CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • JULY 7, 2025

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

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: **2025-699:** City Council Workshop Minutes - June 16, 2025
City Council Workshop Minutes - June 16th.pdf

: **2025-700:** City Council Meeting Minutes - June 16, 2025
City Council Meeting Minutes Draft - June 16, 2025.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2025-711:** Charles Town Utility Board (CTUB) Report

6. COMMITTEE REPORTS

: **2025-706:** Infrastructure Committee Meeting - June 25, 2025
Infrastructure Committee Report June 2025.pdf

: **2025-707:** Personnel Committee Meeting - June 26, 2025
Personnel Committee Report 6-26-25.pdf

: **2025-708:** Charles Town Board of Parks and Recreation Meeting - June 26, 2025
Parks and Rec Meeting Mins - June 2025.pdf

7. CITY MANAGER REPORT

: **2025-701:** City Manager Report - July 7, 2025
City Manager Report July 7 2025.pdf

: **2025-717:** WV Fest Recap

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2025-692:** Article 147 Discussion
Ord. 2022-001 - Article 147 Utility Board.pdf

: **2025-693:** Real Estate Redevelopment - Possible Executive Session

: **2025-694:** B&O Status APUS - Possible Executive Session

: **2025-695:** Amending the Conditions of Annexation Committee for Prospect Place/Willow Springs
Nov. 4th minutes.pdf
Minutes.pdf

: **2025-712:** Opioid Distribution Plan - Out Years
Opioid Grant Funds Resolution.pdf
APPLICATION FOR OPIOID FUNDS.pdf
OPIOID Funding Application Schedule and Instructions.pdf
Opioid Settlement Funds Policy.pdf

10. NEW BUSINESS

: **2025-689:** Ward 3 Vacancy Candidate Appointment - Term Ending June, 2027

: **2025-690:** Ward 4 Vacancy Candidate Appointment - Term Ending June 2027

: **2025-687:** Resolution to Apply for a Transportation Alternatives Project (TAP) Grant for the West-End Connector Project
TA Intent PDF 12852.pdf
Resolution for TAP Grant.pdf

: **2025-688:** School Resource Officer Resolution and Agreement
2025-26 School Resource Officer Agreement.pdf
SRO_Resolution_2026_School_year.pdf

: **2025-698:** Council Nomination for City Representation at County Commission Workshop

: **2025-710:** FY26 Coal Severance Budget - 1st Revision
FY26 Coal Severance Revision #1.pdf
FY 2025 Coal Severance Carry Over.pdf
FY26 Coal Severance Revision #1 State Worksheet.pdf

: **2025-726:** Place and Main Redevelopment Contract - Possible Executive Session

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2025-713:** Referral to Ordinance Committee - Article 365 Charles Town Parking District

: **2025-714:** Referral to Ordinance Committee - Article 745 Business and Occupation Tax

: **2025-715:** Referral to Ordinance Committee - Article 522 Private Outdoor Designated Areas (PODA)

: **2025-716:** Referral to Ordinance Committee - Charter of the City of Charles Town

12. APPROVAL OF BILLS

: **2025-709:** Payment of Bills - July 7, 2025
GEN FUND COUNCIL REPORT 2025-07-07.pdf
PARKS N REC COUNCIL REPORT 2025-07-07.pdf

CAPITAL RESERVE COUNCIL REPORT 2025-07-07.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, City Council Workshop, July 21, 2025, at 6:00PM; Regular City Council Meeting, July 21, 2025, at 7:00PM

: **2025-702:** Charles Town Utility Board Meeting Minutes - May 28, 2025, and June 11, 2025
2025.05.28 UB MINUTES .pdf
2025.06.11 UB MINUTES .pdf

: **2025-703:** Charles Town Utility Board Oath - Mayor George
Micheal George Oath.pdf

: **2025-704:** Public Comment Letters

Mr. Seller Letter.pdf
Charles Town Redevelopment - Mitchell Park Companies.pdf
Mr. Decker Letter.pdf
Mr. Tolbert Letter.pdf

: **2025-719:** HEPMPO Nomination Letter 2025
HEPMPO letter of nomination 2025.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: 07/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-699: City Council Workshop Minutes - June 16, 2025

ATTACHMENTS:

- City Council Workshop Minutes - June 16th.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • June 16, 2025

Workshop **Council Chambers** **6:00 PM**

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

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

Ms. Alissa Meeks, Interim City Manager; Ms. Stephanie Grove, City Attorney; Ms. Cindy Rezmer; Operations Manager; and Ms. Lori Nice, Finance Director, were in attendance.

1. WORK SESSION

2025-644: Redevelopment Study Discussion

Ms. Ann Paonessa, on behalf of Charles Town Now, presented to the Council the 100 Block of East Washington Street Redevelopment Proposal.

2. ADJOURNMENT

Mayor George thanked Charles Town Now and staff for the presentation. He adjourned the meeting.

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-700: City Council Meeting Minutes - June 16, 2025

ATTACHMENTS:

- City Council Meeting Minutes Draft - June 16, 2025.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • June 16, 2025

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

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

Ms. Alissa Meeks, Interim City Manager; Ms. Stephanie Grove, City Attorney; Ms. Cindy Rezmer, Operations Director; Ms. Lori Nice, Finance Director; Mr. James Newman, City Planner; Mr. Corey Lewis, Code Compliance Officer; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2025-645: City Council Meeting Minutes - June 2, 2025

Mayor George asked if there were any objections to approving the minutes. Hearing none, he declared the minutes approved.

3. PUBLIC COMMENT

Five people signed up for public comment.

Ms. Grove, Mr. Coble, Ms. Printz, and Ms. Green spoke of their support for the redevelopment of the 100 block of East Washington Street.

Ms. Powell gave feedback on WV Fest and PODA.

Mayor George read public comment emails from Mr. Sellers, Mr. Letenzi and Mr. Decker.

4. WARD REPORTS

Ward #1

Ms. Ricketts reported that on June 17, 2025, The Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) will hold a public meeting on the Draft WV51-Washington Street Corridor Study at the Charles Town Library. The Eastern Panhandle Transit Authority (EPTA) has a Transportation Development Plan survey

that is available until July 11, 2025. She also acknowledged the terrible flooding in Wheeling, WV and how important it is not to neglect city infrastructure.

Mr. Kratovil reported that he felt WV Fest and PODA were very successful this year.

Ward #2

Mr. Hynes reported he enjoyed WV Fest with his family. He thanked Liz Cook and city staff for all their hard work.

Mr. Tester reported that he thought this year's WV Fest was the best one he has attended. He thanked the city staff, the police department and all the volunteers.

Ward #3

Mr. Hartman reported that the utility work in Ward 3 has been completed. He also thanked city staff for all their work on making WV Fest a success.

Ward #4

Ms. Sugrue also thanked the city staff for all the hard work they put into WV Fest. She also reminded everyone that the next "Walks About Nothing" will take place on Wednesday, June 18, 2025, at 6:00PM.

5. MAYOR'S REPORT

Mayor George reported the following:

- That he met with the Eastern Panhandle Regional Planning and Development Council (Region 9) and they will now be managing the city grants.
- That he met with senior city staff to discuss upcoming projects.
- That he attended the Charles Town Library's check ceremony.
- That he participated in the June 4, 2025, "Walks About Nothing".
- That he was interviewed by The Spirit of Jefferson.
- That he attended WV Fest and thanked city staff.

6. COMMITTEE REPORTS

Mayor George reported that the June 9, 2025, Personnel Committee meeting was cancelled, and the committee will meet with Government Professional Solutions (GPS), regarding the city manager search, on June 26, 2025, at 9:00AM.

2025-652: Finance Committee Report - June 11, 2025

Mr. Hynes reviewed the Finance Committee Report with the Council.

7. CITY MANAGER REPORT

2025-651: City Manager's Report - June 16, 2025

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

2025-648: Charles Town African American Cemetery Update

Ms. Rezmer presented an update on the Charles Town African American Cemetery Select Committee.

8. POLICE CHIEF REPORT

Chief Kutcher reviewed the May Monthly Statistical Report with the Council.

He also reported the following:

- That officers are currently participating in mandatory in-service training, and all officers have passed their lethal weapon qualifications.
- That WV Fest had no major incidents.
- That the community officer has begun patrolling downtown, the city parks and has been introducing himself to the business owners.
- That on Wednesday, June 18, 2025, he will attend three interviews for the police social worker position with The Martinsburg Initiative (TMI)

9. UNFINISHED BUSINESS

2025-646: Charles Town Parks and Recreation Commission Discussion

Mr. Tester moved to remove this agenda item from the Table. There was no second to the motion, and the motion failed.

Mr. Hynes moved to Table this agenda item indefinitely. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**TABLED INDEFINITELY [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Nate Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue

2025-647: Capital Improvement Plan (CIP)

Mr. Hynes moved to Table this agenda item until the August 18, 2025, regular council meeting. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

2025-649: Real Estate Redevelopment - Possible Executive Session

Mr. Kratovil moved to enter into Executive Session. Ms. Sugrue seconded the motion, and it passed by a 6-1 vote.

RESULT:	**EXECUTIVE SESSION [6-1]**
MOVER:	James Kratovil
SECONDER:	Andie Sugrue
AYES:	George, Kratovil, Ricketts, Tester, Hartman, Sugrue
NAYS:	Hynes

Mayor George declared the council in Executive Session.

Mayor George declared the Council out of Executive Session. There was no action taken on this agenda item.

2025-650: B&O Status APUS - Possible Executive Session

The council agreed that this agenda item did not need to be discussed.

10. NEW BUSINESS

2025-616: BR2025-01: Norborne-Glebe Phase 14B Performance Bond Release

Mr. Kratovil moved to approve the Norborne Glebe phase 14-B performance bond release in the amount of $816,036.00. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

2025-612: ANX2025-01: First Reading of an Annexation Request for 54 Federal Way

Mr. Hynes moved to approve the first reading of annexation of 54 Federal Way (Tax Map 10A/pcl23) and to zone the parcel to General Commercial. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

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

2025-613: Nominations for the Appointment of the Jefferson County Representative to the Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Board.

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

Mr. Hynes nominated Ms. Ricketts.

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

Mayor George asked if there were any objections to sending Ms. Ricketts' name to the Jefferson County Commission to represent the city on the Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Board. There were no objections.

2025-657: FY2026 Capital Budget Approval

Ms. Ricketts moved to schedule a FY2026 Capital Budget workshop at 6:00PM on July 21, 2025. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

Ms. Ricketts moved to approve the FY26 Capital Budget as presented. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

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

2025-658: A Resolution for Intent to Apply for Funding Through the Federal Emergency Management Agency Hazard Mitigation Grant Program 5% Initiative to Assist with GIS Mapping of Underground Utility Infrastructure

Mr. Kratovil moved to approve The Resolution for Intent to Apply for Funding Through the Federal Emergency Management Agency Hazard Mitigation Grant Program 5% Initiative to Assist with GIS Mapping of Underground Utility Infrastructure. Mr. Tester seconded the motion, and it passed by a 6-1 vote.

RESULT:	**APPROVED [6-1]**
MOVER:	James Kratovil
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Ricketts, Tester, Hartman, Sugrue
NAYS:	Hynes

2025-659: First Reading and Consideration of Amendments to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5 Administrative, Article 136 Rental Dwelling Units

Ms. Ricketts moved to repeal Article 136. There was no second to the motion, and the motion failed.

Mr. Hynes moved to approve the first reading of Article 136. Mr. Tester seconded the motion, and it passed by a 5-2 vote.

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

2025-660: First Reading and Consideration of Amendments to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 17 Building and Housing Code, Chapter 3 Local Provisions, Article 1742 Certificate of Continuing Occupancy

Mr. Hynes moved to approve the First Reading of Article 1742. Mr. Tester seconded the motion, and it passed by a 5-2 vote.

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

11. REFERRALS TO COMMITTEES/COMMISSIONS

2025-653: Handicap Parking Request for N. Samuel Street - Refer to Infrastructure Committee

Ms. Ricketts moved to refer this agenda item to the Infrastructure Committee. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2025-656: Relocation of Handicapped Space on the 100 Block of Washington Street - Refer to Infrastructure Committee

Ms. Ricketts moved to refer an assessment of the 100 Block of West Washington Street to the Infrastructure Committee. Mr. Hartman seconded the motion, and it passed by a 6-1 vote.

RESULT:	**APPROVED [6-1]**
MOVER:	Elizabeth Ricketts
SECONDER:	Nate Hartman
AYES:	George, Kratovil, Ricketts, Tester, Hartman, Sugrue
NAYS:	Hynes

12. APPROVAL OF BILLS

2025-655: Payment of Bills - June 16, 2025

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

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

13. ADJOURNMENT

Mayor George asked if there was any other business to come before the council.

Ms. Ricketts reported that the Infrastructure Committee was being rescheduled to June 25, 2025, and Mr. Tester reported that the Ordinance Committee has been cancelled for June.

Mayor George adjourned the meeting.

14. INFORMATION ONLY - NEXT MEETING, City Council Workshop, July 7, 2025, at 6:00PM and Regular Meeting, July 7, 2025, at 7:00PM

2025-654: Mayor and City Council's Oath of Office

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-711: Charles Town Utility Board (CTUB) Report

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-706: Infrastructure Committee Meeting - June 25, 2025

ATTACHMENTS:

- Infrastructure Committee Report June 2025.pdf

Infrastructure Committee Report
City of Charles Town

June 2025

CALL TO ORDER: Wednesday June 25th at 4:30 PM

In attendance: Elizabeth Ricketts (Chair), Jim Kratovil, Andie Sugrue
Alissa Meeks (staff), Jim Wysong (staff)

UNFINISHED BUSINESS

2025-662: : Resident Request - Issue of Speeding on S. George Street

Pneumatic tube speed data from South George Street was provided to the committee. Over 49,000 cars passed through the area during the two weeks of speed data collection. The data summary had some major outlier speeds (maximum 212 mph and minimum 1 mph) which may have skewed the average speed of 27mph. However, the data shows that 74% of vehicles were traveling at speed considered an “enforceable violation.”

The committee had previously recommended a letter be drafted to send to DOH regarding suggestions for traffic calming measures that should be incorporated on South George Street.

Recommendation: *Review the draft letter to DOH at the 7/21/2025 meeting.*

2025-5-663: Congress/Lawrence Street Intersection Project Update

Staff updated the committee including that the public comment period closed and the needed documentation was sent to the State for review. The City is interested in managing this project and moving forward.

2025-5-664: Augustine Avenue Trail Project Update

Staff updated the committee on the current status of the project Phase 1, 2, and 3. Staff continues to work through issues with Phase 1 but construction has resumed. Phase 2 should go out for bid in July. Phase 3 was sent by Alpha to DOH for comment.

20254-665: Washington Street Corridor Study from HEPMPO - Discussion of Draft

The Chair discussed some of the findings of the Washington Street Corridor Study from the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO).

20255-666: Street Paving Update

Staff updated the committee on the status of the repaving contract. .

2025-5-667: Stormwater Issues and Updates

The committee discussed the ongoing stormwater assessment project through Greenway Engineering. It was suggested that resident reports of stormwater issues be collected for reference.

There was discussion of encouraging coordination with the Liberty Street stormwater project and CTUB as water lines may be impacted during the project. It was requested that CTUB provide ground penetrating radar data to staff and the contractor.

Recommendation: *Create a self-report portal or app function for collecting resident stormwater issue reports.*

NEW BUSINESS

20255-668: Maintenance Director Report

Maintenance Director Wysong gave a detailed overview of work performed by the department since April. Of note:

- The Martin Robison Delany historical marker sign at corner of W. Liberty and N. Lawrence Street was destroyed by a vehicle.

For full report, please watch meeting video June 25, 2025 . Agenda item 2025-668: Maintenance Director Report *was addressed first in the meeting.*

20255-669: Staff Updates

The two park bridges are still under construction but the Evitts Run/Skate Park bridge is close to completion.

Additional updates were given throughout the meeting as pertained to the specific agenda items.

2025-670: Request for New Handicapped Space(s) North Samuel Street - Referral from Council

The committee discussed and determined that further assessment is needed due to construction on both E. Liberty and N. Samuel.

Recommendation: None at this time.

2025-671: Assessment of Parking on 100 Block West Washington Street - Referral from Council

The Chair met with Maintenance staff, Chief of Police, and members of DOH region 5 office on site to discuss the section of the block closest to the George Street intersection. The committee discussed and asked questions with staff.

Recommendation: *Place a "No Parking Here to Corner" sign on the existing post. Ask businesses to communicate with vendors on appropriate delivery location in Paradise Alley to the side of the building.*

2025-672: Parking on 200 Block East Washington Street - Request by Charles Town Library - Referral from Council

The committee discussed and determined that further assessment is needed. Discussed possibly placing a *10-minute Takeaway* sign but want to better understand the issue at the Library before making a change to the ordinance.

Recommendation: *None at this time.*

ADJOURNMENT

5:45PM

NEXT MEETING

Next regularly scheduled Infrastructure Committee meeting - **Monday, July 28** at 4:30 PM at City Hall.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-707: Personnel Committee Meeting - June 26, 2025

ATTACHMENTS:

- Personnel Committee Report 6-26-25.pdf

City of Charles Town Personnel Committee Report

June 26, 2025 Meeting

1. **CALL TO ORDER**

   Meeting was called to order at 9:00am. Persons present: Councilmember Micheal George, Councilmember Jeff Hynes, Councilmember Kevin Tester, Councilmember Andie Sugrue, Assistant City Manager Alissa Meeks and GPS Consultant, Brett Bauer.

2. **UNFINISHED BUSINESS**

3. **NEW BUSINESS**

   2025-661: Meet with Government Professional Solutions (GPS) – City Manager Search – Executive Session

   Committee voted to enter into Executive Session. Exited Executive Session at 11:21am.

4. **Meeting adjourned at 11:22am**

5. **Next Personnel Committee meeting is scheduled for 5:00pm July 14, 2025.**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-708: Charles Town Board of Parks and Recreation Meeting - June 26, 2025

ATTACHMENTS:

- Parks and Rec Meeting Mins - June 2025.pdf

City of Charles Town

Parks and Recreation Commission Report
June 2025

26 June 2025 / 6:00 PM / City Hall

I. CALL TO ORDER:

Persons Present:

Commissioners: Elizabeth Ricketts, Alden Roth, James Kratovil, Trudy Roth, Mike Slover,

Staff: Alissa Meeks

Guests: Sam Rich

II. APPROVAL OF MINUTES:

Minutes were completed but not included in the packet.

No Action.

III. UNFINISHED BUSINESS

2025-676: JMP Pool and Thrasher Contract

Sam Rich of Thrasher was at the meeting in person and presented on the opening of the pool construction bids. He gave an overview of the bid process and the opening of the two bids received for the project. The project was broken into two main line items: the pool house renovation and the pool renovation, with the splash pad being a separate line item to be completed by a different contractor. The two bids received were within $30,000 of each other, both qualified and under budget, meeting the requirements of the LWCF Grant bidding process. "Authorize Sam Rich to request the state for authorization to proceed with construction and accept the lowest bid".

Motion: J. Kratovil; **2nd:** M. Slover
Unanimous

2025-677: Dedication of Coach Glen Edwards Plaque - July 12, 2025

Staff have helped coordinate the installation of the plaque. The dedication will be held at Jefferson Memorial Park at 5 pm on July 12, 2025.

No Action.

2025-678: Activation and Programming of Parks

Alden Roth gave an update for the 5k subcommittee, noting the decision to reschedule the 5k for the fall or a potential Turkey Trot to allow for completion of the Happy Retreat bridge over Evitts Run and more time to adequately plan and market the race. In the meantime, they would like to hold a weekly or biweekly group run to continue to activate the parks and the running community throughout the summer, but still need to flesh out this idea.

Trudy Roth suggested putting on a kids' triathlon in a park.

No Action.

2025-679: Charles Town Tree Board Business

Staff is working with the donors of a memorial tree and a memorial bench to place the memorial somewhere at Jefferson Memorial Park.

The Tree Board has received chestnut saplings and has a vision for a tree nursery. Aaron Amore imagines putting it in part of the maintenance yard, including additional fencing, water capture, etc. Waiting for a formal request from the Tree Board.

No Action.

2025-683: Skate Park Mural and Bridge Ribbon Cutting Event

Alissa Meeks updated the Board on the status of the Skatepark bridge over Evitts Run. It’s nearing completion, with remaining work including installation of solar lights, backfill for the transition, and paving of the approach ramp. Work should be completed within two weeks.

There was some graffiti tagging on the mural, but it can likely be covered with leftover paint. The game cameras that had been installed are battery-operated and did not capture any evidence of who did the tagging due to dead batteries.

Two new pieces of equipment were installed with advice from a vocal community member about where the ramps should be installed.

Elizabeth Ricketts suggested a ribbon-cutting event to celebrate the mural artist, the new bridge, and the new ramps, potentially to include a food truck, the county's mobile rec van, etc. Tentatively agreed to have the event on August 2nd. Alden Roth will reach back out to his skateboarding connection from Martinsburg and inquire about involvement in the ribbon-cutting.

No Action.

2025-680: Capital Improvement Projects (CIP) Schedule

The Board discussed the official requests they want to make in the CIP.

Elizabeth Ricketts informed the Board that the Thriving Communities Grant for $350,000, which had previously been taken away, was going to be available again due to recent judicial rulings.

The Board agreed to remove the $130,000 request for a Parks Master Plan, citing interest in wanting the forthcoming Parks Director to be involved or potentially do the planning as part of their job.

The Board discussed the potential for two Pickleball courts at JMP, a dog park, and disc golf at Willingham Knolls.

"I'll make a motion to remove the Parks Master Plan for FY26 and add a possible two pickleball courts at Jefferson Memorial Park."

Motion: M. Slover; **2nd:** T. Roth

Unanimous

2025-92: Parks and Recreation Budget

Alissa Meeks updated the board on the funds received from the donated trust that will fund half of the new pavilion at the pool.

No Action.

2025-684: FY26 Parks and Recreation Budget

The City's Finance Director compiled the FY 2026 Parks and Rec Budget, which included increased salaries for lifeguards and tennis staff, which the board discussed at length and suggested increasing.

No Action.

2025-685: FY2025 Funds Paid from Parks and Recreation to General Fund

Alissa Meeks explained the transfer of funds between the Parks and Rec budget and the City's general fund to reimburse the City for expenses that it paid on behalf of Parks and Rec.

2025-485: Parks Updates: Jefferson Memorial, Skate Park, Willingham Knolls, Evitts Run, Happy Retreat, other parks

Jefferson Memorial Park: Lots of work going on: new mulch throughout, paving parking spots, and installing new water lines.

Evitts Run Park: The safety buffer with benches, shrubs, and bike racks is installed.

Skate Park: Two new ramps have been installed, and the bridge is near completion. The old, paved path is going to be cleaned up and repaved, and potentially have a mosaic painted on it to discourage driving on the walking path.

Willingham Knolls Park: The parking lot is set to be paved, and the wooden fence posts are going to be replaced.

Depot District Park: No updates

Constituents have reached out, advocating for better accessibility in our parks, including better signage and amenities, encouraging more intergenerational use of the parks.

Parks Manager applications are coming in. The due date is July 11th.

No Action.

V. ADJOURNMENT: 07:30 PM

VI. NEXT MEETING: Wednesday, July 30th, 6 PM at City Hall.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-701: City Manager Report - July 7, 2025

ATTACHMENTS:

- City Manager Report July 7 2025.pdf

City of Charles Town

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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

FROM: Alissa Meeks, Interim City Manager
SUBJECT: City Manager's Report
DATE: July 7, 2025

This report is designed to provide information on substantive issues and meaningful project updates on items of importance to the Mayor and City Council. If the Council or general public have questions about any item or would like additional information, please contact Alissa Meeks for questions, needs, or concerns.

PARKS AND RECREATION

JMP Pool: The bid deadline for the pool/pool house construction was due on June 26th. On that date, Thrasher Engineering was onsite to conduct the official bid-opening of the RFP submissions. Palmer Construction received the lowest bid in the amount of $2,994,000.00 (exclusive of the splashpad). The City will be working with Thrasher and Palmer to generate a contract agreement to move forward.

Skate Park: The contractor and staff met onsite this week to discuss the bridge transition step which will be backfilled, and funding has already been secured to pour asphalt pavement directly to the bridge. A ribbon cutting for the bridge and skate park will be established early fall.

Summer Tennis Programs: 2nd session of summer tennis runs July 7 – July 17. We have 21 players registered in the second session.

Coach Glen Edwards Memorial Celebration – Community member Karen Gregoryk and her family have donated a beautiful bronze memorial plaque in honor of Coach Glen Edwards and his extracurricular contributions to the city swim and tennis programs. They are hosting a memorial celebration on Saturday, July 12th at 5PM at Pavilion 3 -Jefferson Memorial Park. The celebration is open to the public and all are invited to attend.

COMMUNITY AND ECONOMIC DEVELOPMENT

WV Fest Update – Liz Cook

Walks about Nothing: The next Walks about Nothing will take place, Wednesday, July 16th. It's open to the public and all are welcome to join. Meet outside City Hall and the location to be explored is TBD.

OPERATIONS & MAINTENANCE

City Hall Renovations: The contractor and his crew are tentatively 2 months out of starting the contracted city hall renovations. New carpet and LPV flooring will be installed on the 2nd floor, a wall removed to open and create a larger conference room and maintenance repair to interior/exterior wall in one of the rear offices. There is recent water damage in one of the offices thus requiring remediation on the inside and brick repointing on the building exterior facing the BCT parking lot.

New AC Unit Replacement – The new roof AC was replaced/installed on Wednesday, July 2nd.

FINANCE – Audit accountants are working with the Finance Division to prepare the Compilated Financial Statements (CFS). We expect them to be completed by 7/11/25. These financial statements will then be sent to the auditors Perry & Associates who will begin auditing the statements the second week in August. We expect the comprehensive audit will be completed by August 31, 2025.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-717: WV Fest Recap

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-692: Article 147 Discussion

This agenda item was Tabled by Ms. Philabaum at the February 18, 2025, meeting.

ATTACHMENTS:

- Ord. 2022-001 - Article 147 Utility Board.pdf

ARTICLE 147
Utility Board

147.01 Established.
147.02 Board of Directors composition.
147.03 Board of Director terms; vacancies; compensation.
147.04 Board of Directors organization; quorum; records; funds.
147.05 Powers and duties.
147.06 Budget; employees; bonds.
147.07 Financial reports and administrative supervision.
147.08 Amendment; repeal.
147.09 Severability.

147.01 ESTABLISHED.

(a) Upon the issuance of the bonds and reissuance of the combined Waterworks and Sewerage System Revenue Bonds, but only upon such issuance and reissuance, the Waterworks Board and the Sewer and Sanitation Board shall be simultaneously repealed and rescinded, the City of Charles Town Utility Board ("CTUB") shall be created and the heretofore separate Waterworks System and Sewerage System of the City of Charles Town ("City") shall be combined into a single undertaking (the "System").

(b) The governance and oversight of the System shall be vested in a Charles Town Utility Board of Directors ("Board of Directors").

(c) The supervision, management, control and operation of the System shall be vested in a CTUB Manager ("Manager") who shall be accountable to the Directors. The Manager will hire staff to operate and maintain the System.

147.02 BOARD OF DIRECTORS COMPOSITION.

(a) The Charles Town Utility Board of Directors shall consist of five members with full voting powers, four (4) of whom shall be appointed by the Charles Town City Council ("City Council") (such appointed directors being referred to herein as "Appointed Directors") and the other of whom shall be the then-serving Charles Town City Manager on an *ex officio* basis (the "Ex Officio Director"). No officer or employee of the City or CTUB, other than the City Manager, whether holding a paid or unpaid office, shall be eligible to be appointed a Director except as expressly provided in Section 147.02(a)(1) below. The Board of Directors structure shall be configured as follows:

(1) The Chair of the Board of Directors shall be the Charles Town City Manager. In the event of a vacancy in the position of Charles Town City Manager, City Council may appoint an individual to serve as the interim Director and Chair of the Board of Directors in the place and stead of the Ex Officio Director (the "Interim Director and Chair") until such time as a City Manager is duly appointed and has taken the oath of office. Notwithstanding any other provision to the contrary in this Article 147 and without limitation of who may be appointed, City Council may appoint any

member of City Council or other officer or employee of the City, excluding any officer or employee of CTUB, as the Interim Director and Chair. City Council may remove a person serving as Interim Director and Chair at any time and substitute another person meeting the criteria of this section in such role.

(2) Not less than one Director should possess a professional background and/or experience in water and/or sewer utilities that would benefit the Board of Directors. Such background includes but is not limited to: engineering with a background in water and/or sewer utilities; land development; construction; accountant; legal; or environmental protection.

(3) Not less than one Director shall be a resident of Charles Town and a ratepayer in the System.

(4) Since CTUB has acquired the Ranson sewer system and as such provides services to the City of Ranson, the City Council will consider the City of Ranson's recommendation(s) for an individual to serve as one of the Directors, using the following process:

A. The City of Ranson shall have the right to nominate not more than three (3) individuals who are residents of Ranson and who reside within the service territory of Ranson; or an individual who is employed by the City of Ranson, to serve as a Director.

B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the City of Ranson to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.

C. Although the City Council is not obligated to appoint any of the nominees as Director using the above method, it is the intention of this section to provide a seat on the Board of Directors that best represents the interests of the City of Ranson. City Council retains the discretion to appoint a Director at will if a suitable nominee is not presented.

(5) Since CTUB has acquired the Jefferson County Public Service District (JCPSD) system and as such provides services to those areas previously serviced by the JCPSD, the City Council will consider the Jefferson County Commission's ("Commission") recommendation(s) for an individual to serve as one of the Directors, using the following process:

A. The Commission shall have the right to nominate not more than three (3) individuals to serve as a Director, each of whom shall satisfy all of the following criteria:

1. Resident of Jefferson County, West Virginia;

2. Customer of the CTUB served by the assets of the former JCPSD Sewer System, or extensions thereof; and

3. Customer of the CTUB paying the same prevailing sewer rate charged to the customers of the former JCPSD Sewer System.

B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the Commission to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.

C. Although the City Council is not obligated to appoint any of the nominees as Director using the above method, it is the intention of this section to provide a seat on the Board of Directors that best represents the interests of Jefferson County residents who are former JCPSD rate payers and are currently served by CTUB. City Council retains the discretion to appoint a Director at will if a suitable nominee is not presented.

D. The Commission shall then have the right to appoint an individual to serve as the County Liaison ("Liaison") to the Board of Directors, the identity of which individual shall be at the sole and exclusive discretion of the Commission, and such individual as Liaison:

1. Shall not be voting member of the Board of Directors, nor have the right to make or second any motion at a meeting of the Board of Directors;

2. Shall have the right to engage in all discussion and debate at meetings of the Board of Directors, with the exception of any executive session under W.V. Code Section 6- 9A-1, et seq., as would any Director, and such right to engage in discussion and debate of the Board of Directors shall not be limited as would a member of the public; and

3. Shall receive all notices of meetings and documents and other materials provided to the Board of Directors either in anticipation of, or prior to, any meeting of the Directors, except to the extent any such documents or other materials relate to, or are in connection with, any issue which could be considered in executive session by the Board of Directors pursuant to W.V. Code Section 6-9A-1, et seq.

147.03 BOARD OF DIRECTORS TERMS; VACANCIES; COMPENSATION.

(a) The Mayor of the City shall notify all appointees of their appointment.

(b) In the event of a vacancy, and also within thirty (30) days after the expiration of the term of office of any Director, a successor shall be appointed by City Council. With respect to Appointed Directors, all vacancies shall be filled for the unexpired term only and all other appointments shall be for a term of four (4) years, to commence on the date following the scheduled expiration date of the previous term. The Board of Directors shall have the power to adopt bylaws, rules and regulations for its own governance. Any Appointed Director shall be eligible for reappointment upon the expiration of their term.

(c) The Appointed Directors (and any Interim Director and Chair that is then not serving as a member of City Council or other officer or employee of the City) shall each receive compensation for their services at the rate of fifty dollars ($50.00) per meeting attended, not to exceed one hundred fifty dollars ($150.00) per month, and in addition, shall be reimbursed for any and all actual expenses incurred in the performance of duties as ordered by the Directors. These amounts may be raised by an affirmative vote of seventy-five percent (75%) of the members of City Council, but any such change shall not take effect for a Director position until the beginning of the next full term following the effective date of the change in compensation.

(d) In the event that any Appointed Director is unable to fulfill the duties of his or her office for a period exceeding six (6) months, a majority of the remainder of the Directors will declare the office of such Director vacant and the City Council will thereupon fill such vacancy as otherwise provided for herein.

(e) Each Appointed Director shall be subject to removal by City Council by the recorded vote of a majority of City Council after a public hearing thereon. The decision of City Council as to such removal shall be final and not subject to review by any court, arbitrator, or other body, and each Director accepting such appointment shall acknowledge the finality of such decision. The Ex Officio Director shall be subject to removal only by removal from the position of City Manager.

147.04 BOARD OF DIRECTORS ORGANIZATION; QUORUM; RECORDS; FUNDS.

(a) As a critical link with City Council, the City Manager shall be the Chair of the Board of Directors except as expressly provided in Section 147.02(a)(1) above. Annually the Board of Directors shall organize by selecting one Director to act as Vice Chair. The Directors will also annually select a Secretary and Treasurer, who need not be a Director. The Secretary and Treasurer may be the same person. The Chair shall preside at all meetings when present and may call special meetings on their motion or shall when requested to do so by any two (2) Directors. The Vice Chair shall preside in the absence of the Chair.

(b) Three (3) Directors members shall constitute a quorum, but any action to be taken by the Directors must be approved by not less than three (3) members.

(c) The Secretary shall keep a certified or approved written record of the proceedings which shall be available for inspection as other municipal records.

(d) The Treasurer shall receive and disburse the funds of the System as directed by the Board of Directors.

147.05 POWERS AND DUTIES.

(a) The Board of Directors shall have the power to set all policies related to the governance, oversight, and operations of the System. The Board of Directors shall also have the power to recommend to City Council tariff changes, capital projects, and borrowings. The Manager and staff will assist the Board of Directors by providing technical advice on such matters to City Council. The Manager and staff will also be responsible for implementing policies and developing procedures to carry out the directives established by the Board of Directors.

(b) The Manager, accountable to the Board of Directors, will have full and complete authority for the supervision, management, control and operation of the System.

(c) All bills for water and sewer service shall be collected and accounted for by the Manager in the manner and form required by law, the Public Service Commission of West Virginia and the ordinances of the City, and all disbursements and accounts of the System shall be ordered paid out only upon approval of said Board of Directors; provided, however, that all such supervision, management and control of the System and the collection and accounting for bills for water and sewer service shall be consistent and in accordance with any ordinances pursuant to which the City may have authorized and issued any bonds from time to time outstanding, which by their terms are payable from and secured by the revenues of the System.

(d) After consultation with the Board of Directors, the Manager or staff designee shall have the power and authority to prepare, evaluate, and negotiate all contracts, agreements and other matters for the final review and approval of the Board of Directors as is necessary or proper for the effective governance, oversight, and operation of the System.

(e) Personnel policies, practices, and other matters affecting the Manager and staff shall, to the extent practicable and unless otherwise approved by City Council, be the same as those undertaken by the City, subject to the provisions of Section 147.06.

147.06 BUDGET; EMPLOYEES; BONDS.

(a) The Board of Directors shall employ, discharge, and fix the compensation of the Manager.

(b) The Board of Directors shall approve an annual budget for the efficient and effective operation of the System.

(c) The Chair and Treasurer, upon their appointment and taking office, shall furnish and file with the Charles Town City Clerk, a bond in an amount to be set by the Board of Directors from time to time, the cost of such bond to be payable from revenues of the System and such bond to be payable to the City and conditioned as to the faithful performance of their respective duties as are fixed by the Board of Directors.

147.07 FINANCIAL REPORTS AND ADMINISTRATIVE SUPERVISION.

(a) The Manager shall provide reports, at least annually, or as otherwise required by law, to the Mayor, the City Manager and City Council, indicating the System's financial condition. City Council may, from time to time, request more current financial statements showing the most recent quarterly financial condition of the System.

(b) The Manager shall also provide to the City Council audited financial statements of the System that have been reviewed with the Board of Directors, minutes of meetings of the Board of Directors, an annual budget for the System, and other information as may reasonably be requested. The Manager shall also make themself available to answer questions from City Council.

147.08 AMENDMENT; REPEAL.

(a) The City Council enacts this article for the assurance and protection of the ratepayers and for the purpose of assuring the holders of debt payable from the income and revenues of the System of an efficient operation and maintenance thereof.

(b) No amendment or repeal of this article shall be enacted unless approved by seventy-five percent (75%) of the members of City Council. Any such amendment or repeal shall otherwise be enacted in accordance with the rules and regulations of City Council.

147.09 SEVERABILITY.

If any provision of this article is held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not otherwise affect or invalidate the other provisions hereto, all of which are hereby declared, and shall be construed, to be separate and severable.

Passed on First Reading: February 14, 2022

Passed on Second Reading: February 22, 2022
(following Public Hearing)

ATTEST:

Robert M. Trainor
Mayor

Daryl Hennessy
City Manager/Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-693: Real Estate Redevelopment - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-694: B&O Status APUS - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-695: Amending the Conditions of Annexation Committee for Prospect Place/Willow Springs

The committee was approved at the November 4, 2024, council meeting. Committee members are no longer serving on council and new members need to be appointed.

ATTACHMENTS:

- Nov. 4th minutes.pdf
- Minutes.pdf

Program); Not More Than $216,016 In Aggregate Principal Amount Of Combined Waterworks And Sewerage System Revenue Bonds, Series 2024 B (West Virginia Srf Program)And Not More Than $500,000 In Aggregate Principal Amount Of Combined Waterworks And Sewerage System Revenue Bonds, Series 2024 C (West Virginia Srf Program/Forgivable) Providing For The Rights And Remedies Of And Security For The Registered Owners Of Such Bonds; Authorizing Execution And Delivery Of All Documents Relating To The Issuance Of Such Bonds; Approving, Ratifying And Confirming A Bond Purchase Agreement Relating To Such Bonds; Authorizing The Sale And Providing For The Terms And Provisions Of Such Bonds And Adopting Other Provisions Relating Thereto.

Mr. George moved to approve the second reading. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Micheal George
SECONDER:	James Kratovil
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue
ABSENT:	Rodd

10. NEW BUSINESS

2024-1090: Selection of a Conditions of Annexation Committee for Prospect Place/Willow Springs

Mr. Hynes moved to establish a negotiating committee consisting of Mayor Trainor, Mr. Hynes – Planning Commission representative, Ms. Philabaum – Ward 3 representative, and/or Ms. Rodd Ward 3 representative to review proposed changes to the Prospect Place Conditions of Annexation (COA) and recommend new terms for Council consideration. Mr. Kratovil seconded the motion, and it passed by unanimous vote

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	James Kratovil
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue
ABSENT:	Rodd

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to Committees or Commissions.

12. APPROVAL OF BILLS

2024-1126: Payment of Bills - November 4, 2024

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

4. WARD REPORTS

Ward #1

Ms. Ricketts had nothing to report.

Mr. Kratovil had nothing to report.

Ward #2

Mr. Hynes had nothing to report.

Mr. Tester had nothing to report.

Ward #3

Ms. Philabaum had nothing to report.

Ms. Rodd had nothing to report.

Ward #4

Mr. George reported that tickets for the Old Opera House's production of "A Christmas Story - The Musical" are now on sale. The show will run December 5, 6, 7, 8, 13, 14 & 15.

Ms. Sugrue reported that the cat colony on Southwinds Drive has been removed. All the cats were trapped with two being given new homes and the others being kept as indoor cats. She also reported that on Wednesday, November 20, 2024, the Walk About Nothing with Edward Erfurt will take place at 6:00PM and all are welcome.

5. MAYOR'S REPORT

Mayor Trainor read into the record a letter from Senator Shelley Moore Capito congratulating the City on the groundbreaking of the Augustine Trail.

2024-1159 Conditions of Annexation Committee for Prospect Place/Willow Springs

The Council confirmed that the committee authorized at the November 4, 2024, Council meeting for reviewing the conditions of annexation for Prospect Place/Willow Springs would consist of Mayor Trainor, Councilmembers Jeff Hynes and Julie Philabaum and appropriate members of City staff.

6. COMMITTEE REPORTS

2024-1141: Infrastructure Committee - November 4, 2024

The November 4, 2024, Infrastructure Committee report was not presented.

2024-1138: Personnel Committee - November 12, 2024

Mr. George reported that the Personnel Committee continues to work on the City's sick leave policy and employee handbook.

2024-1139: Finance Committee - November 13, 2024

Mayor Trainor reviewed the Finance Committee report with the Council. He also corrected item 2024-1134 of the report – Audit Committee

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-712: Opioid Distribution Plan - Out Years

ATTACHMENTS:

- Opioid Grant Funds Resolution.pdf
- APPLICATION FOR OPIOID FUNDS.pdf
- OPIOID Funding Application Schedule and Instructions.pdf
- Opioid Settlement Funds Policy.pdf

RESOLUTION CREATING CHARLES TOWN
OPIOID SETTLEMENT FUNDS GRANT PROGRAM

WHEREAS, the City Council is the recipient of Opioid Settlement Funds intended to combat the opioid crisis and the lasting impacts of opioid addiction on the community and its citizens; and

WHEREAS, the Council has considered the best approach to utilize these funds in a manner that will provide the maximum benefit to the City ; and

WHEREAS, the Council has determined that a grant program for non-profit organizations to submit requests is the most effective way to identify programs and areas of need that will benefit the most from the settlement funds; and

WHEREAS; the City, pursuant the guidelines established by the State of West Virginia, has approved the following purposes for which OPIOID funds can be used: 1)Evidence based strategies, programming, and/or services used to expand the availability of treatment for individuals affected by substance use disorders or addiction. 2) To develop, promote, and provide evidence-based substance use prevention strategies, 3) To provide substance use avoidance and awareness, 4)To engage in enforcement or curtail the sale, distribution, promotion, or use of opioids and other drugs, 5) To decrease the oversupply of licit and illicit opioids, and 6) To support recovery from addiction to be performed by qualified providers; and

WHEREAS, City Staff has created and presented to Council an Opioid Settlement Funds Policy that establishes a grant program to administer the allocation of opioid funds to non-profit organizations that serve the community, and

WHEREAS, the City Police Department also currently either provides services or could implement additional services, which services are intended to combat the opioid crisis and illicit opioid use.

NOW THEREFORE LET IT BE RESOLVED that the Council hereby establishes the Opioid Settlement Funds Policy outlined in Attachment A and the Opioid Settlement Funds Grant Application outlined in Attachment B as the Charles Town Opioid Settlement Funds Grant Program and directs staff to begin the process of administering the grant program as presented. A copy of the grant guidelines is attached and is intended to be a part hereof.

NOW, THEREFOR LET IT BE FURTHER RESOLVED, that City Council hereby approves the City Police Department to receive Opioid settlement funds to provide financial support for either existing operations or for the expansion or implementation of new programs designed to address the Opioid crisis.

DRAFT

Adopted this seventh day of April, 2025.

Attest:

Robert M Trainor
Mayor

John Nissel
City Clerk

DRAFT

APPLICATION FOR CITY OF CHARLES TOWN OPIOID SETTLEMENT FUNDS

(DEADLINE FOR FINAL APPLICATIONS - DATE BY 5:00 PM)

CONTACT INFORMATION

NAME OF APPLICANT ORGANIZATION: _____

NAME OF PRIMARY CONTACT: _____

ORGANIZATION MAILING ADDRESS: _____

_____

CITY STATE ZIP

WEBSITE ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

PROJECT SUMMARY (applicant may respond in the space provided below or attach a separate document)

Please provide a detailed narrative of your project with specific data where appropriate, including but not limited to the following:

1. Brief Description of project.

2. Which of the following categories best describes your project
(see attached supplemental document for additional details; check one):

- ☐ Evidence-based strategies, programming and/or services used to expand the availability of treatment for individuals affected by substance use disorders and /or addiction
- ☐ To develop, promote and provide evidence-based substance use prevention strategies
- ☐ To provide substance use avoidance and awareness education
- ☐ To engage in enforcement or curtail the sale, distribution, promotion or use of opioids and other drugs
- ☐ To decrease the oversupply of licit and illicit opioids
- ☐ To support recovery from addiction to be performed by qualified providers

3. Purpose and key anticipated outcomes.

4. Individuals or communities served. Include details about those served in Charles Town and how the project benefits the citizens of Charles Town. Projects that also include benefits for those living outside of Charles Town may still be considered for funding.

5. Total project budget.

6. Amount of OPIOID funding requested and specific use to complete the project. *Please provide a prioritized list and description of project funding elements, including an itemized breakout of costs to be considered in the event of an award of partial funding of the request.*

7. Amount of matching funds raised or committed by your organization.

8. Source of matching funds raised or committed by your organization.

9. Describe how substance use disorders and /or addiction has necessitated this request.

10. Provide a project timeline that includes the number of months to complete the project after an award (Funds must expended by ***DATE***).

11. Include a list of other partners in the project, relationship to your organization, and their role in completing the project.

12. Describe your plan for sustainability of the project/initiative after the grant award has been exhausted.

ORGANIZATIONAL INFORMATION

1. Please provide your organization's mission statement and goals.

2. Describe the history of your organization and list any significant current programs and activities.

3. List the Owner(s), Board of Directors, and senior staff members of your organization.

4. List the staff involved with this project and describe their roles and responsibilities.

5. If your organization has previously received funds from the City of Charles Town, please list the amount, nature of the project(s), and current status of the funding and project(s).

6. If you have an application for funding for this project with any other sources (city, state, federal, private, or non-profit entity), please list the same here.

SUPPORTING DOCUMENTS (Please provide the following materials with your application)

- Current operating budget
- Two years of financial statements (audited if available)
- Cash flow statement for most recent fiscal year

CERTIFICATION

I certify that I have reviewed the SWV State Attorney General Schedule B-Approved Uses regarding the eligible uses of OPIOID Settlement Funds and, to the best of my knowledge, believe the request to be eligible for assistance. I further certify that I am authorized to submit this application request on behalf of the organization requesting the funds, and I acknowledge that the City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant. Finally I certify that I will submit a report to the City of Charles Town by ***DATE*** explaining how and when the funds were spent.

_____ _____

Signature of Applicant Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

☐ Eligible for OPIOID Funding ☐ Not-Eligible for OPIOID Funding

Finance Director Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

City Council Meeting Date: _____

Amount of Funding: $_____

Application Due by 5:00 PM on DATE.

SEE WV STATE ATTORNEY GENERAL SCHEDULE B – APPROVED USES

APPLICATION FOR CITY OF CHARLES TOWN OPIOID SETTLEMENT FUNDS

NOTICE OF FUNDING AVAILABILITY AND APPLICATION SCHEDULE AND INSTRUCTIONS

The City of Charles Town is pleased to offer the availability of a grant opportunity to non-profit organizations from the City's OPIOID Settlement Funds.

The City application, along with a schedule and instructions, will be available beginning ***DATE****, at 9:00 AM.*

The following are approved purposes for which OPIOID funds can be used:

- *Evidence-based strategies, programming and/or services used to expand the availability of treatment for individuals affected by substance use disorders and /or addiction*
- *To develop, promote and provide evidence-based substance use prevention strategies*
- *To provide substance use avoidance and awareness education*
- *To engage in enforcement or curtail the sale, distribution, promotion or use of opioids and other drugs*
- *To decrease the oversupply of licit and illicit opioids*
- *To support recovery from addiction to be performed by qualified providers*
- *(For further information refer to Schedule B – Approved Uses at www.charlestownwv.us)*

Interested applicants may access the application through one of the following two options:

1) *Online through the City's website at www.charlestownwv.us. Follow the link to the OPIOID application.*

2) *Pick-up at City Hall, 101 E Washington St., Charles Town, WV 25414, Monday – Friday, 9:00 AM to 5:00 PM.*

*Please note that final applications must be completed and RECEIVED by 5:00 PM on **DATE**.*

Interested applicants may contact John Nissel, City Manager, at (304) 725-2311 or via email at jnissel@charlestownwv.us or Lori Nice, Finance Director, at (304) 725-2311 or via email at lnice@charlestownwv.us with any questions or comments. City staff will remain available throughout the application process to provide guidance and answer any questions.

APPLICATION INSTRUCTIONS

Applicants must complete and sign the application and deliver the application via one of the following means:

1) *Email the completed application to John Nissel, City Manager, at jnissel@charlestownwv.us or Lori Nice, Finance Director, at lnice@charlestownwv.us.*

2) *Mail or deliver the application to the attention of John Nissel, City Manager, or Lori Nice, Finance Director, at the following address:*

City Hall 101 E. Washington St.
Charles Town, WV 25414
Phone: (304) 725-2311
Monday - Friday
9:00 AM to 5:00 PM

*Please note that final applications must be RECEIVED by 5:00 PM on **DATE**. Applications received after that date may be considered at the discretion of the Charles Town City Council.*

SCHEDULE FOR REVIEW AND AWARD OF OPIOID FUNDING APPLICATIONS

- ***DATE***
    - City Council Approval of the OPIOID Application and Process
- ***DATE – ONE WEEK LATER***
    - City Advertisement of OPIOID Funding Opportunity
      (City Staff Will Remain Available to Provide Guidance to Applicants)
- ***DATE – ONE WEEK LATER***
    - Application process begins. Applications, instructions and a schedule are made available online or by pick-up at City Hall.
- ***DATE – ONE MONTH LATER (END OF MONTH)***
    - OPIOID Application Due Date (Closes at 5:00 PM)
- ***DATE – FIRST COUNCIL MEETING OF THE MONTH***
    - 6:00 PM - Special Meeting of the City Council to Consider Applications
      (Applicants Will Be Invited to Present Their Project Ideas)
    - 7:00 PM - Consideration of Applications during Regular City Council Meeting

Applications received after the due date may be considered at the discretion of the Charles Town City Council.

Funds must be expended by **DATE***.*

Grant recipients must submit a report to the City by ***DATE*** *detailing how and when the funds were spent.*

The City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant.

OPIOID SETTLEMENT FUNDS POLICY

Purpose:

The purpose of this Policy is to establish a process for distribution of the City of Charles Town Opioid Settlement Funds. This policy is designed to assist with proper fiscal planning and the promulgation of clear guidelines for prospective recipients of these funds.

Scope and Effective Date:

This Policy shall be effective as the date written below and cover the distribution of all Opioid Settlement Funds, until said funds are exhausted.

General:

The City Council, in its sole discretion, may provide funding internally to the City Police Department to support either existing programs or the implementation of new programs that are designed to address the Opioid crisis.

Additionally, the Council may provide settlement funds in the form of grants to nonprofit, charitable, or civic organizations who submit funding requests for programs that address the OPIOID crisis and its impact on the community.

Priority areas are determined and will be evaluated by the City Council and Mayor. Any funds appropriated under the provisions of this Policy shall be used and expended under the direction and control of Finance Director as determined by the City Council.

Approved Purposes:

The following are approved purposes for which OPIOID funds can be used:

- To expand the availability of treatment for individuals affected by substance use disorders and /or addiction using evidence-based strategies, programming and/or services
- To develop, promote and provide evidence-based substance use prevention strategies
- To provide substance use avoidance and awareness education
- To engage in enforcement or curtail the sale, distribution, promotion or use of opioids and other drugs
- To decrease the oversupply of licit and illicit opioids
- To support recovery from addiction to be performed by qualified providers
- (For further information refer to Schedule B – Approved Uses at www.charlestownwv.us)

Application Process:

Any nonprofit organization that wants to request OPIOID Settlement Funds from the City must complete an OPIOID Funding Application. A copy of the organization's IRS determination letter and the most recent 990 tax return must be attached to the Application. If any of the aforementioned information is not available, the applicant must provide a written explanation.

The Application shall include a detailed description of the program, how it meets the Approved Purposes, and how it serves the residents of the City.

The City reserves the right, in its sole discretion, to request additional information either in writing, in interviews, or through scheduled presentations. Any organization not in good standing with the State of West Virginia or the City will not be considered as a recipient. An organization found to have misused City funds previously will not be eligible to apply for Settlement Funds.

In addition to evaluating the merits of each proposal as described in the Application, the City Council will also consider the following factors:

- The projected number of City residents that will benefit from the program
- The organization appears to have the capacity to carry out the project, including necessary staff and financial resources.
- Other available funding sources and potential matches available for settlement funds.
- The organization has been timely in completing reports for previous awards.
- The success of any previously City-funded programs

The City Council will consider applications at special meeting, in which applicants may be invited to present their requests.

Prior to distribution of any Opioid Settlement Funds, a Letter of Agreement shall be entered into between the City and the receiving organization. The Letter of Agreement will include a timeline, the amount of funding to be provided by the City, the work to be funded, required documentation to be provided by the organization, and any monitoring requirements.

Reporting:

Each Settlement Funds Grant will be a cost reimbursement grant in which the City will reimburse a grant recipient for expenditures once they have been incurred. To receive reimbursement, a grant recipient must submit invoices related to the grant work to the Finance Department for review. Once approved, grant funds will be released to the Grant recipient.

Effective: _____

_____

John Nissel, City Manager

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-689: Ward 3 Vacancy Candidate Appointment - Term Ending June, 2027

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-690: Ward 4 Vacancy Candidate Appointment - Term Ending June 2027

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-687: Resolution to Apply for a Transportation Alternatives Project (TAP) Grant for the West-End Connector Project

Resolution to apply for a Transportation Alternatives Project (TAP) Grant for the West-End Connector Project

Proposed Motion:
Move to approve the Resolution.

ATTACHMENTS:
- TA Intent PDF 12852.pdf
- Resolution for TAP Grant.pdf

West End Connector

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

TRANSPORTATION ALTERNATIVES PROGRAM ELECTRONIC INTENT-TO-APPLY FORM

PROJECT IDENTITY

Fiscal Year: 2025

Is your proposed project for the Recreational Trails Program (RTP): ☐ Yes ☑ No

Intent is to apply for funding as: Design Phase Only

Select the project type applicable to your proposed project: Construction, planning and design of on-road and off-road trail facilities for pedestrians, bicyclists and other nonmotorized forms of transportation including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.

Congressional District(s): 2nd District

County(ies): Jefferson

Project Name: West End Connector

Date of Application: 6/24/2025 12:21:19 PM

Project Short Description:

FUNDING INFORMATION

Approximate amount of Federal funds you will be requesting: 285,000

Federal funds may be reimbursed up to 80% of the total project cost.

Construction costs should be computed using Davis-Bacon and/or West Virginia Prevailing Wages, as applicable, and if the project will be let for contract (i.e., the sponsor will advertise for bids to perform the actual construction of the project). Should Force Account (upon WVDOH Commissioner approval) or In-kind (for the RTP only) labor, materials and equipment be proposed for construction of the proposed project, then please adjust the amount accordingly.

NOTE: Should Force Account be requested, please provide a cost estimate using Davis-Bacon and/or West Virginia Prevailing Wages, as applicable, as well as Force Account, as there is no guarantee that Force Account will be permissible for the project. Force Account must first be justified and approved by the Commissioner of the WVDOH based on a WVDOH approved cost analysis illustrating that Force Account work is both permissible and more cost effective than hiring a contractor.

Is the required 20% match available? ☑ Yes ☐ No
The 20% minimum Sponsor's match must be available at the time of application unless choosing the 'pay as you go' option or using In-kind services (for RTP only) to meet the required match.

If "No," please explain:

How will the minimum 20% match be met?

☑ Cash

If cash, do you intend to pay the match up front and submit a check to the WVDOH upon return of the project agreement?

☑ Yes ☐ No

☐ Pay-as-you-go (i.e., Sponsor pays all invoices at 100%, and then submits invoices to the WVDOH for reimbursement of 80% of the total invoiced).

☐ In-kind. In-kind is defined as donated time, materials or equipment used for design and/or construction of an RTP funded project that can be used as the minimum 20% match.

Independent Project Estimate:
Should your project be awarded/selected, the project Sponsor must have an independent project estimate for guidance in the negotiation of fee with the consultant chosen by a WVDOH certified consultant selection process. The estimate must be performed and verified by a WV licensed Professional Engineer (PE). The estimate must include the complete scope of work as detailed in the project agreement. The development of an independent project estimate to assist with the consultant selection process, if included in the scope of work in the project agreement, is a work element eligible for reimbursement. (Do not do this until you are notified of the grant being selected).

What if the Sponsor has an engineer/consultant/firm on retainer?
If the project Sponsor is planning on using an engineer/consultant/firm on retainer or under existing contract, the Sponsor must be capable of producing evidence that the engineer/consultant was selected using a certified consultant selection process. Furthermore, the contract/agreement between the Sponsor and engineer/consultant/firm must include the elements of work outlined in the project agreement (i.e., if applying for sidewalk construction, the contract must include specific language regarding the design of sidewalks as part of the existing contract/agreement). The contract/agreement must be submitted to the WVDOH for approval prior to any reimbursable work elements being performed.

SPONSOR INFORMATION

Project Sponsor: City of Charles Town
DUNS#: 000000000

NOTE: For Local Public Agency (LPA) administered projects, regulations require that the person(s) serving as Project Manager/Responsible Charge is a full time employee of the Sponsor and meet the following criteria:

Does the project Sponsor have a full time public employee(s) who can perform the following duties and functions?

- Administers inherently governmental project activities, including those dealing with cost, time adherence to contract requirements, construction quality and scope of Federal-aid projects;
- Maintains familiarity of day to day project operations, including project safety issues;
- Makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visits and reviews the project on a frequency that is commensurate with the magnitude and complexity of the project;
- Reviews financial processes, transactions and documentation to ensure that the safeguards are in place to minimize fraud, waste, abuse;
- Directs project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation,
- Is aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

☑ Yes ☐ No
(If no, the applying Sponsor may be ineligible as a project Sponsor upon review by WVDOH staff).

Who will be the primary Project Manager (Responsible Charge) on behalf of the Sponsor should this project be awarded/selected?

NOTE: The Project Manager/Responsible Charge may differ from the primary and secondary point of contact, requested below, on behalf of the Sponsor so long as the below referenced duties and functions can and ill be performed by the person designated as Project Manager/Responsible Charge. The duties/requirements of Project Manager/Responsible Charge may be distributed between multiple full time employees of the Sponsor so long as the above referenced duties and functions are kept on a day to day basis including maintaining a daily diary/log of activities and proof that the duties/requirements are being met. Although the duties and functions can be performed by more than one full time employee, please list the primary Project Manager/Responsible Charge designated by the Sponsor below:

Name: Alissa Meeks

Title: Director of Community & Economic Developiment

Street Address: City Hall, 101 East Washington Street

City: Charles Town

State: WV

Zip Code: 25414-1071

Phone Number: 304-724-3253

Email Address: ameeks@CharlesTownWV.us

CONTACT INFORMATION:

Name of Sponsor's Organization: City of Charles Town

Primary Point of Contact Information

Contact Person: Alissa Meeks

Contact Person Title: Director of Community & Economic Development

Street Address Line 1: City Hall, 101 East Washington Street

Street Address Line 2:

City: Charles Town State: WV Zip: 25414-1071

Primary Phone Number: 304-724-3253 Alternate Phone Number: 304-283-6187

Fax Number: E-mail Address: ameeks@CharlesTownWV.us

Secondary Point of Contact Information

Contact Person: Matt Ward

Contact Person Title: Project consultant

Street Address Line 1: 200 Massachusetts Avenue, NW, Suite

Street Address Line 2:

City: WASHINGTON State: WV Zip: 20001-2070

Primary Phone Number: 202-422-2411 Alternate Phone Number:

Fax Number: E-mail Address: matt.ward@strategiesdc.com

PROJECT INFORMATION

Is this a continuation of a project previously approved for funding? ☑ Yes ☐ No

RTP Only:

Please check the one (1) description that best fits your proposed project:

☐ **Motorized** ☐ **Non-motorized** ☐ **Combination of both motorized and non-motorized** ☐ **Equipment purchase**

Does your proposal include land acquisition? ☐ Yes ☑ No

If 'Yes,' is it from a willing seller/lessor? ☐ Yes ☐ No

Please identify all seller(s)/lessor(s) if the proposed project will require land or property acquisition:

Has an appraisal been prepared? ☐ Yes ☐ No

If 'Yes,' what is the appraisal amount:

When was the appraisal performed?

Does your proposed project impact a historic and/or archaeological site? ☐ Yes ☑ No

Please summarize the proposed project (see Application Process Step #1): The Charles Town West Side Connector Project will plan, design, engineer and permit new sidewalk infrastructure in Charles Town, WV to connect key community points where walking access is missing or in very poor condition, including the Police Station at South George Street, Charles Washington's Happy
Retreat, the Jefferson County Board of Education, the historic Fisherman's Hall, the Charles Town Skate Park, the Boys & Girls Club, and downtown. The project seeks to provide quality sidewalks, streetscape improvements, and landscaping to

promote nonmotorized forms of transportation for both pedestrians and cyclists. The proposed upgrades will be connected and integrated into the Augustine Trail project underway now, providing safer, more accessible facilities to navigate downtown Charles Town, and encourage nonmotorized forms of
transportation. The improvements that will be designed will include sidewalks, traffic calming techniques, lighting and other safety-related infrastructure and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.

Please identify the public benefit and the relationship to transportation of this project including economic and tourism development. Indicate if this project contributes to existing or proposed transportation/community development plans:

This funding will fill a critical gap in sidewalk infrastructure to improve access to these areas of Charles Town, especially for underserved populations including eld erly, disabled, and low-income individuals who utilize the community spaces along the proposed project area. A 2016 City of Charles Town Walkability and Connectivity Study found then that the sidewalks along West Street are in “poor”
condition, indicating that the impact of this funding will increase the overall connectivity of Charles Town, align with the long-term vision for the corridor, and improve the quality of life for all residents.

These sidewalks will be integrated into the Augustine Trail project to support the City’s goal of promoting mobility, accessibility, and connectivity between these community focal points and the broader trail project. These improvements will make it easier for residents to access businesses, jobs, and higher-density residential opportunities within the downtown core, improving the quality of life and promoting economic mobility for residents. The addition of ADA-compliant sidewalks along the route makes it possible for residents to access these community key community centers without having to use a car to get around which is not currently possible. Improved pedestrian access to community
spaces including the Boys and Girls Club, which provides invaluable programming for youth in Charles Town, and Fisherman’s Hall, which operates as a key community space for the Black community in the WV Eastern Panhandle, will create opportunities for residents that may have lacked access previously. Moreover, connecting Charles Washington’s Happy Retreat and Fisherman’s Hall promotes heritage tourism within Charles Town and the Eastern Panhandle
because visitors can move between the downtown corridor by foot with more ease, bringing additional foot traffic into neighboring businesses and creating further positive impacts for the region.

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

A RESOLUTION IN SUPPORT OF CHARLES TOWN APPLICATION FOR A TRANSPORTATION ALTERNATIVE PROGRAM GRANT FROM THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION FOR THE "WEST END CONNECTOR" PROJECT

WHEREAS, the City of Charles Town, WV seeks to create enhanced walkability, connectivity, and safety on and around the streets and roads in the community; and

WHEREAS, sidewalk and trail facilities in certain areas of on the "West End" of downtown have significant gaps or unsafe, deteriorating conditions; and

WHEREAS, Charles Town officials, neighborhood organizations, business groups and other key entities have worked with expert transportation engineers to undertake a planning effort to improve the sidewalk and trail facilities in the West End; and

WHEREAS, the target areas for the improvement of sidewalk and trail facilities through the West End Connector include Mordington Avenue between S. George Street and Southwest Street, and West Street to W. North Street;

WHEREAS, the planned "West End Connector" will connect pedestrians and bicyclists to key community hubs and assets including the Augustine Trail, the Charles Town Police Department, the Happy Retreat Community Center, the Jefferson County Board of Education, the Fisherman's Hall Community Center, the downtown main street, Evitts Run Park, the Charles Town Skate Park, the Jefferson County Boys & Girls Club, and the Ranson Civic Center; and

WHEREAS, the City of Charles Town has an effective partnership and relationship with WVDOH officials who conduct the Transportation Alternative Program (TAP) grants, over the course of several successful projects in recent years; and

WHEREAS, the City has resources to cover the 20% match requirement for a TAP grant, but insufficient funding to cover the entire cost of the West End Connector project;

NOW, THEREFORE LET IT BE RESOLVED, that the City of Charles Town authorizes an application by the City for a Transportation Alternative Program Grant from the W.V. Department of Transportation, in the amount of $228,000; and

LET IT BE FURTHER RESOLVED, that the City of Charles Town authorizes a match in the amount of $57,000 to provide a 20% match for this TAP grant. The source of this funding will be City of Charles Town general revenues and reserves.

Adopted the _____ day of _____, 2025.

Attest:

_____ _____

Michael George
Mayor

Carolyn Vezzosi
Deputy City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-688: School Resource Officer Resolution and Agreement

2025-2026 School Resource Officer Resolution and Agreement

ATTACHMENTS:

- 2025-26 School Resource Officer Agreement.pdf
- SRO_Resolution_2026_School_year.pdf

AGREEMENT

School Based Law Enforcement Officer

AGREEMENT is made this the **12th day of June 2025**, by and between the JEFFERSON COUNTY BOARD OF EDUCATION and the CITY OF CHARLES TOWN as follows:

WITNESSETH:

WHEREAS the JEFFERSON COUNTY BOARD OF EDUCATION agrees to purchase from the CITY OF CHARLES TOWN and the CITY OF CHARLES TOWN agrees to provide for the JEFFERSON COUNTY BOARD OF EDUCATION a School Based Law Enforcement Officer at WASHINGTON HIGH SCHOOL consisting of one full time School Based Law Enforcement Officer, his or her vehicle, supplies and equipment and the JEFFERSON COUNTY BOARD OF EDUCATION agrees to reimburse the CITY OF CHARLES TOWN for its expenses in providing the said SCHOOL BASED LAW ENFORCEMENT OFFICER PROGRAM; and

WHEREAS the JEFFERSON COUNTY BOARD OF EDUCATION and the CITY OF CHARLES TOWN desire to set forth in this SCHOOL BASED LAW ENFORCEMENT OFFICER AGREEMENT the specific terms and conditions of the services to be performed and provided by the said School Based Law Enforcement Officer in the public schools of Jefferson County, West Virginia.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1.0 Goals and Objectives. It is understood and agreed that the JEFFERSON COUNTY BOARD OF EDUCATION and CITY OF CHARLES TOWN officials share the following goals and objectives with regard to the SCHOOL BASED LAW ENFORCEMENT OFFICER PROGRAM in the schools:

1.1 Perform law enforcement functions within the school setting.

1.2 Identify and prevent, through counseling and referral, delinquent behavior, including substance abuse.

1.3 Foster a better understanding of the law enforcement function, concepts and structure of law.

1.4 Develop a better appreciation of citizen's rights, obligations and responsibilities.

1.5 Provide information about crime prevention.

1.6 Provide assistance and support for crime victims identified with the school setting.

1.7 Promote positive relations between students and law enforcement officers.

1.8 Be familiar with confidentiality requirements.

1.9 Attend extra-curricular activities held at schools, when possible, such as PTA meetings, athletic events, dances, concerts, etc.

2.0 **Employment and Assignment of School Resource Officers.** The CITY OF CHARLES TOWN agrees to employ one School Based Law Enforcement during the terms of this agreement. The School Based Law Enforcement Officer shall be an employee of the CITY OF CHARLES TOWN and shall be subject to the administration, supervision and control of the CITY OF CHARLES TOWN, except as such administration, supervision and control is subject to the terms and conditions of this agreement.

2.1 The CITY OF CHARLES TOWN agrees to provide and to pay the School Based Law Enforcement Officer's salary and employment benefits in accordance with the applicable salary schedules and employment practices of the CITY OF CHARLES TOWN, including but not necessarily limited to sick leave, annual leave, retirement compensation, disability salary continuation, workers compensation, unemployment compensation, life insurance, dental insurance, eye insurance, and medical/hospitalization insurance. The School Based Law Enforcement Officer shall be subject to all other personnel policies and practices of the CITY OF CHARLES TOWN except as such policies or practices may have to be modified to comply with the terms and conditions of this Agreement.

2.2 The CITY OF CHARLES TOWN, in its sole discretion, shall have the power and authority to hire, discharge and discipline the School Based Law Enforcement Officer. The CITY OF CHARLES TOWN shall hold the JEFFERSON COUNTY BOARD OF EDUCATION free, harmless and indemnified from and against any and all claims, suits or causes of action arising out of allegations of unfair or unlawful employment practices brought by the School Based Law Enforcement Officer.

2.3 The School Based Law Enforcement Officer shall be assigned by the CITY OF CHARLES TOWN to Washington High School, however; may also provide School Based Law Enforcement services to other schools in the CITY OF CHARLES TOWN to include: Charles Town Middle School, Wright Denny Elementary School and the Alternative Learning School as needed.

2.4 In the event the School Based Law Enforcement Officer is absent from work, the School Based Law Enforcement Officer shall notify both his supervisor in the CITY OF CHARLES TOWN and the principal of the high school to which the School Based Law Enforcement Officer is assigned. The CITY OF CHARLES TOWN agrees to assign another officer when the School Based Law Enforcement Officer is scheduled for extended paid-time off during the school year.

3.0 **Duty Hours.** The maximum number of hours that a School Based Law Enforcement Officer shall be on duty in a work week shall be 40 hours. As previously noted, the officer is expected to attend select school functions and events as mutually agreed and any overtime or special duty hours resulting from this or other police duties shall be paid by the CITY OF CHARLES TOWN. Specific

School Based Law Enforcement Officer duty hours at Washington High School during the school year are generally 7:00 a.m. to 3:00 p.m. These hours may vary by mutual agreement between the principal of the high school and the Charles Town Chief of Police. The officer will return to city police duty during the summer months when school is not in session but shall attend school functions and events as requested by the superintendent and high school principal.

3.1 It is understood and agreed that time spent by School Based Law Enforcement Officer attending juvenile court and/or criminal cases arising from and/or out of their employment as a School Based Law Enforcement Officer or any specialized, school-related training shall be considered as hours worked under this agreement.

3.2 In the event of an emergency outside the school and the School Based Law Enforcement Officer is ordered by the CITY OF CHARLES TOWN to leave the school duty station during normal hours as described above and to perform other services for the CITY OF CHARLES TOWN, the time spent shall not be considered hours worked under this agreement.

4.0 Basic Qualifications of School Based Law Enforcement Officer. To be a School Based Law Enforcement Officer, an officer must first meet all of the following basic qualifications:

4.1 Shall be a sworn officer and should have two years of law enforcement experience;

4.2 Shall possess a sufficient knowledge of the applicable Federal and State laws, City ordinances, and Board of Education policies and regulations;

4.3 Shall be capable of conducting in depth criminal investigations;

4.4 Shall possess even temperament and set a good example for students;

4.5 Shall possess communication skills which would enable the officer to function effectively within the school environment; and

4.6 Shall be physically and mentally fit to perform the duties of a law enforcement officer.

5.0 Duties of School Resource Officers. To protect lives and property for the citizens and public school students at the County schools listed in this agreement;

5.1 To enforce Federal, State and Local criminal laws and ordinances, and to assist school officials with the enforcement of Board of Education Policies and Administrative Regulations regarding student conduct;

5.2 To investigate criminal activity committed on or adjacent to school property;

5.3 To counsel public school students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal or the principal's designee or by the parents of a student;

5.4 To answer questions that students may have about West Virginia Criminal or juvenile laws;

5.5 To assist other law enforcement officers with outside investigations concerning students attending the school to which the School Based Law Enforcement Officer is assigned; and

5.6 To provide security for special school events or functions, such as PTA, meetings, alethic events, dances, concerts, at the request of the principal.

6.0 **Chain of Command.** As an employee of the CITY OF CHARLES TOWN, the School Based Law Enforcement Officer shall follow the chain of command as set forth in the CHARLES TOWN POLICE DEPARTMENT AND CITY OF CHARLES TOWN'S Policies and Procedure Manual.

6.1 In the performance of his or her duties, the School Based Law Enforcement Officer shall coordinate and communicate with the principal or the principal's designee of the school to which the officer is assigned.

7.0 **Training/Briefing.** The School Based Law Enforcement Officer shall be required by the CITY OF CHARLES TOWN to attend monthly training, in-service and briefing sessions. These sessions will be held at the direction of the City of Charles Town Chief of Police. Briefing sessions will be conducted to provide for the exchange of information between the department and the officer. The Superintendent of Jefferson County Schools or his/her designee shall have the right to attend the briefing sessions and to participate in the briefing of the officer.

7.1 Training Sessions will be conducted to provide the School Based Law Enforcement Officer with appropriate in-service training as updates in the law, in-service firearms training, and in-service less lethal weapons training. The JEFFERSON COUNTY BOARD OF EDUCATION also may provide training in Board of Education Policies, regulations and procedures. Any such training shall be counted toward the standard 40-hour work week.

8.0 **Dress Code.** The School Based Law Enforcement Officer shall be provided by the CITY OF CHARLES TOWN and required to wear a departmental issued uniform.

9.0 **Supplies and Equipment.** The CITY OF CHARLES TOWN agrees to provide the School Based Law Enforcement Officer with the following equipment:

9.1 Motor Vehicle. The CITY OF CHARLES TOWN shall provide a standard patrol vehicle for the School Based Law Enforcement Officer. In addition, the CITY OF CHARLES TOWN agrees to:

a. Maintain the vehicle assigned to School Based Law Enforcement Officer;

b. Pay for gasoline, oil, replacement tires and other expenses associated with the operation of said vehicle; and

c. Purchase and maintain comprehensive general auto liability insurance on said vehicle.

9.2 Weapons and ammunition. The CITY OF CHARLES TOWN agrees to provide the standard issue pistol and rounds of ammunition for each School Based Law Enforcement Officer.

9.3 Office Supplies. The CITY OF CHARLES TOWN agrees to provide the School Based Law Enforcement Officer with the usual and customary office supplies and forms required in the performance of their duties.

10.0 Transporting Students. It is agreed that the School Based Law Enforcement Officer shall not transport students in their assigned vehicle except:

a. When the students are victims of a crime, under arrest, or other emergency circumstances exist; and/or

b. When students are suspended and sent home from school pursuant to school disciplinary actions if the student's parent or guardian has refused or is unable to pick-up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.

10.1 If circumstances require that the School Based Law Enforcement Officer transport a student, then the school officials must provide a school official or employee of the same gender of the student to be transported to accompany the officer in the vehicle.

10.2 If the student to be transported off campus is not under arrest, a victim of a crime, or violent or disruptive, the school administration shall provide transportation for the student and the School Based Law Enforcement Officer may accompany a school official in transporting a student.

10.3 A student shall not be transported to any location unless it is determined that the student's parent, guardian or custodian is at the destination to which the student is being transported. The School Based Law Enforcement Officer shall not transport students in their personal vehicles.

10.4 School Based Law Enforcement Officer shall notify the school principal before removing a student from campus.

11.0 Investigation, Interrogation, Search and Arrest Procedures. The standard operating procedures (SOP) for the investigation of crimes and interrogation, search and arrest of students are the same as those followed for members of the CHARLES TOWN POLICE DEPARTMENT.

11.1 Law enforcement officials are responsible for enforcing the law on public streets, including at school bus stops. Therefore, the School Based Law Enforcement Officer shall assist school officials and

coordinate with the appropriate local law enforcement agency in the investigation of crimes that occur at bus stops and while students are walking to and from school.

12.0 **Access to Education Records.** School officials shall allow the School Based Law Enforcement Officer to inspect and copy any public records maintained by the school. However, law enforcement may not inspect and/or copy confidential student education records except in emergency situations.

12.1 If some information in a student's cumulative record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the School Based Law Enforcement Officer that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.

12.2 If confidential student records information is needed, but no emergency situation exists, the information may be released only upon the issuance of a search warrant or subpoena to produce the records.

13.0 **Terms of Agreement.** The initial term of this agreement is for the school year ending June 2026. A new agreement must be executed for each successive school year.

14.0 **Consideration.** For and in consideration of the CITY OF CHARLES TOWN providing the School Based Law Enforcement Officer Program as described herein, the JEFFERSON COUNTY BOARD OF EDUCATION agrees to pay the CITY OF CHARLES TOWN a sum of $60,000 per year payable at the start of each new school year. This amount may be pro-rated based upon the date the School Based Law Enforcement Officer is placed with the school.

14.1 To help fund the Program, the CITY OF CHARLES TOWN, THE CHARLES TOWN POLICE DEPARTMENT, AND THE JEFFERSON COUNTY BOARD OF EDUCATION mutually commit to applying for a Prevention Resource Officer grant that shall be split equally between both parties and used to off-set a portion of the costs. The portion of funds received by the JEFFERSON COUNTY BOARD OF EDUCATION will be reduced from the $60,000 annual payment. A reimbursement to the school district may be necessary based on the actual receipt of grant funds.

15.0 **Insurance and Indemnification.** The CITY OF CHARLES TOWN shall purchase and maintain in full force and effect during the term of this agreement a general comprehensive liability insurance policy with coverage in an amount of not less than one million dollars ($1,000,000.00) for any acts or omissions that occur or claims that are made during the term of the agreement.

15.1 The CITY OF CHARLES TOWN agrees to hold the JEFFERSON COUNTY BOARD OF EDUCATION its agents and employees free, harmless, and indemnified from and against any and all claims, suits or causes of actions arising from or in any way out of the performance of the duties of the School Based Law Enforcement Officer or School Based Law Enforcement Officer Program.

16.0 Evaluation. It is mutually agreed that the JEFFERSON COUNTY BOARD OF EDUCATION shall evaluate annually the School Based Law Enforcement Officer Program and the performance of the School Based Law Enforcement Officer of forms developed jointly by the parties. It is further understood that the JEFFERSON COUNTY BOARD OF EDUCATION'S evaluation of each officer is advisory only and that the CITY OF CHARLES TOWN retains the final authority to evaluate the performance of the School Based Law Enforcement Officer.

17.0 Notices. Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid and addressed as follows.

Dr. Chuck Bishop
Superintendent
Jefferson County Schools
110 Mordington Avenue
Charles Town, West Virginia 25414

Chief Christopher A. Kutcher
Charles Town Police Department
114 West Liberty Street
Charles Town, West Virginia 25414

18.0 Good Faith. The JEFFERSON COUNTY BOARD OF EDUCATION, the CITY OF CHARLES TOWN, their agents and employees agree to cooperate in good faith in fulfilling the terms of this agreement. Unforeseen difficulties or questions will be resolved by negotiation between the Superintendent of Schools and the Chief of Police, or their designees.

19.0 Modification. This document constitutes the full understanding of the parties and no terms, conditions, understanding or agreement purporting to modify or vary the terms of this document shall be binding unless hereinafter made in writing and signed by both parties to be changed.

20.0 Termination of Agreement. This agreement may be terminated by either party upon 45 days written notification that any other party has failed to substantially perform in accordance with the terms and conditions of this agreement. This agreement may be terminated without cause by either party upon 90 days written notification. Termination of this agreement may only be accomplished as provided herein. In the event this agreement is terminated, compensation will be made to the CITY OF CHARLES TOWN for all services performed to the date of termination. The JEFFERSON COUNTY BOARD OF EDUCATION shall be entitled to a pro-rated refund for that period of time when the School Based Law Enforcement Officer services are not provided because of the termination of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this School Based Law Enforcement Officer Agreement to be executed the day and year first written above.

JEFFERSON COUNTY BOARD OF EDUCATION

By: _____
Superintendent

CITY OF CHARLES TOWN

By: _____
Mayor

CHARLES TOWN POLICE DEPARTMENT

By: _____
Chief of Police

A Resolution to Provide for the Adoption, Approval and Implementation of an Intergovernmental Agreement between the City of Charles Town, West Virginia, and the Jefferson County Board of Education, Each a Political Subdivision of the State of West Virginia, with Regard to a School Based Law Enforcement Officer Agreement.

Be it resolved by the City Council of the City of Charles Town, West Virginia:

That the City of Charles Town enter into an intergovernmental agreement with the Jefferson County Board of Education with regard to a School Based Law Enforcement Officer Agreement, a copy of which is attached hereto as Exhibit A and is made a part of this Resolution as if repeated verbatim herein.

In witness thereof, I, Micheal George, Mayor, have hereunto set my hand and caused the official seal of the City of Charles Town, West Virginia to be affixed on this 7thth, day of July 2025.

City of Charles Town

_____

Micheal George, Mayor

Attest:

_____

Alissa Meeks, Interim City Manager

2025-698: Council Nomination for City Representation at County Commission Workshop

Council Nomination for City Representation at County Commission Workshop.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-710: FY26 Coal Severance Budget - 1st Revision

Proposed Motion: Move to approve the Coal Servance Budget Revision #1.

ATTACHMENTS:

- FY26 Coal Severance Revision #1.pdf
- FY 2025 Coal Severance Carry Over.pdf
- FY26 Coal Severance Revision #1 State Worksheet.pdf

the city of Charles Town, WV

FY26 COAL SEVERANCE BUDGET REVISION #1
City Council Meeting - July 7, 2025

DEPARTMENT LINE ITEMS	FY 2026 ORIGINAL BUDGET	FY 2026 REVISION #1	FY 2026 CURRENT BUDGET	FY 2025 NOTES & EXPLANATIONS
REVENUES				
Carryover	$ 170,000	$ 9,101	$ 179,101	Carryover increased to reflect actual amount as of June 30, 2025.
Coal Severance	$ 20,000		$ 20,000	
Interest			$ -	
Total Revenues	**$ 190,000**	**$ 9,101**	**$ 199,101**	

DEPARTMENT LINE ITEMS	FY 2026 ORIGINAL BUDGET	FY 2026 REVISION #1	FY 2026 CURRENT BUDGET	FY 2025 NOTES & EXPLANATIONS
EXPENSES				
Parks and Recreation				
Parks and Recreation - Capital	$ 190,000	$ 9,101	$ 199,101	Funds designated to outfitting the pool.
Total Parks and Recreation	**$ 190,000**	**$ 9,101**	**$ 199,101**	
Surplus	$ -	$ -	$ -	

6-30-2025 07:30 AM CITY OF CHARLES TOWN PAGE: 1

BALANCE SHEET
AS OF: JUNE 30TH, 2025

002-COAL SEVERANCE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
002-10101	CASH - COAL SEVERANCE 2946	179,100.80		
			179,100.80	
	TOTAL ASSETS			179,100.80
LIABILITIES				
EQUITY				
002-29900	FUND BALANCE	163,191.85		
	TOTAL BEGINNING EQUITY	163,191.85		
	TOTAL REVENUE	15,908.95		
	TOTAL INCREASE/(DECREASE) IN FUND BAL.	15,908.95		
	TOTAL EQUITY & FUND BALANCE		179,100.80	
	TOTAL LIABILITIES, EQUITY & FUND BALANCE			179,100.80

LGSD BR (Ver. 2020)

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER

Fiscal Year Ending: FY26

Fund: 2

Revision Number: 1

Pages: 1 of 1

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5114
Fax: 304-340-5090
Email: lgs@wvsao.gov

City of Charles Town
GOVERNMENT ENTITY

101 E. Washington Street
STREET OR PO BOX

Charles Town | 25414
CITY | ZIP CODE

Municipality
Government Type

Person To Contact Regarding Request:
Name: Lori Nice
Phone: 304-724-3257
Fax: 304-725-1014
Email: lnice@charlestownwv.us

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	170,000	9,101		179,101
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			9,101		

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
979	Culture and Recreation	190,000	9,101		199,101
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			9,101		

APPROVED BY THE STATE AUDITOR

BY:
Deputy State Auditor, Local Government Services Division **Date**

AUTHORIZED SIGNATURE OF ENTITY

7/7/2025
APPROVAL DATE

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Contract
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-726: Place and Main Redevelopment Contract - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-713: Referral to Ordinance Committee - Article 365 Charles Town Parking District

Proposed Motion: Move to Refer Article 365 to the Ordinance Committee.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-714: Referral to Ordinance Committee - Article 745 Business and Occupation Tax

Proposed Motion: Move to refer Article 745 to the Ordinance Committee.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Referral
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-715: Referral to Ordinance Committee - Article 522 Private Outdoor Designated Areas (PODA)

Proposed Motion: Move to Refer Article 522 to the Ordinance Committee.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-716: Referral to Ordinance Committee - Charter of the City of Charles Town

Proposed Motion: Move to refer the City Charter to the Ordinance Committee.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-709: Payment of Bills - July 7, 2025

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2025-07-07.pdf
- PARKS N REC COUNCIL REPORT 2025-07-07.pdf
- CAPITAL RESERVE COUNCIL REPORT 2025-07-07.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADVANCED AUTO AUTHORITY SERVICES	7/02/25	CAR#12 OIL SERV& TIRE ROT	GENERAL FUND	POLICE DEPARTMENT	26.74
	7/02/25	CAR#12 OIL SERV& TIRE ROT	GENERAL FUND	POLICE DEPARTMENT	63.12
				TOTAL:	89.86
AMAZON	7/02/25	BROOM HOLDER& SHELVES	GENERAL FUND	CITY HALL	11.99
	7/02/25	BROOM HOLDER& SHELVES	GENERAL FUND	CITY HALL	25.47
				TOTAL:	37.46
AMERICAN LEGAL PUBLISHING CORP	7/02/25	ORDINANCE UPDATE FEE 6/12	GENERAL FUND	CITY HALL	638.97
				TOTAL:	638.97
ANIMAL WELFARE SOCIETY OF JEFFERSON CO	7/02/25	FY25 DOG TAX REVENUE	GENERAL FUND	DOG WARDEN/HUMANE SOCI	1,733.40
				TOTAL:	1,733.40
AUTOZONE, INC.	7/02/25	CAR#10 WIPER BLADE	GENERAL FUND	POLICE DEPARTMENT	37.38
	7/02/25	PD TIRE CTNG & CLNNG PRDC	GENERAL FUND	POLICE DEPARTMENT	54.28
				TOTAL:	91.66
BOLAND TRANE SERVICES INC	7/02/25	JULY25 PD HVAC SERV	GENERAL FUND	POLICE DEPARTMENT	457.00
				TOTAL:	457.00
CALEA	7/02/25	FY26 PD ACCREDITATION SER	GENERAL FUND	POLICE DEPARTMENT	4,595.00
				TOTAL:	4,595.00
COMCAST CORPORATION	7/02/25	JUNE 25 PD TV SERV	GENERAL FUND	POLICE DEPARTMENT	10.46
				TOTAL:	10.46
EAST COAST INSULATORS	7/02/25	OVERPAYMENT BL26	GENERAL FUND	TREASURER'S OFFICE	500.00
				TOTAL:	500.00
EMPOWER RETIREMENT	7/01/25	RECORD 6/6/25 DFCMP/ROTH	GENERAL FUND	NON-DEPARTMENTAL	5,256.32
	7/01/25	RECORD 6/6/25 DFCMP/ROTH	GENERAL FUND	NON-DEPARTMENTAL	3,093.70
	7/01/25	RECORD 6/6/25 DFCMP/ROTH	GENERAL FUND	NON-DEPARTMENTAL	1,687.14
				TOTAL:	10,037.16
FIRST-CITIZENS BANK & TRUST CO	7/02/25	JUNE 25 2ND FLR PLOTTER	GENERAL FUND	CITY HALL	539.23
	7/02/25	JUNE25 1ST FLOOR COPIER	GENERAL FUND	CITY HALL	255.36
				TOTAL:	794.59
FRONTIER, INC.	7/02/25	JUNE25 CH ELEVATOR	GENERAL FUND	CITY HALL	71.35
	7/02/25	JULY 25 RH ELEVATOR	GENERAL FUND	CITY HALL	63.64
	7/02/25	JULY25 PD PHONE SERV	GENERAL FUND	POLICE DEPARTMENT	107.29
				TOTAL:	242.28
GARY DUNGAN	7/02/25	2025 BALLOT COMMISSIONER	GENERAL FUND	ELECTIONS	50.00
				TOTAL:	50.00
GRANICUS	7/02/25	8/25-7/26 CNCL MTNG SOFTW	GENERAL FUND	CITY HALL	10,210.59
				TOTAL:	10,210.59
GRAPHTECH	7/02/25	25 CAR SHOW AD	GENERAL FUND	FAIR ASSOC/FESTIVAL	450.00
				TOTAL:	450.00
HIRE LEVEL HCM INC	7/01/25	6/11/25 COUNCIL PAYRL INV	GENERAL FUND	CITY HALL	128.14
	7/01/25	6/18/25 CITY PAYROLL INV	GENERAL FUND	CITY HALL	434.75
				TOTAL:	562.89

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JEFFERSON COUNTY COMMISSION	7/02/25	CTUB S GEORGE FY24 AMB FE	GENERAL FUND	CITY HALL	90.00
	7/02/25	CTUB TUSC FY24 AMB FEE	GENERAL FUND	CITY HALL	90.00
	7/02/25	RH FY24 AMB FEE	GENERAL FUND	CITY HALL	90.00
	7/02/25	CWH FY24 AMB FEE	GENERAL FUND	CITY HALL	90.00
	7/02/25	CH FY24 AMB FEE	GENERAL FUND	CITY HALL	200.00
	7/02/25	PD FY24 AMB FEE	GENERAL FUND	POLICE DEPARTMENT	200.00
				TOTAL:	760.00
JEFFERSON COUNTY CONVENTION & VISITOR'	7/02/25	JUNE 25 HTL/MTL COLL	GENERAL FUND	VISITORS CENTER	7,325.32
				TOTAL:	7,325.32
JOHNSON CONTROLS SECURITY SOLUTIONS	7/02/25	7/01-9/30 PD ALARM	GENERAL FUND	POLICE DEPARTMENT	1,471.30
				TOTAL:	1,471.30
KIMLEY-HORN AND ASSOCIATES, INC.	7/02/25	5/25 SITE REVIEWS	GENERAL FUND	PLANNING & ZONING	2,374.94
				TOTAL:	2,374.94
KONE INC.	7/02/25	6/16 CH ELEVATOR REPAIR	GENERAL FUND	STREETS & HIGHWAYS	542.93
				TOTAL:	542.93
MARK ALEXANDER SMITH HOMES	7/02/25	REIMBRSMNT COA 2025-15	GENERAL FUND	PLANNING & ZONING	60.00
				TOTAL:	60.00
MARLIN LEASING CORPORATION	7/02/25	JUNE 25 CH&PD COPIER SERV	GENERAL FUND	CITY HALL	515.98
	7/02/25	JUNE 25 CH&PD COPIER SERV	GENERAL FUND	POLICE DEPARTMENT	280.00
				TOTAL:	795.98
MATTHEW ANDERSON, PE, PLLC	7/02/25	101 E WASH COM INSP	GENERAL FUND	PLANNING & ZONING	125.00
				TOTAL:	125.00
MCKINNEY'S AUTO REPAIR & TOWING	7/02/25	CAR#15 FUEL LINE RPAIR	GENERAL FUND	POLICE DEPARTMENT	842.59
				TOTAL:	842.59
MILLENIUM INSURANCE GROUP INC	7/02/25	JULY 25 INS BROKER SERV	GENERAL FUND	CITY HALL	1,800.00
	7/02/25	UPDATED WRAP	GENERAL FUND	CITY HALL	250.00
				TOTAL:	2,050.00
NVA	7/02/25	JULY25 VISION PREM	GENERAL FUND	NON-DEPARTMENTAL	162.23
	7/02/25	JULY25 VISION PREM	GENERAL FUND	ECONOMIC DEVELOPMENT	7.97
	7/02/25	JULY25 VISION PREM	GENERAL FUND	CITY MANAGER'S OFFICE	7.97
	7/02/25	JULY25 VISION PREM	GENERAL FUND	TREASURER'S OFFICE	31.88
	7/02/25	JULY25 VISION PREM	GENERAL FUND	CITY CLERK'S OFFICE	7.97
	7/02/25	JULY25 VISION PREM	GENERAL FUND	CITY ATTORNEY	7.97
	7/02/25	JULY25 VISION PREM	GENERAL FUND	ENFORCEMENT AGENCY	7.97
	7/02/25	JULY25 VISION PREM	GENERAL FUND	BUILDING INSPECTION	7.97
	7/02/25	JULY25 VISION PREM	GENERAL FUND	PLANNING & ZONING	23.91
	7/02/25	JULY25 VISION PREM	GENERAL FUND	CITY HALL	7.97
	7/02/25	JULY25 VISION PREM	GENERAL FUND	POLICE DEPARTMENT	143.46
	7/02/25	JULY25 VISION PREM	GENERAL FUND	STREETS & HIGHWAYS	15.94
				TOTAL:	433.21
POSTMASTER- CHARLES TOWN	7/02/25	2 ROLLS 100 STAMPS	GENERAL FUND	POLICE DEPARTMENT	146.00
				TOTAL:	146.00
POTOMAC EDISON COMPANY, INC.	7/01/25	JUNE25 RH ELEC SERV	GENERAL FUND	CITY HALL	214.83
				TOTAL:	214.83

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PROGRESSIVE SOLUTIONS INC	7/02/25	FY26 BUS LIC SOFTWARE	GENERAL FUND	TREASURER'S OFFICE	5,803.22
				TOTAL:	5,803.22
RANDY HILTON	7/02/25	2025 BALLOT COMMISIONER	GENERAL FUND	ELECTIONS	50.00
				TOTAL:	50.00
SUN LIFE	7/02/25	JULY25 DENTAL PREM	GENERAL FUND	NON-DEPARTMENTAL	723.40
	7/02/25	JULY25 DENTAL PREM	GENERAL FUND	ECONOMIC DEVELOPMENT	84.07
	7/02/25	JULY25 DENTAL PREM	GENERAL FUND	CITY MANAGER'S OFFICE	160.75
	7/02/25	JULY25 DENTAL PREM	GENERAL FUND	TREASURER'S OFFICE	290.39
	7/02/25	JULY25 DENTAL PREM	GENERAL FUND	CITY CLERK'S OFFICE	77.07
	7/02/25	JULY25 DENTAL PREM	GENERAL FUND	CITY ATTORNEY	117.37
	7/02/25	JULY25 DENTAL PREM	GENERAL FUND	ENFORCEMENT AGENCY	61.53
	7/02/25	JULY25 DENTAL PREM	GENERAL FUND	BUILDING INSPECTION	94.96
	7/02/25	JULY25 DENTAL PREM	GENERAL FUND	PLANNING & ZONING	271.98
	7/02/25	JULY25 DENTAL PREM	GENERAL FUND	CITY HALL	101.98
	7/02/25	JULY25 DENTAL PREM	GENERAL FUND	PARKING	34.04
	7/02/25	JULY25 DENTAL PREM	GENERAL FUND	POLICE DEPARTMENT	1,649.84
	7/02/25	JULY25 DENTAL PREM	GENERAL FUND	STREETS & HIGHWAYS	243.85
				TOTAL:	3,911.23
SUNRISE MEDICAL LABORATORIES	7/02/25	RUSSO NEW EMP MED EVAL	GENERAL FUND	POLICE DEPARTMENT	171.70
				TOTAL:	171.70
SUSTAINABLE STRATEGIES DC	7/02/25	JUNE 25 GRANT RETAINER	GENERAL FUND	CITY HALL	5,000.00
				TOTAL:	5,000.00
T-MOBILE	7/02/25	JUNE25 CELL PHONE SERV	GENERAL FUND	ECONOMIC DEVELOPMENT	32.50
	7/02/25	JUNE25 CELL PHONE SERV	GENERAL FUND	CITY MANAGER'S OFFICE	42.60
	7/02/25	JUNE25 CELL PHONE SERV	GENERAL FUND	CITY ATTORNEY	18.36
	7/02/25	JUNE25 CELL PHONE SERV	GENERAL FUND	ENFORCEMENT AGENCY	18.36
	7/02/25	JUNE25 CELL PHONE SERV	GENERAL FUND	PLANNING & ZONING	61.96
	7/02/25	JUNE25 CELL PHONE SERV	GENERAL FUND	CITY HALL	32.50
	7/02/25	JUNE25 CELL PHONE SERV	GENERAL FUND	CITY HALL	30.04
	7/02/25	JUNE25 CELL PHONE SERV	GENERAL FUND	POLICE DEPARTMENT	108.89
	7/02/25	JUNE25 CELL PHONE SERV	GENERAL FUND	STREETS & HIGHWAYS	60.38
				TOTAL:	405.59
VISUAL COMPUTER SOLUTIONS, INC	7/02/25	FY26 TIMESHEET MANGMT SER	GENERAL FUND	CITY HALL	4,810.53
				TOTAL:	4,810.53
WIRELESS NETWORKS GROUP INC	7/02/25	JUNE25 COM PERMIT REVIEW	GENERAL FUND	PLANNING & ZONING	7,075.00
				TOTAL:	7,075.00
WV PERS (CPRB)	7/01/25	APRIL 25 MPFRS PAYMENT	GENERAL FUND	NON-DEPARTMENTAL	8,844.68
	7/01/25	MARCH 25 PERS PAYMENT	GENERAL FUND	NON-DEPARTMENTAL	26,990.39
	7/01/25	MAY 25 PERS PAYMENT	GENERAL FUND	NON-DEPARTMENTAL	26,459.07
				TOTAL:	62,294.14
WV MUNICIPAL CLERKS & RECORDERS	7/02/25	FY26 ANNUAL FEES WMC&RA	GENERAL FUND	CITY HALL	35.00
				TOTAL:	35.00
WV MUNICIPAL LEAGUE	7/02/25	FY26 WVML ANNUAL DUES	GENERAL FUND	CITY HALL	2,352.24
				TOTAL:	2,352.24

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

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

001	GENERAL FUND	139,552.07
	GRAND TOTAL:	139,552.07

TOTAL PAGES: 4

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: AP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 7/01/2025 THRU 7/02/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
CHET HINES	7/02/25		PARKS & REC	PARKS & REC		6.72
	7/02/25		PARKS & REC	PARKS & REC		3.39
					TOTAL:	10.11
PLAN-IT PAYROLL	7/02/25		PARKS & REC	PARKS & REC		150.00
					TOTAL:	150.00

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

207	PARKS & REC	160.11
	GRAND TOTAL:	160.11

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 03-CT BOARD OF P&R
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PARK1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 7/02/2025 THRU 7/02/2025

PAYROLL SELECTION

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

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: None
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
CHILDS MONUMENT WORKS INC	7/02/25	PTTRS FLD MEMORIAL-BALANC	CAPITAL RESERVE	STREETS & TRANSPORTATI	14,000.00
				TOTAL:	14,000.00
CONSTRUCTIVE SOLUTIONS LLC	7/02/25	SKATE PARK BRIDGE	CAPITAL RESERVE	STREETS & TRANSPORTATI	32,000.00
				TOTAL:	32,000.00
GREENWAY ENGINEERING, INC.	7/02/25	STORMWATER STUDY	CAPITAL RESERVE	STREETS & TRANSPORTATI	2,571.80
	7/02/25	6/24 LIBERTY ST CONST ADM	CAPITAL RESERVE	STREETS & TRANSPORTATI	4,283.75
				TOTAL:	6,855.55
METRO RECREATION INC	7/02/25	JMP NEW SLIDE	CAPITAL RESERVE	CULTURE & RECREATION	14,224.25
				TOTAL:	14,224.25
MICHAEL BAKER INTERNATIONAL, INC	7/02/25	ZONING ORDINANCE UPDATING	CAPITAL RESERVE	GENERAL GOVERNMENT	8,862.50
				TOTAL:	8,862.50
TYLER TECHNOLOGIES, INC	7/02/25	SWITCH TO CONTENT MANAGER	CAPITAL RESERVE	GENERAL GOVERNMENT	725.00
	7/02/25	TRAINING CONTENT MNGR	CAPITAL RESERVE	GENERAL GOVERNMENT	507.50
				TOTAL:	1,232.50

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

200	CAPITAL RESERVE	77,174.80
	GRAND TOTAL:	77,174.80

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: 7/02/2025 THRU 7/02/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-702: Charles Town Utility Board Meeting Minutes - May 28, 2025, and June 11, 2025

ATTACHMENTS:
- 2025.05.28 UB MINUTES .pdf
- 2025.06.11 UB MINUTES .pdf

Charles Town Utility Board
Regular Board Meeting
May 28, 2025

The Charles Town Utility Board held a regular meeting on May 28, 2025 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member; and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel (Zoom).

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of May 14, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the May 14, 2025 regular meeting minutes. Mrs. Parker proposed an amendment to the minutes providing more clarity on the discussion regarding the County Commission requesting her attendance at a meeting.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the minutes as amended.**

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron.

UNFINISHED BUSINESS

Update on WV PSC Cases - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

i. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development

Mr. Rodecker provided he is reviewing the draft lease agreement and will provide to the Board once his review is complete.

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

ii. 25-0263-W-C – West Virginia American Water Complaint Case

Mrs. Stolipher provided the Board with WVAW's response to the PSC Staff Recommendation and is now waiting for the matter to go to hearing.

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

PFAS Biosolids Testing Results

Mrs. Stolipher provided the draft policy in the packet incorporating revisions from the last meeting. Mr. Rodecker provided suggested changes to the draft. The Board provided discussions and agreed with Mr. Rodecker's comments.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board, the Board unanimously approved the PFAS policy incorporating the three recommended changes from Mr. Rodecker which included (1) deleting the second sentence in item 4 under Drinking Water, (2) striking the entire section of PFAS Thresholds & Land Application Thresholds and (3) striking PFOS from the first sentence under Biosolids PFAS Monitoring Policy Statement.**

NEW BUSINESS

FY 2026 Water Budget Revision

Mrs. Stolipher provided the need for a water budget revision to include additional money for the cleaning of the water storage tanks in the amount of $70,000 giving a total of $120,000 for that line item. She received three quotes to provide the cleaning of ten tanks as the previous company CTUB used had gone out of business. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the water budget revision.**

Water Storage Tank Cleaning Proposals

Mrs. Stolipher included three proposals for the cleaning of ten storage tanks. Proposals included one from Aqueous Infrastructure Management for $42,505, one from SE Diving Services for $60,800 and a revised quote from In Depth, Inc totaling $33,500. She recommended moving forward with the In Depth, Inc proposal. Mrs. Stolipher also mentioned that should the company find more than three inches of sediment as quoted in the proposal, the budget allows for the cleaning of the additional while they are cleaning the tanks. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the proposal from In Depth, Inc. as submitted.**

Sleepy Hollow Mainline Extension Request

Mrs. Stolipher introduced Josh Fornwalt from Forestar to request a Mainline Extension for the Sleepy Hollow Subdivision located off of Cranes Lane for an estimated 700 units. Mr. Fornwalt expressed their interest in a mainline extension rather than an alternate as the developer would pay the initial costs and have the opportunity to recoup that from the surrounding properties as they would provide access for water and sewer. The Board provided discussions. Mrs. Stolipher provided an evaluation needs to be done to assess the costs and evaluate all options. Mr. Maxey mentioned the Board's policy is for growth to pay for growth and not on the backs of the ratepayers.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved tabling the request until an evaluation is completed and brought back to the Board.**

Avalon Water and Sewer Mainline Extension Agreements

Mrs. Stolipher presented the water and sewer Alternate Mainline Extension Agreements for Phase 1 of the Avalon Subdivision which is adjacent to the Water Treatment Plant. Mrs. Parker stated she noticed concerns on social media regarding the realtor of this subdivision being County Commissioner Stolipher and his relationship with the Utility Manager and wondered if there are

any ethical violations. Mr. Rodecker stated there is no suggestion that Mr. Stolipher's involvement with the transaction of the property is relative to these agreements and has no benefits.

Mr. Maxey asked if the project was located in the Charles Town Municipality, was approved by the Planning Commission, if CTUB was obligated to serve that location and was being paid for by the developer not ratepayers. Mrs. Stolipher responded yes to each question.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board approved the water and sewer AMEA with Avalon. Mrs. Parker voted against the motion.**

Chlorine Room Modification Project

i. Agreement

Mrs. Stolipher included the Owner and Contractor Agreement prepared by Mr. Eckenrode and reviewed by Mr. Rodecker.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the Agreement as submitted.**

ii. Notice to Proceed

Mrs. Stolipher also included the Notice to Proceed effective today with substantial completion November 24, 2025 and final payment December 24, 2025.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the Notice to Proceed as submitted.**

iii. Change Order #1

Mrs. Stolipher provided Change Order #1 to reduce the original contract price by $30,910 for the hoist bringing the contract down to $357,710.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved Change Order #1 as submitted.**

Collection System Project - Resolution No. 9 - Request for Payment #9, CWSRF Payment #3

Mrs. Stolipher included the pay application for Resolution No. 9, CWSRF Payment #3 in the amount of $48,555 for work completed. She also mentioned the contractor would be starting mobilization at Jefferson Memorial Park next week and holding off on Augustine Avenue until a potential change order has been brought back to the Board.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved Resolution No. 9 – CWSRF Payment #3.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher mentioned staff celebrated the retirement of Larry Stewart after 42 years.

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

Chairman Report

The Chairman provided City Council will decide on a new Chairman of the Board at their June 2nd meeting.

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

Mr. Maxey requested an update on the Rafetelis CIF report. Mrs. Stolipher provided they are waiting for the final Capital Improvement Plan which she is working on finalizing with staff and Dewberry by the next meeting so the growth-related components are up-to-date and accurate. She also mentioned she will provide the Sanitary Surveys to the Board when complete.

APPROVAL OF BILLS

May 28, 2025

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, with discussion from the Board, the Board unanimously approved the payment of the bills.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:10 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, June 11, 2025 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Ashley Stottlemyer
Secretary

Charles Town Utility Board
Regular Board Meeting
June 11, 2025

The Charles Town Utility Board held a regular meeting on June 11, 2025 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; John Maxey, Vice Chairman; Heidi Parker, Board Member (Zoom); and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel (Zoom) and Pasha Majdi, County Commission Liaison (Zoom).

Mr. Duke Pierson was absent from the meeting.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of May 28, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the May 28, 2025 regular meeting minutes. Mrs. Parker clarified the Avalon agreement was an Alternate Mainline Extension Agreement not a Mainline Extension Agreement as identified by the agenda item in the minutes.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the minutes.**

PUBLIC COMMENT

No public comment was received.

UNFINISHED BUSINESS

Update on WV PSC Cases - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

i. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development

Mr. Rodecker provided that he, along with Mrs. Stolipher and his partner, Steve Higgins, reviewed and made changes to the draft lease agreement and are now waiting for feedback from the other party. Commissioner Majdi questioned if the service agreement was not executed and what repercussions Mountain Pure could take. Mr. Rodecker mentioned they could go to WVAW and County ratepayers would be paying those rates.

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

ii. 25-0263-W-C – West Virginia American Water Complaint Case

Mr. Rodecker mentioned the PSC issued an order setting a hearing on June 30 in Charles Town. He provided CTUB would be represented by his partner, Cindy Wilson, at the hearing.

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

NEW BUSINESS

Revised FY2026 Capital Improvement Plan

Mrs. Stolipher provided a revised CIP with modifications to the water and wastewater treatment plant upgrade projects per Gwin Dobson and Foreman recommendations. The Board provided discussions. Mrs. Stolipher mentioned that Rafetelis will use these numbers in their calculation of revised CIF's and will be finalizing their report soon.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the revised FY2026 CIP.**

Mr. Maxey requested a representative from GDF attend a future meeting to discuss these project numbers. Mrs. Stolipher mentioned Chris Eckenrode will be at the next meeting.

Asbury Block Sewer Project

Mrs. Stolipher presented the construction cost estimate of $1,140,346.00 for the Asbury Block sewer line replacement. She mentioned the project is ready to go out to bid. The Board provided discussions. Mr. Maxey questioned if this project would address any exfiltration if found to be issue. Mrs. Stolipher stated the project will give an insight into pipe conditions as they are dug up and replaced. Mrs. Parker asked about the funding source and Mrs. Shultz provided the project would be paid for from the operating account.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the cost estimate for the Asbury Block sewer project and to proceed with the bidding process.**

West Branch Apartments Alternate Mainline Extension Agreement

Mrs. Stolipher presented the sewer Alternate Mainline Extension Agreements for West Branch apartments located off of Route 115 adjacent to the Strider property across from the new Ranson Elementary. She provided the water would be provided by WVAW. The Board provided discussions. Mr. Maxey asked if this location would tie into the Rockwool line. Mrs. Stolipher replied yes and added CTUB would have to reimburse the State for those connections. Mrs. Parker had questions on language in the agreement.

Commissioner Majdi had questions regarding CTUB CIF's and the fees of WVAW. Mrs. Stolipher explained CTUB's fees and mentioned that WVAW does not charge those same fees, which was the reason for the developer of West Branch to move forward with WVAW for water services. Mr. Rodecker provide further discussions. Mr. Maxey suggested a resolution from the County Commission supporting CTUB that can be presented at the upcoming hearing. Commissioner Majdi invited CTUB to the next County Commission meeting to discuss these issues. Mrs. Stolipher, Mr. Rodecker and Mr. Maxey will attend.

Action: **Motion made by Mr. Kratovil, second by Mr. Maxey, the Board approved the sewer AMEA for West Branch Apartments.**

APPROVAL OF BILLS

June 11, 2025

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

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher mentioned the water model revisions are almost finalized as well as the Consumer Confidence Reports, staff will be performing the lead and copper sampling within the next 60 days with a change to the corrosion inhibitor thereafter, water tank cleaning will begin next month and the Greenfield project will be ready to go out to bid soon. She also provided that Jim Ellars from the PSC will give a presentation on alternate mainline and mainline extension agreements at the next Board meeting and suggested the Board send any questions to her prior to that meeting.

Mrs. Stolipher also mentioned she was selected to participate on the Water Advisory Committee and will provide any updates to the Board. The Board thanked the Chairman for his time and service on the Board as this was his last meeting.

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

Chairman Report

The Chairman provided his replacement, Mike George, will start the next meeting.

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

Mrs. Parker had questions on the Water Advisory Committee and requested an update from Mrs. Stolipher on her presentation to the JCDA last month. She had questions on the CIF chart in the Utility Manager Report. She also reported she supplied the County Commission with CTUB meeting minutes from April.

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:10 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, June 25, 2025 at 4:00 P.M. at 661 S. George Street.

John Maxey
Vice Chairman

Ashley Stottlemyer
Secretary

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-703: Charles Town Utility Board Oath - Mayor George

ATTACHMENTS:

- Micheal George Oath.pdf

State of West Virginia
City of Charles Town

COUNTY OF JEFFERSON

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

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

Signature

The above oath was taken and subscribed before Ashley Stottlemyer, Charles Town Utility Board Secretary, on this 25th day of June, 2025.

Ashley Stottlemyer
Charles Town Utility Board
Secretary

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-704: Public Comment Letters

Mr. Sellers
Mr. Letenzi
Mr. Decker
Mr. Tobert

ATTACHMENTS:

- Mr. Seller Letter.pdf
- Charles Town Redevelopment - Mitchell Park Companies.pdf
- Mr. Decker Letter.pdf
- Mr. Tolbert Letter.pdf

From: Levi Sellers <hello@sustain.bio>
Sent: Monday, June 16, 2025 11:30 AM
To: Alissa Meeks <AMeeks@charlestownwv.us>; Micheal George <mgeorge@charlestownwv.us>; Jeff Hynes <jhynes@charlestownwv.us>; Andie Sugrue <asugrue@charlestownwv.us>; Kevin Tester <ktester@charlestownwv.us>; Nathaneal Hartman <nhartman@charlestownwv.us>; Elizabeth Ricketts <ericketts@charlestownwv.us>; James Kratovil <jkratovil@charlestownwv.us>
Subject: Support for Intentional Redevelopment of the 100 Block

Dear Council Members,

As a business owner in downtown Charles Town, I'm writing to voice my strong support for the City's continued efforts to secure a seat at the table with the County regarding the future of the 100 block of East Washington Street.

My business, SUSTAIN, is not only rooted here, but we're also investigating the purchase of a building in town—further deepening our commitment to this community. The outcome of what happens to the 100 block will directly affect the value of our investment and the long-term vitality of downtown. Auctioning off these historic properties without aligning with the redevelopment study or hearing from Charles Town Now risks missing a rare opportunity for intentional and impactful revitalization.

Charles Town Now was invited into this conversation by County Commissioners. This is exactly the kind of community engagement main street programs, like Charles Town Now, are designed for. I urge you to continue advocating for meaningful involvement in this process and to do everything possible to ensure these buildings are used in a way that uplifts our historic downtown.

Thank you for your continued leadership and dedication.

Stay well and sustainably,

Levi Sellers
President

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

Mitchell Park Companies

June 16, 2025

Mitchell Park Companies LLC
1937 Summit Place NE
Washington, DC 20002

City of Charles Town
101 E Washington St.
Charles Town, WV 25414

Re: Mitchell Park Companies' Public Comment Remarks In Support of Entering Into Engagement For Place+Main Advisors' Real Estate Redevelopment Plan

To Whom It May Concern,

Mitchell Park Companies is a historic preservation-focused real estate development and investment firm and is deeply experienced in the areas of historic property redevelopment, urban-infill real estate development, development finance incentives, and federal and state tax credits. Just a few weeks ago, we celebrated the successful completion of the Stephenson Building at 515 E. Washington Street in downtown Charles Town (the "City"), a $2M certified historic rehabilitation project that converted the long-vacant Stephenson Female Seminary into 9 newly renovated apartments.

We submit this letter to strongly encourage the City to carry out a redevelopment study of the various buildings owned by Jefferson County, as we believe a detailed study of these properties would be very beneficial to the City in a number of ways, the least of which being that such information would better inform us and other responsible developers of the opportunity that may be available with the County-owned property. Mitchell Park remains interested in investing in Charles Town through redevelopment of its historic buildings and would be more well-versed and confident in its decision making if a study, such as the one being proposed by Place+Main Advisors, was to be furnished for the property in question.

Furthermore, we urge the City to continue engaging, and remain actively involved, with the County about the property they own in downtown Charles Town and what plans they hold for potential future disposition. While critical for the City to maintain its historic character and charm, this active engagement would also serve to ensure that Charles Town's Downtown Charles Town Historic District (a district currently registered on the National Register of Historic Places) remains vibrant and intact, with the County's property continuing to contribute to this important historic district and other properties in it, such as our recently completed Stephenson Building, also continuing to remain eligible for federal and state historic preservation incentives.

Thank you for the time and consideration of this request, and we would be happy to answer any relevant questions that they City may have about our interest in the opportunity around this County-owned property or development of historic properties in general.

Respectfully,



Mark Letenzi

Managing Principal, Mitchell Park Companies

From: **Nicholas Decker** <n.decker95@yahoo.com>
Date: Tue, Jun 3, 2025 at 1:14 PM
Subject: Fwd: Comments regarding sidewalks
To: <nate4council25@gmail.com>

On Friday, May 30, 2025, Nicholas Decker <n.decker95@yahoo.com> wrote:

Hello, and congrats on the election!
I'm Nicholas Decker, the guy who reached out about sidewalks. Anyway, here is my comments for the upcoming council meeting:

Good afternoon Charles Town,
I am a resident of County Green, (the townhouses behind the fire station.)

I often patron downtown Charles Town, however, I do not have any way to walk or bike safely to downtown from my neighborhood. In order for me to walk to downtown I have to either walk along the side of main roads, or cut through private property. Both of these are not ideal and deter me from going downtown.

You wish to foster an environment that is friendly to small business, downtown, and if I could walk/bike to downtown safely I would patron them more often.

Parking is often a hassle and I do not like having to drive a car there. Sidewalk expansions would have the added benefit of lowered traffic congestion if people had the opportunity to walk places rather than drive.

I ask, what can be done about working with county and state/federal level agencies to get a pedestrian and cyclist friendly path laid from downtown to and from the County Green, Magnolia Spring, and Norborne Glebe?

This area is growing fast and this can help make the area more family oriented. It's going that way real fast with all the new builds.

Thank you for your time

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

From: mtolbertdc@yahoo.com <mtolbertdc@yahoo.com>
Sent: Monday, June 16, 2025 6:57 PM
To: Micheal George <mgeorge@charlestownwv.us>; Nathaneal Hartman <nhartman@charlestownwv.us>; Elizabeth Ricketts <ericketts@charlestownwv.us>; Andie Sugrue <asugrue@charlestownwv.us>; Jeff Hynes <jhynes@charlestownwv.us>; James Kratovil <jkratovil@charlestownwv.us>; Kevin Tester <ktester@charlestownwv.us>
Cc: Alissa Meeks <AMeeks@charlestownwv.us>
Subject: Public Comment June 16, 2025 Regular Meeting

Please accept this as my public comment for either of your meetings tonight. A spreadsheet with many tabs of the City's public financial documents converted into Excel spreadsheets. It is attached to this email and available for download on my website. It does not need to be included in the public record.

Bank and Investment Accounts

In 15 days, the City of Charles Town will enter its next fiscal year (2025-2026) with more than $20 million in multiple bank accounts and two investment accounts.

Nearly half of that $20 million will come from unspent Capital Budget funds from the current fiscal year, which ends in 15 days. The city has complex projects like rebuilding the JMP pool and reoccurring street paving and other continuous projects, like, hopefully, one day, new sidewalks, that overlap multiple fiscal years. The City Council does not use a high-level spending plan, usually called a 5-year or 7-year Capital Improvement Plan or CIP. Interestingly, the City has set aside $125,000 in the Capital Budget to contract a company to create a Capital Improvement Plan. It's not that difficult to build as it is little more than a few more columns on the existing spreadsheet. Orange County, CA, has a very intuitive and colorful 7-year CIP (here) that the City should consider borrowing. **Concerning**

The City has millions of dollars committed to capital projects but lacks a city-paid City Engineer (just a contracted engineering firm). The City also lacks a chief budget officer or project manager to push projects to completion and perform day-to-day management, oversight, and quality control. Charles Town's CIP should be a 7-year one.

Another $4.2 million of that $20 million appears unobligated but is growing in the Sales Tax revenue account. While a portion is shaved off each year for use in the General Fund, the difference accumulates in the Sales Tax account. This situation exists even as the City's annual sales tax revenue is declining. It should be noted that the City already, per State law, maintains a rainy day (Residual account). In that rainy-day account already sits $1 million. The City does not need a second one, not to say that it is one - just saying . **Concerning**

Several of the City's bank accounts have had little movement for years. These ghost accounts sit like forgotten relics on the wall. An example is the Housing Rehab Fund account, with $67,500. This is troubling as a good churn in accounts is very healthy. A municipality in West Virginia exists only to provide municipal services. Police, But-Fors, health, snow plowing, street paving, regulating and promoting business, parks, roads, **sidewalks,** and trails are just some services that Charles Town provides). The City should be an efficient municipal service provider, not a municipal savings and loan. **Concerning**

General Budget

Now, we move to Charles Town's General Budget.

Per its most current data of 15 days before (May 31), Charles Town collected $13 million in revenue and spent $11 million. **Positive**

Again, as it did in the previous fiscal year (FY 2023-2024), the City's transfer of the excess unexpected revenue and cost savings from the current fiscal year (FY 2024-2025) into the new fiscal year (FY 2025-2025) that begins in 15 days will constitute a significant portion of the FY 2025-2026 fiscal year's budget. This growing dependency on large dollar transfers is **Concerning.**

The reason the last paragraph is concerning is that as the downloadable spreadsheet shows, unless you compile many years of revenue data together, it doesn't become evident that several of the City's major revenue streams, including sales tax, gaming, and video lottery revenue, are quickly declining over fiscal years. **Concerning**

Yes, you can proudly say that the City's B&O tax revenue has dramatically increased over the past few fiscal years. However, its growth has clear limits, especially since the City's B&O revenue is not growing naturally from creating many new businesses. This is evidenced by the fact that the city's sales tax revenue is declining. The B&O revenue increase can be mainly attributed to the City's contracting out an utterly relentless B&O hunting company to sniff out B&O tax from existing businesses. **Concerning**

Unsurprisingly, given State law caps, the one revenue stream you would have expected to increase significantly, given the City's rapid growth (**property tax**), has not. More unsurprisingly, the City's development fee revenue does not appear that high. Even if it was, it is not a reliable revenue stream as the housing market inevitably goes up before it inevitably goes down. This raises the question of Charles Town's development strategy, where the City receives small increases in property tax revenue while collecting less and less in sales tax, becoming more and more dependent on B&O tax revenue and possibly subsidizing massive development with low developers' fees while providing increased city services and concessions. **Concerning**

You should aware that Census data clearly shows that Charles Town is West Virginia's fastest-growing municipality of the State's 230 municipalities. Along with Ranson, Charles Town leaves most of the States' cities, as well as all but one (Berkeley) of the State's 55 counties far behind in population growth. The City will (seemingly unknowingly) transition from a Class III to a Class II municipality under State law in the next two years, once the City's population exceeds 10,001. With this transition comes many more municipal service-proving responsibilities. Yet the City utterly lacks a modern charter and a governmental organizational structure to accommodate the growth of new residents and the new responsibilities of a Class II city. **Concerning**

For the City Council to fully understand the City's financial condition in better detail, the accurate tracking of the Secretary of State municipal accounting subcodes must be mandated. As the pivot tables (see the second and third orange tabs of the attached spreadsheet, the Council will gain much more information when this unstructured text problem is cleared up. Standard sub-level coding needs to be implemented, especially at the final reconciliation of this fiscal year, to provide Council a base for comparison in the next fiscal year, that starts in 15 days. **Improving and Hopeful**

Unlike its utility, the City has not issued an audit for the fiscal year ending June 30, 2024. **Very Concerning**

Capital Budget

The City's Capital Budget has several significant projects dependent on grants and earmarks that may or may not show up, but are guaranteed to cross multiple fiscal years. Then there are those reoccurring projects that should be sustained yearly, such as sidewalk installation on the City's dime. Doing so is clearly allowed under State Code 8-18-1. This would be more useful than forcing property owners to pay,

even with the so-called cost-sharing scheme that the City has dedicated $50,000 to each year. Little is often spent except by those who can afford it.

Ranson, by the way, installs/repairs five blocks of sidewalks annually for $75,000 in its Capital Budget. Charles Town could install three entire blocks of new and repaired sidewalks for the $50k it now allocates, but is seldom used, achieving scant results. Maybe Charles Town could request to share Ranson's contract, something it may also wish to consider with its other projects, such as Ranson's in-house snow plowing.

So much could be accomplished with a good CIP, even those projects that the City Council collectively cares little about, but projects that serve the larger community, especially the many who walk in your streets.

Thank you.
Mike Tolbert

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/07/25
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-719: HEPMPO Nomination Letter 2025

ATTACHMENTS:

- HEPMPO letter of nomination 2025.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

Micheal George

CITY COUNCIL

James Kratovil

Elizabeth Ricketts

Kevin Tester

Andi Sugrue

Jeff Hynes

Nate Hartman

CITY MANAGER

Alissa Meeks, Interim

June 17, 2025

Ms. Edwina Benites
County Administrator
Post Office Box 250
Charles Town, WV 25414
Via Email: ebenites@jeffersoncountywv.org

Re: Notification of Nominations to serve on HEPMPO Municipal Appointment

Dear Ms. Benites,

During the June 16, 2025 meeting of the Charles Town City Council, the Council approved a motion to nominate Councilwoman **Ms. Elizabeth Ricketts** as the City's nomination for the HEPMPO Interstate Council which currently has a vacant position on its Board specifically to be filled by a representative from one of the five municipalities. As HEPMPO's Bylaws stipulate, it is understood the County Commission will futher appoint one candidate from one of the five municipalities to serve.

If you have any questions related to the City's nomination, please don't hesitate to contact me.

Sincerely,

Alissa J. Meeks
City Manager, Interim

Enclosures

Cc: Charles Town City Council
Jessica James, Assistant Deputy County Administrator