CITY OF CHARLES TOWN

CITY COUNCIL
AGENDA • MAY 18, 2026
REVISED

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

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: **2026-1495:** City Council Meeting Minutes - May 4, 2026

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2026-1496:** Mayor's Report - May 18, 2026

6. COMMITTEE REPORTS

: **2026-1497:** Finance Committee Report - May 13, 2026

: **2026-1498:** Charles Town Board of Parks and Recreation Commission Report - May 14, 2026

7. CITY MANAGER REPORT

: **2026-1499:** City Manager's Report - May 18, 2026

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2026-1500:** A Letter Expressing Challenges with the Current WV School Funding Formula and the Impacts to the Eastern Panhandle

: **2026-1501:** Draft Public Comment Letters to the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) on the Unified Work Plan and the Transportation Improvement Plan (TIP)

10. NEW BUSINESS

: **2026-1504:** Depot Land Committee Appointment

: **2026-1505:** Continuation of Capital Improvement Project (CIP) Discussion

: **2026-1506:** Ward Washington Law Firm Retainer/Request Waiver of Potential Conflict in

Annexation Matter - Possible Executive Session

: **2026-1507:** Discussion of Moving/Canceling August 3rd Meeting

: **2026-1510:** Introduction of New Charles Town Utility Board (CTUB) Manager Paul Mantello

: **2026-1512:** Creation of Committee for Langlet Properties Conditions of Annexation Revision

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2026-1502:** Payment of Bills - May 18, 2026

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Monday, June 1, 2026, at 7:00PM

: **2026-1503:** HEPMPO Public Comment Letter - Long Range Plan

: **2026-1511:** HEPMPO Comment Letter - WV 9 Bike Path Connectivity Plan

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: 05/18/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1495: City Council Meeting Minutes - May 4, 2026

ATTACHMENTS:

- City Council Meeting Minutes - May 4, 2026 draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • May 4, 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	Absent	
Alden Roth	Councilmember	Present	
Julie Smith	Councilmember	Present	
Andie Sugrue	Councilmember	Remote	

Mr. Brent Manuel, City Manager; Ms. Alissa Meeks, Assistant City Manager; Ms. Stephanie Grove, City Attorney; Ms. Lori Nice, Finance Director; Mr. James Newman, City Planner; Ms. Liz Cook, Business Development/Downtown Coordinator; and Captain Jim Knott, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2026-1432: City Council Meeting Minutes - April 21, 2026

The following changes were made to the April 21, 2026, council meeting minutes:

Packet page 4: Public Comment - In the third paragraph change "**Walsh**" to "**Walch**" and "**order**" to "**odor**" to read, "Mr. Graham Scott and Ms. Diana Walch both spoke of the odor outside of their homes..."

3. PUBLIC COMMENT

Two people signed up for public comment.

Mr. William Carroll shared his frustration that the pool will not be opening earlier this summer season and the lack of activities in Charles Town for children.

Mr. Rick and Karin Campbell from PayPoint HR gave a brief presentation on the compensation study completed for the City.

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4. WARD REPORTS

Ward #1

Mr. Kratovil had nothing to report.

Ms. Ricketts reported that the Arbor Day event was successful with thirty trees planted. She attended the Charles Town Utility Board (CTUB) meeting to welcome the new utility manager and there will be a Hagerstown/Eastern Panhandle Metropolitan Organization (HEPMO) public meeting on Thursday, May 6, 2026, at 6:00PM at Ranson City Hall regarding the Route 9 bike path extension plan.

Ward 2

Mr. Hynes had nothing to report.

Mr. Tester reported that he attended the final performance of "She Loves Me" at The Old Opera House and is looking forward to the "New Voice Festival" and the summer show "The Little Mermaid".

Ward 3

Mr. Roth reported he attended the Saturday performance of "She Loves Me" at The Old Opera House and he congratulated Liz Cook on a successful first Hip After Six. He went to Shepherdstown on Saturday and helped clean the gravel off their bike path.

Ward 4

Ms. Smith reported she attended the final performance of "She Loves Me" at The Old Opera House and the Charles Town Farmer's Market. She thanked local law enforcement for their immediate response to the two bomb threats telephoned into Wildwood Middle School and Charles Town Middle School.

Ms. Sugrue had nothing to report.

5. MAYOR'S REPORT

2026-1433: Mayor's Report - May 4, 2026

Mayor George reported the following:

- He called the WV Department of Highways to set up a meeting to discuss traffic calming ideas on S. George Street.
- He left public comment on the HEPMPO Long-Range Transportation Plan.
- The city now has three magistrates for the court system, and he swore in a new parking enforcement officer.
- He helped plant trees for Arbor Day, attended the Charles Town Farmer's Market, and attended the Huntfield Community Yard Sale.

His upcoming schedule includes a meeting with the Jefferson County Court Clerk about the new election laws, a phone call meeting with the WV Department of Transportation, HEPMPO, and the City of Ranson to discuss the extension of the Route 9 walking path, and on May 20, 2026, he will be attending meetings with WV Senators and Congressmen in Washington DC.

6. COMMITTEE REPORTS

2026-1434: Infrastructure Committee Report - April 27, 2026

Ms. Rickets reviewed the infrastructure Committee report.

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7. CITY MANAGER REPORT

2026-1435: City Manager's Report - May 4, 2026

Mr. Manuel reviewed the City Manager's report.

8. POLICE CHIEF REPORT

Captain Knott reported that the FBI will be taking the lead on the investigation of the school bomb threats and one of the new police officers began his 16 weeks training course at the WV Police Academy.

9. UNFINISHED BUSINESS

2026-1436: Charles Town Tree Board Budget

Mr. Tester moved to remove this agenda item from the Table. Ms. Smith seconded the motion, and it passed by a 6-2 vote.

RESULT:	**APPROVED**
MOVER:	Kevin Tester
SECONDER:	Julie Smith
AYES:	George, Kratovil, Ricketts, Tester, Smith, Sugrue
NAYS:	Hynes, Roth
ABSENT:	Hartman

Mr. Kratovil moved to refer this agenda item to the Finance Committee and the Board of Parks and Recreation. Ms. Smith seconded the motion, and it failed by a 1-7 vote.

RESULT:	**FAILED [1-7]**
MOVER:	James Kratovil
SECONDER:	Julie Smith
AYES:	James Kratovil
NAYS:	George, Ricketts, Hynes, Tester, Roth, Smith, Sugrue
ABSENT:	Hartman

It was agreed that a policy will be developed by city staff to streamline the process for the Tree Board to request money.

2026-1437: TIF Discussion and Retainer of Bond Counsel to Assist with the TIF.

A workshop will be scheduled to discuss the different areas to be included in the TIF district.

10. NEW BUSINESS

2026-1309: ZMA2026-01 - Langlet Properties - First Read of an Ordinance to Rezone three properties from Neighborhood Residential to General Commercial.

Ms. Smith moved to enter into Executive Session for legal advice. Mr. Tester seconded the motion, and it passed by unanimous vote.

Mayor George declared the council in Executive Session.

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

Mayor George declared the council out of Executive Session.

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

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

2026-1438: Draft Public Comment Letters to the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) on the WV 9 Bike Path Connectivity Plan, Unified Work Plan, and the Transportation Improvement Plan (TIP)

Mr. Hynes moved to authorize Mr. Roth to work on a public comment letter for the WV 9 Bike Path Connectivity Plan and work with staff to send the letter by May 15, 2026. The comment letter on the Unified Work Plan and the Transportation Improvement Plan (TIP) will be placed on the next agenda for council review before the deadline of May 19, 2026. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

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

2026-1419: A Resolution Expressing Challenges with the Current WV School Funding Formula and the Impacts to the Eastern Panhandle

A letter will be drafted and sent to the WV State School Board as well as the WV State Legislature.

2026-1444: Region 9 Reappointment

Mr. Hynes moved to appoint Mayor George as the city's Region 9 representative. Mr. Roth seconded the motion, and it passed by a unanimous vote.

RESULT:	**APPROVED**
MOVER:	Jeff Hynes
SECONDER:	Alden Roth
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Roth, Smith, Sugrue
ABSENT:	Hartman

Mr. Roth moved to appoint Ms. Ricketts as the proxy representative to Region 9. Ms. Smith seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED**
MOVER:	Alden Roth
SECONDER:	Julie Smith
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Roth, Smith, Sugrue
ABSENT:	Hartman

2026-1445: Charles Town Now Quarterly Update

Ms. Ann Paonessa, President of Charles Town Now, presented a brief report on the success of Blooms and Blossoms, the events that took place during the day and evening, as well as the first Hip After Six - Food Truck Fest.

2026-1446: First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Seventeen Building and Housing Code, Chapter Three Local Provisions, Article 1759 Vacant Buildings

Mr. Kratovil moved to approve the First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Seventeen Building and Housing Code, Chapter Three Local Provisions, Article 1759 Vacant Buildings. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

2026-1440: Payment of Bills - May 4, 2026

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

RESULT:	**APPROVED**
MOVER:	James Kratovil
SECONDER:	Elizabeth Ricketts
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Roth, Smith, Sugrue
ABSENT:	Hartman

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13. ADJOURNMENT

Mr. Kratovil moved to adjourn. Hearing no objections, Mayor George adjourned the meeting.

14. INFORMATION ONLY - NEXT MEETING, Monday, May 18, 2026, at 7:00PM

2026-1441: Charles Town Utility Board Meeting Minutes - March 23rd, 24th and 25th, and April 1, 2026

2026-1442: Ordinance Committee Report - April 16, 2026

2026-1443: Charles Town Police Department March Statistical Report

2026-1447: HEPMPO Public Comment Letter on Their Long-Range Plan

2026-1448: 2026 Arbor Day Proclamation

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/18/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1496: Mayor's Report - May 18, 2026

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/18/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1497: Finance Committee Report - May 13, 2026

ATTACHMENTS:

2026-1498: Charles Town Board of Parks and Recreation Commission Report - May 14, 2026

Attached are the March 12, 2026, approved meeting report.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/18/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1499: City Manager's Report - May 18, 2026

ATTACHMENTS:

- CMR 18 May 2026.pdf

City of Charles Town

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

Memorandum to Mayor and City Council

From: Brent T. Manuel, City Manager
Subject: City Manager's Report
Date: 18 May 2026

Administration:

- Participation in a municipal election coordination meeting with the county of Jefferson and the municipalities within.
- Participation in a webinar on the railroad crossing elimination program.
- Attendance at HIP After Six on George Street
- Participation in Infrastructure Committee meeting
- Participation in CTUB regular meeting
    - Approval of a blower purchase for the Charles Town WWTP
    - Various legal updates
- **Review of various documents in advance of CTUB hearing at the Public Service Commission scheduled for 18 May 2026 in Charleston, West Virginia.**
- Meeting with Frontier Fiber on future projects within the city (mostly aerial)
- In recipient of over twenty responses to the Operations Director advertisement with the first review beginning this week.
- Various other human resource functions, permissions, etc.
- Communications with PayPoint HR on classification and compensation study
- Meeting with staff on future CIP discussion with City Council
- Participation in the Finance Committee meeting.
- Meeting with representatives of the Langlet property on various matters concerning the project and the conditions of annexation.
- Participation in a meeting of the Bond Committee.
- Participation in a meeting of the Revive Committee with application review.
- Work is beginning on the Rouss Hall lease with the city in contact with an attorney to provide representation.
- Communication with Rachel Miller at Region 9 on the city's proxy request.
- Review of various documents relating to a potential future annexation into the city limits.
- Communications with Jefferson County Development Authority

Finance:

- I attended a meeting with Gavin at the JC P&R to investigate their point-of-sale system. We determined that their system would be compatible with our needs.
- I worked with Alissa and Gavin to compile the FY 2027 P&R Budget and presented it last night.
- I've been compiling the CIP.
- I've been training my staff to do as much of the accounting clerk III job as I can.
- Compiled information for Finance meeting.
- Worked with 3 new hires to gather and input information into payroll system. (I've been working quite a bit with employees that have HR questions. Sometimes sending the questions on to Carolyn.)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/18/26
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1500: A Letter Expressing Challenges with the Current WV School Funding Formula and the Impacts to the Eastern Panhandle

ATTACHMENTS:

- Ltr School Funding.pdf

Dear Honorable Delegates and Senators,

The City Council is writing to address a recurring and longstanding issue in the funding of our public school system, and the failure of the state school aid formula to adequately account for local costs of living and higher costs overall in Jefferson County.

As you may be aware, our County Board of Education has proposed funding cuts for middle school sports and band programs as well as some high school positions due to adequate funding in the coming school year. It was during this discussion that members of our Council researched the mechanics of public school funding in West Virginia, and how our local tax revenue is distributed not just here locally but throughout the state. And while we understand that the formula is designed to ensure that high poverty areas are able to provide an education equal to that of low poverty areas, the formula fails to account for the challenges that a high cost of living area creates for adequately funding education.

To sufficiently understand the formula, we reviewed several articles and studies that analyze the current school aid formula, including the RAND report commission by the West Virginia House of Delegates. All of the studies cite the challenges of providing education in high poverty areas and discuss the difficulties inherent in funding education in rural, sparsely populated areas. However, none of those articles mention the challenges that lower poverty areas like the eastern panhandle face, such as the inability to attract and retain teachers and the high cost of building and maintaining school facilities. While it's true that higher property values create more revenue, those property values also translate into higher costs for every facet of living and every line item in the school budget. While solving the problem of funding for high poverty areas, the State has accidentally created another one in places like Jefferson County.

The most obvious issue is the pay disparity that is created when a uniform salary scale is implemented across 55 counties, where the average appraised property values range from $28,519 in McDowell County to $401,321[1] in Jefferson County, the highest value in the state. This sole cost alone accounts for a huge disparity in pay when there is just one scale for the entire state. The school funding formula also uses this unform pay-scale to determine funding that counties receive from the state allocation, and as a result does not provide adequate funding for salaries. Put simply, our teachers and service personnel cannot afford to live in the community that they serve.

Compounding the cost of living issue is the significantly higher pay in surrounding areas. As you are aware, Jefferson County teacher retention is challenging due to our neighboring areas offering higher wages and better benefits. Our proximity to locations like Loudoun County, VA, one of the most prosperous counties in the nations, creates not only

[1]2025 State of West Virginia Housing Index Report prepared by the Joint Committee on Government and Finance in conformance with W.Va. Code 11-1-2b.

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the opportunity to earn higher wages but also an increased cost of living for our residents here.

The solution to locality pay and a more equitable distribution of state school funding doesn't require additional studies. The Federal Government has already done the work on this issue through the creation of metropolitan statistical areas, which it uses to create its own pay scales throughout the country. Notably, the federal scale includes Berkeley and Jefferson Counties in the Washington DC Metropolitan Statistical Area (MSA), one of the highest locality pay areas in the country. The Federal inclusion of Jefferson County in this MSA not only provides a useful tool for determining locality pay rates but also provides clear, objective evidence that the area's cost of living exceeds that of the majority of the state and should be considered when allocating state funding.

In addition to increased personnel costs, Jefferson County also experiences increased costs related to school facilities. The increased salary requirements in the area translate to the private sector as well. Accordingly, the costs to pay for outside contractors for school construction and maintenance is also higher for our area. Again, the school aid formula does not account for this disparity.

In conclusion, as the Legislature reviews potential modifications to the school aid formula, the Council respectfully requests that the elevated costs in Jefferson County and across the Eastern Panhandle be considered and included in the calculations. Additionally, the Council once again repeats its longstanding request that the Legislature finally provide locality pay for state employees working in the Eastern Panhandle, and that those increased salaries also be considered in the school aid calculations.

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/18/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1501: Draft Public Comment Letters to the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) on the Unified Work Plan and the Transportation Improvement Plan (TIP)

ATTACHMENTS:

- City of Charles Town comments to HEPMPO on UPWP.pdf
- City of Charles Town - comments to HEPMPO on TIP.pdf

HEPMPO office
33 W. Washington Street – Suite 402
Hagerstown, MD 21740

April 28, 2026

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

RE: Unified Planning Work Program public comment

Dear Mr. Matt Mullenax and HEPMPO Staff,

The Charles Town City Council on May 4, 2026 authorized Mayor Mike George and Councilmember Elizabeth Ricketts to work with City staff to prepare this document of comments on behalf of the City regarding the Unified Planning Work Program.

Section I

As we all continue to work to implement Infrastructure Investment and Jobs Act (IIJA) planning factors and funding, Charles Town eagerly awaits the re-authorization of the transportation bill or the passage of a new bill by the Sept. 30, 2026 deadline when the IIJA expires. The IIJA has been a productive infrastructure partnership between the federal government and local governments and the City of Charles Town is willing to provide data, letters, or other means of support should the HEPMPO desire to advocate to Congress for the re-authorization of this lifeline for American infrastructure.

The next transportation bill must maintain local access and support Metropolitan Planning Organizations. Charles Town will be considering a resolution supporting the *Bridges and Safety Infrastructure for Community Success (BASICS) Act, H.R. 7437* and would encourage the MPO Interstate Council to consider the same.

Section II

We understand from the document that support will continue to come from various staff in Washington County. Support costs are estimated as part of the work program including clerical support, planning and data collection support. Charles Town is interested in understanding better why this type of support is only from staff in Washington County and if there is a need for more direct support from Jefferson County or City staff.

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Section III

Task 6010 Short Range Planning

Charles Town has a need for short-range low cost improvements and traffic analysis of specific problems that are not of a regional nature and looks to the HEPMPO for guidance on how best to approach things like demonstration projects for more immediate, low cost improvements to infrastructure and safety issues.

The City eagerly await the U.S Congress decision on a continuing resolution for IIJA or a new surface transportation legislation and will work with HEPMPO and WVDOT on how to best implement any new requirements.

Charles Town is very supportive of increasing and improving bicycle/pedestrian initiatives within the region.

The City would be interested in hosting walking-audits of different areas of Charles Town to enhance planning efforts for safety improvements.

Charles Town is also interested in any planning efforts that involve the railroads (CSX and Norfolk Southern) as there are various railroad crossings within the City of concern. To date, this has been a relationship that is difficult to foster.

Charles Town has been a recipient of several TAP grants and we appreciate the MPO's willingness to assist in developing and reviewing future project applications.

Charles Town is currently utilizing data from the *Washington Street Safety Corridor Assessment (2025)* and the regional *Safety Action Plan* to make specific improvement requests to the WVDOT. We appreciate the MPO for providing such studies and data which strengthen requests and grant applications.

Task 6020 Transportation Improvement Program

The City of Charles Town appreciates the MPO's work on preparing the TIP and coordinating public participation in the process. The City is happy to assist with future public outreach and can provide meeting space as needed. City staff can also provide updated GIS data as needed to help keep information in the EcoInteractive software program up to date.

Task 6050 Traffic Data

With the amount of growth that Charles Town and Jefferson County are experiencing, maintaining transportation data for use in the planning process is paramount. Additionally, environmental data needs to be better incorporated into planning efforts. The City of Charles Town recently completed phase 1 of a comprehensive stormwater analysis in the city limits. This report shows where the karst environment is acting as re-absorption points for stormwater runoff and protecting these areas will become part of the planning efforts for the City. The City is happy to provide this type of data to the MPO for incorporation into future plans and growth management.

Additionally, Charles Town Police Department can provide data on accidents and traffic volumes as needed. The CTPD currently utilizes a transportable radar trailer to collect speed and traffic volume

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data. The City Maintenance Department also has the ability to place pneumatic tubes for traffic data collection and would be happy to share this data.

Task 6051 GIS & Traffic Modeling

Currently the City's Planning Department is looking to hire a Long Range Planner. Once this person is onboarded, it is our hope they can work closely with the MPO to provide additional GIS data for ongoing mapping and visualization techniques. Our current Planner is able to provide GIS information as needed as well.

The web maps that the MPO provides are very useful and we appreciate this ongoing resource.

The incorporation of EPTA transit routes into Google and Apple Maps is also much appreciated as a service that residents and visitors can utilize to plan trips in the region.

Task 6100 Long Range Transportation Plan

The City of Charles Town is a proud partner in the application for the WV 9 Path Extension BUILD grant and looks forward to moving this project forward.

Charles Town is especially interested in ways to support the MPO and the Appalachian Regional Commission's "Network Appalachia" Initiative to strengthen multimodal transportation and support economic growth by connecting the region's businesses, communities, and people

Task 6250 Service

We appreciate the service of the MPO and its staff!

Task 6300 Air Quality/Conformity

Charles Town is interested in supporting and maintaining air quality for the health, safety, and welfare of the general public. Please let the City know if there is more to be done in supporting these efforts.

Task 6500 Mass Transit Planning

The City of Charles Town is a proud partner and supporter of the Eastern Panhandle Transit Authority (EPTA). The City looks forward to the implementation of the new 2025-2030 Transit Development Plan which will provide Saturday service in the area as well as improved routes within the city-limits.

Task 6650 Special Studies

Charles Town is very grateful for the efforts of the MPO in completing special studies on corridor safety on WV51/Washington Street, the *Regional Safety Action Plan,* and the *WV9 Bicycle Path Connection Feasibility Study.*

The City is a proponent of Complete Streets projects and would be willing partners in demonstration projects.

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Task 6990 Program Administration

The City of Charles Town appreciates the MPO staff's ongoing work as liaison to WVDOT, FWHA, FTA and believes relationships between these agencies and the City have greatly improved in recent years thanks in large part to the MPO staff.

Section IV Cost Allocation Plan

Please let us know if situations arise that would benefit from drawing on the expertise of our staff.

SECTION V Budget

Charles Town is aware that the budget reflects a *Funding Source Allocation for WV Local* of $46,335. Charles Town officials are wondering if any additional local match contribution is expected at this time, beyond what was budgeted as a contribution to Region 9?

SECTION VI Public Participation Process

Thank you to the MPO for advocating for public participation in all areas of the process and for allowing the City of Charles Town to formally submit the above comments on the Unified Planning Work Program.

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HEPMPO office
33 W. Washington Street – Suite 402
Hagerstown, MD 21740

April 28, 2026

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

RE: FY 2027-2030 Transportation Improvement Program (TIP) public comment

Dear Matt Mullenax and HEPMPO Staff,

The Charles Town City Council authorized Mayor Mike George and Councilmember Elizabeth Ricketts to work with City staff to prepare this document of comments on behalf of the City regarding the update to the **FY 2027-2030 TIP**.

Charles Town understands that the Transportation Improvement Program (TIP) is a requirement, under 49 U.S. Code 5303(j), and a prerequisite to receive federal funding to implement transportation projects in a metropolitan planning area and that the TIP is then considered for approval and inclusion into the respective State Transportation Improvement Program (STIP).

In the next four-year period, Charles Town and Jefferson County at large expect to experience continued rapid growth of both commercial and residential development. These factors will more than likely increase traffic congestion, lead to more traffic accidents, see increased freight passing through the area, put pressure on the environment/air quality, and result in rising costs for transportation related improvements.

The City of Charles Town understands that the TIP Financial Plan is required to be fiscally balanced and show fiscal restraint. The City has a proven track record for securing and successfully managing state and federal grant funding to implement a variety of projects including roadway and streetscape improvements. We stand ready to prioritize Charles Town in discussions around infrastructure improvements and are committed to working through and overcoming financial constraints in order to achieve the best quality of life for our residents and visitors.

The City of Charles Town has become aware that the Eastern Panhandle Transit Authority (EPTA) has transitioned from a rural transit provider to a fully-funded direct recipient of FTA 5307 funding and will now require more local funding to meet its match requirements for

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operating, capital, and planning expenses. The City of Charles Town is a proud partner of the EPTA and supports maintaining and expanding public transit.

Charles Town understands that WVDOT has the authority to obligate federal transportation funding for eligible projects and hopes to collaborate with our state and federal partners to ensure adequate funding is obligated to projects in the city in a comprehensive, cooperative, and continuous planning process.

Charles Town is aware of the projects that are specific to or directly impact the city and provide the following comments:

J2023-01 Ranson & Charles Town - Pavement Program

This project as shown on the map inset on page 79 is confusing with the project title as this roadway seems to be outside of the boundaries of either Charles Town or Ranson.

When it comes to repaving projects generally, the City appreciates the time, effort, and cost that goes into maintaining our state roadway system. However, the City urges WVDOT, District 5 DOH, and to any extent possible, the MPO to better communicate with municipalities on planned pavement work. Often the City is not informed until just before work begins, if at all. This leads to frustration in the community and negative economic impact to businesses because short notice limits the ability of the City to communicate to the public that road closures or traffic issues will occur. When repaving was done to George Street/Route 115 in recent years, damage occurred to historic buildings, sidewalks, and city benches when asphalt/sealant was accidentally sprayed after equipment was not properly secured by contractors hired by the DOT. The City maintains that frequent communications and collaboration are the key to avoiding issues in the future.

J2023-05 US340 Signing - Traffic Program

While unsure if this project refers to intersection signalization or general signage, the entirety of US340 through West Virginia continues to need assessment and improvement. Particularly of concern is the US340 and Augustine Avenue intersection which continues to see a high number of accidents. Additionally, development along US340 will soon necessitate improvements to additional intersections such as the areas of Old Cave Road, Candlewood Drive, and Cascade Road.

DRAFT

J2024-06 Hillside Dr. Roundabout - Localized Mobility

The City hopes to see this roundabout project moving forward imminently as it has been planned in the TIP for a while. The City maintains that pedestrian/bicycle amenities need to be incorporated as the area along Route 115 will become increasingly developed and residents will have interest in walkability to commercial areas and the city's downtown.

J2025-01 Congress-Lawrence I/S - Community Development

The City has continued to work through many frustrating hurdles with this project but hopes to see this project moving forward imminently as it directly impacts a school (Wright Denny Intermediate). We are concerned about the project cost estimates remaining accurate as the original plans were drafted several years ago, but are determined to see the project completed.

J2025-02 Charles Town Augustine Ave Phase II - Community Development

The Augustine Avenue Trail Phase I is completed and Phase II contract has been awarded. The City believes that **Phase III** should be added into the TIP since there is a time constraint on the already secured funding sources. The WVDOT should be aware of this as there are weekly meetings between them and City staff.

J2025-03 VRU Eastern Panhandle - Community Development

Based on the map provided on page 85, the City is hopeful that this project pertains to vulnerable road users (VRU) along the Adam Link Bridge portion of Route 340. We would be interested in understanding more about this project.

DRAFT

J2026-01 US 340 & Patrick Henry Way Intersection - Traffic Program

The City of Charles Towns believes lowering the speed limit for the stretch of Route 340 from Old Country Club Rd to Hollywood Dr could have a major impact on roadway safety for this and other intersections in the corridor. With the number of intersections in this area and the expected increase in congestion due to new housing and commercial developments, there is no reason motorists should expect to get up to the currently posted speed limit of 60 MPH between full stops at traffic signals. The overall speed limits for this stretch of roadway should be reduced to allow for safe stopping due to the frequency of traffic signals and traffic backups.

As far as additional projects that should be included in the TIP, the City of Charles Town recommends

- **Augustine Ave Trail Phase III** (see previous comments)
- **Route 51/Washington Street** - Charles Town is eager to see the signage and roadway marking elements identified in the *2025 Washington Street Safety Corridor Assessment* implemented by the WVDOT and DOH.

Please advise on how best to go about bringing these requests to the WVDOT for inclusion in the TIP/STIP.

There is reference to an "Appendix H" that states, "*a list of West Virginia Highway and Transit projects outlined in previous TIP years can be found in Appendix H*," however the pages and tables found on page 82 are blank.

As always, The City of Charles Town appreciates the work of the HEPMPO staff to solicit public participation in the planning process. We are happy to provide these comments and hope they reflect the needs of our growing City. If you have any follow up questions, please do not hesitate to contact us.

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/18/26
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1504: Depot Land Committee Appointment

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/18/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1505: Continuation of Capital Improvement Project (CIP) Discussion

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/18/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1506: Ward Washington Law Firm Retainer/Request Waiver of Potential Conflict in Annexation Matter - Possible Executive Session

ATTACHMENTS:

- Ward Charles Town Retainer Letter.pdf

WARD
WASHINGTON LAW FIRM

May 10, 2026

Stephanie Grove, Esq.
City Attorney
City of Charles Town, WV

Alissa Meeks
Assistant City Manager
City of Charles Town, WV

Subject: Retainer Letter for Legal Services on Annexation Matter / Request for Waiver of Potential Conflict

Dear Attorney Grove and Assistant Manager Meeks:

This letter proposes a retainer relationship between the City of Charles Town, WV ("Client") and the Ward Washington Law Firm ("Attorney") with respect to legal counsel that the parties expect the Attorney will be providing the Client related to the potential annexation of law owned by the Perry parties into the corporate limits of Charles Town. This letter also requests that Client agree to enter this agreement for legal representation even though I will be providing similar services and recommendations to the Perry family and their landholding corporation.

Retainer of Attorney

The Client and the Attorney agree that Attorney can provide legal representation and counsel to the Client with respect to local and state law that may affect the potential annexation of Perry Family lands into the city's corporate limits, as well as with respect to negotiations between the City and the Perry Family on the terms of such annexation agreement.

Attorney shall keep privileged and confidential attorney work product and attorney-client communications that deal with matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision, as defined under West Virginia Code Section 6-9a-4.

Attorney will work under the direction of the City of Charles Town's Assistant City Manager Meeks and City Attorney Groves.

Services will be provided in consideration for the monthly retainer payments which the Client/City are already paying the Attorney under a separate payment contract.

Waiver of Potential Conflict

This letter discloses the potential for conflict between the City/Client and the Perry Family with respect to these land annexation matters, and requests that the Client waive this potential conflict.

Specifically, as Attorney Ward facilitates negotiations, discussions regarding pre-construction land use planning, and annexation agreements between the City and the Perry Family, it is possible that the two parties will diverge in their interests or positions with respect to the annexation. Although I do not expect such adverse positions to develop, and I believe that these circumstances will not materially impair my ability to represent you competently and diligently, the West Virginia Rules of Professional Conduct require that I advise you of the situation and obtain your informed written consent before proceeding.

You should understand the following:

1. My representation of you may be affected by my duties to the Perry Family and its land-holding corporation, including duties of loyalty and confidentiality.
2. Information received from one client may not be shared with another client if protected by attorney-client privilege or confidentiality obligations.
3. If an actual conflict develops in the future that materially limits my ability to represent you, I may be required to withdraw from representing one or more clients.
4. You have the right to seek the advice of independent legal counsel regarding this waiver and whether you should consent to the representation under these circumstances.

After considering the foregoing, if you agree that I may continue to represent the City of Charles Town despite the potential conflict described above, please sign and return a copy of this letter.

Your signature below confirms that:
(a) you agree to retain the Ward Washington Law Firm and Matt Ward on these Perry annexation matters;
(b) you have read and understood this disclosure;
(c) you have had an opportunity to ask questions and seek independent counsel; and
(d) you voluntarily consent to my continued representation notwithstanding the potential conflict described herein.

Thank you for the opportunity to serve you on this important matter, and please contact me if you have any questions or further instructions. You can reach me at (202) 422.2411 or at matt.ward@strategiesdc.com.

Sincerely,



Matt Ward, Esq.
Ward Washington Law Firm

`

I/We have read and understood the foregoing terms and agree to them, as of the date the Ward Washington Law Firm first provided services.

Authorized representative of the City of Charles Town, WV

By_____

Date _____

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/18/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1507: Discussion of Moving/Canceling August 3rd Meeting

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/18/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1510: Introduction of New Charles Town Utility Board (CTUB) Manager Paul Mantello

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/18/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1512: Creation of Committee for Langlet Properties Conditions of Annexation Revision

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/18/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1502: Payment of Bills - May 18, 2026

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2026-05-18.pdf
- COUNCIL REPORT PCARD 05-18-26.pdf
- PARKS N REC COUNCIL REPORT 2026-05-18.pdf
- CAPITAL RESERVE COUNCIL REPORT 2026-05-18.pdf
- BOND ESCROW 2026-05-18.pdf

Expense Approval Report

Charles Town, WV

By Fund

Post Dates 5/1/2026 - 5/15/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 001 - GENERAL FUND						
US BANK	INV0000966	05/04/2026	April 26 AP Pcard Payment	001-201-110		23780.34
WV STATE TREASURER'S OFFI	INV0000985	05/06/2026	April26 Municipal Court Fees	001-201-050		5635.04
PEIA	INV0000987	05/06/2026	May26 Retiree RHBT Contribution	001-114-000		127.7
PEIA	INV0000987	05/06/2026	May26 Employee RHBT Contribution	001-225-000		54
PEIA	INV0000989	05/06/2026	May26 Employee PEIA Insurance Contri	001-225-000		5783.37
POTOMAC EDISON COMPANY	INV0001158	05/07/2026	April 26 PD & CTUB Electricity	001-114-020		1607.67
US BANK	INV0001100	05/14/2026	April 26 Fleet Pcard Payment	001-201-110		7375.79
SUN LIFE	INV0001144	05/14/2026	June 26 Employee Dental Insurance Cont	001-225-010		589.57
UNITED WAY OF THE EASTERN	INV0001145	05/14/2026	April26 Teen Court Fees	001-201-070		525
US BANK	INV0001119	05/15/2026	April 26 CH & PD Pcard Payment	001-201-110		9210.45
						54688.93
Department: 402 - ECONOMIC DEVELOPMENT						
PEIA	INV0000987	05/06/2026	May 26 ED RHBT BILLING	001-402-111		10.2
PEIA	INV0000989	05/06/2026	May26 ED PEIA Insurance Contribution	001-402-105		704.08
SUN LIFE	INV0001144	05/14/2026	June 26 ED Dental Insurance Contributio	001-402-105		84.07
					Department 402 - ECONOMIC DEVELOPMENT Total:	**798.35**
Department: 412 - CITY MANAGER'S OFFICE						
PEIA	INV0000987	05/06/2026	May26 CMO RHBT Contribution	001-412-111		10.2
PEIA	INV0000989	05/06/2026	May26 CMO PEIA Insurance Contributio	001-412-105		1556.91
SUN LIFE	INV0001144	05/14/2026	June 26 CMO Dental Insurance Contribut	001-412-105		160.75
					Department 412 - CITY MANAGER'S OFFICE Total:	**1727.86**
Department: 413 - TREASURER'S OFFICE						
PEIA	INV0000987	05/06/2026	May26 TR RHBT Contribution	001-413-111		30.6
PEIA	INV0000989	05/06/2026	May26 TR PEIA Insurance Contribution	001-413-105		2666.72
HDL COMPANIES INC	04302026	05/14/2026	April 26 B&O Collection Service	001-413-230		87.5
SUN LIFE	INV0001144	05/14/2026	June 26 TR Dental Insurance Contributior	001-413-105		295.71
					Department 413 - TREASURER'S OFFICE Total:	**3080.53**
Department: 415 - CITY CLERK'S OFFICE						
PEIA	INV0000987	05/06/2026	May26 CK RHBT Contribution	001-415-111		10.2
PEIA	INV0000989	05/06/2026	May26 CK PEIA Insurance Contribution	001-415-105		1512.43
SUN LIFE	INV0001144	05/14/2026	June 26 CK Dental Insurance Contributior	001-415-105		77.07
					Department 415 - CITY CLERK'S OFFICE Total:	**1599.7**
Department: 417 - CITY ATTORNEY						
PEIA	INV0000989	05/06/2026	May26 CA PEIA Insurance Contribution	001-417-105		1.98

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SUN LIFE	INV0001144	05/14/2026	June 26 CA Dental Insurance Contributio	001-417-105	117.37
				Department 417 - CITY ATTORNEY Total:	**119.35**
Department: 425 - ENFORCEMENT AGENCY					
PEIA	INV0000987	05/06/2026	May26 CE RHBT Contribution	001-425-111	10.2
PEIA	INV0000989	05/06/2026	May26 CE PEIA Insurance Contribution	001-425-105	704.08
SUN LIFE	INV0001144	05/14/2026	June 26 CE Dental Insurance Contributio	001-425-105	61.53
				Department 425 - ENFORCEMENT AGENCY Total:	**775.81**
Department: 436 - BUILDING INSPECTION					
PEIA	INV0000989	05/06/2026	May26 BI PEIA Insurance Contribution	001-436-105	1.98
SUN LIFE	INV0001144	05/14/2026	June 26 BI Dental Insurance Contributior	001-436-105	94.96
				Department 436 - BUILDING INSPECTION Total:	**96.94**
Department: 437 - PLANNING & ZONING					
PEIA	INV0000987	05/06/2026	May26 PZ RHBT Contribution	001-437-111	40.8
PEIA	INV0000989	05/06/2026	May26 PZ PEIA Insurance Contribution	001-437-105	4433.02
SOUTH CENTRAL PLANNING &	26T-1802	05/14/2026	4/26 Permitting, GIS Intgratn; Vacant St.	001-437-353	980
SUN LIFE	INV0001144	05/14/2026	June 26 PZ Dental Insurance Contributio	001-437-105	347.45
Alan SCHWARTZBECK	INV0001157	05/14/2026	COA Application Reimbursement 423 S G	001-437-238	60
				Department 437 - PLANNING & ZONING Total:	**5861.27**
Department: 440 - CITY HALL					
POTOMAC EDISON COMPANY	INV0000968	05/05/2026	April26 Art Gallery Electricity	001-440-213	1343.38
POTOMAC EDISON COMPANY	INV0000970	05/05/2026	April26 RHall 2nd Flr Electricity	001-440-213	186.21
POTOMAC EDISON COMPANY	INV0000971	05/05/2026	April;26 CWH Electricity	001-440-213	925.28
Advanced Integrated Solution:	1983	05/14/2026	CH Fire Alarm Syst Instal & Monitoring 3/	001-440-222	540
TEK ADVISORS	3747	05/14/2026	April 26 Tech Service	001-440-230	9741.95
TEK ADVISORS	3803	05/14/2026	Firewall Firmware Upgrade	001-440-230	47.5
TEK ADVISORS	3810	05/14/2026	CH Reno PC Set up Front Desk x2	001-440-230	190
FIRST-CITIZENS BANK & TRUS	149092156	05/14/2026	May 26 CH 3rd Flr Copier Lease	001-440-219	110
SUSTAINABLE STRATEGIES DC	4958	05/14/2026	April 26 Grant Retainer	001-440-230	5000
KONICA MINOLTA BUSINESS S	820085766	05/14/2026	May26 CH Webex Service	001-440-211	441.5
GRIFFITH ENERGY SERVICES, II	99148	05/14/2026	05/06 CH Oil Delivery	001-440-213	539.63
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 CH AC electricity	001-440-213	34.88
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 CH Offices	001-440-213	158.19
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 Rouss Hall	001-440-213	346.92
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 CH Upstairs #2	001-440-213	131.63
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 CH Planning & Zoning	001-440-213	136.96
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 CH Upstairs #1	001-440-213	64.83
FRONTIER, INC.	INV0001127	05/14/2026	May26 RH Elevator Alarm Service	001-440-211	63.48
FRONTIER, INC.	INV0001128	05/14/2026	May26 CWH Fire Alarm #2	001-440-211	95.75
FRONTIER, INC.	INV0001129	05/14/2026	May26 RH Fire Alarm #1 & 2	001-440-211	248.75
FRONTIER, INC.	INV0001130	05/14/2026	May26 CWH Fire Alarm #1	001-440-211	96.07
SUN LIFE	INV0001144	05/14/2026	June 26 CH Dental Insurance Contributio	001-440-105	-133.85
				Department 440 - CITY HALL Total:	**20309.06**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Department: 444 - CONT/TRNSFR 2 OTHR FUNDS						
JEFFERSON COUNTY CHAMBE	10398-R	05/01/2026	Donation Leadership Jefferson Project	001-444-568		-2000
One table LLC	INV0001135	05/14/2026	FIP25-08 One Table 212 N George St	001-444-568		3217.1
CASA of the Eastern Panhandl	JCCC 10398	05/14/2026	Donation Leadership Jefferson 2026 Proj	001-444-568		2000
					Department 444 - CONT/TRNSFR 2 OTHR FUNDS Total:	**3217.1**
Department: 700 - POLICE DEPARTMENT						
PEIA	INV0000987	05/06/2026	May26 PD RHBT Contribution	001-700-111		163.2
PEIA	INV0000989	05/06/2026	May26 PD PEIA Insurance Contribution	001-700-105		16582.18
POTOMAC EDISON COMPANY	INV0001158	05/07/2026	April 26 PD & CTUB Electricity	001-700-213		3264.07
JEFFERSON COUNTY EMERGEI	636	05/14/2026	Feb26 Cradlepoint & CAD/Mobile Data	001-700-211		722.82
KONICA MINOLTA BUSINESS S	820085766	05/14/2026	May 26 PD Webex Service	001-700-211		508.29
MOTOROLA SOLUTIONS, INC.	8282325390	05/14/2026	PD Portable Radio Battery X 5	001-700-341		483.7
JONATHAN DESARNO	INV0001123	05/14/2026	Desarno GHSP Award Banquet Per Diem	001-700-214		87.75
Roberto GARZA-GERARD	INV0001142	05/14/2026	Garza Per Diem Philadelphia 5/18-21	001-700-214		322
SUN LIFE	INV0001144	05/14/2026	June 26 PD Dental Insurance Contributio	001-700-105		1676.23
BOLAND TRANE SERVICES INC	MCC00138769	05/14/2026	May26 PD HVAC Service	001-700-230		471
					Department 700 - POLICE DEPARTMENT Total:	**24281.24**
Department: 750 - STREETS & HIGHWAYS						
PEIA	INV0000987	05/06/2026	May26 MD RHBT Contribution	001-750-111		30.6
PEIA	INV0000989	05/06/2026	May26 MD PEIA Insurance Contribution	001-750-105		2861.65
Advanced Integrated Solution	1983	05/14/2026	CH Fire Alarm Syst Instal & Monitoring 3/	001-750-215		315
LYLE C TABB & SONS, INC.	2026 4 171	05/14/2026	April26 Box Rental	001-750-230		1350
S&K ENTERPRISES, LLC	2178	05/14/2026	JMP Tree Removal X 2	001-750-230		1250
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 MD Electricity	001-750-213		281.06
SUN LIFE	INV0001144	05/14/2026	June 26 MD Dental Insurance Contributi	001-750-105		306.33
					Department 750 - STREETS & HIGHWAYS Total:	**6394.64**
Department: 751 - STREET LIGHT UTILITIES						
POTOMAC EDISON COMPANY	INV0000972	05/05/2026	April 26 Crosswinds Electricty	001-751-213		177.59
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 Charles Street	001-751-213		194.51
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 N Charles Christmas Lights	001-751-213		23.45
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 Traffic Signal N George	001-751-213		36.12
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 Traffic Light Mildred Street	001-751-213		37.87
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 Parking Lots Electricity	001-751-213		108.13
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 Street Lights/Decorative Lighting	001-751-213		4966.25
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 Street Lights Charles Town Comr	001-751-213		3410.1
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 Spruce Hill North Streets Electri	001-751-213		665.91
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 Lawrence Street	001-751-213		153.74
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 Decorative Lighting	001-751-213		167.85
POTOMAC EDISON COMPANY	INV0001118	05/14/2026	April 26 Samuel Street	001-751-213		165.7
					Department 751 - STREET LIGHT UTILITIES Total:	**10107.22**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Department: 901 - VISITORS CENTER					
JEFFERSON COUNTY CONVEN	INV0001124	05/14/2026	April 26 Hotel-Motel Tax	001-901-567	5423.3
				Department 901 - VISITORS CENTER Total:	**5423.3**
				Fund 001 - GENERAL FUND Total:	**138481.3**
				Grand Total:	**138481.3**

Report Summary

Fund Summary

Fund	yment Amount
001 - GENERAL FUND	140481.3
Grand Total:	**140481.3**

Account Summary

Account	Account Name	yment Amount
001-114-000	Due From Pension Fund	127.7
001-114-020	DUE FROM WATER DEPT	1607.67
001-201-050	State Court Fees Payable	5635.04
001-201-070	TEEN COURT FEES PAYABLE	525
001-201-110	PCARD PAYABLE	40366.58
001-225-000	Insurance Contributions Payabl	5837.37
001-225-010	Dental & Vision Payable	589.57
001-402-105	ECONOMIC DEV - GROUP INSURANC	788.15
001-402-111	ECONOMIC DEV - OPEB	10.2
001-412-105	CMO Group Insurance	1717.66
001-412-111	CMO OPEB	10.2
001-413-105	TREAS Group Insurance	2962.43
001-413-111	TREAS OPEB Other	30.6
001-413-230	TREAS Contracted Services	87.5
001-415-105	CLERK Group Insurance	1589.5
001-415-111	CLERK OPEB	10.2
001-417-105	ATTORNEY INSURANCE	119.35
001-425-105	ENFORCEMENT AG - GROUP INSURA	765.61
001-425-111	ENFORCEMENT AG - OPEB	10.2
001-436-105	BI Group Insurance	96.94
001-437-105	P&Z Group Insurance	4780.47
001-437-111	P&Z OPEB	40.8
001-437-238	P&Z REFUNDS OF DEPOSITS	60
001-437-353	P&Z COMPUTER SOFTWARE	980
001-440-105	CH Group Insurance	-133.85
001-440-211	CH Telephone	945.55
001-440-213	CH Utilities	3867.91
001-440-219	CH Buildings & Equipment Rents	110
001-440-222	CH Dues & Subscriptions	540
001-440-230	CH Contracted Services	14979.45
001-444-568	COMMUNITY CONTRIBUTIONS/TRAI	5217.1
001-700-105	PD GROUP INSURANCE	18258.41
001-700-111	PD OPEB	163.2
001-700-211	PD TELEPHONE	1231.11
001-700-213	PD UTILITIES	3264.07

Account Summary

Account	Account Name	yment Amount
001-700-214	PD TRAVEL EXPENSE	409.75
001-700-230	PD CONTRACTED SERVICES	471
001-700-341	PD DEPARTMENTAL SUPPLIES	483.7
001-750-105	STREETS GROUP INSURANCE	3167.98
001-750-111	STREETS OPEB	30.6
001-750-213	STREETS UTILITIES	281.06
001-750-215	STREETS R&M BLDG AND GROUNDS	315
001-750-230	STREETS CONTRACTED SERVICES	2600
001-751-213	STREET LIGHT UTILITIES	10107.22
001-901-567	VISITOR CTR CONTRIBUTIONS	5423.3
	Grand Total:	**140481.3**

Project Account Summary

Project Account K	yment Amount
None	140481.3
Grand Total:	**140481.3**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Charles Town, WV

Expense Approval Report

By Fund

Post Dates 4/1/2026 - 4/30/2026

Vendor Name	Payable Numb	Post Date	Description (Item)	Account Number		Amount
Fund: 001 - GENERAL FUND						
CHARLES TOWN UTILITY BOAF	INV0000630	04/07/2026	March26 CTUB Water Service	001-114-020		87.76
						87.76
Department: 381 - 381						
WALMART INC	INV0001102	04/20/2026	Bailey Personal Purchase	001-381-000		12.97
					Department 381 - 381 Total:	**12.97**
Department: 402 - ECONOMIC DEVELOPMENT						
ZOOM.US	348624964	04/06/2026	April26 Online Meeting Subscription	001-402-222		52.43
APPLE	INV0001088	04/08/2026	April26 Music Subscription	001-402-222		21.35
WALGREENS	INV0001089	04/10/2026	Augustine Trail inauguration picture- gift	001-402-341		9.6
AMAZON	INV0001090	04/10/2026	Ribbon	001-402-341		10.69
AMAZON	INV0001091	04/10/2026	Tripod	001-402-341		27.81
					Department 402 - ECONOMIC DEVELOPMENT Total:	**121.88**
Department: 409 - MAYOR'S OFFICE						
WV MUNICIPAL LEAGUE	INV0000996	04/08/2026	WV Municipal League Annual Conf George	001-409-221		300
					Department 409 - MAYOR'S OFFICE Total:	**300**
Department: 410 - CITY COUNCIL						
WV MUNICIPAL LEAGUE	INV0000995	04/08/2026	WV Municipal League Annual Conf Hartman	001-410-221		300
WV MUNICIPAL LEAGUE	INV0000997	04/15/2026	WV Municipal League Annual Conf Sugrue	001-410-221		300
WV MUNICIPAL LEAGUE	INV0000998	04/16/2026	WV Municipal League Annual Conf Hynes	001-410-221		300
					Department 410 - CITY COUNCIL Total:	**900**
Department: 412 - CITY MANAGER'S OFFICE						
FAA Aircraft Registration Bran	INV0000962	04/14/2026	Lewis Drone/UAG 107 Exam	001-412-221		175
					Department 412 - CITY MANAGER'S OFFICE Total:	**175**
Department: 413 - TREASURER'S OFFICE						
JEFFERSON PUBLISHING COMI	73380	04/01/2026	NPH Part7 Bis Reg & Taxation Code	001-413-220		53.42
JEFFERSON PUBLISHING COMI	73488	04/16/2026	Public Notice 4/2 & 9 Levy Estimate Budget	001-413-220		420.78
					Department 413 - TREASURER'S OFFICE Total:	**474.2**
Department: 415 - CITY CLERK'S OFFICE						
AMAZON	INV0000819	04/15/2026	CK Printer Ink	001-415-341		33
					Department 415 - CITY CLERK'S OFFICE Total:	**33**
Department: 425 - ENFORCEMENT AGENCY						
US POSTAL SERVICE	INV0000964	04/27/2026	NOV 313 W Academy	001-425-218		10.77
					Department 425 - ENFORCEMENT AGENCY Total:	**10.77**

Vendor Name	Payable Numb	Post Date	Description (Item)	Account Number		Amount
Department: 436 - BUILDING INSPECTION						
VERIZON WIRELESS	6140338569	04/15/2026	March26 BI Hotspot Service	001-436-211		20.02
MATTHEW ANDERSON, PE, PL	25247	04/20/2026	03/05 & 06 Residential Inspection	001-436-230		1000
AMAZON	INV0000965	04/27/2026	BI Digital Force Gauge	001-436-341		421.09
ANSI WEBSTORE	INV0000975	04/27/2026	Dunn Energy Standard Book	001-436-341		214
MATTHEW ANDERSON, PE, PL	25341	04/28/2026	04/24 Residential Inspection	001-436-230		500
					Department 436 - BUILDING INSPECTION Total:	**2155.11**
Department: 437 - PLANNING & ZONING						
JEFFERSON PUBLISHING COMI	73320	04/01/2026	NPH ZMA 26-01 Southerly ln	001-437-220		34.18
JEFFERSON PUBLISHING COMI	73384	04/01/2026	NPH COA26-03 528 E Liberty	001-437-220		29.58
L.L.BEAN FOR BUSINESS	INV0001094	04/08/2026	CH Branded Tshirts & Fleece	001-437-341		229.65
					Department 437 - PLANNING & ZONING Total:	**293.41**
Department: 440 - CITY HALL						
GOOGLE	INV0001087	04/02/2026	April26 Google Workspace Subscription	001-440-222		14.98
STAPLES ADVANTAGE INC	7677865654	04/03/2026	CH Copy Paper& AA Batteries	001-440-341		144.14
AMAZON	113-7517305-8	04/06/2026	CH White Board	001-440-341		34.97
STAPLES ADVANTAGE INC	7914561193	04/06/2026	CH File Folders	001-440-341		35.45
CHARLES TOWN UTILITY BOAF	INV0000630	04/07/2026	March26 CH Water Service	001-440-213		160.95
CHARLES TOWN UTILITY BOAF	INV0000630	04/07/2026	March26 RH Water Service	001-440-213		94.68
PATTON BUILDING SERVICES I	136441	04/08/2026	March 26 CWH Cleaning Services	001-440-230		125
PATTON BUILDING SERVICES I	136441	04/08/2026	March 26 CH Cleaning Services	001-440-230		933.5
ENVIRO-TECH PEST SERVICES	486655	04/08/2026	April26 CWH Pest Service	001-440-230		125.19
ENVIRO-TECH PEST SERVICES	486661	04/08/2026	April 26 RH Pest Service	001-440-230		79.18
ENVIRO-TECH PEST SERVICES	486672	04/08/2026	April 26 CH Pest Service	001-440-230		77.04
STAPLES ADVANTAGE INC	7914715475	04/13/2026	CH Coffee & Creamer	001-440-341		154.51
COMCAST CORPORATION	INV0000809	04/14/2026	April26 CWH Internet Service	001-440-213		153.85
SAVE-A-LOT	INV0001077	04/22/2026	CH Water Bottles X 2	001-440-341		18.98
SHENTEL BUSINESS	INV0000873	04/24/2026	Monthly CH & PD Internet Service	001-440-213		950
SAVE-A-LOT	INV0000999	04/29/2026	CH Water Bottles X 6	001-440-341		56.94
US BANK	INV0000967	04/30/2026	AP1 Pcard Paper Statement	001-440-232		12
					Department 440 - CITY HALL Total:	**3171.36**
Department: 700 - POLICE DEPARTMENT						
BP	INV0000725	04/01/2026	Car#4 Fuel 03/31	001-700-343		98.92
BP	INV0000745	04/01/2026	Car#3 Fuel 03/30	001-700-343		85.29
BP	INV0000747	04/01/2026	Car#21 Fuel 03/31	001-700-343		59.5
MARTINS FUEL	INV0000749	04/01/2026	Car#15 Fuel 03/31	001-700-343		49.75
AMAZON	INV0001037	04/01/2026	PD Copy Paper	001-700-341		136.94
BP	INV0000726	04/02/2026	Car#4 Fuel 04/01	001-700-343		88.01
SHEETZ	INV0000728	04/02/2026	Car#10 Fuel 04/01	001-700-343		36.64
7-ELEVEN	INV0000736	04/02/2026	Car#25 Fuel 04/01	001-700-343		68.28
7-ELEVEN	INV0000741	04/02/2026	Car#14 Fuel 04/01	001-700-343		77.45
BP	INV0000748	04/02/2026	Car#6 Fuel 04/01	001-700-343		96.5
DONALD B RICE TIRE CO INC	14138305	04/03/2026	Car#26 1 New Tire	001-700-343		131

Vendor Name	Payable Numb	Post Date	Description (Item)	Account Number	Amount
CREAMERS AUTO SERVICE CEI	150127	04/03/2026	Car#17 Oil Service & Brake repair & WV Inspctr	001-700-217	418.84
CREAMERS AUTO SERVICE CEI	150127	04/03/2026	Car#17 Oil Service & Brake repair & WV Inspctr	001-700-343	103.25
TRANSUNION	6707023-20260	04/03/2026	March 26 Investigation Services	001-700-222	110
10-42 TACTICAL LLC	7599	04/03/2026	Gibbons Uniforms	001-700-345	1906.7
EXXON MOBILE	INV0000727	04/03/2026	Car#27 Fuel 04/02	001-700-343	70.15
SHEETZ	INV0000729	04/03/2026	Car#17 Fuel 04/02	001-700-343	37
SHEETZ	INV0000730	04/03/2026	Car#18 Fuel 04/02	001-700-343	41
7-ELEVEN	INV0000731	04/03/2026	Car#17 Fuel 04/02	001-700-343	29
LIBERTY GET N GO	INV0000734	04/03/2026	Car#29 Fuel 04/01	001-700-343	59
TOWN MART CITGO	INV0000751	04/03/2026	Car#8 Fuel 04/01	001-700-343	36.06
BP	INV0000752	04/03/2026	Car#11 Fuel 04/02	001-700-343	55
CREAMERS AUTO SERVICE CEI	150170	04/06/2026	Car#5 New Battery	001-700-217	382.49
SHEETZ	INV0000732	04/06/2026	Car#18 Fuel 04/05	001-700-343	26
SHEETZ	INV0000733	04/06/2026	Car#18 Fuel 04/04	001-700-343	44
SHEETZ	INV0000735	04/06/2026	Car#29 Fuel 04/05	001-700-343	29.97
SHEETZ	INV0000737	04/06/2026	Car#25 Fuel 04/03	001-700-343	64.37
SHEETZ	INV0000738	04/06/2026	Car#28 Fuel 04/05	001-700-343	45.01
SHEETZ	INV0000739	04/06/2026	Car#28 Fuel 04/05	001-700-343	69.15
EXXON MOBILE	INV0000740	04/06/2026	Car#28 Fuel 04/03	001-700-343	34
TOWN MART CITGO	INV0000743	04/06/2026	Car#12 Fuel 04/01	001-700-343	74.23
TOWN MART CITGO	INV0000744	04/06/2026	Car#12 Fuel 04/03	001-700-343	67.72
TOWN MART CITGO	INV0000746	04/06/2026	Car#26 Fuel 04/02	001-700-343	48.07
BP	INV0000750	04/06/2026	Car#7 Fuel 04/03	001-700-343	76.23
BP	INV0000753	04/06/2026	Car#11 Fuel 04/03	001-700-343	33
CHARLES TOWN UTILITY BOAF	INV0000630	04/07/2026	March26 PD Water Service	001-700-213	178.19
7-ELEVEN	INV0000765	04/07/2026	Car#4 Fuel 04/06	001-700-343	57.14
7-ELEVEN	INV0000766	04/07/2026	Car#14 Fuel 04/06	001-700-343	63.5
TOWN MART CITGO	INV0000767	04/07/2026	Car#12 Fuel 04/04	001-700-343	80.59
TOWN MART CITGO	INV0000768	04/07/2026	Car#26 Fuel 04/04	001-700-343	51.64
BP	INV0000769	04/07/2026	Car#6 Fuel 04/06	001-700-343	86
PATTON BUILDING SERVICES I	136441	04/08/2026	March 26 PD Cleaning Services	001-700-230	933.5
7-ELEVEN	INV0000789	04/08/2026	Car#29 Fuel 04/07	001-700-343	62.29
MARTINS FUEL	INV0000796	04/08/2026	Car#15 Fuel 04/07	001-700-343	53.6
BP	INV0000785	04/09/2026	Car#13 Fuel 04/07	001-700-343	92.58
BP	INV0000786	04/09/2026	car#4 Fuel 04/08	001-700-343	77.11
SHEETZ	INV0000787	04/09/2026	Car#27 Fuel 04/08	001-700-343	58.3
SHEETZ	INV0000788	04/09/2026	Car#29 Fuel 04/08	001-700-343	41.77
SHEETZ	INV0000791	04/09/2026	Car#25 Fuel 04/08	001-700-343	58.66
7-ELEVEN	INV0000792	04/09/2026	Car#14 Fuel 04/08	001-700-343	63.6
7-ELEVEN	INV0000793	04/09/2026	Car#9 Fuel 04/07	001-700-343	38.5
BP	INV0000795	04/09/2026	Car#6 Fuel 04/08	001-700-343	76
BP	INV0000797	04/09/2026	Car#11 Fuel 04/08	001-700-343	49.34
ENVIRO-TECH PEST SERVICES	486885	04/10/2026	April26 661 S George Pest Service	001-700-230	91.49
SHEETZ	INV0000811	04/10/2026	Car#18 Fuel 04/09	001-700-343	40

Vendor Name	Payable Numb	Post Date	Description (Item)	Account Number	Amount
GLOCK PROFESSIONAL	INV0001028	04/10/2026	Ciampa Glock Training	001-700-221	300
AMAZON	INV0001038	04/10/2026	Car Wash Brush	001-700-341	34.79
AMAZON	INV0001039	04/10/2026	Francisco Gloves	001-700-345	50
SHEETZ	INV0000821	04/13/2026	Car#27 Fuel 04/11	001-700-343	57.17
SHEETZ	INV0000822	04/13/2026	Car#18 Fuel 04/10	001-700-343	31
SHEETZ	INV0000823	04/13/2026	Car#18 fuel 04/10	001-700-343	34
SHEETZ	INV0000824	04/13/2026	Car#18 Fuel 04/11	001-700-341	40
SHEETZ	INV0000825	04/13/2026	Car#25 Fuel 04/10	001-700-343	59.35
SHEETZ	INV0000826	04/13/2026	Car#25 Fuel 04/11	001-700-343	55.71
SHEETZ	INV0000827	04/13/2026	Car#28 Fuel 04/12	001-700-343	57.01
SHEETZ	INV0000828	04/13/2026	Car#28 Fuel 04/12	001-700-343	63.15
EXXON MOBILE	INV0000829	04/13/2026	Car#28 Fuel 04/10	001-700-343	34
7-ELEVEN	INV0000830	04/13/2026	Car#14 Fuel 04/12	001-700-343	75.55
TOWN MART CITGO	INV0000831	04/13/2026	Car#12 Fuel 04/09	001-700-343	74.33
TOWN MART CITGO	INV0000832	04/13/2026	Car#26 Fuel 04/08	001-700-343	50.81
LIBERTY GET N GO	INV0000833	04/13/2026	Car#26 Fuel 04/10	001-700-343	48.65
7-ELEVEN	INV0000834	04/13/2026	Car#26 Fuel 04/11	001-700-343	44.61
BP	INV0000835	04/13/2026	Car#15 Fuel	001-700-343	45.04
LIBERTY GET N GO	INV0001040	04/13/2026	Car#24 Fuel 4/10	001-700-343	28
AMAZON	INV0001041	04/13/2026	PD Car Supplies-Towel; Hose Nozzle;Air Spray	001-700-341	70.42
AMAZON	INV0001042	04/13/2026	PD Car Interior Cleaner	001-700-341	18.44
BP	INV0000846	04/14/2026	Car#4 Fuel 04/13	001-700-343	82.24
7-ELEVEN	INV0000847	04/14/2026	Car#14 Fuel 04/13	001-700-343	48
TOWN MART CITGO	INV0000848	04/14/2026	Car#12 Fuel 04/11	001-700-343	77.42
BP	INV0000849	04/14/2026	Car#3 Fuel 04/13	001-700-343	84.74
BP	INV0000850	04/14/2026	Car#6 Fuel 04/13	001-700-343	77
BP	INV0000851	04/14/2026	Car#7 Fuel 04/13	001-700-343	68.77
MARTINS FUEL	INV0001029	04/14/2026	Car#1 Fuel 4/13	001-700-343	86.05
GALLS, LLC	034463589	04/15/2026	Gibbons Boots, Belt, Duty Belt, Belt Keepers	001-700-345	361.67
7-ELEVEN	INV0000858	04/15/2026	Car#4 Fuel 04/14	001-700-343	53.45
LIBERTY GET N GO	INV0000862	04/15/2026	Car#29 Fuel 04/13	001-700-343	52.79
MARTINS FUEL	INV0000884	04/15/2026	Car#15 Fuel 04/14	001-700-343	57.11
BP	INV0000859	04/16/2026	Car#13 Fuel 04/15	001-700-343	93.69
LIBERTY GET N GO	INV0000863	04/16/2026	Car#29 Fuel 04/114	001-700-343	34.65
SHEETZ	INV0000866	04/16/2026	Car#14 Fuel 04/15	001-700-343	63.45
SHEETZ	INV0000868	04/16/2026	Car#12 Fuel 04/15	001-700-343	81.2
CALEA	INV0001031	04/16/2026	Kutcher & Gerstell CALEA Conference	001-700-221	1600
SHEETZ	INV0000860	04/17/2026	Car#18 Fuel 04/16	001-700-343	25
SHEETZ	INV0000861	04/17/2026	Car#18 Fuel 04/16	001-700-343	36
LIBERTY GET N GO	INV0000865	04/17/2026	Car#25 Fuel 04/15	001-700-343	54.57
7-ELEVEN	INV0000867	04/17/2026	Car#14 Fuel 04/16	001-700-343	63.06
10-42 TACTICAL LLC	7655	04/20/2026	Gibbons Name Tape	001-700-345	20.45
SHEETZ	INV0000869	04/20/2026	Car#27 Fuel 04/17	001-700-343	53.54
SHEETZ	INV0000870	04/20/2026	Car#18 Fuel 04/17	001-700-343	37

Vendor Name	Payable Numb	Post Date	Description (Item)	Account Number	Amount
SHEETZ	INV0000871	04/20/2026	Car#18 Fuel 04/18	001-700-343	33
EXXON MOBILE	INV0000876	04/20/2026	Car#28 Fuel 04/17	001-700-343	40
7-ELEVEN	INV0000878	04/20/2026	Car#14 Fuel 04/19	001-700-343	60
TOWN MART CITGO	INV0000879	04/20/2026	Car#12 Fuel 04/17	001-700-343	64.2
7-ELEVEN	INV0000881	04/20/2026	Car#26 Fuel 04/17	001-700-343	45.63
7-ELEVEN	INV0000882	04/20/2026	Car#26 Fuel 04/18	001-700-343	40.38
BP	INV0000886	04/20/2026	Car#7 Fuel 04/17	001-700-343	63.88
BP	INV0000887	04/20/2026	Car#11 Fuel 04/17	001-700-343	56
SHEETZ	INV0000892	04/20/2026	Car#16 Fuel 04/17	001-700-343	69.45
SHEETZ	INV0000912	04/20/2026	Car#25 Fuel 04/18	001-700-343	48.72
7-ELEVEN	INV0000913	04/20/2026	Car#25 Fuel 04/18	001-700-343	62.12
SHEETZ	INV0000956	04/20/2026	Car#29 Fuel 04/19	001-700-343	56
SHEETZ	INV0001032	04/20/2026	Car#1 Fuel 04/17	001-700-343	68.33
BFS	INV0001034	04/20/2026	Car#1 Fuel 04/16	001-700-343	76.14
EMBASSY SUITES INC	INV0001035	04/20/2026	Kutcher 4/16-17 Hotel- Wilberger Grad	001-700-214	115
STATION SQUARE	INV0001036	04/20/2026	Kutcher Hotel Parking	001-700-214	16
CREAMERS AUTO SERVICE CEI	150395	04/21/2026	Car#21 Oil Service	001-700-343	53.5
10-42 TACTICAL LLC	7614	04/21/2026	Manning ID Patch	001-700-345	20.45
7-ELEVEN	INV0000877	04/21/2026	Car#28 Fuel 04/20	001-700-343	63
BP	INV0000883	04/21/2026	Car#6 Fuel 04/20	001-700-343	87
BP	INV0000874	04/22/2026	Car#13 Fuel 04/20	001-700-343	69.89
SHEETZ	INV0000875	04/22/2026	Car#29 Fuel 04/21	001-700-343	61.27
BP	INV0000880	04/22/2026	Car#3 Fuel 04/20	001-700-343	78.67
MARTINS FUEL	INV0000885	04/22/2026	Car#15 Fuel 04/21	001-700-343	48.6
MARTINS FUEL	INV0001030	04/22/2026	Car#1 Fuel 04/21	001-700-343	82.55
AMAZON	INV0001043	04/22/2026	Pd Laptop Backpack& Wall Mntng Lock& Tissue	001-700-341	77.91
CREAMERS AUTO SERVICE CEI	150397	04/23/2026	Car#8 New Spark Plugs& Ignition Coil& Fuel Inj	001-700-217	1109.48
10-42 TACTICAL LLC	7658	04/23/2026	Knott Captain Lapel Pins	001-700-345	52.6
SHEETZ	INV0000888	04/23/2026	Car#18 Fuel 04/22	001-700-343	44
7-ELEVEN	INV0000890	04/23/2026	Car#28 Fuel 04/22	001-700-343	50
7-ELEVEN	INV0000891	04/23/2026	Car#14 Fuel 04/22	001-700-343	72.5
KTS Leadership and Consulting	1069	04/24/2026	Kutcher, Knott, Manning & Quinnam Ldrshp Cla	001-700-221	780
CREAMERS AUTO SERVICE CEI	150416	04/24/2026	Car#26 Oil Service	001-700-343	91.82
SHENTEL BUSINESS	INV0000873	04/24/2026	Monthly CH & PD Internet Service	001-700-213	950
BP	INV0000907	04/24/2026	Car#13 Fuel 04/23	001-700-343	76.99
EXXON MOBILE	INV0000908	04/24/2026	Car#27 Fuel 04/23	001-700-343	58.04
SHEETZ	INV0000914	04/24/2026	Car#25 Fuel 04/23	001-700-343	59.09
7-ELEVEN	INV0000918	04/24/2026	Car#26 Fuel 04/23	001-700-343	47.23
SHEETZ	INV0000909	04/27/2026	Car#18 Fuel 04/24	001-700-343	87
SHEETZ	INV0000910	04/27/2026	Car#18 Fuel 04/26	001-700-343	48
SHEETZ	INV0000911	04/27/2026	Car#29 Fuel 04/26	001-700-343	51.19
SHEETZ	INV0000915	04/27/2026	Car#25 Fuel 4/24	001-700-343	59.7
TOWN MART CITGO	INV0000916	04/27/2026	Car#12 Fuel 04/23	001-700-343	65.14
ROYAL FARMS	INV0000917	04/27/2026	Car#12 Fuel 04/24	001-700-343	74.34

Vendor Name	Payable Numb	Post Date	Description (Item)	Account Number		Amount
7-ELEVEN	INV0000919	04/27/2026	Car#26 Fuel 04/25	001-700-343		50.91
BP	INV0000920	04/27/2026	Car#6 Fuel 04/26	001-700-343		85
SHEETZ	INV0000921	04/27/2026	Car#21 Fuel 04/24	001-700-343		56.38
BP	INV0000922	04/27/2026	Car#7 Fuel 04/24	001-700-343		81.03
TOWN MART CITGO	INV0000923	04/27/2026	Car#11 Fuel 04/23	001-700-343		54.99
BP	INV0000931	04/28/2026	Car#17 Fuel 04/27	001-700-343		36.78
7-ELEVEN	INV0000933	04/28/2026	Car#28 Fuel 04/27	001-700-343		58
SHEETZ	INV0000955	04/28/2026	Car#29 Fuel 04/27	001-700-343		60.71
SHEETZ	INV0000957	04/29/2026	Car#25 Fuel 04/28/26	001-700-343		71.68
SHEETZ	INV0000958	04/29/2026	Car#28 Fuel 04/28/2029	001-700-343		44.01
7-ELEVEN	INV0000959	04/29/2026	Car#14 Fuel 04/28	001-700-343		79
BP	INV0000960	04/29/2026	Car#3 Fuel 04/27	001-700-343		80.69
BP	INV0000961	04/30/2026	Car#7 Fuel 04/29	001-700-343		64.63
SHEETZ	INV0001033	04/30/2026	Car#1 Fuel 04/29	001-700-343		93.86
HOLIDAY INN EXPRESS & SUIT	INV0001044	04/30/2026	Gibbons Academy PT Training Hotel 4/27-28	001-700-214		107
					Department 700 - POLICE DEPARTMENT Total:	**17885.68**
Department: 704 - POLICE-SPECIAL DUTY						
GALLS, LLC	034514851	04/15/2026	Crossing Guards Safety Vest	001-704-345		39.98
					Department 704 - POLICE-SPECIAL DUTY Total:	**39.98**
Department: 750 - STREETS & HIGHWAYS						
LIBERTY GET N GO	INV0001016	04/01/2026	P17 Fuel 3/30	001-750-343		50.07
7-ELEVEN	INV0001061	04/01/2026	P16 Fuel 03/30	001-750-343		127.77
LIBERTY GET N GO	INV0001067	04/01/2026	B34 Fuel 3/30	001-750-343		135.98
LIBERTY GET N GO	INV0001073	04/01/2026	Can Fuel 03/30	001-750-343		7.52
SOUTHERN STATES INC	V729074	04/01/2026	Herbicide	001-750-341		54.25
APPLE VALLEY WASTE SERVICI	006938334	04/02/2026	March26 MD Trash Service	001-750-230		695.51
LIBERTY GET N GO	INV0001017	04/03/2026	P17 Fuel 04/01	001-750-343		50.67
TOWN MART CITGO	INV0001074	04/03/2026	P12 Fuel 04/01	001-750-343		91.41
WALMART INC	INV0001076	04/03/2026	MD Coffee	001-750-341		29.11
TIREVILLE	16322	04/06/2026	Bobcate Tire Repair	001-750-343		46.35
COMCAST CORPORATION	INV0000643	04/06/2026	April26 MD Internet Service	001-750-213		105.81
LIBERTY GET N GO	INV0001018	04/06/2026	P17 Fuel 04/3	001-750-343		50.09
CHARLES TOWN UTILITY BOAF	INV0000630	04/07/2026	March26 MD Water Service	001-750-213		61.3
CARPER'S AUTO SERVICE	INV0001023	04/08/2026	P17 State Inspection	001-750-217		19
SOUTHERN STATES INC	V767249	04/08/2026	CHW Salt Pellet w/Softener	001-750-341		179.8
SHEETZ	INV0000790	04/09/2026	BI Jeep Fuel 04/07	001-750-343		52.39
LIBERTY GET N GO	INV0001000	04/09/2026	P25 Fuel 04/07	001-750-343		130.24
LIBERTY GET N GO	INV0001019	04/09/2026	P17 Fuel 04/07	001-750-343		64.92
HOME DEPOT INC	INV0001024	04/09/2026	U-Bolt	001-750-341		4.36
BREWER & COMPANY OF WV	29732604	04/10/2026	CWH Quarterly Sprinkler Inspection	001-750-215		482.5
LIBERTY GET N GO	INV0001008	04/13/2026	P23 Fuel 04/10	001-750-343		128.19
AMAZON	INV0001010	04/13/2026	CWH Urinal Handle	001-750-341		35.59
LIBERTY GET N GO	INV0001068	04/13/2026	P16 Fuel 04/09	001-750-343		127.37

Vendor Name	Payable Numb	Post Date	Description (Item)	Account Number	Amount
BREWER & COMPANY OF WV	F8092601	04/14/2026	CWH Annual Fire Alarm Inspection	001-750-215	600
7-ELEVEN	INV0001025	04/14/2026	P17 Fuel 04/13	001-750-343	101.65
LIBERTY GET N GO	INV0001001	04/15/2026	S590 Fuel 04/13	001-750-343	73.6
HOME DEPOT INC	INV0001066	04/15/2026	MD Gum Rubber Float	001-750-341	14.97
SHEETZ	INV0000864	04/16/2026	BI Jeep Fuel 04/15	001-750-343	50.65
LIBERTY GET N GO	INV0001002	04/16/2026	S590 Fuel 04/14	001-750-343	61.16
TOWN MART CITGO	INV0001026	04/16/2026	Fuel Jug 04/14	001-750-343	7.95
HOME DEPOT INC	INV0001004	04/17/2026	PD Toilet Wax Ring	001-750-341	11.96
TOWN MART CITGO	INV0001027	04/17/2026	P17 Fuel 4/15	001-750-343	100.39
LIBERTY GET N GO	INV0001003	04/20/2026	S590 Fuel 04/17	001-750-343	48.06
MEADOWS FARMS, INC	INV0001011	04/20/2026	Flowers for Planters	001-750-341	100.48
TRACTOR SUPPLY	INV0001012	04/20/2026	Side by Side Water Pump and Harness	001-750-216	199.97
HARBOR FREIGHT	INV0001014	04/20/2026	Bungee Cords	001-750-341	21.98
SUNOCO	INV0001060	04/20/2026	P16 Fuel 04/17	001-750-343	124.34
SHERWIN - WILLIAMS	INV0001062	04/20/2026	Paint Supplies Lori/Bri Office	001-750-341	17.45
BREWER & COMPANY OF WV	QC257-IN	04/20/2026	CWH Sprinkler & Air Leak Extensive Investgtm&	001-750-215	5027
TRACTOR SUPPLY	INV0001013	04/21/2026	Adaptors for Side by Side Water Pump	001-750-216	5.18
LIBERTY GET N GO	INV0001020	04/22/2026	P17 Fuel 4/20	001-750-343	45
SHERWIN - WILLIAMS	INV0001063	04/22/2026	Paint Lori/Bri Office	001-750-341	77.33
LIBERTY GET N GO	INV0001069	04/22/2026	S06 Fuel 04/20	001-750-343	156.92
TOWN MART CITGO	INV0001075	04/22/2026	P12 Fuel 4/20	001-750-343	85.39
SHEETZ	INV0000889	04/23/2026	BI Jeep Fuel 04/22	001-750-343	43.93
SHEETZ	INV0000963	04/23/2026	CE Trax Fuel 04/22	001-750-343	43.48
SHEETZ	INV0001005	04/23/2026	D23 Fuel 04/22	001-750-343	193.09
7-ELEVEN	INV0001006	04/23/2026	S590 Fuel 4/22	001-750-343	91.6
WINCHESTER EQUIPMENT CO	R6559-01	04/23/2026	MD Rental Stump Grinder JMP, HR & Depot D	001-750-230	1289.43
GENUINE PARTS COMPANY - N	97500	04/24/2026	Truck Light Bracket	001-750-217	6.27
GENUINE PARTS COMPANY - N	975090	04/24/2026	Windshield Wiper Fluid	001-750-217	3.29
SHEETZ	INV0001103	04/24/2026	P&R Jeep Fuel 04/23	001-750-343	50.08
SOUTHERN STATES INC	V862427	04/24/2026	Potting Mix for Planters	001-750-341	139.56
JEFFERSON RENTALS	94061-1	04/27/2026	Towable Auger Rental for Tree Board Planting	001-750-230	122.09
LIBERTY GET N GO	INV0001009	04/27/2026	P23 Fuel 04/23	001-750-343	109.74
LIBERTY GET N GO	INV0001021	04/27/2026	P17 Fuel 04/24	001-750-343	86.98
MEADOWS FARMS, INC	INV0001093	04/27/2026	Flowers for Planters	001-750-341	70.44
WASTE MANAGEMENT INC	3464463-2413-	04/28/2026	May26 MD Trash Service	001-750-230	353
7-ELEVEN	INV0001007	04/28/2026	M19 Fuel 04/27	001-750-343	40.67
LIBERTY GET N GO	INV0001070	04/29/2026	S06 Fuel 04/27	001-750-343	140.55
LIBERTY GET N GO	INV0001071	04/29/2026	P16 Fuel 04/27	001-750-343	128.05
SOUTHERN STATES INC	V888164	04/29/2026	Mulch for Downtown Trees	001-750-341	97.8
LIBERTY GET N GO	INV0001022	04/30/2026	P17 Fuel 04/28	001-750-343	144.32
				Department 750 - STREETS & HIGHWAYS Total:	**12816**
Department: 903 - FAIR ASSOC/FESTIVAL					
AC &T CO., INC	59783	04/07/2026	PT Service for WV Fest 26	001-903-230	1046

Vendor Name	Payable Numb	Post Date	Description (Item)	Account Number	Amount
HOME DEPOT INC	INV0001064	04/08/2026	Trim Grout for Bar	001-903-341	126.03
HOME DEPOT INC	INV0001065	04/10/2026	Mortar for Tile	001-903-341	11.98
				Department 903 - FAIR ASSOC/FESTIVAL Total:	**1184.01**
				Fund 001 - GENERAL FUND Total:	**39661.13**
Fund: 200 - CAPITAL RESERVE					
Department: 977 - STREETS & TRANSPORTATION					
JEFFERSON PUBLISHING COMI	73385	04/01/2026	RFP Charles St Green Infrastructure Plan	200-977-461	24.06
				Department 977 - STREETS & TRANSPORTATION Total:	**24.06**
				Fund 200 - CAPITAL RESERVE Total:	**24.06**
Fund: 207 - PARKS & REC					
Department: 900 - PARKS & REC					
APPLE VALLEY WASTE SERVICI	006938334	04/02/2026	March26 JMP Trash Service	207-900-230	553.14
AC &T CO., INC	55890L	04/08/2026	March26 PT Service WIllingham Knolls Pk	207-900-230	115
AC &T CO., INC	55891L	04/08/2026	March26 PT Service Skate Pk	207-900-230	178
AC &T CO., INC	10072EM	04/13/2026	March26 JMP PT Service	207-900-230	293
AMAZON	INV0000810	04/15/2026	PK Outdoor Solar LED Post Lights	207-900-215	59.98
340 CAR WASH	INV0001101	04/15/2026	P&R Jeep Wash	207-900-341	13
HOME DEPOT INC	INV0001015	04/30/2026	P&R Plumbing Material	207-900-341	54.43
				Department 900 - PARKS & REC Total:	**1266.55**
				Fund 207 - PARKS & REC Total:	**1266.55**
				Grand Total:	**40951.74**

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	39661.13
200 - CAPITAL RESERVE	24.06
207 - PARKS & REC	1266.55
Grand Total:	**40951.74**

Account Summary

Account	Account Name	Payment Amount
001-114-020	DUE FROM WATER DEPT	87.76
001-381-000	Reimbursements	12.97
001-402-222	ECONOMIC DEV - DUES & SUBSCRIP	73.78
001-402-341	ECONOMIC DEV - DEPT. SUPPLIES	48.1
001-409-221	MO - Training & Education	300
001-410-221	CITY CO Training & Education	900
001-412-221	CMO Training & Education	175
001-413-220	TREAS Advertising/Legal Publ	474.2
001-415-341	CLERK Departmental Supplies	33
001-425-218	ENFORCEMENT AG - POSTAGE	10.77
001-436-211	BI Telephone	20.02
001-436-230	BI Contracted Services	1500
001-436-341	BI Departmental Supplies	635.09
001-437-220	P&Z Advertising/Legal Publ	63.76
001-437-341	P&Z Departmental Supplies	229.65
001-440-213	CH Utilities	1359.48
001-440-222	CH Dues & Subscriptions	14.98
001-440-230	CH Contracted Services	1339.91
001-440-232	CH Bank Charges	12
001-440-341	CH Departmental Supplies	444.99
001-700-213	PD UTILITIES	1128.19
001-700-214	PD TRAVEL EXPENSE	238
001-700-217	PD R&M AUTO	1910.81
001-700-221	PD TRAINING & EDUCATION	2680
001-700-222	PD DUES AND SUBSCRIPTIONS	110
001-700-230	PD CONTRACTED SERVICES	1024.99
001-700-341	PD DEPARTMENTAL SUPPLIES	378.5
001-700-343	PD AUTO SUPPLIES (GAS OIL TIRE	8003.32
001-700-345	PD UNIFORMS	2411.87
001-704-345	POL SPEC DUTY UNIFORMS	39.98
001-750-213	STREETS UTILITIES	167.11
001-750-215	STREETS R&M BLDG AND GROUNDS	6109.5
001-750-216	STREETS R&M EQUIPMENT	205.15

Account Summary

Account	Account Name	Payment Amount
001-750-217	STREETS R&M AUTO	28.56
001-750-230	STREETS CONTRACTED SERVICES	2460.03
001-750-341	STREETS DEPARTMENT SUPPLIES	855.08
001-750-343	STREETS AUTO SUPPLIES GAS OIL	2990.57
001-903-230	FAIR/FESTIVAL Contracted Svcs	1046
001-903-341	FAIR/FESTIVAL Department Suppy	138.01
200-977-461	STREETS & TRANS. - SW PROJECT	24.06
207-900-215	R & M - BUILDINGS & GROUNDS	59.98
207-900-230	CONTRACTED SERVICES	1139.14
207-900-341	DEPARTMENTAL SUPPLIES	67.43
	Grand Total:	**40951.74**

Project Account Summary

Project Account I	Payment Amount
None	40951.74
Grand Total:	**40951.74**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Expense Approval Report

Charles Town, WV

By Fund

Payment Dates 5/4/2026 - 5/15/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 207 - PARKS & REC						
Department: 900 - PARKS & REC						
POTOMAC EDISON COMPANY	INV0000969	05/05/2026	April26 Depot District#1 Electricity	207-900-213		11.02
POTOMAC EDISON COMPANY	INV0000973	05/05/2026	April26 Depot District #2	207-900-213		11.02
POTOMAC EDISON COMPANY	INV0000974	05/05/2026	April26 Depot District #3 Electricity	207-900-213		11.02
POTOMAC EDISON COMPANY	INV0000994	05/07/2026	April26 JMP Electricity	207-900-213		11.88
CBP ENTERPRISES	16327	05/14/2026	April26 Mowing Services Evitts Run	207-900-230		765
CBP ENTERPRISES	16328	05/14/2026	April26 Mowing Services Happy Retreat	207-900-230		1005
CBP ENTERPRISES	16329	05/14/2026	April26 Mowing Services Craig Hill	207-900-230		750
CBP ENTERPRISES	16330	05/14/2026	April26 Mowing Services JMP	207-900-230		930
CBP ENTERPRISES	16331	05/14/2026	April26 Mowing Service Willingham Knolls Park	207-900-230		810
CHRIS OTT	260415	05/14/2026	2026 Junior Tennis Tshirt & Hoodies	207-900-341		279
					Department 900 - PARKS & REC Total:	**4583.94**
					Fund 207 - PARKS & REC Total:	**4583.94**
					Grand Total:	**4583.94**

Report Summary

Fund Summary

Fund	Payment Amount
207 - PARKS & REC	4583.94
Grand Total:	**4583.94**

Account Summary

Account I	Account Name	Payment Amount
207-900-213	UTILITIES	44.94
207-900-230	CONTRACTED SERVICES	4260
207-900-341	DEPARTMENTAL SUPPLIES	279
	Grand Total:	**4583.94**

Project Account Summary

Project Account Ke	Payment Amount
None	4583.94
Grand Total:	**4583.94**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Charles Town, WV

Expense Approval Report

By Fund

Payment Dates 5/15/2026 - 5/15/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 200 - CAPITAL RESERVE						
Department: 977 - STREETS & TRANSPORTATION						
Jefferson Floor & Home	INV0001153	05/14/2026	RH Floors- Remaining Balance	200-977-457		12678.39
JEFFERSON COUNTY COMMIS	INV0001154	05/14/2026	Reimbursement Liberty St Sewer Damage	200-977-461		8523.06
GANTT'S EXCAVATING & CON	INV0001156	05/14/2026	April26 Liberty St Drainage	200-977-461		173528.1
					Department 977 - STREETS & TRANSPORTATION Total:	**194729.55**
Department: 979 - CULTURE & RECREATION						
JEFFERSON COUNTY HEALTH D	75881	05/14/2026	Pool Concession Stand Plan Review	200-979-458		150
					Department 979 - CULTURE & RECREATION Total:	**150**
					Fund 200 - CAPITAL RESERVE Total:	**194879.55**
					Grand Total:	**194879.55**

Report Summary

Fund Summary

Fund	Payment Amount
200 - CAPITAL RESERVE	194879.55
Grand Total:	**194879.55**

Account Summary

Accoun	Account Name	Payment Amount
200-977-457	Streets Cap Outlay Buildings	12678.39
200-977-461	STREETS & TRANS. - SW PROJECT	182051.16
200-979-458	Culture & Rec Cap Outlay Impro	150
	Grand Total:	**194879.55**

Project Account Summary

Project Account I	Payment Amount
None	194879.55
Grand Total:	**194879.55**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Charles Town, WV

Expense Approval Report

By Fund

Payment Dates 5/15/2026 - 5/15/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 900 - BOND ESCROW					
US Developers LLC	INV0001152	05/14/2026	Escrow Return SLD 2025-03 CT Pharmacy	900-201-000	2639
					2639
				Fund 900 - BOND ESCROW Total:	**2639**
				Grand Total:	**2639**

Report Summary

Fund Summary

Fund	Payment Amount
900 - BOND ESCROW	2639
Grand Total:	**2639**

Account Summary

Account I	Account Name	Payment Amount
900-201-000	ACCOUNTS PAYABLE	2639
	Grand Total:	**2639**

Project Account Summary

Project Account Ke	Payment Amount
None	2639
Grand Total:	**2639**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/18/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1503: HEPMPO Public Comment Letter - Long Range Plan

ATTACHMENTS:

- HEPMPO Public Comment Long Range Plan.pdf

City of Charles Town

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

MAYOR
Micheal George

CITY COUNCIL
James Kratovil
Elizabeth Ricketts
Jeff Hynes
Kevin Tester
Nate Hartman
Alden Roth
Julie Smith
Andie Sugrue

CITY MANAGER
Brent Manuel

HEPMPO office
33 W. Washington Street – Suite 402
Hagerstown, MD 21740

April 28, 2026

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

RE: Public Comment from The City of Charles Town regarding updates to the Long Range Transportation Plan (LRTP) *Direction 2055*

Dear Mr. Matt Mullenax and HEPMPO Staff,

The Charles Town City Council on April 21, 2026 authorized Mayor Mike George and Councilmember Elizabeth Ricketts to work with City staff to prepare this document of comments on behalf of the City regarding the update to the *Direction 2055* LRTP plan. Thank you for pursuing public comment, holding public meetings, and providing an interactive survey in order to solicit a variety of feedback. Our hope is that the public and other municipalities took this opportunity to provide valuable insight into the lived experience of the people of Jefferson County and the region.

It is our understanding that the LRTP *Direction 2055* update…

- Identifies critical needs and challenges
- Establishes a framework for decision-making for future transportation investments
- Defines a prioritized project list based on anticipated financial constraints
- Incorporates a proactive public participation process
- Evaluates multimodal connectivity across the region

Identifies Critical needs and challenges

The City of Charles Town is currently operating under its *Historically Hip Charles Town 2040 Comprehensive Plan* published in 2018. The foundation of the Comprehensive Plan is promoting a strategic Downtown First focus for all areas of economic and community development over the next 25-year horizon, recognizing the historical importance of the Downtown district. At the time of the drafting of the plan, the City of Charles Town was home to approximately 5,723 residents. Since the drafting of the plan, population hit 6,534

at the 2020 census, and was estimated to be 8,869 in 2024, with more residents entering the city daily.

We know that the HEPMPO staff is well aware of the City's Comprehensive Plan and its contents. However, the City is currently undergoing a city-wide zoning and SALDO re-write with *Michael Baker International* which will impact future land use and development plans. During this process, it has become apparent that the next Comprehensive Plan process should begin sooner rather than waiting for the state required ten year update. The City of Charles Town and surrounding Jefferson County have changed dramatically in the years since the Comprehensive Plan was drafted and implemented.

Critical needs and challenges include…

- New connector roadways needed from Rt 51 to Augustine Ave to Rt 340
    - Shown in the Comprehensive Plan Future Roadway Network Improvements is a new roadway which would connect Route 51, Summit Point Road, Augustine Avenue, and Route 340 as a bypass to the west of the downtown of Charles Town. While developments in the county may have made a direct connection more difficult, the City maintains that a new connector road is essential as the City and County grow. There is a limited capacity for additional traffic in the downtown area and there is a particular need to alleviate commercial vehicle congestion in the downtown core as excessive freight traffic diminishes the walkability and commercial viability of our historic and economic hub.
    - The Rt 340 intersection with Augustine Avenue continues to be a dangerous intersection with frequent accidents. Further study and reconfiguration of this intersection is necessary for public safety.
    - Old Cave Road and Rt 340 need to be studied and improved for safety especially as traffic impact increases from surrounding development.
    - Additional development in the area includes the continued build-outs of *Huntfield* and *Washington Landing* (apartments) and the final planning phase for *Augustine Manor*, with a planned 289 Single-Family detached homes, 306 Townhomes, and 18 acres of commercial space
- Adam Link Bridge safety and pedestrian improvements
    - The section of Rt 51 where it intercepts Rt 340 and the Rt 9 interchange continues to be an extremely active and dangerous area of concern. Accidents include those between vehicles but also between vehicles and pedestrians. As development continues on all sides of the interchange, we fear that the load of additional vehicles and pedestrians will lead to more accidents and fatalities unless this interchange and pedestrian facilities are studied and improvements implemented as soon as possible. A study of this interchange was previously programmed but then cancelled by WVDOH and The City would like that decision to be reconsidered and for a study to move forward.
    - The Route 340 entrance to *Stone Spring* needs an extended and safer merge area for those entering the highway from the neighborhood.
    - Additional development in this area includes *Stone Spring* off of Rte 340 currently under construction and planned for 77 townhomes, 248 single-family detached homes, and 5.8 acres of commercial sites. There is also development technically in Ranson city-limits which will feed onto Rt 340 at Jefferson Terrace Road. In the early planning process is *Langlet Property South* with plans for 91 townhomes, 225 single-family detached homes, and 10 acres of commercial space.
- Route 115 new developments create need for complete streets

    - As both the County and City of Charles Town approve new developments to the south east, there is an increasing need for Complete Streets along Route 115/Old Charles Town Road. A roundabout at Hillside Drive has long been planned and the City hopes to see that moving forward imminently. However, the City insists that pedestrian accommodations be part of the design and we continue to be disappointed that this was not the case with the roundabout installed at Rt 115 and Citizens Way. With a mix of future land use for both residential and commercial purposes, walkability and pedestrian safety will be vital components to development in this area.
    - Additional development in the area includes *Avalon* with 102 single-family detached lots, 85 townhome lots, and 9 acres of commercial.
- Washington Street is a State Highway and our Mainstreet
    - In June 2025, HEPMPO published a *Safety Corridor Assessment* of Washington Street through Charles Town after this corridor was identified as a top safety concern in the region's *Safety Action Plan.* While the City is committed to its part in implementing safety improvements, the majority of upgrades and improvements cited in the plan fall to the state DOT and Division 5 of DOH to initiate. The City stands ready to work with these entities to ensure safety is a priority in the heart of our downtown.
- New roadway connections between existing neighborhood developments and regional arterials to expand the grid network
    - The Comprehensive Plan shows several areas where new roadway connectors are needed. While the location and extent of some of these may be altered by developments that have occurred in the interim, a focus on expanding the grid network of the City within the Urban Growth Boundary remains vital to managing current and future traffic patterns with a focus on connectivity.

Establishes a framework for decision-making

When it comes to establishing a framework for decision making for future transportation investments, the City of Charles Town stands as a willing and ready partner enthusiastic to collaborate at the Federal, State, and regional level. The City is currently advertising for a Long Range Planner staff position with the goal of better preparing the City for the current and future growth and the demands that will be placed on infrastructure planning. Once we fill this position, our expectation would be that this person becomes well versed in the work and plans of the HEPMPO.

Defines a prioritized project list based on anticipated financial constraints

The City of Charles Town has a proven track record for securing and successfully managing state and federal grant funding to implement a variety of projects including roadway and streetscape improvements. We stand ready to prioritize Charles Town in discussions around infrastructure improvements and are committed to working through and overcoming financial constraints in order to achieve the best quality of life for our residents and visitors.

Incorporates a proactive public participation process

As we all learned from projects such as the proposed changes to Route 51 at the Y-intersection, early and often engagement with the public, especially those most directly impacted by construction and traffic

changes is vital. The City of Charles Town is committed to working with the current Jefferson County Municipal representative to the HEPMPO Interstate Council, HEPMPO staff, and all partners to ensure that public participation is a proactive process. The City is more than happy to help facilitate future public meetings and can provide meeting space as needed.

Evaluates multimodal connectivity across the region

Charles Town is dedicated to evaluating multimodal connectivity across the region. The City has become a shining example of successfully working across Federal, State, and local levels to increase access to multimodal transportation. As our region grows, access to quality trails, sidewalks, and bicycling infrastructure will be the delineating factor for which areas become quality communities and which become engulfed in undesirable urban sprawl. The City of Charles Town was proud to initiate working with our partners at the MPO and the City of Ranson to apply for the BUILD grant in order to extend the Route 9 trail/bike path into the urban cores of our two cities and we stand committed to pursuing this project. Wherever feasible, pedestrian and bicycling features should be incorporated into the design for roadway updates and new builds to ensure these amenities are implemented upfront rather than requiring expensive retrofitting in the future.

The City of Charles Town is a proud partner of the Eastern Panhandle Transit Authority (EPTA) and supports expansion of public transit offerings. Particularly of interest to Charles Town is supporting EPTA service on weekends and expansion of circulator routes throughout the City and nearby Ranson.

Thank you again for the opportunity to engage with the HEPMPO during the update of the LRTP *Direction 2055*. If you have any follow up questions, please do not hesitate to contact us.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/18/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1511: HEPMPO Comment Letter - WV 9 Bike Path Connectivity Plan

ATTACHMENTS:

- HEPMPO Public Comment Letter - Route 9 Bike Path.pdf

City of Charles Town

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

MAYOR
Micheal George

CITY COUNCIL
James Kratovil
Elizabeth Ricketts
Jeff Hynes
Kevin Tester
Nate Hartman
Alden Roth
Julie Smith
Andie Sugrue

CITY MANAGER
Brent Manuel

The City of Charles Town supports the efforts of HEPMPO as they extend the Route 9 Bike path into Ranson and Charles Town with their WV Route 9 Bike Path Connectivity Plan.

The Route 9 path serves as more than just a safe place for people to ride bikes away from cars. It's a destination for walkers, runners, roller skaters, and more to exercise and connect with their community. It is a common meeting location for workout groups and other common interest factions. The current 10.5-mile-long dedicated, paved path is a gem of the community that many other places, in WV and beyond, do not have access to, but it could be greatly improved if the bike path continued all the way into Ranson and Charles Town. This connection would provide greater access to the trail, allowing people to utilize it without needing to drive there or risk their lives and safety on dangerous roads.

The Charles Town City Council further supports HEPMPO and its efforts to acquire funding for the engineering and construction of the Bike Path Extension into Ranson and Charles Town. We believe that the proposed route, WV-9 Crossing Alignment B, is the superior trail alternative for this project and provides the most tangible benefit to residents. This aligns with public sentiment recorded during the Public Workshop and Online Survey voting period.

The WV-9 Crossing Alignment B is the shortest, most direct connection from Charles Town, through Ranson, to the Eastern terminus of the current Route 9 Bike Path. Choosing the shortest option allows for a wider range of users to utilize the path for various reasons. Additionally, given the route that is proposed, people accessing the Rt 9 path will travel through the shopping centers on the northeast end of Ranson. This provides an opportunity for Charles Town and Ranson residents to walk, bike, or roll to the shopping center, where they can access several restaurants, grocery stores, and more. While it may have a higher cost associated with its construction, it provides the greatest potential economic impact through increased connectivity for residents and businesses alike. The increased connectivity will connect major job centers in Jefferson and Berkeley Counties, enhancing economic growth for the entire region.

As for the other alignments proposed, they each have merits but are outweighed by detractors.

- The Currie Road alignment is a beautiful, quiet route through farmland and is the preferred route for cyclists presently accessing the trail from Charles Town and Ranson, but much of that farmland is currently for sale and zoned R6 residential, so the quiet road may soon be busy with construction and residential development.

- The WV 115 alignment and the Flowing Springs alignment could be viable options, but only if protected bike infrastructure is suggested. Currently, WV 115 and Flowing Springs Rd don't have much of a shoulder, and the traffic is very fast. The WV 115 alignment does not provide access to the shopping center. While the Flowing Springs alignment does, it largely avoids traveling through Ranson, serving fewer residents.

Regardless of which alignment is chosen, the Charles Town City Council urges HEPMPO to focus on physical infrastructure improvements over painted bike lanes or "sharrows". As some cyclists say, "paint does not protect." Physical infrastructure will provide increased safety for the cyclists and other pedestrians instead of forcing them to share roads with cars. This is better for all parties involved and will have less impact on vehicular traffic overall. The infrastructure described in WV-9 Crossing Alignment B provides the greatest safety improvements to pedestrians and will help vehicle capacity along the corridor.

With the new, proposed terminus of the Route 9 Bike Path being at the Charles Town Skate Park, the bike path extension will bring walkers, runners, cyclists, and more into and through downtown Charles Town, where they will utilize coffee shops, restaurants, and other businesses. The terminus at the skatepark will also link the route into Charles Town's own route network, which, upon completion of the Augustine Avenue trail, will add more than four miles to the dedicated multi-use pathway. On the Western end of the Route 9 Bike Path, Martinsburg is also pursuing efforts to safely connect its trail system to the existing Route 9 bike path.

The City of Charles Town further commits to assessing and improving its existing bicycle infrastructure, including but not limited to providing additional bike parking, providing extended car parking for cyclists while riding, and helping businesses attract and accommodate cyclists through a bike-friendly business program.

All of these efforts align with Charles Town's Historically Hip 2040 Comprehensive Plan, created in 2018, which identifies future bicycle and pedestrian connections and trails, intended to enhance the overall connectivity within the municipality and between nearby jurisdictions.