Happy Retreat/Craighill Estates

Please provide any feedback you would like to share about Happy Retreat/Craighill Estates parkland.

This could include your favorite things about this park, future upgrades or additions you would like to see, safety concerns, etc...



Your answer

Evitts Run Park

Please provide any feedback you would like to share about Evitts Run Park.

This could include your favorite things about this park, future upgrades or additions you would like to see, safety concerns, etc...



Your answer

What amenities would you generally like to have throughout the parks system in Charles Town?



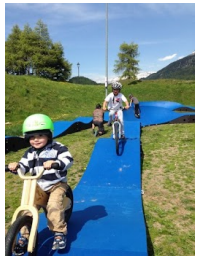
- [ ] Public Bathrooms



- [ ] Outdoor Grills



- [ ] Community Garden Space



- [ ] Skating/Biking Ramps and Pump Track



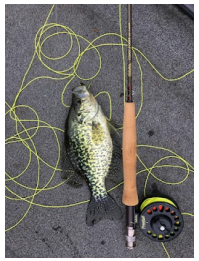




- [ ] Tennis Courts



- [ ] Swimming Pool / Splash Pad Amenities



- [ ] Fishing Spots



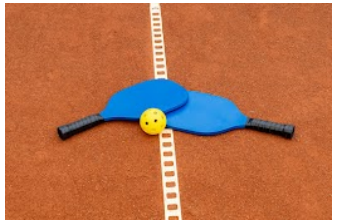
- [ ] Disc Golf



- [ ] Shade Structures / Pavilions



- [ ] Pollinator Gardens and places to enjoy nature



- [ ] Pickleball Courts



- [ ] Fields for Sports



☐ Benches / Picnic Tables



☐ Playground Equipment



☐ Swings



☐ Outdoor Fitness Equipment



☐ Baseball / Softball / Kickball Diamond



☐ Dog Park







☐ Basketball Courts



☐ Walking / Biking Paths

☐ Other:



☐ Water Features / Fountains

Other:
Any additional amenities, equipment, programing that you would like to see included in Charles Town parks?

Your answer

If you would like to stay in touch with the City of Charles Town Parks and Recreation Commission, please share your email address:

Your answer

Submit

Clear form

Never submit passwords through Google Forms.

This content is neither created nor endorsed by Google. Report Abuse - Terms of Service - Privacy Policy

Google Forms

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-240: Infrastructure Committee - February 26, 2024, meeting

ATTACHMENTS:

- Report_ Infrastructure Committee - February 2024.pdf
- ShutterSt.png

City of Charles Town
Infrastructure Committee

I. CALL TO ORDER: Monday, **February, 26 2024** at 4:30PM- City Hall

Persons Present: *Councilmembers:* Elizabeth Ricketts (Chair), Jim Kratovil, and Priscilla Rodd
Staff: Jim Wysong; *City Manager:* John Nissel ; *Public:* Edna Downey of Shutter St.

II. UNFINISHED BUSINESS

III. NEW BUSINESS

024-218: ADA Transition Plan

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) and WVDOT ADA Coordinator Ray Patrick are encouraging Charles Town to voluntarily enter into creating an ADA Transition Plan for the City of Charles Town. This would involve assessing ramps on city right of way sidewalks and creating a plan to install or fix them. The committee is interested in attending the training that will be offered this Spring, but a barrier to creating a Transition Plan is the need for a dedicated staff person for the project.

2024-219: Stormwater Issues and Updates

Committee heard from a resident of Shutter Street, Edna Downey, about ongoing stormwater issues with pipe drainage and ponding occurring on private properties. Staff is currently working with Greenway Engineering on an estimate to provide a stormwater assessment citywide as an update to their ongoing work on Liberty Street. The committee is requesting an estimate for the discussed area of Shutter Street be prioritized.
See attached map

2024-292: Street Paving - Staff Update

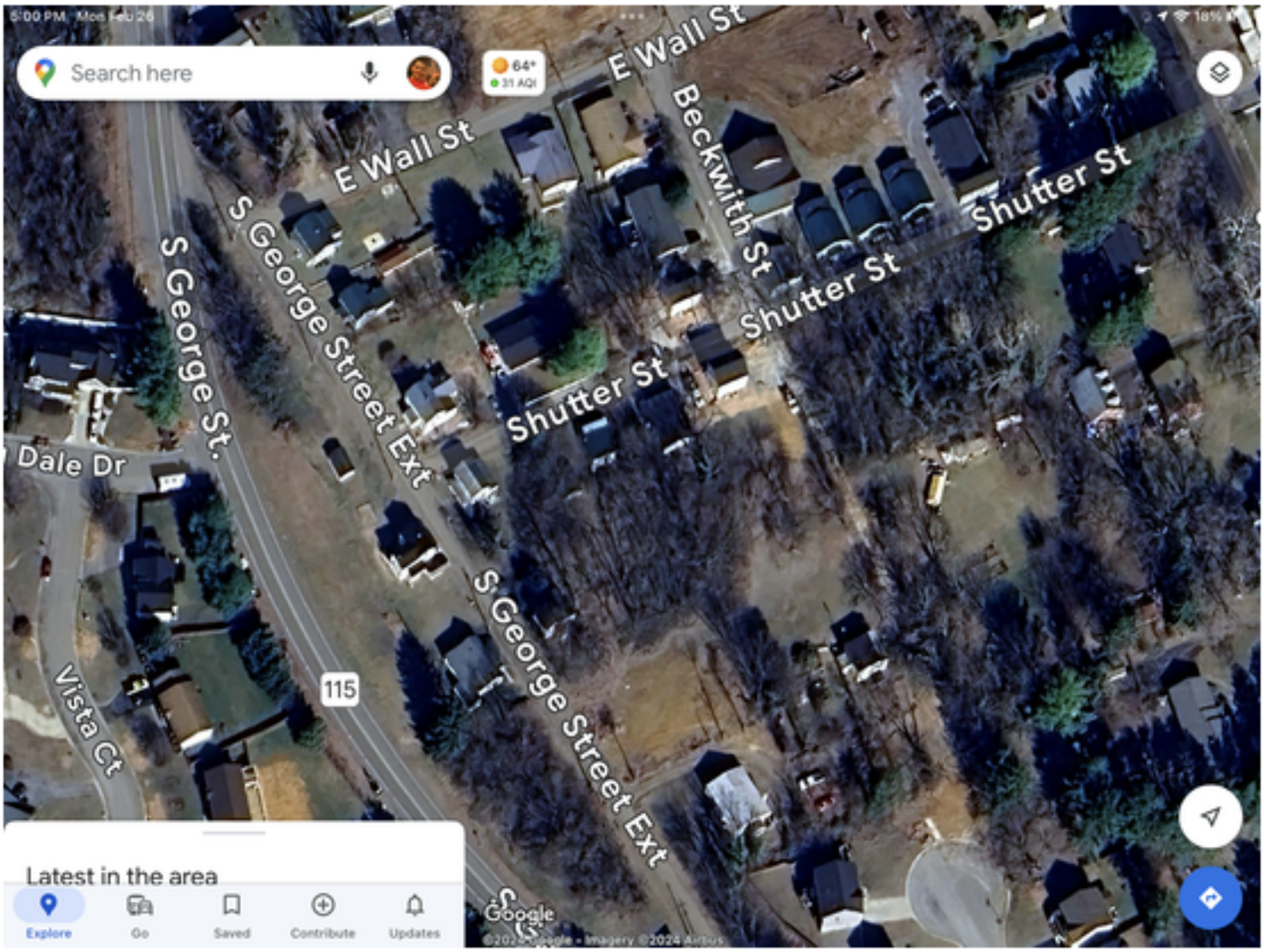
No update was available at this time

2024-221: Staff Updates on Current Projects

Jim Wysong provided a thorough update of Maintenance department efforts.

ADJOURNED 5:32PM

IV. INFORMATION ONLY: Next Meeting Monday, March 25, 2024 at 4:30PM at City Hall.


Search here
E Wall St
E Wall St
Beckwith St
Shutter St
Shutter St
Shutter St
S George St.
S George Street Ext
S George Street Ext
Dale Dr
Vista Ct
115
Latest in the area
Explore
Go
Saved
Contribute
Updates
Google

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-267: Finance Committee - March 5, 2024, meeting

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-273: City Manager Report - March 5, 2024

ATTACHMENTS:

- City Managers Report March 5th.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

March 5th, 2024

- We will be launching our new website on Wednesday March 6th. Cindy Rezmer will be giving you a peek into the website this evening.
- We are exploring replacing our current streetlight with LED heads to replace the metal halide bulbs. Although metal halide bulbs are not being banned, they are being phased out.
- We have made some adjustments to the Parks and Recreation programming schedule and fees.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-264: Update on the New City's Website

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-268: Charles Town Utility Board Update

ATTACHMENTS:

- 2024.02.14 UB MINUTES.pdf

Charles Town Utility Board
Regular Board Meeting
February 14, 2024

The Charles Town Utility Board held a regular meeting on February 14, 2024 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; Jeff Whitten, Board Member; and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of January 24, 2024 Regular Meeting Minutes

The Chairman called for changes or corrections to the January 24, 2024 regular meeting minutes.

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the January 24, 2024 minutes as presented.**

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron.

ELECTION OF OFFICERS

Action: **Motion made by Mr. Whitten, second by Mr. Stocks, the Board unanimously approved the nomination of Mr. Pierson as Vice Chairman. Mr. Pierson accepted the nomination.**

Action: **Motion made by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved the nomination of Mr. Stocks as Treasurer. Mr. Stocks accepted the nomination.**

Action: **Motion made by Mr. Whitten, second by Mr. Pierson, the Board unanimously approved the nomination of Ms. Stottlemyer as Secretary. Ms. Stottlemyer accepted the nomination.**

NEW BUSINESS

Greenfield Forcemain Project – Notice to Proceed

Mrs. Stolipher included the Notice to Proceed for the Greenfield Forcemain project with a commencement date of February 22, 2024 and substantial completion 120 days after. The pre-construction meeting will be held on February 22nd.

Action: **Motion made by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved the Notice to Proceed as presented.**

CTUB Water and Sewer Specifications

Mrs. Stolipher mentioned in 2021, CTUB entered into an agreement with Thrasher Engineering to update the water and sewer specifications and develop pump station design specifications in the

amount of $26,700.00. To date, no payments have been made to Thrasher as no work has been completed. After speaking with Mr. Rodecker, Mrs. Stolipher notified Thrasher of the contract termination. She included a task order by Gwin Dobson & Foreman to perform this work not to exceed $35,000.00.

Action: **Motion made by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved the GDF task order as submitted.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided the water and sewer rate adjustments have been approved by the Public Service Commission and will be effective on the April bill based on the reading dates. She is also working on the water and sewer strategic plan updates, easements for the collection project and received a new concept plan for Harvest Hills. Also included in the packet is the FY2023 Draft Financial Statement for the Board's review.

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

February 14, 2024

Mrs. Stolipher mentioned the report was updated as the check for Alverez was pulled to be included in the next meeting packet.

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

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 4:17 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, February 28, 2024 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Ashley Stottlemyer
Secretary

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-260: 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

This agenda item needs to be removed from the table.

ATTACHMENTS:

- BO Tax Credit draft.pdf

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: 03/05/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-265: AARP Community Challenge Grant Application

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-222: BR2023-12: Norborne Glebe Bond Reduction - Phase 15

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Performance Application.pdf
- 3. Performance Estimate.xlsx
- 4. Land Disturbance Application.pdf
- 5. Land Disturbance Estimate.xlsx
- 6. KH Review.pdf

Bond Reduction Request
BR2023-12

Date: For the March 5 2024 City Council Meeting
Applicant: Gary Endler on behalf of Arcadia Land Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Bond reductions for performance and land disturbance bonds

Norborne-Glebe Phase 15



BACKGROUND
The applicant has submitted a bond reduction request for their performance and land disturbance bonds for Norborne-Glebe subdivision Phase 15.

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

Existing Performance Bond: $3,086,207.27
Proposed Performance Bond: $1,342,383.94
Reduction Amount: $1,743,823.34

Existing Land Disturbance Bond Amount: $271,159.22
Proposed Land Disturbance Bond Amount: $19,519.16
Reduction Amount: $251,640.06

BOND COMMITTEE
The Bond Committee reviewed this item at their February 20, 2024 meeting. The Committee recommended approval of the bond reduction request.

PLANNING COMMISSION
The Planning Commission reviewed this item at their February 26, 2024 meeting. Following discussion they **unanimously** voted to recommend **approval**.

RECOMMENDATION
Approval.

Bond Request No._____

Norborne Glebe - Phase 15
Performance Bond

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 December 14, 2023

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

☐ Bond | Reallocation ☐ Bond | Release**

3. PROJECT NAME Norborne Glebe Subdivision - Phase 15

Address N/A

4. APPLICANT'S NAME* Arcadia Land, Inc. Attn: Gary Endler

Address 108 N. George Street - 2nd Floor Charles Town, WV 25414

Telephone Number (703)-771-8000 Fax Number (___)

Email Address gendler@arcadiacompanies.com

5. PROPERTY OWNER'S NAME Arcadia Land, Inc, Attn: Gary Endler

Address 108 N George Street - 2nd Floor Charles Town, WV 25414

Telephone Number (703)-771-8000 Fax Number (___)

Email Address gendler@arcadiacompanies.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:

Requesting Bond Amount Reduction for the Performance Bond for Phase 15, Norborne Glebe Subdivision

7. A) CURRENT BOND AMOUNT $3,086,207.27

B) PROPOSED BOND AMOUNT $1,342,383.94

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

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
Phase 15	3-12-209.4	1173	85	NR

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

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

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

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

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

Date of As-Builts _____ Prepared By _____

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

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

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

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

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

Bond Request No._____

APPLICANT CERTIFICATION

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

Signature of Applicant

_____ Date _____

Signature of Property Owner (If different than Applicant)

_____ Date _____

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

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

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

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Subdivision Administrator Approval:_____ Date:_____

Engineer Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

CITY OF CHARLES TOWN

PUBLIC IMPROVEMENT BOND UNIT COST LIST AND BOND REDUCTION FORM

This form shall be used to calculate the amount of the bond required to guarantee public improvements to be constructed under the approved Final S/LD Application. This form shall also be used in calculating the amount of bond reductions to be approved by the Planning Commission. Note: No bond shall be reduced until completion of at least thirty (30) percent of the physical

Improvements secured by the bond.

PROJECT NAME:	Norborne Glebe - Phase 15
PREPARED BY:	Greenway Engineering
DATE OF SUBMISSION	10/11/2022, Reduction 12/14/2023, Revised 01/18/2024

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
MOBILIZATION GENERAL									
Mobilization	LS	$6,250.00	1	$6,250.00		0.5	$3,125.00	50%	
Field Office	EA	$3,000.00							
Job Sign	EA	$1,150.00							
SURVEYING									
Steel Pipe Property Corner Marker Incl. Survey	EA	$275.00	355	$97,625.00		0.0	$0.00	0%	
R.O.W. MONUMENTS SURVEYED IN PLACE									
RM -- 1	EA	$825.00							
RM -- 2	EA	$575.00							
EARTHWORK EXCAVATION									
Regular Bulk used as Fill	CY	3.86	28,397.00	$109,612.42		28,397.0	$109,612.42	100%	
Rock, Rip	CY	17.30							
Rock, Blast	CY	38.48							
BORROW MATERIAL									
Buy, Load, Haul 10 Mi. Select Material	CY	28.90							
Fill and Compaction of On-site Borrow	CY	5.95	58,594.00	$348,634.30		58,594.0	$348,634.30	100%	
UNSUITABLE MATERIAL									
Load and Haul, 20 mi R/T	CY	$21.95							
Dump Charge	CY	37.50							
Site Grading	SY	0.75							
CLEAR & GRUB									
Light	AC	6,675.00	20	$133,500.00		20.0	$133,500.00	100%	
Moderate	AC	9,750.00							

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Heavy	AC	$12,250.00							
Very Heavy	AC	$14,250.00							
PLANTING SHRUBS									
18	EA	$40.00							
24	EA	$70.00							
TREES									
6 8 (1-2 in. Caliper)	EA	$400.00	270	$108,000.00		0.0	$0.00	0%	
8 10 (2.5-3 in. Caliper)	EA	$700.00							
Tree Protection	LF	$9.00							
MISCELLANEOUS SITE IMPROVEMENTS									
RETAINING WALLS									
Timber Wall (Less Than 6 ft)	LF	$325.00							
Dry Rubble RW-1 (H=6')	LF	$450.00							
Mortared Rubble RW-1A (H=6')	LF	$535.00							
Concrete Gravity RW-2 (H=6')	LF	$339.00							
Concrete Gravity RW-3 (H=6')	LF	$378.00							
FENCING									
Std. Fence (H=5) FR-5	LF	$9.31							
Farm Fence (H=5) FR-3A	LF	$10.90							
Chain Link Fence (H=6)FR 2-B	LF	$14.52							
Board Fence (H=6)	LF	$19.35							

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
TOT LOTS									
Tot Lot	EA	$16,495.00	1	$16,495.00		0.0	$0.00	0%	
STORM DRAINAGE									
STORM SEWER									
NOTE: All pipe unit prices include trench, excavation, bedding, pipe, & backfill									
Rock Excavation for All Pipe Types									
Less than 1,500 CY (Blasting)	CY	$110.00							
More than 1,500 CY (Blasting)	CY	$90.00							
Less than 1,500 CY (Hoe Ram)	CY	$135.00							
More than 1,500 CY (Hoe Ram)	CY	$110.00							
Trench De-watering									
Trench De-watering	LF	$2.95							
RCP CLASS III ROUND T & G W/MASTIC									
12 Pipe (RCP III)									
0 8 Cut	LF	$44.50							
8 14 Cut	LF	$62.50							
Add cost for Class IV	LF	$0.85							
O-Ring	LF	$5.50							
15 Pipe (RCP III)									
0 10 Cut	LF	$49.75							
10 16	LF	$77.50							
Add Cost for Class IV	LF	$0.95							
O-Ring	LF	$5.50							
18 Pipe (RCP III)									
0 10 Cut	LF	$50.00							
10 16 Cut	LF	$80.00							

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Add Cost for Class IV	LF	$2.00							
O-Ring	LF	$7.00							
21 Pipe (RCP III)									
0 10 Cut	LF	$57.50							
10 16 Cut	LF	$87.50							
Add Cost for Class IV	LF	$2.75							
O-Ring	LF	$13.00							
24 Pipe (RCP III)									
0 10 Cut	LF	$67.50							
10 16 Cut	LF	$95.00							
Add Cost for Class IV	LF	$3.15							
O-Ring	LF	$14.00							
27 Pipe (RCP III)									
0 10 Cut	LF	$60.00							
10 16 Cut	LF	$95.00							
Add Cost for Class IV	LF	$4.00							
O-Ring	LF	$15.00							
30 Pipe (RCP III)									
0 10 Cut	LF	$82.50							
10 16 Cut	LF	$125.00							
Add Cost for Class IV	LF	$6.00							
O-Ring	LF	$17.25							
33 Pipe (RCP III)									
0 12 Cut	LF	$115.00							
10 18 Cut	LF	$160.00							
Add Cost for Class IV	LF	$6.50							
O-Ring	LF	$21.95							
36 Pipe (RCP III)									
0 12 Cut	LF	$120.00							

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

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

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
12" Pipe									
0'-8' Cut	LF	$38.95	30	$1,168.50		30.0	$1,168.50	100%	
8'-14' Cut	LF	$57.75							
15" Pipe									
0'-8' Cut	LF	$50.25	1,993	$100,148.25		1,993.0	$100,148.25	100%	
8'-16' Cut	LF	$74.85							
18" Pipe									
0'-8' Cut	LF	$66.00	275	$18,150.00		275.0	$18,150.00	100%	
8'-16' Cut	LF	$98.55							
21" Pipe									
0'-8' Cut	LF	$71.45	548	$39,154.60		548.0	$39,154.60	100%	
8'-16' Cut	LF	$106.90							
24" Pipe									
0'-8' Cut	LF	$76.90	606	$46,601.40		606.0	$46,601.40	100%	
8'-16' Cut	LF	$115.25							
30" Pipe									
0'-8' Cut	LF	$91.33	419	$38,267.27		419.0	$38,267.27	100%	
8'-16' Cut	LF	$137.27							
36" Pipe									
0'-8' Cut	LF	$101.68	267	$27,148.56		267.0	$27,148.56	100%	
8'-16' Cut	LF	$152.33							
42" Pipe									
0'-8' Cut	LF	$113.99							
8'-16' Cut	LF	$171.00							
48" Pipe									
0'-8' Cut	LF	$129.55							
8'-16' Cut	LF	$195.66							
60" Pipe									
0'-8' Cut	LF	$275.00	48	$13,200.00		48.0	$13,200.00	100%	
8'-16' Cut	LF								
66" Pipe									
0'-8' Cut	LF	$365.00	94	$34,310.00		94.0	$34,310.00	100%	
8'-16' Cut	LF								
STORM STRUCTURES									
END SECTIONS									
End Section (ES-1), Concrete Pipe Size									
15	EA	$485.00	1	$485.00					

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
18	EA	$565.00							
21	EA	$645.00							
24	EA	$755.00							
27	EA	$1,065.00							
30	EA	$1,195.00	1	$1,195.00		1.0	$1,195.00	100%	
36	EA	$1,765.00							
42	EA	$1,795.00							
48	EA	$2,135.00							
54	EA	$2,795.00							
60	EA	$3,455.00	1	$3,455.00		1.0	$3,455.00	100%	
ENDWALLS									
EW-1(Pre-cast) Round Pipe Size									
15	EA	$800.00							
18	EA	$1,337.00							
24	EA	$2,021.00							
30	EA	$2,133.00							
36	EA	$2,366.00							
EW-1 Cast in Place [Round Pipe Size]									
15	EA	$852.00							
18	EA	$1,053.00							
24	EA	$1,495.00							
30	EA	$2,144.00							
36	EA	$2,383.00							
EW-1A (Pre-Cast) Elliptical Pipe Size									
23 X 14 (18)	EA	$695.00							
30 X 19 (24)	EA	$969.00							
38 X 24 (30)	EA	$1,165.00							
45 X 29 (36)	EA	$1,445.00							

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
53 X 34 (42)	EA	$1,840.00							
EW-1A (Cast in Place) Elliptical Pipe Size									
23 X 14 (18)	EA	$667.00							
30 X 19 (24)	EA	$939.00							
38 X 24 (30)	EA	$1,247.00							
45 X 29 (36)	EA	$1,618.00							
53 X 34 (42)	EA	$2,109.00							
EW-2 (PreCast) Round Pipe Size									
42	EA	$5,445.00							
48	EA	$5,695.00							
54	EA	$6,660.00							
60	EA	$7,140.00	1	$7,140.00		1.0	$7,140.00	100%	
72	EA	$7,990.00							
84	EA	$9,490.00							
EW-2 (Cast in Place) Round Pipe Size									
42	EA	$4,723.00							
48	EA	$6,039.00							
54	EA	$6,972.00							
60	EA	$8,179.00							
72	EA	$10,713.00							
84	EA	$12,288.00							
(EW-6PC) [Double Pipe] Pipe Size									
2-15	EA	$999.00							
2-18	EA	$1,235.00							
2-24	EA	$1,510.00							
2-30	EA	$2,165.00							
2-36	EA	$2,647.00							

MANHOLES									
BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Standard Brick Manhole Std Frame & Cover (MH-1)									
6 Depth	EA	$3,750.00							
Depth below 6	VF	$163.00							
Standard Precast Manhole Std Frame & Cover (MH-2)									
6 Depth	EA	$3,100.00	4	$12,400.00		4.0	$12,400.00	100%	
Depth below 6	VF	$177.00	1.140	$201.78		1.1	$201.78	100%	
Additional Cost (Amounts in parentheses to be added to the above unit costs)									
Watertight Fr/Cover (Add 110)	EA	$579.00							
Heavy Duty Fr/Cover (Add 82)	EA	$599.00							
DROP INLETS									
Cast in Place 48									
Drop Inlet (DI-1) 12 24 Pipe0-10 VF	EA	$3,697.00	5	$18,485.00		5.0	$18,485.00	100%	
Drop Inlet (DI-1A) 12 24 Pipe 10-20 VF	EA	$5,593.00							
Drop Inlet (DI-2) 12 24 Pipe0-10 VF, 10 throat	EA	$6,911.00							
Drop Inlet (DI-2A) 12 24 Pipe 10-20 VF, 10 throat	EA	$8,833.00	1	$8,833.00		1.0	$8,833.00	100%	
CURB DROP INLETS									
Curb Drop Inlet (DI-3A)									
12 -30 Pipe (Invert Depth (H) =0 -8) Inlet Length 2 -6	EA	$4,088.00							
Curb Drop Inlet (DI-3AA)									
12 -30 Pipe (Invert Depth (H) =8 -20) Inlet Length 2 -6	EA	$5,357.00							
Curb Drop Inlet (DI-3B & DI-12) 12 -30 Pipe (Invert Depth (H) =0 -8) Inlet Length									
4	EA	$4,279.00	1	$4,279.00		1.0	$4,279.00	100%	

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
6	EA	$4,573.00	14	$64,022.00		14.0	$64,022.00	100%	
8	EA	$4,889.00	19	$92,891.00		19.0	$92,891.00	100%	
10'	EA	$5,052.00							
12	EA	$5,227.00							
16	EA	$5,543.00							
20	EA	$5,859.00							
Curb Drop Inlet (DI-3BB) 12 -30 Pipe (Invert Depth (H) =8 -20) Inlet Length									
4	EA	$4,276.00							
6	EA	$4,848.00		$0.00					
8	EA	$5,429.00		$0.00					
10'	EA	$5,732.00		$0.00					
12	EA	$6,011.00							
16	EA	$6,296.00							
20	EA	$6,599.00							
Curb Drop Inlet (DI-3C) 12 -30 Pipe (Invert Depth (H) =0 -8) Inlet Length									
6	EA	$4,013.00		$0.00					
8	EA	$4,588.00							
10'	EA	$4,893.00	3	$14,679.00		3.0	$14,679.00	100%	
12	EA	$5,178.00							
16	EA	$5,766.00							
20	EA	$6,339.00							
Curb Drop Inlet (DI-3CC) 12 -30 Pipe (Invert Depth (H) =8 -20) Inlet Length									
6	EA	$4,746.00							
8	EA	$5,293.00							
10'	EA	$5,627.00							
12	EA	$5,988.00							
16	EA	$6,772.00							
20	EA	$7,465.00							

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

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
6	EA	$8,077.00							
8	EA	$8,288.00							
10'	EA	$8,480.00							
12	EA	$8,669.00							
16	EA	$9,047.00							
20	EA	$9,446.00							
Curb Drop Inlet (DI-4A) 36 48 Pipe (Invert Depth (H)=0 -8) Inlet Length									
4	EA	$4,868.00							
Curb Drop Inlet (DI-4AA) 36 48 Pipe (Invert Depth (H)=0 -8) Inlet Length									
4'	EA	$6,817.00							
Curb Drop Inlet (DI-4B) 36 -48 Pipe (Invert Depth (H) =0 -8) Inlet Length									
6	EA	$5,172.00							
8	EA	$5,499.00							
10'	EA	$5,698.00							
12	EA	$5,870.00							
16	EA	$6,221.00							
20	EA	$6,571.00							
Curb Drop Inlet (DI-4BB) 36 -48 Pipe (Invert Depth (H) =8 -20') Inlet Length									
6	EA	$10,292.00							
8	EA	$10,643.00							
10'	EA	$10,810.00							
12	EA	$10,974.00							
16	EA	$11,309.00							
20	EA	$11,669.00							
Curb Drop Inlet (DI-4C) 36 -48 Pipe (Invert Depth (H) =0 -8) Inlet Length									
8	EA	$5,612.00							
10'	EA	$5,794.00							
12	EA	$5,968.00							
16	EA	$6,315.00							

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
20	EA	$6,657.00							
Curb Drop Inlet (DI-4CC) 36 -48 Pipe (Invert Depth (H) =8 -20) Inlet Length									
8	EA	$13,371.00							
10'	EA	$13,693.00							
12	EA	$14,097.00							
16	EA	$14,712.00							
20	EA	$15,365.00							
Curb Drop Inlet (DI-4D)									
36 -48 Pipe (Invert Depth (H) =0 -8) Inlet Length 4'	EA	$4,933.00							
Curb Drop Inlet (DI-4DD)									
36 -48 Pipe (Invert Depth (H) =8 -16) Inlet Length 4'	EA	$9,455.00							
Curb Drop Inlet (DI-4E) 36 -48 Pipe (Invert Depth (H) =0 -8) Inlet Length									
6'	EA	$5,267.00							
8	EA	$5,605.00							
10'	EA	$5,896.00							
12'	EA	$6,233.00							
16	EA	$6,996.00							
20	EA	$7,695.00							
Curb Drop Inlet (DI-4EE) 36 -48 Pipe (Invert Depth (H) =8 -16) Inlet Length									
6	EA	$9,165.00							
8	EA	$9,495.00							
10'	EA	$9,839.00							
12	EA	$10,167.00							
16	EA	$10,838.00							
20	EA	$11,483.00							
Curb Drop Inlet (DI-4F) 36 -48" Pipe Inlet Length (Invert Depth (H)=0 -8)									

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
8	EA	$5,877.00						
10'	EA	$6,209.00						
12	EA	$6,568.00						
16	EA	$7,259.00						
20	EA	$7,963.00						
Curb Drop Inlet (DI-4FF) 36 -48 Pipe (Invert Depth (H) =8 -16) Inlet Length								
8	EA	$8,866.00						
10'	EA	$9,147.00						
12	EA	$9,435.00						
16	EA	$9,997.00						
20	EA	$10,584.00						
Median Drop Inlets - CIP								
Median Drop Inlet **(DI-6A)** 12 -24 Pipe Inlet (H=8)	EA	$4,205.00						
Median Drop Inlet **(DI-6B)** 12 -24 Pipe Inlet (H=8)	EA	$4,267.00						
Median Drop Inlet **(DI-6C)** 30 -48 Pipe Inlet (H=10)	EA	$5,589.00						
Median Drop Inlet **(DI-6D)** 30 -48 Pipe Inlet (H=10)	EA	$5,692.00						
Median Drop Inlet **(DI-7)** Type III Top 12 -42 Pipe Inlet (H=10)	EA	$5,748.00		$0.00				
Median Drop Inlet **(DI-7A)** Type III Top 12 -42 Pipe Inlet (H=10)	EA	$6,338.00						
Median Drop Inlet **(DI-7B)** Type III Top 12 -42 Pipe Inlet (H=10)	EA	$6,797.00						

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
MISCELLANEOUS INLETS									
Ditch Drop Inlet, **(DI-5)** Type III Tip 12 -42 Pipe Inlet (H=8)	EA	$5,226.00							
Standard Yard Inlet **(YI-1)** 12 -48 Pipe (Invert Depth (H)=0 -8) Inlet Length 4 (No Aprons)	EA	$4,749.00		$0.00					
Add Yard Inlet Apron	THROAT	$255.00							
Standard Yard Inlet **(YI-3)** 12 -48 Pipe (Invert Depth (H)=0 -8) Inlet Length 4 (No Aprons)	EA	$5,127.00							
Add Yard Inlet Apron	THROAT	$255.00							
CULVERTS									
Single Box Culvert (BC-1A) Fills to 25									
4 X 4	LF	$336.00							
5 x 5	LF	$410.00							
6 X 6	LF	$498.00							
8 X 8	LF	$699.00							
10 X 10	LF	$845.00							
Double Box Culvert (BC-2b) Fills to 25									
4 X 4	LF	$566.00							
5 x 5	LF	$705.00							
6 X 6	LF	$854.00							
8 X 8	LF	$1,148.00							
10 X 10	LF	$1,411.00							
Oversized Single Box Culvert (BBC-1) Fills to 25									

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
12 X 6	LF	$1,026.00							
12 X 8	LF	$1,144.00							
12 X 10	LF	$1,239.00							
12 X 12	LF	$1,348.00							
Triple Box Culvert (BC-3B) Fills to 25									
4 X 4	LF	$779.00							
5 x 5	LF	$965.00							
6 X 6	LF	$1,211.00							
8 X 8	LF	$1,633.00							
10 X 10	LF	$2,488.00							
Quadruple Box Culvert (BC-4B) Fills to 25									
4 X 4	LF	$987.00							
5 x 5	LF	$1,225.00							
6 X 6	LF	$1,523.00							
8 X 8	LF	$1,497.00							
10 X 10	LF	$2,835.00							
Standard Wing for Box Culvert (1 Side Only) Height of Box									
4	EA	$675.00							
5	EA	$995.00							
6	EA	$1,337.00							
8	EA	$2,489.00							
10	EA	$3,315.00							
Standard Wing for Oversized Box Culvert(BBC-W) Height of Box									
6	EA	$1,351.00							
8	EA	$2,189.00							
10	EA	$3,269.00							
12	EA	$4,763.00							

MISCELLANEOUS STORM									
BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Connection to Existing Structure									
15 -36 Pipe	EA	$735.00							
42 - 60 Pipe	EA	$1,125.00							
Casing Pipe, Bore and Jack (3/8 wall)									
22 ID (6 -8 Carrier Pipe)	LF	$411.00							
24 ID (10 Carrier Pipe)	LF	$451.00							
30 ID (12 Carrier Pipe)	LF	$569.00							
Plug Pipe									
6 12 Pipe	EA	$142.00							
15 -36 Pipe	EA	$323.00							
42 - 60 Pipe	EA	$522.00							
Pavement Edge Pipe									
Standard Pipe Underdrain	LF	$19.00							
Riprap									
Dry, Class I, 18	SY	$47.87	28.00	$1,340.36		28.0	$1,340.36	100%	
Dry, Class II, 18	SY	$51.46							
Grouted, Class I, 18	SY	$69.97							
Filter Fabric									
Class I	SY	$3.50							
Class II	SY	$3.00							
Class III	SY	$2.25							
Gabions (No excavation)									
Mattress	CY	$130.00							
Revetment	CY	$164.33							
Wall	CY	$212.25							
Paved Ditch (4 Thick)									
Concrete (Non-reinforced)	SY	$62.00							
Bituminous Concrete(4)	SY	$30.00							
Sodded Ditch									

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Sodded Ditch (Incl Fine Grading)	SY	$9.86							
STREET CONSTRUCTION									
ROADS AND PARKING									
Soil Stabilization	**Inches**								
Cement 6%	SY/Inch Depth	$2.70							
Depth (in Inches):									
Lime 6%	SY/Inch Depth	$1.89							
Depth (in Inches):									
Subbase, Aggregated Material									
Base Type I	SY/Inch Depth	$1.75	16,213	$226,982.00		16,213.0	$28,372.75	100%	
Depth (in Inches):		8							
Bituminous Concrete									
Base Course	SY/Inch Depth	$5.59	16,213	$271,892.01		16,213.0	$90,630.67	100%	
Depth (in Inches):		3							
Intermediate Course	SY/Inch Depth	$5.49							
Depth (in Inches):									
Top Course	SY/Inch Depth	$5.49	16,213	$178,018.74		0.0	$0.00	0%	
Depth (in Inches):		2							
Prime Coat	SY	$1.10							
Tack Coat	SY	$1.10							
Driveway Restoration									
4 Concrete & 4 Gravel	SY	$79.95							

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
2 S-5 & 7 6 Gravel	SY	$31.96							
Shoulders, Type I									
Aggregated Base, 4 (Sidewalk)	SY	$11.50		$0.00					
Concrete Curbing									
Curb & Gutter CG6 & CG7	LF	$22.50	9,412.00	$211,770.00		9,412.0	$211,770.00	100%	
Curb Cut, CG-12 Detectable Surf.	EA	$569.00	25	$14,225.00		25.0	$14,225.00	100%	
Entrances/Driveways									
Commercial Entrance CG-11	SY	$52.88							
Commercial Entrance CG-13	SY	$64.67							
Residential Driveway Apron	SY	$51.79							
Guardrails									
Std. Blocked-out W beam (GR2)	LF	$42.50							
Std. W beam, Weak Post GR8	LF	$28.50							
Terminal, GR-6 (L=12 -6)	EA	$2,929.00							
Terminal, GR-7 (L=6 -3)	EA	$2,659.00							
Type I, GR-8 Terminal (L=25)	EA	$1,399.00							
Type II, GR-8 Terminal (L=13 -6)	EA	$695.00							
Terminal, MB-4 (L=37 -6)	EA	$3,495.00							
Type I, MB-5 Terminal (L=27 -1)	EA	$2,925.00							
Type II, MB-5 Terminal (L=13 -6)	EA	$1,675.00							
Miscellaneous									
Trash enclosure - Brick 6' high	LF	$325.00							
Reinforced Concrete Pad 6" to 8"	SY	$62.00							
Striping 4" width (VDOT Type	LF	$2.25							

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
B)									
Concrete Wheel Stops	EA	$70.00							
Parking Lot Striping	EA	$50.00							
Sign Island	EA	$850.00							
Traffic Barricade	LF	$43.45							
Street Name Signs	EA	$435.00	5	$2,175.00		5.0	$2,175.00	100%	
Traffic Control Signs	EA	$375.00	13	$4,875.00		13.0	$4,875.00	100%	
Street Light (pole, bracket, light)	EA	$4,285.00	47	$201,395.00		0.0	$0.00	0%	
SIDEWALKS AND TRAILS									
Sidewalk									
Concrete 4 w/WWF, No base	SY	$45.23	3,353	$151,656.19		670.6	$30,331.24	20%	
Bitum. Conc, 2 w/4 Base	SY	$30.00							
4 Conc, No Reinf., No Base	SY	$41.00							
HANDRAIL									
Handrail 3 Rail 1-1/4 #4 Finish	LF	$96.50							
Wood Chip Trail									
Trails(Incl Excavation & Grading) Wood chip, 4 wide	SY	$17.69							
Bituminous Trail									
6 to 10' wide	SY	$49.25	1,169	$57,573.25		0.0	$0.00	0%	
CRITICAL SLOPE STABILIZATION									
Paved Flume	SY	$67.00							
Stmwtr Conc Channel-Excav	SY	$7.75							
ADD Grass Lined-seeded	SY	$5.37							
ADD Grass Lined-sodded	SY	$10.89							
Outlet Protection									
Non-grouted Riprap 18	SY	$52.00		$0.00					
Concrete 4	SY	$53.50							

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
Level Spreader	SY	$4.44						
Struc Streambank Protection								
Non-grouted Riprap 18	SY	$58.00						
Gabions	CY	$147.00						
Vegetative Erosion Control								
Sodding incl Fertilizing Banks	SY	$7.77						
Sodding incl Fertilizing Flat	SY	$5.36						
Seeding incl Fertilizing	SY	$2.44						
Soding W/Soil Treat & Watering	SY	$3.25						
Seeding W/Soil Treat & Watering	SY	$6.46						
Straw Mulch w/Tack	SY	$1.40						
Jute Mesh	SY	$1.77						
SPECIAL ITEMS								
FEMA Processing LOMR/CLOMR	EA	$7,500.00						
As Built (Record Drawings)	EA	$9,500.00	1	$9,500.00	0.0	$0.00	0%	
SWM/BMP POND	LS							
SIGNALIZATION	LS							
Subtotal				$2,697,733.63		$1,524,321.10		

TOTAL ESTIMATE OF COMPLETED WORK:		
SubTOTAL:		$2,697,733.63
CONTINGENCIES:	10.0%	$269,773.36
TOTAL:		$2,967,506.99
INFLATION FACTOR:	4.0%	$118,700.28
Grand Total:		$3,086,207.27

TOTAL ESTIMATE OF REDUCTION:	
SubTOTAL:	$1,524,321.10
CONTINGENCIES:	$152,432.11
TOTAL:	$1,676,753.21
INFLATION :	$67,070.13
Grand Total:	$1,743,823.34
Bond Remaining:	**$1,342,383.94**

Bond Request No._____

Norborne Glebe - Phase 15
Land Disturbance Bond

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 December 14, 20 23

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

☐ Bond | Reallocation ☐ Bond | Release**

3. PROJECT NAME Norborne Glebe Subdivision - Phase 15

Address N/A

4. APPLICANT'S NAME* Arcadia Land, Inc. Attn: Gary Endler

Address 108 N. George Street - 2nd Floor Charles Town, WV 25414

Telephone Number (703-771-8000 Fax Number (___)

Email Address gendler@arcadiacompanies.com

5. PROPERTY OWNER'S NAME Arcadia Land, Inc, Attn: Gary Endler

Address 108 N George Street - 2nd Floor Charles Town, WV 25414

Telephone Number (703-771-8000 Fax Number (___)

Email Address gendler@arcadiacompanies.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:

Requesting Bond Amount Reduction for the Land Disturbance Bond for Phase 15, Norborne Glebe Subdivision

7. A) CURRENT BOND AMOUNT $271,159.22

B) PROPOSED BOND AMOUNT $19,519.16

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

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
Phase 15	3-12-209.4	1173	85	NR

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

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

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

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

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

Date of As-Builts _____ Prepared By _____

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

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

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

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

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

Bond Request No._____

APPLICANT CERTIFICATION

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

Signature of Applicant

_____ Date _____

Signature of Property Owner (If different than Applicant)

_____ Date _____

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

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

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

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Subdivision Administrator Approval:_____ Date:_____

Engineer Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

CITY OF CHARLES TOWN

LAND DISTURBANCE BOND UNIT COST LIST AND BOND REDUCTION FORM

This form shall be used to calculate the amount of the bond required to guarantee public improvements to be constructed under the approved Final S/LD Application. This form shall also be used in calculating the amount of bond reductions to be approved by the Planning Commission. Note: No bond shall be reduced until completion of at least thirty (30) percent of the physical Improvements secured by the bond.

PROJECT NAME:	Norborne Glebe - Phase 15
PREPARED BY:	Greenway Engineering
DATE OF SUBMISSION	10-11-2022 Reduction 12/14/2023 Revised 01/18/2024

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
MOBILIZATION GENERAL								
Mobilization	LS	$6,250.00	1	$6,250.00	0.5	$3,125.00	50%	
Field Office	EA	$3,000.00			0.0	$0.00		
Job Sign	EA	$1,150.00			0.0	$0.00		
EROSION & SEDIMENT CONTROL								
Curb Inlet Protection	EA	$176.80	36	$6,364.80	36.0	$6,364.80	100%	
Grate Inlet Protection	EA	$200.00	10	$2,000.00	10.0	$2,000.00	100%	
Rock Check Dam	EA	$150.00	26	$3,900.00	26.0	$3,900.00	100%	
Outlet Protection (18" Thick)	SY	$210.00	28.00	$5,880.00	28.0	$5,880.00	100%	
Temporary Seeding	SY	$0.77		$0.00	0.0	$0.00	0%	
Permanent Seeding	SY	$0.77	33,035	$25,436.95	16,517.5	$12,718.48	50%	
Permanent Sodding	SY	$3.64		$0.00	0.0	$0.00	0%	
Clearing and Grubbing (Light)	AC	$6675.00	19	$129,294.75	19.4	$129,294.75	100%	
Silt Fence	LF	$3.25	1,832	$5,954.00	1,832.0	$5,954.00	100%	
Sediment Trap	EA	$3500.00	0	$0.00	0.0	$0.00	100%	
Level Spreader	SY	$3500.00		$0.00	0.0	$0.00	0%	
Stabilized Construction Entrance	EA	$2500.00	1	$2,500.00	1.0	$2,500.00	100%	
TOPSOIL REPLACEMENT								
Fine Grading	SY	$1.01	27,634.22	$27,910.56	27,634.2	$27,910.56	100%	
Respread Topsoil	CY	$1.00	4,605.71	$4,605.71	4,605.7	$4,605.71	100%	
SPECIAL ITEMS								
Sediment Basin	LS			$0.00	0.0	$0.00		
Subtotal				$220,096.77				

TOTAL ESTIMATE OF COMPLETED WORK:

SubTOTAL:		$220,096.77
CONTINGENCIES:	10.0%	$22,009.68
TOTAL W/ CONTINGENCY:		$242,106.45
BOND PERIOD:	3	Years
ANNUAL INFLATION FACTOR:	4.00%	$29,052.77

TOTAL ESTIMATE OF REDUCTION:

SubTOTAL:	$204,253.30
CONTINGENCIES:	$20,425.33
TOTAL:	$224,678.63
INFLATION :	$26,961.44
Grand Total:	$251,640.06

Grand Total:	$271,159.22	Bond Remaining:	**$19,519.16**

Kimley»Horn

Memorandum

To: Mr. Gary Endler, Attn
Arcadia Land, Inc.
108 N. George Street - 2nd Floor
Charles Town, WV 25414

From: Mark Phillips, P.E.

Through: Mr. James Newman, AICP
City of Charles Town
101 E Washington Street
Charles Town, WV 25414

Date: January 25, 2024

Subject: Norborne Glebe Subdivision Phase 15 Bond Reduction Review

This memorandum summarizes our review of the Bond Reduction request for the Norborne Glebe Subdivision Phase 15 Erosion and Sediment Control and the Performance Bond Initiation application (dated December 14, 2023, prepared by Arcadia Land, Inc.) for an E&S Control Bond reduction of $251,640.06 to $19,519.16 and Performance Bond reduction of $1,743,823.33 to $1,342,383.94 respectively. Using the Final Subdivision/Land Development Plat dated September 20, 2022, site visit observations, and the respective bond reduction application, we have no comments.

Thank you for the opportunity to review this Bond Reduction request. 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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-223: BR2024-01 - Westover Dental - Bond Establishment

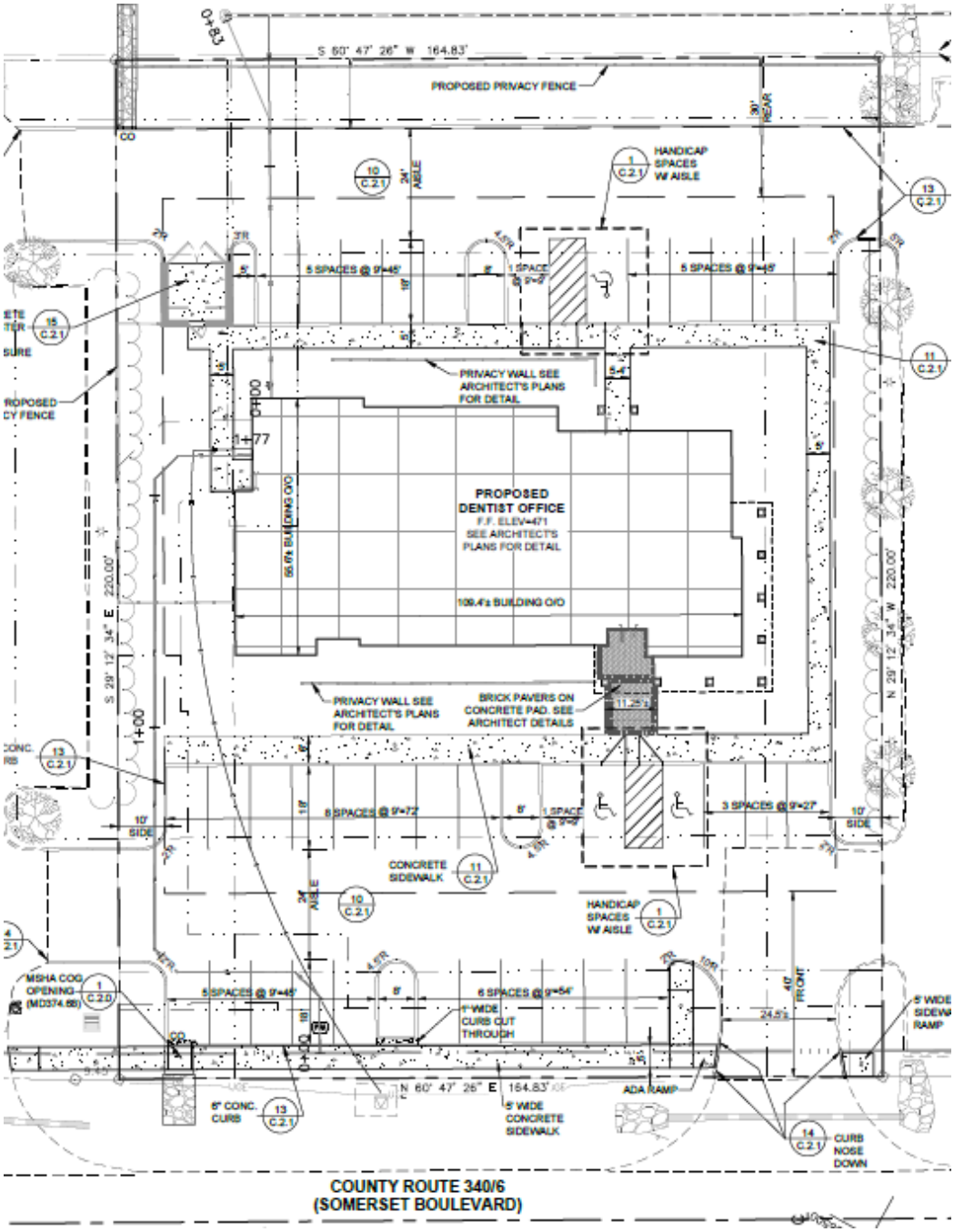
ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Estimate.pdf
- 4. KH Review.pdf

Bond Establishment Request
BR2024-01

Date: For the March, 2024 City Council meeting
Applicant: Westover Holdings LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond establishment of $252,412.48

Westove Dental - Site



BACKGROUND
The applicant has submitted a bond establishment request for construction. The applicant is requesting a bond establishment of the **performance and land disturbance bond** in the amount of $252,412.48

Upon review of the request the City Engineer, Kimley-Horn, has determined that the bond amount is a reasonable assessment of the cost of the project.

BOND COMMITTEE
The Bond Committee reviewed this item at their February 20, 2024 meeting. The Committee recommended approval of the bond reduction request.

PLANNING COMMISSION
The Planning Commission reviewed this item at their February 26, 2024 meeting. Following discussion they **unanimously** voted to recommend **approval**.

RECOMMENDATION
Approval.

Bond Request No._____

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 January 25, 2024

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

☐ Bond | Reallocation ☐ Bond | Release**

3. PROJECT NAME Westover Dental Office c/o Austin Westover

Address Sommerset Blvd, Charles Town, WV

4. APPLICANT'S NAME* Westover Holdings, LLC

Address 11 Meadow Branch Ave, Winchester, VA 22601

Telephone Number (804) 405-9873 Fax Number (___)

Email Address Austinwestover@gmail.com

5. PROPERTY OWNER'S NAME Same as applicant

Address _____

Telephone Number (___) _____ Fax Number (___) _____

Email Address _____

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

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

Bond Request No._____

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

Initiation of Bond for the earthwork, storm drains, parking lots & sidewalk construction

7. A) CURRENT BOND AMOUNT 0

B) PROPOSED BOND AMOUNT $252,412.48

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

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
16A	0006	1309	109	GC

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

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

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

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

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

Date of As-Builts _____ Prepared By _____

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

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

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

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

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

Bond Request No._____

APPLICANT CERTIFICATION

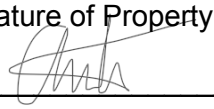
I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1335 of the S/LD Ordinance.

Signature of Applicant



_____ Date 1/30/24

Signature of Property Owner (If different than Applicant)



_____ Date 1/30/24

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

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

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

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Subdivision Administrator Approval:_____ Date:_____

Engineer Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

CITY OF CHARLES TOWN

PUBLIC IMPROVEMENT BOND UNIT COST LIST AND BOND REDUCTION FORM

This form shall be used to calculate the amount of the bond required to guarantee public improvements to be constructed under the approved Final S/LD Application. This form shall also be used in calculating the amount of bond reductions to be approved by the Planning Commission. **Note**: No bond shall be reduced until completion of at least thirty (30) percent of the physical Improvements secured by the bond.

PROJECT NAME:	Westover Dental Office
PREPARED BY:	Triad Engineering, Inc (Eric Iser)
DATE OF SUBMISSION	January 28, 2024

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
MOBILIZATION GENERAL									
Mobilization	LS	$6,250.00	1	6250.00					
Field Office	EA	$3,000.00	n/a	0					
Job Sign	EA	$1,150.00	n/a	0					
SURVEYING									
Steel Pipe Property Corner Marker Incl. Survey	EA	$275.00	n/a	0					
R.O.W. MONUMENTS SURVEYED IN PLACE									
RM -- 1	EA	$825.00	n/a	0					
RM -- 2	EA	$575.00	n/a	0					
EARTHWORK EXCAVATION									
Regular Bulk used as Fill	CY	$3.86	20	77.20					
Rock, Rip	CY	$17.30	n/a	0					
Rock, Blast	CY	$38.48	n/a	0					
BORROW MATERIAL									
Buy, Load, Haul 10 Mi. Select Material	CY	$28.90	2079	60083.10					
Fill and Compaction of On-site Borrow	CY	$5.95	20	119.00					
UNSUITABLE MATERIAL									
Load and Haul, 20 mi R/T	CY	$21.95	n/a	0					
Dump Charge	CY	$37.50	n/a	0					
Site Grading	SY	$0.75	n/a	0					
CLEAR & GRUB									
Light	AC	$6,675.00	0.83	5540.25					
Moderate	AC	$9,750.00	n/a	0					

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Heavy	AC	$12,250.00	n/a	0					
Very Heavy	AC	$14,250.00	n/a	0					
LANDSCAPING									
Seeding	SY	$0.77	1240	954.80					
Sodding	SY	$3.64	n/a	0					
PLANTING SHRUBS									
18”	EA	$40.00	53	2120.00					
24”	EA	$70.00	n/a	0					
TREES									
6’ – 8’ (1-2 in. Caliper)	EA	$400.00	22	8800.00					
8’ – 10’ (2.5-3 in. Caliper)	EA	$700.00	7	4900.00					
Tree Protection	LF	$9.00	n/a	0					
MISCELLANEOUS SITE IMPROVEMENTS									
RETAINING WALLS									
Timber Wall (Less Than 6 ft)	LF	$325.00							
Dry Rubble RW-1 (H=6')	LF	$450.00							
Mortared Rubble RW-1A (H=6')	LF	$535.00							
Concrete Gravity RW-2 (H=6')	LF	$339.00							
Concrete Gravity RW-3 (H=6')	LF	$378.00							
FENCING									
Std. Fence (H=5’) FR-5	LF	$9.31							
Farm Fence (H=5’) FR-3A	LF	$10.90							
Chain Link Fence (H=6’)FR 2-B	LF	$14.52							
Board Fence (H=6’)	LF	$19.35	165	3192.75					

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
TOT LOTS									
Tot Lot	EA	$16,495.00							
STORM DRAINAGE									
STORM SEWER									
NOTE: All pipe unit prices include trench, excavation, bedding, pipe, & backfill									
Rock Excavation for All Pipe Types									
Less than 1,500 CY (Blasting)	CY	$110.00							
More than 1,500 CY (Blasting)	CY	$90.00							
Less than 1,500 CY (Hoe Ram)	CY	$135.00							
More than 1,500 CY (Hoe Ram)	CY	$110.00							
Trench De-watering									
Trench De-watering	LF	$2.95							
RCP CLASS III ROUND T & G W/MASTIC									
12” Pipe (RCP III)									
0’ – 8’ Cut	LF	$44.50							
8’ – 14’ Cut	LF	$62.50							
Add cost for Class IV	LF	$0.85							
O-Ring	LF	$5.50							
15” Pipe (RCP III)									
0’ – 10’ Cut	LF	$49.75							
10’ – 16’	LF	$77.50							
Add Cost for Class IV	LF	$0.95							
O-Ring	LF	$5.50							
18” Pipe (RCP III)									
0’ – 10’ Cut	LF	$50.00							
10’ – 16’ Cut	LF	$80.00							

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Add Cost for Class IV	LF	$2.00							
O-Ring	LF	$7.00							
21" Pipe (RCP III)									
0' – 10' Cut	LF	$57.50							
10' – 16' Cut	LF	$87.50							
Add Cost for Class IV	LF	$2.75							
O-Ring	LF	$13.00							
24" Pipe (RCP III)									
0' – 10' Cut	LF	$67.50							
10' – 16' Cut	LF	$95.00							
Add Cost for Class IV	LF	$3.15							
O-Ring	LF	$14.00							
27" Pipe (RCP III)									
0' – 10' Cut	LF	$60.00							
10' – 16' Cut	LF	$95.00							
Add Cost for Class IV	LF	$4.00							
O-Ring	LF	$15.00							
30" Pipe (RCP III)									
0' – 10' Cut	LF	$82.50							
10' – 16' Cut	LF	$125.00							
Add Cost for Class IV	LF	$6.00							
O-Ring	LF	$17.25							
33" Pipe (RCP III)									
0' – 12' Cut	LF	$115.00							
10' – 18' Cut	LF	$160.00							
Add Cost for Class IV	LF	$6.50							
O-Ring	LF	$21.95							
36" Pipe (RCP III)									
0' – 12' Cut	LF	$120.00							

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

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
30” X 19” (24” Equiv-RCP III)									
0’ – 10’ Cut	LF	$90.00							
10’ – 16’ Cut	LF	$130.00							
Add Cost for Class IV	LF	$5.95							
O-Ring	LF	$43.35							
38” X 24” (30” Equiv-RCP III)									
0’ – 10’ Cut	LF	$120.00							
10’ – 16’ Cut	LF	$167.50							
Add Cost for Class IV	LF	$8.45							
O-Ring	LF	$51.35							
45” X 29” (36” Equiv-RCP III)									
0’ – 10’ Cut	LF	$165.00							
10’ – 16’ Cut	LF	$235.00							
Add Cost for Class IV	LF	$11.35							
O-Ring	LF	$53.35							
53” X 34” (42” Equiv-RCP III)									
0’ – 12’ Cut	LF	$210.00							
10’ – 18’ Cut	LF	$300.00							
Add Cost for Class IV	LF	$15.35							
O-Ring	LF	$58.95							
60” X 38” (48” Equiv-RCP III)									
0’ – 12’ Cut	LF	$255.00							
10’ – 18’ Cut	LF	$375.00							
Add Cost for Class IV	LF	$18.35							
O-Ring	LF	$69.95							
HDPE PIPE									
8" Pipe									
0'-8' Cut	LF	$28.65							
8'-14' Cut	LF	$43.15							

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
12" Pipe									
0'-8' Cut	LF	$38.95							
8'-14' Cut	LF	$57.75							
15" Pipe									
0'-8' Cut	LF	$50.25							
8'-16' Cut	LF	$74.85							
18" Pipe									
0'-8' Cut	LF	$66.00							
8'-16' Cut	LF	$98.55							
24" Pipe									
0'-8' Cut	LF	$76.90							
8'-16' Cut	LF	$115.25							
30" Pipe									
0'-8' Cut	LF	$91.33							
8'-16' Cut	LF	$137.27							
36" Pipe									
0'-8' Cut	LF	$101.68							
8'-16' Cut	LF	$152.33							
42" Pipe									
0'-8' Cut	LF	$113.99							
8'-16' Cut	LF	$171.00							
48" Pipe									
0'-8' Cut	LF	$129.55							
8'-16' Cut	LF	$195.66							
STORM STRUCTURES									
END SECTIONS									
End Section (ES-1), Concrete Pipe Size									
15”	EA	$485.00							

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
18”	EA	$565.00							
21”	EA	$645.00							
24”	EA	$755.00							
27”	EA	$1,065.00							
30”	EA	$1,195.00							
36”	EA	$1,765.00							
42”	EA	$1,795.00							
48”	EA	$2,135.00							
54”	EA	$2,795.00							
60”	EA	$3,455.00							
ENDWALLS									
EW-1(Pre-cast) Round Pipe Size									
15”	EA	$800.00							
18”	EA	$1,337.00							
24”	EA	$2,021.00							
30”	EA	$2,133.00							
36”	EA	$2,366.00							
EW-1 Cast in Place [Round Pipe Size]									
15”	EA	$852.00							
18”	EA	$1,053.00							
24”	EA	$1,495.00							
30”	EA	$2,144.00							
36”	EA	$2,383.00							
EW-1A (Pre-Cast) Elliptical Pipe Size									
23” X 14” (18”)	EA	$695.00							
30” X 19” (24”)	EA	$969.00							
38” X 24” (30”)	EA	$1,165.00							
45” X 29” (36”)	EA	$1,445.00							

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
53” X 34” (42”)	EA	$1,840.00							
EW-1A (Cast in Place) Elliptical Pipe Size									
23” X 14” (18”)	EA	$667.00							
30” X 19” (24”)	EA	$939.00							
38” X 24” (30”)	EA	$1,247.00							
45” X 29” (36”)	EA	$1,618.00							
53” X 34” (42”)	EA	$2,109.00							
EW-2 (PreCast) Round Pipe Size									
42”	EA	$5,445.00							
48”	EA	$5,695.00							
54”	EA	$6,660.00							
60”	EA	$7,140.00							
72”	EA	$7,990.00							
84”	EA	$9,490.00							
EW-2 (Cast in Place) Round Pipe Size									
42”	EA	$4,723.00							
48”	EA	$6,039.00							
54”	EA	$6,972.00							
60”	EA	$8,179.00							
72”	EA	$10,713.00							
84”	EA	$12,288.00							
(EW-6PC) [Double Pipe] Pipe Size									
2-15”	EA	$999.00							
2-18”	EA	$1,235.00							
2-24”	EA	$1,510.00							
2-30”	EA	$2,165.00							
2-36”	EA	$2,647.00							
MANHOLES									

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Standard Brick Manhole Std Frame & Cover (MH-1)									
6' Depth	EA	$3,750.00							
Depth below 6'	VF	$163.00							
Standard Precast Manhole Std Frame & Cover (MH-2)									
6' Depth	EA	$3,100.00							
Depth below 6'	VF	$177.00							
Additional Cost (Amounts in parentheses to be added to the above unit costs)									
Watertight Fr/Cover (Add 110)	EA	$579.00							
Heavy Duty Fr/Cover (Add 82)	EA	$599.00							
DROP INLETS									
Cast in Place 48"									
Drop Inlet (DI-1) 12" – 24" Pipe0-10 VF	EA	$3,697.00							
Drop Inlet (DI-1A) 12" – 24" Pipe 10-20 VF	EA	$5,593.00							
Drop Inlet (DI-2) 12" – 24" Pipe0-10 VF, 10' throat	EA	$6,911.00							
Drop Inlet (DI-2A) 12" – 24" Pipe 10-20 VF, 10' throat	EA	$8,833.00							
CURB DROP INLETS									
Curb Drop Inlet (DI-3A)									
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$4,088.00							
Curb Drop Inlet (DI-3AA)									
12"-30" Pipe (Invert Depth (H) =8'-20') Inlet Length 2'-6"	EA	$5,357.00							
Curb Drop Inlet (DI-3B & DI-12) 12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length									
4'	EA	$4,279.00							

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
6’	EA	$4,573.00						
8’	EA	$4,889.00						
10'	EA	$5,052.00						
12’	EA	$5,227.00						
16’	EA	$5,543.00						
20’	EA	$5,859.00						
Curb Drop Inlet (DI-3BB) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length								
4’	EA	$4,276.00						
6’	EA	$4,848.00						
8’	EA	$5,429.00						
10'	EA	$5,732.00						
12’	EA	$6,011.00						
16’	EA	$6,296.00						
20’	EA	$6,599.00						
Curb Drop Inlet (DI-3C) 12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length								
6’	EA	$4,013.00						
8’	EA	$4,588.00						
10'	EA	$4,893.00						
12’	EA	$5,178.00						
16’	EA	$5,766.00						
20’	EA	$6,339.00						
Curb Drop Inlet (DI-3CC) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length								
6’	EA	$4,746.00						
8’	EA	$5,293.00						
10'	EA	$5,627.00						
12’	EA	$5,988.00						
16’	EA	$6,772.00						
20’	EA	$7,465.00						

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

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
6’	EA	$8,077.00							
8’	EA	$8,288.00							
10'	EA	$8,480.00							
12’	EA	$8,669.00							
16’	EA	$9,047.00							
20’	EA	$9,446.00							
Curb Drop Inlet (DI-4A) 36”–48” Pipe (Invert Depth (H)=0’-8’) Inlet Length									
4’	EA	$4,868.00							
Curb Drop Inlet (DI-4AA) 36”–48” Pipe (Invert Depth (H)=0’-8’) Inlet Length									
4'	EA	$6,817.00							
Curb Drop Inlet (DI-4B) 36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
6’	EA	$5,172.00							
8’	EA	$5,499.00							
10'	EA	$5,698.00							
12’	EA	$5,870.00							
16’	EA	$6,221.00							
20’	EA	$6,571.00							
Curb Drop Inlet (DI-4BB) 36”-48” Pipe (Invert Depth (H) =8’-20') Inlet Length									
6’	EA	$10,292.00							
8’	EA	$10,643.00							
10'	EA	$10,810.00							
12’	EA	$10,974.00							
16’	EA	$11,309.00							
20’	EA	$11,669.00							
Curb Drop Inlet (DI-4C) 36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
8’	EA	$5,612.00							
10'	EA	$5,794.00							
12’	EA	$5,968.00							
16’	EA	$6,315.00							

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
20’	EA	$6,657.00							
Curb Drop Inlet (DI-4CC) 36”-48” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
8’	EA	$13,371.00							
10'	EA	$13,693.00							
12’	EA	$14,097.00							
16’	EA	$14,712.00							
20’	EA	$15,365.00							
Curb Drop Inlet (DI-4D)									
36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length 4'	EA	$4,933.00							
Curb Drop Inlet (DI-4DD)									
36”-48” Pipe (Invert Depth (H) =8’-16’) Inlet Length 4'	EA	$9,455.00							
Curb Drop Inlet (DI-4E) 36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
6'	EA	$5,267.00							
8’	EA	$5,605.00							
10'	EA	$5,896.00							
12'	EA	$6,233.00							
16’	EA	$6,996.00							
20’	EA	$7,695.00							
Curb Drop Inlet (DI-4EE) 36”-48” Pipe (Invert Depth (H) =8’-16’) Inlet Length									
6’	EA	$9,165.00							
8’	EA	$9,495.00							
10'	EA	$9,839.00							
12’	EA	$10,167.00							
16’	EA	$10,838.00							
20’	EA	$11,483.00							
Curb Drop Inlet (DI-4F) 36”-48" Pipe Inlet Length (Invert Depth (H)=0’-8’)									

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

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

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
12’ X 6’	LF	$1,026.00							
12’ X 8’	LF	$1,144.00							
12’ X 10’	LF	$1,239.00							
12’ X 12’	LF	$1,348.00							
Triple Box Culvert (BC-3B) Fills to 25’									
4’ X 4’	LF	$779.00							
5’ x 5”	LF	$965.00							
6’ X 6’	LF	$1,211.00							
8’ X 8’	LF	$1,633.00							
10’ X 10’	LF	$2,488.00							
Quadruple Box Culvert (BC-4B) Fills to 25’									
4’ X 4’	LF	$987.00							
5’ x 5”	LF	$1,225.00							
6’ X 6’	LF	$1,523.00							
8’ X 8’	LF	$1,497.00							
10’ X 10’	LF	$2,835.00							
Standard Wing for Box Culvert (1 Side Only) Height of Box									
4’	EA	$675.00							
5’	EA	$995.00							
6’	EA	$1,337.00							
8’	EA	$2,489.00							
10’	EA	$3,315.00							
Standard Wing for Oversized Box Culvert(BBC-W) Height of Box									
6’	EA	$1,351.00							
8’	EA	$2,189.00							
10’	EA	$3,269.00							
12’	EA	$4,763.00							
MISCELLANEOUS STORM									

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Connection to Existing Structure									
15”-36” Pipe	EA	$735.00							
42”- 60” Pipe	EA	$1,125.00							
Casing Pipe, Bore and Jack (3/8” wall)									
22” ID (6”-8” Carrier Pipe)	LF	$411.00							
24” ID (10” Carrier Pipe)	LF	$451.00							
30” ID (12” Carrier Pipe)	LF	$569.00							
Plug Pipe									
6” –12” Pipe	EA	$142.00							
15”-36” Pipe	EA	$323.00							
42”- 60” Pipe	EA	$522.00							
Pavement Edge Pipe									
Standard Pipe Underdrain	LF	$19.00							
Riprap									
Dry, Class I, 18”	SY	$47.87	21	1005.27					
Dry, Class II, 18”	SY	$51.46							
Grouted, Class I, 18”	SY	$69.97							
Filter Fabric									
Class I	SY	$3.50	21	73.50					
Class II	SY	$3.00							
Class III	SY	$2.25							
Gabions (No excavation)									
Mattress	CY	$130.00							
Revetment	CY	$164.33							
Wall	CY	$212.25							
Paved Ditch (4” Thick)									
Concrete (Non-reinforced)	SY	$62.00							
Bituminous Concrete(4”)	SY	$30.00							
Sodded Ditch									

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
Sodded Ditch (Incl Fine Grading)	SY	$9.86						
STREET CONSTRUCTION								
ROADS AND PARKING								
Soil Stabilization	**Inches**							
Cement 6%	SY/Inch Depth	$2.70						
Depth (in Inches):								
Lime 6%	SY/Inch Depth	$1.89						
Depth (in Inches):								
Subbase, Aggregated Material								
Base Type I	SY/Inch Depth	$1.75	1600	19600.00				
Depth (in Inches):	7"							
Bituminous Concrete								
Base Course	SY/Inch Depth	$5.59	1600	26832.00				
Depth (in Inches):	3"							
Intermediate Course	SY/Inch Depth	$5.49						
Depth (in Inches):								
Top Course	SY/Inch Depth	$5.49	1767	14551.25				
Depth (in Inches):	1.5							
Prime Coat	SY	$1.10						
Tack Coat	SY	$1.10						
Driveway Restoration								
4” Concrete & 4” Gravel	SY	$79.95						

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
2” S-5 & 7 6” Gravel	SY	$31.96							
Shoulders, Type I									
Aggregated Base, 4”	SY	$11.50							
Concrete Curbing									
Curb & Gutter CG6 & CG7	LF	$22.50	956	21510.00					
Curb Cut, CG-12 Detectable Surf.	EA	$569.00	4	2276.00					
Entrances/Driveways									
Commercial Entrance CG-11	SY	$52.88							
Commercial Entrance CG-13	SY	$64.67							
Residential Driveway Apron	SY	$51.79							
Guardrails									
Std. Blocked-out W beam (GR2)	LF	$42.50							
Std. W beam, Weak Post GR8	LF	$28.50							
Terminal, GR-6 (L=12’-6”)	EA	$2,929.00							
Terminal, GR-7 (L=6’-3”)	EA	$2,659.00							
Type I, GR-8 Terminal (L=25’)	EA	$1,399.00							
Type II, GR-8 Terminal (L=13’-6”)	EA	$695.00							
Terminal, MB-4 (L=37’-6”)	EA	$3,495.00							
Type I, MB-5 Terminal (L=27’-1)	EA	$2,925.00							
Type II, MB-5 Terminal (L=13’-6)	EA	$1,675.00							
Miscellaneous									
Trash enclosure - Brick 6' high	LF	$325.00	40	13000.00					
Reinforced Concrete Pad 6" to 8"	SY	$62.00	160	9920.00					
Striping 4" width (VDOT Type	LF	$2.25	180	405.00					

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
B)								
Concrete Wheel Stops	EA	$70.00						
Parking Lot Striping	EA	$50.00	34	1700.00				
Sign Island	EA	$850.00						
Traffic Barricade	LF	$43.45						
Street Name Signs	EA	$435.00						
Traffic Control Signs	EA	$375.00						
Street Light (pole, bracket, light)	EA	$4,285.00						
SIDEWALKS AND TRAILS								
Sidewalk								
Concrete 4” w/WWF, No base	SY	$45.23	392	17730.16				
Bitum. Conc, 2” w/4” Base	SY	$30.00						
4” Conc, No Reinf., No Base	SY	$41.00						
HANDRAIL								
Handrail 3 Rail 1-1/4” #4 Finish	LF	$96.50						
Wood Chip Trail								
Trails(Incl Excavation & Grading) Wood chip, 4’ wide	SY	$17.69						
Bituminous Trail								
6’ to 10' wide	SY	$49.25						
CRITICAL SLOPE STABILIZATION								
Paved Flume	SY	$67.00						
Stmwtr Conc Channel-Excav	SY	$7.75						
ADD Grass Lined-seeded	SY	$5.37						
ADD Grass Lined-sodded	SY	$10.89						
Outlet Protection								
Non-grouted Riprap 18”	SY	$52.00						
Concrete 4”	SY	$53.50						

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
Level Spreader	SY	$4.44						
Struc Streambank Protection								
Non-grouted Riprap 18”	SY	$58.00						
Gabions	CY	$147.00						
Vegetative Erosion Control								
Sodding incl Fertilizing – Banks	SY	$7.77						
Sodding incl Fertilizing – Flat	SY	$5.36						
Seeding incl Fertilizing	SY	$2.44						
Soding W/Soil Treat & Watering	SY	$3.25						
Seeding W/Soil Treat & Watering	SY	$6.46						
Straw Mulch w/Tack	SY	$1.40						
Jute Mesh	SY	$1.77						
SPECIAL ITEMS								
FEMA Processing LOMR/CLOMR	EA	$7,500.00						
As Built (Record Drawings)	EA	$9,500.00						
SWM/BMP POND	LS	See Note 1						
SIGNALIZATION	LS	See Note 2						
Subtotal				220640.28				

TOTAL ESTIMATE OF COMPLETED WORK:			

TOTAL:	220640.28
+ 10% CONTINGENCIES:	22064.03
GRAND TOTAL:	242704.31
+ 4% INFLATION FACTOR:	9708.17
	252412.48

Kimley»Horn

Memorandum

To: Westover Holding, LLC
11 Meadow Branch Ave
Winchester, VA 22601

From: Mark Phillips, P.E.

Through: Mr. James Newman, AICP
City of Charles Town
101 E Washington Street
Charles Town, WV 25414

Date: February 12, 2024

Subject: Westover Dental Bond Initiation Application Review

This memorandum summarizes our review of the Bond Initiation Application for Westover Dental Performance Bond Application (dated January 25, 2024, prepared by Westover Holdings LLC) for a proposed bond of $252,412.48. Kimley-Horn's review of this application is limited to the Final Plan and Application provided. Based upon our review, we have no comments. Thank you for the opportunity to review this Bond Initiation. 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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-236: Charles Town FY2025 Congressional Direct Spending

ATTACHMENTS:

- Charles Town Earmark Matrix FY25_v2.docx
- Happy Retreat Parking Lot Design.pdf
- FY25 Congressional Directed Spending Guidebook.pdf

#	Project Name & Description	Funding Account	Amount (and Match)	Notes
1	**Jefferson Memorial Park Pool upgrade** – Upgrade of Jefferson County's only outdoor pool, now badly dilapidated & inadequate for community. Will complement fully-funded indoor Bathhouse facility underway now.	HUD Economic Development Initiative	$2,500,000 (no match)	2.5 M with no match. Thrasher is starting at a 3M project total and project can be reduced based on elimination of amenities.
2	**West Charles Town Connector Project** – Design and engineering of new and improved sidewalks for economically distressed areas & key community hubs on Charles Town's west side, connecting Police Station at South George Street past Happy Retreat, past Jefferson County Schools HQ, past Fisherman's Hall, along West Street through downtown, to the Charles Town Skate Park & Boys & Girls Club	U.S. DOT, Highway Infrastructure Project	$200,000 grant plus $50,000 (20%) local match	Kimley-Horn proposed $115K for design to cover Mordington Ave – this is to be extended to the Boys and Girls Club for an additional $85K for a total of $200K design and engineering docs. This sidewalk will also connect and tie in to the already approved Augustine Trail connectivity.
5	**Happy Retreat Park Upgrade** – Construction of shovel-ready upgrade to 12-acre Happy Retreat city park, with entrance/exit roadway, parking lot, ADA accessibility, sidewalk connections, lighting, and green infrastructure.	HUD Economic Development Initiative	$2,650,000 (no match)	Cost estimation provided by SGA design w/15% construction contingency – included construction docs, stormwater, landscape design
4	**African American Cemetery Restoration Project** – Restoration and memorialization of "Potter's Field / Coloured Cemetery" established in 1836 for burial of the enslaved. The unmarked graves were long forgotten, but with discovery of many people with ground-penetrating radar, the City of Charles Town and a broad group of community stakeholders have envisioned the restoration and memorialization of this African American Cemetery.	**Submitted by NAACP** Save America's Treasures	$75,000, with $75,000 (50%) match	Plan will include the construction of a wrought-iron fence, memorial markers, interpretive signage. Cost also includes landscape design and extended GPR.
3	**Green Infrastructure Master Plan –** Design and engineering of master plan for stormwater flooding throughout downtown and central neighborhoods, with integration of storm sewer and green infrastructure solutions for long-term flood mitigation and Chesapeake Bay watershed protection.	EPA State & Tribal Assistance Grants (STAG) (20% match) or FEMA BRIC (25% match)	750K	To provide comprehensive mitigation study for entire City's stormwater.



CURRENT PARKING LOT & CIRCULATION DESIGN

U.S. Senator Joe Manchin III
Congressionally Directed Spending Guidebook

All requests must be submitted through the Congressionally Directed Spending link on our website at https://manchin.senate.gov/appropriations.
The Deadline for these requests is 11:59pm on March 18th, 2024.

GENERAL GUIDANCE FOR CONGRESSIONALLY DIRECTED SPENDING (CDS) REQUESTS

Submission —

In order to successfully submit a complete CDS request for FY25, you must submit the following through the Senate's Office Application Manager portal, which is active on the above link. Submission requires the following:

- *Funding*: Selection of ONE Bill and Account. Selecting funding through multiple bills (i.e. selecting an account within the Agriculture bill and another from the Interior bill) on one application is not allowed. Those applications that do request multiple funding streams will be considered incomplete.
  - Recipients must be able to meet any matching requirements, where required by the individual account you are applying through.
  - Each project request must be for FY25 funds only and cannot include multi-year funding. The Committee is generally looking for projects that are shovel-ready and can be completed within a year.
  - Please note that construction, administrative expenses, and operational expenses are often not allowable expenses for CDS. Please refer to each individual account's guidance below.
- *Community Support:* All requests must include at least TWO (2) letters of support from third parties within the community or communities that would benefit from the request. These letters must clearly communicate the benefits that the request would confer upon the community. Note that some accounts have specific requirements on what letters must be included.
  - Examples of these include, but are not limited to:
    - Letters of support from elected community leaders (e.g. mayors or other officials);
    - Press articles highlighting the need for the requested Community Project Funding;
    - Support from newspaper editorial boards;
    - Projects listed on State intended use plans, community development plans, or other publicly available planning documents; or
    - Resolutions passed by city councils or boards.
- *Prohibition on For-Profit Recipients:* Recipients must be state, local, or tribal entities or a non-profit organization, as described under section 501(c)(3) of the Internal Revenue Code of 1986.

General —

- The recipient name entered should be the legal name of the organization that will be received funds. Please note that the recipient point of contact must be an individual employed by or affiliated with the organization that would administer the Federal funds that is authorized to sign a grant agreement.
- You must include an explanation of the request, including an explanation of why this is a good use of taxpayer funds, and why federal funding is necessary for this project.
- More competitive applications will clearly describe the project and what the federal funding will do, as well as provide a breakdown of the budget for the project.
- Please indicate on the form whether you plan to submit this request to another office, and which Member(s).
- If you are unsure of which account to apply through, we recommend you reach out to the state office for the agency's program through which you are applying.
  - For example, if you don't know where to apply and think that USDA's Rural Development Community facilities grant program could be eligible, please reach out to one of the State offices in West Virginia, which can be found online: https://www.rd.usda.gov/programs-services/community-facilities/community-facilities-direct-loan-grant-program/wv.
- Following enactment of the FY25 funding bill, successful CDS recipients will be required to apply for funding with their respective agency through the normal application process on a non-competitive basis.

U.S. Senator Joe Manchin III
Congressionally Directed Spending Guidebook

ELIGIBLE ACCOUNTS

Agriculture, Rural Development, and Food and Drug Administration

- Agricultural Research Service (ARS)
  - Building and Facilities (ARS B&F)
- Animal and Plant Health Inspection Service (APHIS)
  - Salaries & Expenses (S&E)
- Natural Resources Conservation Service (NRCS)
  - Watershed Flood Prevention Operations (WFPO)
- Rural Development
  - Community Facilities (CF) grants
  - Distance Learning, Telemedicine, and Broadband Program (DLT) grants

Commerce, Justice, and Science

- Dept. of Commerce
  - National Institute of Standards and Technology (NIST)
    - Scientific and Technical Research Services (STRS); External Projects
    - Construction of Research Facilities; Extramural Construction
  - National Oceanic and Atmospheric Administration (NOAA)
    - Operations, Research, & Facilities (ORF); Special Projects
- Department of Justice
  - Office on Justice Programs; State and Local Law Enforcement Assistance; Byrne Discretionary
  - Community Oriented Policing Services (COPS); COPS Law Enforcement Technology and Equipment
- National Aeronautics and Space Administration (NASA)
  - Safety, Security, and Mission Support

Energy and Water Development

- Corps of Engineers
  - Investigations
  - Construction
  - Operations & Maintenance
  - Mississippi Rivers & Tributaries
- Bureau of Reclamation
  - Water and Related Resources (note: these projects are generally not available East of the Mississippi)
- Department of Energy "Energy Projects" including:
  - Renewable and Clean Energy
  - Electricity and Energy Resiliency
  - Cybersecurity and Energy Security
  - Nuclear Energy
  - Fossil Energy or Carbon Management

Financial Services and General Government

- Small Business Administration (SBA), Administrative Provision
- General Services Administration (GSA), Federal Buildings Fund
  - Construction and Acquisition
  - Repairs and Alterations
- National Archives and Records Administration
  - National Historical Publications and Records Commission
  - Repair and Restoration
- Office of National Drug Control Policy – Prevention Grants

Homeland Security

- Federal Emergency Management Agency (FEMA)
  - Pre-Disaster Mitigation (PDM) Grants
- Federal Emergency Management Agency (FEMA)
  - Emergency Operations Center (EOC) Grants

Interior and Environment

- National Park Service (NPS)
  - Historic Preservation Fund (HPF)
  - Land & Water Conservation Fund (LWCF), Land Acquisition
  - Legacy Restoration Fund (LRF)
  - Construction, Line Item Construction & Maintenance
  - National Recreation & Preservation, Statutory & Contractual Aid
- U.S. Fish & Wildlife Service (FWS)
  - Construction Projects, Line Item Construction
  - Resource Management, Stewardship Priorities
  - LWCF, Land Acquisition
  - LRF
- U.S. Geological Survey (USGS)
  - Surveys Investigations & Research, Special Initiatives

U.S. Senator Joe Manchin III
Congressionally Directed Spending Guidebook

ELIGIBLE ACCOUNTS

Interior and Environment (cont.)

- Environmental Protection Agency (EPA)
  - Clean Water (CW): STAG, Clean Water SRF
  - Drinking Water (DW): STAG, Drinking Water SRF
  - Science and Technology, Research: National Priorities
  - State & Tribal Assistance Grants, STAG Infrastructure Grants
- U.S. Forest Service (USFS)
  - State & Private Forestry (SPF), Forest Resource Information & Analysis
  - LWCF, Land Acquisition
  - LWCF, Forest Legacy
  - LRF
  - Capital Improvement & Maintenance, Facilities, Road & Trails
- Bureau of Land Management
  - LCWF, Land Acquisition
  - Construction
  - Management of Land & Resources, Land Management Priorities
  - LRF
- Indian Affairs
  - Operation of Indian Programs, Special Initiatives
  - Indian Health Service: Sanitation Facilities Construction
  - LRF

Labor, Health & Human Services, Education

- Department of Labor
  - Employment and Training Administration: Training & Employment Services
- Department of Education
  - Innovation & Improvement: Fund for the Improvement of Education (FIE)
  - Higher Education: Fund for the Improvement of Postsecondary Education (FIPSE)
- Department of Health & Human Services (HHS)
  - Health Resources Service Administration (HRSA): Program Management
  - Substance Abuse & Mental Health Services Administration (SAMHSA): Health Surveillance & Program Support
  - Administration for Children & Families (ACF): Children & Families Services Programs
  - Administration for Community Living (ACL): Aging & Disability Services Programs

Military Construction & Veterans Affairs

- Army
- Navy and Marine Corps
- Air Force
- Defense-Wide
- Army National Guard
- Air National Guard
- Army Reserve
- Navy Reserve
- Air Force Reserve

Transportation & Housing and Urban Development

- Dept. of Transportation; Transportation Planning, Research, and Development (TPR&D) for research projects
- Federal Aviation Administration (FAA); Grants-in-Aid for Airports (Airport Improvement Program)
- Federal Highway Administration (FHWA); Highway Infrastructure Programs (HIP)
- Fed. Transit Admin. (FTA); Transit Infrastructure Grants (TIG)
- Federal Railroad Administration (FRA); Consolidated Rail Infrastructure and Safety Improvement Program (CRISI)
- Economic Development Initiatives (EDI)
- Facilities and Equipment (F&E) Air Traffic Control

U.S. Senator Joe Manchin III
Congressionally Directed Spending Guidebook

Detailed Guidance by Subcommittee

AGRICULTURE, RURAL DEVELOPMENT, FOOD & DRUG ADMINISTRATION

USDA Rural Development

For both USDA Community Facilities Grants and Distance Learning, Telemedicine, and Broadband Grants, acting state directors and local specialists are available to answer specific questions regarding eligibility of a proposed project. You can find their contact information at this link: https://www.rd.usda.gov/about-rd/state-offices.

Community Facilities Grants

The Community Facilities program provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial or business undertakings. A Full list of eligible entities, uses, and limitations can be found here: 7 CFR Part 3570. Rural areas including cities, villages, townships and towns including Federally Recognized Tribal Lands with no more than 20,000 residents according to the latest U.S. Census Data are eligible for this program. Funds can be used to purchase, construct, and / or improve essential community facilities, purchase equipment and pay related project expenses.

CF Match Requirements

- Up to 75% of total project costs for rural communities based on population:
  - **75%:** population < 5,000
  - **55%:** population < 12,000
  - **35%:** population < 20,000
- Towns with populations over 20,000 are not eligible for this program.
- Matching funds must come from a non-Federal source with two exceptions:
  - If Federal source states that it can be used as a match for Federal Grants
  - When a Federal source loses its Federal identity – such as CDBG or ARC funds that are distributed through the State.

Examples of essential community facilities include:

- Health care facilities such as hospitals, medical clinics, dental clinics, nursing homes or assisted living facilities
- Public facilities such as town halls, courthouses, airport hangars or street improvements
- Community support services such as child care centers, community centers, fairgrounds or transitional housing
- Public safety services such as fire departments, police stations, prisons, police vehicles, fire trucks, public works vehicles or equipment
- Educational services such as museums, libraries or private schools
- Utility services such as telemedicine or distance learning equipment
- Local food systems such as community gardens, food pantries, community kitchens, food banks, food hubs or greenhouses

Examples of activities that are **ineligible** under this account include:

- To reimburse funds for projects already constructed/acquired or projects that will be completed by the passage of the bill
- To pay initial operating expenses or annual recurring costs, including purchases or rentals that are generally considered to be operating and maintenance expenses (unless a CF loan is part of the funding package)
- To fund facilities to be used primarily for recreation purposes
- To fund facilities to be used primarily for business entrepreneur purposes

AGRICULTURE, RURAL DEVELOPMENT, FOOD & DRUG ADMINISTRATION

All Community Facilities projects must environmental review requirements (i.e., NEPA). Additionally, Maximum grant assistance cannot exceed the lower of:
- Qualifying percentage of eligible project cost determined above
- Either 50 percent of the annual State allocation or $50,000, whichever is greater.

CDS requests will be considered outside of the CF state allocations. The average CF CDS grant size funded in FY23 was $1,000,000. When considering which CDS requests to submit to the Committee, this is a good baseline to use.

Distance Learning, Telemedicine, and Broadband Program (DLT) Grant
The Distance Learning and Telemedicine program helps rural communities use the unique capabilities of telecommunications to connect to each other and to the world, overcoming the effects of remoteness and low population density. For example, this program can link teachers and medical service providers in one area to students and patients in another. For-profit entities are *not eligible* for congressionally directed spending requests.

For FY 2024, the maximum grant size ceiling was $1,000,000.

DLT Match Requirements
- 15% match
- Matching funds cannot come from another Federal source
- USDA will establish the maximum and minimum grant amounts, which can be found in:
  - RUS DLT Program Application Guide
  - Funding opportunity posted on www.Grants.gov.

Examples of eligible projects include: telehealth services, broadband facilities (including libraries), audio and video equipment, computer hardware, network components, acquisition of instructional programming that is a capital asset, and acquisition of technical assistance and instruction for using eligible equipment. **Please note that broadband deployment is not an eligible use of funds for DLT.** A full list of eligible entities, uses, and limitations can be found here: 7 CFR Part 1734 Subpart A and B

Agricultural Research Service (ARS), Buildings and Facilities
Applications within this account may only include funding for repairs and maintenance to existing facilities.

Animal and Plant Health Inspection Service (APHIS) (S&E)
The Animal and Plant Health Inspection Service (APHIS) protects the health of U.S. agriculture and natural resources against invasive pests and diseases, regulates genetically engineered crops, administers the Animal Welfare Act, and helps people and wildlife coexist. APHIS also certifies the health of U.S. agricultural exports and resolves phytosanitary and sanitary issues to open, expand, and maintain markets for U.S plant and animal products. Examples of eligible projects include: Horse management, statewide pest surveys, feral swine management, and invasive species surveillance. All submissions must meet environmental review requirements, such as NEPA and ESA.

While the entire S&E account is open for CDS requests, below are the line items within the account that are most compatible with CDS:
- Field Crop & Rangeland Ecosystems Pests
- Pest Detection
- Plant Protection Methods Development
- Specialty Crop Pests
- Tree & Wood Pests
- Wildlife Damage Management
- Wildlife Services Methods Development
- Veterinary Diagnostics
- Equine, Cervid and Small Ruminant Health

AGRICULTURE, RURAL DEVELOPMENT, FOOD & DRUG ADMINISTRATION

APHIS Match Requirements

The APHIS account has matching requirements under 3 programs:

- **Grasshopper/Mormon Cricket** (Field Crop & Rangeland Ecosystem Pests)
  - Conducts surveys, provides technical assistance, and conducts suppression activities.
  - When conducting suppression activities, the federal government pays the total cost of suppression on Federal land (inc. most tribal lands), 50% of the cost on state land, and 33% of cost on private land.
- **Brucellosis** (Cattle Health)
  - 40% match by the State.
- **Wildlife Services**
  - Reimbursable service agreements are 50/50 cost share and the State reimburses its portion.

Watershed and Flood Prevention Operations (WFPO)

The Watershed Protection and Flood Prevention Program helps units of federal, state, local and tribal of government (project sponsors) protect and restore watersheds up to 250,000 acres. This program provides for cooperation between the Federal government and the states and their political subdivisions to work together to prevent erosion; floodwater and sediment damage; to further the conservation development, use and disposal of water; and to further the conservation and proper use of land in authorized watersheds.

Each project must contain benefits directly related to agriculture, including rural communities, that account for at least 20% of the total benefits of the project.

Projects are required to complete a four-step process including:

- Preliminary feasibility study (PIFR)
  - If a project is a "new start" it is eligible only for PIFR funding at a level of $55,000.
- Watershed Plan development
- Implementation of Watershed Plan
- Commencement of construction for authorized watershed conservation

CDS recipients for WFPO must have a local sponsor. Eligible local sponsors include any State, political subdivision, soil or water conservation district, flood prevention or control district, or combinations thereof; any irrigation or reservoir company or water users' association; any Indian tribe or tribal organization. For contacting the West Virginia State Office, please follow this link: https://www.nrcs.usda.gov/programs-initiatives/watershed-programs/nrcs-state-watershed-program-managers.

COMMERCE, JUSTICE, AND SCIENCE

National Institute of Standards and Technology (NIST)

Scientific and Technical Research Services (STRS); External Projects

NIST-STRS projects should address standards-related research and technology development. **Construction projects will not be accepted.**

Examples of previously successful projects include: Soil Carbon Sequestration Research Project, Cyber Security Center, and Advanced Biomedical Instrumentation and Research Training.

Construction of Research Facilities, Extramural Construction

The Appropriations Committee will accept CDS for NIST Construction projects for non-Federal research facilities at research institutions and colleges and universities. Given the significant investments necessary for construction projects, only a very limited number of projects will be successful on an annual basis.

Examples of previously successful projects include: Library Renovation, Aviation Technology Center Facility Improvements, and Health and Life Science Center Upgrades.

National Oceanic and Atmospheric Administration (NOAA)

Operations, Research, and Facilities (ORF); Special Projects

NOAA-ORF projects should address fisheries, marine mammals, ocean, climate, weather, and atmospheric research and forecasting programs. **Construction projects will not be accepted.**

Examples of previously successful projects include: Climate Research, Sustainable Energy Research, and Improving Summer Flounder Fisheries Management in a Changing Ocean.

Department of Justice

Office on Justice Programs; State and Local Law Enforcement Assistance; Byrne Discretionary

Projects should provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice systems. Awarded grants will be subject to the requirements of 2 CFR Part 200 and the DOJ Grants Financial Guide. To be allowable under Federal awards, costs must be reasonable, allocable, and necessary to the project, and they must also comply with the funding statute and agency requirements. **Funding cannot be used for land acquisition or construction.**

Community Oriented Policing Services (COPS); COPS Law Enforcement Technology

Projects are for the development of technologies and automated systems to assist law enforcement agencies in investigating, responding to, and preventing crime. Recipients shall include State, local, Tribal, and territorial governments and their public agencies (for example, police and/or sheriff's departments). Allowable activities are limited to the statutorily allowable purpose areas under the COPS Office statute, including the procurement of equipment, technology, or support systems, and the development of new technologies to assist recipient entities in reorienting the emphasis of their activities from reacting to crime to preventing crime. Applicants must not specify brand names for equipment in their requests. Awarded grants will be subject to the requirements of 2 CFR Part 200 and the DOJ Grants Financial Guide, and the applicable Award Owner's Manual.

National Aeronautics and Space Administration

Safety, Security, and Mission Support (SSMS)

NASA SSMS projects should focus on science education, research, and technology development related to NASA's mission. Medical research projects and projects at NASA-owned Visitor Centers or a State's designated Space Grant Consortium will not be funded. **This account does not fund construction, but can be used for equipment, research funding, or education programs.**

ENERGY & WATER DEVELOPMENT

Corps of Engineers and Bureau of Reclamation

For the Corps of Engineers and Bureau of Reclamation, **only authorized projects and programs will be considered** for funding. However, applicants may request location-specific requests or requests that exceed the level of funding recommended in the President's FY25 budget request. For the Corps of Engineers, with the exception of Operation and Maintenance, an authorized project or program that has not received funding in prior years is considered a new start. Few, if any, new starts will be funded.

Department of Energy

This year, the Appropriations Committee has combined the various Energy accounts into one central Department of Energy: "Energy Projects" account. Projects may include the following topic areas:

- Renewable and Clean Energy projects
- Electricity and Energy Resiliency projects
- Cybersecurity and Energy Security projects
- Nuclear Energy projects
- Fossil Energy or Carbon Management projects

The following projects are ineligible for funding:

- Projects requiring multi-year funding
- Construction of buildings or new facilities (no brick and mortar)
- Electric vehicle charging projects, unless the project is connected to larger clean energy sources (like a battery) or has clean energy applications beyond the charging station.
- Electrical substation replacement or routine grid upgrades that could otherwise be funded under ratepayer contracts or through existing federal incentives
- Planning studies

DOE Match Requirements

- The amount of cost share will depend on the scope and technological maturity of the project:
  - **No minimum cost share:** Research or development (R&D) activities of a basic or fundamental nature
  - **No minimum cost share:** Outreach and education projects
  - **20%:** R&D activities of an applied nature:
  - **50%:** Demonstration or commercial application
- Some projects may contain elements of more than one of the categories shown above and may have a blended cost share.

Funding requested should reflect a funding amount that can complete the project. It is expected that very few requests within this account will be funded overall.

Bureau of Reclamation

Please note that these projects are generally not available East of the Mississippi.

FINANCIAL SERVICES AND GENERAL GOVERNMENT

Small Business Administration (SBA)
SBA funds projects in support of small businesses, including but not limited to entrepreneur training, counseling, research, and construction or acquisition of facilities. Projects can include: displaced worker initiatives, entrepreneurship hubs, small business tech commercialization centers, business development projects, and economic incubators, among other things. **SBA CDS funding cannot be used to provide seed capital for small businesses nor can it be used by the CDS recipient to make grants/loans.**

National Archives and Records Administration (NARA)
NARA National Historical Publications and Records Commission (NHPRC)
The NHPRC includes projects that will significantly improve online public discovery and use of historical records collections, encourage public engagement with historical records, strengthen the nation's archival network, and publish documentary editions of historical records. This includes initiatives like record digitization, programming, and online availability of records.

NARA Repairs and Restoration
NARA also funds projects that direct spending for presidential libraries or new archival facilities.

General Services Administration
Construction projects typically include federal courthouses, federal buildings, or land ports-of-entry. Repairs projects must be federally-owned properties in need of repair or alteration and are typically federal buildings or federal courthouses. **Eligible projects do not include state or county facilities, DOD facilities, VA facilities, or transportation infrastructure facilities.**

Office of National Drug Control Policy (ONDCP) Prevention Grants
Prevention programs can include community-based coalitions which, as part of their application, propose data-driven, evidence-based prevention interventions; have established measurable objectives; and proposed implementing a comprehensive mix of strategies. Coalitions funded through the Drug Free Communities (DFC) program and recently trained by CDC to implement Adverse Childhood Experiences (ACEs) as part of their substance use prevention efforts are recommended. **Programs should not be substance specific, and treatment programs are not eligible for CDS under this account.**

HOMELAND SECURITY

Federal Emergency Management Agency (FEMA)

For any projects designated for funding in the final FY25 Homeland Security Appropriations Act, the state administrative agency (SAA) – whether that is the same agency that is responsible for administering mitigation requests in the applicant's state or different entities – must submit an application to the Federal Emergency Management Agency (FEMA), and that entity will serve as the administrative agent for the grant. Therefore, **all project proposals must be accompanied by a letter of support from the appropriate state agency affirming that it believes the project is eligible.**

Pre-Disaster Mitigation (PDM) Grants

Requests within the PDM account must meet the eligibility requirements of the Building Resilient Infrastructure and Communities (BRIC) grant program, including the costshare requirement, benefit cost ratio, and environmental and historic preservation requirements. The Appropriations Committee is prioritizing requests that are important to states and local communities but which may not receive adequate attention under the larger Building Resilient Infrastructure and Communities (BRIC) program.

Emergency Operations Center (EOC) Grants

Requests within the EOC account must meet the eligibility requirements of the Emergency Operations Center grant program, including the cost-share requirement and environmental and historic preservation requirements.

FEMA Match Requirements

- **Pre-Disaster Mitigation (PDM):** 25% cost share
  - While match requirements are generally 25%, please refer to the full program requirements to confirm.
- **Emergency Operations Center (EOC):** 25% cost share
  - While match requirements are generally 25%, please refer to the full program requirements to confirm.

INTERIOR AND ENVIRONMENT

Environmental Protection Agency (EPA)

Clean Water and Drinking Water Projects

The Committee anticipates that the vast majority of requests made to the Interior Subcommittee will be for water infrastructure grants to fund local wastewater and drinking water infrastructure projects within the Clean Water State Revolving Fund and the Drinking Water State Revolving Fund. This includes construction of, and modifications to, municipal sewage treatment plants and drinking water treatment plants. The subcommittee will be limiting water infrastructure grants only to projects that are publicly-owned or owned by a non-profit entity. **Privately-owned projects are NOT eligible for water infrastructure grants.**

EPA Match Requirements

- Minimum **20% cost share** for any state or local water infrastructure grant
- For example, a $1 million project could receive a maximum of $800,000 from the Federal government, with the remaining $200,000 the responsibility of the grantee.
- In almost all cases, other federal funds cannot be used to meet this cost share.
- Only the non-federal portion of assistance through the State Revolving Loan Fund can be applied towards the cost share.

Projects under these accounts must be for local and/or municipal projects included on a state's most recently finalized Clean Water or Drinking Water State Revolving Fund Intended Use Plan (IUP). The subcommittee may consider projects that are eligible for funding under State Revolving Loan Fund (SRF) guidelines, but are not on the state IUP list. Any project benefiting both a clean water and drinking water system must meet necessary qualifications and must be requested under the Clean Water CDS account. Examples of eligible projects include: wastewater treatment plants, collector sewers, interceptor sewers, waterline extensions, water management system upgrades, septic system installation, and water storage development.

U.S. Senator Joe Manchin III
Congressionally Directed Spending Guidebook

The following lists provide some examples of the types of projects that are eligible or ineligible for SRF funding. This list is not intended to be exhaustive.

Eligible Projects	
Clean Water / Waste Water	**Drinking Water**
Wastewater treatment plants, including sludge handling facilities	Facilitate compliance with national primary drinking water regulations or address serious risks to public health including non-regulated contaminants (i.e. PFAS)
Collector Sewers – Small sewers that convey wastewater from residences, commercial establishments, and industrial sites.	
Interceptor Sewers – Large sewers that convey wastewater from collector sewers directly to a wastewater treatment facility.	Rehabilitate or develop water sources (excluding reservoirs, dams, dam rehabilitation and water rights) to replace contaminated sources
Sewer Pipes – Rehabilitation is only eligible if the pipes are publicly owned.	
Outfall Sewer – A sewer that conveys treated wastewater from a wastewater treatment facility to the receiving waters.	Install or upgrade treatment facilities
Storm Water Management – Measures to manage, reduce, treat, or recapture stormwater or subsurface drainage water (i.e. storm sewers, green infrastructure, etc.).	Install or upgrade storage facilities, including finished water reservoirs, to prevent microbiological contaminants from entering the water system
Combined sewer overflow (CSO) control and sanitary sewer overflow (SSO) control	Install or replace transmission and distribution pipes to prevent contamination caused by leaks or breaks in the pipe, or improve water pressure to safe levels
Infiltration/Inflow Correction – Construction activities that prevent surface water or groundwater from entering the sewer system.	
Water Security – Installation or upgrade of physical security infrastructure such as lighting, fencing, monitoring and access control. Also, cybersecurity measures, installation of safer 8 treatment technologies, and more secure storage of on-site treatment.	Projects to consolidate water supplies – for example, when individual homes or other public water supplies have a water supply that is contaminated, or the system is unable to maintain compliance for financial or managerial reasons
Septic Tanks – Remediation, rehabilitation, removal and replacement of failing tanks are eligible, as well as installation of new tanks.	Land is eligible only if it is integral to a project that is needed to meet or maintain compliance and further public health protection
Land – The leasing and fee-simple purchase of land, including surface and subsurface easements, needed to locate eligible municipal or Tribal projects, and land integral to the treatment process. Municipal purchase of land and/or conservation easements for source water protection are also eligible.	Project planning, design and other related costs
Water Reuse – Projects involving the municipal reuse or recycling of wastewater, stormwater, or subsurface drainage water.	
Capital Nonpoint Source Pollution Control Projects – e.g., river or streambank restoration, agricultural best management practices (i.e., buffer strips, manure containment structures), wetlands restoration, etc.	

Ineligible Projects	
Clean Water / Waste Water	**Drinking Water**
Land, except for the leasing and fee-simple purchase of land, including surface and subsurface easements, needed to locate eligible municipal or Tribal projects, and land integral to the treatment process. Municipal purchase of land and/or conservation easements for source water protection are also eligible.	Dams or rehabilitation of dams
	Operations and maintenance costs
	Water rights, except if the water rights are owned by a system that is being purchased through consolidation as part of a capacity development strategy or if the water rights purchase is covered by EPA's DWSRF Class Deviation for Water Rights 2019
Operations and maintenance costs	Reservoirs, except for finished water reservoirs and those reservoirs that are part of the treatment process and are located on the property where the treatment facility is located
Non-municipal point source control	
Acid drainage correction	
Ambient water quality monitoring	Laboratory fees for monitoring
Privately owned sewer pipes	Projects needed mainly for fire protection
Flood Control Projects, unless the project is otherwise managing, reducing, treating, or recapturing stormwater	Projects for systems that lack adequate technical, managerial, and financial capability, unless assistance will ensure compliance
	Projects for systems in significant noncompliance, unless funding will ensure compliance
	Projects primarily intended to serve future growth

INTERIOR AND ENVIRONMENT

Science and Technology, Research: National Priorities
Project requests may be considered for high priority lines of research related to environmental quality and human health.

State and Tribal Assistance Grants, STAG Infrastructure Grants
Requests will only be considered for projects related to existing funding categories and activities within the STAG account that will result in improvements in environmental quality and/or human health.

National Park Service, Historic Preservation Fund
The Historic Preservation Fund (HPF), which was established to help fund the programs created by the National Historic Preservation Act, was designed to preserve historical and archaeological sites in the U.S. All HPF grantees must meet standards set by the Secretary of the Interior and comply with the audit requirements. **The maximum project amount is $500,000.**

The Committee will accept CDS requests for nonformula funded activities within HPF that meet the qualifications of HPF programs. For example, requests made within the Save America's Treasures (SAT) program within HPF must meet the requirement that the property be listed as an historic place on the National Register of Historic Places at the national level (properties listed at the state or local significance are not eligible for SAT) or as a National Historic Landmark. Other HPF programs have varied eligibility requirements. Please note that acquisitions of collections or historic properties are not eligible under the HPF.

For more information, please visit here. Additional information can be confirmed with the State Historic Preservation Office.

U.S. Forest Service, State and Private Forestry, Forest Resource Information and Analysis
The State & Private Forestry account provides technical and financial assistance grants to non-federal forest landowners, including state, Tribal and local governments. Activities within this account include forest health management, cooperative fire protection, wood innovation, and urban and community forestry. Requests must meet USFS eligibility requirements for the appropriate grant program. **Project requests should be part of the state's Forest Action Plan, or contribute to meeting the goals of the Forest Action Plan.**

Projects on Agency Lists (LWCF, LRF, LMCON)
The Committee will consider CDS requests within this account on a case-by-case basis. Funding for projects included in the FY25 President's Budget should be submitted with the Member office's programmatic requests if the request is for funding at or below the President's request level. The Committee will only consider CDS requests for projects that are not included in the President's Budget or for funding levels that are above the amounts provided in the President's Budget.

Land Water Conservation Fund (LWCF)
Each year, prioritized project lists accompany the President's budget request in five LWCF accounts. This requirement is delivered in two separate lists:
- Projects proposed for funding in the President's Budget
- Supplemental list of projects that are ready but unfunded

Any funding request for activities not included in the President's Budget must be submitted as CDS. There will be a high bar for considering any projects not present on the current year's lists. Note that while third party

organizations may advocate for specific projects, the recipient of funds must be the federal agency that will eventually manage the land (BLM, FWS, NPS, or USFS), or, in the case of the Forest Legacy Program, it is the state.

Legacy Restoration Fund (LRF)
Prioritized project lists for deferred maintenance projects to be funded by the National Parks and Public Lands Legacy Restoration Fund accompany the President's budget request for BLM, FWS, NPS, USFS, and BIE. Note that the recipient must be the federal agency.

Land Management Agency Construction (LMCON):
The four land management agencies (BLM, FWS, NPS, and USFS) receive annual appropriations for new construction and other capital improvement projects and typically include a short list of specific projects in the President's budget request. Note that the recipient must be the federal agency.

Land Management Agencies, Local Projects and Research
The Subcommittee will consider CDS requests within this account on a case-by-case basis. In order for requests to be considered within this category, they must be relevant to the specified mission area within the bureaus listed below and contribute to responsible stewardship of land, wildlife, and recreation resources or contribute to priority research areas that inform stewardship of those resources. Proposed projects should contribute to local, state, and federal efforts to benefit species, habitat, and/or enhanced stewardship of land and water resources. Project funding is not intended to primarily fund annual operations and maintenance of existing programs at the state, federal, or local level.

- BLM, Management of Land and Resources, Habitat Management Priorities – project requests may be considered for activities related to wildlife and aquatic habitat management.
- NPS, National Recreation and Preservation, Statutory and Contractual Aid – project requests may be considered for activities relating to operating, managing, and preserving resources, including as authorized by law.
- FWS, Resource Management, Stewardship Priorities – project requests may be considered for fish and aquatic conservation, habitat conservation, recovery, and restoration activities.
- USGS, Surveys Investigations and Research, Special Initiatives – project requests may be considered for high priority and core science research, and ecosystem and water resources related activities.

Native American Tribes and Alaska Native People
West Virginia does not have any federally recognized tribes, and any requests within the following accounts will be deemed ineligible:

- Bureau of Indian Affairs
  - Operation of Indian Programs, Special Initiatives
  - Legacy Restoration Fund
- Indian Health Service
  - Sanitation Facilities Construction

LABOR, HEALTH & HUMAN SERVICES, AND EDUCATION

Except where specifically authorized and noted, CDS cannot be used for construction (or the acquisition of property) or renovation of buildings within LHHS accounts. In addition, recipients of CDS may not sub-grant to other organizations or agencies.

Department of Labor

Employee and Training Administration (ETA)

CDS projects funded by ETA (through the Workforce Innovation and Opportunity Act (WIOA) demonstration authority) must be focused on meeting the employment and training needs of workers. Generally, these projects should include direct services which could include career services, training services (including work-based training), supportive services, and other permissible services, as they are defined in WIOA and can be found here: 20 CFR § 678.430, 20 CFR § 680.200, and 20 CFR § 680.900.

CDS projects will be required to report on performance outcomes for participants and should include a meaningful connection to the local workforce development system.

CDS funding may be used for the purchase of equipment and curriculum development, but generally only if they are an incidental part of the larger project. If a larger portion of the CDS funding is expected to be used for equipment or curriculum development, please provide a detailed justification for how such costs relate to meeting the employment and training needs of workers. CDS cannot be used for construction or renovation of facilities.

Department of Health & Human Services

Health Resources & Services Administration (HRSA)

Projects under HRSA may either apply through the Health Facilities Construction and Equipment account, or the Rural Health account:

- **Health Facilities Construction and Equipment**
  - This includes projects that would fund the cost of limited-scope construction, renovation, or capital equipment purchase for facilities for health, mental health, or substance abuse services, training of health professionals, or medical research.
  - Examples of eligible facilities include hospitals; health centers and clinics; skilled nursing facilities; mental health centers; facilities for schools of medicine, nursing, or other health professions; and medical research laboratories.
  - In addition to construction and renovation, funding can be used to acquire capital equipment, such as lab equipment, x-ray machines, or telehealth and information technology. Equipment-only grants—that is, grants not involving construction—are also permissible. Generally, any equipment having a useful life of more than one year and a unit cost of at least $5,000 will be eligible as capital equipment. In addition, equipment with lower costs may also be eligible, provided that it is treated as an item of capital expense under the recipient institution's pre-existing, written accounting policies. Equipment expenses for health information systems and electronic medical records systems are permitted expenditures.
  - CDS can be used for architectural and engineering costs associated with an eligible construction project, but cannot be used for general feasibility studies or planning and design.
  - The costs of expendable supplies such as pharmaceuticals, lab chemicals, or office paper are not eligible. HRSA Health Facilities funding cannot be used to acquire land or purchase existing buildings, or to pay salaries

or other operating costs. Funding cannot be used to pay for work previously completed.
- **The Committee will not consider a CDS request for federal funding within this account that exceeds $15 million.**

- **Rural Health**
  - This includes funding for projects to improve health care in rural areas.
  - Examples of eligible activities include medical, dental, or mental health care services; health promotion and education; chronic disease management; telehealth services; and improvements to emergency medical services.
  - Grant funds can be used for services only in areas that meet HRSA's definition of rural. For lists of eligible areas and further information regarding that definition, see: https://www.hrsa.gov/rural-health/about-us/definition/index.html.
  - Please include the address or scope of the project's activities if they are different than the legal entity recipient address for purposes of determining project eligibility.

Substance Abuse and Mental Health Services Administration (SAMHSA)
CDS within SAMHSA should be submitted through the Health Surveillance and Program Support account and must fall under one of the following categories:
- **Mental Health—**funding to support programs that promote the prevention or treatment of mental health disorders, including rehabilitation, outreach, and other support services.
- **Substance Abuse Treatment—**funding to support programs that improve access, reduce barriers, and promote high quality, effective treatment and recovery services.
- **Substance Abuse Prevention—**funding to support programs to prevent the onset of illegal drug use, prescription drug misuse and abuse, alcohol misuse and abuse, and underage alcohol and tobacco use.

Construction is not eligible under SAMSHA (other than a limited amount of renovation necessary to carry out a funded project). A General Provision prohibits the award of funding for projects which distribute sterile needles or syringes for I.V. drug injection. It also prohibits the award of funding for projects which promote the legalization of illegal drugs or substances.

Administration for Children and Families (ACF)
CDS cannot be used for construction or renovation of facilities under ACF. CDS within ACF must fall under one of the following categories:
- **Child Abuse Prevention –** projects to improve the prevention, assessment, identification, and treatment of child abuse and neglect through research, model service improvement, information dissemination, and technical assistance. Projects must serve or target abused and/or neglected children and their families.
- **Social Services Research and Demonstration –** projects to promote the ability of families to thrive through financial self-sufficiency in order to reduce poverty and to promote the healthy development and greater well-being of children and families. Projects can serve a diverse population including: low-income individuals, children, youth, families, individuals with developmental disabilities, and Native Americans.

Administration for Community Living (ACL)
CDS requests within ACL should be submitted through the Aging and Disability Services Programs account and

must fall under the following category:

- **Aging and Disability Services Programs—**projects to improve the ability of older adults and individuals of all ages with disabilities to live independently and participate fully in their communities. Generally, CDS requests should focus on improving access to, or the quality of, education, training, support services, and independent living services for older adults and individuals with disabilities.

Department of Education

Innovation and Improvement – Fund for the Improvement of Education (FIE)

Elementary and secondary education CDS can be designated under this heading for a wide variety of elementary and secondary education projects, including instructional services, afterschool centers, curricula development, teacher training, acquisition of books and computers, arts education, social and emotional learning activities, full-service community schools, and early childhood education. **In general, the focus of elementary and secondary education CDS should be providing early childhood or K-12 educational services.**

In addition, CDS requests to provide and improve special education services at the elementary and secondary levels are also eligible under this heading. These CDS may include early intervention services for infants and toddlers, transition services, and postsecondary education services.

Eligible grantees are state education agencies, school districts, colleges and universities, and other public and private nonprofit entities. Generally, CDS intended for individual schools is provided to the applicable school district and not directly to the individual school. **CDS cannot be used for construction or renovation of school buildings, except in the case of minor remodeling required as part of technology upgrades.** Daycare and childcare projects that do not include educational services are also not eligible under this account.

Higher Education – Fund for the Improvement of Postsecondary Education (FIPSE)

CDS projects funded through FIPSE should primarily be focused on improving access to, or the quality of, postsecondary education. This can include a range of activities as authorized and specified in section 741(a) of the Higher Education Act (i.e. the FIPSE authorization).

Grantees are usually colleges and universities, but may include other public and private nonprofit organizations.

Examples of the types of projects that can be funded under FIPSE include projects to hire and train faculty, establish and improve degree programs, improve teacher preparation programs, develop and improve curricula, upgrade technology, equipment, and telecommunications, provide student support, and implement university partnerships with school districts. If a significant portion of grant funds are expected to be used for the purchase of equipment make sure to note that and include a justification for that use of funds.

CDS funding within FIPSE cannot be used for endowments, or for the construction or renovation of facilities, except in the case of minor remodeling or minor alterations in a previously completed building, for example as part of technology upgrades.

MILITARY CONSTRUCTION AND VETERANS AFFAIRS

Requests may include major construction, unspecified minor military construction, and planning and design, however, only certain major military construction projects within these accounts are eligible for CDS. Eligible projects can be found on three types of lists, outlined below, which are provided to Congress by the Department of Defense, and contain requirements which have been validated and vetted by the appropriate Service or Agency. **Please note that funding for the Department of Veterans Affairs and the Related Agencies is not eligible for CDS.**

Eligible Lists:

- *Future Years Defense Program (FYDP)*—Each military department, to include the Guard and Reserve, as well as Defense-Wide agencies, plans its major military construction program five years into the future. FYDPs identify these future planned projects, which are candidates for CDS requests. Some of the lists can be found on the website of the Under Secretary of Defense 4 (Comptroller). Additional inquiries on the FYDP or whether a specific project is included should be directed to the Senate Liaison Offices of each military department.
- *Unfunded Requirements/Priorities Lists (UFR/UPL)*—In addition to the annual budget request and as required by law, each military department submits to the congressional defense committees a document identifying unfunded priorities that could be funded if additional appropriations were provided. Questions about the UFR list or whether a specific project is included should be directed to the Senate Liaison Offices of each military department.
- *Cost-to-Complete (CTC)*—Variables such as construction market conditions can affect cost estimating throughout the military construction programming process, and as such, DOD can experience cost increases that cannot be sufficiently covered by available appropriated funding. In these cases, the military departments may submit a list of projects separate from the budget request that have received an authorization and appropriation, but require additional funding to be completed. Once the full budget request is released, questions about these lists and whether specific projects are included should be directed to the Senate Liaison Offices of each military department.

The Committee will only provide funding that can be executed in the year of appropriation. Therefore, CDS eligibility is further limited by the executability of funding. Eligible major military construction projects must be:

- Authorized in the Fiscal Year 2025 or prior year National Defense Authorization Act;
- At 35% design or higher with a DD 1391*; and
- Prepared to award a contract in Fiscal Year 2025.

** A DD 1391 form is required by the Department of Defense for any military construction project. It contains scope and cost estimates, an assessment of the current requirements, justification for the project, and anticipated contracting and construction timelines. Any project that meets the CDS eligibility requirements should have a DD 1391.*

TRANSPORTATION AND HOUSING & URBAN DEVELOPMENT

Within THUD, requests for operational expenses or administrative salaries and benefits will not be funded. Further, requests must have a reasonable expectation of being obligated before the funds expire.

Federal Aviation Administration

All applicants for FAA CDS projects must provide a link to the airport master plan that includes the requested project.

Grants-in-Aid for Airports (Airport Improvement Program or AIP)

AIP projects must be eligible under chapter 471 of title 49, United States Code. AIP projects must also provide the status of the planning and environmental work that has been done to display the readiness of the project.

FAA Match Requirements
- **Large and medium primary hub airports:**
  - **75%** of eligible costs
  - **80%** for noise program implementation
- **Small primary, reliever, & general aviation airports**
  - **90-95%** of eligible costs, based on statutory requirements.
- AIP CDS follows the existing AIP statute

FAA Facilities and Equipment (F&E)

Applicants may only apply for terminal air traffic control tower facility replacement projects within this account. Projects must be eligible under part A of subtitle VII of title 49, United States Code. Applicants must provide detailed information as to why the tower needs replaced, the age of the tower, number of enplanements, operational line of sight issues, other related infrastructure work not covered by the cost of replacing the air traffic control tower (roads, utilities, etc.), and any other information to justify the project. Additionally, applicants must provide the status of the planning and environmental work to display project readiness.

Federal Highways Administration (FHWA)

Highway Infrastructure Programs (HIP)

HIP projects must be eligible under title 23, United States Code, including, but not limited to, highway and bridge construction projects, planning, environmental review, design, and right-of-way acquisition. Operational expenses are not eligible.

All highway CDS funds will be provided directly to the State Department of Transportation for completion. Any municipality or county-level government must coordinate with the State DOT to receive funding and ensure a non-Federal match is available. HIP projects must provide the status of the planning and environmental work to display project readiness.

Projects must be included in the STIP or TIP to be considered eligible. However, similar to FY24, a highway project not currently on the STIP or TIP can still be eligible if it has a State DOT letter confirming:
1. The project is eligible for Federal-aid highway funding under title 23, USC;
2. The State DOT is willing to carry out the project if funding is enacted; and
3. The State DOT will include the project on the STIP or TIP once funding for the project is enacted.

Federal Transit Administration (FTA)

Transit Infrastructure Grants (TIG)

TIG projects must be eligible under chapter 53 of title 49, United States Code. Projects must be included in the STIP or TIP to be considered eligible. TIG projects must provide the status

of the planning and environmental work to display project readiness.

Projects must be included in the STIP or TIP to be considered eligible. However, similar to FY24, a transit project not currently on the STIP or TIP can still be eligible if it has a transit agency letter confirming:
1. The project is eligible for transit funding under chapter 53 of title 49, United States Code;
2. The transit agency is willing to carry out the project if funding is enacted; and
3. The transit agency will include the project on the STIP or TIP once funding for the project is enacted.

Federal Railroad Administration
Consolidated Rail Infrastructure & Safety Improvement Program (CRISI) Grants
CRISI projects must be eligible under section 22907 of title 49, United States Code. Projects must be included in the State Rail Plan to be considered eligible. CRISI projects must provide the status of the planning and environmental work to display project readiness.

Projects must be included in the STIP or TIP to be considered eligible. However, similar to FY24, a rail project not currently on the State Rail Plan can still be eligible if it has a State rail agency or State DOT letter confirming:
1. The project is eligible for rail funding under section 22907 of title 49, United States Code;
2. The State rail agency, State DOT, or other relevant State agency is willing to carry out the project if funding is enacted; and
3. The State rail agency or State DOT will include the project on the State Rail Plan once funding for the project is enacted.

Transportation Planning, Research, and Development (TPR&D)
Transportation projects must be eligible under title 23 or title 49 of United States Code. Planning for specific local highway, transit, or rail projects that are eligible under HIP, TIG, or CRISI should not be included in this account. TPR&D projects should also have a project website that provides additional background behind the project.

Department of Housing & Urban Development (HUDS) – Economic Development Initiatives (EDI)
EDI projects must be eligible under section 5305 of chapter 69 of title 42, United States Code. Projects may address affordable housing, community services, and economic development. Reimbursement of expenses incurred prior to the enactment of a final FY25 appropriations bill is not permitted.

EDI Projects must comply with the eligible activities of the CDBG program, which can be found here and here. Applicants must explain how their project they can meet **at least** one of three National Objectives of the CDBG program, which are:
- benefit low- and moderate-income (LMI) persons
  - The most common CDBG National Objective that WV applicants will meet is the benefit to LMI persons.
  - If you believe your project meets this objective, please review LMI data on HUD's website or use the "Map Application" tool to provide necessary date demonstrating the LMI benefit.
- prevention or elimination of slums or blight
- address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

EDI projects are subject to other Federal requirements including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200, the National Environmental Policy

TRANSPORTATION AND HOUSING & URBAN DEVELOPMENT

Act (NEPA), HUD's NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58, and all appropriate Federal environmental and historic preservation laws, regulations, and Executive Orders. Applicants must be able to demonstrate they can comply with these requirements. To review HUD's current implementation of the EDI program and the applicable Federal requirements, please see HUD's EDI landing page.

Examples of eligible EDI projects include, but are not limited to:

- Acquisition of real property (land, water rights, buildings);
- Construction of new affordable housing;
- Blight removal or remediation; and
- Construction, rehabilitation, and improvements of public facilities (except buildings for general conduct of government), such as neighborhood centers, parks, and shelter for persons having special needs such as survivors of domestic violence and the homeless

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Category: Permit
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-245: Abolitionist Ale Works Beer Garden Request

Abolitionist Ale Works Beer Garden Request

ATTACHMENTS:

- 2024AbolitionistBeerGardenWVFest (2).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

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

March 4, 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 Josh Vance and Abolitionist Ale Works, 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 Abolitionist Ale Works, 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,

John Nissel
City Manager

cc: Liz Cook, Business Development and Downtown Coordinator
Josh Vance, Abolitionist Ale Works

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-104: Fiscal Year 2025 Budgets - Operating & Coal Severance

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-106: Authorization for Public Notice of Public Hearing in Consideration of the FY24 Levy Rate

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-237: Property Acquisition - Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-242: Ratification of prior appointment and reappointment of members of Contractors Appeal Board established under Section 1705.06 of Article 1705 – West Virginia State Building Code of the Charles Town Codified Ordinances, as amended January 17, 2024. - Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Category: Contract
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-269: Personnel Discussion - Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Category: Referral
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-235: Referral to Infrastructure Committee - Crosswalk on East Washington Street at S. Samuel Street

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Category: Referral
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-262: Referral of Article 349 - Miscellaneous Rules to the Ordinance Committee

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-274: Payment of Bills - March 5, 2024

ATTACHMENTS:

- GENERAL FUND COUNCIL REPORT 2024 03 01.pdf
- PARKS N REC COUNCIL REPORT 2024 03 01.pdf
- CAPITAL RESERVE COUNCIL REPORT 2024 03 01.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10-42 TACTICAL LLC	3/01/24	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	245.50
				TOTAL:	245.50
ADVANTAGE TECHNOLOGY LLC	3/01/24	DELL MONITOR/MEM MODULE	CAPITAL RESERVE	GENERAL GOVERNMENT	478.59
				TOTAL:	478.59
CINTAS	3/01/24	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	207.54
	3/01/24	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	207.54
				TOTAL:	415.08
CITY OF CHARLES TOWN PETTY CASH	3/01/24	CTPD PETTY CASH REPLENISHM	GENERAL FUND	POLICE DEPARTMENT	256.71
	3/01/24	CTPD PETTY CASH REPLENISHM	GENERAL FUND	POLICE DEPARTMENT	15.00
				TOTAL:	271.71
COMCAST CORPORATION	3/01/24	661 XFINITY SER 2/7/24-3/6	GENERAL FUND	POLICE DEPARTMENT	20.98
				TOTAL:	20.98
CREAMERS AUTO SERVICE CENTER, LLC	3/01/24	CAR#10 OIL CHANGE	GENERAL FUND	POLICE DEPARTMENT	120.18
	3/01/24	CAR#10 MOUNT FOR TIRES	GENERAL FUND	POLICE DEPARTMENT	105.00
				TOTAL:	225.18
CHARLES TOWN BUILDING COMMISSION	3/01/24	MARCH 2024 CITY RENTS	GENERAL FUND	CITY HALL	2,550.00
	3/01/24	MARCH 2024 CITY RENTS	GENERAL FUND	CITY HALL	16,667.00
	3/01/24	MARCH 2024 CITY RENTS	GENERAL FUND	POLICE DEPARTMENT	7,840.98
				TOTAL:	27,057.98
CHARLES TOWN UTILITY BOARD	3/01/24	108 N GEORGE ST LATE FEE	GENERAL FUND	CITY HALL	9.42
	3/01/24	105S GEORGE ST LATE FEE	GENERAL FUND	CITY HALL	9.01
	3/01/24	661 S GEORGE ST LATE FEE	GENERAL FUND	POLICE DEPARTMENT	26.60
	3/01/24	34N WATER ST LATE FEE	GENERAL FUND	STREETS & HIGHWAYS	6.06
				TOTAL:	51.09
EVERBANK	3/01/24	2ND FLOOR COPIER RENTAL	GENERAL FUND	CITY HALL	205.00
				TOTAL:	205.00
EVEREST WINDOW CLEANING	3/01/24	CH WINDOWN CLEANING 2/8	GENERAL FUND	STREETS & HIGHWAYS	1,870.00
				TOTAL:	1,870.00
FIRST-CITIZENS BANK & TRUST CO	3/01/24	CH COPIER RENTAL	GENERAL FUND	CITY HALL	506.12
				TOTAL:	506.12
FRONTIER, INC.	3/01/24	661 304-725-2381 SERV2/24-	GENERAL FUND	POLICE DEPARTMENT	70.79
	3/01/24	661 304-725-2381 SER31/24-	GENERAL FUND	POLICE DEPARTMENT	72.08
				TOTAL:	142.87

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KIMLEY-HORN AND ASSOCIATES, INC.	3/01/24	SERVICES THROUGH 1/31/2024	CAPITAL RESERVE	STREETS & TRANSPORTATI	4,274.48
				TOTAL:	4,274.48
MCKINNEY'S AUTO REPAIR & TOWING	3/01/24	CAR#1 WV INSPECTION	GENERAL FUND	POLICE DEPARTMENT	19.00
				TOTAL:	19.00
PITNEY BOWES	3/01/24	2 RED INK FOR POSTAGE MACH	GENERAL FUND	CITY HALL	257.97
	3/01/24	POSTAGE LEASE 12/30/23-3/2	GENERAL FUND	CITY HALL	371.49
				TOTAL:	629.46
RCN COMMUNICATIONS, LLC	3/01/24	1YR NETCLOUD MOBILE	CAPITAL RESERVE	PUBLIC SAFETY	2,399.12
				TOTAL:	2,399.12
DONALD B RICE TIRE CO INC	3/01/24	3 TIRES 2657017LT WRANGLER	GENERAL FUND	POLICE DEPARTMENT	530.72
				TOTAL:	530.72
SINCLAIR GILLESPIE	3/01/24	WV FEST BAND BOOKING FEE	GENERAL FUND	FAIR ASSOC/FESTIVAL	400.00
				TOTAL:	400.00
SOUTHERN STATES	3/01/24	WEEDCLEAR WEED KILLER	GENERAL FUND	STREETS & HIGHWAYS	22.49
				TOTAL:	22.49
SPECIALTY BUSINESS SUPPLY, INC.	3/01/24	4 BOXES CT ENVELOPES	GENERAL FUND	CITY HALL	285.72
				TOTAL:	285.72
STAPLES ADVANTAGE	3/01/24	COFFEE/EXPO/POSTIT/PAPER	GENERAL FUND	CITY HALL	50.04
	3/01/24	COFFEE/EXPO/POSTIT/PAPER	GENERAL FUND	CITY HALL	52.37
	3/01/24	COFFEE/EXPO/POSTIT/PAPER	GENERAL FUND	CITY HALL	269.37
	3/01/24	LINED POST IT/ COFFEE CREA	GENERAL FUND	CITY HALL	61.11
				TOTAL:	432.89
T-MOBILE	3/01/24	CELL SERV 12/21/23-1/20/24	GENERAL FUND	CITY MANAGER'S OFFICE	42.09
	3/01/24	CELL SERV 1/21/24-2/20/24	GENERAL FUND	CITY MANAGER'S OFFICE	42.09
	3/01/24	CELL SERV 12/21/23-1/20/24	GENERAL FUND	TREASURER'S OFFICE	31.99
	3/01/24	CELL SERV 1/21/24-2/20/24	GENERAL FUND	TREASURER'S OFFICE	31.99
	3/01/24	CELL SERV 12/21/23-1/20/24	GENERAL FUND	ENFORCEMENT AGENCY	17.85
	3/01/24	CELL SERV 1/21/24-2/20/24	GENERAL FUND	ENFORCEMENT AGENCY	17.85
	3/01/24	CELL SERV 12/21/23-1/20/24	GENERAL FUND	BUILDING INSPECTION	42.09
	3/01/24	CELL SERV 12/21/23-1/20/24	GENERAL FUND	BUILDING INSPECTION	42.09
	3/01/24	CELL SERV 1/21/24-2/20/24	GENERAL FUND	BUILDING INSPECTION	42.09
	3/01/24	CELL SERV 1/21/24-2/20/24	GENERAL FUND	BUILDING INSPECTION	42.09
	3/01/24	CELL SERV 12/21/23-1/20/24	GENERAL FUND	CITY HALL	17.85
	3/01/24	CELL SERV 12/21/23-1/20/24	GENERAL FUND	CITY HALL	31.99
	3/01/24	CELL SERV 1/21/24-2/20/24	GENERAL FUND	CITY HALL	17.85
	3/01/24	CELL SERV 1/21/24-2/20/24	GENERAL FUND	CITY HALL	31.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	200.00
WILL ALLISON	3/01/24	WV FEST BAND DEPOSIT	GENERAL FUND	FAIR ASSOC/FESTIVAL	2,000.00
				TOTAL:	2,000.00

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

001	GENERAL FUND	36,856.70
200	CAPITAL RESERVE	7,152.19
	GRAND TOTAL:	44,008.89

TOTAL PAGES: 3

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: 3/01/2024 THRU 3/01/2024

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	3/01/24	JMP PORTA POTTY SERV	PARKS & REC	PARKS & REC	265.00
				TOTAL:	265.00

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

207	PARKS & REC	265.00
	GRAND TOTAL:	265.00

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: 3/01/2024 THRU 3/01/2024

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
ADVANTAGE TECHNOLOGY LLC	3/01/24	DELL MONITOR/MEM MODULE	CAPITAL RESERVE	GENERAL GOVERNMENT	478.59
				TOTAL:	478.59
KIMLEY-HORN AND ASSOCIATES, INC.	3/01/24	SERVICES THROUGH 1/31/2024	CAPITAL RESERVE	STREETS & TRANSPORTATI	4,274.48
				TOTAL:	4,274.48
RCN COMMUNICATIONS, LLC	3/01/24	1YR NETCLOUD MOBILE	CAPITAL RESERVE	PUBLIC SAFETY	2,399.12
				TOTAL:	2,399.12

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

200	CAPITAL RESERVE	7,152.19
	GRAND TOTAL:	7,152.19

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: 3/01/2024 THRU 3/01/2024

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: 03/05/24
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-241: Planning Commission Meeting Minutes

January 18th, January 22nd, and January 30, 2024, meeting minutes

ATTACHMENTS:

- 1.18.24 PC MINUTES_APPROVED.pdf
- 1.22.24 PC MINUTES_APPROVED.pdf
- 1.30.24 PC MINUTES_APPROVED.pdf

CITY OF CHARLES TOWN
PLANNING COMMISSION
AGENDA • JANUARY 18, 2024

Special Meeting **CITY HALL** **7:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Present: Ann Paonessa, Chair
Jessica Derr
Zakhary Dunning
Jeff Hynes

Kevin Long – Absent

James Newman, City Staff: Zoning Administrator
Kim Crosson, City Staff: Permit Tech

2. CALL TO ORDER

3. NEW BUSINESS

4.2: BR2023-06: Tiny Treasures Daycare – Preliminary Plan

Staff gave presentation.

Planning Commission: Are they doing one shade tree for every ten parking spaces?

Staff: Yes

Planning Commission: Does traffic not require a traffic study?

Staff: They do not meet the threshold for a traffic study.

Applicant present.

No questions, no comments for applicant.

Motion to approve Tiny Treasures Daycare – Preliminary Plan

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Hynes, Paonessa, Dunning

4.3: BR2023-08: Tiny Treasures Daycare – Bond Establishment

Staff gave presentation.

Applicant not present.

Motion to recommend approval for Tiny Treasures Daycare – Bond Establishment

RESULT:	**Approved**
MOVER:	Derr
SECONDER:	Hynes
AYES:	Derr, Hynes, Paonessa, Dunning

Planning Commission: Discussion regarding incorrect amount of bond verbally referenced during motion.

Corrected motion to recommend approval for Tiny Treasures Daycare – Bond Establishment

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Hynes, Paonessa, Dunning

4.4: BR2023-09: Joan and Joe's Coffee – Bond Establishment

Staff gave presentation.

Applicant present.

No questions, no comments for applicant.

Motion to recommend approval for Joan and Joe's Coffee – Bond Establishment

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Hynes, Paonessa, Dunning

4.5: BR2023-07: Norborne-Glebe Phases 9 & 10A – Bond Reduction

Staff gave presentation.

Commission discussion. Staff clarified that the reduction would apply to both the performance and land disturbance bonds.

Applicant present.

No questions, no comments for applicant.

Motion to recommend approval for Norborne-Glebe Phases 9 & 10A – Bond Reduction

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Hynes, Paonessa, Dunning

4. ADJOURNMENT

Motion to adjourn.

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Dunning
AYES:	Derr, Hynes, Paonessa, Dunning

Meeting adjourned at 7:18 pm.

CITY OF CHARLES TOWN
PLANNING COMMISSION
AGENDA • JANUARY 22, 2024

Committee Meeting **CITY HALL** **7:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Present: Ann Paonessa, Chair
Jessica Derr
Zakhary Dunning
Jeff Hynes

Kevin Long – Absent

James Newman, City Staff: Zoning Administrator
Kim Crosson, City Staff: Permit Tech

2. WORK SESSION

Postponed to later date.

3. CALL TO ORDER

4. UNFINISHED BUSINESS

No unfinished business.

5. NEW BUSINESS

5.1: Election of New Officers:

-President: Ann Paonessa

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Hynes, Dunning, Paonessa

-Vice-President: Jessica Derr

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Dunning
AYES:	Derr, Hynes, Dunning, Paonessa

-Secretary: James Newman

RESULT:	**Approved**
MOVER:	Derr
SECONDER:	Hynes
AYES:	Derr, Hynes, Dunning, Paonessa

5.2: Public Hearing: SLD2023-04: Fairview - Sketch Plan

Paonessa: The applicant has requested that this matter be tabled to our February 26, 2024 meeting. However, because this hearing was advertised and we do have a guest that signed up to speak regarding the matter, we are going to proceed and open for public hearing.

Motion to open public hearing.

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Hynes, Dunning, Paonessa

Lyn Widmyer: Concerned about stormwater management. Dust and other effects from farm work will impact the residents. A 60ft. landscape buffer would be much better than a 10 or 20 ft. buffer. Gave documents to staff but those documents were not included in the packet.

Motion to close public hearing.

RESULT:	**Approved**
MOVER:	Derr
SECONDER:	Hynes
AYES:	Derr, Hynes, Dunning, Paonessa

Commission: Per applicant's request, tabled to February 26, 2024 meeting. Staff assured Commission there would be a new public hearing and all public comment documents would be included.

Motion to table SLD2023-04 Fairview - Sketch Plan.

RESULT:	**Approved**
MOVER:	Derr
SECONDER:	Dunning
AYES:	Derr, Hynes, Dunning, Paonessa

5.3: ZMA2023-03: Vinton Hayes - Rezoning to Urban Reserve

Staff gave presentation.

Steven Kirschner on behalf of the Applicant: After Urban Reserve, new plans and a new rezoning application will be submitted.

Motion to open public hearing.

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Hynes, Dunning, Paonessa

No comments.

Motion to close public hearing.

RESULT:	**Approved**
MOVER:	Derr
SECONDER:	Hynes
AYES:	Derr, Hynes, Dunning, Paonessa

Motion to recommend approval of ZMA2023-03 Vinton Hayes - Rezoning to Urban Reserve

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Hynes, Dunning, Paonessa

5.4: WV 2023-08: Happy Retreat – Waiver from lighting standards

Staff gave presentation.

Applicant present via zoom.

Commission: How tall are the parking lot lights?

Staff: They come in a variety of different shapes and sizes, bollard lights are between 3 and 4 feet.

Commission: Asks a clarifying question regarding the purpose of the waiver, confirming it is a waiver of the aesthetics, not of technical requirements such as footcandles or shielding.

Commission: Is there a precedent for approving waivers for the acorn style lighting, have we done that before?

Staff: Not since I have been here at the City.

Motion to open public hearing.

RESULT:	**Approved**
MOVER:	Derr
SECONDER:	Hynes
AYES:	Derr, Hynes, Dunning, Paonessa

Walter Washington: In favor of purposed lighting with goal to lesson the overall impact of light and kept minimal.

Motion to close public hearing.

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Hynes, Dunning, Paonessa

Applicant, Mike Stromberg: Waiver would permit low impact lighting, placing the focus on the historic site.

Commission: For the tall parking lot lights, is the lighting going to be on top with all the cuts going up the pole?

Applicant, Mike Stormberg: Lighting will be at top of pole. Each light located at the center island will contain four directional lights. Along the right edge of the parking lot labeled A2, those will have two directional lighting and those labeled A3 will have three directional lighting.

Commission asked clarifying questions regarding light and pole color.

Applicant confirmed the overall choice for color was matte black but would be open to consider suggestions if there were any.

Commission: Did this go to HLC?

Staff: No, property is not within the Historic District. The overall site plan did go to Historic Landmarks Commission (HLC) for comment per the Planning Commission, but this waiver request was not brought to the HLC.

Motion to approve WV 2023-08 Happy Retreat – Waiver from lighting standards

RESULT:	**Approved**
MOVER:	Derr
SECONDER:	Dunning
AYES:	Derr, Hynes, Dunning, Paonessa

5.5: WV 2023-09: Mark Letenzi – Waiver from lighting standards

Staff gave presentation.

Motion to open public hearing.

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Hynes, Dunning, Paonessa

Commission: Is there an approved photometric plan for this site?

Staff: No.

Commission: There is a discrepancy between lack of intent to govern aesthetics as part of the ordinance and the explicit design requirements.

Applicant, Mark Letenzi: The lights are less intrusive than the acorn style lights.

Commission: Why did the applicant install the wrong lighting?

Applicant, Mark Letenzi: Acorn style lighting was on back order and it was too long to wait.

Commission: You understand that if the waiver is denied the lights will have to be removed?

Applicant: Understood.

Steven Sheard, St. Thomas Lutheran Church: In favor of lightning waiver request. Installed lighting provides improved security for our parsonage adjacent to the site, low light spillover and overall nice aesthetics.

Michael George: Acorn lights are hard to come by. Current lighting requirements encourage light pollution. In favor of waiver.

Staff read two letters from adjacent property owner Todd Widmyer, both letters expressed opposition to the waiver request.

Motion to close public hearing.

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Dunning
AYES:	Derr, Hynes, Dunning, Paonessa

Planning Commission Discussion. Commission: Can the lights be dialed back and dimmed?

Applicant: Yes.

Commission: Did you reach out to the neighbors regarding their concern of impact?

Applicant: Yes, that is why you received two letters from Todd Widmyer.

Commission: It is understood that acorn style lights are hard to find, but there is a process for a reason. The plans for site development were approved administratively back in March 2023 but these lights were installed recently.

Amended Motion to approve WV 2023-09 Mark Letenzi – Waiver from lighting standards subject to the following: The lights are to be dimmed to decrease the intensity.

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Hynes, Dunning, Paonessa

5.6: BR2023-10 Norborne Glebe Phase Candlewood Drive Ext-Bond Release

Staff gave presentation.

Motion to open public hearing.

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Hynes, Dunning, Paonessa

No public comment.

Motion to close public hearing.

RESULT:	**Approved**
MOVER:	Derr

SECONDER:	Hynes
AYES:	Derr, Hynes, Dunning, Paonessa

Motion to approve BR2023-10 Norborne Glebe Phase Candlewood Drive Ext – Bond Release

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Hynes, Dunning, Paonessa

5.7: BR2023-11 Norborne Glebe Phase 14A-Bond Release

Staff gave presentation.

Motion to open public hearing.

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Hynes, Dunning, Paonessa

No public comment.

Motion to close public hearing.

RESULT:	**Approved**
MOVER:	Derr
SECONDER:	Dunning
AYES:	Derr, Hynes, Dunning, Paonessa

Motion to approve BR2023-11 Norborne Glebe Phase 14A-Bond Release

RESULT:	**Approved**
MOVER:	Derr
SECONDER:	Dunning
AYES:	Derr, Hynes, Dunning, Paonessa

5.8: SLD2023-02 Westover Dental – Preliminary Plan

Staff gave presentation.

Applicant present via zoom.

Commission: Asked clarifying question regarding height and height requirements.

Staff: They are doing 6 feet around the dumpster in the front and in the back facing the townhomes they are doing 5 foot tall privacy. You can do up to 6 feet.

Applicant: When covenants and restrictions were rewritten the City put in that the grass area where the fence is cannot be covered with trees because they want to reserve it for future utility easements. That is another reason why we did not plant any trees along that back lot.

Motion to approve SLD2023-02 Westover Dental – Preliminary Plan

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Hynes, Dunning, Paonessa

5.9: SLD2023-04 Hillside – Preliminary Plan

Postponed to February 26, 2024 Planning Commission Meeting

5.10: SLD2023-07 Happy Retreat – Preliminary Plan

Postponed to February 26, 2024 Planning Commission Meeting

5.11: 2024 Meeting Calendar

Motion to approve 2024 Meeting Calendar

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Hynes, Dunning, Paonessa

6. APPROVAL OF MINUTES

6.1: September 25, 2023 Minutes

Motion to approve subject to the following: Item 5.1 Huntfield 3.B. Add language about why it was denied. Correct the motion box for the Joan and Joe Coffee waivers to properly list Cummings' Nay vote.

RESULT:	**Approved**
MOVER:	Derr
SECONDER:	Hynes
AYES:	Derr, Hynes, Dunning, Paonessa

6.2: October 24, 2023 Minutes

Motion to approve.

RESULT:	**Approved**
MOVER:	Derr
SECONDER:	Hynes
AYES:	Derr, Hynes, Dunning, Paonessa

6.3: November 27, 2023 Minutes

Motion to approve subject to the following: Amend language about ZMA2023-02 conditions. Verify if it was a condition or merely an encouragement.

RESULT:	**Approved**
MOVER:	Derr
SECONDER:	Hynes
AYES:	Derr, Hynes, Dunning, Paonessa

7. ADJOURNMENT

Motion to adjourn.

RESULT:	**Approved**
MOVER:	Derr
SECONDER:	Dunning
AYES:	Derr, Hynes, Dunning, Paonessa

Meeting adjourned at 8:50 pm

CITY OF CHARLES TOWN
PLANNING COMMISSION
AGENDA • JANUARY 30, 2024

Special Meeting **CITY HALL** **7:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Present: Ann Paonessa, Chair
Jessica Derr
Kevin Long

Zakhary Dunning - Absent
Jeff Hynes - Absent

James Newman, City Staff: Zoning Administrator
Kim Crosson, City Staff: Permit Tech

2. SPECIAL WORK SESSION CALL TO ORDER

3. NEW BUSINESS

3.1: TXA2023-01: Mobile Food Vendors

Staff gave presentation.

Planning Commission Discussion.

Long: In favor of removing the 7:00 pm limit. Would like to make it compatible with the noise ordinance, which has restrictions starting at 10:00 pm. In favor of the ordinance as food trucks provide choices for the community and brings people to the downtown area. They act as "restaurant incubators".

Paonessa: Recommends staff to look into adding specific language, either in the ordinance or application, regarding vendors paying for all parking spaces that their vehicles will occupy. Potentially provide parking passes for vendors. Staff should do a site visit and make sure the purposed location requirements are not burdensome.

Derr: Look into permitting at City Park locations in marked parking spaces.

3.2: TXA2023-06: Minor Subdivision Requirements

Staff gave presentation.

Planning Commission Discussion.

Derr: Need correction in language used. Should read "identifiable lots" instead of "identical lots".

Long: Keep requirement to build sidewalks and on-street parking.

Staff discussed with Commission about bringing in a text amendment to revise Subdivision Section 1333.09 at same time as residential lots language amendment.

3.3: TXA2023-09: Neighborhood Residential Uses

Staff gave presentation.

Derr: In favor of text amendment.

Staff: Some of the language is scheduled for a public hearing, tonight's discussion is about the remainder of the ordinances.

Paonessa: Wants a matrix with definitions and potential uses.

Additional Discussion Summary: Future discussion going line by line after definitions are obtained for clarification and absent Commissioners can provide their feedback as well.

3.4: TXA2023-13: Lighting Requirements

Staff gave presentation.

Long: Keep acorn lighting requirements.

Paonessa: Wants information on what options are available to keep acorn top with light bulbs shielded in order to keep light directed downwards.

Derr located some examples of light bulbs that are downward reflecting briefly online.

Staff gave a overview of current lighting regulations.

4. ADJOURNMENT

Meeting adjourned at 7:09 pm.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-259: Charles Town Police Department January Statistics Report

ATTACHMENTS:

- January 2024 police stat report.pdf

Charles Town Police Department
Monthly Stat Report

January 2024

911 Hangup	2	Missing Person	
Abandoned Vehicle	4	Motorist Assist	10
Alarm	14	MVA w/ Entrapment	
Animal Complaint	3	MVA Hit and Run	
Assault	2	MVA No Injury	17
ATV Complaint	1	MVA Into Structure	
BOLO	5	MVA w/ Injury	
Breaking and Entering	1	Nuisance	1
Breaking and Entering Veh		Open Door	2
Building Check	48	Out of Car (Investigation/Meeting/Court)	2
Capias Recall by Court	36	Panhandling	4
Capias Service	9	Overdose	
Citizen Assist		Overdose-Death	
Code Enforcement	1	Parking Complaint	5
Court/Bailiff Duty	2	Public Assist (In Person Contact)	20
Crossing Guard Duties	3	Public Service (Phone Contact)	76
Destruction of Property		Reckless Driver	
Directed Patrol	320	Residential Lockout	
Disabled Vehicle	2	Road Patrol	9
Disturbance	22	Robbery	
Domestic Battery	2	Sexual Assault	1
Drug Activity	10	Special Event/Detail	6
DUI	2	Stolen Tag	
EMS Assist	5	Suspicious Activity	7
Fingerprinting	6	Suspicious Mail	
Fight		Suspicious Person	6
Fire Assist	3	Suspicious Vehicle	5
Fireworks Complaint		Theft	2
Follow Up	29	Threats	1
FPO Violation	1	Traffic Hazzard	4
Fraud	2	Transport	1
Gunshots Heard	1	Trespassing	1
Hardcopy Check		Unattended Death	1
Illegal Dumping		VIN Verification	
Injured Animal	2	Warrant Service	15
Intoxicated Person		Welfare Check	13
Juvenile Complaint	3	Wires Down	
Loose Dog		**Total calls of service**	**750**

Assists/Back-Ups:	Ranson	**14**		Sheriffs Dept.	**40**
	Harpers Ferry			State Police	**6**
	Shepherdstown			Other (not including CTPD)	**3**
				Total Assists	**63**

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	14	13	19	6	1	1	0	**27**
Total Charges	19	21	30	8	1	1	0	**40**
Citations:								**213**
- Moving								**79**
- Nonmoving								**124**
- Criminal								**10**
- S Ticket (Parking)								
Stops	88	85	122	24	21	4	2	**173**
Warnings:								**92**
Stops	55	36	69	9	6	1	6	**91**
Total	**157**	134	**210**	**39**	**28**	**6**	**8**	
Incident Report								**55**
Parking								
- Citations								**189**
-Warnings								**23**

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

January 2024

	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Burglary (Daytime)							
Burglary (Nighttime)							
Grand Larceny	1				1		
Malicious Assault							
Malicious Wounding							
Attempted Murder 1st Degree							
Murder 1st Degree							
Petit Larceny							
Robbery - Attempted							
Robbery							
Robbery 2nd Degree							
Sexual Assault 1st Degree							
Shoplifting							
Shoplifting 2nd Offense		1	1				
Shoplifting 3rd Offense	1		1				
Strangulation							
TOTAL	**2**	**1**	**2**	**0**	**1**	**0**	**0**
PART II OFFENSE							
Assault							
Attempted Disarm of Police Officer							
Attempted Escape from Custody							
Battery	2	2	4				
Battery on Law Enforcement/EMS							
Bond Revocation		1	1				
Breaking and Entering							
Capias Served	3	4	4	2		1	
Child Abuse Resulting in Injury							
Child Neglect Creating Risk of Injury							
Conspiracy							
Conspiracy to Distribute Fentanyl							
Conspiracy to Distribute MDMA							
Conspiracy to Breaking and Entering							
Conspiracy to Possess w/Intent to Deliver Acid/LSD							
Conspiracy to Commit Petit Larceny Larceny							
Criminal Invasion of Privacy							
Cultivation of Marijuana							
Deadly Weapon on School Property							
Delivery of Controlled Substance							
Destruction of Property		1	1				
Destruction of Property - Felony							
Disorderly Conduct							
Distribution of Crack Cocaine							
Disturbing the Peace							
Domestic Assault							
Domestic Battery		2	2				
Domestic Battery 2nd Offense							
Domestic Battery 3rd Offense							
Driving Revoked for DUI		1	1				
Driving Revoked for DUI 2nd							
Driving Revoked for DUI 3rd							
Driving Revoked Non DUI Admin							
DUI	1			1			
DUI 2nd							
DUI 3rd							
DUI Aggravated	1		1				
DUI Causing Bodily Injury							
DUI - Drugs							

Charles Town Police Department

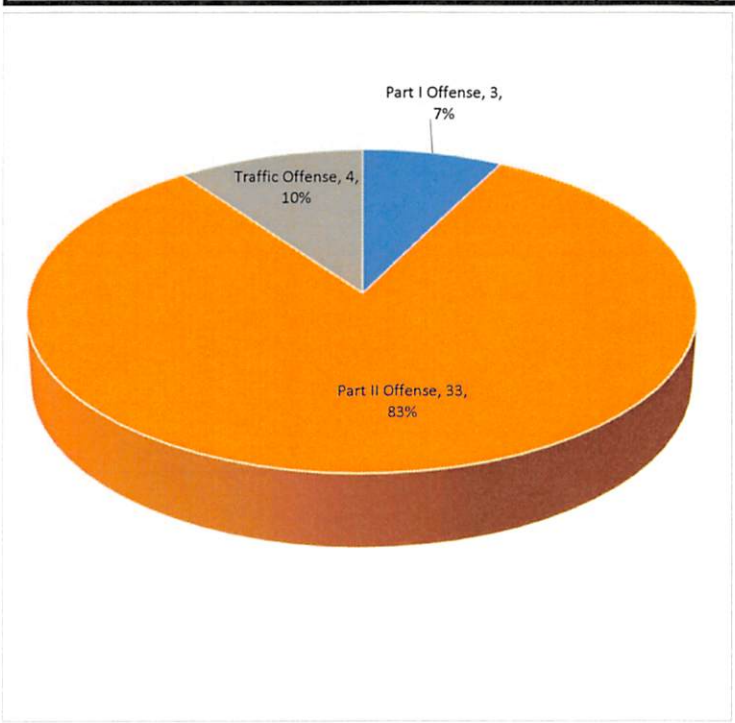
Monthly Stat Report

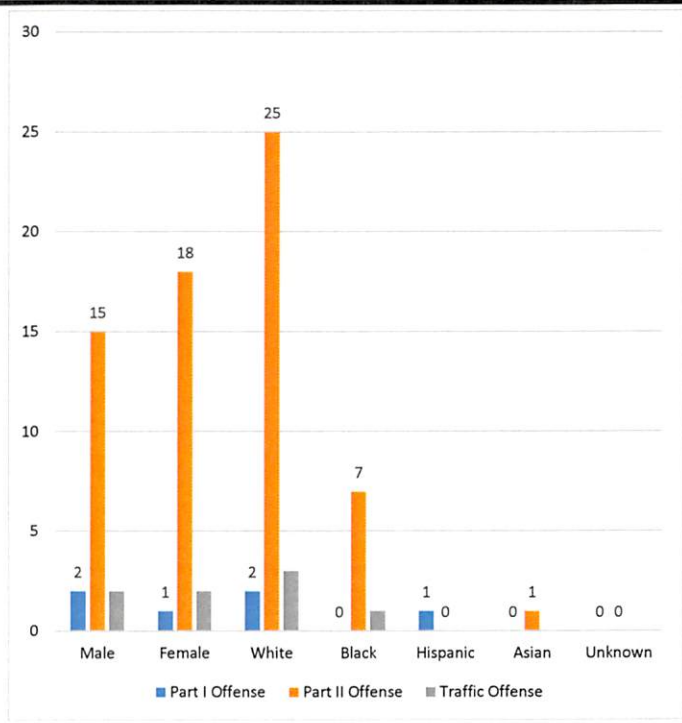
Charges by Offense/Gender/Race

DUI - Drugs 2nd Offense							
DUI w/ Minor							
Entering w/out Breaking-Auto							
Failure to Register for Child Abuse Registry							
False Alarm of Fire							
False Reporting of an Emergency							
Felon Concealing Firearm							
Felon in Possession of Firearm							
Fingerprint Refusal							
Fleeing		1	1				
Fleeing on Foot							
FPO Violation	1		1				
Fraudulent Schemes							
Fugitive From Justice	2		2				
Incest							
Indecent Exposure							
Interfering with Emergency Communication							
Keeping Vicious Dog							
Obscene, Harassing Telephone Calls							
Obstructing an Officer		1	1				
Obtain Money, Property, Services by False Pretense							
Open Container	1			1			
Open Container in Vehicle							
Persuading Minor to Film Sexually Explicit Conduct							
Phone Harassment							
Pimping							
Possession Deadly Weapon by Minor							
Possession of Acetaminophene Hydrocondone							
Possession of Amphetamine							
Possession of Buprenorphine		1	1				
Possession of Fentanyl							
Possession of Marijuana	4	3	4	3			
Possession of Methamphetamine							
Possession of Oxycodone w/out Prescription							
Possession of Vape Product under 18							
Possession w/ Intent to Deliver Alprazolam							
Possession of Stolen Property							
Possession w/ Intent to Deliver Cocaine							
Possession w/ Intent to Deliver MDMA (Molly)							
Possession w/ Intent to Deliver Fentanyl							
Probation Violation							
Prohibited Person in Poss of Firearm							
Prostitution							
Prostitution 2nd Offense							
Providing Alcohol to Under 21							
Public Intoxication							
Reckless Driving							
Resisting Arrest							
Sexual Abuse 1st Degree							
Solicitation							
Theft of Utilities		1	1				
Transfer Receive Stolen Property							
Trespassing into Structure							
Unlawful Possession/Transport into WV Fentanyl							
Violation of Rabies Quarantine Requirements							
Willful Disruption of Government Process							
Worthless Check							
TOTAL	**15**	**18**	**25**	**7**	**0**	**1**	**0**

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

TRAFFIC OFFENSE							
Cell Phone Violation							
Child Safety Restraint Violation							
Defective Equipment							
Driving Suspended							
Driving Suspended 2nd Offense							
Driving Suspended 3rd Offense							
Driving Too Fast for Conditions							
Exp/No MVI							
Expired/No Operators							
Expired/No Registration	1			1			
Fail to Keep Right							
Fail to Maintain Control							
Fail to Obey Traffic Control Device							
Fail to Obtain WV Operators							
Fail to Report Accident							
Failure to Yield At Intersection		1	1				
Following to Closely							
Improper Backing							
Improper Registration							
Leaving the Scene of Accident							
Left of Center							
No Insurance/No Proof of Insurance		1	1				
No Motorcycle Endorsement							
No Operators							
No Seatbelt							
One Way Violation	1		1				
Passing on Right							
Red Light Violation							
Speeding							
Speeding 3rd Offense							
TOTAL	**2**	**2**	**3**	**1**	**0**	**0**	**0**
TOTAL CHARGES	**19**	**21**	**30**	**8**	**1**	**1**	**0**





Charles Town Police Department

SRO Monthly Report

Washington High School & Charles Town Middle School 2023-2024 /January 2024

Alcohol Related	0	Fire/Shelter Drills	0	SRO Use of Force	0
Battery on School Employee	0	Found Property	0	Suspensions	10
Citizen Assist	1	Incident Reports	2	Threats	1
Directed Patrols	9	Juvenile Petitions	2	Tobacco Related	2
Disturbance	2	Marijuana Possession	2	Trespassing	0
Evacuations	0	Parental Contacts	5	Vandalism/Theft	0
Extra Curricular Activities	7	Parking Complaints	0	Vehicle Accident	0
Fights	2	Reckless Driver	0	Welfare Check	0
Fire Department Assist	0	Social Media Related	1	***Total Involvements***	***46***

Officer Notes/Misc. Information:

Out of school one week for weather related cancellations

YOUTH SERVICES:	
Total Classes Taught:	0
Students in Class:	N/A
Topics Taught:	See Misc.
One on One Contacts:	8
Total Students Served:	8

Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	2
17A-3-16	Expired Registration	66
17A-9-2	No Or Expired Registration	19
17B-2-1	No Operators	5
17B-4-3(a)	Driving Suspended/2nd/3rd	1
17B-4-3(b)	Driving Revoked For DUI/2nd/3rd	1
17B-4-3a	Driving Suspended or Revoked	5
17C-12-7	Fail To Stop For School Bus	1
17C-14-15	Use Handheld Communication Device	1
17C-16-9	No Or Expired MVI	28
17C-3-4	Fail To Obey Traffic Control Device	5
17C-3-5	Fail To Obey Traffic Light	6
17C-3-5(c)	Right on Red	3
17C-4-6	Fail To Report Crash >$1,000	1
17C-5-2(e)	Basic DUI <.15	1
17C-5-2(f)	Aggravated DUI >.15	2
17C-5-3	Reckless Driving	1
17C-5D-3(b)	Possess Open Container In Vehicle	1
17C-6-1(e)	Speeding 2nd Or 3rd Offenses	1
17C-6-1a	Failure To Maintain Control	4
17C-6-1b	Speeding	29
17C-7-4	Passing On Right-Off Road	1
17C-7-8	One Way And Traffic Island Violation	1
17C-9-1	Fail Yield At Intersection	1
17C-9-2	Fail to yield while making a left turn	1
17D-2A-3	No Insurance	9
17D-2A-4	No Proof Of Insurance	5
CTPD171.07	Failure To Appear For Trial (CAPIAS)	4
CTPD333.03	Hazardous Driving	2
CTPD530.02(f)	Solicit Money Or Other	2
CTPD531.03	Possession Of Marijuana <15gms	4
Report Totals		**213**

Report Includes:
All dates of issue between `00:00:00 01/01/24` and `23:59:59 01/31/24`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

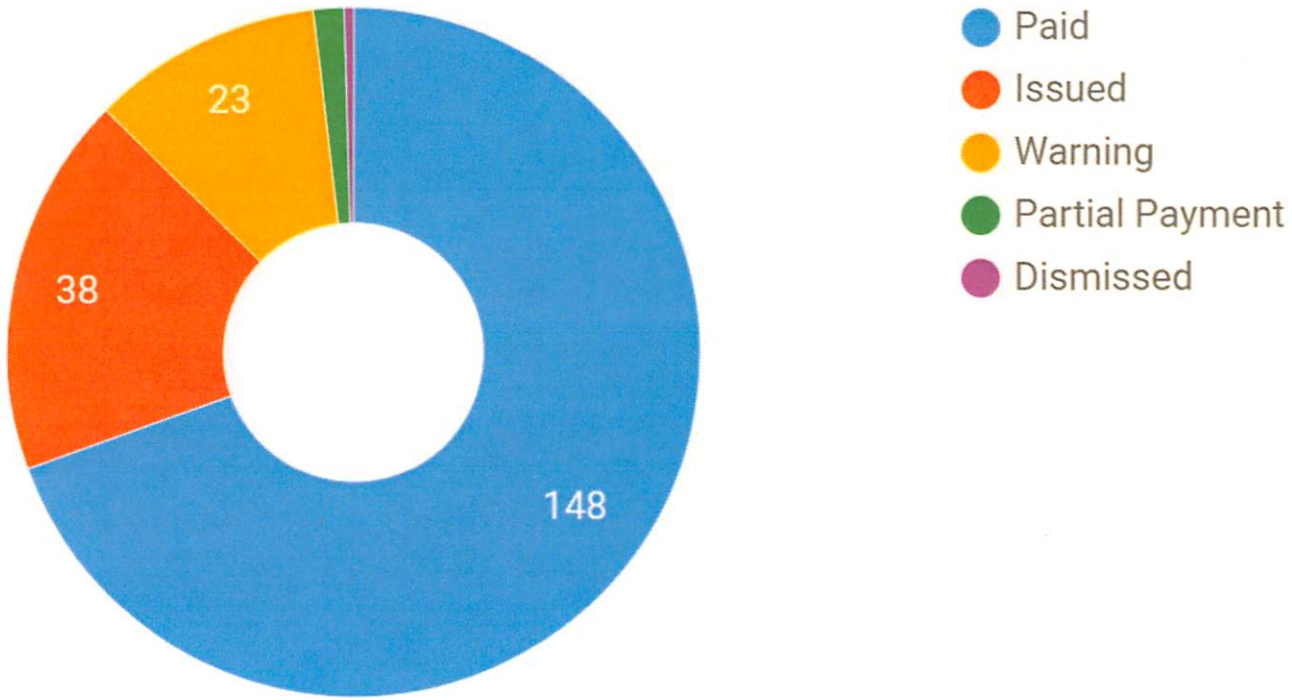
Charles Town Police Department

Total Traffic Warning Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	20
17A-3-16	Expired Registration	20
17A-9-2	No Or Expired Registration	2
17C-12-5	Stop Sign Violation	1
17C-14-15	Use Handheld Communication Device	2
17C-14-2	Improper Backing	1
17C-15-1	Unsafe-Improperly Equipped Vehicle	5
17C-15-36	Windshields Unobstructed & W/Wipers	1
17C-16-9	No Or Expired MVI	1
17C-3-4	Fail To Obey Traffic Control Device	8
17C-3-5	Fail To Obey Traffic Light	4
17C-3-5(c)	Right on Red	1
17C-6-1(a)	Too Fast For Conditions	1
17C-6-1a	Failure To Maintain Control	3
17C-6-1b	Speeding	10
17C-7-10	Following Too Closely	1
17C-7-3	Improper Passing/Audible Signal	1
17C-7-8	One Way And Traffic Island Violation	1
17C-7-9	Improper Lane Change	1
17C-8-8	Improper Stopping/Turning/Signaling	1
17C-8-8b	Failure to Signal Turn (100' intersect)	1
17C-9-1	Fail Yield At Intersection	1
17C-9-3	Fail To Yield-Thru Highway	4
17C-9-4	Fail To Yield From Private Road	1
	Report Totals:	**92**

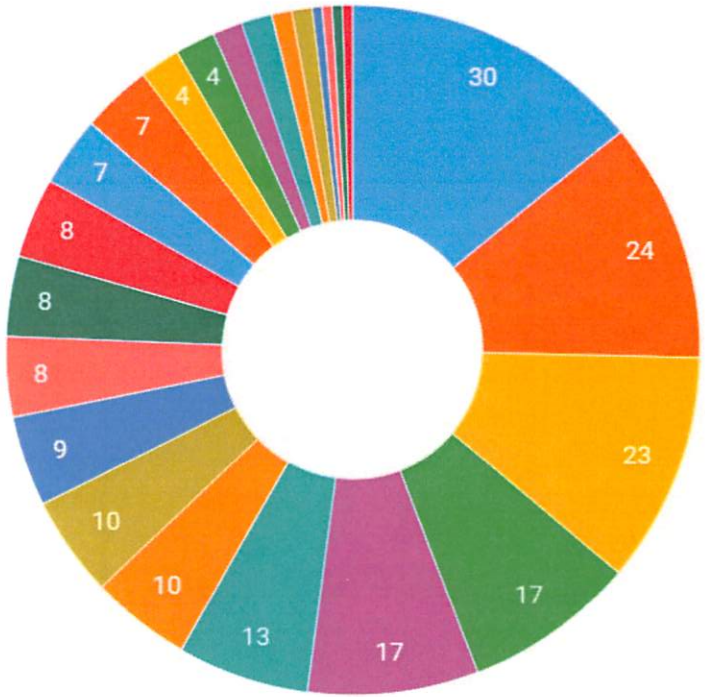
Report Includes:
All dates between `00:00:00 01/01/24` and `23:59:59 01/31/24`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

City of Charles Town - Tickets By Status (Jan. 2024)



Data as of 2/20/2024, 12:00:00 AM

City of Charles Town - Tickets By Location (Jan. 2024)

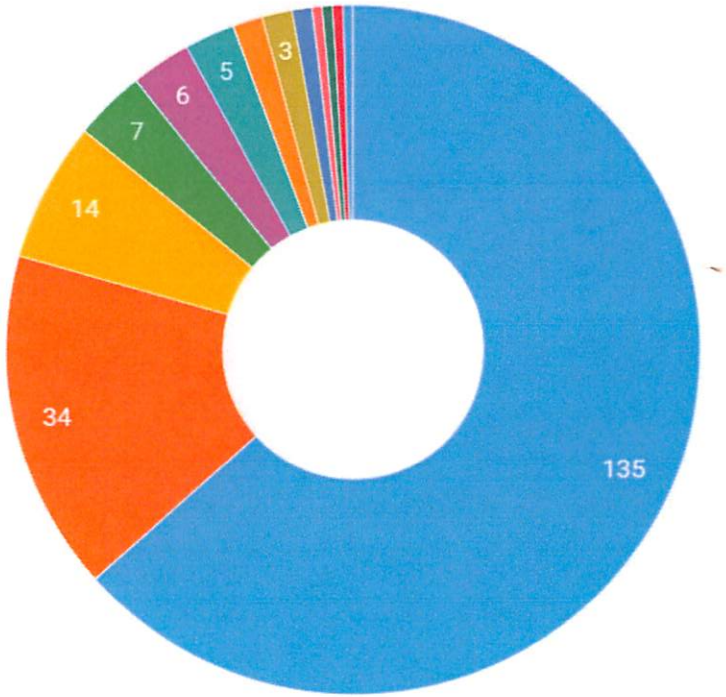


- 100 BLOCK NORTH CHARLES STREET
- 100 BLOCK SOUTH CHARLES STREET
- 100 BLOCK WEST WASHINGTON STREET
- 200 BLOCK NORTH GEORGE STREET
- 100 BLOCK EAST LIBERTY STREET
- 100 BLOCK EAST CONGRESS STREET
- 200 BLOCK WEST WASHINGTON STREET
- 100 BLOCK WEST LIBERTY STREET
- 200 BLOCK WEST LIBERTY STREET
- 100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

1/2

Data as of 2/20/2024, 12:00:00 AM

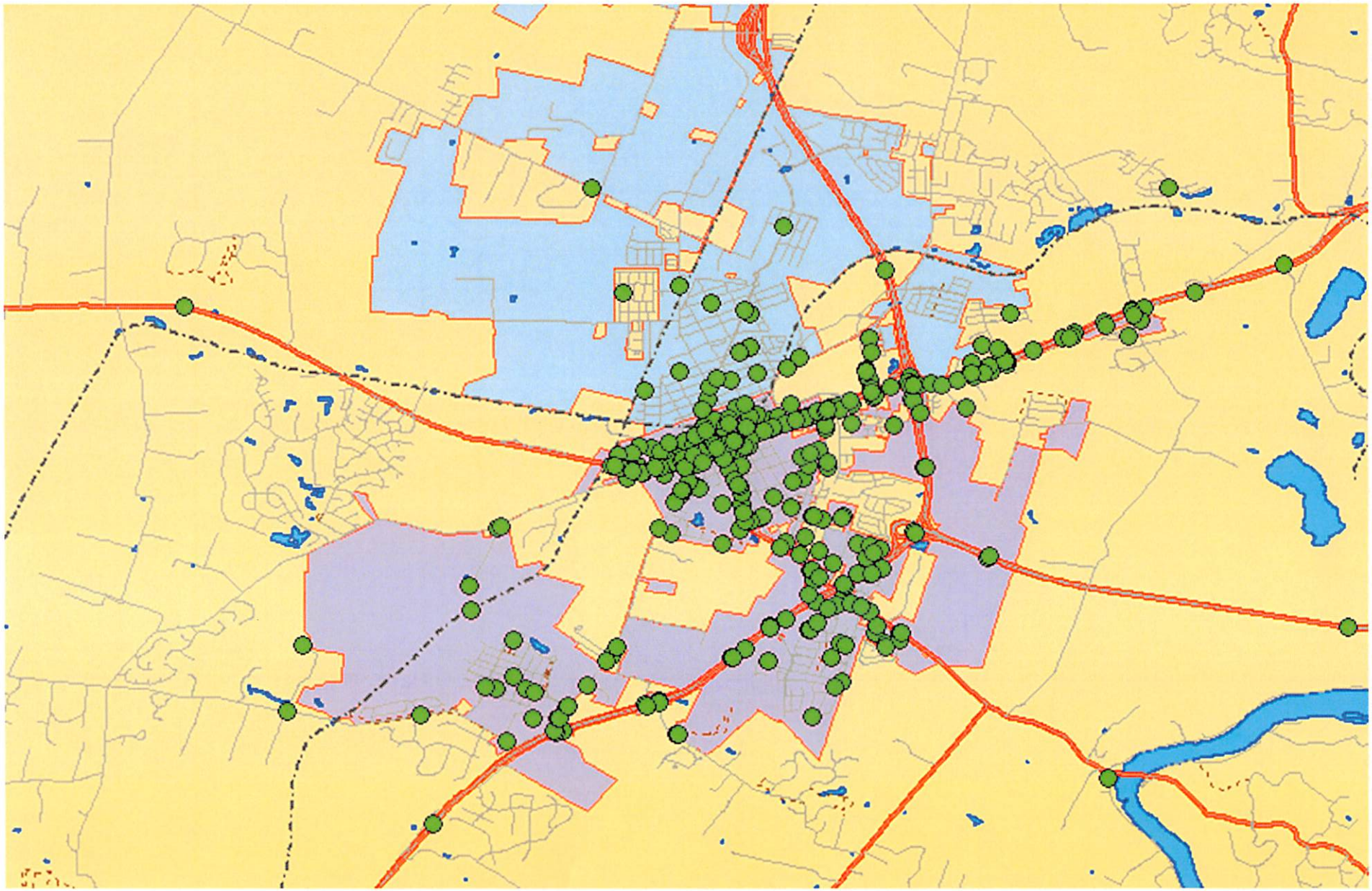
City of Charles Town - Tickets By Violation (Jan. 2024)



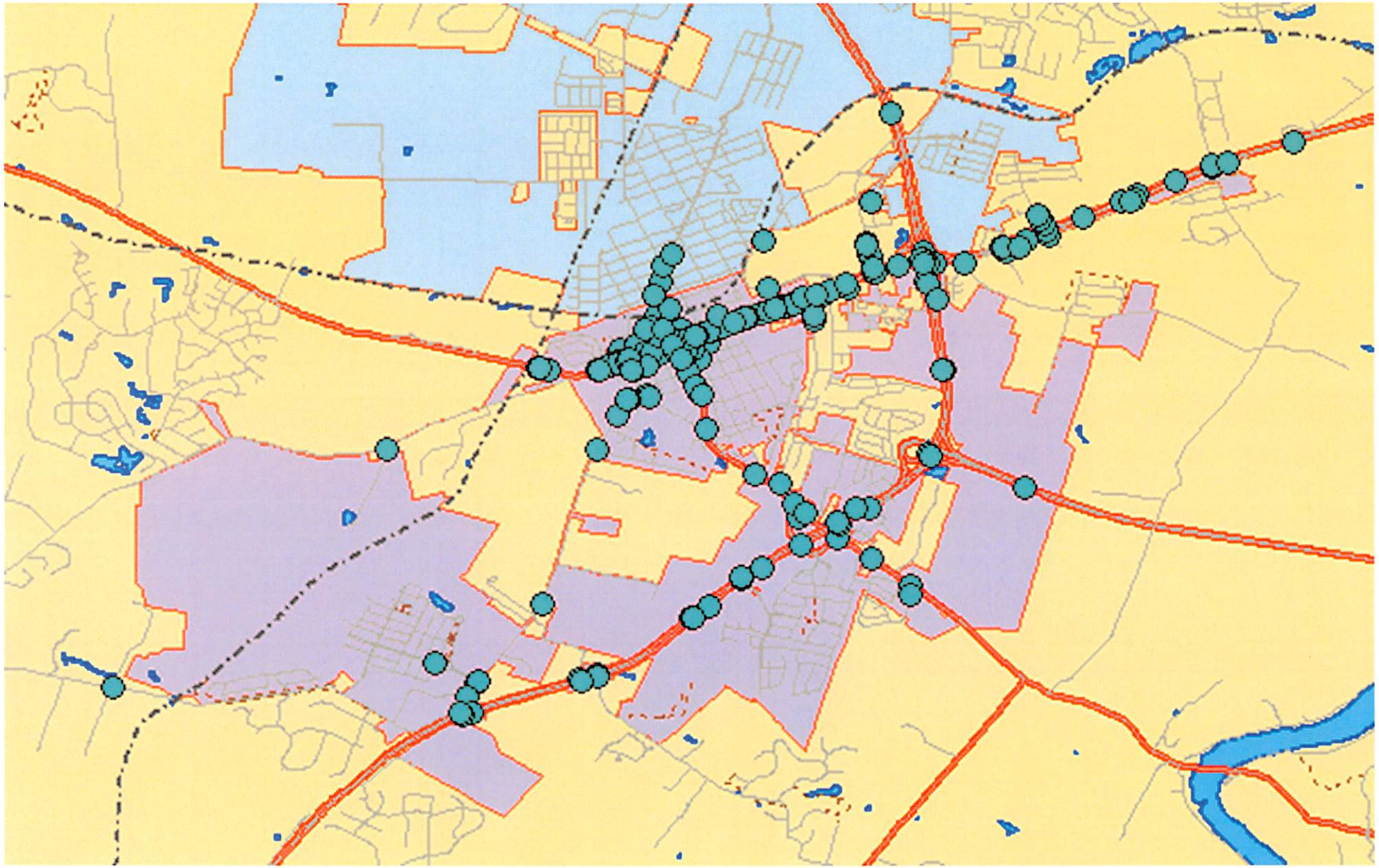
- Expired Meter
- Exceed 2 Hour Free Parking
- Accessible Parking Violation
- Parking Permit Violation
- Permit Parking Only/Pay by App Violation (Liberty Street Lot)
- Improper Manner of Parking
- Left wheel more than 18" from left (one-way) curb
- Yellow/Red Painted Curbs or Streets Violation
- 2 Hour Maximum Parking Violation
- Designated No Parking Zone Violation
- Fire Hydrant Violation
- Right wheel more than 18" from right curb
- Within 30 feet of Flashing Beacon, Stop Sign, Traffic Signal

Data as of 2/20/2024, 12:00:00 AM

January 2024 – All CTPD Calls



January 2024 – All CTPD Traffic Stops



City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/05/24
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-261: Letter to WV Alcohol Beverage Control Administration for Charles Town Now Beer Garden at WV Fest

ATTACHMENTS:

- WV Alcohol Beverage Control Administration - Charlestown Now WV Fest 2-21-24.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

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

February 21, 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,

John Nissel
City Manager

c: Liz Cook, Business Development and Downtown Coordinator
Ann Paonessa, Charles Town Now