CITY OF CHARLES TOWN

CITY COUNCIL

AGENDA • FEBRUARY 17, 2026

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

101 E Washington Street, Charles Town, WV 25414

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: **12026-1165:** City Council Meeting Minutes- February 2, 2026
City Council Meeting Minutes - Feb.2, 2026 draft.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2026-1182: Mayor's Report** - Historic Landmarks Commission Agenda - February 9, 2026
HLC Agenda.pdf

: **2026-1183: Mayor's Report -** Planning Commission Agenda - February 10, 2026
Planning Commission Agenda.pdf

6. COMMITTEE REPORTS

: **2026-1166:** Finance Committee Report - February 10, 2026
FinanceCommitteeReport_10_February_2026_rmt.pdf

7. CITY MANAGER REPORT

: **2026-1167:** City Manager Report - February 17, 2026

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2026-1168:** Legislative Update

: **2026-1169:** Bee City USA Application & Resolution
bee city usa resolution.pdf

: **2026-1179:** Legal Update - Charles Town Utility Board (CTUB) - Possible Executive Session

10. NEW BUSINESS

: **2026-1170:** Petition to Install a Pole-Mounted Radar Speed Sign on S. George Street
Letter fro WV DOH - S. George Street.pdf
S. George St. Petition.pdf

: **2026-1172:** Maintenance Yard Study Update
2026-02-10 Draft Concept Site Plan 3.pdf
Maintenace Site Study summary.pdf

: **2026-1178:** New Urban Forestry Grant
Community-Tree-Grant-Instructions.pdf
MACFF-RFP-FY26-Final.pdf

: **2026-1180:** Support for Summit Point Motor Sports Park Water and Sewer Public Bond Issuance
3c2-Debt_Service.pdf
3c4-Summit_Point_rates.pdf
3c3-Water_SewerFeasibilityStudy_June2025.pdf
$ 3,000,000 Contract Rate.pdf
$ 6,000,000 Contract Rate.pdf
$ 6,000,000 Tariff Rate.pdf
CTUB emails.pdf

: **2026-1181:** Building Commission Interview and Possible Appointment
CHARLES TOWN BOARDS AND COMMISSIONS APPLICATION - Ezra Griffith.pdf
Ezra Resume - 2026.pdf

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2026-1171:** Article 905.08 Snow Removal - Emergency Plan and Article 909.03 Snow Removal - Referral to Ordinance Committee
Article 905 - Streets.pdf
Article909- Sidewalks.pdf

: **2026-1177:** Charles Town Tree Board Ordinance - Referral to Ordinance Committee
revised model ordinance rev 10.2.25.pdf

12. APPROVAL OF BILLS

: **2026-1173:** Payment of Bills - February 17, 2026
GEN FUND COUNCIL REPORT 2026-02-17.pdf
CAPITAL RESERVE COUNCIL REPORT 2026-02-17.pdf
COUNCIL REPORT PCARD 02-17-26.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Monday, March 2, 2026, at 7:00PM

: **2026-1174:** Board of Zoning Appeals Oath of Office - Locke Wysong and James Thomas
Oath of Office - Lock Wysong - January 2026.pdf
Oath of Office - James Thomas - January 2026.pdf

: **2026-1175:** Historic Landmarks Commission Oath of Office - Amanda Updike
Oath - Updike 2026.pdf

: **2026-1176:** 2026 General Fund Bill - Table Drop
02-02-26 GEN FUND TABLE DROP.pdf

: **2026-1184:** Planning Commission Oath of Office - Ann Paonessa
Ann Paonessa - 2026.pdf

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

12026-1165: City Council Meeting Minutes- February 2, 2026

ATTACHMENTS:

- City Council Meeting Minutes - Feb.2, 2026 draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • February 2, 2026

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

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

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

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2026-1091: City Council Meeting Minutes - January 20, 2026

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

2026-1110: City Council Workshop Meeting Minutes - January 20, 2026

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

3. PUBLIC COMMENT

Ms. Erfurt spoke about the lack of consistency and clear directives from the city for the downtown businesses and shared practical steps to lessen the confusion and stress for everyone involved.

4. WARD REPORTS

Ward 1

Mr. Kratovil had nothing to report.

DRAFT

Ms. Rickett's reported that the Jefferson County Development Authority will be holding a Board training session on February 5, 2026, at 6:00PM and the Charles Town Board of Parks and Recreation will now hold their meetings the second Thursday of every month at 6:00PM.

Ward 2

Mr. Hynes thanked city staff and the maintenance team for keeping the council updated during and after the snowstorm and thanked the residents with snowblowers in Huntfield who helped with snow removal.

Mr. Tester reported how wonderful it was to see neighbors helping neighbors in Huntfield.

Ward 3

Mr. Hartman thanked city maintenance for all their snow removal work. He really enjoyed seeing neighbors in his Ward helping each other.

Mr. Roth thanked city staff for all their hard work during the recent snowstorm.

Ward 4

Ms. Smith reported that a downtown business had contacted her about a letter they received stating they needed to purchase an OSHA manual. When Ms. Smith looked at the letter, she realized that the letter was fraudulent. She also reported that she received a phone call over the weekend from a gentleman stating he was from the Jefferson County Sheriff's Department and that she had failed to report for jury duty and if she did not pay $1,000.00, she would be arrested. She contacted the Jefferson County Sheriff's Department, and they were aware of these fraudulent phone calls, and she reminded people never to pay money over the phone.

Ms. Sugrue thanked the city maintenance crew for all their hard work after the snowstorm.

5. MAYOR'S REPORT

Mayor George reported he spoke at Todd Coyle's funeral, announced that Gates Tax Service will hold a ribbon cutting ceremony on February 7, 2026, at 10:00AM, he will be performing in the production of "Arsenic and Lace" at The Old Opera House, and reviewed the schedule for the upcoming committee/board meetings.

2026-1096: State of Emergency Proclamation

Mayor George reported the city has spent close to $30,000.00 on snow removal and overtime for police officers and maintenance crew. He declared a snow emergency and due to the State of West Virginia declaring a state of emergency the city can file these expenses with Jefferson County who in turn can file with the state to possibly receive reimbursement.

6. COMMITTEE REPORTS

2026-1092: Charles Town Board of Parks and Recreation Report - January 22, 2026

Ms. Ricketts reviewed the December meeting minutes.

7. CITY MANAGER REPORT

2026-1097: City Manager's Report - February 2, 2026

DRAFT

Mr. Manuel reviewed the City Manger's Report.

8. POLICE CHIEF REPORT

Chief Kutcher reported that Ms. Misty Waits, the city's police support specialist, held an event with the Jefferson Berkeley Alliance to bring community members together with local law enforcement in an informal setting. Many families showed up and it was a good way to start building relationships.

He reminded citizens to always use crosswalks as Charles Town had two pedestrians struck in the downtown area in the last week. And finally, the next police officer testing date is Saturday, March 14, 2026. Applications are due by March 13, 2026.

9. UNFINISHED BUSINESS

2026-1094: Legal Update - Charles Town Utility Board (CTUB) - Possible Executive Session

Ms. Grove reported that the city and the Charles Town Utility Board (CTUB) have filed their response to the complaint with the Public Service Commission of WV (PSC) regarding the CIF case and requested a 30-day extension.

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

Mayor George declared the council in Executive Session.

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

Mayor George declared the council out of Executive Session.

No further action was taken on this agenda item.

10. NEW BUSINESS

2026-1089: Charles Town Now Market Analysis Presentation

Ms. Ann Paonessa, Charles Town Now's president, could not present on the market analysis due to Charles Town Now not having received the final report. Charles Town Now plans to present updates to the council at least once a quarter in 2026.

2026-1090: Bee City USA Application & Resolution

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

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

DRAFT

2026-1093: Public Safety Practices Resolution

Ms. Sugrue moved to approve the table dropped Public Safety Practices Resolution with minor grammatical edits. Ms. Smith seconded the motion, and it passed by an 8-1 vote.

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

2026-1095: Legislative Update

Ms. Grove gave an update on the 2026 legislative bills that could affect municipalities.

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

2026-1098: Payment of Bills - February 2, 2026

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, Roth, Smith, Sugrue

13. ADJOURNMENT

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

Mr. Hynes requested that the snow removal ordinance be placed on the next council agenda for a possible referral to the Ordinance Committee.

Hearing no other requests, Mayor George adjourned the meeting.

14. INFORMATION ONLY - NEXT MEETING, Tuesday, February 17, 2026, at 7:00PM

2026-1099: Gameplan Memo for HEPMPO Application for U.S DOT BUILD Grant for Planning the "Panhandle Regional Connector Path"

2026-1100: Resolution in Support of Application for a U.S. DOT BUILD Planning Grant for the "Panhandle Rec Path" Bicycle-Pedestrian Trail Project - Signed

2026-1101: Traffic Data Barksdale Drive

2026-1102: Charles Town Police Department December Statistical Report

2026-1103: FY2026 Capital Budget Revision #7

2026-1104: FY2026 General Fund Budget Revision #4

DRAFT

2026-1105: A Resolution Supporting the HEMP Industry and HEMP Related Business in the City of Charles Town - signed

2026-002 - A Resolution Supporting the Hemp Industry and Hemp Related Business in the City of Charles Town.pdf

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DRAFT

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101 East Washington Street
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AGENDA ITEM (ID #)

2026-1182: Mayor's Report - Historic Landmarks Commission Agenda - February 9, 2026

ATTACHMENTS:
- HLC Agenda.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • FEBRUARY 9, 2026

Commission/Board Meeting **CITY HALL** **7:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: DRAFT December 8, 2025 minutes
12082025_HLC_Minutes DRAFT.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

: **Public Hearing**: *COA2025-23* - 203 S. Church St. - Building Addition, new construction
1. Staff Report.pdf
2. Application.pdf
3. Design.pdf
4. Materials.pdf
5. Paint.pdf

: **Public Hearing**: *COA2025-24* - 216 W. Washington St. - Wall Sign
1. Staff report.pdf
2. Application.pdf

: **Public Hearing**: *COA2026-01* - 114 W. Liberty St. - New roof
1. Staff report.pdf
2. Application.pdf
3. Narrative and Design.pdf

: Officer Elections:

-Chair
-Co-Chair

5. ADJOURNMENT

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
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Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1183: Mayor's Report - Planning Commission Agenda - February 10, 2026

ATTACHMENTS:
- Planning Commission Agenda.pdf

CITY OF CHARLES TOWN
PLANNING COMMISSION
AGENDA • FEBRUARY 10, 2026

Commission/Board Meeting **CITY HALL** **7:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.1 : DRAFT December 22, 2025 minutes
12-22-2025 PC MINUTES_DRAFT.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing**: *SLD2025-06* - Huntfield Master Plan Amendment
1. Staff Report.pdf
2. Application.pdf
3. Current Master Plan.pdf
4. Revised Master Plan.pdf
5. Narrative.pdf
6. Public Comments.pdf

4.2 : Election of Officers:
-Chair
-Vice-Chair
-Secretary

5. ADJOURNMENT

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1166: Finance Committee Report - February 10, 2026

ATTACHMENTS:

- FinanceCommitteeReport_10_February_2026_rmt.pdf

City of Charles Town Finance Committee Report
10 February 2026 Meeting

Drafted by: Jeff Hynes - Chair

Call to Order 12:00PM

1. **Persons present:** Finance Committee Members: Councilman Nate Hartman, Councilman Kevin Tester, Councilman Jeff Hynes; Financial Director Lori Nice, Accounting Clerk Briana Ballou

2. Unfinished Business

2026-1144: HdL Update

Staff provided the Committee with an updated status on HdL's activities. There was an increase in collections in January.

Recommendations to the City Council: None, information only

2026-1145: Finance Policy Discussion 1.1 through 1.3

The Committee has begun reviewing the policy for changes and updates and will submit them to the Council for approval once complete.

Recommendations to the City Council: None, information only

3. New Business

2026-1146: License Fee Waiver Request – Possible Executive Session

Item was discussed in Executive Session along with 2026-1147 (New Business)

Recommendations to the City Council: None, information only

2026-1147: B&O Waiver Request – Possible Executive Session

The Committee entered Executive Session at 12:40pm to address this agenda item as well as agenda item 2026-1146 (New Business). After Executive Session (12:50pm), Councilman Tester moved the following:

Vendor Account Numbers	Committee Action	Remarks
8698	**Approve All But $300 License Fee Waiver** **Approve All But $550 B&O Waiver**	
8557	**Approve All But $50 B&O Waiver**	

Councilman Hartman seconded the motion, and it passed by unanimous vote – 3 to 0.

Recommendations to the City Council: None, information only

4. Finance Director Report

2026-1048: January 2026 General Fund Budget Update

Director Nice reviewed the most recent budget figures. A few lines are tracking behind schedule. Hotel/Motel 40%, Gas & Oil Severance 54% (half of last year), IRP 46% (Truck driver registry). Staff was asked to reach out to the state to determine why these are outside of historic norms.

Recommendations to the City Council: None, information only

2026-1047: January 2026 Capital Fund Budget Update

Director Nice provided the most recent budget figures. Rouss hall project RFPs are back and they are over budget. The flooring is over by $12k and the windows (41 total) are $200k+ over. The committee asked if there is a possibility of a phased repair/replacement approach and identified the new Building Maintenance Fund as a source for this work. There is a need to review how we estimate projects moving forward.

Liberty Street Storm Water has an estimated $900,000 owed and $765,000 in the budget for a shortfall of $135,000. Finance Committee recommends replenishing the original $200,000 contingency amount that was depleted to move a waterline early on. This allows for a cushion above $135,000 for change orders.

Recommendations to the City Council: None, information only

2026-1040: December 2025 P&R Budget Update

Recommendations to the City Council: None, information only

2026-1043: December 2025 Account Balance Update

Recommendations to the City Council: None, information only

5. Chairman's Report

6. Meeting adjourned 1:37PM

7. Next Scheduled Finance Committee meeting March 10, 2026, 12:00PM.

HdL Credit Worksheet
January 31, 2026

Beginning Credit Balance	$	49,750.00
Less: October 2024 15% Refund	$	6,089.36
Less: November 2024 15% Refund	$	730.26
Less: December 2024 15% Refund	$	1,903.23
Less: January 2025 15% Refund	$	1,820.96
Less: February 2025 15% Refund	$	1,389.66
Less: March 2025 15% Refund	$	3,727.09
Less: April & May 2025 15% Refund	$	3,381.38
Less: June 2025 15% Refund	$	1,106.74
Less: July 2025 15% Refund	$	3,307.60
Less: August 2025 15% Refund	$	95.13
Less: September 2025 15% Refund	$	58.68
Less: October 2025 15% Refund	$	670.41
Less: November 2025 15% Refund	$	374.42
Less: December 2025 15% Refund	$	1,347.68
Less: January 2026 15% Refund	$	2,788.31
Remaining Credit Balance	**$**	**20,959.10**

ACCOUNT		CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
REVENUES							
001-300-050	Unassigned Fund Balance (Carryover)	1,787,911		1,787,911	-	100%	Estimated carryover balance for fiscal year ending 2026.
001-301-010	Taxes - Ad Valorem	1,851,076	33,757	1,145,058	706,018	62%	
001-301-060	Supplemental Taxes	30,000	3,738	36,787	(6,787)	123%	Property taxes owed from previous years, but paid in the current fiscal year.
001-302-000	Interest as Penalty	8,000	723	9,128	(1,128)	114%	
001-303-000	Gas & Oil Severance Tax	30,000	-	16,290	13,710	54%	5% severance tax on gross receipts at the well head of oil and natural gas.
001-304-000	Utility Tax (2%)	250,000	15,042	178,642	71,358	71%	
001-305-000	Business & Occupation (B&O) Tax	2,032,082	616,011	1,475,136	556,946	73%	Included estimated B&O receipts from HDL collections services.
001-306-000	Liquor Tax	25,000	8,892	25,124	(124)	100%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.
001-307-000	Animal Control Tax	1,600	16	1,750	(150)	109%	This is donated back to the county each year under Dog Warden.
001-308-000	Hotel/Motel Tax	200,000	5,953	79,627	120,373	40%	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)
001-320-000	Court Costs, Fees & Charges	260,000	19,276	138,911	121,089	53%	
001-321-000	Parking Violation Penalties	40,000	3,770	29,020	10,980	73%	
001-325-000	Business License Revenue	35,000	6,550	63,624	(28,624)	182%	
001-326-000	Building Permit Fees	550,000	53,715	471,293	78,707	86%	Building activity increasing/expected to remain strong through FY2026 with new development projects on the horizon and increases in permit fee structure.
001-328-000	Franchise Tax	65,000		29,680	35,320	46%	Two Cable Franchisees
001-329-100	Rental Registration Fees			460			
001-331-000	International Registration Plan (IRP) Fees	70,000	68	32,158	37,842	46%	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.
001-339-000	Emergency Service Fee	1,700		1,156	544	68%	Revenue from utility bills for EMS (5 cents)
001-340-000	Parks & Rec Fee	1,700		1,156	544	68%	Revenue from utility bills for parks and recreation (5 cents)
001-342-000	Parking Meter Revenues	45,000	710	27,186	17,814	60%	Revenue from parking meters and parking permits including ParkMobile app.
001-345-000	Rents & Concessions	60,000	5,730	52,136	7,864	87%	CTUB rental of 661 space ($30,000); CW Hall 1st floor rental ($30,000)
001-353-000	Zoning Fee	20,000	256	20,198	(198)	101%	Zoning applications
001-355-000	Street Improvement Fee	135,000		90,128	44,872	67%	Revenue from utility bills for street improvements ($4 per month)
001-365-000	Federal Government Grants	291,667		41,157	250,510	14%	DOJ/COPS grant for additional police officer. $125,000 across 3 years. HUD Grant for Revive program $250,000
001-366-000	State Government Grants	-		-	-		
001-367-000	Other Grants	2,268		2,518	(250)		

ACCOUNT	CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
001-369-000 Contributions from Other Funds-Sales Tax ($2,500,000); Housing Rehab ($67,880); Vacant Structures ($18,275)	1,586,155		750,000	836,155	47%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets to cover BC debt). Quarterly sales tax distributions are averaging $450,000 or $1,800,000 annually.
001-376-000 Gaming Income	250,000	20,942	146,850	103,150	59%	Gaming receipts average $19K to $23K per month.
001-379-000 Gain/Loss - Sale of Fixed Assets	-		-	-		
001-380-000 Interest Income (Operating Acct)	35,000		11,521	23,479	33%	
001-381-000 Reimbursements	110,000	34,276	111,298	(1,298)	101%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.
001-381-000 Lein Reimbursements	-		-	-		
001-382-000 Refunds - Overpayments	500	(3,545)	(5,888)	6,388	-1178%	
001-386-000 Insurance Claims	-		3,995	(3,995)		
001-387-000 Filing Fees	300		-	300	0%	Filing Fees Revenue - Election in FY25. $50.00 per person.
001-392-000 Property Rehabilitation	-	250	5,350	(5,350)		
001-397-000 Video Lottery	600,000	98,186	420,248	179,752	70%	Video lottery receipts average $13.4K to $22.2K per week.
001-399-000 Misc Revenue	5,000	171	4,116	884	82%	Yard waste stickers and fingerprints
001-399-020 Special Events - WV Fest	10,000		-	10,000	0%	
001-399-030 Special Events - General	1,000	50	500	500	50%	Special activities fees
001-399-040 Special Events - CW Hall	5,000	1,400	4,600	400	92%	
001-399-070 Special Events - Car Show	5,000		10,681	(5,681)	214%	Car show registration and sponsors.
TOTAL REVENUES	**10,400,959**	**925,935**	**7,219,501**	**3,181,918**	69%	

ACCOUNT	CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
EXPENSES						
ECONOMIC DEVELOPMENT - 402						
001-402-103 Salaries	77,000	8,824	46,997	30,003	61%	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement.
001-402-104 FICA	6,200	675	3,595	2,605	58%	FICA @ 7.65%
001-402-105 Group Insurance	9,300	796	5,717	3,583	61%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-402-106 Retirement	7,000	794	4,239	2,761	61%	PERS II Employer Contribution 9%
001-402-109 OPEB	200	10	71	129	36%	RHBT Insurance
001-402-110 Fringe Benefits	1,800	176	871	929	48%	Deferred Compensation Employer Contribution 3%
001-402-211 Telephone	500	33	197	303	39%	Cell phone
001-402-214 Travel	3,000		98	2,902	3%	2 National Conferences; airfare, lodging, per-diem
001-402-220 Advertising/Legal Publications	500		-	500	0%	
001-402-221 Training & Education	-		-	-		$2,500 rolled under City Manager's office.
001-402-222 Dues & Subscriptions	2,000		534	1,466	27%	IEDC Membership, Survey Subscription, Adobe subscription
001-402-223 Professional Services	1,000		-	1,000	0%	Engineering Services
001-402-226 Insurance and Bonds	5,585		5,568	17	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
001-402-230 Contracted Services	1,000		-	1,000	0%	
001-402-341 Departmental Supplies	3,000		605	2,395	20%	Promotional items for events and City marketing and other departmental supplies.
001-402-343 Auto Supplies	-		-	-		Under Maintenance budget
TOTAL ECONOMIC DEVELOPMENT	**118,085**	**11,309**	**68,494**	**49,591**	58%	
MAYOR'S OFFICE - 409						
001-409-101 Salary	12,500	1,000	7,000	5,500	56%	Mayor's Salary
001-409-104 FICA Tax Expense	1,000	77	535	465	53%	
001-409-211 Telephone	-	`	-	-		
001-409-214 Travel Expense	2,000		-	2,000	0%	WV Municipal League
001-409-220 Advertising/Legal Publication	-		-	-		
001-409-221 Training & Education	1,000		-	1,000	0%	
001-409-222 Dues & Subscriptions	-		-	-		
001-409-226 Insurance & Bonds	1,100		1,090	10	99%	
001-409-341 Departmental Supplies	500		381	119	76%	$453.00 - Ceremonial Keys to the City and Coins
001-409-568 Community Contributions	2,000		-	2,000	0%	
TOTAL MAYOR'S OFFICE	**20,100**	**1,076**	**9,006**	**11,094**	45%	
COUNCIL - 410						
001-410-101 Salaries	40,000	3,333	22,083	17,917	55%	Eight Council Members at $5,000 annual salary
001-410-104 FICA Tax Expense	3,100	255	1,689	1,411	54%	
001-410-214 Travel Expense	4,800		2,274	2,526	47%	Conferences
001-410-221 Training & Education	3,075		-	3,075	0%	WV Municipal League Conference Registration ($450 per registration)
001-410-226 Insurance & Bonds	3,500		3,489	11	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
001-410-341 Departmental Supplies	825		818	7	99%	
TOTAL COUNCIL	**55,300**	**3,588**	**30,353**	**24,947**	55%	

ACCOUNT	CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CITY MANAGER - 412						
001-412-103 Salaries	215,000	24,092	113,437	101,563	53%	City Manager & Deputy City Clerk Salary, 2.5% Merit and Holiday Supplement (Includes $5000 travel allowance for new City Manager.)
001-412-104 FICA Tax Expense	17,500	1,742	8,631	8,869	49%	FICA Tax @ 7.65%
001-412-105 Group Insurance	20,000	1,726	9,129	10,871	46%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-412-106 Retirement	19,000	2,049	9,871	9,129	52%	9% Employer Contribution PERS I and II
001-412-108 Overtime	2,500	242	952	1,548	38%	
001-412-109 OPEB	500	10	51	449	10%	RHBT Insurance
001-412-110 Fringe Benefits	6,000	673	2,552	3,448	43%	Deferred Compensation Employer Contribution 3%
001-412-211 Telephone	550		178	372	32%	Mobile phone service
001-412-214 Travel Expense	1,500		-	1,500	0%	WVML Trip, City Clerk Election Training
001-412-220 Advertising	2,000		-	2,000	0%	
001-412-221 Training & Education	20,000		3,100	16,900	16%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500
001-412-222 Dues & Subscriptions	1,000		50	950	5%	Adobe subscriptions. ICMA and WVML Fees.
001-412-223 Professional Services	38,000		14,544	23,456	38%	Background checks for City Manager candidates.
001-412-226 Insurance & Bonds	15,280		15,270	10	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
001-412-230 Contracted Services	-		-	-		
001-412-341 Departmental Supplies	750		246	504	33%	Misc. Office Supplies
001-412-343 Auto Supplies (Gas & Oil)	-		-	-		Gas is covered under travel expenses.
TOTAL CITY MANAGER	**359,580**	**30,533**	**178,011**	**181,569**	50%	

ACCOUNT		CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
TREASURER - 413							
001-413-103	Salaries	260,000	29,878	159,021	100,979	61%	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.
001-413-104	FICA Tax Expense	22,000	2,289	12,302	9,698	56%	FICA Tax @ 7.65%
001-413-105	Group Insurance	38,000	2,994	21,498	16,502	57%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-413-106	Retirement	24,000	2,693	14,571	9,430	61%	9% Employer Contribution PERS I and II
001-413-108	Overtime	3,500	48	1,786	1,714	51%	
001-413-109	OPEB	500	31	214	286	43%	RHBT Insurance
001-413-110	Fringe Benefits	7,500	760	3,964	3,536	53%	Deferred Compensation Employer Contribution 3%
001-413-211	Telephone	-		-	-		Director of Finance Cell Phone
001-413-214	Travel Expense	1,500		992	508	66%	Director & Acct. Clerk III - WV Government Finance Officers Association Training
001-413-218	Postage	-		-	-		Transfer cost to City Hall and Pitney Bowes machine.
001-413-220	Advertising/Legal Pubs	2,500		1,244	1,256	50%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.
001-413-221	Training & Education	-		-	-		$4,000 Rolled into City Manager's budget
001-413-222	Dues & Subscriptions	500		125	375	25%	Adobe subscription for Director & Accounting Clerk III
001-413-223	Professional Services	3,000		2,925	75	98%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)
001-413-224	Audit Costs	90,000		49,320	40,680	55%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit
001-413-226	Insurance & Bonds	19,200		19,184	16	100%	General Liability, Worker's Compensation, Umbrella
001-413-230	Contracted Services	25,000		5,994	19,006	24%	Tyler Technologies - Incode Annual License Fee
001-413-230	B&O Collections - Contracted Services	46,500	4,018	13,524	32,976	29%	
001-413-238	Refunds	103,000	400	87,794	15,206	85%	
001-413-341	Departmental Supplies	2,500	67	1,707	793	68%	Misc. Office Supplies
TOTAL TREASURER		**649,200**	**43,179**	**396,165**	**253,035**	61%	

ACCOUNT	CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
COURT CLERK - 415						
001-415-103 Salaries	67,000	7,709	40,780	26,221	61%	Court Clerk Salary, 2.5% merit, and holiday supplement
001-415-104 FICA	5,500	608	3,153	2,347	57%	FICA Tax @ 7.65%
001-415-105 Group Insurance	19,000	1,597	11,320	7,680	60%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-415-106 Retirement	6,000	711	3,697	2,303	62%	9% Employer Contribution PERS I and II
001-415-108 Overtime	1,200	243	441	759	37%	
001-415-109 OPEB	200	10	71	129	36%	RHBT Insurance
001-415-110 Fringe Benefits	1,800	152	747	1,053	42%	Deferred Compensation Employer Contribution 3%
001-415-214 Travel	500		-	500	0%	Court Clerk training and Election training
001-415-218 Postage	100		-	100	0%	
001-415-220 Advertising/Legal Publications	-		-	-		
001-415-221 Training & Education	-		-	-		$500 transferred to City Manager's budget. WVML training and Election training.
001-415-222 Dues & Subscriptions	-		-	-		
001-415-223 Professional Services	-		-	-		
001-415-226 Insurance & Bonds	5,105		5,103	2	100%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella
001-415-230 Contracted Services	1,025		757	268	74%	Flu shot
001-415-238 Refunds	1,000		638	362	64%	
001-415-341 Departmental Supplies	600	14	165	435	27%	Ink cartridges, paper stock
TOTAL COURT CLERK	**109,030**	**11,046**	**66,873**	**42,157**	61%	
POLICE JUDGES - 416						
001-416-103 Salaries	32,000	2,150	15,186	16,814	47%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; extra $2k for special judge, and holiday supplements.
001-416-104 FICA	2,400	107	1,073	1,327	45%	
001-416-214 Travel	500		263	237	53%	WV State mandated annual training for magistrates & judges
001-416-221 Training & Education	1,000		690	310	69%	WV State mandated annual training for magistrates & judges
001-416-222 Dues and Subscriptions	100		-	100	0%	
001-416-223 Professional Services	1,000		-	1,000	0%	
001-416-226 Insurance & Bonds	2,800		2,791	9	100%	
TOTAL POLICE JUDGES	**39,800**	**2,257**	**20,003**	**19,797**	50%	

ACCOUNT		CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CITY ATTORNEY - 417							
001-417-103	Salaries	160,000	18,110	97,303	62,697	61%	Attorney salary plus 2.5% merit and holiday supplement.
001-417-104	FICA	13,000	1,385	7,444	5,556	57%	FICA @ 7.65%
001-417-105	Group Insurance	1,550	127	1,069	481	69%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-417-106	Retirement	15,000	1,630	8,890	6,110	59%	PERS II Employer Contribution 9%
001-417-109	OPEB	400		359	41	90%	RHBT Insurance
001-417-110	Fringe Benefits	5,600	552	2,371	3,229	42%	Deferred Compensation Employer Contribution 3%
001-417-211	Telephone	250	19	112	138	45%	
001-417-214	Travel	1,000		-	1,000	0%	Travel allowance for various trainings.
001-417-220	Advertising/Legal Publications	-		-	-		Allowance for legal publications.
001-417-221	Training & Education	-		-	-		Rolled under City Manager's office.
001-417-222	Dues & Subscriptions	5,100		2,380	2,720	47%	Allowance for legal subscriptions and memberships. Bar license and legal research database subscription.
001-417-223	Professional Services	50,000		-	50,000	0%	Cost for outside legal council.
001-417-226	Insurance and Bonds	3,905		2,263	1,642	58%	
001-417-341	Departmental Supplies	1,000		16	984	2%	
TOTAL CITY ATTORNEY		**256,805**	**21,824**	**122,207**	**134,598**	48%	
ENFORCEMENT AGENCY - 425							
001-425-103	Salaries	62,500	6,820	36,497	26,003	58%	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance.
001-425-104	FICA	4,900	522	2,792	2,108	57%	FICA @ 7.65% of Salary
001-425-105	Group Insurance	9,000	774	5,537	3,463	62%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-425-106	Retirement	5,400	614	3,261	2,139	60%	PERS II Employer Contribution 9%
001-425-109	OPEB	200	10	71	129	36%	RHBT Insurance
001-425-110	Fringe Benefits	2,300	205	999	1,301	43%	Deferred Compensation Employer Contribution 3%
001-425-211	Telephone	500	19	112	388	22%	
001-425-214	Travel	3,000		2,373	627	79%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas
001-425-218	Postage	1,500		193	1,307	13%	Certified Mailings
001-425-220	Advertising/Legal Publications	500		53	447	11%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.
001-425-221	Training & Education	-		-	-		$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)
001-425-222	Dues & Subscriptions	1,000		170	830	17%	ICC Membership ($160/yr)
001-425-226	Insurance and Bonds	4,365		4,362	3	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
001-425-230	Contracted Services	25,000		-	25,000	0%	Kimley-Horn Engineering Services
001-425-230	Nuisance Properties-Contracted Services	112,880		21,730	91,150	19%	Nuisance Properties cleanup and demos.
001-425-230	Nuisance Properties Relocation - Contracted Services	5,000		-	5,000	0%	Nuisance Properties housing reallocation.
001-425-230	Vacant Properties-Contracted Services	18,275		221	18,054		
001-425-341	Departmental Supplies	2,000		480	1,520	24%	Building safety month supplies and code books
001-425-343	Auto Supplies	-		-	-		Under Maintenance budget
001-425-345	Uniforms	2,000		525	1,475	26%	Jackets & shirts.
TOTAL ENFORCEMENT AGENCY		**260,320**	**8,963**	**79,375**	**180,945**	30%	

ACCOUNT		CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
REGIONAL DEVELOPMENT AUTHORITY - 435							
001-435-222	Dues & Subscriptions	11,500		11,304	196	98%	Region 9 Assessment - Fees are going up
TOTAL REGIONAL DEVELOPMENT AUTHORITY		**11,500**	**-**	**11,304**	**196**	98%	
Total City Administration		**2,493,200**	**196,621**	**1,403,564**	**1,089,636**	56%	
BUILDING INSPECTIONS - 436							
001-436-103	Salaries	92,400	9,982	53,544	38,856	58%	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance.
001-436-104	FICA	7,000	764	4,096	2,904	59%	FICA @ 7.65% of Salary
001-436-105	Group Insurance	1,500	105	890	610	59%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-436-106	Retirement	8,000	898	4,827	3,173	60%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods
001-436-109	OPEB	150		-	150	0%	RHBT Insurance
001-436-110	Fringe Benefits	2,850	299	1,478	1,372	52%	Deferred Compensation Employer Contribution 3%
001-436-211	Telephone	1,000	40	120	880	12%	Two lines; one is a hot spot. One is a cell phone.
001-436-214	Travel	3,000		822	2,178	27%	National ICC Conference; airfare, lodging, meals, gas
001-436-217	R&M Auto	-		-	-		Under Maintenance budget
001-436-218	Postage	1,000		-	1,000	0%	Certified mailings for property Notice of Violations
001-436-220	Advertising/Legal Publications	1,000		-	1,000	0%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.
001-436-221	Training & Education	-		-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.
001-436-222	Dues & Subscriptions	1,000		440	560	44%	ICC membership dues; WICA subscription
001-436-223	Professional Services	50,000	875	14,050	35,950	28%	To cover expenses associated with inspections; compliance.
001-436-226	Insurance & Bonds	6,575	125	6,690	(115)	102%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
001-436-230	Contracted Services	-		-	-		
001-436-341	Departmental Supplies	2,000		385	1,615	19%	Building safety month supplies and code books.
001-436-343	Auto Supplies	-		-	-		Under Maintenance budget
001-436-345	Uniforms	2,000		500	1,500	25%	Jackets & shirts.
TOTAL BUILDING INSPECTIONS		**179,475**	**13,088**	**87,843**	**91,632**	49%	

ACCOUNT		CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
PLANNING & ZONING - 437							
001-437-103	Salaries	401,100	37,284	187,845	213,255	47%	Assistant City Manager/Director of Community Development, City Planner/Zoning/Subdiv Administrator, Permit Tech, and Planner salaries, 2.5% merit, and holiday supplements.
001-437-104	FICA	33,000	2,852	14,370	18,630	44%	FICA @ 7.65% of Salary
001-437-105	Group Insurance	68,000	3,302	22,128	45,872	33%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-437-106	Retirement	38,000	3,356	16,989	21,011	45%	PERS II Employer Contribution (9%)
001-437-108	Overtime	1,500		-	1,500	0%	
001-437-109	OPEB	500	31	194	306	39%	RHBT Insurance
001-437-110	Fringe Benefits	12,000	843	3,841	8,159	32%	Deferred Compensation Employer Contribution 3%
001-437-211	Telephone	1,000	110	554	446	55%	Director's department cell phone
001-437-214	Travel	8,000		3,241	4,759	41%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Wendy - MGO Conference
001-437-218	Postage	1,000		-	1,000	0%	Certified Mailings; Legal notices, yard sign postings
001-437-220	Advertising/Legal Publications	4,500	61	887	3,613	20%	Advertising of BZA and public hearings for P/C meetings; hearing placards
001-437-221	Training & Education	-		-	-		$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500; Leaders Code conference $550; Kim MGO Conference reg; $600; James AICP reg $500
001-437-222	Dues & Subscriptions	3,000	120	926	2,074	31%	AICP Membership; Wendy ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.
001-437-223	Professional Services	25,000		4,493	20,507	18%	GIS Aerial imagery, Background Checks
001-437-226	Insurance & Bonds	20,000		18,814	1,186	94%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
001-437-230	Contracted Services	44,000	1,146	10,789	33,211	25%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;
001-437-231	Contracted Services - Tree Board	-		-	-		To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.
001-437-238	Refunds	1,000		220	780	22%	
001-437-341	Departmental Supplies	4,000	42	1,120	2,880	28%	Public hearing signs, office supplies, promotional supplies
001-437-353	Computer Software / Tech	13,000		4,953	8,047	38%	MyPermit Now Monthly Fees
TOTAL PLANNING & ZONING		**678,600**	**49,147**	**291,362**	**387,238**	43%	
Total City Bldg Inspection, P&Z, and Enforcement Agency		**1,118,395**	**71,198**	**458,580**	**659,815**	41%	
ELECTIONS - 438							
001-438-220	Advertising/Legal Publications	-		-	-		Publish ballot multiple times
001-438-223	Professional Services	-		-	-		
001-438-230	Contracted Services	-		-	-		Poll workers for early voting and day of election.
001-438-341	Departmental Supplies	-		-	-		Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers
TOTAL ELECTIONS		**-**	**-**	**-**	**-**		

ACCOUNT		CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CITY HALL - 440							
001-440-103	Salaries	103,000	11,788	62,380	40,620	61%	Director of Operations Salary, 2.5% merit, and holiday supplement
001-440-104	FICA Taxes	8,300	902	4,772	3,528	57%	FICA @ 7.65%
001-440-105	Group Insurance	20,000	1,622	11,519	8,481	58%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-440-106	Retirement	9,000	1,061	6,095	2,905	68%	9% Employer Contribution
001-440-109	OPEB	200	10	62	138	31%	RHBT Insurance
001-440-110	Fringe Benefits	3,800	354	1,912	1,888	50%	Deferred Compensation Employer Contribution 3%
001-440-211	Telephone	20,000	1,173	6,859	13,141	34%	WebEx Phone Services ($5,000), Internet Service ($3,600), Cell phone - Director ($400), Rouss Hall Elevator & Fire Alarm Phone Service ($4,000), CWH Fire Alarm Phone Service ($1,000).
001-440-213	Utilities	40,000	5,285	25,486	14,514	64%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer, CWH Electric
001-440-214	Travel Expense	2,000		-	2,000	0%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD
001-440-215	Repair & Main. Bldg & Grounds	10,000		3,448	6,552	34%	Elevator Services and City Hall maintenance.
001-440-218	Postage	4,000	1,111	2,421	1,579	61%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.
001-440-219	Bldg & Equipment Rental	250,000	27,929	163,538	86,462	65%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer
001-440-220	Advertising/Legal Publications	4,000	104	522	3,478	13%	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements
001-440-221	Training & Education	-		-	-		$2,000 transferred to City Manager's budget
001-440-222	Dues & Subscriptions	3,500		3,398	102	97%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)
001-440-223	Professional Services	25,000	1,800	15,829	9,171	63%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.
001-440-226	Insurance & Bonds	15,000	606	13,157	1,843	88%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial
001-440-230	Contracted Services	287,000	16,573	127,220	159,780	44%	Sustainable Strategies (Grant Consultant, Matt Ward) - $60,000 ($5,000 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $50,000 Payroll Processing Base Fees - $4,000 ADP Software Recurring Annual Fee - $20,000 Tek Advisors - $150,000 per year.
001-440-232	Bank Charges	35,000	206	28,541	6,459	82%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees
001-440-237	Other Fees/Taxes	1,500	58	998	502	67%	Late fees/Ambulance fees.
001-440-341	Departmental Supplies	12,000	1,225	7,959	4,041	66%	
001-440-353	Computer Software / Tech	20,500		15,031	5,469	73%	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management, Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year
TOTAL CITY HALL		**873,800**	**71,808**	**501,147**	**372,653**	57%	

ACCOUNT	CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CONTRIBUTIONS/TRANSFERS - 444						
001-444-568 Contributions - Community Partnership Grants	100,000	100,000	100,000	-	100%	Citizens Fire Co. $10,000; Independent Fire Co. $10,000; Library $20,000; Jef. Co. Com. Ministries $10,000; and EPTA $50,000.
001-444-568 Community Grants	50,000		-	50,000	0%	
001-444-568 Contributions - Revive Grant	290,000		25,000	265,000	9%	HUD Grant for Revive! Program. $250,000 with additional $20,000 support from City funds.
001-444-568 Contributions - Façade Improvement Program	40,000		7,012	32,988	18%	
001-444-568 Contributions - Homeless Solutions	-		-	-		County Homelessness position funding commitment
001-444-568 Contributions - Charles Town Now	70,000		30,000	40,000	43%	
001-444-568 Contributions - Jefferson County Community Ministries	20,000		5,000	15,000	25%	
001-444-568 Contributions - Sidewalk Improvement Program	65,000		5,000	60,000	8%	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest
TOTAL CONTRIBUTIONS/TRANSFERS	**635,000**	**100,000**	**172,012**	**462,988**	27%	
PARKING - 571						
001-571-103 Salaries	46,000	5,134	27,888	18,112	61%	Parking Enforcement Officer salary, contingency, 2.5% merit, holiday supplement, and clothing allowance
001-571-104 FICA Tax Expense	3,700	393	2,162	1,538	58%	FICA @ 7.65%
001-571-105 Group Insurance	750	36	339	411	45%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-571-106 Retirement Expense	4,000	462	2,504	1,496	63%	9% Employer Retirement Contribution
001-571-108 Overtime	1,000		369	631	37%	RHBT Insurance
001-571-109 OPEB	100		-	100	0%	Deferred Compensation Employer Contribution 3%
001-571-110 Fringe Benefits	1,400	154	753	647	54%	
001-571-213 Utilities	1,400		-	1,400	0%	Electric Service
001-571-216 Repair & Main - Equipment	1,000		-	1,000	0%	Parking meter repairs and maintenance
001-571-218 Postage	500		-	500	0%	
001-571-219 Bldg & Equipment Rental	500		-	500	0%	
001-571-220 Advertising / Legal Publications	500		-	500	0%	
001-571-226 Insurance & Bonds	3,240		3,232	8	100%	Prof Liability, Umbrella, Automobile, Worker's Comp
001-571-230 Contracted Services	500		27	473	5%	
001-571-341 Departmental Supplies	5,000		452	4,548	9%	Office Supplies, Batteries, Handheld Printer Paper
001-571-343 Auto Supplies (Gas/Oil)	500		-	500	0%	
001-571-345 Uniforms	500		202	298	40%	Jacket, Uniform Shirt, Patches, Badge, etc.
001-571-353 Computer Software/Tech	4,000		-	4,000	0%	United Public Safety/T2 Annual Fees
TOTAL PARKING	**74,590**	**6,178**	**37,927**	**36,663**	51%	

ACCOUNT	CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CONTINGENCIES - 699						
001-699-568 Other Contributions	221,125		-	221,125	0%	Placeholder for $50,000 for emergency snow costs. $250,000 for unexpected cost throughout the year. (SAO caps this amount at 10% of receipts.)
TOTAL CONTINGENCIES	**221,125**	-	-	**221,125**	0%	
POLICE DEPARTMENT - 700						
001-700-103 Salaries	1,640,000	169,473	959,819	680,181	59%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. (5) Patrolman, (3) Patrolman First Class, (4) Corporals, (3) Sergeants, (2) Lieutenants, (1) Captain (Held by Chief), (1) Chief. (3) Administrative personnel.
001-700-104 FICA	110,000	11,433	59,905	50,095	54%	FICA Tax at 7.65%
001-700-105 Group Insurance	289,000	18,057	140,810	148,190	49%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-700-106 Retirement	145,000	17,267	91,808	53,192	63%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)
001-700-107 Police Pension	17,250		1,196	16,054	7%	Legacy CTPD Retirement System
001-700-108 Overtime	160,000	39,759	150,538	9,462	94%	Shift coverage, late arrest/call out, special events, school events, court, etc.
001-700-109 OPEB	5,000	163	1,234	3,766	25%	RHBT Insurance
001-700-110 Fringe Benefits	55,000	4,697	24,652	30,348	45%	Deferred Compensation Employer Contribution 3%
001-700-211 Telephone	48,500	1,382	20,394	28,106	42%	(4) department cell phones, MiFi/Craddle Points, for CAD in police vehicles, Internet, etc.
001-700-213 Utilities	48,000	3,724	23,160	24,840	48%	Electric and Internet Service, increase in FY25.
001-700-214 Travel	4,000		672	3,328	17%	Training, Conferences,etc.
001-700-215 R&M Building & Grounds	2,500		-	2,500	0%	Lights, Paint, Air Filters, Electrical supplies, Batteries
001-700-216 R&M Equipment	5,000		5,098	(98)	102%	Generator Service
001-700-217 R&M Auto	50,000	130	21,459	28,541	43%	Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, tire install/rotation, etc.
001-700-218 Postage	1,300		679	621	52%	Stamps, USPS Certified Mail, UPS/Fedex, etc.
001-700-219 Building & Equipment Rental	100,000		42,839	57,161	43%	
001-700-220 Advertising/Legal Publications	5,500	246	2,426	3,074	44%	New Hire Ads 3-6 ads in local paper
001-700-221 Training & Education	20,000		1,494	18,506	7%	WVSP Academy, 16 hours in-service/8 supervisor hours.
001-700-222 Dues & Subscriptions	2,000		700	1,300	35%	WVCOP Dues, IACP, SRO, Journal
001-700-223 Professional Services	5,000	240	2,560	2,440	51%	Polygraph Exams, Psychological exam, Physical Exams, Diagnostic Imaging
001-700-226 Insurance & Bonds	122,550		122,489	61	100%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance
001-700-230 Contracted Services	48,000	1,104	18,534	29,466	39%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.
001-700-237 Other Fees & Taxes	450		400	50	89%	661 George St. Ambulance Fees
001-700-341 Departmental Supplies	41,000	820	11,915	29,085	29%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery
001-700-343 Auto Supplies	65,000	6,603	48,854	16,146	75%	Gas, oil changes and tires for Police Vehicles
001-700-345 Uniforms	30,000	240	16,875	13,125	56%	Class A, BDU, duty gear, insignia, ballistic vest, coats, etc.
001-700-353 Computer Software/Tech	26,800		25,100	1,700	94%	CAD Motorola, Guardian Tracking, Police One Academy, Powerdms, VCS, Motorola Solutions (Watch Guard System), Revize (Website).
TOTAL POLICE DEPARTMENT	**3,046,850**	**275,339**	**1,795,611**	**1,251,239**	59%	

ACCOUNT	CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
POLICE-SPECIAL DUTY CROSSING GUARDS - 704						
001-704-103 Salaries	35,000	2,593	17,134	17,866	49%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA. Holiday supplements.
001-704-104 FICA Tax Expense	2,600	198	1,311	1,289	50%	
001-704-226 Insurance & Bonds	2,295		2,292	3	100%	
001-704-341 Departmental Supplies	350		324	26	92%	Stop signs
001-704-345 Uniforms	400		118	282	29%	Reflective jackets and vests
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**40,645**	**2,791**	**21,178**	**19,467**	52%	
Total Police and Crossing Guards	**3,087,495**	**278,130**	**1,816,789**	**1,270,706**	59%	
DOG WARDEN - 707						
001-707-567 Contributions	1,600		-	1,600	0%	City passes along the dog tag fees to the County
TOTAL DOG WARDEN	**1,600**	**-**	**-**	**1,600**	0%	
MAINTENANCE - 750						
001-750-103 Salaries	330,000	36,181	182,232	147,768	55%	Director and (4) Maintenance Staff salaries, 2.5% merit, holiday supplements, clothing allowances and contingency for CDL, Playground Inspection, and ASE certifications.
001-750-104 FICA Tax Expense	27,000	2,818	14,535	12,465	54%	FICA @ 7.65%
001-750-105 Group Insurance	47,000	3,192	20,612	26,388	44%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-750-106 Retirement	29,000	3,165	16,450	12,550	57%	9% Employer Contribution
001-750-108 Overtime	20,000	653	7,772	12,228	39%	
001-750-109 OPEB	500	31	184	316	37%	RHBT Insurance
001-750-110 Fringe Benefits	7,500	849	3,663	3,837	49%	3% Deferred Compensation Employer Contribution
001-750-211 Telephone	3,000	206	1,255	1,745	42%	Field staff equipped with cell phones
001-750-213 Utilities	15,000	561	2,578	12,422	17%	Maintenance building electric, water, sewer, and internet
001-750-214 Travel Expense	1,500		-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed
001-750-215 R&M Buildings and Grounds	55,000	5,873	39,829	15,171	72%	General maintenance of city buildings.
001-750-216 R&M Equipment	15,000		11,212	3,788	75%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.
001-750-217 R&M Auto	25,000	194	1,328	23,672	5%	Regular maintenance of department and City vehicles
001-750-219 R&M Bldg and Equip Rental	1,000		-	1,000	0%	Equipment rented as required to maintain various city buildings.
001-750-220 Advertising	500		-	500	0%	Spring and Fall Cleanup. Additional city sponsored projects as required.
001-750-221 Training & Education	2,500		-	2,500	0%	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection, ASE.
001-750-222 Dues & Subscriptions	500	106	106	394	21%	Camera subscription and CDL License Fees
001-750-223 Professional Services	500		165	335	33%	CDL physicals
001-750-226 Insurance & Bonds	19,000	744	18,007	993	95%	Liability, Worker's Comp, Vehicle Insurance
001-750-230 Contracted Services	61,268	19,122	46,998	14,269	77%	Trash Service, Box Rental Fees, Tree Services ($12,000), Snow Removal and Salt
001-750-341 Departmental Supplies	38,000	3,009	21,286	16,714	56%	General maintenance annual supplies. Christmas decorations, and light poles.
001-750-343 Auto Supplies (Gas, Oil & Tires)	25,000	139	12,005	12,995	48%	Gas, oil changes and tires for maintenance and City vehicles.
001-750-345 Uniforms	5,000		957	4,043	19%	
TOTAL MAINTENANCE	**728,768**	**76,843**	**401,174**	**327,594**	55%	

ACCOUNT	CURRENT BUDGET	JANUARY 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
STREET LIGHTS - 751						
001-751-213 Utilities	130,000	10,508	70,726	59,274	54%	Street lights electric.
TOTAL STREET LIGHTS	**130,000**	**10,508**	**70,726**	**59,274**	54%	
VISITOR'S CENTER - 901						
001-901-567 Contributions	100,000	5,484	43,576	56,424	44%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center.
TOTAL VISITOR'S CENTER	**100,000**	**5,484**	**43,576**	**56,424**	44%	
FAIRS/FESTIVALS - 903						
001-903-220 Advertising/Legal Publications	2,000		-	2,000	0%	
001-903-230 Contracted Services	36,000		4,897	31,103	14%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1,500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Porta Potts ($900), Gaming Trailer ($1,000)
001-903-238 Refunds	100		-	100	0%	
001-903-341 Departmental Supplies	25,000		5,290	19,710	21%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300), Signage ($1,500) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($2,000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500)
001-903-353 Computer Software	1,300		-	1,300	0%	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.
001-903-568 Contributions	4,000		3,300	700	83%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.
TOTAL FAIRS/FESTIVALS	**68,400**	**-**	**13,486**	**54,914**	20%	
TRANSFERS - 960/698 SAO						
001-698-590 Transfers to Capital Reserve - Repaving	135,000	16,222	92,731	42,269	69%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures
001-698-591 Transfers to Capital Reserve - One Time Funding	427,386		427,386	-	100%	
001-698-593 Transfers Out - Parks & Rec	120,000	5,484	63,576	56,424	53%	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.
001-698-592 Transfers to Residual Fund	200,000		200,000	-	100%	
001-698-591 Transfers to Capital Reserve - Table Games	810,000	96,963	610,617	199,383	75%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.
001-698-595 Transfers to Sales Tax	50,000		50,000	-	100%	
TOTAL TRANSFERS	**1,742,386**	**118,669**	**1,444,309**	**298,077**	83%	
TOTAL EXPENSES	**10,400,959**	**863,631**	**5,862,143**	**4,538,816**	**56%**	
REVENUES OVER EXPENSES	**-**	**62,304**	**1,357,359**			

the city of Charles Town, WV

FY 2026 Capital Reserve Budget

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET REVENUES								
Capital Reserve Carryover		$ 8,567,259		$ 8,567,259	$ -	100%	Carryover balance from FY2025 Capital Reserve (This is carryover for unfinished projects noted in red. Carryover will be adjusted in the 1st Revision in July 2025.)	Adjust carry over amount to actual balanace as of June 30 2025
36800 Contributions from GF		$ 427,386		$ 427,386	$ -	100%	Contributions from GF (Determined in July 2025 1st Revision)	
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000	$ 96,963	$ 530,133	$ 279,867	65%	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.	
36880 Contributions from Building Commission		$ 578,395		$ 578,395	$ -	100%		
33000 Developer Fees		$ 150,000	$ 7,500	$ 158,796	$ (8,796)	106%	Developer Proffer fees.	
38000 Interest on Bank Accounts & Other Sources		$ 80,000		$ 66,870	$ 13,130	84%		
38600 Insurance Claims		$ -		$ 26,612	$ (26,612)			
TOTAL REVENUES	**$ -**	**$ 10,613,040**	**$ 104,463**	**$ 10,355,451**	**$ 257,589**	**98%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET EXPENSES								
975 GENERAL GOVERNMENT								
Information Technology								
City Hall WIFI Replacements - 975-59 General Government Capital Outlay		$ 3,000		$ 2,629	$ 371	88%		
Computer Replacement - 975-59 General Government Capital Outlay Technology		$ 15,000		$ 1,804	$ 13,196	12%	Computer replacement program for all General Government departments. (5 replacements are planned.)	
CW Hall WIFI Installation - 975-59 General Government Capital Outlay		$ 15,000		$ -	$ 15,000	0%		
Tyler Tech Version 10 Software - 975-59 General Government Capital Outlay Technology		$ 71,000		$ 6,152	$ 64,849	9%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and enhance Incode. Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement. ($71,000 carried over from FY25.)	
TOTAL INFORMATION TECHNOLOGY	**$ -**	**$ 104,000**	**$ -**	**$ 10,585**	**$ 93,415**	**10%**		
Other - General Government								
Drone - 975-15 General Government Capital Outlay Equipment		$ 10,000		$ -	$ 10,000	0%		Supports advertising, event coverage, photography, structural inspections, damage assessment, police search and rescue, hostile environment response, and fire and disaster management.
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay		$ 140,000		$ -	$ 140,000	0%	$140,000 carried over from FY25.	
Salary Study - 975-23 General Government Professional Services		$ 30,000	$ 15,500	$ 20,031	$ 9,969	67%		Investing in initiatives to track and retain talent. Improving performance, and reducing long-term costs associated with turnover. To ensure we can identify high-performing individuals, support growth, and build a workforce committed to long-term success.
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services		$ 246,000	$ 4,829	$ 50,635	$ 195,365	21%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000. ($146,000 carried over from FY25 & $100,000 encimbered in FY25.)	
TOTAL OTHER - GENERAL GOVERNMENT	**$ -**	**$ 426,000**	**$ 20,329**	**$ 70,667**	**$ 355,333**	**17%**		
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 530,000**	**$ 20,329**	**$ 81,251**	**$ 448,749**	**15%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
976 PUBLIC SAFETY								
Equipment								
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment		$ 19,660		$ 19,657	$ 3	100%	4 - APX N50 Portable Radios (3 Admin Staff & 1 spare)	
Speed Alert 24 Radar Trailer - 976-60 Public Safety Capital Outlay Equipment		$ 21,000		$ 20,223	$ 777	96%		The current trailer is outdated. The new equipment allows the PD to remotely monitor vehicle speeds and provides the ability to electronically notify residents of road closures and broadcast community event information. This enhanced functionality ensures more effective communication and public safety outreach.
TOTAL EQUIPMENT		**$ 40,660**	**$ -**	**$ 39,880**	**$ 780**	**98%**		
Information Technology								
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 50,840		$ 47,886	$ 2,954	94%	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)	
Cell Phone Forensic Downloading Equipment - 975-60 General Government Capital Outlay Technology PD		$ 27,000		$ 16,571	$ 10,429	61%	Possible grant funding.	
Cradle Point WIFI Mobile Routers - 975-60 General Government Capital Outlay Technology Police Dept.		$ 18,500		$ 14,175	$ 4,325	77%	9 Routers at $14,400 and $4100 installation labor.	
Uninterruptible Power Supply System Repair - 975-60 General Government Capital Outlay Technology PD		$ 50,000		$ -	$ 50,000	0%		
TOTAL INFORMATION TECHNOLOGY		**$ 146,340**	**$ -**	**$ 78,632**	**$ 67,708**	**54%**		
Vehicles								
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 118,000		$ 116,854	$ 1,146	99%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.	
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles		$ 12,000		$ 9,732	$ 2,268	81%	This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant.	
Police Cars #19 - 976-59 Public Safety Capital Outlay Vehicles		$ 60,000		$ 61,163	$ (1,163)	102%		Replace vehicle due to fire loss
Police Vehicle Upfit Costs #19 - 976-59 Public Safety Capital Outlay Vehicles		$ 45,000		$ 33,026	$ 11,974	73%		Replacement Vehicle uplift cost due to fire loss
TOTAL VEHICLES	**$ -**	**$ 235,000**	**$ -**	**$ 220,775**	**$ 14,225**	**94%**		
Parking								
Parking Meters - 976-62 Public Safety		$ 16,000		$ 4,923	$ 11,077	31%	10 - Model 90 Duplex Meter Housings at $6100; 15 -Model 90 Single Meter Housings at $4900; POM Parking Meter assembly at $5000.	
TOTAL PARKING	**$ -**	**$ 16,000**	**$ -**	**$ 4,923**	**$ 11,077**	31%		
TOTAL PUBLIC SAFETY	**$ -**	**$ 438,000**	**$ -**	**$ 344,210**	**$ 93,790**	**79%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
977 STREETS & TRANSPORTATION								
Buildings								
Building Improvements - 977-57 Streets & Transportation Capital Outlay Buildings		$ 570,395		$ 11,232	$ 559,163	2%		
Charles Washington Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings		$ 50,000		$ -	$ 50,000	0%		This is a small section of the rooftop that contains 4 rooftop AC units. This area has failed sealant and degraded membranes. It will be replaced with a 2 Ply-Cold System which has a usefull life of 30 years.
Charles Washington Hall - Paint Interior - 977-57 Streets & Transportation Capital Outlay Buildings		$ 8,000		$ 437	$ 7,563	5%		Repainting of stairway walls, stage face, upper balcony ledge, and doors and trim.
Charles Washington Hall - Refinish Floor - 977-57 Streets & Transportation Capital Outlay Buildings		$ 10,000		$ -	$ 10,000	0%		Replacement of ballroom floor, steps, elevator ramp and bathroom landing.
Charles Washington Hall - Replace Blinds - 977-57 Streets & Transportation Capital Outlay Buildings		$ 20,000		$ -	$ 20,000	0%		Replacement of ballroom blinds.
City Hall - replace rooftop AC units - 977-57 Streets & Transportation Capital Outlay Buildings		$ 55,000		$ 9,270	$ 45,730	17%	$25,000 carried over from FY25.	Replacement of 2 City Hall rooftop AC units
City Hall - interior repair/maintenance - 977-57 Streets & Transportation Capital Outlay Buildings		$ 126,000		$ 1,197	$ 124,803	1%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)	Additional funds needed for engineering costs, asbestos removal, ceiling tiles, and relocation of 1st floor wall.
City Hall - water damage repair - 977-57 Steets & Transprotation Capital Outlay Buildings		$ 25,000		$ 15,717	$ 9,283	63%		2nd Floor water damage repair, including brick repointing, asbestos removal, and interior renovation.
Maintenance Equipment Building - 977-57 Streets & Transportation Capital Outlay Buildings		$ 150,000		$ -	$ 150,000	0%	Current building is maxed out on space. ($150,000 carried over from FY25.)	
Maintenance Yard Study & Engineering - 977-57 Streets & Transportation Capital Outlay Buildings		$ 250,000	$ 4,815	$ 17,461	$ 232,539	7%	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going. (80,000 carried over from FY25.)	Council requests that a study be conducted for the best location of the Maintenance Yard along with associated engineering.
Rouss Hall - 1st Floor HVAC Unit - 977-57 Streets & Transportation Capital Outlay Buildings		$ 14,000		$ 13,800	$ 200	99%		
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings		$ 80,000	$ 24	$ 24	$ 79,976	0%		All window sills at Rouss Hall have peeling paint and rotted wood. Correcting this disrepair will put the building in good condition.
Rouss Hall - Replace Gallery Floor - 977-57 Streets & Transportation Capital Outlay Buildings		$ 25,000	$ 26	$ 26	$ 24,974	0%		Replacement of 1st floor Art Gallery Floor including construction of ADA compliant ramp.
Rouss Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings		$ 42,500		$ 11,247	$ 31,253	26%		The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a usefull life of 10 years.
TOTAL BUILDINGS	**$ -**	**$ 855,500**	**$ 4,865**	**$ 80,410**	**$ 1,345,485**	**9%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
Streets/Infrastructure								
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 80,000		$ -	$ 80,000	0%		Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications.
Depot Square Design - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 50,000		$ -	$ 50,000	0%		Design for potential uses and amenities of the City's new town square.
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000		$ 54,757	$ 5,243	91%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding. ($60,000 carried over from FY25.)	
Stormwater Assessment Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 204,000	$ 12,043	$ 29,102	$ 174,898	14%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($204,000 carried over from FY25.)	
TOTAL STREETS/INFRASTRUCTURE	**$ -**	**$ 394,000**	**$ 12,043**	**$ 83,859**	**$ 310,141**	**21%**		
Vehicles								
Bucket Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 175,000		$ -	$ 175,000	0%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. ($22,000 carried over from FY25 and $153,000 encumbered in FY25.)	
Dump Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 90,000		$ 84,819	$ 5,181	94%		
Pick-up Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 65,000		$ 48,535	$ 16,465	75%		
TOTAL VEHICLES	**$ -**	**$ 330,000**	**$ -**	**$ 133,354**	**$ 196,646**	**40%**		
Other - Streets & Transportation								
Flower planters - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 18,000		$ 16,574	$ 1,426	92%	FY25 & 26 two year plan to install flower planters on Washington Street. ($5000 encumbered in FY25.)	An initiative to replace the aging flower pedestals along Washington Street. This aims to enhance the overall aesthetic appeal of the downtown area by systematically replacing outdated or deteriorating pedestals with durable, visually consistent alternatives.
Potter's Field - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000		$ 59,970	$ 30	100%	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)	
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 78,000**	**$ -**	**$ 76,544**	**$ 1,456**	98%		
TOTAL STREETS & TRANSPORTATION		**$ 1,657,500**	**$ 16,907**	**$ 374,167**	**$ 1,853,728**	**23%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
979 CULTURE & RECREATION								
Parks & Recreation								
Bridges at Happy Retreat & Skate Park - 979-58 Culture & Recreation Other Improvements		$ 92,920		$ 102,316	$ (9,396)	110%	$84,000 carried over from FY25.	
JMP Slide - 979-59 Culture & Recreaption Capital Other Impovements		$ 14,225		$ 14,224	$ 1	100%		
Pickle Ball Courts - 979-58 Culture & Recreation Capital Other Improvements		$ 65,000		$ 16	$ 64,984	0%		Allowance for 60 X 60 paved court, 4 ft. chain link fence around the court, resurfacing in 2 colors, and 2 portable pickle ball nets
Paving Path from bridge to road by the Skate Park - 979-58 Culture & Recreation Other Improvements		$ 5,000		$ 5,000	$ -	100%	Connect the existing path on one side of the bridge to the other side. ($5000 carried over from FY25.)	
Pick-up Truck - 977-59 Culture & Recreation Capital Outlay Equipment		$ 49,055		$ 33,880	$ 15,175	69%	This truck will be for the use of the Parks Manager.	
Skate Park Paving from entrance to skate ramp - 977-58 Culture & Recreation Other Improvements		$ 10,000		$ -	$ 10,000	0%		
TOTAL PARKS & RECREATION	**$ -**	**$ 236,200**	**$ -**	**$ 155,436**	**$ 80,764**	**66%**		
Culture								
Decorative String Lights for Art Alley and Charles Street - 979-58 Culture & Recreation Other Improvements		$ 6,000		$ -	$ 6,000	0%		Installation of lights at Charles Street and Art Alley for safety and City beautification. This will complete the 2nd half of Charles Street.
Depot Square Christmas Design - 979-58 Culture & Recreation Other Improvements		$ 60,000		$ 27,003	$ 32,997	45%		Outfitting the Depot Square with Christmas decorations and the beginning stages of holiday marketplace implementation. (Electric to the Depot Square 25,000; five marketplace huts $20,000; lights and Christmas decorations 15,000)
Historical Signs - 979-58 Culture & Recreation Other Improvements		$ 17,000		$ 1,621	$ 15,379	10%		
Movie Screen - 977-59 Culture & Recreation Capital Outlay Equipment		$ 15,000		$ -	$ 15,000	0%		25 X 14 movie screen with inflatable frame for event use.
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 197,400		$ -	$ 197,400	0%	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($97,400 carried over from FY25 and $100,000 encumbered in FY25.)	
Festival Blow Up Games - 979-58 Culture & Recreation Other Improvements		$ 6,000		$ -	$ 6,000	0%		Basketball Shootout and Football Blitz blowup games for use at Festivals and P&R events. This will help save money with rental expenses during WV Fest.
TOTAL CULTURE	**$ 100,000**	**$ 301,400**	**$ -**	**$ 28,624**	**$ 272,776**	**9%**		
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 537,600**	**$ -**	**$ 184,060**	**$ 353,540**	**34%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
Contingencies		$ 2,540,641		$ -	$ 2,540,641	0%	This amount will be adjusted in the 1st Revision in July 2025.	
Encumberances for Subsequent Years		$ 350,000		$ -	$ 350,000	0%	$100,000 for Wayfinding Signage; $250,000 for Augustine Avenue Project	
Transfer to Grant Projects		$ 3,996,904		$ -	$ 3,996,904	0%	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.	
TOTAL EXPENSES	**$ 100,000**	**$ 10,050,645**	**$ 37,236**	**$ 983,689**	**$ 9,637,352**	**10%**		
REVENUES OVER EXPENSES	**$ (100,000)**	**$ 562,395**	**$ 67,227**	**$ 9,371,763**				

GRANT PROJECTS BUDGET

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #6 NOTES
AUGUSTINE AVENUE GRANT PROJECT								
REVENUES								
Capital Reserve Carryover	$ 250,000	$ 86,044		$ -	$ 86,044	0%	This is a State project with 4 Federal grants that require upfront matches. The State will administer the project, therefore the City will only need to pay the matches. We will not receive any revenue or pay expenses that need to be reimbursed. All matches have been paid in previous years except a 76,444 match that is allocated for Phase I Construction. The $76,444 is budgeted for FY 2026 and carried over from FY25. There is a $250,000 encumberance set aside for estimated potential overages that the City may have to pay.	Allowance for Phase 1 overages.
TOTAL REVENUES	**$ 250,000**	**$ 86,044**	**$ -**	**$ -**	**$ 86,044**	0%		
EXPENSES								
Augustine Avenue Trail Construction - Construction Phase I - 979-58 Culture & Recreation Other Improvements		$ 9,600		$ -	$ 9,600	0%	Construction - Phase 1 Funded through WVDOT Grant with a City match of $76,444. This is the only match left to pay for this project. All other matches have been paid in prior years.	Allowance for Phase 1 overages.
Augustine Avenue Trail Construction - Construction Phase II & III Encumberance for FY27 - 979-58 Culture & Recreation Other Improvements	$ 250,000	$ 76,444		$ -	$ 76,444	0%	This encumbrance is for potential overages on the project in which the City may be responsible.	
TOTAL EXPENSES	**$ 250,000**	**$ 86,044**	**$ -**	**$ -**	**$ 86,044**	0%		
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #6 NOTES
LIBERTY STREET FLOODING MITIGATION GRANT PROJECT								
REVENUES								
Capital Reserve Carryover		$ 861,555		$ -	$ 861,555	0%	This is the City's portion of the cost of this project after receiving the Chesapeake Bay and FEMA Grants listed below totaling $469,845. The $861,555 includes the City's $305,774 FEMA Grant match and the remaining $555,811 is the City's out of pocket expenses not supported by grants.	
36500 Federal Grants - Chesapeake Bay Foundation		$ 94,845		$ -	$ 94,845	0%	Total award is $172,445. This grant does not require a match. $77,600 was received in FY24, which leaves a remaining balance of $94,845 to be received. This is a reimbursable grant so we must budget all expenses and administer the project.	
36500 Federal Grants - FEMA		$ 375,000		$ -	$ 375,000	0%	Total award is $680,774. FEMA will pay the City $375,000 and the City is required to match $305,774. This is a reimbursable grant so we must budget all expenses and administer the project.	
TOTAL REVENUES	**$ -**	**$ 1,331,400**	**$ -**	**$ -**	**$ 1,331,400**	0%		
EXPENSES								
Liberty Street Flooding Mitigation - Phase I - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 1,331,400	$ 167,473	$ 565,841	$ 765,559	42%	Total construction cost is $1,420,000. We have received two grants to support this project, both of which are reimbursable, therefore we must budget the entire cost of the project. $88,600 was paid in prior years, leaving the remaining cost at $1,331,400.	
TOTAL EXPENSES	**$ -**	**$ 1,331,400**	**$ 167,473**	**$ 565,841**	**$ 765,559**	42%		
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ (167,473)**	**$ (565,841)**	**$ 565,841**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #6 NOTES
JEFFERSON MEMORIAL POOL GRANT PROJECT								
REVENUES								
Capital Reserve Carryover		$ 3,049,305		$ -	$ 3,049,305	0%	This is the City's portion of the cost of this project after receiving the Pool House LWCF and Pool LWCF Grants listed below totaling $1,850,695. The $3,049,305 includes the City's $250,000 Pool House LWCF Grant match and $1,600,695 Pool LWCF Grant match and the remaining $1,198,610 is the City's out of pocket expenses not supported by grants.	
Pool House LWCF Grant		$ 250,000		$ -	$ 250,000	0%	Total award is $500,000. National Park Service LWCF will pay the City $250,000 and the City is required to match $250,000. This is a reimbursable grant so we must budget all expenses and administer the project.	
Pool LWCF Grant		$ 1,600,695		$ -	$ 1,600,695	0%	Total award is $3,201,390. National Park Service LWCF will pay the City $1,600,695 and the City is required to match $1,600,695. This is a reimbursable grant so we must budget all expenses and administer the project.	
TOTAL REVENUES	**$ -**	**$ 4,900,000**	**$ -**	**$ -**	**$ 4,900,000**	0%		
EXPENSES								
JMP Pool House Renovation - 979-58 Culture & Recreation Other Improvements **Pool 1**		$ 1,400,000	$ 38,308	$ 265,219	$ 1,134,781	19%	Total construction cost is $1,400,000. We have received a $500,000 grant to support this project, $250,000 will be received from National Park Service and the City must match $250,000. This grant is reimbursable, therefore we must budget the entire cost of the project.	
JMP Pool Upgrade - 979-58 Culture & Recreation Other Improvements **- Pool 2**		$ 3,500,000	$ 152,163	$ 1,020,391	$ 2,479,609	29%	Total construction cost is $3,500,000. We have received a $3,201,390 grant to support this project, $1,600,695 will be received from National Park Service and the City must match $1,600,695. This grant is reimbursable, therefore we must budget the entire cost of the project.	
TOTAL EXPENSES	**$ -**	**$ 4,900,000**	**$ 190,471**	**$ 1,285,610**	**$ 3,614,390**	26%		
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ (190,471)**	**$ (1,285,610)**	**$ 1,285,610**			

GRANT PROJECT STATUS REPORT

AUGUSTINE AVENUE

Grant Type: Upfront Matching Grant - Charles Town pays the match required to begin the project. The state manages and hires contractors to complete the project. The state pays all remaining costs unless the project runs over budget. The city is responsible for 20% of all overage costs.

Notes: Four grants are allocated to this project; Augustine Avenue Design TAP Grant which is designated to the design phase; Augustine Avenue Phase I & II TAP Grant which is assigned to Phase I & II; Augustine Avenue Phase III Capito Earmark which is allocated to Phase III; Liberty Street Sidewalk Upgrades (Moved to Augustine Avenue.) which will be used for Phase III overages if there are any.

PROJECT COST		GRANT BREAKDOWN							CITY'S OBLIGATION				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Overage Cost	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes
Design Phase I & II	145,421	Design I & II	145,421	116,337	29,084				Design I & II Match	29,084	29,084	-	Paid prior to FY 2023
Phase I & II	700,000	Phase I & II	700,000	560,000	140,000	73,596	58,877	14,719	Phase I & II Match	154,719	154,719	-	$140,000 paid in FY 2024. $14,719 paid in FY 2025.
Phase III	1,750,000	Phase III	1,750,000	1,400,000	350,000				Phase III Match	350,000	350,000	-	Paid in FY 2025
		Liberty Street Reallocation	382,218	304,774	76,444				Liberty Street Reallocation Match	76,444	0.00	N/A	
Total Cost	**2,595,421**	**Totals**	**2,977,639**	**2,381,111**	**595,528**	**73,596**	**58,877**	**14,719**	**Total**	**610,247**	**533,803**	**-**	

City's Outstanding Balance: 0.00 Unless overages occur.

LIBERTY STREET FLOODING MITIGATION

Grant Type: Reimbursement Grant - Charles Town will cover the entire cost of the project and hire contractors to complete the work. As work is completed, the City of Charles Town will request reimbursement for eligible costs covered under the Federal award.

Notes: Two grants are allocated to this project; Chesapeake Bay Foundation Grant which is allotted for green infrastructure; FEMA Grant which is designated for stormwater mitigation upgrade.

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Flooding Mitigation Contract	1,125,725	Chesapeake Bay	172,445	172,445	0	FEMA Match	305,774	167,473	138,301		Chesapeake Bay	172,445	77,600	94,845	Paid in FY 2024.
Management & Contingency	293,453	FEMA	680,774	375,000	305,774	Out of Pocket Expenses	565,959	409,260	156,700	$10,741 paid in FY 2025. $398,519 paid in FY2026	FEMA	375,000		375,000	
Total Cost	**1,419,178**	**Totals**	**853,219**	**547,445**	**305,774**	**Total**	**871,733**	**576,733**	**295,001**		**Total**	**547,445**	**77,600**	**469,845**	

City's Outstanding Balance: 295,001

Grant Outstanding Balance: 469,845

JEFFERSON MEMORIAL POOL

Grant Type: Reimbursement Grant - Charles Town will cover the entire cost of the project and hire contractors to complete the work. As work is completed, the City of Charles Town will request reimbursement for eligible costs covered under the Federal award.

Notes: Two grants are allocated to this project; LWCF Pool House Grant assigned to the construction of the pool house; LWCF Pool Grant designated to the construction of the pool.

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Pool House	1,398,901	LWCF Pool House	500,000	250,000	250,000	LWCF Pool House Match	250,000	265,219	(15,219)		LWCF Pool House	250,000		250,000	
Pool Construction	3,494,550	LWCF Pool	3,201,390	1,600,695	1,600,695	LWCF Pool Match	1,600,698	1,020,391	580,307		LWCF Pool	1,600,698		1,600,698	
						Out of pocket expenses	1,198,610		1,198,610						
Total Cost	**4,893,451**	**Totals**	**3,701,390**	**1,850,695**	**1,850,695**	**Total**	**3,049,308**	**1,285,610**	**1,763,698**	**-**	**Total**	**1,850,698**	**-**	**1,850,698**	

City's Outstanding Balance: 1,763,698

Grant Outstanding Balance: 1,850,698

REPAVING BUDGET

ACCOUNT	FY 2026 CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #2 & 3 NOTES
REVENUES							
Repaving Carryover	$ 1,681,704		$ 1,681,704	$ -	100%	Carryover balance from FY2025 Repaving Funds. This amount will be adjusted in the first revision in July 2025.	
36877 Contributions from GF - Repaving Fees	$ 150,000	$ 16,222	$ 104,546	$ 45,454	70%	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving	
38000 Interest on Bank Accounts & Other Sources	$ 50,000		$ 12,690	$ 37,310	25%		
TOTAL REVENUES	**$ 1,881,704**	**$ 16,222**	**$ 1,798,940**	**$ 82,764**	96%		
EXPENDITURES							
977-60 Streets & Transportation Capital Outlay Street Paving	$ 330,000		$ 303,952	$ 26,048	92%	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs.	Paving adjustment for the following: $10,000 pot holes & $15,000 Morison Street parking
Paving Contingency - 977-60 Streets & Transportation Capital Outlay Street Paving	$ 1,551,704		$ -	$ 1,551,704	0%	This contingency represents past income collected by CTUB earmarked for street paving. It will be adjusted in the first revision in July 2025.	
TOTAL EXPENSES	**$ 1,881,704**	**$ -**	**$ 303,952**	**$ 1,577,752**	16%		
REVENUES OVER EXPENSES	**$ -**	**$ 16,222**	**$ 1,494,988**				

the city of Charles Town WV

FY 2026 P&R

REVENUES	CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	151,293		151,293	-	100%		FY 2025 carryover brought into FY 2026.
207-340-000 Pool Admission	20,400		-	20,400	0%		
207-340-010 Pool Concession Stand	3,000		16	2,984	1%		
207-340-020 Pool Rental	2,000		-	2,000	0%		
207-340-030 Pool Passes	3,000		-	3,000	0%		
207-340-040 Swimming Lessons	5,000		-	5,000	0%		
207-340-070 Pavilion Rental	4,000		1,400	2,600	35%		
207-340-100 Park Donations	-		2,500	(2,500)			
207-340-120 Hotel/Motel	100,000	5,484	43,576	56,424	44%		
207-340-140 Tennis CIP Donations	1,000		-	1,000	0%		
207-340-210 Junior Tennis	1,200		455	745	38%		
207-340-220 Tennis Lessons	7,500		5,640	1,860	75%		
207-380-000 Interest on Investments	750		1,234	(484)	165%		
207-369-000 Contributions from GF	20,000		20,000	-	100%		
207-340-520 Sale of Items	-		170	(170)			
TOTAL REVENUES	**319,143**	**5,484**	**226,284**	**93,029**	**135%**		

	EXPENSES	CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
207-900-103	Salaries	62,000		11,100	50,900	18%	Pool - 15 Part-time employees @ $25,000 Tennis - 7 Part-time employees @ $6500	
207-900-104	FICA Tax Expense	5,000		849	4,151	17%	FICA @ 7.65% of Salary	
207-900-108	Overtime	1,000		-	1,000	0%		
207-900-211	Telephone	1,000		-	1,000	0%	Jefferson Memorial Pool Phone Line	
207-900-213	Utilities	12,000	229	2,132	9,868	18%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $5,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $5000	
207-900-215	Buildings and Grounds	12,000		425	11,575	4%	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies).	
207-900-216	Pool supplies and equipme	5,000		-	5,000	0%	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.	
207-900-220	Advertising/Legal Pub	200		-	200	0%	Publishing fees	
207-900-221	Training	1,000		380	620	38%	CPR/First Aid training	Allowance for Park Manager Pool Operation Certification
207-900-226	Insurance & Bonds	4,000		5,795	(1,795)	145%	Commercial Property, Umbrella Liability, Automobile, Worker's	
207-900-230	Contracted Services	50,000	529	30,269	19,731	61%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000; Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300	
207-900-236	Refunds	300		100	200	33%		Allowance for refund of pavillion rental and registration fees.
207-900-237	Other Fees/Taxes	150		-	150	0%	Pool permit fee Health Department	
207-900-341	Departmental Supplies	13,150		5,423	7,727	41%	Trophies, T-shirts, Floats and whistles.	
207-900-341	Junior Tennis Supplies	850		-	850	0%	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls.	
207-900-342	Concession Stand Supplies	1,000		-	1,000	0%		
207-900-345	Uniforms	2,000		145	1,855	7%		Guard uniforms
207-900-359	Capital Outlay	114,000		-	114,000	0%		
207-699-568	Contingencies	34,493		-	34,493	0%		
TOTAL EXPENSES		**319,143**	**758**	**56,617**	**262,526**	**18%**		
REVENUES OVER EXPENSES		**-**	**4,726**	**169,666**				

SHELIA CLIFFORD TRUST CAPITAL PROJECT

REVENUES	CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	433,636		433,636	-	100%		FY 2025 Donations received carried into FY 2026
207-340-216 Clifford Trust Restricted I	28,000		27,947	53	100%		Additional donations received from the Clifford Trust.
207-380-000 Interest on Investments	7,000		-	7,000	0%		Interest earned on money market checking account.
207-380-050 Dividends	1,600		5,647	(4,047)	353%		Dividends received on investments.
207-380-100 Gains/ Losses on Investment	35,000		34,884	116	100%		Gains/Losses received on investments.
TOTAL REVENUES	**505,236**	**-**	**502,114**	**3,122**	**99%**		

EXPENSES	CURRENT BUDGET	JANUARY 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
207-900-223 Professional Services	1,800		2,920	(1,120)	162%		Portfolio management fees.
207-900-459 Clifford Trust Capital Expe	503,436		-	503,436	-		Expenditures for dog watering pavillion station and heated bird baths with garden as specified in the Trust Agreement.
TOTAL EXPENSES	**505,236**	**-**	**2,920**	**502,316**	**1%**		
REVENUES OVER EXPENSES	**-**	**-**	**499,194**				

CITY OF CHARLES TOWN
BANK AND INVESTMENT ACCOUNTS
BALANCES AS OF DECEMBER 31, 2025

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
001 GENERAL FUND									
This pool of money is used to support the operations of the City. This Fund is monitored by the State of WV. The City must submit a budget to the State in March of each year for approval in the following April. All revisions to the budget must be sent to the State for approval. These funds support all operational expenses accross the City departments. These departments are Economic Development, Mayor's Office, Council, City Manager, Treasurer, Court Clerk, Police Judges, City Attorney, Enforcement Agency, Building Inspections, Planning & Zoning, Elections, City Hall, Contributions, Parking, Police, Crossing Guards, Maintenance, and Fairs and Festivals. Several revenues are received by the General Fund and passed through to other funds. Hotel/Motel Taxes are collected and half is transferred to the P&R Fund. The other half is given to the County CVB. Street Improvement Fees are collected and transferred to the Capital Fund Repaving Budget. Finally, Gaming and Vidoe Lottery Income is collected and transferred to the Capital Fund. The Vacant Structures bank account is required in the City's Article 1759 Vacant Buildings Ordinance. Vacant structure fees are deposited into this account and expenditures related to maintaining and ensuring the safety of these buildings are disbursed from these funds.								
General Fund	2792	General	Bank of Charles Town	001-101-01	$ 833,657		$ 833,657		General Fund operations.
Vacant Structures	9110	General	Bank of Charles Town	001-101-03	$ 23,085		$ 23,085		Vacant buildings maintenance.
002 COAL SEVERANCE									
This fund is a special revenue fund that is supported by the collection of a tax on the production of coal in the state. Because Jefferson County is not a coal producing county, we get a portion of the proceeds based on population. This budget is monitored by the State as well. The City must submit a budget to the State in March of each year to be approved in the following April just as we do for the General Fund. The Council has decided to use these funds to support the enhancement of the P&R pool. This P&R expenditure is approved by the State of WV.									
Coal Severance Tax Revenue Fund	2946	Coal Severance	Bank of Charles Town	002-101-05	$ 196,987		$ 196,987		Special revenue fund used for P&R pool.
003 RESIDUAL FUND									
Another name for this fund is the Rainy Day Fund. This is the City's savings fund. The State allows us to save 30% of our General Fund budget. The FY 2026 budget is $9,274,625. Therefore, the total of the accounts below cannot exceed $2,782,387. Given that information, the City can set aside aproximately one million additional dollars for savings in the Residual Fund. This money can be used to cover General Fund shortfalls or any other purpose the City considers appropriate.									
Residual Fund	2112	Residual	Bank of Charles Town	003-101-07	$ 1,232,516	$ 1,232,516		$ 1,232,516	Savings account/emergency fund for the city. Maximum balance can be 30% of general fund budget. No planned expenditures. Annual interest is 3.23%
Fidelity City Residual Fund #9959	9959	Residual	United Capital Fidelity	003-101-20	$ 885,701	$ 885,701		$ 885,701	Investment fund for GF budget stabalization.
008 SALES TAX									
The revenue that is received in this fund is the 1% city sales tax on the sale of goods and services that businesses operating within the Charles Town city limits must charge their customers. The State collects this tax for us and sends a quarterly payment to this fund. This money is unrestricted and can be used for whatever the City deems appropriate. Currently our ordinances declare that the money must first be used to pay debt obligations. In the FY 2026 General Fund budget the City is bringing in 1.5 million from the Sales Tax Fund. Approximately $325,000 of that money will be used to pay monthly bond/loan payments. The remaining $1,175,000 is allocated for City operations.									
Sales Tax	3012	Sales Tax	Bank of Charles Town	008-101-00	$ 5,453,710	$ 5,453,710	$ -	$ 5,453,710	$1.5 million committed to General Fund for FY 2026. Debt service is to be paid first per ordinance.
011 CHARLES WASHINGTON HALL LANDLORD FUND									
This fund was formed to create a LLC to redeem Federal and State historical tax credits associated with the renovation of Charles Washington Hall in 2014-2017. Because those obligations have been fulfilled the money in this account has been transferred to the Capital Reserve Fund and designated to building repair.									
CWH Landlord, LLC	3365	CWH Landlord	Bank of Charles Town	011-101-00	$ 764	$ 764	$ -	$ 764	Unrestricted revenues from the sale of federal historic tax credits. $25,000 allocated for possible option by out.
020 HOUSING REHAB FUND									
The Housing Rehabilitation Program was established in the 1980's when the City received HUD income for community housing rehabilitation. In the past, this was a loan program to the community. This program ceased several years ago. The money is now being used in the General Fund to support nuisance property expenses.									
Housing Rehab Program	2100	CDBG	Bank of Charles Town	020-101-00	$ 68,314	$ -	$ 68,314		Funds restricted to housing rehab services.

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
021 POLICE INVESTIGATIVE FUND									
This Fund contains restricted money specifcally for police use. There are two accounts associated with this fund, Police Investitation and Federal Equitable. The Police Investigation account is generated from income received from the City's involvement in local confiscated property. These funds must be used for police purposes. The Federal Equitable account is generated from the City's involvement in the County TASK Force. Funds received are the City's portion of property confiscated by the TASK Force. These funds are monitored by the State TASK Force.									
Federal Equitable Fund	2873	Investigative	Bank of Charles Town	021-101-02	$ 124,939	$ -	$ 124,939		Funds restricted for limited police activities per Department of Justice guidelines.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-01	$ 47,129		$ 47,129		Funds for police use.
026 OPIOID FUND									
These funds exist from a legal settlement of the State against opioid manufacturrers, distributors, and pharmacies due to their contribution to the misues of opioids. The State mandates that the money must be used for treatment and recovery programs, mental health services, support of law enforcement and first responders, provision of prevention education, or improved access to Narcan. There will be annual distributions of approximately $35,000 through 2028. The council has determined that this money will be used to support social worker salaries for services on drug related calls.									
Opioid Settlement Fund	2106	Opioid Fund	Bank of Charles Town	026-101-01	$ 229,863		$ 229,863		Special revenue fund. Council is determining use of funds per State
200 CAPITAL RESERVE FUND									
Capital Reserve money is used to support capital expenditures. These expenditures are normally no less than $5000. A capital expense may be a purchase of land, buildings, vehicles, equipment, or infrastructure construction. They are usually one time expenditures that become fixed assets, and may be supported by grants. There are 3 checking accounts associated with the Capital Fund. The first bank account is the Capital Reserve account which pays for the capital purchases. This account is supported from lottery proceeds, developer fees, and transfers from the General Fund. The second bank account is the Repaving account which pays for the paving and construction of roads. This account is supported from repaving fees assessed on Charles Town residents. The City collects $48 annually from each Charles Town household to support paving. The final account, the EPA account, is the bank account in which grants are received. This is a pass through account. The balance of this bank account should always be zero because the money received should be immediately transferred out to the account that it is reimbursing.									
Capital Reserve Fund	2822	Capital Reserve	Bank of Charles Town	200-101-00	$ 7,721,864	$ 2,546,641	$ 5,175,223	$ 2,546,641	Funding for capital projects and grant projects approved in FY 2026 Capital Budget.
EPA/RLF Fund	2911	Capital Reserve	Bank of Charles Town	200-101-20	$ 78	$ -	$ 78		EPA project completed, but account remains open because it is a depository for Federal Equitable revenue and reimbursable grants.
Repaving	2094	Capital Reserve	Bank of Charles Town	200-101-09	$ 1,515,429		$ 1,515,429	$ 1,402,162	Special revenue for resurfacing projects approved in FY 2025 Capital Budget.
207 PARKS & RECREATION FUND									
The Parks & Recreation Fund is designated to support the operations of the parks, the pool, and P&R programs. Parks & Recreation is a separate entify from the City. There are 3 checking accounts associated with the P&R Fund. They are the P&R Operating account, the P&R Capital Improvement account, and the Clifford Trust. The Operations bank account is used to support the operations of the Parks Program. The main revenue for that account is Hotel/Motel Taxes that are collected in the General Fund and passed on to P&R per City ordinances. The Capital Improvement bank account is supported from community donations and transfers from the P&R Operating account. The Clifford Trust is restricted for specific purposes per the donors' request. These funds are to be used to enhance Jefferson Memorial Park by constructing a dog watering station with a pavilion and heated bird baths with a garden.									
Parks & Rec	2881	Parks & Recreation	Bank of Charles Town	207-101-00	$ 58,185		$ 58,185		Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Recreation	Bank of Charles Town	207-101-05	$ 110,040		$ 110,040		Account designated to P&R donations/contributions for future Parks capital improvement (i.e. tennis courts, pool, etc.)
JMP-Sheila Clifford Trust	2876	Parks & Recreation	Bank of Charles Town	207-101-04	$ 509,354		$ 509,354		Funds for the construction of a dog watering station and pavilion as well as heated bird baths and gardens at Jefferson Memorial Park.
400 BUILDING COMMISSION FUND									
The Building Commission is a separate entity from the City. It's purpose is to incur debt on behalf of the City. The properties that the debt are held against are owned by the Building Commission and leased to the City. This relationship exists between the Building Commission and the City until the debt is paid off. Then the property can be given back to the City. Currently there are 3 bonds/loans that the Building Commission holds for the City. The first one is a USDA Bond for Charles Washington Hall. The balance of the bond as of 5/15/2025 is $2,377,573 with monthly payments of $12,840. The second bond is another USDA Bond for Charles Washington Hall. The balance of this bond as of 5/15/25 is $751,198 with monthly payments of $3827. The final loan is held at the Bank of Charles Town at $1,637,630 as of 4/30/25. The monthly payments for this loan is $10,390.98. The Building Commission receives monthly lease payments from the General Fund to support these bond/loan payments. The Building Commission holds one year of bond/loan payments totaling approximately $325,000 in its checking account on reserve.									
Building Commission	4862	Bldg Commission	Bank of Charles Town	400-101-00	$ 264,069	$ -	$ 264,069		Near -term expenditures (i.e. debt service) are paid from the BC fund and directly reimbursed through monthly lease payments from the General Fund.

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
700 POLICE PENSION FUND									
Money in the Police Penson Fund is designated for payroll and benefit payments to retired police officers and/or surving spouses. This is a separate entity from the City. There are 3 members in the plan. The City is obligated to pay a portion of the expenses calculated through information provided from Bolton. This is a transfer from the General Fund Police Budget. When the City's obligation is paid, the State will make an annual contribution to support the payroll expenses as well. The State has strict rules and reporting requirements regarding this account. The Fidelity Pension Investment account is held for future pension payments.									
Police Pension Relief Fund	2118	Police Pension	Bank of Charles Town	700-101-00	$ 71,195		$ 71,195		Funds used to support pension beneficiaries. Includes employer contributions from the General Fund calculated annually from the Bolton Actuarial Valuation Report and one annual State contrubition.
Fidelity Police Pension Fund #6846	6846	Police Pension	United Capital Fidelity	700-101-20	$ 591,849		$ 591,849		Investment fund for restricted use of future pension payments.
900 BOND ESCROW FUND									
The purpose of this fund is to hold developer bonds until project completion. When construction has been completed, inspected, and approved by Council for release, the money is given back to the developer. If the developer does not complete construction as required, the City keeps the funds to make the needed changes. Currently the City is only holding one bond in the amount of $107,157.									
Bond Escrow Fund	3004	Bond Escrow	Bank of Charles Town	900-101-00	$ 97,735		$ 97,735		Account is used to deposit bond funds from developers and held until projects are completed.

Total Bank Accounts……	**$ 18,558,914**			
Total Investment Accounts……	**$ 1,477,549**			
Total Funds……	**$ 20,036,463**	**$ 10,119,332**	**$ 9,917,131**	**$ 11,521,494**

Definations:

**Restricted Funds - Monies that are legally or contractually required to be used for a specific purpose.*

***Unrestricted Funds - Monies that are not designated for a specific purpose. These funds can be used for whatever the City deems appropriate.*

****Unemcumbered Funds - Monies that have not been set aside or committed to a specifc contract, project, or obligation.*

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1167: City Manager Report - February 17, 2026

ATTACHMENTS:

2026-1168: Legislative Update

Legislative Update

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1169: Bee City USA Application & Resolution

This agenda item was Tabled at the February 2, 2026, council meeting.

Bee City USA Application & Resolution

ATTACHMENTS:
- bee city usa resolution.pdf

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

A Resolution of City Council of Charles Town, West Virginia Designating Charles Town as a BEE CITY USA® Affiliate

WHEREAS, the mission of BEE CITY USA is to galvanize communities to sustain pollinators, responsible for the reproduction of almost 90% of the world's flowering plant species, by providing them with healthy habitat, rich in a variety of native plants and free to nearly free of pesticides; and

WHEREAS, thanks to the more than 3,600 species of native bees in the United States, along with introduced honeybees, we have very diverse dietary choices rich in fruits, nuts, and vegetables; and

WHEREAS, bees and other pollinators have experienced population decline due to a combination of habitat loss, poor nutrition, pesticides (including insecticides, fungicides, and herbicides), parasites, diseases, and climate change; and

WHEREAS, pollinator-friendly communities can benefit local and regional economies through healthier ecosystems, increased vegetable and fruit crop yields, and increased demand for pollinator-friendly plant materials from local growers; and

WHEREAS, ideal pollinator-friendly habitat (A) is comprised of mostly native wildflowers, grasses, vines, shrubs, and trees blooming in succession throughout the growing season to provide diverse and abundant nectar and pollen, since many wild pollinators prefer or depend on the native plants with which they co-adapted; (B) is free to nearly free of pesticides, as many pesticides can harm pollinators and/or their habitat; (C) comprises undisturbed spaces (leaf and brush piles, unmown fields or field margins, fallen trees and other dead wood) for nesting and overwintering; and (D) provides connectivity between habitat areas to support pollinator movement and resilience; and

WHEREAS, Integrated Pest Management (IPM) is a long-term approach to maintaining healthy landscapes and facilities that minimizes risks to people and the environment by: identifying and removing the causes of pest problems rather than only attacking the symptoms (the pests); employing pests' natural enemies along with cultural, mechanical, and physical controls when prevention is not enough; and using pesticides only when no other method is feasible or effective; and

WHEREAS, supporting pollinators fosters broad-based community engagement in environmental awareness and sustainability; and

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WHEREAS, the City of Charles Town should be certified a *BEE CITY USA* community because of its commitment to preserving and planting of native trees and plants that strengthen the natural environment for pollinators, birds and native species. Charles Town has installed several pollinator gardens and will continue to expand the scope and size of its planting projects, removing invasive species and planting native flowers, grasses shrubs and trees to enhance the nature and food for pollinators including all varieties of bees and

NOW, THEREFORE, in order to enhance understanding among local government staff and the public about the vital role that pollinators play and what each of us can do to sustain them, the City of Charles Town chooses to support and encourage healthy pollinator habitat creation and enhancement, resolving as follows:

1. The City of Charles Town, Parks & Recreation Board is hereby designated as the BEE CITY USA sponsor.
2. The Parks & Recreation Director of the Barks & Recreation Board is designated as the BEE CITY USA Liaison.
3. Facilitation of the City of Charles Town's BEE CITY USA program is assigned to the Bee City Committee.
4. The Bee City Committee is authorized to and shall:
    a. **Celebration**: Host at least one educational event or pollinator habitat planting or restoration each year to showcase the City of Charles Town's commitment to raising awareness of pollinator conservation and expanding pollinator health and habitat.
    b. **Publicity & Information**: Install and maintain at least one authorized BEE CITY USA street sign in a prominent location, and create and maintain a webpage on the City of Charles Town website which includes, at minimum a copy of this resolution and links to the national BEE CITY USA website; contact information for your BEE CITY USA Liaison and Committee; reports of the pollinator-friendly activities the community has accomplished the previous year(s); and your recommended native plant species list and integrated pest management plan (explained below).
    c. **Habitat**: Develop and implement a program to create or expand pollinator-friendly habitat on public and private land, which includes, but is not limited to, Identifying and inventorying the City of Charles Town's real property that can be enhanced with pollinator-friendly plantings; creating a recommended locally native plant list to include wildflowers, grasses, vines, shrubs, and trees and a list of local suppliers for those species; and, tracking (by square footage and/or acreage) annual area of pollinator habitat created or enhanced.
    d. **Pollinator-Friendly Pest Management:** Create and adopt an integrated pest management (IPM) plan designed to prevent pest problems, reduce pesticide use, and expand the use of non-chemical pest management methods.
    e. **Policy & Plans**: Establish, through the City of Charles Town], a policy in the Bee City Plan of the City of Charles Town's Comprehensive Plan to acknowledge and commit to the BEE CITY USA designation and review the Bee City Plan and other relevant documents to consider improvements to pest management policies and

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f. practices as they relate to pollinator conservation, identify appropriate locations for pollinator-friendly plantings, and consider other appropriate measures.
g. **Renewal:** After completing the first calendar year as a BEE CITY USA affiliate, each February, apply for renewal of the City of Charles Town's BEE CITY USA designation following the format provided by BEE CITY USA, including a report of the previous year's BEE CITY USA activities, and paying the renewal fee based on the City of Charles Town's population.

Adopted the _____ day of _____, 2025.

Attest:

_____ _____

Micheal George
Mayor

Brent Manuel
City Clerk

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1179: Legal Update - Charles Town Utility Board (CTUB) - Possible Executive Session

Legal Update - Charles Town Utility Board (CTUB)

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1170: Petition to Install a Pole-Mounted Radar Speed Sign on S. George Street

ATTACHMENTS:

- Letter fro WV DOH - S. George Street.pdf
- S. George St. Petition.pdf

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways
Office of the District Engineer/Manager
District Five
Post Office Box 99 · Burlington, West Virginia 26710-0099 · (304) 289-3521

Stephen T. Rumbaugh, P. E.
Secretary of Transportation
Commissioner of Highways

December 31, 2025

City of Charles Town
101 East Washington Street
Post Office Box 14
Charles Town, West Virginia 25414

Dear Mayor George and Council Members:

Thank you for the letter dated October 7, 2025, to the West Virginia Division of Highways (WVDOH) regarding traffic safety on South George Street, WV 115, in Jefferson County.

The study, which included a field review by Kenneth Clohan, District Traffic Engineer, has been completed. The major findings of the study are as follows:

- The pavement was found to be as wide as 38 feet, curb to curb where parking is occurring on both sides of the road. White edge lines are generally limited to areas where curbs are not present. National guidelines recommend parking space markings such as what is provided on Washington Street in the downtown area. More information is available in section 3B.27 in the MUTCD. These markings also allow better identification of the spaces, encouraging on-street parking and better designation of the areas where parking is prohibited. Another improvement to consider may be the addition of yellow curb at the intersections. This would improve sight distance for vehicles and pedestrians entering South George Street. Some studies have shown that the addition of more on street parking creates a traffic calming effect.

- Six crashes were reported in a five-year period on South George Street between Mordington Avenue and Congress Street, which is slightly below the average rate for this type of roadway. No pedestrian crashes were reported in the available five-year period.

- During the field review, one pedestrian was observed on Academy Street, but no pedestrian facilities were found on Academy Street or Mordington Avenue where crosswalks were recommended. Marked crosswalks are generally limited to areas where there are high numbers of pedestrians crossing and there are ADA compliant facilities on both sides of the crossing. Therefore, marked crosswalks are not recommended at either location.

- The WVDOH can work with the City of Charles Town to permit placement of curb extensions where feasible and where drainage allows but marking of parking spaces or no parking areas may be a less expensive first option to consider.

- The WVDOH does not permit Pole Mounted Radar Speed Signs. There is concern that the use of speed feedback devices outside of work zones can be overused and ultimately result in them being ignored by drivers.

Again, thank you for writing and sharing your concerns. Should you have any questions or require additional information concerning this matter, please feel free to contact my office at (304) 289-3521.

Sincerely,

J. Lee Thorne

J. Lee Thorne, P. E.
District Engineer/Manager

We, the undersigned, respectively request that the City of Charles Town take action - in the interest of public safety - to facilitate a change in the policy (or an exception to the policy) of the West Virginia Division of Highways so that pole-mounted radar speed signs may be placed in the 200-600 blocks of South George Street in Charles Town.

Name	Address
Marshall McCormick	426 S. George St. CT WV
MARK STAFFORD	407 S. GEORGE ST.
JUAN PEREZ	308 S. George St.
Mary Stocks	316 S. George St.
Fr Alban Baker	219 S George St
Nancy McCormick	426 S George St.
Rook Gaston	513 S. George Street
Jim Gaston	"
Sandra Gapson	519 S. George St
Joann Gapson	519 S. George ST
[illegible]	530 S George St
Rhonda Adams	507 S. George St
Theresa A Carr	102 Blakeley Place.
Jessica Leake	632 S. George St
Eric Naylor	631 S George Street
Jennifer Tito Arroyo	638 S George St.
[illegible]	650 S Lege ST
Duane Barbee	631 S S George ST
[illegible]	507 S Geor St
S Wacyat	523 S. George St
Charles Hughes	421 S. Gorge St
K. Hughes	421 S George St

We, the undersigned, respectively request that the City of Charles Town take action - in the interest of public safety - to facilitate a change in the policy (or an exception to the policy) of the West Virginia Division of Highways so that pole-mounted radar speed signs may be placed in the 200-600 blocks of South George Street in Charles Town.

Name	Address jlrbushman@gmail.com
Jennifer Bushman	423 S. George St. CT, WV
Eileen Leslie	401 S. George St. C.T. WVA
Barbara Light	312 S. George St, Charles Town WV
Lt Dan	626 S George St, Charles Town
	611 S. George St Charlestown
	" " "
	CORY GABRIEL

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
Department: City Council
Category: Report
Initiator:

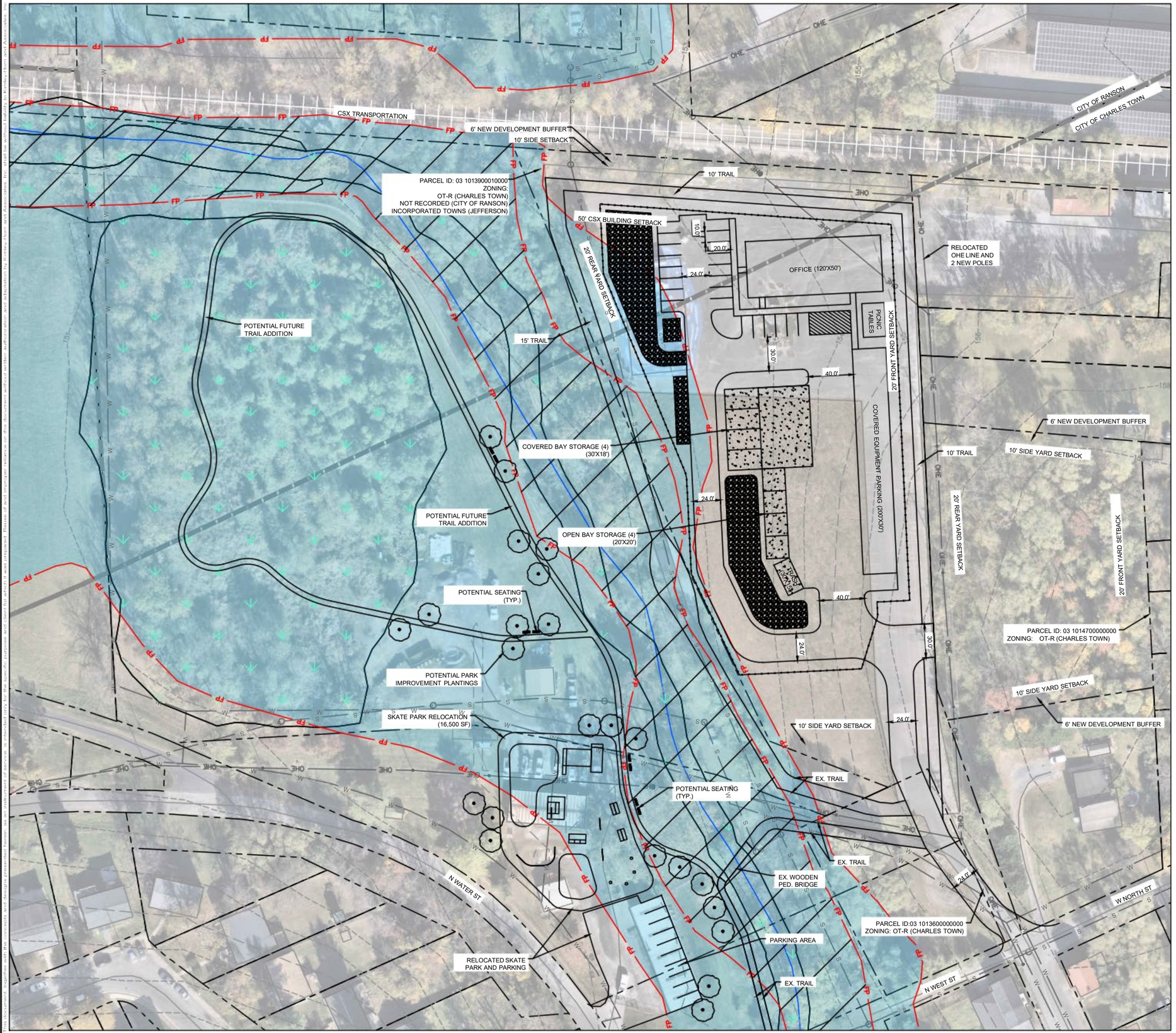
SCHEDULED

AGENDA ITEM (ID #)

2026-1172: Maintenance Yard Study Update

ATTACHMENTS:

- 2026-02-10 Draft Concept Site Plan 3.pdf
- Maintenace Site Study summary.pdf



NORTH

GRAPHIC SCALE IN FEET
0 20 40 80

LEGEND

- PROPERTY LINE
- COUNTY/CITY JURISDICTIONAL LINE
- STREAM
- ROAD CENTERLINE
- TRAIL
- FLOOD RISK AREA
- WETLAND
- POND
- FLOODWAY
- 100 YR FLOODPLAIN
- 500 YR FLOODPLAIN

SITE DATA

LOCATION:	CITY OF CHARLES TOWN, WV
ZONING:	SITE 1: OT-R (OLD TOWN RESIDENTIAL) (CHARLES TOWN) NOT RECORDED (CITY OF RANSON) SITE 2: OT-R (CHARLES TOWN) SITE 3: OT-R (CHARLES TOWN) NOT RECORDED (CITY OF RANSON)

*GOVERNMENT OFFICE BUILDING USE IS NOT PERMITTED IN OT-R DISTRICT.
*GOVERNMENT OFFICE BUILDING USE IS PERMITTED IN OT-MUC DISTRICT.

WATERSHED:	EVITTS RUN
PARKING REQUIRED:	3.3 SPACES PER 1,000 SF GFA = 20
PARKING PROVIDED:	22

DRAFT
CONCEPT
PLAN

NOTES

1. PARCEL INFORMATION AND DATA PER JEFFERSON COUNTY GIS.
2. THE SOURCE OF THE BASE AERIAL IMAGERY IS NEARMAPS..
3. WETLAND INFORMATION DATA PER NWI WETLANDS MAPPER GIS.

No.	REVISIONS	DATE	BY

Kimley»Horn
© 2026 KIMLEY-HORN AND ASSOCIATES, INC.
19775 BELMONT EXECUTIVE PLAZA, SUITE 250, ASHBURN, VA 20147
PHONE: 703-870-3600
WWW.KIMLEY-HORN.COM

KHA PROJECT	110845006
DATE	02/11/2026
SCALE	AS SHOWN
DESIGNED BY	ARW
DRAWN BY	ARW
CHECKED BY	ARW

CONCEPT SITE PLAN
SITE 3

POTENTIAL SITE SELECTION:
PUBLIC WORKS FACILITY
PREPARED FOR
CITY OF CHARLES TOWN
CITY OF CHARLES TOWN, WEST VIRGINIA

SHEET NUMBER

Maintenance Yard/Skate Park Swap Considerations

The City contracted with Kimley-Horn to conduct a site study for new maintenance yard. The study identified 14 possibilities, of which 3 were determined viable.

	Site	Acres	Viable	Comments
1	Current skate park	4.11	Yes	Not in floodplain; sufficient area
2	Lot adjacent to skate park	1.07	Yes	Only 1 acre – separate from main yard
3	Current maintenance yard	7.56	Yes	100yr Floodplain; additional cost
4	Board of Ed - Mordington	8.66	No	Location; used for soccer/park
5	Hill Farm Partners	12.77	No	Other planned use
6	Hill Farm Partners	10	No	Other planned use
7	Willingham Knowles Park	66.3	No	Location – across 340
8	Jefferson County Memorial Park	11.6	No	Current park
9	Happy Retreat	10	No	Current park
10	Wilde Geese Way	4.13	No	Location (across 340) and too narrow
11	Depot District	4	No	Other planned use
12	S George St (CTUB)		No	CTUB; 100yr Floodplain
13	S George St by City Natl Bank		No	100yr Floodplain; Purchase cost
14	S George St – Private	44.74	No	100yr Floodplain; not for sale

Additional cost to utilize current Maintenance Yard estimated at $600,000 minimum due to location in 100yr floodplain ($200,000 design and $400,000 construction).

- Non-residential structures need to be 2 feet above the 100yr floodplain elevation
- Fill in the 100yr floodplain requires modeling to show it doesn't affect adjacent lands
- A Conditional Letter of Map Revision (CLOMR) is required
- Letter of Map Revision (LOMR-F) based on fill needed to comply with FEMA

Conversion of current skate park is feasible upon fulfillment of below criteria:

Letter from John McGarrity, Senior Planner, WV Economic Development – 12-29-25

..."As you may know, the 1965 LWCF Act states that federally assisted park areas cannot be converted to alternative uses other than public outdoor use, without replacement of the assisted parklands with comparable facilities at local expense. Any such conversion must not be done without prior notice to our office, with approval by the NPS"...

Mr. Garrity provided further information on requirements:

- Need UASFLA (Uniform Appraisal Standards for Federal Land Acquisitions) appraisals
- Need development plans for new maintenance yard and new park area
- Need Environmental Assessment on both converted and replacement properties
- We must show what alternatives were considered
- Need like and kind comparison. Size of property, value, etc.
- Need published public meeting reviews that get submitted to WV Division of Economic Development and National Park Service
- NPS has final approval on the conversion

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1178: New Urban Forestry Grant

ATTACHMENTS:

- Community-Tree-Grant-Instructions.pdf
- MACFF-RFP-FY26-Final.pdf

West Virginia Division of Forestry Urban and Community Forestry

Community Tree Grant Instructions

Grant program administered by the WV Division of Forestry (WVDOF) with funding appropriated to the USDA Forest Service Urban and Community Forestry (UCF) Program through the Infrastructure Investment and Jobs Act (IIJA). This institution is an equal opportunity provider.

Community Tree Grant

West Virginia Community Tree (CT) Grants promote urban tree planting and other urban forestry projects on public property within communities and neighborhoods that are federally designated as eligible by the USFS. Federally eligible communities are determined by the Community Tree Grant Eligibility Map. The primary objectives of this program are to provide municipal governments and other public entities with funding to increase canopy cover in communities with few trees, improve human health and build the capacity of municipal tree care efforts.

This is a competitive grant program available to municipalities, public schools and nonprofits with a focus on the management of urban trees on public lands. The maximum grant request per application is $50,000. However, all requests must be realistic and proportional to the size and scope of the project and community. This is a reimbursement grant that requires the applicant to expend related funds up front then submit invoices upon completion for reimbursement. Reimbursements can be made quarterly for portions of the grant completed to date. Applications will be scored by an award committee with approved applications that meet all grant guidelines being funded. Tree City USA communities and those working towards that goal will be prioritized. This grant is 100% focused on USFS designated communities and consequently will not require applicants to provide matching funds. Proposal requirements, deadlines, and information on how to apply are described below. After reading the application groups are encouraged to contact us with any questions or concerns during the planning phase for their proposal.

Community Tree Grant Goals

Enhance canopy cover in communities currently with low canopy cover through large-scale tree plantings on public property.
Increase access to trees and canopy in eligible communities while improving the quality of life in these communities.
Improve human health with plantings that enhance air quality by utilizing tree canopy to filter and reduce airborne pollutants.
Build capacity in communities with existing long-term tree care programs while fostering sustainability in communities not currently managing their urban forest through the formation of tree boards and adoption of tree ordinances and budgets.
Increase access and awareness through enhanced outdoor recreation opportunities such as interactive community tree walks and other links to green spaces.

Eligible Entities

Municipal, County, Regional, State, Public Governments
Public Primary, Intermediate, and Secondary Schools
Public Higher Educational Institutions
Non Profit Organizations that are or can become Registered Vendors with the State of West Virginia and with prior experience planting or maintaining trees on public lands or urban forestry - note: vendor registration must be completed by the time grant applications are evaluated

Eligible Communities

Grant projects must only occur in USFS eligible census blocks as specified by the Community Tree Grant Eligibility Map. It is possible for some areas within a single municipality to be eligible while other parts of the city are ineligible. It is important to determine eligibility before planning a grant project.

Eligible Projects

All grant projects must occur on public property.
All grant projects must be located in USFS eligible communities as determined by the Community Tree Grant Eligibility Map available on the WVDOF website, Community Tree Grants page.
All plantings must involve a minimum of 3 tree species and plantings of more than 50 trees must utilize a minimum of 5 species to avoid creating a monoculture.
All applications involving tree planting must include a map of the planting area(s) that show relevant features such as roads, sidewalks, buildings, overhead utility lines and tree locations. Applicants are encouraged to use Google My Maps which is free with a Google account: https://www.google.com/maps/d/
We encourage applications that involve the following:
Planting trees on public lands, particularly those that improve human health in areas of low canopy cover by mitigating extreme heat and/or enhancing air quality through the filtering of airborne pollutants.
Designing, planting trees and educational materials for community tree walking paths especially those that increase access to public recreation areas such as parks and other trail networks.
High-value tree care such as pruning, vertical mulching, tree health assessments and remediation.
Hazard tree mitigation and removal - replanting within affected communities at a minimum of 1:1 is required. Only dead or high risk of failure trees are eligible for removal with grant funds. The method and threshold by which trees are defined as hazardous or high risk should be clearly outlined in the application.
Public tree inventories and management plans entirely in USFS eliginble areas, must include a second phase involving tree planting. Inventories and plans that involve portions of a municipality outside USFS eligible areas need to include significant and documented community engagement and include strategies for improving services to communities within eligible census blocks..
Tree planting as part of green infrastructure projects that reduce stormwater runoff - note: grant funds can not be used for construction retention ponds, rain gardens, etc. but can be used to plant trees in water control structures.
Equipment costing less than $5,000 and having a clear and unique connection to the planting or care of urban trees - note: general use equipment such as lawnmowers, trimmers, chain saws, etc. are not eligible equipment purchases. $5,000 is the maximum amount per application for equipment.
Salaries for the workforce development training of municipal employees to become International Society of Arboriculture (ISA) Certified Arborists or student internships specific to urban forestry

where the student is receiving training and gaining diverse experience from a professional arborist or forester.
Contracting with or employment of (ISA) Certified Arborists and WV Registered Professional Foresters to provide professional urban forestry management within a municipality. Grants involving salaries must demonstrate capacity building such as the contracting leading to the future hiring of a city arborist or forester.
Design and development of urban wood utilization programs.
Designing or providing trees and plants for urban food forests and orchards.
Other projects directly involved with the management and care of public trees within an urban forest.

Ineligible Projects

Grant projects outside federally designated census tracts as determined by the Community Tree Grant Eligibility Map or on private property are not allowed. No portion of the grant can be used for:
Administrative costs.
Staff salaries are not permitted, with the exception of student internships or the training and/or contracting with ISA Certified Arborist and WV Registered Professional Foresters working as a municipal arborist or forester.
Any type of construction including paving, sidewalks, buildings of any type, utilities, earth moving (with the exception of tree planting), ponds, etc. can not be funded.
Equipment costing more than $5,000 and not uniquely used for the planting or maintenance of urban trees.
Canopy cover assessments.
Purchasing land or any real estate charges.

Grant Requirements

Maximum grant request per application is $50,000 and requests must be realistic and proportional to the size and scope of the project and community.
Applicant must be a Registered Vendor with the State of West Virginia.
Applicant must be registered at SAM.gov and provide a valid Unique Entity Identifier (UEI).
Applicant must have completed Financial Capability Questionnaire on file with the WVDOF.
Applicant must complete all acknowledgements and certifications in the application.
Only one application per entity per grant cycle is allowed.
All grant funds must be expended on public property (town squares, schools, parks, road right-of-ways, etc.) and be within a USFS eligible community as identified by Community Tree Grant Eligibility Map.
Ability to describe a strong statement of need, short and long-term goals and provide a detailed project budget.
Must solicit and include at least two bids (verbal or written) for all purchases above $10,000. (See Bidding Requirements below)
Ability to describe the detailed scope, benefits and outcomes of the project.
Document the social and environmental benefits of their tree planting or project.
Provide a planting plan, species list, itemized costs and map(s) of planting sites for grants involving tree planting.

Provide a detailed budget with itemized unit prices that's described in project narrative.
For projects involving more than tree planting, provide sufficient details of objectives, contractors involved, specific work performed and outcomes and results.
Ability to enter into an agreement with the WVDOF for the grant funds including completing USDA certification forms and be a Registered Vendor with the State of West Virginia before grants are awarded.
Any previous Community Tree grants should typically be completed and submitted for reimbursement prior to submitting an additional application. Any entity with an open agreement for a Community Tree grant may not be approved for additional funding.
Ability to complete the entire grant project within the time specified in the agreement. The time frame is negotiable and will typically be two years.
Ability to pay the cost of grant invoices up front and apply for reimbursement upon completion.
Budget and capacity to maintain all trees planted and other grant projects for a minimum of five years.
The USDA Forest Service and Infrastructure Investment and Jobs Act (IIJA) will be acknowledged as a funding source for work performed under this grant, including any future signage requirements.

Bidding Requirements

Grant recipients are required to follow the federal procurement standards regarding allowable costs, procurement standards, bidding, etc. as described in 2 CFR 200 which can be found here: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#subject-group-ECFR45ddd4419ad436d
Purchases under the Micro-Purchase threshold (currently $10,000) do not require bids.
Purchases above the Micro-Purchase threshold and below the Simplified Acquisition Threshold, which is defined as $250,000, should follow the small purchase procedures. The federal 2 CFR 200 regulations state for small purchases "price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity."
These rate quotations may be verbal which involves calling/visiting two or more vendors and completing the separate Urban Forestry Quotation Summary form to document prices.
Written bids from two or more contractors are also acceptable but formal written bids are **not** required.
Copies of two or more quotations for all purchases over $10,000 must be submitted with the Community Tree application.
Applicants are **not** required to utilize the low bid for small purchases below the Simplified Acquisition Threshold (less than $250,000). The federal 2 CFR 200 regulations state "Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered."
If the low bid is not utilized, rationale for selecting a higher bid must be articulated in the Reason for Award at the bottom of the Urban Forestry Quotation Summary or attached to written bids.

Reimbursement Requirements

This is a reimbursement grant that requires the recipient to expend local funds up front then submit required invoices and documentation for reimbursement.

Payment will only be made to the grant applicant listed on the agreement and not to any contractor(s) performing work on the project.

All work must be completed by the ending date on the agreement. All final invoices and documentation must be submitted for reimbursement no later than 30 days after this date.

Reimbursement can be made quarterly but only for portions of the project that have been completed and paid by local funds. This will require invoices with proof of payment to the contractor(s).

Invoices submitted to the WVDOF for reimbursement must be on contractor letterhead, itemized, and contain unit prices. Copies of checks or other proof of payment is required.

The WVDOF will require a site-inspection and all trees must be planted in accordance with the Tree Establishment Specifications before payment can be made.

To begin the reimbursement process, all required expenditure documentation must be submitted along with an invoice of grantee letterhead for the reimbursement amount to:
samuel.t.adams@wv.gov

Application Components and Dates

All applications must be of the required application forms - additional sheets can be attached

Cover Sheet (5 Points)

Organization and Statement of Need (30 Points)

Short and Long Term Goals (5 Points)

Project Description and Planting Map (30 Points)

Budget (20 Points)

Signed Tree Establishment Specifications Waiver (5 Points - automatic if not planting trees)

Signed Tree Maintenance Form (5 Points - automatic if not planting trees)

Only complete and signed applications will be considered

Applications must be submitted by email to: samuel.t.adams@wv.gov

Grant Dates are as follows:

Application submission deadline is continuous and ongoing, subject to funding availability.

Applicants notified of funding status within 60 days of submitting a complete application.

Grant agreements and forms will be sent to successful applicants within 60 days of submitting an approved application.

Signed grant agreements and USDA forms will need to be returned within 30 days of date on grant award cover letter.

Grant projects may begin after notification and finalized agreements are processed and returned to the applicant.

Rating Criteria

Proposals will be evaluated and scored by WVDOF Urban Forestry staff and a UCF awards committee using the criteria below.

Cover Sheet (5 Points)

Organization and Statement of Need (30 Points)

Short and Long Term Goals (5 Points)

Project Description and Planting Map (30 Points)

Budget (20 Points)
Signed Tree Establishment Specifications Waiver (5 Points - automatic if not planting trees)
Signed Tree Maintenance Form (5 Points - automatic if not planting trees)
Tree City and Campus USA will receive 10 extra credit points
Communities that are not TC USA's can still receive partial extra credit points by documenting an active tree board or other volunteer based public tree care group (5 extra credit points)
Communities that are not TC USA's can still receive partial extra credit points by documenting a comprehensive and enforced public tree ordinance (5 extra credit points)

APPLICATION TIPS

Read all directions! Make sure your proposal includes all necessary components. Only complete applications will be considered.
It is highly recommended that applicants email WVDOF Urban staff to discuss their proposal before developing an application at: samuel.t.adams@wv.gov
Verify eligibility! Use the Community Tree Grant Eligibility Map, available on the WVDOF, Community Tree Grants webpage, to determine eligibility.
Pay very close attention to the points system as it will give indication of which application components we value the most.
Be creative! Think outside the box and have fun! Preference will be given to proposals that encourage citizen engagement and are inclusive of the entire community.
Be specific! The narrative should be easy to read, clearly written, and should present your ideas in a concise, yet sufficiently detailed manner.
Preference will be given to groups that clearly demonstrate your community's need and how the goals of your project align with the overall goals of the Community Tree grants.
Follow through! Subsequent funding will only be available to groups that demonstrate commitment to successfully complete a grant project and follow the tree maintenance requirements.



Mid-Atlantic Community Forestry Fund

FY 26 Request for Proposals

Deadline: February 27, 2026

Chesapeake Bay Trust

• 108 Severn Avenue, Annapolis, MD 21403 (410) 974 – 2941 •
www.cbtrust.org

The Chesapeake Bay Trust and partners are equal-opportunity providers.
This program is funded by the USDA Forest Service.

The Mid-Atlantic Community Forestry Fund at a Glance

WHAT IS IT?

✓ A funding opportunity that will support projects using forestry to address Environmental Justice (EJ) issues throughout the Mid-Atlantic Region.

Learn more on page 3

INTERESTED IN ENVIRONMENTAL JUSTICE, BUT DON'T HAVE EXPERIENCE IN FORESTRY?

✓ We will provide technical assistance with forestry-related topics for applicants and awardees, helping them develop and implement their projects to reflect general forestry principles. The Capacity Building track can also be used to train your organization in forestry skills.

Learn more on page 8

WHO AND WHAT IS INELIGIBLE?

- ✗ For-profit entities.
- ✗ Construction expenses.
- ✗ Land acquisition.
- ✗ Research and development
- ✗ Plants considered invasive.
- ✗ Projects required to fulfill required regulations.
- ✗ Planting of invasive species.

Learn more on page 5

WHEN IS THE DEADLINE?

Deadline for applications is on **Friday, February 27, 2026 at 4:00 PM EST**. Late applications will **not** be accepted.

Learn more on page 9

WHAT TYPES OF PROJECTS WILL BE FUNDED?

Three tracks are available:

1) Environmental Justice organization capacity-building

Up to $100,000 per project

2) Tree canopy for resiliency and public health

No max. request amount per project

3) Workforce development in community forestry

Up to $200,000 per project

Learn more on page 5 to 7

WHO CAN APPLY?

✓ Tax-exempt or fiscally sponsored organizations with projects located in an area with demonstrable environmental justice concerns in the Mid-Atlantic Region (DC, DE, MD, PA, VA, WV).

Learn more on page 4

CONTACT

✓ Samara Pyfrom, Program Officer
(410) 974-2941 ext. 147,
spyfrom@cbtrust.org

✓ Jose Castellanos, Program Manager
(410) 974-2941 ext. 146,
jcastellanos@cbtrust.org

We work with a network of local organizations acting like Hub partners throughout the region. We encourage you to contact your local partner to learn more about the program and receive assistance with the application process!

Learn more on page 12

Introduction and Program Goals

The Chesapeake Bay Trust (Trust) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by Maryland's Chesapeake Bay License Plate, and partnerships with other regional funders, engages and empowers diverse groups to take actions that enrich natural resources and local communities of the Chesapeake Bay region. Since 1985, the Trust has awarded over $190 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout the Chesapeake Bay watershed.

Many communities and populations in the Mid-Atlantic face numerous challenges due to historic and contemporary structural segregation in the form of unequal policies and practices like redlining and zoning laws. This has led to disproportionate burdens in these communities such as traffic proximity and volume, high rates of asthma, lack of green space, proximity to hazardous waste facilities, abandoned mine lands, and projected flood risk.

Our goal is to democratize the co-benefits that healthy community forests have for decades into the future.

A just community forestry and tree stewardship effort that integrates environmental, climate, and energy justice is a powerful tool to improve the health of the Mid-Atlantic region. Increasing tree canopy improves local air and water quality, cools neighborhoods, fosters public health, stimulates local green jobs, encourages community cohesion, mitigates flooding and its adverse effects, and strengthens the Chesapeake Bay and its inhabitants.

With a budget of over $17.5 million provided by the USDA Forest Service Urban and Community Forestry program as well as by other local private and community foundations, the Mid-Atlantic Community Forestry Fund (the Fund) aims to *democratize the co-benefits of healthy community forests*. The Fund invites applications from community-based organizations and non-profits interested in addressing local environmental justice issues and enhancing public health through forestry-related projects. Technical assistance will be provided to organizations that need it the most, especially to assist them with the planning and implementation of forestry projects.

This program has three tracks. Projects can apply to one or more of the three tracks listed below.

Track 1	Track 2	Track 3
EJ Organization Capacity Building	**Tree Canopy for Resiliency and Public Health**	**Workforce Development in Community Forestry**
Increase an organization's ability to advance forestry planning, planting, and maintenance efforts through training and technical assistance.	Tree planting and tree canopy improvements to address local public health, climate change, ecologic, and environmental issues like air pollution and stormwater management.	To support projects that engage community members in job training related to forestry, including tree planting and maintenance, along with specialized youth and young adult training and professional education.

The Fund is led by a partnership between the Chesapeake Bay Trust (the Trust), Center for Engagement, Environmental Justice, and Health (CEEJH Inc.), Centro de Apoyo Familiar, Howard University, Overbrook Environmental Education Center, South Baltimore Community Land Trust, and Sussex Health and Environmental Network. The Fund emphasizes participatory and inclusive decision-making and robust evaluation throughout its processes.

Eligible Project Locations

- ✓ The intent of this program is to address environmental justice issues through forestry-related projects that directly resource and engage overburdened communities. Projects must occur in areas with environmental justice concerns in DE, DC, MD, PA, VA, and WV. Make sure you use tools and datasets at your disposal to clearly justify the project need based on the area's environmental justice indicators like the ones below. Due to the federal nature of this program, we strongly discourage using racial demographic indicators to justify project need. See the "Additional Resources" on our website for more information.
  - Air and water quality.
  - Flood risk or sea level rise exposure.
  - Legacy pollution and proximity to hazardous waste.
  - Tree canopy coverage, green space access, and heat exposure.
  - Median income, poverty, and linguistic isolation rates.
  - Disparities in access to safe housing.
  - Health disparities and food insecurity.
  - Other environmental justice indicators that you consider relevant for your project.
- ✓ Federally approved Opportunity Zones are also eligible project locations. You can find more information here.

Eligible Applicants

We welcome requests only from tax-exempt or fiscally sponsored organizations including, but not limited to:

- ✓ Non-profit organizations
- ✓ Community and neighborhood associations
- ✓ Counties and municipalities
- ✓ Fiscally sponsored community-based organizations
- ✓ Faith-based institutions
- ✓ Federally recognized tribes
- ✓ Forest conservancy district boards
- ✓ Indigenous-led and tribal non-profit organizations
- ✓ Institutions of higher education
- ✓ Schools
- ✓ Service, youth, and civic groups

To be awarded funds through this program, you will need either a **Unique Entity Identifier*** issued by SAM.gov, or to apply in partnership with a **fiscal sponsor**. To learn more about the UEI, click on the icon:



This video was produced by SAM.gov and is provided to you as a resource only.



By submitting an application to this program, applicants acknowledge that:

1) They are compliant with federal employment and non-discrimination laws.
2) They have not been debarred, convicted, charged or had a civil judgment rendered against them for fraud or related offense by any government agency (federal, state or local) or been terminated for cause or default by any government agency (federal, state, or local).
3) In addition, all final products will be provided to the funding partners for use and distribution at the sole discretion of the funding partners.

Please note: This program is funded utilizing Federal funding. Your application budget must be prepared utilizing Federal requirements, including 2 CFR Part 200 Subpart E Cost Principles and applicable indirect cost rates (see 2 CFR 200.414). If you have a Negotiated Indirect Cost Rate Agreement (NICRA), it must be uploaded with the application. The Trust has prepared an Indirect and Fringe Cost Policy and FAQ for Federal Funding document to assist applicants: Additional Applicant & Awardee Resources - Chesapeake Bay Trust. *Please contact us if you would like assistance.*

Ineligible Projects, Applicants, and Expenses

Due to the federal nature of this grant funding, some types of projects, applicants, and expenses are restricted. These restrictions include, but are not limited to:

- ⊗ Land acquisition.
- ⊗ Work defined in 2 CFR 200 as Research and Development.
- ⊗ Planting projects on private property without documented approval by the property owner.
- ⊗ Projects required as mitigation for new or re-development, regulatory offset, or regulatory reasons.
- ⊗ Applications by for-profit entities.
- ⊗ Organizations with outstanding final, progress, or status reports under other CBT grants.
- ⊗ Purchase of equipment, defined as an article of nonexpendable, tangible personal property with a useful life of more than one year and an acquisition cost of $5,000 or more per unit.
- ⊗ Certain telecommunications and video surveillance equipment or services as per 2 CFR 200.216
- ⊗ Construction activities, including site preparation like sidewalk repairs or extensive concrete removal.
- ⊗ Removal of trees that don't meet eligibility criteria approved by the Forest Service and are not replaced within one year and in a 1:1 ratio (1 new tree for 1 tree removed).
- ⊗ Planting of state-listed invasive species, including species listed as "restricted", "pending further review", "non-restricted", or on a watch list.

The Trust and partners reserve the right to fund projects and budget items that advance their missions and meet specific funding priorities and criteria.

Track 1: Environmental Justice Organization Capacity Building

Request up to $100,000

This track seeks to support the capacity of organizations working to address environmental injustice through forestry programming. For these purposes, "organizational capacity" is defined as activities that strengthen an organization to help it better fulfill its mission. Strong and healthy organizations are more effective in carrying out their missions and are more consistent and sustainable partners. This track will only fund projects for organizations that fulfill all the following requirements:

✓	✓	✓
Between 1 and 50 staff members. *	Organizational commitment to forestry as demonstrated by A) An existing mission or strategic plan, or B) A project proposal that focuses on adding forestry as a program.	An active** Board of Directors

**At least one staff member must be employed full-time (defined as >35 hours per week). If a paid staff member is not in place, the applicant may substitute a dedicated volunteer position in which the individual contributes at least 35 hours per week.*
*** Active is defined here as a Board that has met at least twice during the last 12 months.*

Capacity-building projects should focus on addressing challenges to improve an organization's ability to advance effective long-term forestry-related initiatives. Examples include but are not limited to:

- ✓ Developing or refining a strategic plan for forestry-related work.
- ✓ Training of staff in forestry-related skills.
- ✓ Collaborative models for forestry information and resource sharing.
- ✓ Data collection and management for forestry purposes.
- ✓ Shared technical assistance models.
- ✓ Development of local native tree guides.
- ✓ Community-based participatory planning for tree planting implementation.
- ✓ Tree nursery management and seed propagation of native tree stock.
- ✓ Development and pilot-testing of tree-maintenance models, including experimental design.
- ✓ Development or enhancement of hardware and software tool banks or other shared supplies models.

Track 2: Tree Canopy for Resiliency and Public Health

No max. request amount

This track seeks to support tree planting and tree canopy improvements to address local public health, ecological, and environmental issues like air pollution and stormwater management. Projects should implement best practices and nature-based solutions to support biodiversity and ecosystem integrity. To ensure meaningful integration between applicants and the communities where the project will be located, the application process will require letters of recommendation from community members.

Air-monitoring equipment can comprise up to $1,500 of an application budget for this track.



All projects must follow the latest ANSI standards and ISA Best Management Practices. **Tree species selected can't be considered invasive.** Click on the icon above for more information and additional resources.

Eligible Project Property Types include, but are not limited to:

- ✓ Streets and right-of-way projects
- ✓ Reclamation of mine-impacted lands projects
- ✓ Abandoned agricultural land restoration
- ✓ Institutional grounds, such as, but not limited to, faith, education, or health institutions.
- ✓ Vacant lots
- ✓ Tribal lands
- ✓ Other types of non-federal public or private property.
- ✓ See 'Additional Resources' tab of webpage for more details.

Your project should include all three phases noted in the table below. In most cases, the implementation phase should be completed within 12 months upon award receipt, with 2 years of planned and budgeted maintenance, leading to 3-year award durations.

The average cost per tree planted **should not exceed $600**. This average is calculated by dividing the total cost of the project by the total number of trees to be planted.



Fall planting is recommended to maximize survivorship.

Phase I Planning and Outreach	Phase II Implementation	Phase III: Maintenance
Focused on obtaining permits and support from the landowners and neighbors of the properties where the trees will be planted. For new trees to survive and thrive, the people around them should welcome them and help ensure their sustainability.	Focused on tree planting or tree canopy improvement. We encourage you to choose native trees, but using introduced species to create food forests is also allowed. See page 8 for information about technical assistance.	A written 2-year maintenance plan is required. It must include: • Watering and mulching • Pruning • Pest, disease, and invasives control • Leaf removal, care, and/or mowing around the tree.
Some Eligible Expenses		
✓ Supplies ✓ Personnel* ✓ Outreach and engagement activities ✓ Air quality monitoring equipment	✓ Supplies ✓ Personnel* ✓ Site preparation (tree pit creation, stump removal) ✓ Tree seedlings ✓ Tree shelters ✓ Shrubs and other plants ✓ Community engagement activities	✓ Supplies ✓ Personnel* ✓ Community engagement and education activities ✓ Air quality monitoring equipment This can be proposed and funded in combination with a Track III Workforce Development program focused on forestry maintenance.

*If you plan to subcontract work in any phase (e.g., hire someone to plant or water the trees), we require you to solicit estimates from at least three consultants or contractors and include that in your application.

Track 3: Workforce Development in Community Forestry

Request up to $200,000

This track seeks to support projects that engage either young adult or adult community members in job training related to forestry, including tree planting and maintenance. Participants must be located in areas with demonstrable environmental justice concerns. Partnerships with for-profit entities for trainee placement is allowed, but no funds can be directed to those entities for this partnership. We are aiming to fund projects that strive to create equitable job opportunities in the forestry industry for communities that have been historically excluded from it. These include, but are not limited to:



All projects must include strategies to maximize participant participation throughout the program. Applications that consider and address usual participant barriers like lack of transportation, childcare, or financial support will be prioritized.

- ✓ Pre-employment, job placement, and career advancement support in community forestry.
- ✓ Training in community forestry skills such as tree planting, maintenance, and green infrastructure.
- ✓ Partnerships with local educational institutions like community colleges to create programs that include classroom instruction and hands-on experience.
- ✓ Providing education, vocational training, experiential learning opportunities, and career pathways in the community forestry and arboriculture industry to returning citizens.
- ✓ Establish apprenticeship programs that provide on-the-job training.
- ✓ Programs that integrate the preservation, promotion, and revival of traditional forestry and arboriculture knowledge and practices with workforce development.
- ✓ Create summer job opportunities, internships, and other educational workshops that introduce young people to careers in community forestry and arboriculture.
- ✓ Engage local community members in training programs for recognized forestry certifications.
- ✓ Collaboration with local non-profits to place workers into entry-level arboriculture positions.
- ✓ Training community members for careers in reclaiming/processing wood into green lumber, biochar, and compost.

Application Process and Assistance to Applicants

Watch our video on how to apply using our online system clicking the icon below:



The Trust uses an online system for the application process and grant management. To apply for this award, go to http://www.cbtrust.org/grants/MACFF and click on "Get Started!". As part of the application, you will need to answer a set of "Narrative Questions" that you can find on the the "Resources" tab on our website.

The Fund acknowledges that application processes can be complicated and time-consuming and that this has been historically a reason for local, small grass-roots organizations not being funded equitably. To increase participation from these groups, the Fund works as a network of local Hub Partners who will assist a select group of applicant organizations that score low on our Readiness Assessment Form, meaning they have a low capacity and need assistance to produce a competitive application. For contact information, please see the "Contacts" section below.

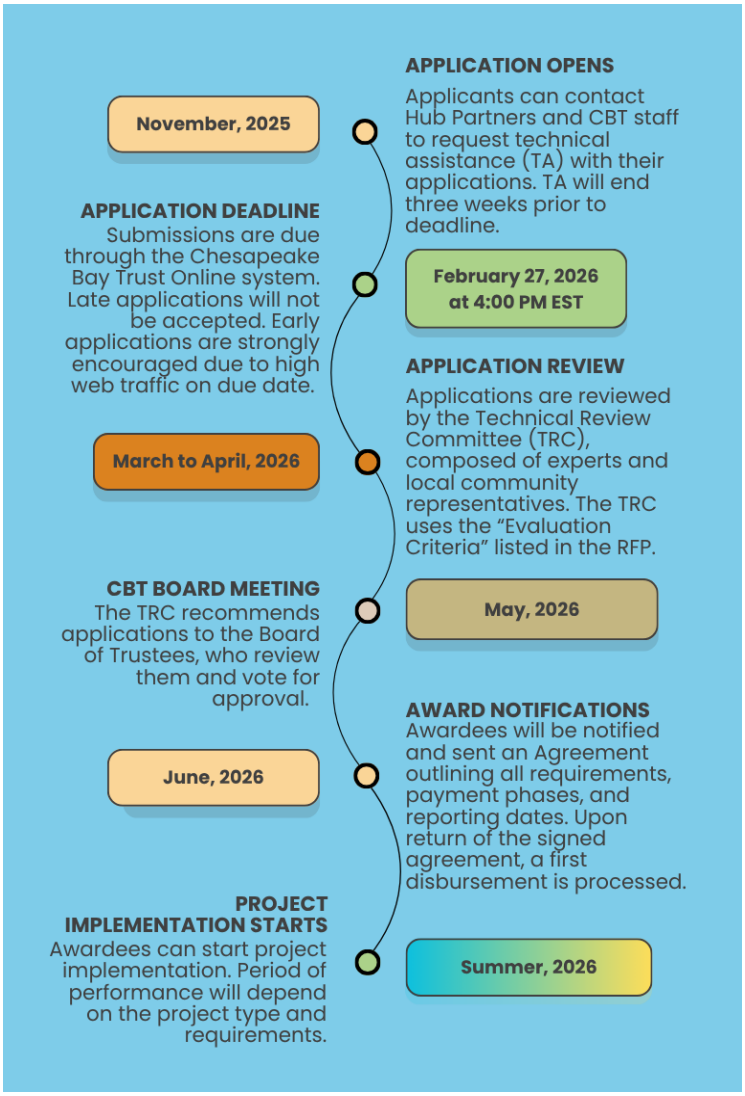
The Trust has a mission to empower all people to participate in the restoration and protection of our region's natural resources through its award-making. As a result, the Trust strongly encourages applications directly from or that engage communities underrepresented in the environmental space. For more about the Trust's commitment to engage underrepresented groups, see our strategic plan at www.cbtrust.org/strategic-plan and https://cbtrust.org/diversity-inclusion/.

Timeline and Technical Assistance with Forestry

Are you interested in this grant opportunity, but have limited or no experience with forestry projects?

Howard University will provide further technical assistance with forestry-related topics for selected applicants and awardees, helping you develop and implement your project proposals to reflect general forestry principles. This assistance will be provided through the following methods:

- ✓ Webinars and online workshops open to applicants around topics like selecting planting sites and understanding site conditions, tree species identification, and implementation plans for planting and maintenance.
- ✓ A casebook with past successful projects that can be replicated.
- ✓ 1-hour virtual consultations with selected applicants.
- ✓ Site visits to a sub-set of selected project sites that were awarded funds, to provide on-site technical assistance during project implementation.
- ✓ Online workshops on relevant environmental justice aspects of forestry for the full cohort of awardees of Track 2: Tree Canopy for Resiliency and Public Health. Topics will include how to create a Climate Action Plan, and how to create or improve a Climate-Resilient Tree Canopy.
- ✓ Online workshops on forestry workforce development for the full cohort of awardees of Track 3: Workforce Development in Community Forestry. Topics will include (socio)economic development, extreme environmental conditions, and labor safety.



An application may be declined, partially awarded, or fully awarded. In cases where the awardee fails to submit a status report, progress report, final report, or other requirement by the due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee.

To request a virtual consultation with Howard University during the application phase, fill out the Readiness Assessment Form (RAF) that you can find on our website. Please note that the Fund can only offer a limited number of virtual consultations which will be prioritized based on the results of the RAF. Access to the RAF will be closed three weeks before the application deadline to ensure timely assistance. Awarded projects selected for an on-site visit will be notified in June 2026, after awardees are notified.

For a full list of available resources go to http://www.cbtrust.org/MACFF/ and click on the Resources tab.

Are you ready to apply? Here is a list of the requirements

After reading this RFP carefully, you can start working on gathering the following requirements for your application.

Remember to contact us at the Chesapeake Bay Trust or your local Hub partner to discuss your ideas and receive assistance with your application process *at least three weeks before the deadline* to ensure a timely response. The Trust cannot guarantee assistance for our online system on the deadline date.
You can find contact information on page 12.

Remember!
The application deadline is *Friday, February 27th, 2026, at 4:00 PM EST.*

General requirements
✓ Your organization is tax-exempt. ✓ You have a Unique Entity Identifier issued by SAM.gov, are in the process of getting one, or are applying in partnership with a fiscal sponsor. ✓ The project location has demonstrable environmental justice concerns (part of the Narrative Questions Document). ✓ Fill out the online application form. ✓ Complete and upload the Narrative Questions Document you can find on our website. ✓ Financial Management Spreadsheet with detailed budget. ✓ Your application budget is prepared utilizing Federal requirements, including 2 CFR Part 200 Subpart E Cost Principles and applicable indirect cost rates (see 2 CFR 200.414). ✓ For projects with contractual items budgeted: estimates from at least 3 consultants for each contractual item budgeted. ✓ For projects that include the collection of geospatial data, ensure that you meet the requirements of the Geospatial Data Act of 2018 and USDA's Departmental Regulation 3465-001. Budget accordingly and include the proper justification. ✓ For projects that request funding above $250,000, "Investing in America" signage is required and must follow the guidelines in Memorandum CA-23-6 "Enhancing Transparency Through Use of the Investing in America Emblem on Signs". This signage is allowable as a budget item, so please budget accordingly.

Track I: Environmental Justice Organization Capacity Building	Track II: Tree Canopy for Resiliency and Public Health	Track III: Workforce Development in Community Forestry
✓ Answer track-specific additional questions in the Narrative Questions Document. ✓ Your organization has 1-50 staff members, an active Board of Directors, and a forestry component within its mission or strategic plan (or your project focuses on developing one). ✓ Your organization is directly located or works mainly in areas with demonstrable environmental justice concerns.	✓ Answer track-specific additional questions in the Narrative Questions Document. ✓ Community letter(s) of commitment to contribute actively to the project, describing the relationship and historic of the applicant organization and the community. ✓ Site plan detailing the planting efforts. ✓ List of plant species that will be used, making sure they are not invasive. ✓ Property owner agreements signed or a detailed plan to procure them. ✓ The average cost per tree, calculated by dividing total project cost by the number of trees to be planted; this should not exceed $600 per tree.	✓ Answer track-specific additional questions in the Narrative Questions Document. ✓ The participants in the workforce development project are directly located in areas with demonstrable environmental justice concerns.

Evaluation Criteria

The Fund partners acknowledge that communities and organizations that have experienced environmental injustice firsthand have often been excluded from funding opportunities. To address this structural exclusion, the Fund incorporates evaluation criteria regarding applicant characteristics and capacity. The following criteria will be used by reviewers to score your proposal:

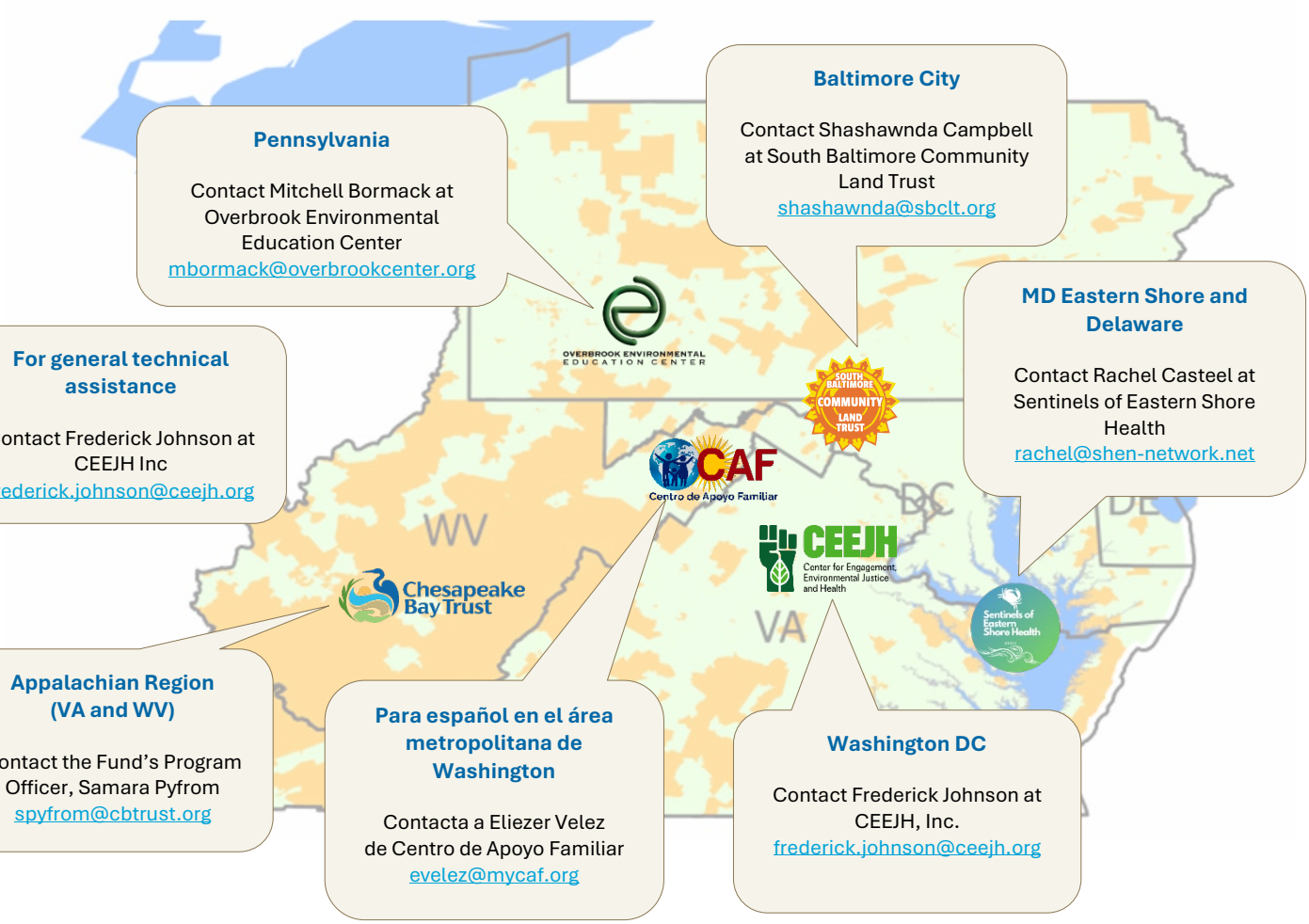
Scoring Criteria	Description	Scoring
General Application (Maximum of 25 points)		
Application Components	Are all required application components included? Is the budget formatted in the Financial Management Spreadsheet (FMS)? Are there letters of commitment from each listed project partner that outline their scope and role? Did the applicant respond to each narrative question? For track II, does the application include a site planting plan, tree species list, and maintenance plan.	Scale of 1 to 5
Consistence with Request for Proposals (RFP)	Do the project goals align with the goals of the RFP, by addressing local environmental justice issues through the implementation of forestry-related activities? Is the project proposed consistent with the intent of the selected track (Capacity Building, Tree Canopy Implementation, and/or Workforce Development)?	Scale of 1 to 10
Cost Effectiveness / Budget	Is the budget appropriate and cost-effective? Are the line items budgeted (e.g., personnel costs) justified in the application? Are non-profit partners being resourced appropriately? For projects that include contractual costs, is there documentation for at least three bids per contract? For track II, is the cost-per-tree reasonable for the project conditions?	Scale of 1 to 10
Why the Project is Needed (Maximum of 25 points)		
Justification	Does the applicant justify the need for the project and the practices proposed? How was the project need identified, and what was the community's involvement in that process? Does the project build on or learn from previous efforts? Does the selected project location reflect and respond to documented environmental justice concerns in the community, consider cumulative impacts, historic disinvestment, and other environmental indicators? For Track I, is the project addressing an organizational capacity gap that directly relates to the organization's ability to perform environmental justice work? For Track III, is the project addressing an existing inequity in the local forestry workforce?	Scale of 1 to 25
Project Plan, Impact, and Sustainability (Maximum of 30 points)		
Likelihood of Project Success	What is the likelihood of success if this project is funded? Success should be defined as the accomplishment of proposed goals. Are methodologies and/or designs sound and consistent with best practices? For Track II, is the planting plan sound in terms of species selected, locations, and timeline? Has the applicant procured landowner permission or developed a plan to procure them (if necessary)? Does the applicant provide a sound two-year maintenance plan (i.e.. watering, mulching, pruning)? For Track III, does the project consider and address usual participant barriers like lack of transportation, childcare, or financial support?	Scale of 1 to 10

Measuring Impact	Based on the proposed project goals, is there a sound plan to measure both short and long-term impact (e.g., How will the health and survival rates of trees planted be tracked? How will air or water quality be monitored and documented? How will improved access to produce from food forests be tracked? How will the project demonstrate further the understanding of environmental justice issues? How will the career trajectory of workforce development program participants be tracked?)	Scale of 1 to 10
Sustainability	Has the applicant addressed future project sustainability? For capacity-building projects, will the project outcome enhance the ability of the organization to implement forestry-related programming beyond the funding period? For the tree canopy implementation track, has the project proposed a relevant and robust maintenance plan with a high likelihood of tree survival? For the workforce development track, will the project bring significantly higher job stability to its participants after the funding period?	Scale of 1 to 10
Applicant Organization* Capacity (Maximum of 20 points) *In cases of fiscal sponsorship, reviewers will score the application based on the information provided from the sponsored entity.		
Mission Statement	Does the applicant organization or fiscally sponsored entity's mission statement focus primarily on environmental justice?	Scale of 1 to 3
Meaningful Engagement with Environmental Justice Work	Does the applicant organization or fiscally sponsored entity have a history of meaningful integration with communities that have experienced environmental injustice?	Scale of 1 to 5
Scale	Is the applicant or fiscally sponsored entity a grassroots organization (located in the communities they serve) (3pts), regional (based near but not in the communities they serve) (2pts), or does it serve a broader region like a whole state(s) (1pt)?	Scale of 1 to 3
Services Provided	Has the applicant organization or fiscally sponsored entity been focused historically on providing services aimed at reducing harm from environmental injustices?	Scale of 1 to 3
Annual Budget	Organizations that demonstrate strong reach and community impact relative to their smaller average annual budget ($0-$499,999): 3pts. Organizations that demonstrate a strong reach and community impact relative to their moderate average annual budget ($500,000-$5,000,000): 2pts. Organizations that demonstrate substantial impact and have an significant average annual budget relative to that (Greater than $5,000,000): 1pt.	Scale of 1 to 3
History of Budget Allocation	Does the organization allocate between 75% and 100% of its annual budget to Environmental Justice work (3pts)? Between 50% and 74% (2pts)? Or less than 50% (1pt)?	Scale of 1 to 3
Total Score Possible		**100**

Contacts for General Questions, Application Inquiries, and Technical Assistance

If you are interested in this funding opportunity and/or are seeking technical assistance during the application process, we highly encourage you to contact your local Environmental Justice Hub Partner.

The map below provides contact information for each local partner.



For technical assistance with forestry

Contact Dr. Lemir Teron at Howard University
lemir.teron@howard.edu

For general assistance

Contact Jose Castellanos and Samara Pyfrom at Chesapeake Bay Trust
jcastellanos@cbtrust.org
spyfrom@cbtrust.org

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1180: Support for Summit Point Motor Sports Park Water and Sewer Public Bond Issuance

ATTACHMENTS:

- 3c2-Debt_Service.pdf
- 3c4-Summit_Point_rates.pdf
- 3c3-Water_SewerFeasibilityStudy_June2025.pdf
- $ 3,000,000 Contract Rate.pdf
- $ 6,000,000 Contract Rate.pdf
- $ 6,000,000 Tariff Rate.pdf
- CTUB emails.pdf

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)
														(Public Mkt)
FY Ending June 30	Prior Bonds	Series 1988 B-1 Bonds	Series 1988 B-2 Bonds	Series 1989 B Bonds	Series 2002 A Bonds	Series 2002 B Bonds	Series 2010 A Bonds	Series 2010 B Bonds	Series 2010 C Bonds	Series 2010 D Bonds	Series 2011 A Bonds	Series 2013 A Bonds	Series 2014 A Bonds	Series 2016 A Bonds
2018	$1,767,236	$7,588	$14,308	$3,012	$72,268	$93,506	$55,468	$6,080	$41,668	$16,668	$250,373	$21,262	$145,781	$428,631
2019	$1,593,148	$7,588	$14,308	$3,012	$72,235	$93,506	$55,466	$6,078	$41,668	$16,668	$250,373	$21,263	$145,783	$430,431
2020	$1,393,058	$7,588	$14,308	$3,012	$72,199	$93,506	$55,467	$6,078	$41,668	$16,668	$250,373	$21,261	$145,781	$432,791
2021	$932,653	$7,588	$14,308	$3,012	$72,162	$93,506	$55,467	$6,079	$41,668	$16,668	$250,373	$21,263	$145,782	$429,731
2022	$573,622	$7,588	$14,308	$3,012	$72,122	$93,506	$55,468	$6,079	$41,668	$16,668	$250,373	$21,261	$145,782	$431,331
2023	$10,885	$7,588	$14,308	$3,012	$72,079	$93,506	$55,467	$6,079	$41,668	$16,668	$250,373	$21,262	$145,783	$432,569
2024	$10,885	$7,588	$14,308	$3,012	$72,036	$93,506	$55,466	$6,080	$41,668	$16,668	$250,373	$21,262	$145,782	$428,429
2025	$10,885	$7,588	$14,308	$3,012	$71,988	$93,506	$55,466	$6,079	$41,668	$16,668	$250,373	$21,262	$145,782	$429,019
2026	$10,885	$7,588	$14,308	$3,012	$71,938	$93,506	$55,467	$6,079	$41,668	$16,668	$250,373	$21,262	$145,782	$428,469
2027	$10,885	$7,588	$14,308	$3,012	$71,886	$93,506	$55,466	$6,078	$41,668	$16,668	$250,373	$21,261	$145,783	$432,769
2028		$7,588	$14,308	$3,012	$71,831	$93,506	$55,466	$6,078	$41,668	$16,668	$250,373	$21,263	$145,782	$429,769
2029		$7,572	$14,296	$3,012	$71,772	$93,506	$55,466	$6,079	$41,668	$16,668	$250,373	$21,261	$145,782	$431,569
2030				$3,012	$71,710	$93,506	$55,467	$6,079	$41,668	$16,668	$250,373	$21,262	$145,781	$432,969
2031					$71,643	$93,506	$41,601	$4,559	$41,667	$16,667	$250,373	$21,262	$145,781	$432,844
2032					$71,573	$93,506			$41,664	$16,664	$250,373	$21,262	$145,782	$432,269
2033					$71,500	$93,506			$41,664	$16,664	$250,373	$21,262	$145,783	$431,244
2034					$71,422	$93,506			$41,664	$16,664	$250,373	$21,262	$145,781	$429,769
2035					$71,339	$93,506			$41,664	$16,664	$250,373	$21,262	$145,781	$432,844
2036					$71,252	$93,506			$41,664	$16,664	$250,373	$21,261	$145,782	$430,244
2037					$71,160	$93,506			$41,664	$16,664	$250,373	$21,262	$145,782	$432,194
2038					$71,062	$93,506			$41,664	$16,664	$250,373	$21,262	$145,782	$431,519
2039					$70,959	$93,506			$41,664	$16,664	$250,373	$21,261	$145,782	$430,494
2040					$70,849	$93,506			$41,664	$16,664	$250,373	$21,262	$145,783	$429,119
2041						$93,506			$41,665	$16,665	$250,373	$21,262	$145,781	$432,394
2042						$93,495						$21,261	$145,782	$430,144
2043												$21,262	$145,782	$432,094
2044												$21,262	$145,782	$428,500
2045												$5,316	$145,782	$429,544
2046													$109,337	$430,044
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Totals	$6,314,141	$91,040	$171,684	$39,160	$1,648,983	$2,337,651	$762,667	$83,584	$999,992	$399,992	$6,008,949	$579,384	$4,191,229	$12,493,733

Note: Debt Service <u>*Does Not*</u> *Include Administrative Expenses or DSRF Deposit Requirements as are Operating Expenses.*

(A)	(P)	(Q)	(R)	(S)	(T)	(U)	(V)	(W)	(X)	(U)
	(Public Mkt)		*(Public Mkt)*	*(Public Mkt)*	*(Public Mkt)*	*(Public Mkt)*			*(Public Mkt)*	
FY Ending June 30	Series 2016 B Bonds	Series 2018 A1-A7 Bonds	Series 2018 B Bonds	Series 2020 A Bonds	Series 2022A REF Bonds	Series 2022BC Bonds	Series 2024A Bonds	Series 2024B Bonds	Series 2026 EST Bonds	Total Payments
2018	$127,825	$194,204								$3,245,878
2019	$127,825	$194,201	$39,970							$3,113,523
2020	$152,825	$202,550	$268,438							$3,177,570
2021	$157,450	$202,550	$264,500	$261,927						$2,976,687
2022	$257,000	$202,550	$265,125	$260,219	$21,951					$2,739,634
2023	$174,400	$202,550	$265,625	$441,919	$534,281	$274,826				$3,064,848
2024	$173,400	$202,550	$265,538	$439,919	$613,606	$390,495				$3,252,570
2025	$172,325	$202,549	$265,313	$442,819	$608,259	$392,635				$3,251,505
2026	$176,250	$202,549	$269,463	$440,519	$599,325	$389,555				$3,244,666
2027	$179,050	$202,549	$268,313	$363,119	$599,456	$426,475	$39,252	$7,628	$170,363	$3,427,456
2028	$206,650	$202,550	$267,013	$512,119	$404,800	$386,635	$78,504	$15,257	$189,363	$3,420,202
2029	$248,050	$202,553	$265,563	$338,019	$445,188	$403,035	$78,504	$15,256	$192,363	$3,347,555
2030	$247,650	$188,480	$283,413	$217,219	$211,125	$453,475	$78,504	$15,257	$180,113	$3,013,731
2031	$247,050	$179,021	$290,450	$238,719	$203,166	$446,275	$78,504	$15,257	$173,363	$2,991,707
2032	$246,250	$159,773	$311,350	$209,219	$204,956	$458,025	$78,504	$15,257	$181,863	$2,938,290
2033	$250,250	$140,525	$331,200	$205,281	$206,666	$458,675	$78,504	$15,257	$179,863	$2,938,216
2034	$248,850	$140,525		$101,344		$478,775	$78,504	$15,257	$227,863	$2,361,559
2035	$247,250	$140,524		$99,656		$482,225	$78,504	$15,257	$223,363	$2,360,212
2036	$245,450	$140,524		$102,969		$484,850	$78,503	$15,256	$223,863	$2,362,162
2037	$248,450	$140,526		$95,869		$481,988	$78,505	$15,256	$229,113	$2,362,310
2038	$247,900	$140,525		$98,900		$481,050	$78,504	$15,257	$229,650	$2,363,617
2039	$247,200	$68,806		$101,800		$434,675	$78,504	$15,257	$239,975	$2,256,921
2040	$246,350	$35,391		$104,569		$469,831	$78,504	$15,258	$239,663	$2,258,784
2041	$250,350	$35,391		$167,206		$433,019	$78,503	$15,257	$234,138	$2,215,510
2042	$249,050	$35,391		$168,138		$407,300	$78,504	$15,256	$243,613	$1,887,934
2043	$247,600	$35,391		$153,938		$427,238	$78,504	$15,258	$252,450	$1,809,515
2044	$246,000	$35,390				$511,838	$78,504	$15,258	$230,250	$1,712,783
2045	$249,250	$35,390				$527,638	$78,504	$7,592	$233,725	$1,712,740
2046	$247,200	$8,845				$567,238	$78,504		$271,750	$1,712,917
2047						$509,638	$78,504		$287,250	$875,391
2048						$513,638	$78,504		$286,000	$878,142
2049						$511,313	$78,504		$289,250	$879,066
2050						$513,369	$78,504		$286,750	$878,623
2051						$509,600	$78,504		$288,750	$876,854
2052						$510,213	$78,504			$588,717
2053							$78,503			$78,503
2054							$78,505			$78,505
2055							$78,506			$78,506
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2060							$78,503			$78,503
2061							$78,505			$78,505
2062							$78,504			$78,504
2063							$78,504			$78,504
2064							$78,504			$78,504
2065							$39,252			$39,252
Totals	$6,365,150	$4,074,324	$3,921,270	$5,565,403	$4,652,779	$13,735,537	$2,983,155	$274,589	$5,784,700	$83,479,097
								MAX P&I:		$3,427,456

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)
														(Public Mkt)
FY Ending June 30	Prior Bonds	Series 1988 B-1 Bonds	Series 1988 B-2 Bonds	Series 1989 B Bonds	Series 2002 A Bonds	Series 2002 B Bonds	Series 2010 A Bonds	Series 2010 B Bonds	Series 2010 C Bonds	Series 2010 D Bonds	Series 2011 A Bonds	Series 2013 A Bonds	Series 2014 A Bonds	Series 2016 A Bonds
2018	$800,509		$14,308	$3,012	$72,268	$93,506	$55,468	$6,080						$428,631
2019	$805,045		$14,308	$3,012	$72,235	$93,506	$55,466	$6,078						$430,431
2020	$802,032		$14,308	$3,012	$72,199	$93,506	$55,467	$6,078						$432,791
2021	$487,316		$14,308	$3,012	$72,162	$93,506	$55,467	$6,079						$429,731
2022	$434,921		$14,308	$3,012	$72,122	$93,506	$55,468	$6,079						$431,331
2023	$10,885		$14,308	$3,012	$72,079	$93,506	$55,467	$6,079						$432,569
2024	$10,885		$14,308	$3,012	$72,036	$93,506	$55,466	$6,080						$428,429
2025	$10,885		$14,308	$3,012	$71,988	$93,506	$55,466	$6,079						$429,019
2026	$10,885		$14,308	$3,012	$71,938	$93,506	$55,467	$6,079						$428,469
2027	$10,885		$14,308	$3,012	$71,886	$93,506	$55,466	$6,078						$432,769
2028			$14,308	$3,012	$71,831	$93,506	$55,466	$6,078						$429,769
2029			$14,296	$3,012	$71,772	$93,506	$55,466	$6,079						$431,569
2030				$3,012	$71,710	$93,506	$55,467	$6,079						$432,969
2031					$71,643	$93,506	$41,601	$4,559						$432,844
2032					$71,573	$93,506								$432,269
2033					$71,500	$93,506								$431,244
2034					$71,422	$93,506								$429,769
2035					$71,339	$93,506								$432,844
2036					$71,252	$93,506								$430,244
2037					$71,160	$93,506								$432,194
2038					$71,062	$93,506								$431,519
2039					$70,959	$93,506								$430,494
2040					$70,849	$93,506								$429,119
2041						$93,506								$432,394
2042						$93,495								$430,144
2043														$432,094
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2063														
2064														
2065														
Totals	$3,384,247	$0	$171,684	$39,160	$1,648,983	$2,337,651	$762,667	$83,584	$0	$0	$0	$0	$0	$12,493,733

Note: Debt Service <u>*Does Not*</u> *Include Administrative Expenses or DSRF Deposit Requirements as are Operating Expenses.*

(A)	(P)	(Q)	(R)	(S)	(T)	(U)	(V)	(W)	(X)	(U)
	(Public Mkt)		*(Public Mkt)*	*(Public Mkt)*	*(Public Mkt)*	*(Public Mkt)*			*(Public Mkt)*	
FY Ending June 30	Series 2016 B Bonds	Series 2018 A-7 Bonds	Series 2018 B Bonds	Series 2020 A Bonds	Series 2022A REF Bonds	Series 2022BC Bonds	Series 2024A Bonds	Series 2024B Bonds	Series 2026 EST Bonds	Total Payments
2018		$35,391								$1,509,172
2019		$35,390								$1,515,471
2020		$35,390								$1,514,784
2021		$35,391		$123,106						$1,320,078
2022		$35,391		$122,303	$16,039					$1,284,481
2023		$35,391		$207,702	$414,941					$1,345,940
2024		$35,390		$206,762	$457,956					$1,383,830
2025		$35,390		$208,125	$453,208					$1,380,986
2026		$35,390		$207,044	$445,270					$1,371,369
2027		$35,389		$170,666	$446,634				$87,513	$1,428,112
2028		$35,391		$240,696	$314,086				$107,263	$1,371,406
2029		$35,390		$158,869	$317,656				$111,013	$1,298,628
2030		$35,391		$102,093	$131,872				$104,513	$1,036,612
2031		$35,390		$112,198	$124,046				$98,263	$1,014,049
2032		$35,391		$98,333	$127,071				$107,263	$965,406
2033		$35,390		$96,482	$128,032				$105,763	$961,917
2034		$35,391		$47,632					$129,263	$806,982
2035		$35,390		$46,838					$126,513	$806,430
2036		$35,390		$48,395					$128,763	$807,550
2037		$35,391		$45,058					$130,763	$808,072
2038		$35,391		$46,483					$128,000	$805,961
2039		$35,390		$47,846					$130,238	$808,433
2040		$35,391		$49,147					$132,263	$810,275
2041		$35,391		$78,587					$124,075	$763,953
2042		$35,391		$79,025					$126,100	$764,154
2043		$35,391		$72,351					$142,913	$682,748
2044		$35,390							$123,638	$587,528
2045		$35,390							$125,038	$589,971
2046		$8,845							$151,213	$590,101
2047									$140,750	$140,750
2048									$140,250	$140,250
2049									$144,500	$144,500
2050									$143,250	$143,250
2051									$141,750	$141,750
2052										$0
2053										$0
2054										$0
2055										$0
2056										$0
2057										$0
2058										$0
2059										$0
2060										$0
2061										$0
2062										$0
2063										$0
2064										$0
2065										$0
Totals	$0	$999,775	$0	$2,615,739	$3,376,811	$0	$0	$0	$3,130,863	$31,044,897
								MAX P&I:		$1,428,112

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)
														(Public Mkt)
FY Ending June 30	Prior Bonds	Series 1988 B-1 Bonds	Series 1988 B-2 Bonds	Series 1989 B Bonds	Series 2002 A Bonds	Series 2002 B Bonds	Series 2010 A Bonds	Series 2010 B Bonds	Series 2010 C Bonds	Series 2010 D Bonds	Series 2011 A Bonds	Series 2013 A Bonds	Series 2014 A Bonds	Series 2016 A Bonds
2018	$966,727	$7,588							$41,668	$16,668	$250,373	$21,262	$145,781	
2019	$788,103	$7,588							$41,668	$16,668	$250,373	$21,263	$145,783	
2020	$591,026	$7,588							$41,668	$16,668	$250,373	$21,261	$145,781	
2021	$445,337	$7,588							$41,668	$16,668	$250,373	$21,263	$145,782	
2022	$138,701	$7,588							$41,668	$16,668	$250,373	$21,261	$145,782	
2023		$7,588							$41,668	$16,668	$250,373	$21,262	$145,783	
2024		$7,588							$41,668	$16,668	$250,373	$21,262	$145,782	
2025		$7,588							$41,668	$16,668	$250,373	$21,262	$145,782	
2026		$7,588							$41,668	$16,668	$250,373	$21,262	$145,782	
2027		$7,588							$41,668	$16,668	$250,373	$21,261	$145,783	
2028		$7,588							$41,668	$16,668	$250,373	$21,263	$145,782	
2029		$7,572							$41,668	$16,668	$250,373	$21,261	$145,782	
2030									$41,668	$16,668	$250,373	$21,262	$145,781	
2031									$41,667	$16,667	$250,373	$21,262	$145,781	
2032									$41,664	$16,664	$250,373	$21,262	$145,782	
2033									$41,664	$16,664	$250,373	$21,262	$145,783	
2034									$41,664	$16,664	$250,373	$21,262	$145,781	
2035									$41,664	$16,664	$250,373	$21,262	$145,781	
2036									$41,664	$16,664	$250,373	$21,261	$145,782	
2037									$41,664	$16,664	$250,373	$21,262	$145,782	
2038									$41,664	$16,664	$250,373	$21,262	$145,782	
2039									$41,664	$16,664	$250,373	$21,261	$145,782	
2040									$41,664	$16,664	$250,373	$21,262	$145,783	
2041									$41,665	$16,665	$250,373	$21,262	$145,781	
2042												$21,261	$145,782	
2043												$21,262	$145,782	
2044												$21,262	$145,782	
2045												$5,316	$145,782	
2046													$109,337	
2047														
2048														
2049														
2050														
2051														
2052														
2053														
2054														
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2056														
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2062														
2063														
2064														
2065														
Totals	$2,929,894	$91,040	$0	$0	$0	$0	$0	$0	$999,992	$399,992	$6,008,949	$579,384	$4,191,229	$0

Note: Debt Service <u>*Does Not*</u> *Include Administrative Expenses or DSRF Deposit Requirements as are Operating Expenses.*

(A)	(P)	(Q)	(R)	(S)	(T)	(U)	(V)	(W)	(X)	(U)
	(Public Mkt)		*(Public Mkt)*	*(Public Mkt)*	*(Public Mkt)*	*(Public Mkt)*			*(Public Mkt)*	
FY Ending June 30	Series 2016 B Bonds	Series 2018 A1-A7 Bonds	Series 2018 B Bonds	Series 2020 A Bonds	Series 2022A REF Bonds	Series 2022BC Bonds	Series 2024A Bonds	Series 2024B Bonds	Series 2026 EST Bonds	Total Payments
2018	$127,825	$158,813								$1,736,705
2019	$127,825	$158,811	$39,970							$1,598,051
2020	$152,825	$167,160	$268,438							$1,662,786
2021	$157,450	$167,160	$264,500	$138,821						$1,656,609
2022	$257,000	$167,160	$265,125	$137,916	$5,912					$1,455,153
2023	$174,400	$167,160	$265,625	$234,217	$119,340	$274,826				$1,718,908
2024	$173,400	$167,160	$265,538	$233,157	$155,650	$390,495				$1,868,740
2025	$172,325	$167,160	$265,313	$234,694	$155,052	$392,635				$1,870,519
2026	$176,250	$167,160	$269,463	$233,475	$154,055	$389,555				$1,873,297
2027	$179,050	$167,160	$268,313	$192,453	$152,823	$426,475	$39,252	$7,628	$82,850	$1,999,344
2028	$206,650	$167,160	$267,013	$271,423	$90,714	$386,635	$78,504	$15,257	$82,100	$2,048,797
2029	$248,050	$167,164	$265,563	$179,150	$127,531	$403,035	$78,504	$15,256	$81,350	$2,048,927
2030	$247,650	$153,090	$283,413	$115,126	$79,253	$453,475	$78,504	$15,257	$75,600	$1,977,119
2031	$247,050	$143,631	$290,450	$126,521	$79,120	$446,275	$78,504	$15,257	$75,100	$1,977,658
2032	$246,250	$124,383	$311,350	$110,886	$77,885	$458,025	$78,504	$15,257	$74,600	$1,972,885
2033	$250,250	$105,135	$331,200	$108,799	$78,634	$458,675	$78,504	$15,257	$74,100	$1,976,299
2034	$248,850	$105,135		$53,712		$478,775	$78,504	$15,257	$98,600	$1,554,577
2035	$247,250	$105,135		$52,818		$482,225	$78,504	$15,257	$96,850	$1,553,782
2036	$245,450	$105,135		$54,573		$484,850	$78,503	$15,256	$95,100	$1,554,612
2037	$248,450	$105,135		$50,810		$481,988	$78,505	$15,256	$98,350	$1,554,238
2038	$247,900	$105,135		$52,417		$481,050	$78,504	$15,257	$101,650	$1,557,657
2039	$247,200	$33,416		$53,954		$434,675	$78,504	$15,257	$109,738	$1,448,488
2040	$246,350			$55,421		$469,831	$78,504	$15,258	$107,400	$1,448,510
2041	$250,350			$88,619		$433,019	$78,503	$15,257	$110,063	$1,451,557
2042	$249,050			$89,113		$407,300	$78,504	$15,256	$117,513	$1,123,779
2043	$247,600			$81,587		$427,238	$78,504	$15,258	$109,538	$1,126,768
2044	$246,000					$511,838	$78,504	$15,258	$106,613	$1,125,255
2045	$249,250					$527,638	$78,504	$7,592	$108,688	$1,122,768
2046	$247,200					$567,238	$78,504		$120,538	$1,122,816
2047						$509,638	$78,504		$146,500	$734,641
2048						$513,638	$78,504		$145,750	$737,892
2049						$511,313	$78,504		$144,750	$734,566
2050						$513,369	$78,504		$143,500	$735,373
2051						$509,600	$78,504		$147,000	$735,104
2052						$510,213	$78,504			$588,717
2053							$78,503			$78,503
2054							$78,505			$78,505
2055							$78,506			$78,506
2056							$78,503			$78,503
2057							$78,504			$78,504
2058							$78,506			$78,506
2059							$78,505			$78,505
2060							$78,503			$78,503
2061							$78,505			$78,505
2062							$78,504			$78,504
2063							$78,504			$78,504
2064							$78,504			$78,504
2065							$39,252			$39,252
Totals	$6,365,150	$3,074,549	$3,921,270	$2,949,663	$1,275,968	$13,735,537	$2,983,155	$274,589	$2,653,838	$52,434,200
								MAX P&I:		$2,048,927

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)
														(Public Mkt)
FY Ending June 30	Prior Bonds	Series 1988 B-1 Bonds	Series 1988 B-2 Bonds	Series 1989 B Bonds	Series 2002 A Bonds	Series 2002 B Bonds	Series 2010 A Bonds	Series 2010 B Bonds	Series 2010 C Bonds	Series 2010 D Bonds	Series 2011 A Bonds	Series 2013 A Bonds	Series 2014 A Bonds	Series 2016 A Bonds
2018	$1,767,236	$7,588	$14,308	$3,012	$72,268	$93,506	$55,468	$6,080	$41,668	$16,668	$250,373	$21,262	$145,781	$428,631
2019	$1,593,148	$7,588	$14,308	$3,012	$72,235	$93,506	$55,466	$6,078	$41,668	$16,668	$250,373	$21,263	$145,783	$430,431
2020	$1,393,058	$7,588	$14,308	$3,012	$72,199	$93,506	$55,467	$6,078	$41,668	$16,668	$250,373	$21,261	$145,781	$432,791
2021	$932,653	$7,588	$14,308	$3,012	$72,162	$93,506	$55,467	$6,079	$41,668	$16,668	$250,373	$21,263	$145,782	$429,731
2022	$573,622	$7,588	$14,308	$3,012	$72,122	$93,506	$55,468	$6,079	$41,668	$16,668	$250,373	$21,261	$145,782	$431,331
2023	$10,885	$7,588	$14,308	$3,012	$72,079	$93,506	$55,467	$6,079	$41,668	$16,668	$250,373	$21,262	$145,783	$432,569
2024	$10,885	$7,588	$14,308	$3,012	$72,036	$93,506	$55,466	$6,080	$41,668	$16,668	$250,373	$21,262	$145,782	$428,429
2025	$10,885	$7,588	$14,308	$3,012	$71,988	$93,506	$55,466	$6,079	$41,668	$16,668	$250,373	$21,262	$145,782	$429,019
2026	$10,885	$7,588	$14,308	$3,012	$71,938	$93,506	$55,467	$6,079	$41,668	$16,668	$250,373	$21,262	$145,782	$428,469
2027	$10,885	$7,588	$14,308	$3,012	$71,886	$93,506	$55,466	$6,078	$41,668	$16,668	$250,373	$21,261	$145,783	$432,769
2028		$7,588	$14,308	$3,012	$71,831	$93,506	$55,466	$6,078	$41,668	$16,668	$250,373	$21,263	$145,782	$429,769
2029		$7,572	$14,296	$3,012	$71,772	$93,506	$55,466	$6,079	$41,668	$16,668	$250,373	$21,261	$145,782	$431,569
2030				$3,012	$71,710	$93,506	$55,467	$6,079	$41,668	$16,668	$250,373	$21,262	$145,781	$432,969
2031					$71,643	$93,506	$41,601	$4,559	$41,667	$16,667	$250,373	$21,262	$145,781	$432,844
2032					$71,573	$93,506			$41,664	$16,664	$250,373	$21,262	$145,782	$432,269
2033					$71,500	$93,506			$41,664	$16,664	$250,373	$21,262	$145,783	$431,244
2034					$71,422	$93,506			$41,664	$16,664	$250,373	$21,262	$145,781	$429,769
2035					$71,339	$93,506			$41,664	$16,664	$250,373	$21,262	$145,781	$432,844
2036					$71,252	$93,506			$41,664	$16,664	$250,373	$21,261	$145,782	$430,244
2037					$71,160	$93,506			$41,664	$16,664	$250,373	$21,262	$145,782	$432,194
2038					$71,062	$93,506			$41,664	$16,664	$250,373	$21,262	$145,782	$431,519
2039					$70,959	$93,506			$41,664	$16,664	$250,373	$21,261	$145,782	$430,494
2040					$70,849	$93,506			$41,664	$16,664	$250,373	$21,262	$145,783	$429,119
2041						$93,506			$41,665	$16,665	$250,373	$21,262	$145,781	$432,394
2042						$93,495						$21,261	$145,782	$430,144
2043												$21,262	$145,782	$432,094
2044												$21,262	$145,782	$428,500
2045												$5,316	$145,782	$429,544
2046													$109,337	$430,044
2047														
2048														
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2063														
2064														
2065														
Totals	$6,314,141	$91,040	$171,684	$39,160	$1,648,983	$2,337,651	$762,667	$83,584	$999,992	$399,992	$6,008,949	$579,384	$4,191,229	$12,493,733

Note: Debt Service <u>*Does Not*</u> *Include Administrative Expenses or DSRF Deposit Requirements as are Operating Expenses.*

(A)	(P)	(Q)	(R)	(S)	(T)	(U)	(V)	(W)	(X)	(U)
	(Public Mkt)		*(Public Mkt)*	*(Public Mkt)*	*(Public Mkt)*	*(Public Mkt)*			*(Public Mkt)*	
FY Ending June 30	Series 2016 B Bonds	Series 2018 A1-A7 Bonds	Series 2018 B Bonds	Series 2020 A Bonds	Series 2022A REF Bonds	Series 2022BC Bonds	Series 2024A Bonds	Series 2024B Bonds	Series 2026 EST Bonds	Total Payments
2018	$127,825	$194,204								$3,245,878
2019	$127,825	$194,201	$39,970							$3,113,523
2020	$152,825	$202,550	$268,438							$3,177,570
2021	$157,450	$202,550	$264,500	$261,927						$2,976,687
2022	$257,000	$202,550	$265,125	$260,219	$21,951					$2,739,634
2023	$174,400	$202,550	$265,625	$441,919	$534,281	$274,826				$3,064,848
2024	$173,400	$202,550	$265,538	$439,919	$613,606	$390,495				$3,252,570
2025	$172,325	$202,549	$265,313	$442,819	$608,259	$392,635				$3,251,505
2026	$176,250	$202,549	$269,463	$440,519	$599,325	$389,555				$3,244,666
2027	$179,050	$202,549	$268,313	$363,119	$599,456	$426,475	$39,252	$7,628	$349,275	$3,606,368
2028	$206,650	$202,550	$267,013	$512,119	$404,800	$386,635	$78,504	$15,257	$376,525	$3,607,365
2029	$248,050	$202,553	$265,563	$338,019	$445,188	$403,035	$78,504	$15,256	$377,275	$3,532,468
2030	$247,650	$188,480	$283,413	$217,219	$211,125	$453,475	$78,504	$15,257	$367,775	$3,201,393
2031	$247,050	$179,021	$290,450	$238,719	$203,166	$446,275	$78,504	$15,257	$388,525	$3,206,869
2032	$246,250	$159,773	$311,350	$209,219	$204,956	$458,025	$78,504	$15,257	$398,025	$3,154,453
2033	$250,250	$140,525	$331,200	$205,281	$206,666	$458,675	$78,504	$15,257	$396,775	$3,155,129
2034	$248,850	$140,525		$101,344		$478,775	$78,504	$15,257	$445,275	$2,578,971
2035	$247,250	$140,524		$99,656		$482,225	$78,504	$15,257	$441,025	$2,577,874
2036	$245,450	$140,524		$102,969		$484,850	$78,503	$15,256	$441,525	$2,579,824
2037	$248,450	$140,526		$95,869		$481,988	$78,505	$15,256	$446,525	$2,579,723
2038	$247,900	$140,525		$98,900		$481,050	$78,504	$15,257	$447,388	$2,581,355
2039	$247,200	$68,806		$101,800		$434,675	$78,504	$15,257	$462,825	$2,479,771
2040	$246,350	$35,391		$104,569		$469,831	$78,504	$15,258	$457,200	$2,476,322
2041	$250,350	$35,391		$167,206		$433,019	$78,503	$15,257	$446,363	$2,427,735
2042	$249,050	$35,391		$168,138		$407,300	$78,504	$15,256	$460,525	$2,104,846
2043	$247,600	$35,391		$153,938		$427,238	$78,504	$15,258	$468,625	$2,025,690
2044	$246,000	$35,390				$511,838	$78,504	$15,258	$445,125	$1,927,658
2045	$249,250	$35,390				$527,638	$78,504	$7,592	$447,075	$1,926,090
2046	$247,200	$8,845				$567,238	$78,504		$488,350	$1,929,517
2047						$509,638	$78,504		$516,250	$1,104,391
2048						$513,638	$78,504		$511,000	$1,103,142
2049						$511,313	$78,504		$515,000	$1,104,816
2050						$513,369	$78,504		$512,750	$1,104,623
2051						$509,600	$78,504		$514,500	$1,102,604
2052						$510,213	$78,504			$588,717
2053							$78,503			$78,503
2054							$78,505			$78,505
2055							$78,506			$78,506
2056							$78,503			$78,503
2057							$78,504			$78,504
2058							$78,506			$78,506
2059							$78,505			$78,505
2060							$78,503			$78,503
2061							$78,505			$78,505
2062							$78,504			$78,504
2063							$78,504			$78,504
2064							$78,504			$78,504
2065							$39,252			$39,252
Totals	$6,365,150	$4,074,324	$3,921,270	$5,565,403	$4,652,779	$13,735,537	$2,983,155	$274,589	$11,121,500	$88,815,897
								MAX P&I:		$3,607,365

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)
														(Public Mkt)
FY Ending June 30	Prior Bonds	Series 1988 B-1 Bonds	Series 1988 B-2 Bonds	Series 1989 B Bonds	Series 2002 A Bonds	Series 2002 B Bonds	Series 2010 A Bonds	Series 2010 B Bonds	Series 2010 C Bonds	Series 2010 D Bonds	Series 2011 A Bonds	Series 2013 A Bonds	Series 2014 A Bonds	Series 2016 A Bonds
2018	$800,509		$14,308	$3,012	$72,268	$93,506	$55,468	$6,080						$428,631
2019	$805,045		$14,308	$3,012	$72,235	$93,506	$55,466	$6,078						$430,431
2020	$802,032		$14,308	$3,012	$72,199	$93,506	$55,467	$6,078						$432,791
2021	$487,316		$14,308	$3,012	$72,162	$93,506	$55,467	$6,079						$429,731
2022	$434,921		$14,308	$3,012	$72,122	$93,506	$55,468	$6,079						$431,331
2023	$10,885		$14,308	$3,012	$72,079	$93,506	$55,467	$6,079						$432,569
2024	$10,885		$14,308	$3,012	$72,036	$93,506	$55,466	$6,080						$428,429
2025	$10,885		$14,308	$3,012	$71,988	$93,506	$55,466	$6,079						$429,019
2026	$10,885		$14,308	$3,012	$71,938	$93,506	$55,467	$6,079						$428,469
2027	$10,885		$14,308	$3,012	$71,886	$93,506	$55,466	$6,078						$432,769
2028			$14,308	$3,012	$71,831	$93,506	$55,466	$6,078						$429,769
2029			$14,296	$3,012	$71,772	$93,506	$55,466	$6,079						$431,569
2030				$3,012	$71,710	$93,506	$55,467	$6,079						$432,969
2031					$71,643	$93,506	$41,601	$4,559						$432,844
2032					$71,573	$93,506								$432,269
2033					$71,500	$93,506								$431,244
2034					$71,422	$93,506								$429,769
2035					$71,339	$93,506								$432,844
2036					$71,252	$93,506								$430,244
2037					$71,160	$93,506								$432,194
2038					$71,062	$93,506								$431,519
2039					$70,959	$93,506								$430,494
2040					$70,849	$93,506								$429,119
2041						$93,506								$432,394
2042						$93,495								$430,144
2043														$432,094
2044														$428,500
2045														$429,544
2046														$430,044
2047														
2048														
2049														
2050														
2051														
2052														
2053														
2054														
2055														
2056														
2057														
2058														
2059														
2060														
2061														
2062														
2063														
2064														
2065														
Totals	$3,384,247	$0	$171,684	$39,160	$1,648,983	$2,337,651	$762,667	$83,584	$0	$0	$0	$0	$0	$12,493,733

Note: Debt Service <u>*Does Not*</u> *Include Administrative Expenses or DSRF Deposit Requirements as are Operating Expenses.*

(A)	(P)	(Q)	(R)	(S)	(T)	(U)	(V)	(W)	(X)	(U)
	(Public Mkt)		*(Public Mkt)*	*(Public Mkt)*	*(Public Mkt)*	*(Public Mkt)*			*(Public Mkt)*	
FY Ending June 30	Series 2016 B Bonds	Series 2018 A-7 Bonds	Series 2018 B Bonds	Series 2020 A Bonds	Series 2022A REF Bonds	Series 2022BC Bonds	Series 2024A Bonds	Series 2024B Bonds	Series 2026 EST Bonds	Total Payments
2018		$35,391								$1,509,172
2019		$35,390								$1,515,471
2020		$35,390								$1,514,784
2021		$35,391		$123,106						$1,320,078
2022		$35,391		$122,303	$16,039					$1,284,481
2023		$35,391		$207,702	$414,941					$1,345,940
2024		$35,390		$206,762	$457,956					$1,383,830
2025		$35,390		$208,125	$453,208					$1,380,986
2026		$35,390		$207,044	$445,270					$1,371,369
2027		$35,389		$170,666	$446,634				$187,263	$1,527,862
2028		$35,391		$240,696	$314,086				$216,013	$1,480,156
2029		$35,390		$158,869	$317,656				$218,263	$1,405,878
2030		$35,391		$102,093	$131,872				$195,263	$1,127,362
2031		$35,390		$112,198	$124,046				$213,263	$1,129,049
2032		$35,391		$98,333	$127,071				$220,263	$1,078,406
2033		$35,390		$96,482	$128,032				$221,763	$1,077,917
2034		$35,391		$47,632					$253,013	$930,732
2035		$35,390		$46,838					$247,513	$927,430
2036		$35,390		$48,395					$252,013	$930,800
2037		$35,391		$45,058					$251,013	$928,322
2038		$35,391		$46,483					$250,700	$928,661
2039		$35,390		$47,846					$250,175	$928,370
2040		$35,391		$49,147					$249,438	$927,450
2041		$35,391		$78,587					$238,488	$878,365
2042		$35,391		$79,025					$242,750	$880,804
2043		$35,391		$72,351					$261,588	$801,423
2044		$35,390							$238,938	$702,828
2045		$35,390							$236,963	$701,896
2046		$8,845							$264,763	$703,651
2047									$280,500	$280,500
2048									$279,500	$279,500
2049									$278,000	$278,000
2050									$281,000	$281,000
2051									$278,250	$278,250
2052										$0
2053										$0
2054										$0
2055										$0
2056										$0
2057										$0
2058										$0
2059										$0
2060										$0
2061										$0
2062										$0
2063										$0
2064										$0
2065										$0
Totals	$0	$999,775	$0	$2,615,739	$3,376,811	$0	$0	$0	$6,106,688	$34,020,722
								MAX P&I:		$1,527,862

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)
														(Public Mkt)
FY Ending June 30	Prior Bonds	Series 1988 B-1 Bonds	Series 1988 B-2 Bonds	Series 1989 B Bonds	Series 2002 A Bonds	Series 2002 B Bonds	Series 2010 A Bonds	Series 2010 B Bonds	Series 2010 C Bonds	Series 2010 D Bonds	Series 2011 A Bonds	Series 2013 A Bonds	Series 2014 A Bonds	Series 2016 A Bonds
2018	$966,727	$7,588							$41,668	$16,668	$250,373	$21,262	$145,781	
2019	$788,103	$7,588							$41,668	$16,668	$250,373	$21,263	$145,783	
2020	$591,026	$7,588							$41,668	$16,668	$250,373	$21,261	$145,781	
2021	$445,337	$7,588							$41,668	$16,668	$250,373	$21,263	$145,782	
2022	$138,701	$7,588							$41,668	$16,668	$250,373	$21,261	$145,782	
2023		$7,588							$41,668	$16,668	$250,373	$21,262	$145,783	
2024		$7,588							$41,668	$16,668	$250,373	$21,262	$145,782	
2025		$7,588							$41,668	$16,668	$250,373	$21,262	$145,782	
2026		$7,588							$41,668	$16,668	$250,373	$21,262	$145,782	
2027		$7,588							$41,668	$16,668	$250,373	$21,261	$145,783	
2028		$7,588							$41,668	$16,668	$250,373	$21,263	$145,782	
2029		$7,572							$41,668	$16,668	$250,373	$21,261	$145,782	
2030									$41,668	$16,668	$250,373	$21,262	$145,781	
2031									$41,667	$16,667	$250,373	$21,262	$145,781	
2032									$41,664	$16,664	$250,373	$21,262	$145,782	
2033									$41,664	$16,664	$250,373	$21,262	$145,783	
2034									$41,664	$16,664	$250,373	$21,262	$145,781	
2035									$41,664	$16,664	$250,373	$21,262	$145,781	
2036									$41,664	$16,664	$250,373	$21,261	$145,782	
2037									$41,664	$16,664	$250,373	$21,262	$145,782	
2038									$41,664	$16,664	$250,373	$21,262	$145,782	
2039									$41,664	$16,664	$250,373	$21,261	$145,782	
2040									$41,664	$16,664	$250,373	$21,262	$145,783	
2041									$41,665	$16,665	$250,373	$21,262	$145,781	
2042												$21,261	$145,782	
2043												$21,262	$145,782	
2044												$21,262	$145,782	
2045												$5,316	$145,782	
2046													$109,337	
2047														
2048														
2049														
2050														
2051														
2052														
2053														
2054														
2055														
2056														
2057														
2058														
2059														
2060														
2061														
2062														
2063														
2064														
2065														
Totals	$2,929,894	$91,040	$0	$0	$0	$0	$0	$0	$999,992	$399,992	$6,008,949	$579,384	$4,191,229	$0

Note: Debt Service <u>*Does Not*</u> *Include Administrative Expenses or DSRF Deposit Requirements as are Operating Expenses.*

(A)	(P)	(Q)	(R)	(S)	(T)	(U)	(V)	(W)	(X)	(U)
	(Public Mkt)		*(Public Mkt)*	*(Public Mkt)*	*(Public Mkt)*	*(Public Mkt)*			*(Public Mkt)*	
FY Ending June 30	Series 2016 B Bonds	Series 2018 A1-A7 Bonds	Series 2018 B Bonds	Series 2020 A Bonds	Series 2022A REF Bonds	Series 2022BC Bonds	Series 2024A Bonds	Series 2024B Bonds	Series 2026 EST Bonds	Total Payments
2018	$127,825	$158,813								$1,736,705
2019	$127,825	$158,811	$39,970							$1,598,051
2020	$152,825	$167,160	$268,438							$1,662,786
2021	$157,450	$167,160	$264,500	$138,821						$1,656,609
2022	$257,000	$167,160	$265,125	$137,916	$5,912					$1,455,153
2023	$174,400	$167,160	$265,625	$234,217	$119,340	$274,826				$1,718,908
2024	$173,400	$167,160	$265,538	$233,157	$155,650	$390,495				$1,868,740
2025	$172,325	$167,160	$265,313	$234,694	$155,052	$392,635				$1,870,519
2026	$176,250	$167,160	$269,463	$233,475	$154,055	$389,555				$1,873,297
2027	$179,050	$167,160	$268,313	$192,453	$152,823	$426,475	$39,252	$7,628	$162,013	$2,078,506
2028	$206,650	$167,160	$267,013	$271,423	$90,714	$386,635	$78,504	$15,257	$160,513	$2,127,209
2029	$248,050	$167,164	$265,563	$179,150	$127,531	$403,035	$78,504	$15,256	$159,013	$2,126,590
2030	$247,650	$153,090	$283,413	$115,126	$79,253	$453,475	$78,504	$15,257	$172,513	$2,074,031
2031	$247,050	$143,631	$290,450	$126,521	$79,120	$446,275	$78,504	$15,257	$175,263	$2,077,820
2032	$246,250	$124,383	$311,350	$110,886	$77,885	$458,025	$78,504	$15,257	$177,763	$2,076,047
2033	$250,250	$105,135	$331,200	$108,799	$78,634	$458,675	$78,504	$15,257	$175,013	$2,077,212
2034	$248,850	$105,135		$53,712		$478,775	$78,504	$15,257	$192,263	$1,648,239
2035	$247,250	$105,135		$52,818		$482,225	$78,504	$15,257	$193,513	$1,650,444
2036	$245,450	$105,135		$54,573		$484,850	$78,503	$15,256	$189,513	$1,649,024
2037	$248,450	$105,135		$50,810		$481,988	$78,505	$15,256	$195,513	$1,651,401
2038	$247,900	$105,135		$52,417		$481,050	$78,504	$15,257	$196,688	$1,652,694
2039	$247,200	$33,416		$53,954		$434,675	$78,504	$15,257	$212,650	$1,551,401
2040	$246,350			$55,421		$469,831	$78,504	$15,258	$207,763	$1,548,872
2041	$250,350			$88,619		$433,019	$78,503	$15,257	$207,875	$1,549,370
2042	$249,050			$89,113		$407,300	$78,504	$15,256	$217,775	$1,224,042
2043	$247,600			$81,587		$427,238	$78,504	$15,258	$207,038	$1,224,268
2044	$246,000					$511,838	$78,504	$15,258	$206,188	$1,224,830
2045	$249,250					$527,638	$78,504	$7,592	$210,113	$1,224,193
2046	$247,200					$567,238	$78,504		$223,588	$1,225,866
2047						$509,638	$78,504		$235,750	$823,891
2048						$513,638	$78,504		$231,500	$823,642
2049						$511,313	$78,504		$237,000	$826,816
2050						$513,369	$78,504		$231,750	$823,623
2051						$509,600	$78,504		$236,250	$824,354
2052						$510,213	$78,504			$588,717
2053							$78,503			$78,503
2054							$78,505			$78,505
2055							$78,506			$78,506
2056							$78,503			$78,503
2057							$78,504			$78,504
2058							$78,506			$78,506
2059							$78,505			$78,505
2060							$78,503			$78,503
2061							$78,505			$78,505
2062							$78,504			$78,504
2063							$78,504			$78,504
2064							$78,504			$78,504
2065							$39,252			$39,252
Totals	$6,365,150	$3,074,549	$3,921,270	$2,949,663	$1,275,968	$13,735,537	$2,983,155	$274,589	$5,014,813	$54,795,175
								MAX P&I:		$2,127,209

Existing customers	482.00	70	33740	7	236180		944,720.00	11,336,640.00
	people	gal/day						

5 year projection	615.00	70	43050	7	301350		1,205,400.00	14,464,800.00
	people	gal/day						

10 year projection	947.00	70	66290	7	464030		1,856,120.00	22,273,440.00
	people	gal/day						

Current	Contract rate $6.08 per 1,000 gallons					
	944.72					
	5,743.90	Water	Current	Monthly	68,926.77	Annual
	5,743.90	Sewer	Current	Monthly	68,926.77	Annual

5 year projection	Contract rate $6.08 per 1,000 gallons					
	1,205.40					
	7,328.83	Water	Current	Monthly	87,945.98	Annual
	7,328.83	Sewer	Current	Monthly	87,945.98	Annual

5 year projection	Contract rate $6.08 per 1,000 gallons					
	1,856.12					
	11,285.21	Water	Current	Monthly	135,422.52	Annual
	11,285.21	Sewer	Current	Monthly	135,422.52	Annual

SANITARY SURVEY AND FUTURE WATER/SEWER SERVICE FEASIBILITY STUDY

FOR

CHARLES TOWN UTILITY BOARD
SUMMIT POINT MOTORSPORTS PARK

JUNE 2025

GD&F
GWIN DOBSON & FOREMAN ENGINEERS

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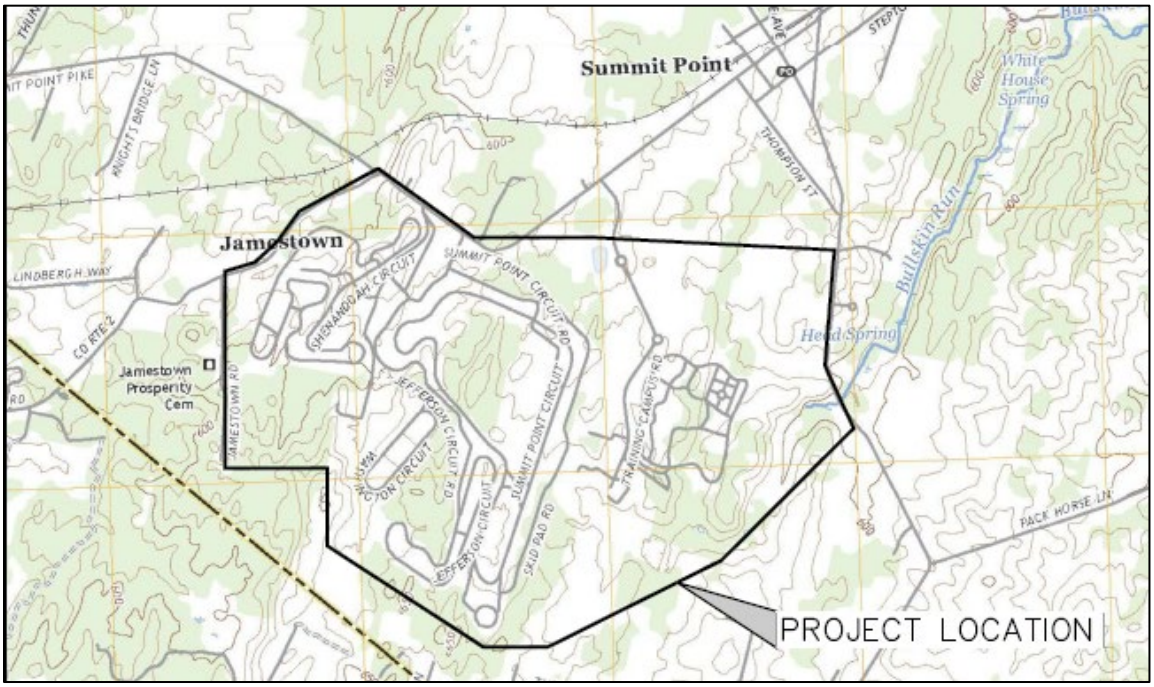
A. BACKGROUND

Gwin, Dobson & Foreman, Inc. (GD&F) has been retained by the Charles Town Utility Board (CTUB), in collaboration with Summit Point Motorsports Park (SPMP), to prepare this Sanitary Survey and evaluate future utility service for the area. Summit Point Motorsports Park and the Summit Point Training Facility (SPTF) operate jointly on the same campus and serve a dual-purpose mission - supporting both commercial motorsports and U.S. Government national security programs.

The primary purpose of this study is to establish the number, type, and current condition of on-lot disposal systems and to identify potential sources of contamination to existing and proposed drinking water systems throughout the campus. The findings will also support the feasibility assessment for developing new centralized water and wastewater treatment systems to serve current and future needs reliably.



This survey was initiated due to concerns regarding the reliability and sustainability of the existing individual well and septic systems supporting a diverse set of facilities across the property. These facilities include racetrack amenities, administrative buildings, and secure training environments. SPMP/SPTF management has emphasized the strategic importance of ensuring long-term dependable utility infrastructure - not only for public-facing motorsports operations but also for the many government contractor tenants who occupy the site to conduct training, research, testing, and national security mission support activities.

B. HISTORY AND DESCRIPTION OF SUMMIT POINT MOTOR SPORTS

The Summit Point facility originally opened in October 1969 as Summit Point Raceway and has since evolved into a nationally recognized campus integrating motorsports with critical U.S. Government training and testing functions. In 2018, the site was acquired by Xator Corporation, which maintained its motorsports legacy while expanding national security-focused operations.

In 2022, following Xator's acquisition by a U.S. Government organization, Summit Point Raceway Associates Inc. was divested and retained by Xator's two founding members as an independent small business. Today, the property operates under two synergistic divisions—Summit Point Motorsports Park (SPMP) and Summit Point Training Facility (SPTF) - from the same location.

The 785-acre campus supports a dual-purpose mission: delivering premier motorsports events and serving as a secure site for U.S. Government and contractor-led research, development, testing, evaluation (RDT&E), and mission readiness training. The facility averages 600 to 1,000 personnel on-site daily - including employees, customers, and government staff - making it a vital place of performance for national security and commercial operations alike.

In addition to its operational role, the site serves as a major economic hub for Jefferson County, generating local employment, tourism revenue, and contracting opportunities tied to motorsports, logistics, and federal programming.

Currently, all activity is supported by decentralized well and septic systems. Given the growing demands and strategic nature of the work conducted on-site, there is a critical need to transition to a centralized, modern utility infrastructure that ensures reliability, environmental protection, and support for continued economic and mission growth.

C. EXISTING WATER/SEWER SYSTEM CONFIGURATION & ASSESSMENT

1. Inventory of Existing Wells & Septic Systems

Based on information provided by SPMP management there are approximately 25 identified wells on the property. These wells vary significantly in terms of depth, reported yield, age and the specific facilities they serve. A summary of the existing wells and the sanitary systems they serve is included in Appendix A. Reported well depths range from approximately 100 feet to over 1,400 feet and approximate yields vary from a few gallons per minute (gpm) to as high as 50 gpm for individual wells. The age of these wells also varies, with some in operation for over 30 years and others being more recent installations. Several wells are not used for drinking water and as such, receive no treatment.

Sanitary Systems appear to have been installed as the enterprise continued to expand throughout the years. The sizes of septic tanks are generally adequate for typical occupancies for the individual buildings; however, several systems appear to have been expanded after the septic system installation as the maximum tank size is 1,500 gallons. Based on the *EPA Onsite Wastewater Treatment Systems Manual*, tanks of this size are acceptable for approximately 500 gallons per day, translating to an occupancy of approximately thirty-five (35) persons. Peak occupancies in excess of this are listed in Appendix A; however, these peaks are based on events when temporary sanitary facilities are brought on-site.

Maps of both water and sewer facilities have been included in Appendix B.

2. Water Quality Assessment

A sampling program was developed to identify failing septic systems that threaten the existing water systems. The program consisted of a general inspection of each well source, running the system at approximate maximum (running sinks, toilets, etc.) for an extended period of time to simulate drawdown condition, injecting tracer dye into the drainage system, and sampling the water for Fecal Coliform, E. coli, Nitrate and Nitrite. The subsurface infiltration areas were then inspected for any signs of pooling or other failures of the system.

The results of this sampling program showed that of the twenty-one (21) sources sampled, only two (2) show bacterial contamination. Some sources contain noticeable levels of Nitrate/Nitrite, but all were below the drinking water standards. The analytical results are summarized in Table 1 and included in Appendix C.

Table 1: Water Source Analytical Sampling Summary

Location	Total Coliform, MPN/100 mL	E. Coli., MPN/100 mL	Nitrate, mg/L	Nitrite, mg/L
Classroom	<1	<1	0.47	<0.20
Concession	15	7.5	2.59	<0.20
Maintenance	<1	<1	4.8	<0.20
EMS	<1	<1	4.82	<0.20
Range K	<1	<1	4.86	<0.20
Range B	<1	<1	1.01	<0.20
Washington	<1	<1	1.23	<0.20
Jefferson	<1	<1	7.27	<0.20
Main Office	<1	<1	6.21	<0.20
SBR 565	4.2	<1	3.1	<0.20
Bldg 55	<1	<1	2.59	<0.20
Bldg 53	<1	<1	2.58	<0.20
Bldg 73	<1	<1	2.58	<0.20
Bldg 65	<1	<1	2.49	<0.20
Bldg 45	<1	<1	2.51	<0.20
Bldg 60	<1	<1	2.5	<0.20
Bldg 860	<1	<1	2.5	<0.20
Bldg 785	<1	<1	2.5	<0.20
Bldg 73	<1	<1	2.5	<0.20
Bldg 53	<1	<1	2.5	<0.20
SCCA	<1	<1	0.41	<0.20

Similarly, the above ground inspection of each infiltration area during the high-flow sampling period did not indicate any failures in septic systems (i.e. no dye or pooling was observed).

3. Hydrogeological Assessment

A Stage 1 Hydrogeologic Study was undertaken to better understand the underlying geological conditions and how they may factor into contamination sources and source water quality. The study notes karst terrain which has the potential to rapidly transmit contamination throughout aquifers. The study additionally identified the known wells and compiled additional information. The full report may be found in Appendix D.

D. SANITARY SURVEY AND ALTERNATIVES EVALUATION

1. Summary of Sanitary Survey

While the Sanitary Survey identified some sources of contamination, most existing facilities operate as intended and within reasonable design standards. The nature of the facility demands a very wide range of potential occupancy demands. In the past, SPMS has addressed these swings with temporary facilities during high-occupancy events (race days, etc.). Despite the additional facilities, management has observed major stresses on the existing systems. Additionally, the decentralized nature of the individual systems creates difficulties in general upkeep and maintenance to ensure water quality.

The results of the sampling and inspection program show the majority of on-lot systems in acceptable working order. However, two (2) of the drinking water sources sampled were positive for bacteria. Almost all of the sources sampled had measurable levels of Nitrate, but none above drinking water standards. A malfunctioning on-lot septic system is more likely the source of the bacteria. However, an outside contamination source is possible due to the Karst geology in the area. The geology is also likely the cause of the elevated Nitrate levels, which can pose safety risks. The surrounding area served by on-lot systems is likely to have similar water quality regardless of individual well construction.

2. Future Alternatives for Source Water Protection

To ensure high quality source water in the SPMS, three (3) main alternatives exist:

- Alternative 1: Improvement of Existing Individual Systems (Water & Sewer),
- Alternative 2: Connection to Existing Regional Systems
- Alternative 3: Development of Centralized Facilities

2.a. Alternative 1: Improvement of Existing Individual Systems

Further investigation and improvement of the existing individual systems is a technically feasible option. A more thorough inspection of each septic system could be performed through camera inspection, test pitting, air testing, etc. to identify malfunctioning systems. This approach would be extremely cost prohibitive and would leave complexity in operations, maintenance. It would also do little to address the current reliability concerns in a timely manner. Further, the SPMS Facility would be unable to continue to expand using the current system of individual systems. SPMS has received multiple inquires to develop in areas currently used by the septic drain fields. Assuming the space to continue to build

on-lot systems existed, development of them would continue to pose a threat to th source water quality of the surround areas. For these reasons, this Alternative was not considered further.

2.b. Alternative 2: Connection to Existing Regional Systems

Connection of the SPMP to existing regional public water and wastewater utility systems was considered as a potential alternative. However, based on current information, the area immediately surrounding SPMP does not presently have access to such regional public utilities. Based on the WVIJDC GIS System, the nearest water system connection would be to CTUB's existing system on Summit Point Road. The waterline would be approximately 5 miles long and be an estimated $6.6-million to construct. Even if connection of this line were feasible, the overall length would drastically increase water age and lead to degraded water quality over time. Connection to a sewerage system would be similar and require a substantial pumping system. The total estimated cost to connect to exiting utilities is $13-million.

2.c. Alternative 3: Development of Centralized Facilities

Development of centralized facilities would provide great benefits for the water and sewerage systems in this area. This approach would provide a reliable, high-quality water supply and an environmentally sound wastewater management solution, capable of meeting both current operational demands and future growth. Centralized systems would also provide the potential for future service expansion to the surrounding areas.

Based on the Stage 1 Hydrogeologic Study, the potential for developing high-yield wells on the property is likely, with some already existing. Wells #17 and #18 specifically hold promise to initially support the entire SPMS demands. These wells along with any additional wells developed based on proposed need would provide water to a treatment facility and storage tank located centrally to the Facility. If this alternative is pursued, further testing would inform the treatment requirements and subsequent capability. A water distribution system could be easily implemented throughout the existing system with minimal disruptions, as the existing systems could continue to operate until final connections are made to each building.

Similarly, a wastewater collection system could be relatively easily implemented. Conceptually, the site could be divided into two (2) main gravity systems with pump stations to convey all flow to a wastewater treatment facility discharging to Bullskin Run. GD&F has developed a conceptual design layout for the distribution and collection system, included in Appendix E.

A centralized system would not only be able to handle the existing demands of the SPMS Facility, but also be easily expanded to meet its future demands and those of the surrounding area. More than fifty (50) acres are currently undeveloped on the existing site. These areas are zoned for General Commercial, at an estimated usage of 2,000-gallons/acre day, there is the potential to require

an additional 100,000-gallons per day of water supply and an equal amount of generated waste. Without construction of an easily expandable system, any proposed development of reasonable scale would be unreasonably hindered from becoming reality.

Of the three (3) alternatives presented here, only Alternative 3 addresses all the current issues identified by SPMS and this Sanitary Survey. A blend of Alternative 1 and 3 could be further identified in the future in order to bridge the time to initiate a full-scale centralized system project.

E. CONCLUSIONS

The SPMS Facility consists of numerous on-lot systems spread over the area. These systems are in various states of use and condition which makes operation and maintenance difficult. Additionally, the increased demands on the systems have compounded other issues. Several alternatives exist to address the long-term needs of the facility and surrounding areas, but the most cost effective and reliable option is to begin the process to develop centralized facilities for both Water and Wastewater. A planning level cost estimate for these facilities is shown in Table 2 and an implementation schedule is shown in Table 3. As time progresses, these estimates should be revisited for accuracy and inclusion of additional requirements.

Table 2: Centralized Facility Construction Cost Estimates

Water Treatment Facility/Storage Tank	$2,500,000
Well Development/Rehab	$200,000
Wastewater Treatment Facility/Pump Stations	$1,750,000
Distribution/Collection System	$2,750,000
Site Work/Miscellaneous	$500,000
Potential Expansion	$2,000,000-$3,000,000
Total Budgetary Construction Cost	**$7,700,000-$10,700,000**

Table 3: Preliminary Implementation Schedule

Hydrogeological Investigations	1 Year
Design/Permitting	2 Years
Funding Acquisition/Legal	6 months - 1 Year
Bidding/Construction	3 Years

The majority of the implementation schedule will be dependent on where funding is obtained, who the end operator/customers are to be, and permitting requirements throughout. Of particular note is the preliminary location for a Wastewater Treatment Facility.

The final recommendation of this report is to further consider local sources of contamination to the existing drinking water system. As time goes on, the condition of the existing facilities will continue to degrade unless given significant attention at high costs compared to constructing centralized facilities to replace them. Continuation of the existing on-lot generation and disposal method holds the very real potential to impact regional water quality die to the karst topography. To address the long-term solution of water supply and treatment, planning efforts should be undertaken to begin implementation of centralized facilities.

APPENDIX A

EXISTING WELLS AND SANITARY SYSTEMS

Existing Water and Sanitary Systems Summary

System	Building Served	Peak Occupancy	Typical Occupancy	Sanitary	Well						
				Septic Tank Size	Wells Serving	Storage	Well Depth	Years in Operation	Aprox. Flow	Water Quality	Pipe Diameter
1	Security Office	40	20	1000	1		260	20	20	U/V	6"
2	Admin HQ	100	30	1000	2,3	500	150	30	24	PWS Cl2	6"
3	Circuit Paddock SPC	3000	80	1500	6		290	20	20	Cl2	6"
4	Circuit Paddock 2 S.C	3000	80	1000	7,8	400	1200	1	6	Non Potable	6"
5	Facility Maint.	30	30	1500	22,23	400	1200	1	6	Non Potable	6"
6	Range K	30	20	1000	10		256	25	50	U/V	6"
7	Stone House	10	10	1000	11						
8	Range B	40	20	1500	12		396	23	15		6"
9	Washington Circuit Paddock	40	30	1000	12		396	23	15		6"
10	Fairfax Restroom	60	60	1000	2	500	150	30	24	PWS Cl2	6"
11	Gasoline Alley	70	50	1500	1		260	20	20	U/V	6"
12	SCCA Reg Bldg	40	30	1000	3	500	150	30	24	PWS Cl2	6"
13	Jefferson Co. Circuit Paddock	500	40	1000	14		200	30	25	U/V	6"
14	Summit Point Circuit Paddock	3000	30	1500	19,20			50	30	PWS Cl2	6"
15					5						
16	Shenandoah pump house				4				22		6"
17	Race Control & Obs Tower	20	5	1000	20				25		6"
18	Orchard Building		30	1000	22,23	11000		20			
19	Bldg 50	40	30	1500	22,23			20			
20	Bldg 93	40	40	1500	22,23			20			
21	Bldg 73	40	40	1500	22,23			20			
22	Bldg 53	40	40	1500	22,23			20			
23	Bldg 33	30	30	1500	22,23			20			
24	Bldg 55	40	40	1500	22,23			20			
25	Bldg 80	40	40	1500	22,23			20			
26	Bldg 90	40	40	1500	22,23			20			
27	Bldg 860	60	40	1500	22,23			20			
28	Bldg 65	40	40	1500	22,23			20			
29	Bldg 60	60	40	1500	22,23			20			
30	Bldg 45	60	40	1500	22,23			20			
31	Bldg 785	50	50	1500	22,23			20			

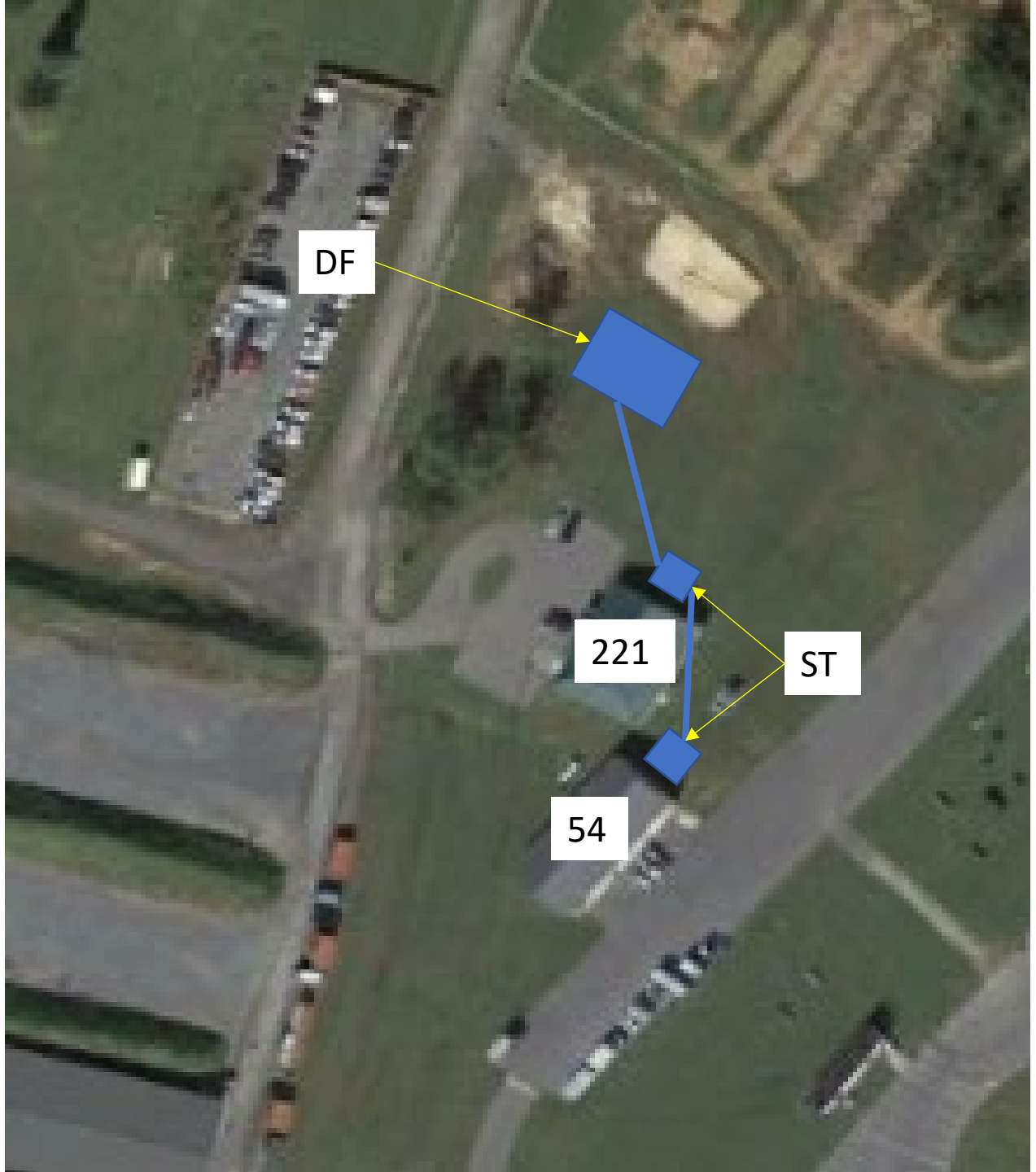
APPENDIX B

SUMMIT POINT MOTOR SPORTS MAPPING



Shenandoah Circuit
Range K
Administration Buildings

- ST = Septic Tank
- DF = Drain Field
- IP = Influent Pump



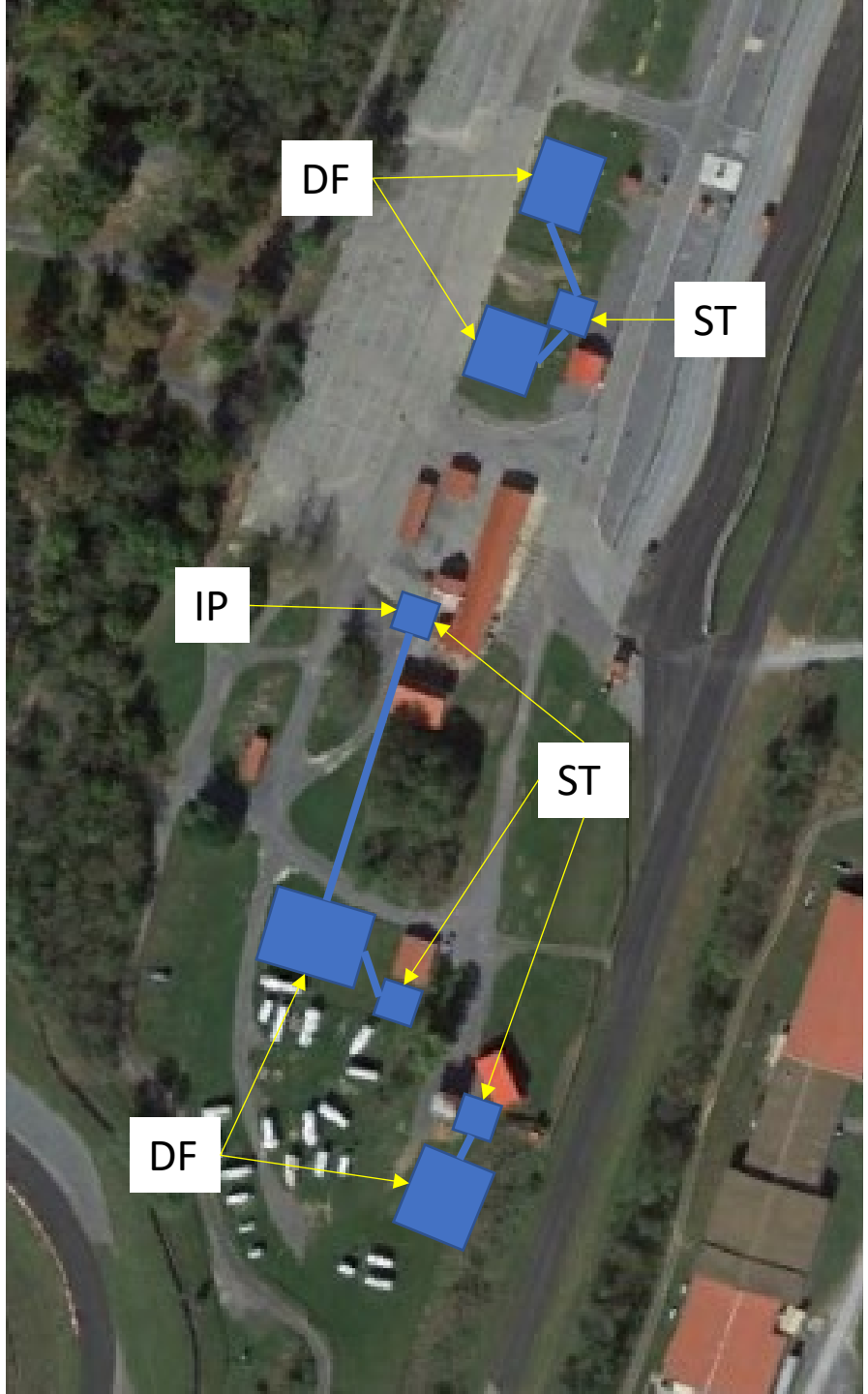
221 Kackley Range Road
54 Washington Circuit Road

- ST = Septic Tank
- DF = Drain Field



99 Summit Point Circuit Road

- ST = Septic Tank
- DF = Drain Field



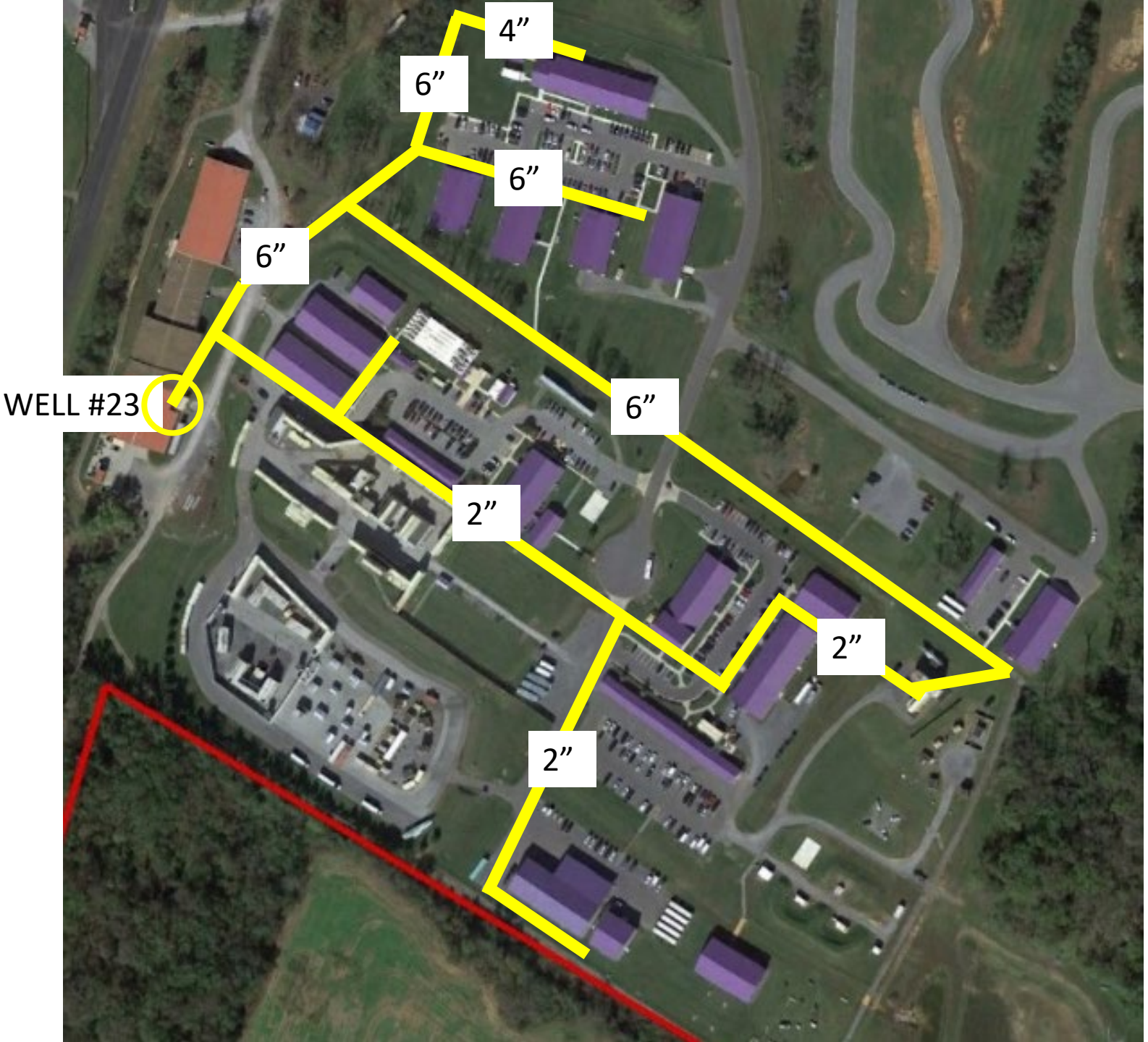
Summit Point Circuit

- ST = Septic Tank
- DF = Drain Field
- IP = Influent Pump



Training Campus

- ST = Septic Tank
- DF = Drain Field
- IP = Influent Pump



Training Campus

- 6” = Pipe Diameter
- 4” = Pipe Diameter
- 2” = Pipe Diameter

APPENDIX C

SAMPLING PROGRAM RESULTS

3020 VENTRIE COURT
MYERSVILLE, MD 21773

FREDERICKTOWNE LABS ENVIRONMENTAL TESTING

(301) 293-3340
INFO@FTLLAB.COM

Certificate of Analysis

Work order: **FZB0623**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/19/25 14:45
Temp: 13.80 deg. C
Reported: 2/21/25 8:29

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

1 - Classroom

FZB0623-01 (Drinking Water)(Grab) **Date Collected: 02/19/25 11:20**

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B
Bacteria - E coli	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	0.47	mg/L	0.20	10	2/19/25 19:09	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/19/25 19:09	NM		EPA 300.0

Sara E. Randall, President

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MYERSVILLE, MD 21773

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Certificate of Analysis

Work order: **FZB0623**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/19/25 14:45
Temp: 13.80 deg. C
Reported: 2/21/25 8:29

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

2 - Concession

FZB0623-02 (Drinking Water)(Grab) **Date Collected: 02/19/25 11:25**

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	**15**	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B
Bacteria - E coli	**7.5**	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B

Bacteriological analysis of this sample indicates the water is unsafe for human consumption. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	2.59	mg/L	0.20	10	2/19/25 23:35	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/19/25 23:35	NM		EPA 300.0

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Certificate of Analysis

Work order: **FZB0623**

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3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/19/25 14:45
Temp: 13.80 deg. C
Reported: 2/21/25 8:29

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

3 - Maintenance

FZB0623-03 (Drinking Water)(Grab) **Date Collected: 02/19/25 11:35**

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B
Bacteria - E coli	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	4.80	mg/L	0.20	10	2/19/25 23:18	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/19/25 23:18	NM		EPA 300.0

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Work order: **FZB0623**

Client:
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3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/19/25 14:45
Temp: 13.80 deg. C
Reported: 2/21/25 8:29

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

4 - EMS

FZB0623-04 (Drinking Water)(Grab) **Date Collected: 02/19/25 11:40**

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B
Bacteria - E coli	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	4.82	mg/L	0.20	10	2/19/25 22:28	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/19/25 22:28	NM		EPA 300.0

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Certificate of Analysis

Work order: **FZB0623**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/19/25 14:45
Temp: 13.80 deg. C
Reported: 2/21/25 8:29

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

5 - Range K

FZB0623-05 (Drinking Water)(Grab) **Date Collected: 02/19/25 11:45**

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1 [1]	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD	M2	SM9223-B
Bacteria - E coli	<1 [1]	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD	M2	SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	4.86	mg/L	0.20	10	2/19/25 22:45	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/19/25 22:45	NM		EPA 300.0

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Work order: **FZB0623**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/19/25 14:45
Temp: 13.80 deg. C
Reported: 2/21/25 8:29

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

6 - Range B

FZB0623-06 (Drinking Water)(Grab) **Date Collected: 02/19/25 12:45**

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B
Bacteria - E coli	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	1.01	mg/L	0.20	10	2/19/25 21:55	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/19/25 21:55	NM		EPA 300.0

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Certificate of Analysis

Work order: **FZB0623**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/19/25 14:45
Temp: 13.80 deg. C
Reported: 2/21/25 8:29

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

7 - Washington

FZB0623-07 (Drinking Water)(Grab) **Date Collected: 02/19/25 12:50**

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B
Bacteria - E coli	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	1.23	mg/L	0.20	10	2/19/25 22:12	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/19/25 22:12	NM		EPA 300.0

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FTL LABS
FREDERICKTOWNE LABS ENVIRONMENTAL TESTING

(301) 293-3340
INFO@FTLLAB.COM

Certificate of Analysis

Work order: **FZB0623**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/19/25 14:45
Temp: 13.80 deg. C
Reported: 2/21/25 8:29

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

8 - Jefferson

FZB0623-08 (Drinking Water)(Grab) **Date Collected: 02/19/25 12:55**

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B
Bacteria - E coli	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	7.27	mg/L	0.20	10	2/19/25 17:29	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/19/25 17:29	NM		EPA 300.0

Sara E. Randall, President

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West Virginia Cert. 415 MDOT WBE Cert. No.: 91-158

3020 VENTRIE COURT
MYERSVILLE, MD 21773

FREDERICKTOWNE LABS ENVIRONMENTAL TESTING

(301) 293-3340
INFO@FTLLAB.COM

Certificate of Analysis

Work order: **FZB0623**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/19/25 14:45
Temp: 13.80 deg. C
Reported: 2/21/25 8:29

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

9 - Main Office

FZB0623-09 (Drinking Water)(Grab) **Date Collected: 02/19/25 13:05**

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B
Bacteria - E coli	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	6.21	mg/L	0.20	10	2/19/25 17:46	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/19/25 17:46	NM		EPA 300.0

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MYERSVILLE, MD 21773

FTL LABS
FREDERICKTOWNE LABS ENVIRONMENTAL TESTING

(301) 293-3340
INFO@FTLLAB.COM

Certificate of Analysis

Work order: **FZB0623**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/19/25 14:45
Temp: 13.80 deg. C
Reported: 2/21/25 8:29

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

10 - SBR 565

FZB0623-10 (Drinking Water)(Grab) **Date Collected: 02/19/25 13:35**

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	**4.2**	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B
Bacteria - E coli	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B

Bacteriological analysis of this sample indicates the water is unsafe for human consumption. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	3.10	mg/L	0.20	10	2/19/25 18:02	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/19/25 18:02	NM		EPA 300.0

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MYERSVILLE, MD 21773

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(301) 293-3340
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Certificate of Analysis

Work order: **FZB0623**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/19/25 14:45
Temp: 13.80 deg. C
Reported: 2/21/25 8:29

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

11 - 55
FZB0623-11 (Drinking Water)(Grab)

Date Collected: 02/19/25 13:40

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1 [1]	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD	M2	SM9223-B
Bacteria - E coli	<1 [1]	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD	M2	SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	2.59	mg/L	0.20	10	2/19/25 18:19	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/19/25 18:19	NM		EPA 300.0

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(301) 293-3340
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Certificate of Analysis

Work order: **FZB0623**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/19/25 14:45
Temp: 13.80 deg. C
Reported: 2/21/25 8:29

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

12 - 53
FZB0623-12 (Drinking Water)(Grab)

Date Collected: 02/19/25 13:45

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B
Bacteria - E coli	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	2.58	mg/L	0.20	10	2/19/25 18:36	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/19/25 18:36	NM		EPA 300.0

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MYERSVILLE, MD 21773

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(301) 293-3340
INFO@FTLLAB.COM

Certificate of Analysis

Work order: **FZB0623**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/19/25 14:45
Temp: 13.80 deg. C
Reported: 2/21/25 8:29

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

13 - 73
FZB0623-13 (Drinking Water)(Grab)

Date Collected: 02/19/25 13:45

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B
Bacteria - E coli	<1	MPN/100 mL	1	1	2/19/25 16:03	2/20/25 16:40	JD		SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	2.58	mg/L	0.20	10	2/19/25 18:52	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/19/25 18:52	NM		EPA 300.0

Notes and Definitions

Item	Definition
M2	Sample volume < 100 mL

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CHAIN OF CUSTODY

FREDERICKTOWNE LABS, INC.
3020 VENTRIE CT., PO BOX 245, MYERSVILLE, MD 21773
301-293-3340 OR FAX 301-293-2366

Phone Number: 814-943-5214
Email: dsantelli@gdfengineers.com
dpedersen@gdfengineers.com

FZB0623

FTL Acct. No.:

Project: Name & Address
24080

Collected By: (Please Print)
Dave Santelli

Affiliation: Gwin, Dobson + Foreman, Inc.

Analyses To Be Performed

Field Sample ID	Site Description	Collection Date	Collection Time	Matrix DW/WW	pH	Res. Cl	DO	Temp	Grab/Comp	Fecal Coliform	Nitrate / Nitrite					Preservation
1	Classroom	2/19/25	11:20							X	V					
2	Concession		11:25													
3	Maintenance		11:35													
4	EMS		11:40													
5	Range K		11:45													
6	Range B		12:45													
7	Washington		12:50													
8	Jefferson		12:55													
9	Main Office		13:05													
10	SBR 565		13:35													

Relinquished By: (Print): Dave Santelli (Signature): [signature] Date/Time 2/19/25 14:45

Received By: (Print): Cassie Jinks (Signature): Date/Time 2.19.25 1445

Relinquished By: (Print): (Signature): Date/Time

Received By: (Print): (Signature): Date/Time

Relinquished By: (Print): (Signature): Date/Time

Received By: (Print): (Signature): Date/Time

Treatment Devices Present: Yes ☐ No ☐

DescribeTreatment Device(s):

Lead & Copper Samples - Water Last Used:
Date: Time:

Method of Shipment: **Iced:** Yes ☒ No ☒

Condition of Sample(s) upon Receipt:
13.8 (T2)

CHAIN OF CUSTODY

FREDERICKTOWNE LABS, INC.
3020 VENTRIE CT., PO BOX 245, MYERSVILLE, MD 21773
301-293-3340 OR FAX 301-293-2366

Phone Number: 814-943-5214

Email: dsantelli@gdfengineers.com
dpedersen@gdfengineers.com

131

FZB0623

FTL Acct. No.:

Project: Name & Address 24080

Collected By: (Please Print)
Dave Santelli

Affiliation:
Gwin, Dobson & Foreman, Inc.

Analyses To Be Performed

Field Sample ID	Site Description	Collection Date	Collection Time	Matrix DW/ WW	pH	Res. Cl	DO	Temp	Grab/ Comp	Fecal coliform	Nitrate/Nitrite					Preservation
11	55	2/19/25	13:40							X	X					
12	53	↓	13:45													
13	73	↓	13:45													

Relinquished By: Date/Time 2/19/25 14:45
(Print): Dave Santelli
(Signature):

Received By: Cassie Tilley Date/Time 2.19.25 1445
(Print):
(Signature):

Treatment Devices Present: Yes ☐ No ☐

DescribeTreatment Device(s):

Relinquished By: Date/Time
(Print):
(Signature):

Received By: Date/Time
(Print):
(Signature):

Lead & Copper Samples - Water Last Used:
Date: Time:

Method of Shipment: **Iced:** Yes ☒ No ☐

Relinquished By: Date/Time
(Print):
(Signature):

Received By: Date/Time
(Print):
(Signature):

Condition of Sample(s) upon Receipt:

3020 VENTRIE COURT
MYERSVILLE, MD 21773

FREDERICKTOWNE LABS ENVIRONMENTAL TESTING

(301) 293-3340
INFO@FTLLAB.COM

Certificate of Analysis

Work order: **FZB0754**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/26/25 13:36
Temp: 9.20 deg. C
Reported: 2/28/25 8:59

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

1 - 65
FZB0754-01 (Drinking Water)(Grab) **Date Collected: 02/26/25 10:15**

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1 [1]	MPN/100 mL	1	1	2/26/25 15:05	2/27/25 9:40	JD	18	SM9223-B
Bacteria - E coli	<1 [1]	MPN/100 mL	1	1	2/26/25 15:05	2/27/25 9:40	JD	18	SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	2.49	mg/L	0.20	10	2/26/25 14:10	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/26/25 14:10	NM		EPA 300.0

Sara E. Randall, President

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MYERSVILLE, MD 21773

FTL LABS
FREDERICKTOWNE LABS ENVIRONMENTAL TESTING

(301) 293-3340
INFO@FTLLAB.COM

Certificate of Analysis

Work order: **FZB0754**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/26/25 13:36
Temp: 9.20 deg. C
Reported: 2/28/25 8:59

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

2 - 45

FZB0754-02 (Drinking Water)(Grab) **Date Collected: 02/26/25 10:20**

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1 [1]	MPN/100 mL	1	1	2/26/25 15:05	2/27/25 9:40	JD	18	SM9223-B
Bacteria - E coli	<1 [1]	MPN/100 mL	1	1	2/26/25 15:05	2/27/25 9:40	JD	18	SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	2.51	mg/L	0.20	10	2/26/25 14:26	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/26/25 14:26	NM		EPA 300.0

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(301) 293-3340
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Certificate of Analysis

Work order: **FZB0754**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/26/25 13:36
Temp: 9.20 deg. C
Reported: 2/28/25 8:59

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

3 - 60
FZB0754-03 (Drinking Water)(Grab) **Date Collected: 02/26/25 10:30**

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1 [1]	MPN/100 mL	1	1	2/26/25 15:05	2/27/25 9:40	JD	18	SM9223-B
Bacteria - E coli	<1 [1]	MPN/100 mL	1	1	2/26/25 15:05	2/27/25 9:40	JD	18	SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	2.50	mg/L	0.20	10	2/26/25 14:43	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/26/25 14:43	NM		EPA 300.0

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FREDERICKTOWNE LABS ENVIRONMENTAL TESTING

(301) 293-3340
INFO@FTLLAB.COM

Certificate of Analysis

Work order: **FZB0754**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/26/25 13:36
Temp: 9.20 deg. C
Reported: 2/28/25 8:59

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

4 - 860

FZB0754-04 (Drinking Water)(Grab) **Date Collected: 02/26/25 10:35**

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1 [1]	MPN/100 mL	1	1	2/26/25 15:05	2/27/25 9:40	JD	18	SM9223-B
Bacteria - E coli	<1 [1]	MPN/100 mL	1	1	2/26/25 15:05	2/27/25 9:40	JD	18	SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	2.50	mg/L	0.20	10	2/26/25 15:00	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/26/25 15:00	NM		EPA 300.0

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FTL LABS
FREDERICKTOWNE LABS ENVIRONMENTAL TESTING

(301) 293-3340
INFO@FTLLAB.COM

Certificate of Analysis

Work order: **FZB0754**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/26/25 13:36
Temp: 9.20 deg. C
Reported: 2/28/25 8:59

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

5 - 785
FZB0754-05 (Drinking Water)(Grab)

Date Collected: 02/26/25 10:40

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1 [1]	MPN/100 mL	1	1	2/26/25 15:05	2/27/25 9:40	JD	18	SM9223-B
Bacteria - E coli	<1 [1]	MPN/100 mL	1	1	2/26/25 15:05	2/27/25 9:40	JD	18	SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	2.50	mg/L	0.20	10	2/26/25 15:16	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/26/25 15:16	NM		EPA 300.0

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MYERSVILLE, MD 21773

FREDERICKTOWNE LABS ENVIRONMENTAL TESTING

(301) 293-3340
INFO@FTLLAB.COM

Certificate of Analysis

Work order: **FZB0754**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/26/25 13:36
Temp: 9.20 deg. C
Reported: 2/28/25 8:59

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

6 - 73
FZB0754-06 (Drinking Water)(Grab)

Date Collected: 02/26/25 10:45

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1 [1]	MPN/100 mL	1	1	2/26/25 15:05	2/27/25 9:40	JD	18	SM9223-B
Bacteria - E coli	<1 [1]	MPN/100 mL	1	1	2/26/25 15:05	2/27/25 9:40	JD	18	SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	2.50	mg/L	0.20	10	2/26/25 15:33	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/26/25 15:33	NM		EPA 300.0

Sara E. Randall, President

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West Virginia Cert. 415 MDOT WBE Cert. No.: 91-158

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(301) 293-3340
INFO@FTLLAB.COM

Certificate of Analysis

Work order: **FZB0754**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/26/25 13:36
Temp: 9.20 deg. C
Reported: 2/28/25 8:59

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

7 - 53
FZB0754-07 (Drinking Water)(Grab) **Date Collected: 02/26/25 10:50**

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1 [1]	MPN/100 mL	1	1	2/26/25 15:05	2/27/25 9:40	JD	18	SM9223-B
Bacteria - E coli	<1 [1]	MPN/100 mL	1	1	2/26/25 15:05	2/27/25 9:40	JD	18	SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	2.50	mg/L	0.20	10	2/26/25 15:50	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/26/25 15:50	NM		EPA 300.0

Sara E. Randall, President

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(301) 293-3340
INFO@FTLLAB.COM

Certificate of Analysis

Work order: **FZB0754**

Client:
Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Project: Drinking Water Sampling
24080

Received at lab: 2/26/25 13:36
Temp: 9.20 deg. C
Reported: 2/28/25 8:59

PWSID:
Treatment: N/A
Collected by: Dave Santelli
Well Tag: N/A

8 - SCCA

FZB0754-08 (Drinking Water)(Grab) **Date Collected: 02/26/25 11:45**

Field Results

	Result	Units
Temperature	N/A	deg. C
pH	N/A	
Res. Chlorine	N/A	mg/L
Chlorine, Total	N/A	mg/L

Microbiology

	Result	Units	MRL	MCL	Date Prepared	Date Analyzed	Analyst	Qual	Method
Bacteria - Total Coliform	<1 [1]	MPN/100 mL	1	1	2/26/25 15:05	2/27/25 9:40	JD	18	SM9223-B
Bacteria - E coli	<1 [1]	MPN/100 mL	1	1	2/26/25 15:05	2/27/25 9:40	JD	18	SM9223-B

Bacteriological analysis of this sample indicates the water is safe for human consumption and meets federal, state and local requirements. Analysis was performed according to the 23rd edition of Standard Methods

Inorganic

	Result	Units	MRL	MCL	Date Analyzed	Analyst	Qual	Method
Nitrate	0.41	mg/L	0.20	10	2/26/25 16:56	NM		EPA 300.0
Nitrite	<0.20	mg/L	0.20	1	2/26/25 16:56	NM		EPA 300.0

Notes and Definitions

Item	Definition
18	Sample started using 18 hour media.

Sara E. Randall
Sara E. Randall, President

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CHAIN OF CUSTODY

FREDERICKTOWNE LABS, INC.
3020 VENTRIE CT., PO BOX 245, MYERSVILLE, MD 21773
301-293-3340 OR FAX 301-293-2366

Phone Number: 814-943-5214
dsantelli@gdfengineers.com
Email: dpedersen@gdfengineers.com

140

FZB0754

FTL Acct. No.:

Project: Name & Address
24080

Collected By: (Please Print)
Dave Santelli

Affiliation:
Gwin, Dobson + Foreman, Inc.

Field Sample ID	Site Description	Collection Date	Collection Time	Matrix DW/ WW	pH	Res. Cl	DO	Temp	Grab/ Comp	Analyses To Be Performed: Fecal Coliform	Nitrate/Nitrite					Preservation
	65	2/26/25	10:15							X	X					
	45	↓	10:20							↓	↓					
	60		10:30													
	860		10:35													
	785		10:40													
	73		10:45													
	53		10:50													
	[redacted]		—													
	SCCA		11:45													
		↓								↓	↓					

Relinquished By: Date/Time 2/26/25 1336 (Print): Dave Santelli (Signature):	Received By: Cassie Jones Date/Time 2.26.25 1336 (Print): (Signature):	**Treatment Devices Present:** Yes ☐ No ☐ **DescribeTreatment Device(s):**
Relinquished By: Date/Time (Print): (Signature):	Received By: Date/Time (Print): (Signature):	**Lead & Copper Samples - Water Last Used:** Date: Time:
		Method of Shipment: **Iced:** Yes ☒ No ☐
Relinquished By: Date/Time (Print): (Signature):	Received By: Date/Time (Print): (Signature):	**Condition of Sample(s) upon Receipt:** 9.2 T2

APPENDIX D

PHASE 1 HYDROGEOLOGIC STUDY

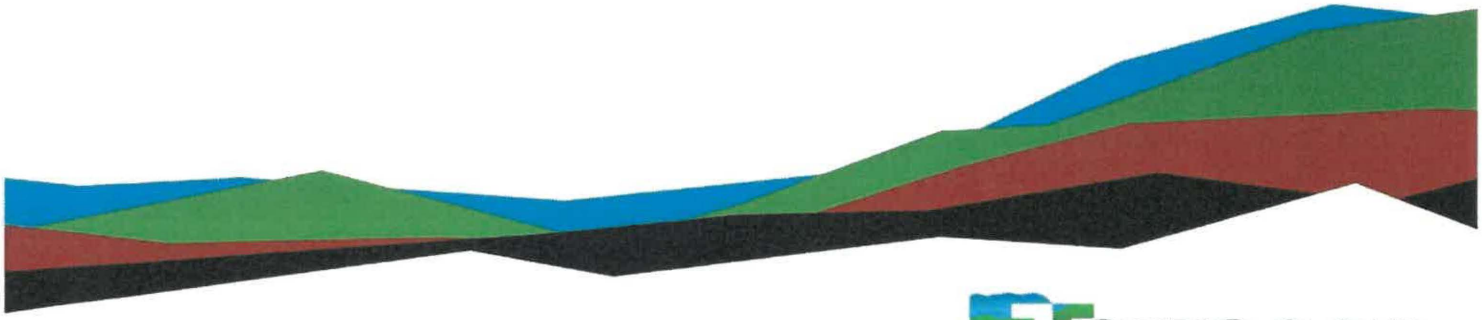
Summit Point Motor Sports Facility Water System

Stage 1 Hydrogeologic Study

April 16, 2025 | Terracon Project No. JD245325

Prepared for:

Gwin, Dobson and Foreman, Inc.
3121 Fairway Drive
Altoona, Pennsylvania 16602



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April 16, 2025

Gwin, Dobson and Foreman, Inc.
3121 Fairway Drive
Altoona, Pennsylvania 16602

Attn: David Santelli
P: 412-289-6875
E: dsantelli@gdfengineers.com

Re: Stage 1 Hydrogeologic Study
Summit Point Motor Sports Facility Water System
201 Motorsports Park Circle
Summit Point, West Virginia
Terracon Project No. JD245325

Dear Mr. Santelli:

We have completed the scope of Stage 1 Hydrogeologic Study for the above-referenced project in general accordance with Terracon Proposal No. PJD245325 dated March 10, 2025. This Stage 1 Hydrogeologic Study has been prepared for the proposed Summit Point Motor Sports Facility Water System in Summit Point, West Virginia.

We appreciate the opportunity to be of service to you on this project. If you have any questions concerning this report or if we may be of further service, please contact us.

Sincerely,

Terracon

Robert K. Denton Jr., CPG, LPSS, LRS
Senior Geologist

For
Rebecca-Smith Zakowicz, PG, PE
Senior Principal

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ATTACHMENTS

Appendix A – SITE LOCATION PLANS

Site Location & Topography Map

Geology Map

Fracture Trace Map

Proposed Well Locations

Appendix B – Well Data Table

Appendix C – References Cited

Note: Refer to each individual Attachment for a listing of contents.

1.0 Project Information

This project assessed the feasibility of developing two water wells to supply the water system at the Summit Point Motorsports Facility and Training Campus (SPMF), located in Summit Point, Jefferson County, WV.

2.0 Scope of Services

The scope of services for the project were as follows:

- Terracon performed a desktop hydrogeological study in compliance with accepted and standard practices for developing two water wells with a combined capacity of 100 gallons per minute (gpm) yield,
- Terracon compiled this summary report which combines the results of the desktop hydrogeological study.

2.1 Methods and Procedures

Desktop Hydrogeologic Study

A desktop hydrogeological study was performed for possible well sites within the boundaries of the SPMF. The data review included the following:

1. United States Geological Survey (USGS) and Jefferson County geologic and topographic information, including fracture trace analysis and well testing data available from the USGS,
2. Property plats and aerial photographs,
3. Existing Jefferson County Health Department well data or descriptive statistical summary of the same (e.g., minimum, maximum, and mean of well data, etc.) if available,
4. Geologic maps and data reports (well logs, water quality analysis, geologic information including karst features, bedrock outcrops, etc.).

The results of the desktop hydrogeologic study were incorporated into the final report.

Summary Report

This summary report contains the results of the desktop hydrogeological study. The report includes potential locations of proposed wells and the hydrogeological rationale for their placement. It also includes the possibility of repurposing existing wells that

were tested by the USGS and may have transmissivity and specific capacity levels which could satisfy the client's requirements. Proposed locations and any pertinent mapping data for existing or new test wells have also been transmitted to the client as a GIS dataset.

3.0 Geology and Terrain

3.1 Physiography

The proposed well location sites occur primarily within the Valley and Ridge Physiographic Province of West Virginia.

The Valley and Ridge consists of alternating ridges and valleys which form from the differential weathering of sedimentary rock from the Paleozoic Geologic Era. The Valley and Ridge Province is bordered on the east by the Blue Ridge Physiographic Province and on the west by the Appalachian Plateau Physiographic Province.

There are many bedrock types present in the Valley and Ridge, but in general, less resistant limestone, dolostone, and shale bedrock underlie the valleys while the more resistant sandstone and conglomerate bedrock underlie the ridges. The Valley and Ridge can be naturally divided into two sub-provinces: an eastern Great Valley and western Valley and Ridge. The project site falls within the eastern portion of the province (i.e., the Great Valley subprovince). This area is underlain predominantly by carbonate rock units (limestone and dolomite), and clastic rocks (sandstone, siltstone, and shale) dating to the Cambrian, Ordovician, and Silurian Geologic Periods. The western Valley and Ridge and Ridge subprovince consists of alternating linear mountain ridges that are supported by sandstone and conglomerate bedrock, separated by valleys underlain by limestone, dolostone, or shale bedrock. These units are generally younger than the bedrock units in the Great Valley, and date primarily to the Ordovician through Mississippian Geologic Periods.

3.2 Topography

Referencing the USGS 7.5-minute topographic quadrangle (Berryville, VA, 1968, photo-revised 1979, the entire site is located in the northwestern corner of the quadrangle. The site is a gently rolling upland, with elevations ranging from EL590 to EL650. There are no perennial surface water bodies located within the site boundaries. The closest significant perennial water body is Bullskin Run, the headspring of which is located 0.7 miles east of the facility. Opequon Creek is located 3.24 miles to the west of the site, forming the boundary between Jefferson County and Berkeley County. There are a few excavated farm ponds in the area surrounding the site, but none within the site itself.

Based on the historic topographic maps, much of the southern part of what is now the SPMF was originally occupied by an orchard which encompassed approximately 142 acres in Jefferson County, WV, and extended into Clarke County, VA to the south. The WV portion encompassed 70.4 acres, roughly half of the original orchard. The orchard was still present in 1990 based on historic aerial photographs but was in the process of being removed by 2003 and was completely removed by 2005. Subsequent construction of the SPMF was completed between 2006 and 2009, with the southeastern portion of the facility occupying the northern section of the former orchard.

Areas of forested land have been preserved within the northeastern, southeastern, and western parts of the site, essentially unchanged from prior to the current development of the SPMF.

(A map showing the general topography and location of the SPMF is included as Exhibit 1, Appendix A.)

3.3 Geological Setting

The geology of the Berryville, VA, WV Quadrangle has been revised several times since it was first mapped. In general, the properties comprising the survey area have undergone a significant amount of faulting and deformation has occurred. The bedrock underlying the survey area is mapped as having been folded, faulted, and overturned yet the strike of the bedrock trends generally northeast, similar to the regional trend. It is of note that all of the geological units in the study area date to the Ordovician Geologic Period of the Paleozoic Era, and range in age from approximately 485.4 to 443.8 million years before the present. (A map showing the geological units and structural features underlying the survey area is included as Exhibit 2, Appendix A).

The following bedrock units are mapped (Edmundson and Nunan, 1973; Dean, et al, 1990) within the survey area.

Conococheague Formation (OCc) – The Conococheague Formation is the oldest of the geological units underlying the site. Overall, it is present as a light to medium gray algal limestone with interbedded aphanitic (extremely fine-grained) and dolomite. Siliceous and dolomitic laminations and sandy beds are common throughout the unit. The lower part contains oolites, intraformational conglomerates and algal structures (stromatolites). The unit is approximately 2,400 feet thick in the site area. The lower part of the Conococheague is dated to the Late Cambrian Geological Period, and the upper part dated to the Early Ordovician Period on the basis of fossil content. This unit only underlies a small area of the easternmost part of the Training Campus area of the site.

Stonehenge Limestone (Os) – The Stonehenge Limestone of the Beekmantown Group directly overlies the Conococheague Formation and is dated to the Early Ordovician Geologic Period. Its lower part is mainly light gray algal limestone with algal structures

(stromatolites). The upper part is algal limestone with abundant trilobite fossil fragments. The unit is silty and argillaceous (clayey) in the upper part. The Stonehenge Limestone is approximately 625 feet thick in the project area. This unit underlies the eastern part of the Training Campus and the central part of the Motor Sports Facility.

Pinesburg Station Dolomite and Rockdale Run Formation undivided (Opr) – This unit overlies the Stonehenge Formation and is also dated to the Early to Middle Ordovician Geologic Period. It is comprised of approximately 2,200 feet of light gray, buff, and bluish dolostone and limestone, but the thickness ranges from 2,100 to 2,400 feet.

Structural Features – Significant structural features (faults and folds) have been mapped across the project area. Two thrust faults run from northeast to southwest across the site, and are shown (labeled "T") on the geological map included as Exhibit 2, Attachment A. The eastern fault marks the contact between the Conococheague Formation and the Stonehenge Formation at the area of the Training Campus track. The second fault is located near the center of the main SPMF and marks the contact between the Stonehenge Limestone and the Rockdale Run Formation to its west. These are both "reverse faults", where the hanging wall to the west has moved up relative to the footwall to the east. Both of these faults occurred during the Alleghenian Orogeny (mountain building event) between 325 and 260 million years ago. They are not considered active.

Significant folds have also been mapped across the project area. These include anticlines (upward folds) and synclines (downward folds), the majority of which have been overturned as a result of the aforementioned thrust faulting. The overturned folds, and their possible association with high-yielding wells in Jefferson County (McCoy et al, 2005) will be discussed in greater detail later in this report. A map of folds, faults, and fractures are included as Exhibit 3.

3.4 Hydrogeology

The entire SPMF project site is mapped as underlain by soluble carbonate bedrock forming a regional karst terrain (i.e. a landscape characterized by the presence of sinkholes, caves, sinking and losing streams, and a highly irregular "pinnacled" overburden/bedrock interface). The geological units vary in their karst feature development, however within the study area the greatest number of surface karst features (sinkholes) are found within the Pinesburg Station Dolomite and Rockdale Run Formation undivided due to it having the greatest areal coverage of all the geological units. The highest concentration of features lies west of the SPMF. Nevertheless, there is no direct correlation between the number or concentration of surface karst features and the extent or potential productivity of the karst aquifer within these units.

In general, the karst-forming units in the study area possess no primary porosity (i.e., void space within the grain structure), so all water is stored in primary fractures, solution-enlarged fractures, and conduits. The distribution of these water-bearing subsurface features is extremely heterogeneous and non-uniform, and varies by depth.

The karst aquifer is essentially divided into two units: a shallow "epikarst" aquifer, which contains air and sediment-filled fractures and conduits that can fill with water during times of high precipitation and can be nearly dry during droughty periods. The epikarst connects with a perennially water-filled deep "phreatic" aquifer below (Figure 1).

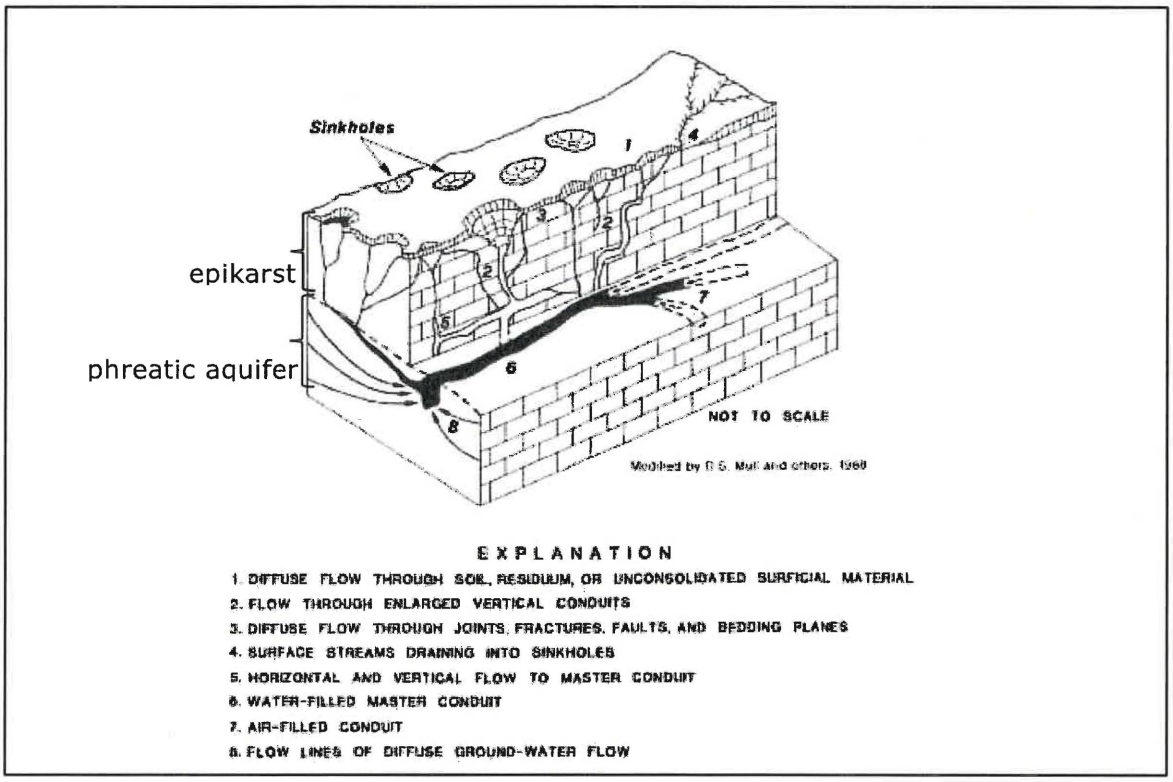


Figure 1. Components of ground-water flow through a cavernous carbonate aquifer (*from* Kozar, et al, 1991)

Unlike fractured bedrock systems in clastic rocks, where the fractures tend to decrease in size and extent with increasing depth, in karst systems, the fractures often remain consistent or can increase in size and relative storage with depth. A study by the United State Geological Survey (USGS) suggested that the phreatic aquifer in the Shenandoah Valley could reach depths of at least four kilometers (2.48 miles) below the surface (Figure 2), in particular where the bedding of the regional carbonate formations is steeply inclined along the western edge of the Blue Ridge Front (Yager, et al., 2008). It is of note that some of the highest yield wells in the Great Valley region are extremely deep (>1,000 feet below the surface), however, the cost of drilling wells to this depth is typically prohibitive for most jurisdictions.

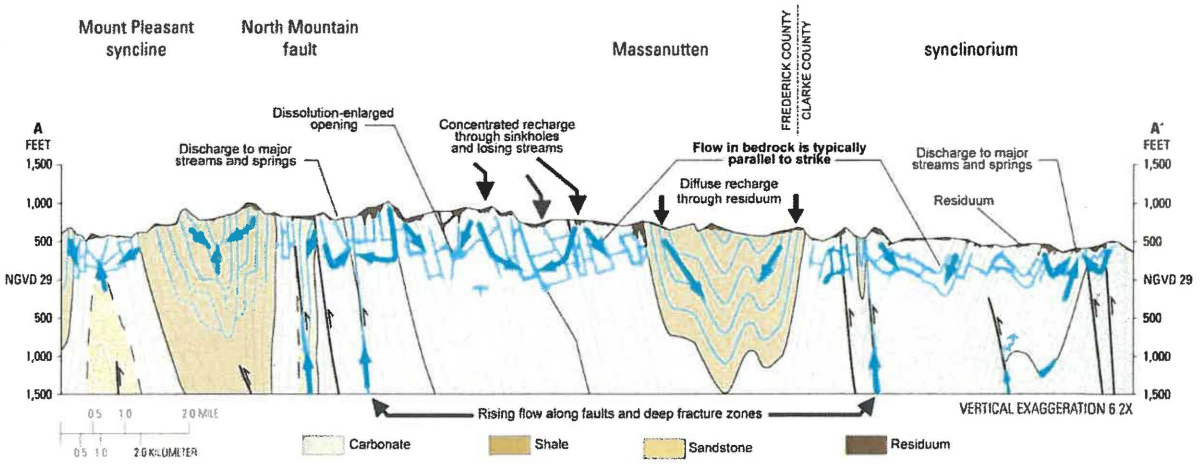


Figure 2. Model of deep circulation in the Shenandoah Valley (courtesy of Daniel Doctor, USGS)

4.0 Data Review and Desktop Analysis

4.1 Prior Well and Groundwater Studies

There have been a series of hydrological studies concerning the project area which included summaries of existing well data. The first of these was conducted by William Hobba for the West Virginia Geological Survey (WVGES) in 1978 and published in 1981. In his study, Hobba collected data on 218 wells and springs across Jefferson County, and using the data for static water level in the wells, was able to derive a groundwater contour map. His study also documented the locations of fracture traces from aerial photographs, lineaments from satellite data, geologic faults, cavernous zones, and areas of "losing" streams (i.e., streams that lose water along their channels into the subsurface). Within the current study area, Hobba's investigation suggested that the average groundwater elevation was approximately located at EL575 (an average of 25 feet below the surface in the central part of the site), with the highest groundwater elevation contour at EL600 in the eastern area of the site and dropping to EL550 in the western area.

A subsequent study conducted by the USGS (McCoy et al, 2005) documented fracture traces, structural geology, and transmissivity values for a series of wells and springs, in an attempt to show patterns of relationships between the structural geology and groundwater yield. The most interesting results of this study were the findings of a correlation between "cross-strike" fractures (i.e., fractures running perpendicular to the general southwest to northeast strike of the regional bedrock) and overturned folds, with

high-yield wells and springs. This study was followed in 2007 by a base flow[1] study by the USGS (Evaldi et al., 2007), which documented the measured base flow yields of watersheds based on stream and spring data across Jefferson County. This study suggested that the base-flow yield in the eastern part project area was approximately 160 gallons per day per acre (gpd/acre). Unfortunately, the base flow was not determined in the western part. It is of note that in the area northwest of the project site marked by the increase in number of sinkholes, the base flow was considered 0 gpd/acre.

4.2 Current Study

Fracture Trace Analysis - Based on the review of prior studies summarized in section 4.1, Terracon's geologists decided to locate potential high-yield well areas by analysis of the structural geology, specifically using prior fracture trace and fault analyses, and correlating the fracture trends with data on existing wells.

Methodology - Terracon completed a fracture trace within 2 miles of the SPMF. For this report, the fracture and lineament orientations are reported as strike, which is an azimuthal measurement (0° – 360°) where 0° is north (e.g., 45° = Northeast and 315° = Northwest). The fracture trace utilized existing geologic and geographic data sets, including:

- The USGS Fracture Trace Study for Jefferson County, WV (McCoy, et al., 2005);
- Two-foot and 4-foot contour interval maps derived from county level digital terrain models (DTMs), and 1- and 3-meter contour maps derived from state level digital elevation models (DEMs);
- Aerial photographs (both recent and historical);
- USGS Topographic 7.5-minute topographic quadrangles;
- Sinkhole and depression locations available from the USDA-NRCS soil survey of Jefferson County, and prior studies (and)
- LIDAR data.

Results – The analysis of identified fractures within 2 miles of the SPMF resulted in the identification of two major lineament families trending in the north-northeast (NNE), and west-southwest (WSW) directions. The longest lineaments follow the NNE direction

[1]Base Flow is typically defined as the portion of the streamflow that is sustained between precipitation events, fed to streams by delayed pathways.

which is parallel with the regional geologic strike and the second most common fracture were the WSW "cross fractures".

A map showing the current fracture trace analysis, fault locations, and rose diagram is included as Exhibit 3, Appendix A. The fractures were parsed into "major" and "minor" based on the topographic prominence of the lineament and whether it crosscut major geologic structures and contacts.

Analysis of Onsite Well Data – There are currently 25 wells located within the SPMF, which serve both the motorsports area and the training facility. Data on the wells was provided by John Wells, Director of Maintenance for the SPMF. Approximate well locations were sent as image files, and then mapped using GIS. The data provided by Mr. Wells included the well location, depth (feet), yield (gpm), status (in use/not in use), and comments on potability, decontamination method (e.g., UV, chlorination, etc.) and odor (if noted). These data are summarized in Table 1, Appendix B.

USGS Well Testing – The USGS undertook testing of wells across Jefferson County over a 6-month period starting in the Spring of 2004 (McCoy, et al, 2005). This testing included 5 of the wells located at the SPMF site. The USGS conducted short-term aquifer tests (30 minutes) at relatively low flow (2 to 15 gpm) at each site to determine specific capacity and transmissivity. At most sites, recovery data was recorded for 100 minutes following the pumping period. Data from the test wells were analyzed by the Theis (1935) curve matching method.

Our study attempted to correlate the USGS test wells with the locations of the existing onsite wells by comparing the USGS map locations with the location provided by Mr. Wells. Well depths (i.e., depth to bottom) were also used to correlate the tested wells, but in two cases, they did not compare well, with the USGS depths being significantly shallower than the data provided by Mr. Wells. It should be noted that Mr. Wells did inform us that much of the well data he provided us with was anecdotal and might not be accurate, especially for the older onsite wells. A comparison of the wells tested by the USGS and the correlative onsite wells is shown on Table 1, Appendix B. Locations of the onsite wells and the wells which were tested by USGS are shown on Exhibit 4, Appendix A.

5.0 Proposed Wells

Proposed well areas were identified for this study based on the following factors:

- Location within the SPMF boundaries,
- Presence of significant fractures and faults,
- Presence of the intersection of cross-strike fractures and strike parallel fractures,
- Transmissivity and Specific Capacity Date derived from the USGS study,

- Correlations of Jefferson County well data compiled by the USGS, including well depths, distance to nearest fracture, fold types, distance to thrust faults, and geological map units in which the wells were drilled.

The USGS study data suggested that the highest yielding wells in Jefferson County were all up to 300 feet in depth, with wells >300 feet having the lowest transmissivity values. The distance to the nearest fracture, thrust faults and geological units present within the study area was equivocal, with no significant difference noted. Interestingly, the structural geology of the well sites did seem to show a trend correlative with higher transmissivity, with the highest values in overturned anticlines, overturned synclines, and synclines. The lowest transmissivity was observed in wells located on or near anticlines.

Based on this data, two existing onsite wells (SPMF wells numbers 6 and 17) were measured by the USGS with extraordinarily high transmissivity values of 30,000 ft^2/day, and specific capacity values of 41 and 242 gpm/foot for wells 6 and 17, respectively. Wells 6 and 17 were identified as wells number 27 and 23 in the USGS study. These wells did not seem to correlate with any apparent structural geology features identified in our study (e.g., fractures, folds, or faults), but interestingly a line drawn from SPMF well 6 (USGS well 27) to SPMF well 17 (USGS well 23) was exactly parallel with the fracture trend WSW fractures identified in the fracture trace study. Several other SPMF wells (2,3,4, and 5) along this inferred cross-strike fracture had reported yield values ranging from 20 gpm to 40 gpm. This inferred well fracture can be found in Exhibit 4.

It is of note that two wells (SPMF well numbers 22 and 24) had reported yields of 50 gpm each. Both of these wells are located on or very near an overturned syncline mapped by the USGS, but they were not tested by the USGS for aquifer parameters. There also seemed to be no correlation between high yields of wells located along the thrust fault running from NNE to SSW near the center of the facility, which reflected the USGS observation that wells located on or near thrust faults did not have high yields.

6.0 Recommendations

In conformance with the project scope and to address various concerns of the client, Terracon would like to make the following recommendations.

Well Testing – The USGS data suggest that two of the existing site wells (SPMF 6 and 17) potentially have high transmissivity and are currently being underused. It would be extremely helpful to subject these wells to a formal aquifer parameter test involving a step-drawdown and long-term (24 to 48 hours) constant rate pumping test. Well Number 6 is currently in use as a source of potable water, but well 17 is classified as non-potable, so the latter may be the best well for testing. In addition, pump testing on the wells located on or near the overturned syncline (SPMF wells 22 and 24) would also be good candidates for analysis, as they were not tested by the USGS, and may have

high transmissivity values as well. These tests would be used to determine if any of the existing onsite wells can be used to obtain the desired 100 gpm combined capacity, without negatively impacting the other SPMF wells which are currently in use. It is important to understand that these tests would necessitate temporarily removing the existing submersible pumps in the wells designated for testing, and installing a high-capacity submersible pump, with a discharge pipe equipped with a gate valve to increase or decrease the flow rate, particularly for performing the step-drawdown test, which consists of pumping at three different, successively increasing rates to determine a safe rate for the 24 to 48 hours constant rate testing. Water levels in nearby wells can be used to determine if the increased pumping rate of the selected wells would impact nearby wells.

New Well Locations – Alternately, if the pump testing described above is not acceptable, or may be limited to only one or two wells, then we recommend a study using geophysics to identify possible locations for the drilling of new test wells. The geophysics method we recommend would be electrical resistivity tomography ERT, which is a method involving the measurement of the apparent electrical resistivity of subsurface materials. During an ERT survey, the electrical current is injected into the earth through a pair of current electrodes, and the potential difference is measured between a pair of potential electrodes. The current and potential electrodes are generally arranged in straight line arrays. Since the electrical resistivity of subsurface materials varies with their compositions (e.g., soil types, hard and soft bedrock, etc.) and water contents, the resistivity contour maps can be used to get a general background of the subsurface condition. ERT is also used to identify significant water-bearing fractures that have been identified in well studies using this method.

If the ERT survey identifies significant water-bearing fractures or zones, then test wells should be advanced in the identified locations. These test wells should be drilled using an air rotary drill rig. The boreholes should be equipped with a temporary casing to prevent caving, and a 6-inch borehole is recommended to allow satisfactory aquifer measurements. These aquifer measurements should include step drawdown and constant rate pumping tests to determine the well's specific capacity and transmissivity as described above. If any of the test wells are determined to be high yield, then they can be bored out to a 10-inch production well.

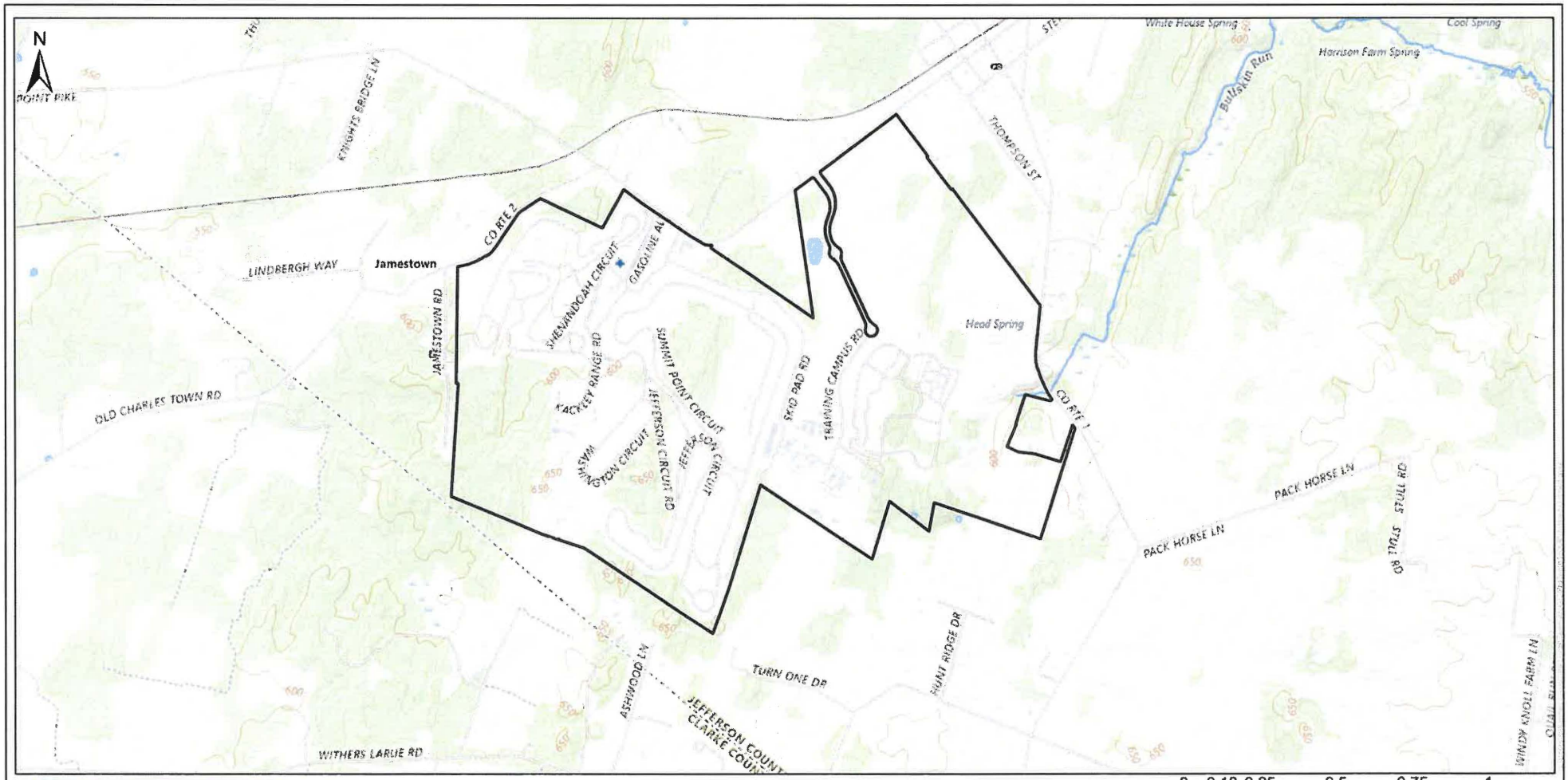
7.0 Limitations and Closure

The information presented herein has been based on the review of both proprietary and publicly available geologic information. Accordingly, Terracon should be engaged during the site characterization, pump testing of existing wells, and potential test well drilling phases of this project in order to confirm subsurface conditions are as indicated herein, and to verify the intent of the recommendations in this report are implemented.

Terracon has conducted these services in accordance with generally accepted geologic practices. No warranties, either expressed or implied, are made as to the professional services and recommendations presented herein.

Appendix A

Maps





Legend

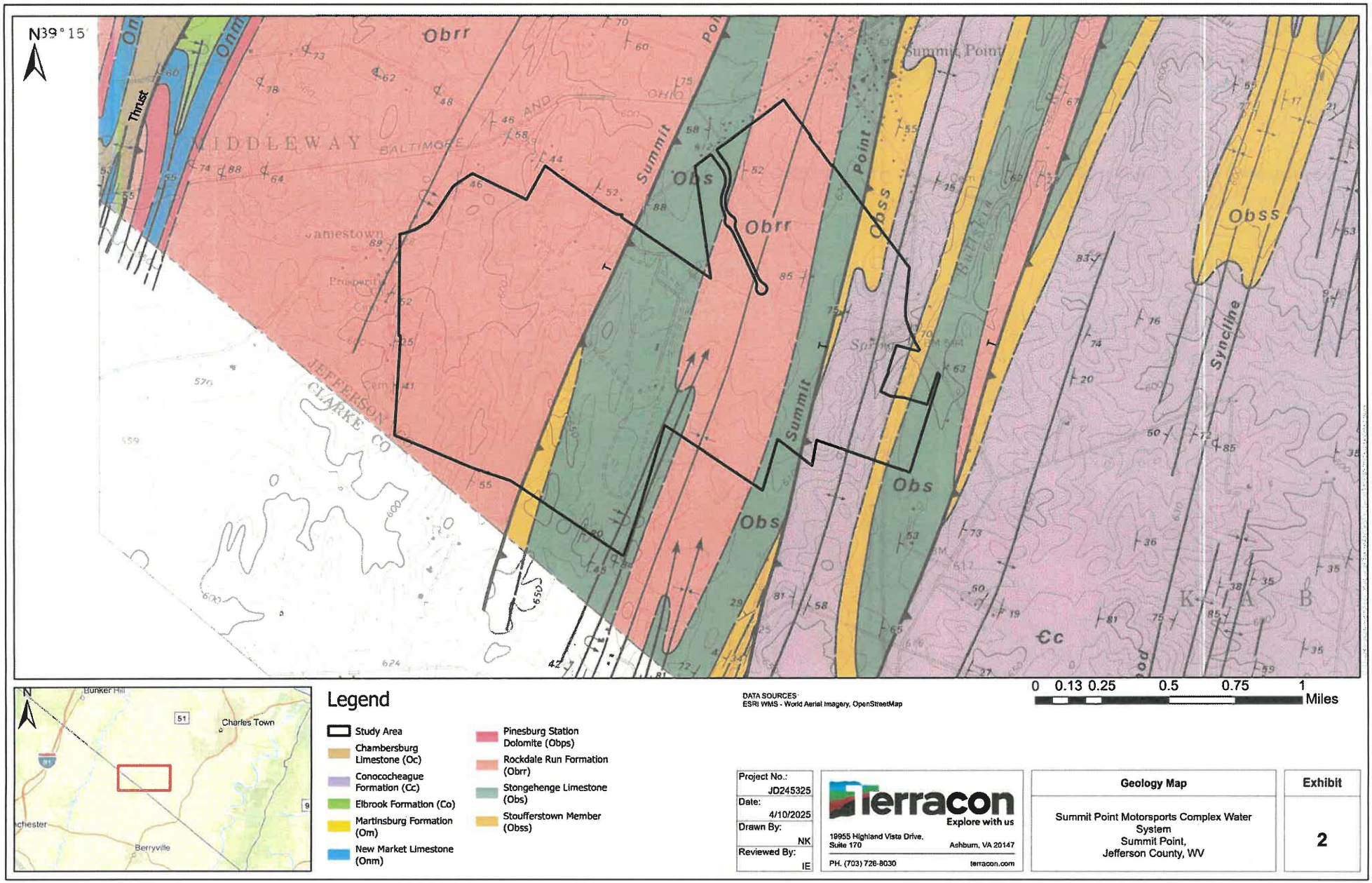
Study Area

DATA SOURCES:
ESRI WMS - World Aerial Imagery, OpenStreetMap

Project No.:	JD245325
Date:	4/10/2025
Drawn By:	NK
Reviewed By:	IE

terracon
Explore with us
19955 Highland Vista Drive, Suite 170
Ashburn, VA 20147
PH. (703) 726-8030
terracon.com

Site Location and Topography Map	Exhibit
Summit Point Motorsports Complex Water System Summit Point, Jefferson County, WV	1



Project No.:	JD245325
Date:	4/10/2025
Drawn By:	NK
Reviewed By:	IE

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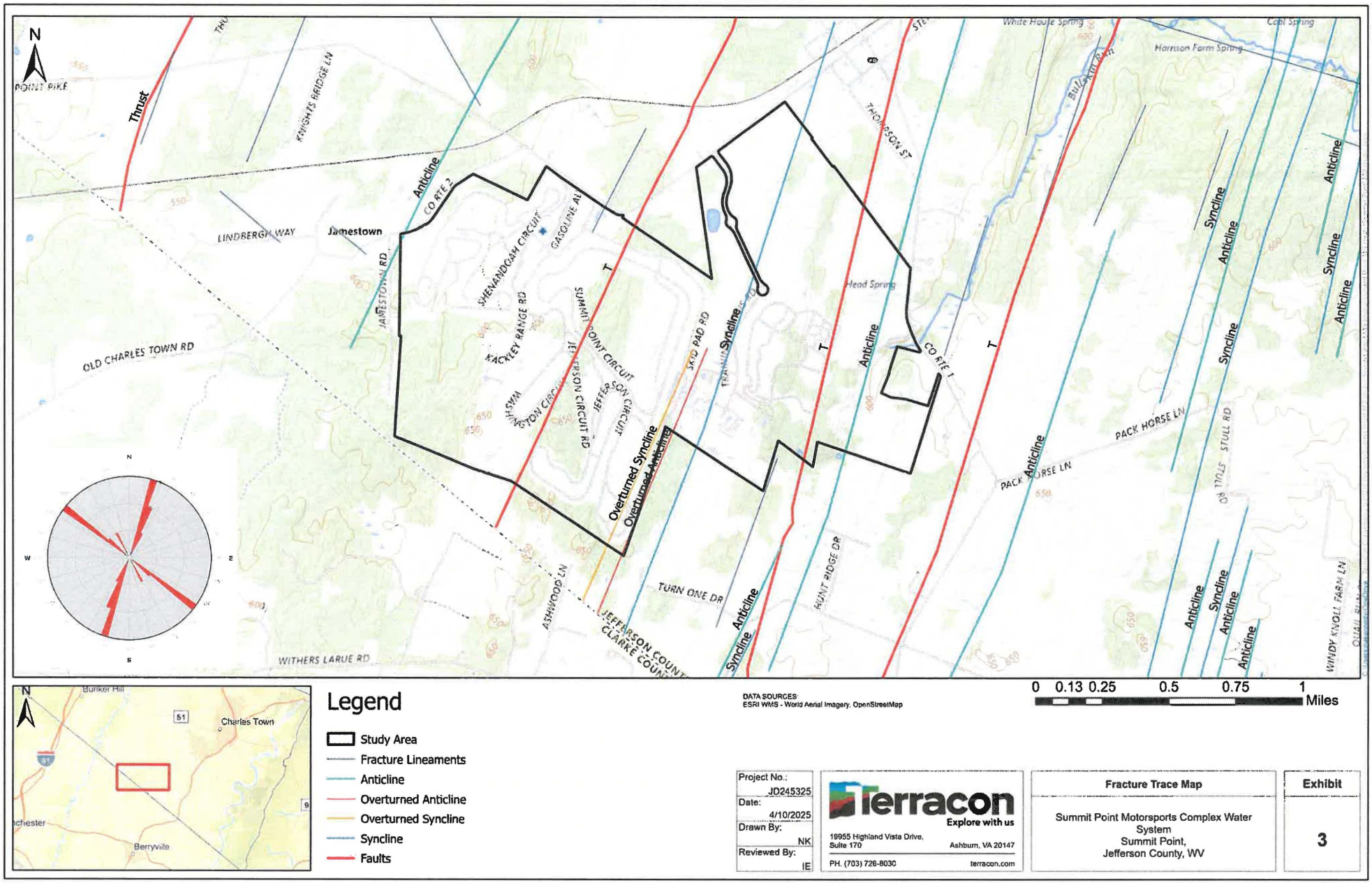
Ashburn, VA 20147
PH. (703) 726-8030
terracon.com

Geology Map

Summit Point Motorsports Complex Water System
Summit Point,
Jefferson County, WV

Exhibit

2



Legend

- Study Area
- Fracture Lineaments
- Anticline
- Overturned Anticline
- Overturned Syncline
- Syncline
- Faults

DATA SOURCES:
ESRI WMS - World Aerial Imagery, OpenStreetMap

0 0.13 0.25 0.5 0.75 1 Miles

Project No.:	JD245325
Date:	4/10/2025
Drawn By:	NK
Reviewed By:	IE

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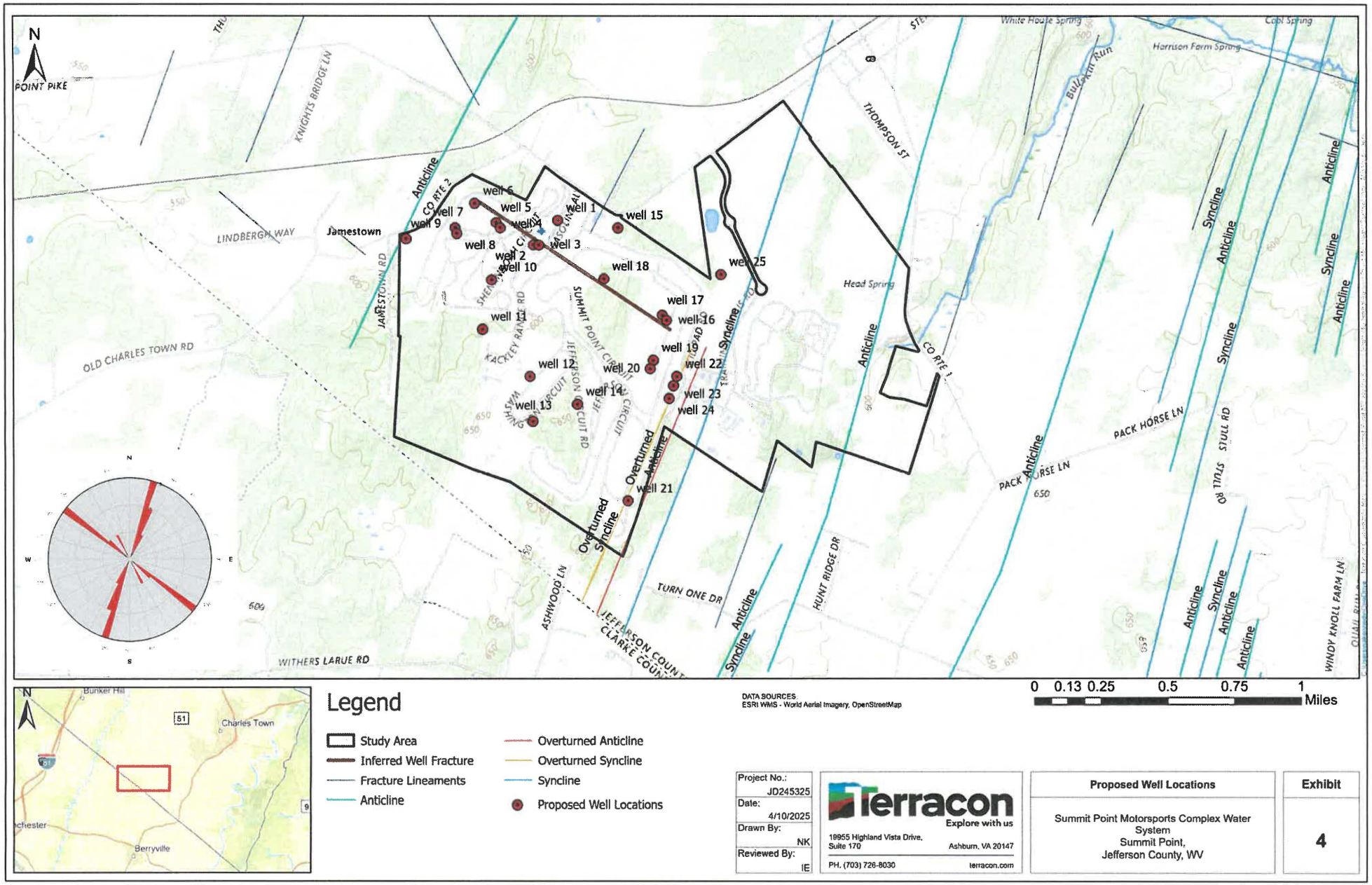
PH. (703) 726-8030 terracon.com

Fracture Trace Map

Summit Point Motorsports Complex Water System
Summit Point,
Jefferson County, WV

Exhibit

3



Legend

- Study Area
- Inferred Well Fracture
- Fracture Lineaments
- Anticline
- Overturned Anticline
- Overturned Syncline
- Syncline
- Proposed Well Locations

DATA SOURCES
ESRI WMS - World Aerial Imagery, OpenStreetMap

Project No.:	JD245325
Date:	4/10/2025
Drawn By:	NK
Reviewed By:	IE

Terracon
Explore with us
19955 Highland Vista Drive, Suite 170
Ashburn, VA 20147
PH. (703) 726-8030
terracon.com

Proposed Well Locations	Exhibit
Summit Point Motorsports Complex Water System Summit Point, Jefferson County, WV	4

Appendix B

Well Data Table

Table 1. Well Data Summary

Well ID	Location	Depth*	Yield*	Status	Comments	USGS Well	DTB	SpCap	Trans	Duration	SWL	Discharge	Drawdown
		(ft)	(gpm)				(ft)	(gpm/ft)	(ft²/day)	(min)	(ft)	(gpm)	(ft)
1	security office	260	20	in use	UV sanitized								
2	Shenandoah circuit paddock	290	20	in use	chlorinated, light odor								
3	main office	150	24	in use	chlorinated								
4	Shenandoah circuit pump house	400	26	in use	non-potable								
5	Shenandoah circuit pump house	140	40	not in use									
6	Shenandoah circuit paddock	290	20	in use	chlorinated, light odor	27	150	41	30000	31	11.5	12	0
7	Shenandoah suites/classrooms	1400	6	in use	non-potable, light odor								
8	Shenandoah suites/classrooms	300	20	in use	non-potable								
9	Hardesty Road well	ND	ND	ND	no power to location								
10	range K	256	50	in use	odor	25	240	5.8	1000	26	8.8	4	1
11	stone house	ND	ND	not in use	none								
12	Washington circuit paddock	396	15	in use	UV sanitized, strong smell								
13	Jefferson circuit skid pad	800	8	in use	non-potable, skid pad use only								
14	Jefferson circuit paddock	499	20	in use	UV sanitized, good water quality	20	325	2.58	400	30	22.59	11	4
15	SCCA registration building	305	15	in use	UV sanitized, good water quality	26	305	0.35	10	30	14.16	8	23
16	summit point circuit paddock	ND	ND	not in use	well went dry								
17	summit point circuit paddock	385	6	in use	non-potable	23	385	242	30000	30	8.07	12	0
18	summit point circuit infield	ND	ND	not in use	old hand pump well								
19	summit point circuit	396	16	in use	chlorinated								
20	summit point circuit race control	100	30	in use	non-potable								
21	summit point circuit skid pad	800	50	in use	non-potable								
22	orchard building	300	50	in use	chlorinated								
23	orchard building	ND	ND	in use	chlorinated								
24	storage shed	100	50	not in use	groundwater under the influence								
25	Potomac skid pad	400	26	in use	non-potable								

Notes: *Depth and Yield data as reported by SPMF; correlative well data as measured and reported by the USGS: DTB=depth to bottom, SpCap=specific capacity, Trans=transmissivity, SWL=static water level

Appendix C

References Cited

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McCoy, K. J., Podwysocki, M. H., Crider, E. A., and D. J. Weary, 2005, Fracture Trace Map and Single-well Aquifer Test Results in a Carbonate Aquifer in Jefferson County, West Virginia, USGS, Open-File Report 2005-1407.

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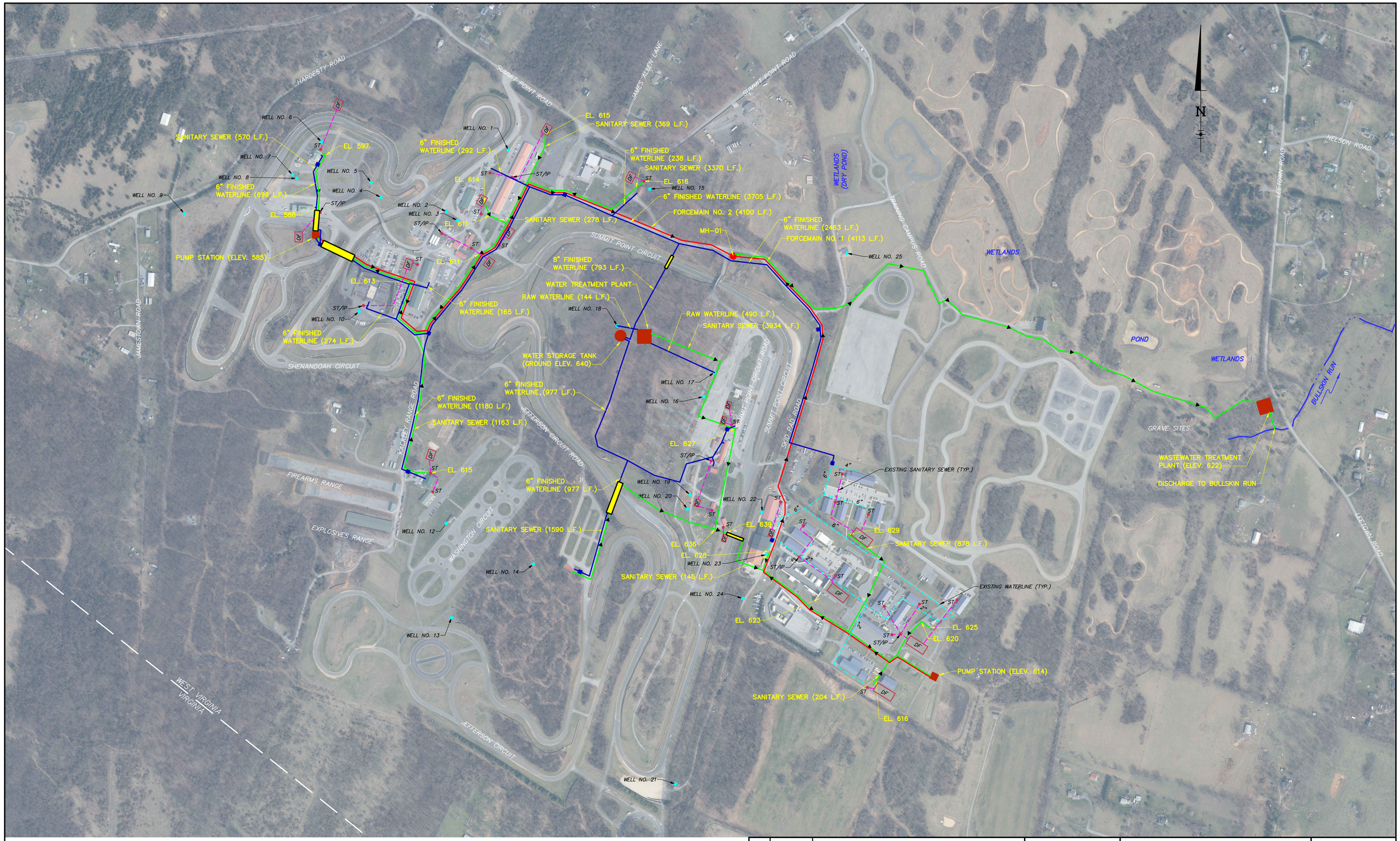
APPENDIX E

CONCEPTUAL SITE LAYOUT FOR PLANNING PURPOSES



LEGEND (EXISTING)

- STREAM
- SANITARY SEWER LINE
- WATERLINE
- ST — SEPTIC TANK
- IP — INFLUENT PUMP
- DF — DRAIN FIELD
- WELL

LEGEND (PROPOSED)

- SANITARY SEWER LINE
- FORCEMAIN
- WATERLINE
- HORIZONTAL BORING
- MANHOLE
- STRUCTURE/BUILDING
- FLOW DIRECTION
- FIRE HYDRANT

GRAPHIC SCALE

300 0 150 300 600 1200

1 inch = 300 ft.

NO.	DATE	DESCRIPTION
		REVISIONS

SEAL

FEASIBILITY STUDY

CHARLES TOWN UTILITY BOARD

SUMMIT POINT RACEWAY SANITARY SEWER AND WATERLINE FEASIBILITY STUDY

CHARLES TOWN
JEFFERSON COUNTY, WEST VIRGINIA

DATE:	JOB: 24080	SCALE: AS SHOWN
FILE:24080 – AERIAL	DRAWN BY: AJL	CHECKED BY:

GD&F
GWIN DOBSON & FOREMAN ENGINEERS
3121 Fairway Drive
Altoona, PA 16602
814.943.5214
gdfengineers.com

SHEET NO: 1

PLOT CREATED: 6/5/2025 8:30 AM

G:\24080\24080 – AERIAL

3121 Fairway Drive, Altoona, PA 16602
gdfengineers.com

Charles Town Utility Board

Analysis of Debt Service Coverage - Actual and Pro Forma with Summit Point $ 3,000,000 Bond Issuance (Existing Summit Point Customers)

For the year ended June 30, 2025

As of February 13, 2025 **REVISION 1**

CONTRACT RATE

	Actual					Pro Forma	
	Water Department	Sewer Department	Total	Adjustment for Maximum DS Existing Debt	Maximum DS Coverage	Summit Point Pro Forma Adjustments	Pro Forma After Summit Point
Revenues	$ 8,660,950	$ 11,220,242	$ 19,881,192				
Modification to Revenues:							
Interest	(572,191)	(432,597)	(1,004,788)				
Rental income	(448,821)	-	(448,821)				
Rental receipts	535,918	-	535,918				
Gain/loss on sale of assets	(8,160)	180,406	172,246				
Miscellaneous non-operating income	(76,587)	(6,400)	(82,987)				
CIF & CAC Revenues	(2,176,454)	(3,602,877)	(5,779,331)				
Operating Revenues	5,914,655	7,358,774	13,273,429	$ -	$ 13,273,429	$ 137,854	$ 13,411,283
Expenses	5,628,225	7,937,579	13,565,804				
Modifications to Expenses:							
Depreciation and amortization expense	(1,495,396)	(3,083,464)	(4,578,860)				
Rental payments on office lease	15,300	15,300	30,600				
Pension expense	(46,664)	(50,796)	(97,460)				
Pension contractual payments	109,179	107,557	216,736				
OPEB expense	(3,678)	13,523	9,845				
OPEB contractual payments	7,137	5,670	12,807				
Interest on long- term debt	(435,606)	(660,269)	(1,095,875)				
Bond issuance costs	-	(40,650)	(40,650)				
Administrative and service fees	5,294	50,224	55,518				
Operating Expenses Net of Non-cash Items and Interest Expense	3,783,791	4,294,674	8,078,465	-	8,078,465	89,605	8,168,070
Operating Income Available for Debt Service	2,130,864	3,064,100	5,194,964	$ -	5,194,964	48,249	5,243,213
Debt Service Expenditures:							
Principal payments on bond issues	1,013,647	1,292,549	2,306,196				
Interest payments on bond issues	358,161	587,148	945,309				
Total Debt Service Expenditures	1,371,808	1,879,697	3,251,505	5,588	3,257,093	170,363	3,427,456
Operating Income Available After Bond Debt Service	$ 759,056	$ 1,184,403	$ 1,943,459	$ (5,588)	$ 1,937,871	$ (122,114)	$ 1,815,757
Debt Service Coverage Ratio	155.33%	163.01%	159.77%		159.50%		152.98%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%		115.00%		115.00%
Amount of Coverage in Excess of 130%	$ 347,514	$ 620,494	$ 968,008		$ 960,743		$ 787,520

Financial Observations

The Summit Point Project is financially feasible.

The potential project would require the use of about $ 122,000 of annual operating reserves.

The potential project would reduce debt service coverage by approximately 7%.

Projected customer increases would mitigate the use of annual operating reserves and debt service coverage.

Charles Town Utility Board

Analysis of Debt Service Coverage - Actual and Pro Forma with Summit Point $ 6,000,000 Bond Issuance (Existing Summit Point Customers)

For the year ended June 30, 2025

As of February 13, 2025 **REVISION 1**

CONTRACT RATE

	Actual					Pro Forma	
	Water Department	Sewer Department	Total	Adjustment for Maximum DS Existing Debt	Maximum DS Coverage	Summit Point Pro Forma Adjustments	Pro Forma After Summit Point
Revenues	$ 8,660,950	$ 11,220,242	$ 19,881,192				
Modification to Revenues:							
Interest	(572,191)	(432,597)	(1,004,788)				
Rental income	(448,821)	-	(448,821)				
Rental receipts	535,918	-	535,918				
Gain/loss on sale of assets	(8,160)	180,406	172,246				
Miscellaneous non-operating income	(76,587)	(6,400)	(82,987)				
CIF & CAC Revenues	(2,176,454)	(3,602,877)	(5,779,331)				
Operating Revenues	5,914,655	7,358,774	13,273,429	$ -	$ 13,273,429	$ 137,854	$ 13,411,283
Expenses	5,628,225	7,937,579	13,565,804				
Modifications to Expenses:							
Depreciation and amortization expense	(1,495,396)	(3,083,464)	(4,578,860)				
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Bond Issuance costs	-	(40,650)	(40,650)				
Administrative and service fees	5,294	50,224	55,518				
Operating Expenses Net of Non-cash Items and Interest Expense	3,783,791	4,294,674	8,078,465	-	8,078,465	89,605	8,168,070
Operating Income Available for Debt Service	2,130,864	3,064,100	5,194,964	$ -	5,194,964	48,249	5,243,213
Debt Service Expenditures:							
Principal payments on bond issues	1,013,647	1,292,549	2,306,196				
Interest payments on bond issues	358,161	587,148	945,309				
Total Debt Service Expenditures	1,371,808	1,879,697	3,251,505	(20,665)	3,230,840	376,525	3,607,365
Operating Income Available After Bond Debt Service	$ 759,056	$ 1,184,403	$ 1,943,459	$ 20,665	$ 1,964,124	$ (328,276)	$ 1,635,848
Debt Service Coverage Ratio	155.33%	163.01%	159.77%		160.79%		145.35%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%		115.00%		115.00%
Amount of Coverage in Excess of 130%	$ 347,514	$ 620,494	$ 968,008		$ 994,872		$ 553,638

Financial Observations

The Summit Point Project is financially feasible.

The potential project would require the use of about $ 328,000 of annual operating reserves.

The potential project would reduce debt service coverage by approximately 15%.

Projected customer increases would mitigate the use of annual operating reserves and debt service coverage.

Charles Town Utility Board

Analysis of Debt Service Coverage - Actual and Pro Forma with Summit Point $ 6,000,000 Bond Issuance (Existing Summit Point Customers)

For the year ended June 30, 2025

As of February 13, 2025

	Actual					TARIFF RATE Pro Forma	
	Water Department	Sewer Department	Total	Adjustment for Maximum DS Existing Debt	Maximum DS Coverage	Summit Point Pro Forma Adjustments	Pro Forma After Summit Point
Revenues	$ 8,660,950	$ 11,220,242	$ 19,881,192				
Modification to Revenues:							
Interest	(572,191)	(432,597)	(1,004,788)				
Rental income	(448,821)	-	(448,821)				
Rental receipts	535,918	-	535,918				
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CIF & CAC Revenues	(2,176,454)	(3,602,877)	(5,779,331)				
Operating Revenues	5,914,655	7,358,774	13,273,429	$ -	$ 13,273,429	$ 343,049	$ 13,616,478
Expenses	5,628,225	7,937,579	13,565,804				
Modifications to Expenses:							
Depreciation and amortization expense	(1,495,396)	(3,083,464)	(4,578,860)				
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Pension contractual payments	109,179	107,557	216,736				
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OPEB contractual payments	7,137	5,670	12,807				
Interest on long- term debt	(435,606)	(660,269)	(1,095,875)				
Bond issuance costs	-	(40,650)	(40,650)				
Administrative and service fees	5,294	50,224	55,518				
Operating Expenses Net of Non-cash Items and Interest Expense	3,783,791	4,294,674	8,078,465	-	8,078,465	222,982	8,301,447
Operating Income Available for Debt Service	2,130,864	3,064,100	5,194,964	$ -	5,194,964	120,067	5,315,031
Debt Service Expenditures:							
Principal payments on bond issues	1,013,647	1,292,549	2,306,196				
Interest payments on bond issues	358,161	587,148	945,309				
Total Debt Service Expenditures	1,371,808	1,879,697	3,251,505	(20,665)	3,230,840	376,525	3,607,365
Operating Income Available After Bond Debt Service	$ 759,056	$ 1,184,403	$ 1,943,459	$ 20,665	$ 1,964,124	$ (256,458)	$ 1,707,666
Debt Service Coverage Ratio	155.33%	163.01%	159.77%		160.79%		147.34%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%		115.00%		115.00%
Amount of Coverage in Excess of 130%	$ 347,514	$ 620,494	$ 968,008		$ 994,872		$ 625,457

Financial Observations

The Summit Point Project is financially feasible.

The potential project would require the use of about $ 256,000 of annual operating reserves.

The potential project would reduce debt service coverage by approximately 13%.

Projected customer increases would mitigate the use of annual operating reserves and debt service coverage.

Outlook

Re: FW: Financial Analysis - Summit Point

From Heidi Parker <HParker@ctubwv.com>
Date Fri 2/13/2026 5:27 PM
To John Maxey <johnrmaxey@gmail.com>; Kristen Stolipher <kstolipher@ctubwv.com>
Cc Brent Manuel <bmanuel@charlestownwv.us>; Duke Pierson <dukepierson8@gmail.com>; Mike Mood <mmood@jeffersoncountywv.org>; April Shultz <ashultz@ctubwv.com>; Ashley Stottlemyer <astottlemyer@ctubwv.com>; John Stump <John.Stump@steptoe-johnson.com>

I agree with John Maxey. The Board asked for financial options, to include SPR, the County TIFFs, and the Board of Education. At no point did we vote to have CTUB fund this or take this to the Charles Town Council for bonding. We still haven't seen all the funding options yet so this is very premature.

January 28, 2026 Meeting Minutes

Summit Point Motorsports Park Funding Update
Mrs. Stolipher provided the grant application for $10.6 million for the onsite water and wastewater facility was submitted to the State, but has come back with only approving a grant for $4 million. She suggested looking into creative funding options available by working with Region 9 and the County Commission to cover the shortfall without effecting existing rate payers. Edwina Benites, County Administrator, provided that the JCDA will partner with West Virginia American Water if CTUB is unable to provide water and sewer to the site, but JCDA will partner with CTUB if funding could be worked out.

The Board provided discussions and requested staff explore funding options, including exploring a TIFF, and bring back for discussion at the next meeting. Rachel Miller provided that Region 9 can request the State hold the $4 million for this project until the funding package is final.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously requested staff to evaluate financial possibilities for making up the $6 million difference for the Summit Point project, including TIFF districts and other options the JCDA may recommend or the County Commission may assist with as well as possible bonding and providing projections of future revenue and present back at the next meeting.**

From: John Maxey <johnrmaxey@gmail.com>
Sent: Friday, February 13, 2026 10:33 AM
To: Kristen Stolipher <kstolipher@ctubwv.com>
Cc: Brent Manuel <bmanuel@charlestownwv.us>; Duke Pierson <dukepierson8@gmail.com>; Heidi Parker <HParker@ctubwv.com>; John Maxey <jmaxey@ctubwv.com>; Mike Mood <mmood@jeffersoncountywv.org>; April Shultz <ashultz@ctubwv.com>; Ashley Stottlemyer <astottlemyer@ctubwv.com>; John Stump <John.Stump@steptoe-johnson.com>
Subject: Re: FW: Financial Analysis - Summit Point

For clarity, the Board did not authorize a recommendation to City Council regarding bond issuance, nor did it direct preparation of revised bonding scenarios for transmittal. Can you confirm the intended purpose and distribution of the attached documents?

--John Maxey

On Fri, Feb 13, 2026 at 9:31 AM Kristen Stolipher <kstolipher@ctubwv.com> wrote:

> Good morning. Please see attached for revised Pro Forma's from John Kunkle regarding Summit Point. I noticed yesterday that under the Summit Point Pro Forma Adjustments only the water revenue was included. John has revised this to include the water and sewer revenues. Additionally, I asked John to provide the impact if the Board used the Tariff rates for the $6,000,000 Bond Issuance.
>
> Brent- I am not sure whether you provided any documentation for the City Council meeting but the attached information should be provided as well.
>
> Let me know if there are any questions.
>
> Thanks,
> Kristen

Kristen M. Stolipher
Utility General Manager
Charles Town Utility Board
661 South George Street, Suite 101
Charles Town, WV 25414
Office: (304) 724-7080
Cell: (304)-904-7359
Email: kstolipher@ctubwv.com

From: John Kunkle <john@jckunkleassociates.com>
Sent: Friday, February 13, 2026 5:44 AM
To: Kristen Stolipher <kstolipher@ctubwv.com>
Cc: April Shultz <ashultz@ctubwv.com>; John Stump <John.Stump@steptoe-johnson.com>
Subject: RE: Financial Analysis - Summit Point

Kristen,
On the first item : I inadvertently picked up only the water revenues and not the sewer revenues. Please see Revision 1 for both the $ 6,000,000 bond analysis and the $ 3,000,000 bond analysis.

On the second item: Please see the attached analysis presenting the $ 6,000,000 bond and current tariff rates.

Steve Pearson called me and said he had talked to you about the analyses. I pointed out to him that customer revenues needed to be revised in the analyses to reflect both water and sewer. I hope this is O.K. with you.

Thanks,
John K.

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1181: Building Commission Interview and Possible Appointment

ATTACHMENTS:

- CHARLES TOWN BOARDS AND COMMISSIONS APPLICATION - Ezra Griffith.pdf
- Ezra Resume - 2026.pdf

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** 1/21/2026

- ☐ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- ☐ Historic Landmarks Commission
- ☐ Planning Commission
- ☐ Tree Board
- ☐ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: Ezra Griffith

Address: 300 E Liberty Street, Charles Town, WV, 25414

Email: ejgr228@gmail.com

Phone: 703-434-2450

Length of time lived in the City of Charles Town: 4 months

Have you ever been a member of a local government board or commission? No

If yes, when, where, and in what capacity? N/A

List present memberships in any relevant community, service, or civic associations.

N/A

Explain your interest in the board/commission and how it would benefit from your participation.

I am interested in joining the Building Commission to apply my professional background to the growth of Charles Town. My work at Clark Construction Group and its real estate subsidiary, Edgemoor, has given me hands-on experience in mission-critical infrastructure, higher education, residential, and data centers. Specifically, my work with Public-Private Partnerships (P3) projects aligns with the Commission's role in understanding the nuances of public projects. (Additionally, I have attached my resume for reference.)
I am highly interested in serving my community and believe my industry experience will be a practical benefit to the Commission as we manage our city's public assets and infrastructure.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-724-3244. Applications can be emailed to the city manager at bmanuel@charlestownwv.us or the deputy city clerk at cvezzosi@charlestownwv.us

Ezra Griffith

BUILDING INDSUTRY PROFESSIONAL
McLean, VA

Ejgr228@gmail.com (703) 434-2450 LinkedIn

EXPERIENCE

August 2022 - Present
Design Management (Current), *Clark Construction Group, LLC*

- Manages the entire design process, from concept to completion, ensuring all architectural, engineering, and client goals are met within budget, schedule, and quality standards. Effectively resolves design challenges, tracks deliverables, manages program compliance, and leads design and MEP team meetings for successful project execution:
    - **Higher Education**: University of Maryland's Health Sciences Center
    - **Data**: Amazon Web Services' (AWS) Louisa County Campus and Douglasville Campus (Atlanta, GA), Iron Mountain (Richmond, VA).
    - **Transportation**: WMATA Northern Bus Garage
- Previously worked within Clark's in-house real estate development team, gaining experience in Public-Private Partnership (P3) deal analysis, specifically on the University of Nevada, Reno's College of Business project.
    - Evaluated and prepared RFP responses for large P3 projects.
    - Supported design management efforts, working with the preconstruction team to establish subcontractor payment schedules, produce commissioning and building management proposals, and identify life cycle cost savings.
    - Conducted in-depth market research and forecasting on property values, lease agreements, and economic indicators (interest rates, SOFR, LIBOR) across various commercial real estate sectors.
    - Created presentations for internal investment committees.

March 2021 – August 2022
Cost Estimator, Joy *Design + Build*

- **Supported Cost Estimation and Budgeting**: Assisted in developing detailed cost estimates and budgets, facilitating reviews with clients to ensure alignment with project goals.
- **Evaluated Permit and Residential Land Regulations**: Assessed local zoning regulations, permits, and entitlements in collaboration with the Land Acquisition Manager to ensure compliance and facilitate smooth project approvals.
- **Created Comparative Budget Matrices**: Produced matrices comparing historical project budgets to actual costs, improving budget forecasting accuracy and financial oversight.
- **Produced Architectural Plans and Alterations**: Utilized architectural software to revise

and alter existing residential plans, ensuring compliance with client specifications.

August 2019 – May 2022
Graduate Assistant, *University of Maryland*

- **Supported Curriculum Development**: Assisted professors in designing and refining the curriculum for "Intro to Architecture" and "Intro to Real Estate Development," helping to create engaging and relevant lecture topics and discussion materials.
- **Led Lectures on Real Estate and Architecture**: Conducted class lectures on fundamental real estate development principles and architectural concepts, effectively conveying key concepts to students.
- **Facilitated Peer Review Sessions**: Organized and led review pin-up sessions, enabling students to receive peer feedback and constructive critique on their work, fostering a collaborative learning environment.

EDUCATION

August 2019 – May 2022
Master of Science - Real Estate Development, University of Maryland, Cum Laude
Colvin Institute Commencement Speaker & ’22 RDEV Capstone Winner

August 2014 – December 2018
Bachelor of Art - Architecture, University of Kentucky, Cum Laude
University of Kentucky Student Government Association – Grants & Funding Committee

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SKILLS

Design Management | BIM | CAD | Architecture Plan Reading | Financial Modeling (RE) | Excel | PowerPoint | Underwriting | Salesforce | Costar | Building Systems | Architectural Drafting | BOE | Value Engineering | Construction Drawings | Bluebeam | Procore | Loan Analysis | Cost Estimating

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1171: Article 905.08 Snow Removal - Emergency Plan and Article 909.03 Snow Removal - Referral to Ordinance Committee

ATTACHMENTS:

- Article 905 - Streets.pdf
- Article909- Sidewalks.pdf

ARTICLE 905

Streets

905.01 Acceptance of streets by City. (Repealed)
905.02 Establishing street line; encroachments. (Repealed)
905.03 Cellar doors, stairways.
905.04 Storing building material. (Repealed)
905.05 Allowing water, slop, offal on streets. (Repealed)
905.06 Laying pipe or conduits. (Repealed)
905.07 Construction and repair. (Repealed)
905.08 Snow removal emergency plan.
905.99 Penalty.

CROSS REFERENCES
Power to regulate street excavations - see W. Va. Code 8-12-5(2)
Special charges for street cleaning, etc. - see W. Va. Code 8-13-13
Street assessments - see W. Va. Code Art. 8-18
Street obstructions - see TRAF. 311.01

905.01 ACCEPTANCE OF STREETS BY CITY. (REPEALED)
(EDITOR'S NOTE: Former Section 905.01 was repealed by an ordinance passed September 17, 2012.)

905.02 ESTABLISHING STREET LINE; ENCROACHMENTS. (REPEALED)
(EDITOR'S NOTE: Former Section 905.02 was repealed by an ordinance passed September 17, 2012.)

905.03 CELLAR DOORS, STAIRWAYS.
(a) No person using or occupying any cellar, the door to which opens on any street, alley, walk or public square of the City, shall allow such door to remain open at any time unless the same be properly guarded by railing and lighted at night.
(b) Every person owning, using or occupying any cellar having a stairway therefrom, or any area opening into a street, alley or public square, shall properly secure such stairway by a door or grating covering the whole opening into such street, alley or public square.

905.04 STORING BUILDING MATERIAL. (REPEALED)
(EDITOR'S NOTE: Former Section 905.04 was repealed by an ordinance passed September 17, 2012.)

905.05 ALLOWING WATER, SLOP, OFFAL ON STREETS. (REPEALED)
(EDITOR'S NOTE: Former Section 905.05 was repealed by an ordinance passed September 17, 2012.)

905.06 LAYING PIPE OR CONDUITS. (REPEALED)
(EDITOR'S NOTE: Former Section 905.06 was repealed by an ordinance passed September 17, 2012.)

905.07 CONSTRUCTION AND REPAIR. (REPEALED)
(EDITOR'S NOTE: Former Section 905.07 was repealed by an ordinance passed September 17, 2012.)

905.08 SNOW REMOVAL EMERGENCY PLAN.
(a) The purpose of this section is to describe the conditions of a "snow emergency" and the steps taken by the City of Charles Town to minimize the impact on the community by the extreme weather conditions.
(b) Snow emergency conditions are in effect anytime the weather forecast indicates a snowfall in excess of four (4) inches or when the City Manager and the Chief of Police concur that a snow or ice emergency exists.
(c) Every effort will be made to notify citizens that a snow emergency exists. Citizens will be notified in the following manner:
(1) A notice of the emergency will be posted on the front door of City Hall and on the front door of the police station.
(2) Jefferson County Communications will be notified and asked to advise any citizens that call in that a snow emergency condition exists in the City of Charles Town.
(3) The Police Department and the City website will have a posting to indicate a snow emergency exists.
(4) When possible local radio stations will also be advised that a snow emergency exists within the City of Charles Town.
(d) Once snow emergency conditions are in effect, they shall remain in effect until terminated by the City Manager and/or the Chief of Police. Citizens will be notified of the termination of a snow emergency in the following manner:
(1) A notice will be posted on the front door of City Hall and the police station indicating the emergency conditions have been lifted.
(2) The Police Department and the City website will have a posting to indicate the emergency conditions have been lifted.
(3) When possible, local radio stations will also be advised that snow emergency conditions have been lifted.
(e) Certain roadways within the city are designated "snow emergency routes" or "snow priority routes."
(1) Snow emergency routes are roadways that will be posted with appropriate parking restrictions for a snow emergency. Parking restrictions may vary on snow emergency routes. Vehicles in violation of these restrictions may be towed. Snow emergency routes are further defined as follows:
A. East and West Washington Streets. (Between Seminary Street and West Street)
B. North and South George Streets (Between the Border of Ranson to Academy Street)
C. 100 and 200 block of North Charles Street
D. 100 and 200 block of West North Street
E. Crosswinds Drive
F. Northwinds Drive.
(2) Snow priority routes are designated roadways within the city that will be plowed on a priority basis by emergency crews. Sno

priority routes are cleared so they can provide a network system for the delivery of emergency services during a snow emergency event. Snow priority routes shall be designated by the City Manager and Chief of Police.

(f) Members of the Police Department are hereby authorized to take appropriate enforcement action during snow emergency conditions when:

(1) A vehicle is parked on a part of a snow emergency route on which a parking prohibition is in effect;

(2) A vehicle is stalled on a part of a snow emergency route on which there is a covering of snow, sleet or ice or on which there is a parking prohibition in effect and the person who is operating the vehicle is not present;

(3) A vehicle is parked in violation of any parking ordinance or provisions of the law and is interfering or about to interfere with snow removal operations.

(g) On any street designated as a snow emergency route, the City of Charles Town shall post a sign at the beginning of each block of the snow emergency route and contain specific instructions regarding parking and towing. These signs shall be distinctive and uniform in appearance and plainly visible from the street or highway. Snow emergency route signs will be marked as follows:

(1) East and West Washington Street. "Snow and Ice Emergency Route, No Parking Tow Away Zone During Emergency "

(2) North and South George Street. "Snow and Ice Emergency Route, No Parking Tow Away Zone During Emergency"

(3) 100 and 200 Block of North Charles Street. "Snow and Ice Emergency Route, No Parking Tow Away Zone During Emergency"

(4) 100 and 200 Block of West North Street. "Snow and Ice Emergency Route, No Parking Tow Away Zone During Emergency"

(5) Crosswinds Drive. "Snow and Ice Emergency Route, No Parking Tow Away Zone During Emergency"

(6) Northwinds Drive. "Snow and Ice Emergency Route, No Parking Tow Away Zone During Emergency."

(h) Officers will follow all Charles Town Police Department internal regulations regarding the towing and removal of vehicles. All towed vehicles will be have a traffic citation affixed to it at the time of towing. Tow sheets and patrol logs will reflect the violation, the business towing the vehicle and the approximate time the vehicle was removed.

(i) Any person violating any provisions of this section shall be guilty of a misdemeanor, and fined a minimum of one hundred dollars ($100.00) for each offense.

(Passed 7-6-10.)

905.99 PENALTY.

(EDITOR'S NOTE: See Section 101.99 for general Code penalty.)

ARTICLE 909

Sidewalks

909.01 Displaying goods, wares or merchandise on sidewalks or pavement.
909.02 Newspaper vending devices.
909.03 Snow removal.
909.04 Weeds and rubbish prohibited.
909.05 Specifications for construction or repair of concrete sidewalks.
909.06 Specifications for construction of curbs. (Repealed)
909.07 Appeal.
909.99 Penalty.

CROSS REFERENCES
General powers relative to sidewalks - see W. Va. Code 8-12-5(1)
Low cost improvements - see W. Va. Code Art. 8-17 et seq.
Sidewalk assessments - see W. Va. Code Art. 8-18

909.01 DISPLAYING GOODS, WARES OR MERCHANDISE ON SIDEWALKS OR PAVEMENT.

(a) No wholesale or retail merchant, their agents or employees, or any other person, shall place or cause to be placed, on any sidewalk or pavement in the City, any boxes, barrels, tables, baskets, cans or other containers for the purpose of displaying goods, wares, vegetables, foodstuffs or other merchandise for sale. It shall likewise be unlawful for any such person to place or cause to be placed any such goods, wares, vegetables, foodstuffs or merchandise itself on any sidewalk or pavement in the City for the purpose of storing the same or displaying the same to the buying public.

(b) Any wholesale or retail merchant may place on the sidewalk, tables and chairs for customers to sit, as long as, in the judgment of designated City Officials, such tables and chairs do not interfere with safety or passage. It shall be a general rule that four feet of walkable space is needed to provide for regular sidewalk use.

(Passed 8-7-06.)

909.02 NEWSPAPER VENDING DEVICES.

(a) Definitions. For the purpose of this subsection, certain words and phrases shall be construed herein as set forth in this section, unless it is apparent from the context that a different meaning is intended:

(1) "Newspaper vending device" means any self-service or coin-operated box, container, storage unit or other dispenser installed, used or maintained for the display and sale of newspapers or news periodicals.

(2) "Public sidewalk" means that portion of the public right of way designed or ordinarily used for pedestrian travel.

(3) "Public street" means that portion of the public right of way designed or ordinarily used for vehicular travel.

(b) Prohibited on Public Streets. No person or other entity shall install, place or maintain any newspaper vending device which projects onto, into or over any part of a public street, or which rests wholly or in part upon, along or over any portion of any public street.

(c) Dangerous Condition or Obstruction. No person or other entity shall install, place or maintain any newspaper vending device which in whole or in part rests upon, in or over any public street or any public sidewalk, when such installation, placement or maintenance endangers the safety of persons or property, or when the site or location is used for public utility purposes, public transportation purposes or other governmental use, or when such newspaper vending device unreasonably interferes with or impedes the flow of pedestrian or vehicular traffic including any legally parked or stopped vehicle, the ingress or egress of any residence or place of business, the use hydrants and parking posts. Other objects may be used for the securing of the device, providing the owner gives his written permission.

(d) Identification. Every person or other entity which installs, places or maintains a newspaper vending device on a public sidewalk of the City shall have affixed thereto, in a place easily seen, the name, address and telephone number of such person or entity.

(e) Size and Color. No single newspaper vending machine shall exceed five feet in height, thirty inches in width or two feet in thickness. All newspaper vending machines shall be forest green with gold lettering.

(f) Unlawful Installation, Placement and Maintenance. No person or other entity shall install, place or maintain a newspaper vending device upon a public sidewalk in the following locations and in the following manner:

(1) Within five feet of any marked or unmarked crosswalk or projection thereof, unless specifically approved;

(2) Within five feet of any fire hydrant, fire call box, police call box or other emergency facility;

(3) Within five feet of any driveway;

(4) Within fifteen feet of any designated bus stop, sign or post;

(5) Within 159 feet of any other newspaper vending device on the same side of the street containing the same entity's publication, but in no case shall any newspaper vending machine be located within fifty feet of any other device owned by the same person or entity;

(6) At any location whereby the clear space for the passage of pedestrians is reduced to less than six feet;

(7) No person or other entity shall chain a newspaper vending device to any property not owned by the owner of the newspaper vending device or to any permanently fixed object without the written consent of the owner thereof. However, newspaper vending devices, when placed side by side, may be chained or otherwise attached to one another;

(8) Newspaper vending devices may be placed next to each other, provided that no group of newspaper vending devices shall extend more than six feet along a curb or wall;

(9) On any public sidewalk located within the residential district of the City;

(10) On any public sidewalk without the consent of the owner/tenant (whoever has the authority to grant said consent);

(g) Appearance; Advertising Prohibited.

(1) Each newspaper vending device shall be maintained in a state of good repair at all times.

(2) No person or other entity shall use a newspaper vending device for advertising or publicity purposes other than that dealing with

the display, sale or purchase of the newspaper or news periodical sold therein.

(h) Any newspaper vending device placed upon the public sidewalk which appears not to have been in continuous use for a period exceeding sixty days shall be considered abandoned and shall constitute a public nuisance subject to abatement procedures as provided in Article 1101.

(i) Every person or other entity which installs, places or maintains a newspaper vending device on a public sidewalk in the City shall maintain a liability insurance policy insuring him or the entity against liability or damage, including expenses and costs, for bodily or personal injury, and for property damage sustained by any person as a result of the installation and the City shall be listed as coinsured. In addition to the above, the person or other entity shall file a written statement with the Clerk of Council, satisfactory with the City Attorney whereby such person or entity agrees to indemnify and hold harmless the City, its officers, directors and employees from any loss of liability or damage, including expenses and costs, for bodily or personal injury and for property damage sustained by any person as a result of the installation, placement or maintenance of the newspaper vending devices.

(j) (1) Permit required. No person or other entity shall place, locate, operate or maintain any newspaper vending device in or on any part of the public sidewalks of the City without first obtaining a permit therefor from the City Treasurer or his designee.

(2) Fee required. An annual fee of twenty-five dollars ($25.00) shall be required for the general privilege of placing newspaper vending device boxes upon the sidewalks of the City, and in addition to this fee, an annual fee of five dollars ($5.00) shall be required for each box placed upon City sidewalks. The period for which this annual fee shall be valid shall be from July 1 to June 30, of the following year. There shall be no proration of this fee. Further, providing that no other provision of this section would require a filing of a permit or other documents, no additional permit or other filing shall be required other than the payment of the annual fees.

(3) Issuance of permit. Each machine is required to have a permit. Upon proper application on forms provided by the City Treasurer or his designee and upon certification of compliance of this article, the City Treasurer or his designee shall issue to the applicant a newspaper vending device permit. Notwithstanding any other provision of this article, the City Treasurer or his designee may not refuse to issue a permit where the application is otherwise proper.

(4) Contents of permit. All permits issued hereunder shall contain the following information.

A. The name, address and telephone number of the applicant.

B. The proposed location of the newspaper vending device which location will be adequately portrayed on a schematic diagram with necessary dimensions to show compliance with this article.

C. A certification of compliance with the provisions of this article.

(5) Relocation of device. During the period of the permit, the person or entity may move the newspaper vending device, without securing an additional permit. However, the person or entity shall first file with the City Treasurer or his designee, a statement containing the contents of subsection (d) hereof.

(6) Revocation, notice, hearing. If at any time it is determined by the Treasurer or his designee that any newspaper vending device for which a permit has been issued, is not in compliance with the requirements of this article, a "Notice of Intent to Revoke" the permit of the newspaper vending device which is not in compliance shall be issued in writing, to the permittee. Such notice shall set forth the violation or violations to be corrected. If at such hearing, the Treasurer or his designee shall determine that the violations as charged are true and accurate and that the permittee has not caused the violation or violations to be corrected, or if the permittee fails to appear at such hearing and can present no justifiable excuse for the nonappearance, a "Notice of Revocation" shall issue only with regard to the noncomplying newspaper vending device. If, however, the violation or violations have been corrected, as evidenced by a verified statement or correction by the permittee and upon inspection by the City Treasurer or his designee, no "Notice of Revocation" shall issue.

(k) Enforcement, Violations and Penalties.

(1) The City Treasurer or his designee shall enforce the provisions of this article. Any person or other entity violating any of the provisions of this article shall be deemed guilty of an offense and upon conviction thereof shall be punished as provided in Section 101.99.

(2) Each day's continuance of a violation shall be considered a separate offense.

(Passed 2-21-83)

909.03 SNOW REMOVAL.

(a) All owners and occupants of property within the City shall remove, or cause to be removed, the snow from the sidewalks adjacent to their property within twelve (12) hours (or four (4) hours in the Central Business District) after the snow has ceased to fall; provided however, that should the snow fall during the night, it shall be removed within twelve (12) hours (or four (4) hours in the Central Business District) after sunrise on the following day.

(b) If any person shall fail to remove snow from a sidewalk within the time provided in subsection (a) hereof, the City may cause such snow to be removed at the expense of the City, which expense shall be charged against the owner or occupant of the property, in addition to any fine imposed.

(Ord. 01-6. Passed 2-20-01.)

909.04 WEEDS AND RUBBISH PROHIBITED.

Every person shall keep clean and free from weeds, dirt and rubbish the sidewalk or walks immediately adjacent to the premises occupied by him from the property line to the curb line. Every day of failure to remove weeds, dirt or rubbish after notice to the head of the family to do so by an officer of the City shall constitute a separate offense by such head of the family.

909.05 SPECIFICATIONS FOR CONSTRUCTION OR REPAIR OF CONCRETE **SIDEWALKS.**

(a) Sidewalks shall be maintained by the owner and the occupier of the adjoining real estate. All sidewalks shall be kept in a proper state of repair and maintained free from hazardous conditions.

(b) Every owner of property in the City of Charles Town shall, on ninety days notice from the City of Charles Town Code Official, construct or reconstruct either a sidewalk or curb, or both, as specified in the notice, which shall conform to all applicable requirements of this section or any previous ordinance, in front of or alongside of such property. Failure to make said repairs as required by said notice shall constitute a violation of this section and subject the owner or occupier to the penalties set forth in Section 909.99. If such repairs are not made within such time, the committee on streets shall have the same made at the expense of the City which expense shall become a lien on such property, and be collected and enforced as other levies.

(c) Every owner of property in the City shall have sixty days notice from the Code Official to repair the sidewalk or curbing or both, in the manner stipulated in such notice, in front of or alongside of such property. Failure to make said repairs as required by said notic

shall constitute a violation of this section and subject the owner or occupier to the penalties set forth in Section 909.99. If such repairs are not made within such time, the committee on streets shall have the same made at the expense of the City which expense shall become a lien on such property, and be collected and enforced as other levies.
(Ord. 99-015. Passed 11-1-99; Ord. 9-17-12.)

909.06 SPECIFICATIONS FOR CONSTRUCTION OF CURBS. (REPEALED)

(EDITOR'S NOTE: Former Section 909.06 was repealed by an ordinance passed on September 17, 2012.)

909.07 APPEAL.

The City of Charles Town Code Official shall have the superintendence of sidewalks, but an appeal shall lie to the BOCA Board of Appeals by any person who feels aggrieved by the action of the Building Inspector, provided that a written application for appeal is filed within twenty calendar days of delivery date of notice. Delivery date shall be evidenced by signature of the "Return Receipt Requested" form. In the event the delivery date of notice shall not be confirmed, delivery shall be deemed, and the twenty calendar days begun, upon the posting of the lot in front of which said repairs are necessary.
(Ord. 99-015. Passed 11-1-99.)

909.99 PENALTY.

(EDITOR'S NOTE: See Section 101.99 for general Code penalty.)
(Ord. 99-015. Passed 11-1-99.)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1177: Charles Town Tree Board Ordinance - Referral to Ordinance Committee

ATTACHMENTS:

- revised model ordinance rev 10.2.25.pdf

Ordinance # [ ]- Tree Removal-Replacement-Planting Ordinance

Trees play a critical, often overlooked, role in the water cycle and in the mitigation of stormwater runoff issues such as soil erosion, pollutant reduction, infiltration, quantity reduction, and thermal effects. This ordinance is intended to ensure that permittees are considering these undervalued assets in their stormwater management efforts.

SECTION I. Purpose:

An ordinance to establish requirements for tree removal and replacement in the City of Charles Town to reduce soil erosion and pollutant runoff, promote infiltration of rainwater into the soil, and protect the environment, public health, safety, and welfare.

SECTION II. Definitions:

For the purpose of this ordinance, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this ordinance clearly demonstrates a different meaning. When consistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural

number. The use of the word "shall" means the requirement is always mandatory and not merely directory.

A. “Applicant” means any “person”, as defined below, who applies for approval to remove trees regulated under this ordinance.

B. “Critical Root Radius (CRR)” – means the zone around the base of a tree where the majority of the root system is found. This zone is calculated by multiplying the diameter at breast height (DBH) of the tree by 1.5 feet. For example: a tree with a 6” DBH would have a CRR = 6”x1.5’ = 9’.

C. “Diameter at Breast Height (DBH)” means the diameter of the trunk of a mature tree generally measured at a point four and a half feet above ground level from the uphill side of the tree. For species of trees where the main trunk divides below the 4 ½ foot height, the DBH shall be measured at the highest point before any division.

D. “Hazard Tree” means a tree or limbs thereof that meet one or more of the criteria below. Trees that do not meet any of the criteria below and are proposed to be removed solely for development purposes are not hazard trees. [Municipalities may choose to require a Licensed Tree Expect to make all Hazard tree determination]

    1. Has an infectious disease or insect infestation;

    2. Is dead or dying;

3. Obstructs the view of traffic signs or the free passage of pedestrians or vehicles, where pruning attempts have not been effective;

4. Is causing obvious damage to structures (such as building foundations, sidewalks, etc.); or

5. Is determined to be a threat to public health, safety, and/or welfare by a certified arborist or Licensed Tree Expert (LTE).

E. "Person" means any individual, resident, corporation, utility, company, partnership, firm, or association.

F. "Planting strip" means the part of a street right-of-way between the public right-of-way and the portion of the street reserved for vehicular traffic or between the abutting property line and the curb or traveled portion of the street, exclusive of any sidewalk.

G. "Resident" means an individual who resides on the residential property or contractor hired by the individual who resides on the residential property where a tree(s) regulated by this ordinance is removed or proposed to be removed.

H. "Street Tree" means a tree planted in the sidewalk, planting strip, and/or in the public right-of-way adjacent to (or specified distance from) the portion of the street reserved for vehicular traffic. This also includes trees planted in planting strips within the roadway right-of-way, i.e., islands, medians, pedestrian refuges.

I. "Tree" means a woody perennial plant, typically having a single stem or trunk growing to a considerable height and bearing lateral branches at some distance from the ground.

J. "Tree Caliper" means the diameter of the trunk of a young tree, measured six (6) inches from the soil line. For young trees whose caliper exceeds four (4) inches, the measurement is taken twelve (12) inches above the soil line.

K. "Tree removal" means to kill or to cause irreparable damage that leads to the decline and/or death of a tree. This includes, but is not limited to, excessive pruning, application of substances that are toxic to the tree, over-mulching or improper mulching, and improper grading and/or soil compaction within the critical root radius around the base of the tree that leads to the decline and/or death of a tree. Removal does not include responsible pruning and maintenance of a tree, or the application of treatments intended to manage invasive species.

L. INVASIVE PLANT SPECIES AND TREES shall mean (i) all native and non-native vines and vegetation that grow out of place and are competitive, persistent and pernicious, or (ii) trees which are native or non-native to this country or region of the country, whose vines produce chemicals that prevent the growth of other plants and serve as a primary food source to an invasive species of insects. These plants and trees may damage other trees, vegetation or structures. Examples include, but are not limited to, bamboo (spreading or running type), ragweed, multi flora rose, kudzu-vine, poison ivy;

or oak, Ash trees and the Ailanthus Altissima tree (a/k/a the "Tree of Heaven").

SECTION III. Regulated Activities:

[Application review and approval can be conducted along with existing business practices and permit application review such as, but not limited to, site plan approvals, building permit approvals, planning board application approval, etc. A separate application process is not required, but the Department has included sample language below for municipalities that prefer to do so.]

A. Optional Application Process:

1. Any person planning to remove a street tree, as defined as Tree removal, with DBH of 2.5" or more or any non-street tree with DBH of 6" or more on their property shall submit a Tree Removal Application to ***[Municipal Officials].*** No tree shall be removed until municipal officials have reviewed and approved the removal. **[For larger scale clearing projects, municipalities may choose to require a tree survey be submitted as part of the application to determine number, sizes, and exemptions of trees for the assessment of fees]**

[The municipality may choose to impose application fees. If so, the following language may be used, with revisions as deemed appropriate.]

[Optional for municipalities: Applicants will be subject to an application fee as per the Table below.]

B. Tree Replacement Requirements

1. Any person who removes one or more street tree(s) with a DBH of 2.5" or more, unless exempt under Section IV, shall be subject to the requirements of the Tree Replacement Requirements Table below.
2. Any person, who removes one or more tree(s), as defined as Tree removal, with a DBH of 6" or more per acre, unless otherwise detailed under Section IV, shall be subject to the requirements of the Tree Replacement Requirements Table.

The species type and diversity of replacement trees shall be in accordance with Appendix A (**insert municipality provided tree list as Appendix A of this ordinance**). **[The municipality shall provide a list of approved trees that are acceptable to be planted as replacement trees, or at a minimum develop a list of trees that shall <u>not</u> be used as replacement trees. This list will be included as "Appendix A". It is permissible for a municipality to include a procedure for approval of a tree not on the approved list. The list shall also contain approved planting times/seasons and proper planting standard procedures or a reference to available literature containing this information.]**

Replacement tree(s) shall:

1. Be replaced in kind with a tree that has an equal or greater DBH than tree removed

<u>or</u> meet the Tree Replacement Criteria in the table below;

2. Be planted within twelve (12) months of the date of removal of the original tree(s) or at an alternative date specified by the municipality;
3. Be monitored by the applicant for a period of two (2) years to ensure their survival and shall be replaced as needed within twelve (12) months; and
4. Shall not be planted in temporary containers or pots, as these do not count towards tree replacement requirements.

Tree Replacement Requirements Table:

Category	**Tree Removed (DBH)**	**Tree Replacement Criteria (See Appendix A)**	**Application Fee** *[Municipality may choose to include and determine appropriate fees.]*
1	DBH of 2.5" (for street trees) or 6" (for non-street trees) to 12.99"	Replant 1 tree with a minimum tree caliper of 1.5" for each tree removed	*TBD by town*
2	DBH of 13" to 22.99"	Replant 2 trees with minimum tree calipers of 1.5" for each tree removed	*TBD by town*
3	DBH of 23" to 32.99"	Replant 3 trees with minimum tree calipers of 1.5" for each tree removed	*TBD by town*
4	DBH of 33" or greater	Replant 4 trees with minimum tree calipers of 1.5" for each tree removed	*TBD by town*

C. Replacement Alternatives:

1. If the municipality determines that some or all required replacement trees cannot be planted on the property where the tree removal activity occurred, then the applicant shall do one of the following:
    a. Plant replacement trees in a separate area(s) approved by the municipality.

b. Pay a fee of (amount to be set by municipality) per tree removed. This fee shall be placed into a fund dedicated to tree planting and continued maintenance of the trees.

SECTION IV. Exemptions:

All persons shall comply with the tree replacement standard outlined above, except in the cases detailed below. Proper justification shall be provided, in writing, to the municipality by all persons claiming an exemption **[the municipality shall define what "proper justification" is such as photos or statements from WV licensed tree expert as per WV reg (?) or arborist.]:**

A. Residents who remove less than four (4) trees per acre that fall into category 1, 2, or 3 of the Tree Replacement Requirements Table within a five-year period. [The number of trees removed is a rolling count across a five-year period. For example, if 3 trees from category 1 are removed in July 2023, the 'count' resets to zero in July 2028. However, if 1 tree from category 1 is removed in July 2023 and another in July of 2025 the first tree will come off the count in July 2028 and the second in July 2030.]

B. Tree farms in active operation, nurseries, fruit orchards, and garden centers;

C. Properties used for the practice of silviculture under an approved forest stewardship or woodland management plan that is active and on file with the municipality;

D. Any trees removed as part of a municipal or state decommissioning plan. This exemption only includes trees planted as part of the construction and predetermined to be removed in the decommissioning plan.

E. Any trees removed pursuant to a West Virginia Department of Environmental Protection (WVDEP) or U.S. Environmental Protection Agency (EPA) approved environmental clean-up, or WVDEP approved habitat enhancement plan;

F. Approved game management practices, as recommended by the State of West Virginia Department of Environmental Protection, Division of Fish, Game and Wildlife;

G. Hazard trees may be removed with no fee or replacement requirement.

H. Invasive Trees, shrubs or plants may be removed with no fee or replacement requirement.

SECTION V. Enforcement:

This ordinance shall be enforced by the **[Police Department and/or other Municipal Officials of insert name of municipality]** during the course of ordinary enforcement duties.

SECTION VI. Violations and Penalties:

Any person(s) who is found to be in violation of the provisions of this ordinance shall be subject to a fine of $ [amount per tree to be established by municipality but shall not be less than the amount of the required replacement tree(s) and cost of planting] [Municipalities may require the planting of additional trees in lieu of a fine].

SECTION VII. Severability:

Each section, subsection, sentence, clause, and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause, and phrase, and finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause or reason shall not affect any other portion of this Ordinance.

SECTION VIII. Invasive Species:

A. *Plantings of Invasive Plant or Tree Species*. All new in-ground plantings of invasive plant or tree species are strictly prohibited. All existing plantings or trees must be contained by appropriate physical barriers to prevent the growth or spread of existing invasive plant or tree species beyond the boundaries of a resident's property.
B. *Control of Growth*. All persons must control the growth of invasive plant species and trees. Failure to control the spread of such vegetation and trees beyond the boundaries of a resident's property is a violation of this chapter.
C. *Inspections*. All places and premises in the City of Charles Town shall be subject to inspection by the enforcing officer. For purposes of this Ordinance, the enforcing officer shall be the Code Enforcement Officer. Such inspections shall be performed by the Code Enforcement Officer or his or her designated municipal employee. Such inspection shall be made if the Code Enforcement Officer has reason to believe that any section of this chapter is being violated.

1. Enforcement of Invasive Species Section

A. Whenever an invasive plant or tree species (as defined by this chapter) is found on any plot of land, lot or any other premises or place, and is found to lack appropriate physical barriers to prevent the spread or growth of the species, or is found to have spread beyond the boundaries of a property, a violation, in writing, shall be given by the Code Enforcement Officer to the owner of the property from which the invasive plant or tree species has spread, directing the owner to remove or abate the same within such time as shall be specified therein. The violation shall be served upon the property owner of record by regular and certified mail or by personal service.

B. In the event a property owner fails to correct a notice of violation within the time specified in the notice of violation, the Town (by and through those municipal personnel deemed necessary and appropriate by the Code Enforcement Officer) may thereafter enter upon the property and remove or abate the invasive plant species or trees. The property owner shall be responsible for all costs incurred by the City in correcting the violation and bringing the property into compliance. The City may also place a municipal lien against the property for all costs incurred by the Town in bringing the property into compliance. The amount of the lien shall be authorized by Resolution adopted by the City Council, and shall be added to and become a part of the taxes next to be assessed and levied upon the property, shall bear interest at the same rate as taxes, and

shall be collected and enforced by the same officer and in the same manner as taxes. Costs shall be in addition to any penalties imposed for any violation of this section.
C. No property owner, resident or lessor shall plant an invasive species on property located within the City limits. Initial violations will receive a warning with direction to remove the invasive plant. A second offence or failure to remove the invasive plant within twenty (20) days shall result in a fine for each day the plant remains. Failure to comply within thirty (30) days may result in City staff removing the invasive plant and the property owner being charged for the cost of such removal.

2. Violations and Penalties.

A. Any person violating the provisions of this section shall be subject to the violations and penalties set forth herein.
B. Any person violating the provisions of this chapter shall, upon conviction, be punishable by a fine of not more than $1,000.00 or community service as determined by the Municipal Court. The continuation of such violation for each successive day shall constitute a separate offense.
C. In addition to the penalties set forth herein, any person who violates the provisions of this section shall be liable for any damages caused to any adjoining property, including, but not limited to, the cost of removal of the invasive plant or tree species extending onto the adjoining property, as well as the repair and replacement of any property damaged by the invasive plant or tree species.

City Property. This Ordinance shall not apply to City owned property or City conservation easements.

SECTION IX. Effective Date:

This Ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

Adoption Date:

Approved By:

Appendix A

Approved list of Replacement tree Species and Planting Standards for

City of Charles Town, West Virginia

[The municipality shall provide a list of approved trees that are acceptable to be planted as replacement trees, or at a minimum develop a list of trees that shall not be used as replacement trees. The list shall include approved planting times/seasons and proper planting standard procedures or a reference to available literature containing this information.]

Tree Species	Planting Season	Planting Procedure (soil type, watering, pruning, staking, wrapping, exposure, depth, mulching, etc)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1173: Payment of Bills - February 17, 2026

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2026-02-17.pdf
- CAPITAL RESERVE COUNCIL REPORT 2026-02-17.pdf
- COUNCIL REPORT PCARD 02-17-26.pdf

Charles Town, WV

Expense Approval Report

By Fund

Payment Dates 2/2/2026 - 2/13/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 001 - GENERAL FUND					
US BANK	202602025987	02/02/2026	JAN26 P PCARD PAYMENT	001-201-110	9,976.61
CERAVALO MARY	202602025988	02/02/2026	1/12 TO 1/25 PAY CORRECTI	001-700-103	568.57
AUTOZONE, INC.	01114271630	02/03/2026	CAR#12 MOTOR OIL	001-700-343	11.75
WV STATE TREASURER'S OFFI...	202602036008	02/03/2026	JAN26 MUNICIPAL CRT FEE	001-201-050	4,579.40
CARICATURE ARTISTS GROUP ...	202602036009	02/03/2026	WV FEST 26 CARICATURE ART	001-903-230	2,320.00
T-MOBILE	202602036010	02/03/2026	JAN26 ED CELL PHONE	001-402-211	32.88
T-MOBILE	202602036010	02/03/2026	JAN26 CA CELL PHONE	001-417-211	18.73
T-MOBILE	202602036010	02/03/2026	JAN26 CE CELL PHONE	001-425-211	18.73
T-MOBILE	202602036010	02/03/2026	JAN26 PZ CELL PHONE	001-437-211	109.54
T-MOBILE	202602036010	02/03/2026	JAN26 CH CELL PHONE	001-440-211	32.88
T-MOBILE	202602036010	02/03/2026	JAN26 MAYOR CELL PHONE	001-440-211	47.20
T-MOBILE	202602036010	02/03/2026	JAN26 PD CELL PHONE	001-700-211	143.62
T-MOBILE	202602036010	02/03/2026	JAN26 MD CELL PHONE	001-750-211	108.72
THE JOURNAL,MARTINSBURG	202602036011	02/03/2026	CY26 JOURNAL SUBSCRIPTION	001-700-222	182.00
FRONTIER, INC.	202602036012	02/03/2026	FEB26 PD FIRE ALARM	001-700-211	157.53
JEFFERSON COUNTY CONVENT..	202602036013	02/03/2026		001-901-567	2,976.31
WV CODE OFFICIALS ASSOCIAT..	202602036014	02/03/2026	WVCOA SPRING TRAING X2	001-412-221	300.00
UNITED WAY OF THE EASTERN...	202602036015	02/03/2026	JAN26 TEEN COURT FEES	001-201-070	410.00
ALAN TYE & ASSOCIATES	202602036016	02/03/2026	B&O REFUND ACT8583	001-413-238	157.49
LYLE C TABB & SONS, INC.	20261171	02/03/2026	JAN26 BOX RENTAL	001-750-230	675.00
SOUTH CENTRAL PLANNING &...	26t-1199	02/03/2026	JAN26 PERMIT SOFTWARE	001-437-353	980.00
TEK ADVISORS	3542	02/03/2026	JAN26 CH TECH SERVICE	001-440-230	9,158.79
MARLIN LEASING CORPORATI...	41547454	02/03/2026	CH FEB26 COPIER LEASE	001-440-219	280.00
MARLIN LEASING CORPORATI...	41547454	02/03/2026	PD FEB26 COPIER LEASE	001-700-219	515.98
SUSTAINABLE STRATEGIES DC	4813	02/03/2026	JAN26 GRANT RETAINER	001-440-230	5,000.00
FIRST-CITIZENS BANK & TRUST...	48587281	02/03/2026	FEB26 3RD FLR COPIR LEASE	001-440-219	110.00
DEAFNET ASSOCIATION, INC.	67386	02/03/2026	7/1/26 INTERPRATIVE SERV	001-416-223	194.65
GRIFFITH ENERGY SERVICES, I...	98919-2	02/03/2026	01/27 CH OIL DELIVERY	001-440-213	461.02
PEIA	INV0000078	02/04/2026	Employee PEIA Insurance Cont..	001-225-000	5,907.27
PEIA	INV0000078	02/04/2026	ED PEIA Insurance Contribution	001-402-105	704.08
PEIA	INV0000078	02/04/2026	CMO PEIA Insurance Contribut..	001-412-105	1,556.91
PEIA	INV0000078	02/04/2026	TR PEIA Insurance Contribution	001-413-105	2,666.72
PEIA	INV0000078	02/04/2026	CK PEIA Insurance Contribution	001-415-105	1,512.43
PEIA	INV0000078	02/04/2026	CA PEIA Insurance Contribution	001-417-105	1.98
PEIA	INV0000078	02/04/2026	CE PEIA Insurance Contribution	001-425-105	704.08
PEIA	INV0000078	02/04/2026	BI PEIA Insurance Contribution	001-436-105	1.98
PEIA	INV0000078	02/04/2026	PZ PEIA Insurance Contribution	001-437-105	2,922.57
PEIA	INV0000078	02/04/2026	CH PEIA Insurance Contribution	001-440-105	1,512.43
PEIA	INV0000078	02/04/2026	PK PEIA Insurance Contribution	001-571-105	1.98
PEIA	INV0000078	02/04/2026	PD PEIA Insurance Contribution	001-700-105	17,227.82
PEIA	INV0000078	02/04/2026	MD PEIA Insurance Contributi...	001-750-105	2,861.65
PEIA	INV0000079	02/04/2026	Retiree RHBT Contribution	001-114-000	127.70
PEIA	INV0000079	02/04/2026	Employee RHBT Contribution	001-225-000	55.80
PEIA	INV0000079	02/04/2026	ED RHBT Contribution	001-402-111	10.20
PEIA	INV0000079	02/04/2026	CMO RHBT Contribution	001-412-111	10.20
PEIA	INV0000079	02/04/2026	TR RHBT Contribution	001-413-111	30.60
PEIA	INV0000079	02/04/2026	CK RHBT Contribution	001-415-111	10.20
PEIA	INV0000079	02/04/2026	CE RHBT Contribution	001-425-111	10.20
PEIA	INV0000079	02/04/2026	PZ RHBT Contribution	001-437-111	30.60
PEIA	INV0000079	02/04/2026	CH RHBT Contribution	001-440-111	10.20
PEIA	INV0000079	02/04/2026	PD RHBT Contribution	001-700-111	173.40
PEIA	INV0000079	02/04/2026	MD RHBT Contribution	001-750-111	30.60
POTOMAC EDISON COMPANY,...	INV0000080	02/05/2026	Jan26 CWH Electricity	001-440-213	1,928.50

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
POTOMAC EDISON COMPANY,...	INV0000081	02/05/2026	Jan26 RH Electricity	001-440-213	295.73
POTOMAC EDISON COMPANY,...	INV0000082	02/05/2026	Jan26 RH 2nd floor Electricity	001-440-213	171.94
POTOMAC EDISON COMPANY,...	INV0000083	02/05/2026	Jan26 Crosswinds Electricity	001-751-213	177.43
POTOMAC EDISON COMPANY,...	INV0000084	02/06/2026	Jan26 Depot District Electricity...	001-751-213	11.02
POTOMAC EDISON COMPANY,...	INV0000085	02/06/2026	Jan26 Depot District Electricity...	001-751-213	11.02
POTOMAC EDISON COMPANY,...	INV0000088	02/09/2026	Jan26 PD/CTUB Electricity	001-114-020	1,542.25
POTOMAC EDISON COMPANY,...	INV0000088	02/09/2026	Jan26 PD/CTUB Electricity	001-700-213	3,131.24
US BANK	INV0000001	02/10/2026	Jan 26 Fleet Pcard Payment	001-201-110	5,358.16
AUTOZONE, INC.	01114276483	02/11/2026	#17 HALOGEN BULB	001-700-217	4.39
LAW ENFORCEMENT PROFESS...	INV0000021	02/11/2026	J Wilberger Basic Police Acad...	001-700-221	1,500.00
THE JOURNAL,MARTINSBURG	004256310	02/12/2026	004256310 Classified Ad 2/4/...	001-700-220	594.00
HDL COMPANIES INC	01312026	02/12/2026	Jan26 B&O Collection Service	001-413-230	6,506.05
INTERNATIONAL ASSOCIATION...	0453485	02/12/2026	IACP 2026 Subscription	001-700-222	220.00
ADVANCED AUTO AUTHORITY...	40269	02/12/2026	Car#27 thermostat, coolant, e...	001-700-217	247.73
JEFFERSON COUNTY EMERGE...	627	02/12/2026	627 Nov25 CAD-Mobile Data &...	001-700-211	721.87
KENT PARSONS FORD, INC	76174	02/12/2026	76174 car#25 Battery replace...	001-700-217	319.90
KONICA MINOLTA BUSINESS ...	820077296	02/12/2026	CH & PD WEBEX PHONE 2/1-2...	001-440-211	439.59
KONICA MINOLTA BUSINESS ...	820077296	02/12/2026	CH & PD WEBEX PHONE 2/1-2...	001-700-211	520.99
MOTOROLA SOLUTIONS, INC.	8330322536	02/12/2026	Car#6 Car camera replacement	001-700-217	500.00
FRONTIER, INC.	INV0000090	02/12/2026	Feb26 RH Elevator Alarm	001-440-211	63.73
MELISSA SEGURA	INV0000092	02/12/2026	Court Translator on 2/4/25	001-416-223	75.00
FRONTIER, INC.	INV0000093	02/12/2026	Feb26 CWH Fire Alarm#1	001-440-211	71.15
FRONTIER, INC.	INV0000094	02/12/2026	Feb26 RH Fire Alarm #1&2	001-440-211	196.67
SUN LIFE	INV0000102	02/12/2026	March26 Employee Vision Ins...	001-225-010	644.17
SUN LIFE	INV0000102	02/12/2026	ED Dental Insurance Contribut...	001-402-105	84.07
SUN LIFE	INV0000102	02/12/2026	CMO Dental Insurance Contri...	001-402-105	160.75
SUN LIFE	INV0000102	02/12/2026	TR Dental Insurance Contribut...	001-413-105	295.71
SUN LIFE	INV0000102	02/12/2026	CK Dental Insurance Contribut...	001-415-105	77.07
SUN LIFE	INV0000102	02/12/2026	CA Dental Insurance Contribut...	001-417-105	117.37
SUN LIFE	INV0000102	02/12/2026	CE Dental Insurance Contribut...	001-425-105	61.53
SUN LIFE	INV0000102	02/12/2026	BI Dental Insurance Contribut...	001-436-105	94.96
SUN LIFE	INV0000102	02/12/2026	PZ Dental Insurance Contribut...	001-437-105	347.45
SUN LIFE	INV0000102	02/12/2026	CH Dental Insurance Contribu...	001-440-105	101.98
SUN LIFE	INV0000102	02/12/2026	PK Dental Insurance Contribut...	001-571-105	34.04
SUN LIFE	INV0000102	02/12/2026	PD Dental Insurance Contribut...	001-700-105	1,595.26
SUN LIFE	INV0000102	02/12/2026	MD Dental Insurance Contrib...	001-750-105	306.33
CITY OF CHARLES TOWN PETT...	INV0000106	02/12/2026	OCT25-JAN26 PETTY CASH RE...	001-700-214	29.75
CITY OF CHARLES TOWN PETT...	INV0000106	02/12/2026	OCT25-JAN26 PETTY CASH RE...	001-700-217	74.23
CITY OF CHARLES TOWN PETT...	INV0000106	02/12/2026	OCT25-JAN26 PETTY CASH RE...	001-700-218	222.27
CITY OF CHARLES TOWN PETT...	INV0000106	02/12/2026	OCT25-JAN26 PETTY CASH RE...	001-700-341	6.41
CITY OF CHARLES TOWN PETT...	INV0000106	02/12/2026	OCT25-JAN26 PETTY CASH RE...	001-700-343	81.12
US BANK	INV0000142	02/13/2026	JAN 26 CH & PD PCard Payme...	001-201-110	9,387.72
				Fund 001 - GENERAL FUND Total:	**115,939.55**
Fund: 200 - CAPITAL RESERVE					
TEK ADVISORS	3542	02/03/2026	JAN26 PD CELL FORNSIC COM	200-975-460	1,716.57
				Fund 200 - CAPITAL RESERVE Total:	**1,716.57**
				Grand Total:	**117,656.12**

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	115,939.55
200 - CAPITAL RESERVE	1,716.57
Grand Total:	**117,656.12**

Account Summary

Account Number	Account Name	Payment Amount
001-114-000	Due From Pension Fund	127.70
001-114-020	DUE FROM WATER DEPT	1,542.25
001-201-050	State Court Fees Payable	4,579.40
001-201-070	TEEN COURT FEES PAYA…	410.00
001-201-110	PCARD PAYABLE	24,722.49
001-225-000	Insurance Contributions …	5,963.07
001-225-010	Dental & Vision Payable	644.17
001-402-105	ECONOMIC DEV - GROUP..	948.90
001-402-111	ECONOMIC DEV - OPEB	10.20
001-402-211	ECONOMIC DEV - TELEP…	32.88
001-412-105	CMO Group Insurance	1,556.91
001-412-111	CMO OPEB	10.20
001-412-221	CMO Training & Educati…	300.00
001-413-105	TREAS Group Insurance	2,962.43
001-413-111	TREAS OPEB Other	30.60
001-413-230	TREAS Contracted Servic…	6,506.05
001-413-238	TREAS Refunds	157.49
001-415-105	CLERK Group Insurance	1,589.50
001-415-111	CLERK OPEB	10.20
001-416-223	PJO Professional Services	269.65
001-417-105	ATTORNEY INSURANCE	119.35
001-417-211	ATTORNEY TELEPHONE	18.73
001-425-105	ENFORCEMENT AG - GR…	765.61
001-425-111	ENFORCEMENT AG - OP…	10.20
001-425-211	ENFORCEMENT AG -	18.73
001-436-105	BI Group Insurance	96.94
001-437-105	P&Z Group Insurance	3,270.02
001-437-111	P&Z OPEB	30.60
001-437-211	P&Z Telephone	109.54
001-437-353	P&Z COMPUTER SOFTW…	980.00
001-440-105	CH Group Insurance	1,614.41
001-440-111	CH OPEB-OTHER POST EE..	10.20
001-440-211	CH Telephone	851.22
001-440-213	CH Utilities	2,857.19
001-440-219	CH Buildings & Equipme…	390.00
001-440-230	CH Contracted Services	14,158.79
001-571-105	PARKING Group Insuran…	36.02
001-700-103	PD SALARIES	568.57
001-700-105	PD GROUP INSURANCE	18,823.08
001-700-111	PD OPEB	173.40
001-700-211	PD TELEPHONE	1,544.01
001-700-213	PD UTILITIES	3,131.24
001-700-214	PD TRAVEL EXPENSE	29.75
001-700-217	PD R&M AUTO	1,146.25
001-700-218	PD POSTAGE	222.27
001-700-219	PD BLDG & EQUIPMENT …	515.98
001-700-220	PD ADVERTISING & LEGA…	594.00
001-700-221	PD TRAINING & EDUCAT…	1,500.00
001-700-222	PD DUES AND SUBSCRIPT..	402.00
001-700-341	PD DEPARTMENTAL SUP…	6.41
001-700-343	PD AUTO SUPPLIES (GAS…	92.87

Account Summary

Account Number	Account Name	Payment Amount
001-750-105	STREETS GROUP INSUR…	3,167.98
001-750-111	STREETS OPEB	30.60
001-750-211	STREETS TELEPHONE	108.72
001-750-230	STREETS CONTRACTED S…	675.00
001-751-213	STREET LIGHT UTILITIES	199.47
001-901-567	VISITOR CTR CONTRIBUT…	2,976.31
001-903-230	FAIR/FESTIVAL Contract…	2,320.00
200-975-460	Gen Gov Cap Outlay Tech..	1,716.57
	Grand Total:	**117,656.12**

Project Account Summary

Project Account Key		Payment Amount
None		117,656.12
	Grand Total:	**117,656.12**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Charles Town, WV

Expense Approval Report

By Fund

Payment Dates 2/13/2026 - 2/13/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Fund: 200 - CAPITAL RESERVE							
KARIN V CAMPBELL	Charles Town 02	02/12/2026	Charles Town 02- Salary Stud...	200-975-230		02/12/2026	20,000.00
						Fund 200 - CAPITAL RESERVE Total:	**20,000.00**
						Grand Total:	**20,000.00**

Report Summary

Fund Summary

Fund	Payment Amount
200 - CAPITAL RESERVE	20,000.00
Grand Total:	**20,000.00**

Account Summary

Account Number	Account Name	Payment Amount
200-975-230	General Government Co…	20,000.00
	Grand Total:	**20,000.00**

Project Account Summary

Project Account Key	Payment Amount
None	20,000.00
Grand Total:	**20,000.00**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Charles Town, WV

Expense Approval Report

By Fund

Payment Dates 2/2/2026 - 2/13/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 001 - GENERAL FUND					
BP	202601135813	01/01/2026	CAR#13 FUEL 12/29	001-700-343	66.46
LIBERTY GET N GO	202601135818	01/02/2026	CAR#29 FUE 12/31	001-700-343	44.48
SHEETZ	202601135821	01/02/2026	CAR#18 FUEL 12/31	001-700-343	35.00
SHEETZ	202601135822	01/02/2026	CAR#18 FUEL 01/01	001-700-343	31.00
7-ELEVEN	202601135829	01/02/2026	BI JEEP FUEL 12/30	001-750-343	35.52
SHEETZ	202601135839	01/02/2026	CAR#14 FUEL 12/31	001-700-343	52.00
7-ELEVEN	202601135850	01/02/2026	CAR#26 FUEL 01/01	001-700-343	36.16
BP	202601135854	01/02/2026	CAR#6 FUEL 12/31	001-700-343	46.00
MARTINS FUEL	202601135857	01/02/2026	CAR#15 FUEL 12/31	001-700-343	35.10
BP	202601135860	01/02/2026	CAR#11 FUE 12/31	001-700-343	37.75
GOOGLE	5450246522	01/02/2026	Dec 25 Google Workspace Sub...	001-440-353	14.98
LIBERTY GET N GO	INV0000018	01/02/2026	P17 fuel 12/31	001-750-343	50.01
HOLIDAY INN EXPRESS & SUIT...	INV0000030	01/02/2026	wilberger PD Acdemy hotel ni...	001-700-214	107.00
LIBERTY GET N GO	INV0000047	01/02/2026	fUEL CANS	001-750-343	28.60
LIBERTY GET N GO	INV0000060	01/02/2026	P12 Fuel 12/30	001-750-343	55.01
HOME DEPOT INC	INV0000065	01/02/2026	Air Filter CWH	001-750-341	15.97
APPLE VALLEY WASTE SERVICE...	0006827631	01/05/2026	DEC25 MD TRASH SERVICE	001-750-230	660.13
PATTON BUILDING SERVICES I...	135225	01/05/2026	DEC25 CWH CLEANING SERV	001-440-230	125.00
PATTON BUILDING SERVICES I...	135225	01/05/2026	DEC25 CH CLEANING SERV	001-440-230	933.50
PATTON BUILDING SERVICES I...	135225	01/05/2026	DEC25 PD CLEANING SERV	001-700-230	933.50
CREAMERS AUTO SERVICE CE...	149042	01/05/2026	CAR#18 OIL SERVICE	001-700-343	91.82
COMCAST CORPORATION	202601055727	01/05/2026	JAN26 MD INTERNET SERVICE	001-750-211	97.25
SHEETZ	202601135823	01/05/2026	CAR#18 FUEL 01/02	001-700-343	30.00
SHEETZ	202601135824	01/05/2026	CAR#18 FUEL 01/04	001-700-343	34.00
SHEETZ	202601135835	01/05/2026	CAR#28 FUEL 01/04	001-700-343	40.00
SHEETZ	202601135836	01/05/2026	CAR#28 FUEL 01/04	001-700-343	14.00
TOWN MART CITGO	202601135843	01/05/2026	CAR#12 FUEL 01/01	001-700-343	55.87
BP	202601135848	01/05/2026	CAR# 3 FUEL 01/04	001-700-343	67.17
7-ELEVEN	202601135851	01/05/2026	CAR#26 FUEL 01/03	001-700-343	34.17
BP	202601135861	01/05/2026	CAR#11 FUEL 01/02	001-700-343	29.98
TRANSUNION	6707023-202512-1	01/05/2026	Dec25 Investigation subscripti...	001-700-222	110.00
7-ELEVEN	INV0000048	01/05/2026	P25 Fuel	001-750-343	84.77
CHARLES TOWN UTILITY BOA...	202601065749	01/06/2026	DEC25 CTUB WATER SER	001-114-020	86.62
CHARLES TOWN UTILITY BOA...	202601065749	01/06/2026	DEC25 CH WATER SER	001-440-213	126.84
CHARLES TOWN UTILITY BOA...	202601065749	01/06/2026	DEC25 RH WATER SER	001-440-213	94.68
CHARLES TOWN UTILITY BOA...	202601065749	01/06/2026	DEC25 PD WATER SER	001-700-213	175.87
CHARLES TOWN UTILITY BOA...	202601065749	01/06/2026	DEC25 MD WATER SER	001-750-213	65.15
THE CINCINNATI INSURANCE ...	202601065750	01/06/2026	CY26 CH EMPOYEE BOND	001-440-226	375.00
BP	202601135814	01/06/2026	CAR#13 FUEL 0/05	001-700-343	40.95
7-ELEVEN	202601135842	01/06/2026	CAR#14 FUEL 01/05	001-700-343	41.00
TOWN MART CITGO	202601135844	01/06/2026	CAR#12 FUEL 01/03	001-700-343	46.60
TOWN MART CITGO	202601135845	01/06/2026	CAR#12 FUEL 01/04	001-700-343	35.90
BP	202601135855	01/06/2026	CAR#6 FUEL 01/05	001-700-343	63.00
ZOOM.US	INV0000012	01/06/2026	Jan26 Online Meeting Subscri...	001-402-222	52.43
SHEETZ	INV0000043	01/06/2026	CAr#1 Fuel 01/05	001-700-343	62.00
BP	202601135815	01/07/2026	CAR#13 FUEL 01/06	001-700-343	68.89
LIBERTY GET N GO	202601135819	01/07/2026	CAR#29 FUEL 01/05	001-700-343	30.78
SHEETZ	202601135828	01/07/2026	CAR#16 FUEL 01/06	001-700-343	52.26
SHEETZ	202601135840	01/07/2026	CAR#14 FUEL 01/06	001-700-343	53.00
STAPLES ADVANTAGE INC	7672445448	01/07/2026	FRT DESK RECEIPT ROLLS	001-413-341	44.16
7-ELEVEN	INV0000031	01/07/2026	Car#24 Fuel 01/05	001-700-343	32.50
HOLIDAY INN EXPRESS & SUIT...	INV0000032	01/07/2026	Wilberger PD Academy Hotel ...	001-700-214	107.00
WALMART INC	INV0000061	01/07/2026	MD Coffee	001-750-341	26.85

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SHEETZ	202601135820	01/08/2026	CAR#29 FUEL 01/07	001-700-343	37.16
SHEETZ	202601135832	01/08/2026	CAR#25 FUEL 01/07	001-700-343	33.16
SHEETZ	202601135841	01/08/2026	CAR#14 FUEL 01/07	001-700-343	37.50
SHEETZ	202601135849	01/08/2026	CAR#3 FUEL 01/07	001-700-343	57.31
MARTINS FUEL	202601135858	01/08/2026	CAR#15 FUEL 01/07	001-700-343	36.50
NAPA	969433	01/08/2026	CH22 Battery	001-750-217	202.50
NAPA	969433	01/08/2026	CH22 oil & oil Filter	001-750-343	26.28
APPLE	INV0000013	01/08/2026	Jan26 Music Subscription	001-402-222	21.35
JP Auto	INV0000067	01/08/2026	P16 Mirror	001-750-217	295.35
AMAZON	112-7461430-2949833	01/09/2026	BI Energy Code Book	001-436-341	68.00
BP	202601135816	01/09/2026	CAR#13 FUEL 01/07	001-700-343	66.44
SHEETZ	202601135825	01/09/2026	CAR#18 FUEL 01/08	001-700-343	24.00
SHEETZ	202601135830	01/09/2026	BI JEEP FUEL 01/08	001-750-343	35.11
SHEETZ	202601135833	01/09/2026	CAR#25 FUEL 01/08	001-700-343	37.39
SHEETZ	202601135859	01/09/2026	CAR#7 FUEL 01/08	001-700-343	54.48
TOWN MART CITGO	202601135863	01/09/2026	CAR#11 FUEL 01/07	001-700-343	31.32
STAPLES ADVANTAGE INC	7672453508	01/09/2026	CH BATHRM SUPPLIES	001-440-341	745.97
STAPLES ADVANTAGE INC	7672453508	01/09/2026	MD CY26 CALENDAR	001-750-341	8.75
STAPLES ADVANTAGE INC	7672696176	01/09/2026	CH FILING BOXES	001-440-341	40.22
ICMA	INV0000005	01/09/2026	ICMA CY26 Professional Mem...	001-437-222	799.00
HOME DEPOT INC	INV0000020	01/09/2026	Light Bulb for PD	001-750-215	13.89
RIDERSVILLE CYCLE, LLC	INV0000050	01/09/2026	Sxs23 Battery Charger	001-750-216	175.05
LIBERTY GET N GO	INV0000066	01/09/2026	B12 Fuel 1/7	001-750-343	130.91
COMCAST CORPORATION	202601125807	01/12/2026	JAN26 CWH INTERNET SERVICE	001-440-211	153.85
TOWN MART CITGO	202601135817	01/12/2026	CAR#27 FUEL 01/08	001-700-343	42.18
SHEETZ	202601135826	01/12/2026	CAR#18 FUEL 01/09	001-700-343	23.00
SHEETZ	202601135827	01/12/2026	CAR#18 FUEL 01/10	001-700-343	31.00
TOWN MART CITGO	202601135831	01/12/2026	CAR#2 FUEL 01/09	001-700-343	20.01
SHEETZ	202601135834	01/12/2026	CAR#25 FUEL 01/10	001-700-343	37.19
SHEETZ	202601135837	01/12/2026	CAR#28 FUEL 01/11	001-700-343	35.00
EXXON MOBILE	202601135838	01/12/2026	CAR#28 FUEL 01/09	001-700-343	26.01
TOWN MART CITGO	202601135846	01/12/2026	CAR#12 FUEL 01/10	001-700-343	41.81
LIBERTY GET N GO	202601135847	01/12/2026	CAR#12 FUEL 01/08	001-700-343	51.41
TOWN MART CITGO	202601135852	01/12/2026	CAR#26 FUEL 01/07	001-700-343	27.28
SHEETZ	202601135853	01/12/2026	CAR#26 FUEL 01/09	001-700-343	29.44
BP	202601135856	01/12/2026	CAR#6 FUEL 01/11	001-700-343	35.00
BP	202601135862	01/12/2026	CAR#11 FUEL 01/10	001-700-343	34.34
VERIZON WIRELESS	6132790566	01/12/2026	DEC25&JAN26 BI HOT SPOT S...	001-436-211	40.04
STAPLES ADVANTAGE INC	7672851176	01/12/2026	PZ PACKING TAPE	001-437-341	7.39
STAPLES ADVANTAGE INC	7672851176	01/12/2026	CH RED PEN & COPY PAPER	001-440-341	87.15
JP Auto	CM0000002	01/12/2026	Order Correction	001-750-217	-139.68
L.L.BEAN FOR BUSINESS	INV0000007	01/12/2026	Mayor CT Branded Shirt	001-409-341	76.40
TOWN MART CITGO	INV0000023	01/12/2026	Gas Can 01/09	001-750-343	5.22
LIBERTY GET N GO	INV0000024	01/12/2026	P17 Fuel 1/9	001-750-343	41.50
LIBERTY GET N GO	INV0000034	01/12/2026	S06 Fuel 1/9	001-750-343	127.29
LIBERTY GET N GO	INV0000068	01/12/2026	P23 Fuel 1/7	001-750-343	82.57
HOME DEPOT INC	INV0000069	01/12/2026	RH T12 Bulbs	001-750-341	59.98
BP	202601145872	01/13/2026	car#16 fuel 01/12	001-700-343	79.29
SHEETZ	202601145873	01/13/2026	CAR#29 FUEL 01/12	001-700-343	38.60
GO MART	202601145874	01/13/2026	CAR#28 FUEL 01/11	001-700-343	49.00
7-ELEVEN	202601145875	01/13/2026	CAR#14 FUEL 01/12	001-700-343	31.00
SHEETZ	202601145876	01/13/2026	CAR#26 FUEL 01/12	001-700-343	35.79
JEFFERSON PUBLISHING COM...	72777	01/13/2026	NPH BA25-04 644 S SAMUEL ...	001-437-220	31.42
STAPLES ADVANTAGE INC	7672930317	01/13/2026	CH COFFEE & COPY PAPER	001-440-341	192.06
SOUTHERN STATES INC	V300488	01/13/2026	Chainsaw chain	001-750-216	33.99
SHEETZ	202601155882	01/14/2026	CAR#29 FUEL 01/13	001-700-343	28.44
SHEETZ	202601155883	01/14/2026	CAR#14 FUEL 01/13	001-700-343	61.00
BP	202601155884	01/14/2026	CAR#6 FUEL 01/13	001-700-343	50.00
BP	202601155885	01/14/2026	CAR#7 FUEL 01/13	001-700-343	60.43
JEFFERSON PUBLISHING COM...	72618	01/14/2026	12/18 AD CT BOARD OPENINGS	001-440-220	104.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LIBERTY GET N GO	INV0000035	01/14/2026	P16 Fuel 1/12	001-750-343	81.51
MARTINS FUEL	INV0000044	01/14/2026	Car#1 Fuel 1/13	001-700-343	57.61
SOUTHERN STATES INC	V307025	01/14/2026	Chainsaw Spark Plug	001-750-216	8.49
SHEETZ	202601165892	01/15/2026	CAR#29 FUEL 01/14	001-700-343	26.00
SUNOCO	202601165893	01/15/2026	CAR#3 FUEL 01/14	001-700-343	60.77
MARTINS FUEL	202601165894	01/15/2026	CAR#15 FUEL 01/07	001-700-343	42.75
UNIQODE	INV0000015	01/15/2026	CY 26 QR Code Generator Sub...	001-402-222	180.00
BIEDLER'S ELECTRIC MOTOR R...	INV0000070	01/15/2026	PD Rooftop Exhaust Fan Repair	001-750-215	280.80
AMAZON	111-7409094-861384	01/16/2026	CH KITCHEN BULLETIN BOARD	001-440-341	31.34
AMAZON	112-0964334-588025	01/16/2026	TR 1099 MISC TAX FORM	001-413-341	22.70
AMAZON	113-0804511-690506	01/16/2026	CK MONITOR MT DOC HOLDER	001-415-341	13.98
BP	202601225895	01/16/2026	CAR#13 FUEL 01/14	001-700-343	75.84
SHEETZ	202601225899	01/16/2026	CAR#18 FUEL 1/15	001-700-343	35.50
SHEETZ	202601225902	01/16/2026	CAR#16 FUEL 01/15	001-700-343	58.71
SHEETZ	202601225905	01/16/2026	CAR#25 FUEL 01/15	001-700-343	44.57
7-ELEVEN	202601225909	01/16/2026	CAR#14 FUEL 01/15	001-700-343	43.01
BP	202601225917	01/16/2026	CAR#11 FUEL 01/15	001-700-343	42.42
SHEETZ	INV0000052	01/16/2026	D23 Fuel 01/15	001-750-343	120.83
TOWN MART CITGO	INV0000062	01/16/2026	P 12 Fuel 1/14	001-750-343	72.99
CARPER'S AUTO SERVICE	INV0000071	01/16/2026	State Inspection 2025 Chevy	001-750-217	19.00
CARPER'S AUTO SERVICE	INV0000072	01/16/2026	Parks n Rec Jeep State Inspect...	001-750-217	19.00
CREAMERS AUTO SERVICE CE...	149240	01/19/2026	CAR#26 OIL SERVICE	001-700-343	91.82
CREAMERS AUTO SERVICE CE...	149281	01/19/2026	CAR#21 NEW BATTERY	001-700-217	104.95
SHEETZ	202601225900	01/19/2026	CAR#18 FUEL 01/16	001-700-343	30.00
SHEETZ	202601225901	01/19/2026	CAR#18 FUEL 01/17	001-700-343	21.00
7-ELEVEN	202601225903	01/19/2026	BI JEEP FUEL 01/16	001-750-343	36.58
TOWN MART CITGO	202601225904	01/19/2026	CAR#2 FUEL 01/16	001-700-343	37.44
SHEETZ	202601225906	01/19/2026	CAR#25 FUEL 01/17	001-700-343	41.66
SHEETZ	202601225907	01/19/2026	CAR#28 FUEL 01/18	001-700-343	33.01
EXXON MOBILE	202601225908	01/19/2026	CAR#28 FUEL 01/16	001-700-343	20.00
TOWN MART CITGO	202601225911	01/19/2026	CAR#12 FUEL 01/15	001-700-343	50.17
7-ELEVEN	202601225913	01/19/2026	CAR#26 FUEL 01/17	001-700-343	39.88
BP	202601225914	01/19/2026	CAR#6 FUEL 01/17	001-700-343	43.00
HARBOR FREIGHT	INV0000008	01/19/2026	CH measuring tapes	001-440-341	4.22
L.L.BEAN FOR BUSINESS	INV0000022	01/19/2026	Council CH branded Sweater	001-410-341	62.90
JEFFERSON URGENT CARE	INV0000037	01/19/2026	Kable DOT Physical	001-750-223	125.00
SAVE-A-LOT	INV0000063	01/19/2026	CH & MD Water Bottles	001-440-341	66.43
SAVE-A-LOT	INV0000063	01/19/2026	CH & MD Water Bottles	001-750-341	9.49
ALL SEASONS UNIFORMS	INV0000073	01/19/2026	Noah Uniform	001-750-345	279.00
7-ELEVEN	202601225897	01/20/2026	CAR#29 FUEL 01/18	001-700-343	40.00
SHEETZ	202601225910	01/20/2026	CAR#14 FUEL 01/19	001-700-343	40.18
TOWN MART CITGO	202601225912	01/20/2026	CAR#12 FUEL 01/17	001-700-343	49.48
BP	202601225915	01/20/2026	CAR#6 FUEL 01/19	001-700-343	57.50
MATTHEW ANDERSON, PE, PL...	25146	01/20/2026	1/12-15 RES & COM INSPECTI...	001-436-223	875.00
AMAZON	INV0000016	01/20/2026	Black Ribbon- Todd Coyle	001-402-341	21.18
BP	202601225896	01/21/2026	CAR#13 FUEL 01/19	001-700-343	63.51
BP	202601225898	01/21/2026	CAR#29 FUEL 01/21	001-700-343	34.30
BP	202601225916	01/21/2026	CAR#7 FUEL 01/20	001-700-343	52.00
URALITY	INV0000014	01/21/2026	CY26 Map App Subscription	001-402-222	1,045.80
DONALD B RICE TIRE CO INC	14135616	01/22/2026	CAR#13 4 NEW TIRES	001-700-343	728.00
CREAMERS AUTO SERVICE CE...	149131	01/22/2026	CAR#13 4 TIRE MOUNT	001-700-343	239.35
CREAMERS AUTO SERVICE CE...	149190	01/22/2026	CAR#3 OIL SERVICE	001-700-343	115.97
CREAMERS AUTO SERVICE CE...	149209	01/22/2026	CAR#14 TIRE REPAIR	001-700-217	25.00
CREAMERS AUTO SERVICE CE...	149209	01/22/2026	CAR#14 OIL SERVICE	001-700-343	117.22
BP	202601235930	01/22/2026	CAR#13 FUEL 01/21	001-700-343	61.13
SHEETZ	202601235931	01/22/2026	CAR#25 FUEL 01/21	001-700-343	38.30
7-ELEVEN	202601235932	01/22/2026	CAR#14 FUEL 01/21	001-700-343	33.58
LIBERTY GET N GO	202601235933	01/22/2026	CAR#3 FUEL 01/20	001-700-343	54.91
MARTINS FUEL	202601235934	01/22/2026	CAR#15 FUEL 01/21	001-700-343	34.10
7-ELEVEN	202602026000	01/22/2026	CAR#14 FUEL 01/20	001-700-343	43.52

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BREWER & COMPANY OF WV ...	29732601	01/22/2026	CWH QTRLY SPRINKLER INSP	001-750-215	482.50
LIBERTY GET N GO	INV0000053	01/22/2026	can diesel Fuel 1/20	001-750-343	18.92
LIBERTY GET N GO	INV0000053	01/22/2026	P25 Fuel 1/20	001-750-343	70.97
SOUTHERN STATES INC	V346779	01/22/2026	Chainsaws	001-750-341	984.97
SOUTHERN STATES INC	V347117	01/22/2026	Sidewalk salt	001-750-341	191.86
EZ PASS	147932875	01/23/2026	Newlin Prisoner transfer	001-700-214	15.96
LIBERTY GET N GO	202602025995	01/23/2026	CAR#29 FUEL 01/21	001-700-343	21.34
SHEETZ	202602025998	01/23/2026	CAR#18 FUEL 01/22	001-700-343	30.00
7-ELEVEN	202602026001	01/23/2026	CAR@14 FUEL 01/21	001-700-343	32.19
7-ELEVEN	202602026004	01/23/2026	CAR#26 FUEL01/22	001-700-343	23.31
BP	202602026006	01/23/2026	CAR#7 FUEL 01/22	001-700-343	38.28
WASTE MANAGEMENT INC	3458086-2413-3	01/23/2026	FEB26 MD WASTE SERVICE	001-750-230	321.45
NAPA	970303	01/23/2026	P15 & P13 Wiper blades	001-750-217	47.10
NAPA	970303	01/23/2026	D15 oil &oil filter and wash flu...	001-750-217	19.74
NAPA	970303	01/23/2026	D15 oil &oil filter and wash flu...	001-750-343	37.88
SHEETZ	INV0000002	01/23/2026	ce trax fuel 01/22	001-750-343	21.82
US POSTAL SERVICE	INV0000003	01/23/2026	NOV 323 E Washington St	001-425-218	10.77
US POSTAL SERVICE	INV0000003	01/23/2026	NOV 116 N West Street	001-425-218	11.06
US POSTAL SERVICE	INV0000003	01/23/2026	NOV 216 N Lawrence Street	001-425-218	12.14
US POSTAL SERVICE	INV0000003	01/23/2026	NOV 126 W Washington Street	001-425-218	12.42
US POSTAL SERVICE	INV0000003	01/23/2026	NOV 310 W. Liberty Street	001-425-218	11.87
WEIS	INV0000025	01/23/2026	P17 Fuel 01/22	001-750-343	61.46
MATTHEW ANDERSON, PE, PL...	25147	01/25/2026	1/23 COMMERCIAL INSP	001-436-226	125.00
AMAZON	113-0160678-9633076	01/26/2026	PK 9 vlts Batteries	001-571-341	42.86
TOWN MART CITGO	202601275936	01/26/2026	CAR#27 01/23	001-700-343	41.44
SHEETZ	202601275937	01/26/2026	CAR#18 FUEL 01/23	001-700-343	35.50
SHEETZ	202601275938	01/26/2026	CAR#18 FUEL 01/24	001-700-343	28.00
SHEETZ	202601275939	01/26/2026	CAR#16 FUEL 01/26	001-700-343	53.56
TOWN MART CITGO	202601275940	01/26/2026	CAR#2 01/223	001-700-343	21.52
SHEETZ	202601275941	01/26/2026	CAR# 01/23	001-700-343	42.49
EXXON MOBILE	202601275942	01/26/2026	CAR#28 FUEL 01/23	001-700-343	21.01
SHEETZ	202601275943	01/26/2026	CAR#28 FUEL 01/23	001-700-343	50.12
TOWN MART CITGO	202601275944	01/26/2026	CAR#12 FUEL 01/22	001-700-343	43.77
TOWN MART CITGO	202601275945	01/26/2026	CAR#01/24	001-700-343	45.71
SHEETZ	202601275946	01/26/2026	CAR#26 FUEL 01/23	001-700-343	28.25
SHEETZ	202601275947	01/26/2026	CAR#26 FUEL 01/25	001-700-343	27.39
TOWN MART CITGO	202601275948	01/26/2026	CAR#11 FUEL 01/23	001-700-343	31.00
TOWN MART CITGO	202601275949	01/26/2026	CAR#11 FUEL 01/23	001-700-343	18.68
TOWN MART CITGO	202601275950	01/26/2026	CAR#11 FUEL 01/23	001-700-343	24.88
TOWN MART CITGO	202601275951	01/26/2026	CAR#11 FUEL 01/23	001-700-343	50.55
TOWN MART CITGO	202601275952	01/26/2026	CAR#11 FUEL 01/23	001-700-343	20.00
LIBERTY GET N GO	202601275953	01/26/2026	CAR#11 01/24	001-700-343	44.43
WAWA	202601275954	01/26/2026	CAR#11 FUEL 01/23	001-700-343	28.28
SHEETZ	INV0000033	01/26/2026	Car#9 fuel 01/23	001-700-343	13.50
7-ELEVEN	INV0000038	01/26/2026	P16 Fuel 01/22	001-750-343	86.86
SHEETZ	INV0000045	01/26/2026	Car#1 Fuel 1/24	001-700-343	55.09
LIBERTY GET N GO	INV0000055	01/26/2026	P15 Fuel 1/22	001-750-343	57.49
LIBERTY GET N GO	INV0000055	01/26/2026	S590 Fuel 1/22	001-750-343	50.00
LIBERTY GET N GO	INV0000055	01/26/2026	BH23 Fuel 1/22	001-750-343	98.91
LIBERTY GET N GO	INV0000055	01/26/2026	Can Diesel Fuel 1/22	001-750-343	18.68
TOWN MART CITGO	INV0000064	01/26/2026	P12 Fuel 1/23	001-750-343	68.61
SHEETZ	INV0000074	01/26/2026	P23 Fuel 01/23	001-750-343	85.51
AMAZON	113-3281429-708980	01/27/2026	DUSTER CAN	001-437-341	34.98
BP	202601285956	01/27/2026	CAR#13 FUEL 01/26	001-700-343	60.80
SHEETZ	202601285957	01/27/2026	CAR#28 FUEL 01/26	001-700-343	35.00
SHEETZ	202601285958	01/27/2026	CAR#28 FUEL 01/26	001-700-343	50.00
SHEETZ	202601285959	01/27/2026	CAR#14 FUEL 01/26	001-700-343	40.47
BP	202601285960	01/27/2026	CAR#6 FUEL 01/26	001-700-343	43.00
10-42 TACTICAL LLC	7290	01/27/2026	QUINNAM SHIRTS&PATCHES	001-700-345	240.19
THOMSON REUTERS	853194458	01/27/2026	Jan26 Westlaw Subscription	001-417-222	396.60

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
7-ELEVEN	INV0000075	01/27/2026	P23 Fuel 01/26	001-750-343	84.96
AMAZON	113-4357212-3369865	01/28/2026	Red Fild folders	001-700-341	14.36
7-ELEVEN	202601295975	01/28/2026	CAR#29 FUEL 01/26	001-700-343	34.60
SHEETZ	202601295976	01/28/2026	BI JEEP FUEL 01/27	001-750-343	31.89
SHEETZ	202601295977	01/28/2026	CAR#14 FUEL 01/27	001-700-343	40.98
LIBERTY GET N GO	202601295978	01/28/2026	CAR#3 FUEL 01/25	001-700-343	52.16
TOWN MART CITGO	202601295979	01/28/2026	CAR#11 FUEL 01/24	001-700-343	22.36
JEFFERSON PUBLISHING COM...	72877	01/28/2026	NPH SLD 25-06 HUNTFIELD	001-437-220	29.58
NAPA	970514	01/28/2026	Hydraulic Hose for S590	001-750-216	67.09
LIBERTY GET N GO	INV0000026	01/28/2026	P17 Fuel 1/26	001-750-343	42.63
LIBERTY GET N GO	INV0000039	01/28/2026	S590 Fuel 1/25	001-750-343	59.98
LIBERTY GET N GO	INV0000040	01/28/2026	S590 Fuel 1/26	001-750-343	61.76
LIBERTY GET N GO	INV0000057	01/28/2026	BH 23 FUEL 1/25	001-750-343	62.14
AMAZON	113-9757323-933634	01/29/2026	Copy Paper	001-571-341	119.94
BP	202602025993	01/29/2026	CAR#13 FUEL 01/28	001-700-343	58.31
SHEETZ	202602025996	01/29/2026	CAR#18 FUEL 1/28	001-700-343	23.00
BP	202602026002	01/29/2026	CAR#3 FUEL .01/28	001-700-343	56.55
MARTINS FUEL	202602026005	01/29/2026	CAR#6 FUEL 01/28	001-700-343	37.40
BP	202602026007	01/29/2026	CAR#11 FUEL 01/28	001-700-343	36.36
LIBERTY GET N GO	INV0000027	01/29/2026	D12 Fuel 01/27	001-750-343	60.38
LIBERTY GET N GO	INV0000028	01/29/2026	P17 Fuel 1/27	001-750-343	45.00
LIBERTY GET N GO	INV0000041	01/29/2026	Fuel S590 1/27	001-750-343	61.13
LIBERTY GET N GO	INV0000058	01/29/2026	BH23 Fuel 1/26	001-750-343	62.12
LIBERTY GET N GO	INV0000076	01/29/2026	D23 Fuel 1/26	001-750-343	118.11
SHEETZ	202602025997	01/30/2026	CAR#18 FUEL 1/29	001-700-343	12.00
SHEETZ	202602025999	01/30/2026	CAR#28 FUEL 01/29	001-700-343	33.00
SHEETZ	202602026003	01/30/2026	CAR#26 FUEL 01/29	001-700-343	29.13
LIBERTY GET N GO	INV0000029	01/30/2026	D12 Fuel 1/28	001-750-343	18.91
LIBERTY GET N GO	INV0000042	01/30/2026	S590 Fuel 1/28	001-750-343	47.10
				Fund 001 - GENERAL FUND Total:	**22,827.44**
Fund: 200 - CAPITAL RESERVE					
SHERWIN - WILLIAMS	INV0000036	01/15/2026	CWH Paint	200-977-457	185.50
SHERWIN - WILLIAMS	INV0000009	01/19/2026	CH paint samples renovation	200-977-457	68.65
Panhandle Paints- Harpers Fer...	P0049774	01/21/2026	CH remodel Paint Samples	200-977-457	13.18
AMAZON	INV0000017	01/22/2026	CWH poster holders	200-977-457	18.88
JEFFERSON PUBLISHING COM...	72875	01/28/2026	RFP NEW FLOOR& ADA RMP F...	200-977-457	25.90
JEFFERSON PUBLISHING COM...	72876	01/28/2026	RFP RH EXT WINDW&DOOR R...	200-977-457	24.06
				Fund 200 - CAPITAL RESERVE Total:	**336.17**
Fund: 207 - PARKS & REC					
APPLE VALLEY WASTE SERVICE...	0006827631	01/05/2026	DEC25 JMP TRASH SERVICE	207-900-230	525.00
AC &T CO., INC	55890I	01/13/2026	DEC25 PT SERV WLGHM KNLS...	207-900-230	115.00
AC &T CO., INC	55891I	01/13/2026	DEC25 PT SERVICE SKATE PK	207-900-230	178.00
AC &T CO., INC	10072EJ	01/16/2026	DEC25 JMP PT SERVICE	207-900-230	289.00
NATIONAL RECREATION & PA...	INV0000010	01/30/2026	NRPA CY26 Membership Bailey	207-900-222	120.00
WALMART INC	INV0000011	01/30/2026	Velcro story walk	207-900-341	14.24
				Fund 207 - PARKS & REC Total:	**1,241.24**
				Grand Total:	**24,404.85**

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	22,827.44
200 - CAPITAL RESERVE	336.17
207 - PARKS & REC	1,241.24
Grand Total:	**24,404.85**

Account Summary

Account Number	Account Name	Payment Amount
001-114-020	DUE FROM WATER DEPT	86.62
001-402-222	ECONOMIC DEV - DUES …	1,299.58
001-402-341	ECONOMIC DEV - DEPT. …	21.18
001-409-341	MO - Departmental Supp..	76.40
001-410-341	CITY CO Departmental S…	62.90
001-413-341	TREAS Departmental Su…	66.86
001-415-341	CLERK Departmental Su…	13.98
001-417-222	ATTORNEY DUES & SUB…	396.60
001-425-218	ENFORCEMENT AG - PO…	58.26
001-436-211	BI Telephone	40.04
001-436-223	BI PROFESSIONAL SERVI…	875.00
001-436-226	BI Insurance & Bonds	125.00
001-436-341	BI Departmental Supplies	68.00
001-437-220	P&Z Advertising/Legal P…	61.00
001-437-222	P&Z Dues & Subscriptions	799.00
001-437-341	P&Z Departmental Suppl…	42.37
001-440-211	CH Telephone	153.85
001-440-213	CH Utilities	221.52
001-440-220	CH Advertising & Legal P…	104.25
001-440-226	CH Insurance & Bonds	375.00
001-440-230	CH Contracted Services	1,058.50
001-440-341	CH Departmental Suppli…	1,167.39
001-440-353	CITY HALL SOFTWARE/T…	14.98
001-571-341	PARKING Departmental …	162.80
001-700-213	PD UTILITIES	175.87
001-700-214	PD TRAVEL EXPENSE	229.96
001-700-217	PD R&M AUTO	129.95
001-700-222	PD DUES AND SUBSCRIPT..	110.00
001-700-230	PD CONTRACTED SERVIC…	933.50
001-700-341	PD DEPARTMENTAL SUP…	14.36
001-700-343	PD AUTO SUPPLIES (GAS…	6,823.94
001-700-345	PD UNIFORMS	240.19
001-750-211	STREETS TELEPHONE	97.25
001-750-213	STREETS UTILITIES	65.15
001-750-215	STREETS R&M BLDG AND..	777.19
001-750-216	STREETS R&M EQUIPME…	284.62
001-750-217	STREETS R&M AUTO	463.01
001-750-223	STREETS PROFESSIONAL …	125.00
001-750-230	STREETS CONTRACTED S…	981.58
001-750-341	STREETS DEPARTMENT …	1,297.87
001-750-343	STREETS AUTO SUPPLIES…	2,447.92
001-750-345	STREETS UNIFORMS	279.00
200-977-457	Streets Cap Outlay Build…	336.17
207-900-222	P&R DUES	120.00
207-900-230	CONTRACTED SERVICES	1,107.00
207-900-341	DEPARTMENTAL SUPPLI…	14.24
	Grand Total:	**24,404.85**

Project Account Summary

Project Account Key	Payment Amount
None	24,404.85
Grand Total:	**24,404.85**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1174: Board of Zoning Appeals Oath of Office - Locke Wysong and James Thomas

ATTACHMENTS:

- Oath of Office - Lock Wysong - January 2026.pdf
- Oath of Office - James Thomas - January 2026.pdf

CITY OF CHARLES TOWN, WEST VIRGINIA
BOARD OF ZONING APPEALS
OATH OF OFFICE

I, **LOCKE WYSONG,** do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and the laws of the City of Charles Town.

I, **LOCKE WYSONG,** do solemnly swear that I will faithfully discharge and perform the duties of the position of Board Member for the City of Charles Town Board of Zoning Appeals to the best of my skill, ability, and judgment according to law.

Locke Wysong

The above oath was taken and subscribed before the City Clerk on this 21st day of January 2026.

Brent Manuel
City Clerk

CITY OF CHARLES TOWN, WEST VIRGINIA
BOARD OF ZONING APPEALS
OATH OF OFFICE

I, **JAMES THOMAS, JR. ,** do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and the laws of the City of Charles Town.

I, **JAMES THOMAS, JR.,** do solemnly swear that I will faithfully discharge and perform the duties of the position of Board Member for the City of Charles Town Board of Zoning Appeals to the best of my skill, ability, and judgment according to law.

James A. Thomas Jr.

James Thomas, Jr.

The above oath was taken and subscribed before the City Clerk on this 21st day of January 2026.

Brent J. Manuel

Brent Manuel
City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1175: Historic Landmarks Commission Oath of Office - Amanda Updike

ATTACHMENTS:

- Oath - Updike 2026.pdf

CITY OF CHARLES TOWN, WEST VIRGINIA
HISTORIC LANDMARKS COMMISSION
OATH OF OFFICE

I, **AMANDA UPDIKE,** do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and the laws of the City of Charles Town.

I, **AMANDA UPDIKE,** do solemnly swear that I will faithfully discharge and perform the duties of the position of Member of the Charles Town Historic Landmarks Commission, to the best of my skill and judgment and according to law.

Amanda S. Updike

Amanda Updike

The above oath was taken and subscribed before Brent Manuel, City Clerk for the City of Charles Town, on this 9th day of February 2026.

Brent M

Brent Manuel
City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1176: 2026 General Fund Bill - Table Drop

ATTACHMENTS:

- 02-02-26 GEN FUND TABLE DROP.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CHASE JENNIFER	1/31/26	REMBRSMT CWH RNTL 1/30	GENERAL FUND	TREASURER'S OFFICE	600.00
				TOTAL:	600.00

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

001	GENERAL FUND	600.00
	GRAND TOTAL:	600.00

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: 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: 1/31/2026 THRU 1/31/2026

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/17/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1184: Planning Commission Oath of Office - Ann Paonessa

ATTACHMENTS:

- Ann Paonessa - 2026.pdf

CITY OF CHARLES TOWN, WEST VIRGINIA
PLANNING COMMISSION
OATH OF OFFICE

I, **ANN PAONESSA,** do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and the laws of the City of Charles Town.

I, **ANN PAONESSA,** do solemnly swear that I will faithfully discharge and perform the duties of the position of Commissioner for the City of Charles Town Planning Commission to the best of my skill, ability, and judgment according to law.

Ann Paonessa

The above oath was taken and subscribed before the City Clerk of Charles Town on this 10th day of February 2026.

Brent Manuel
City Clerk