CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • APRIL 16, 2024

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

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: **2024-408:** City Council Meeting Minutes - April 1, 2024
CityCouncilMeetingMinutes_1April2024_Draft_rmt.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2024-407:** Update on the Mayor's Select Committee on the Charles Town Parking District Evaluation
2024_SelectCommitte_Parking_Report.pdf

6. COMMITTEE REPORTS

: **2024-402:** Finance Committee Report - April 3, 2024
FinanceCommitteeReport_3April2024.pdf

: **2024-403:** Personnel Committee Report - April 8, 2024
Personnel Committee Report - 4-8-24.pdf

7. CITY MANAGER REPORT

: **2024-420:** City Manager Report - April 16, 2024
City Manager Report - April 16, 2024.pdf

: **2024-404:** Approval of New Insurance Broker

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2024-401:** Advertising for Candidates to Fill the Jefferson County Public Service District (JCPSD) Seat on Charles Town Utility Board (CTUB)

10. NEW BUSINESS

: **2024-324:** Update from Mark Peiffer, Director of Community Markets
04.16.24 CMI CT City Council Update.pdf

July 17, 2023 minutes excerpt.pdf

: **2024-359:** Presentation from Than Hitt of USGS Eastern Ecological Science Center on Fisheries Opportunities for Evitts Run
Hitt_CTCityCouncil_16Apr24.pdf

: **2024-109:** Approval of Levy Rate and FY25 General Fund and Coal Severance Budgets
CS Budget Resolution - Council April 18, 2024.pdf
GF Budget Resolution - Council April 18, 2024.pdf
Levy Order and Rate Sheet FY2025.pdf
Fiscal Year July 1 2024 - June 30 2025 - Levy Estimate - Budget Document.pdf
Notice of Approval of the Levy Estimate (Budget).pdf

: **2024-361:** BR2024-02: Norborne-Glebe Bond Initiation - Phases 10B, 11 , 12, 13
1. Staff Report.pdf
2. Performance Application.pdf
3. Performance Estimate - Revised.pdf
4. Land Disturbance Application.pdf
5. Land Disturbance Estimate.pdf
6. 2024-02-12 KH Review.pdf
7. 2024-03-12 KH Review.pdf

: **2024-362:** Public Hearing: TXA2023-06 Minor/Major Site Plan Requirements - Text Amendment
1. Report.pdf

: **2024-363:** Public Hearing: TXA2024-02 Neighborhood Residential commercial requirements - Text Amendment
1. Report.pdf

: **2024-364:** Public Hearing: TXA2024-03 Infill Development Requirements - Text Amendment
1. Report.pdf

: **2024-379:** Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) update from Elizabeth Ricketts, Council's Representative
HEPMPO Municipal Representative Update April 2024.pdf

: **2024-380:** Selection for a Council Select Committee to Further Research Private Outdoor Designated Area (PODA) in Downtown Charles Town

: **2024-406:** Property Acquisition and City Personnel Update - Executive Session

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2024-410:** Referral of Article 365 Charles Town Parking District to the Ordinance Committee

12. APPROVAL OF BILLS

: **2024-421:** Payment of Bills - April 16, 2024
CAPITAL RESERVE COUNCIL REPORT 2024 04 12.pdf
GENERAL FUND COUNCIL REPORT 2024 4 12.pdf
PARKS N REC COUNCIL REPORT 2024 04 12.pdf

GENERAL FUND COUNCIL REPORT 2024 4 12 EXTRA RUN.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING - May 6, 2024, 7:00PM

: **2024-409:** Charles Town Utility Board Meeting Minutes - March 27, 2024
2024.03.27 UB MINUTES.pdf

: **2024-411:** Charles Town Tree Board Minutes - March 14, 2024, Meeting
Tree Board Meeting Minutes - March 14 .pdf

: **2024-419:** Signed HdL Companies Contract
HDL Contract.pdf

: **2024-424:** A Resolution to Celebrate Arbor Day April 26, 2024
2024-002 - A Resolution to Celebrate Arbor Day April 26, 2024.pdf

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

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-408: City Council Meeting Minutes - April 1, 2024

ATTACHMENTS:

- CityCouncilMeetingMinutes_1April2024_Draft_rmt.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • April 1, 2024

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

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

Mr. John Nissel, City Manager; Ms. Alissa Meeks, Community Development Director; Ms. Cindy Rezmer, Operations Manager; Ms. Liz Cook, Business Development/ Downtown Coordinator; Ms. Kristen Stolipher, Charles Town Utility Manager; and Lieutenant George Manning, Charles Town Police Department, were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2024-367: City Council Meeting Minutes - March 18, 2024

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

3. PUBLIC COMMENT

Eleven people signed up for public comment. Ten spoke of their support in establishing a Private Outdoor Designated Area (PODA) in downtown Charles Town. Ms. Milliron spoke of her desire for the City Council to appoint a non-municipal rate payor to the Charles Town Utility Board of Directors as outlined in Article 147 Utility Board.

4. WARD REPORTS

Ward #1

Mr. Kratovil had nothing to report.

Ms. Ricketts had nothing to report.

Ward #2

Mr. Hynes had nothing to report.

Mr. Tester had nothing to report.

Ward #3

Ms. Philabaum had nothing to report.

Ms. Rodd reported that the unveiling of the Sylvia Rideoutt Bishop Memorial Sign will take place Friday, April 12, 2024, at 4:30PM on North Charles Street.

Ward #4

Mr. George reported that being the Personnel Committee chairperson, he met with Mr. Nissel and conducted the City Manager's 6-month review.

5. MAYOR'S REPORT

Mayor Trainor reported that:

- Jefferson County Courthouse National Historic Landmark celebration will take place on April 13, 2024, and;
- Jefferson County Community Ministries "Love Thy Neighbor" concert will be held on April 13, 2024, at the Ranson Civic Center, and;
- Jefferson County "Relay for Life" event will take place at Shepherd University on April 12, 2024.

Mayor Trainor administered the oath of office to Mr. Nathan Daniel as the Charles Town Police Department's newest patrolman.

6. COMMITTEE REPORTS

2024-355: Infrastructure Committee Report - March 25, 2024, Meeting

Ms. Ricketts reviewed the Infrastructure Committee minutes with the Council. She also informed the Council that she plans to present the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) update at the next Council meeting.

2024-356: Board of Parks and Recreation Report

Ms. Ricketts reviewed the Parks and Recreation Commission's special meeting minutes with the Council. She informed the Council that the regularly scheduled Parks and Recreation Commission meeting was cancelled due to lack of a quorum. The next meeting is scheduled for Thursday, April 25, 2024.

7. CITY MANAGER REPORT

2024-366: City Manager Report - April 1, 2024

Mr. Nissel reviewed his report with the Council.

2024-341: City Council Strategic Retreat Report

Mr. Nissel reviewed the strategic retreat report with the Council.

8. POLICE CHIEF REPORT

Lieutenant Manning had nothing to report.

9. UNFINISHED BUSINESS

2024-335: Private Outdoor Designated Area (PODA) Discussion.

Ms. Philabaum moved to remove this agenda item from the table. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

West Virginia Delegate, Mr. Wayne Clark gave a brief presentation on PODA and answered Councilmember questions.

Ms. Philabaum moved to refer the PODA issue to the Ordinance Committee and to draft a proposed ordinance with the following criteria:

- Considering the PODA ordinance examples included in the meeting packet as guidance, and;
- Soliciting input from downtown businesses, and include businesses that wish to be included in the proposed PODA, and;
- Setting the PODA hours of operations at every Friday from 5:00PM to 10:00PM and every Saturday from 11:00AM to 10:00PM, and;
- Avoiding the inclusion of the PODA streets that consist of primarily residential streets, schools, and churches.

Mr. George seconded the motion, and it failed by a 3-4 vote.

RESULT:	**FAILED [3-4]**
MOVER:	Julie Philabaum
SECONDER:	Micheal George
AYES:	Kratovil, Philabaum, George
NAYS:	Ricketts, Hynes, Tester, Rodd
ABSENT:	Twyford

Ms. Philabaum moved to form a Council Select Committee on PODA, including the City Manager and his designated City staff members, the Charles Town Police Chief, two Council members, and at least one downtown business owner. Mr. George seconded the motion, and it passed by a 4-3 vote.

RESULT:	**APPROVED [4-3]**
MOVER:	Julie Philabaum
SECONDER:	Micheal George
AYES:	Kratovil, Tester, Philabaum, George
NAYS:	Ricketts, Hynes, Rodd
ABSENT:	Twyford

The Council agreed that the appointment of members to the Council Select Committee on PODA will be included in the next scheduled Council meeting agenda – April 16, 2024.

2024-340: First Reading and Consideration of Amendment to the Codified Ordinance of the City of Charles Town, West Virginia with Regard to Part 17 Building and Housing Code Article 1759 Vacant Properties and Vacant Structures

Mr. George moved to remove this agenda item from the table. Ms. Philabaum seconded the motion, and hearing no objections Mayor Trainor declared the item removed from the table.

Ms. Philabaum moved to amend section 1759.06 – Schedule of Registry Fees of the proposed edited ordinance by reinstating the pre-edited section 1759.08 – Schedule of Registry Fees as section 1759.06. Mr. George seconded the motion.

After a period of discussion, Ms. Philabaum moved to amend her motion to amend section 1759.06 – Schedule of Registry Fees of the proposed edited ordinance as follows:

1459.06 Scheduled of Registry Fees:

(a): Voluntary Registry Fee…

(1) Less than one-year: $250

(2) At least one year but less than two years: $500

(3) At least two years but less than three years: $1,000

(4) Plus, an additional $1,000 per year for each year thereafter.

Mr. George seconded the motion.

Ms. Philabaum again amended her second motion to add the following to section 1759.06(b) Involuntary Registry Fee to read:

Any vacant property existing upon the registry, and not voluntarily registered pursuant to Article 1759.03(b), will be subject to registration fees each year in accordance with the schedule above, with the exception of the initial fee, which shall be assessed at twice the rate.

Mr. George seconded the motion, and it passed by unanimous vote.

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

Mr. George moved to approve the first reading of Article 1759 Vacant Properties and Vacant Structures [Vacant Buildings] as amended. Ms. Philabaum seconded the motion, and it passed by unanimous vote.

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

2024-354: Property Acquisition - Executive Session

Mr. Kratovil moved to enter into Executive Session. Mr. Tester seconded the motion, and there were no objections.

Mayor Trainor declared the Council in Executive Session.

Mayor Trainor declared the Council out of Executive Session.

The Council took no action on this agenda item.

10. NEW BUSINESS

2024-73: Presentation of the Jefferson County 2023 Hazard Mitigation Plan

Mr. Dick Myers of the Jefferson County Homeland Security and Emergency Management reviewed the 2023 Hazard Mitigation Plan with the Council.

Mr. Kratovil moved to approve the Jefferson County Hazard Mitigation Plan of 2023. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2024-320: Article 147 - Utility Board

Mr. Hynes moved to refer Article 147 to the Ordinance Committee updating the ordinance to allow for a non-municipal seat on the Charles Town Utility Board of Directors and to solidify in the ordinance the ability for a person serving on the Charles Town Utility Board of Directors to continue serving past the end of their term until an appointment has been made to fill their seat. Ms. Philabaum seconded the motion.

After discussion, Mr. Hynes withdrew his motion.

Mr. George moved to direct the City Manager to open a dialogue with the City of Ranson City and Jefferson County to discuss possible updates to Article 147. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

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

2024-321: Advertising for Candidates to Fill the Jefferson County Public Service District (JCPSD) Seat on Charles Town Utility Board (CTUB)

Staff reported that the Jefferson County Commission plan to decide which Charles Town Utility Board of Directors applicants will be forwarded as nominees to the Charles Town City Council at the next County Commission meeting scheduled for Thursday, April 4, 2024.

Mr. Hynes moved to table this agenda item until the April 16, 2024, Council meeting. Ms. Ricketts seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANMIOUS]**
MOVER:	Jeff Hynes
SECONDER:	Elizabeth Ricketts
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George
ABSENT:	Twyford

2024-343: First Reading and Consideration of Amendments to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part One Administrative Code, Article 101, Part 3 Traffic Code, Article 301, 361, 373, and Part 5 General Offenses Code, Article 521 and 545 as a result of adopted State Code Changes.

Note: The ordinance changes included in this agenda item initiated by American Legal Publishing, Charles Town's Code Library provider, were necessitated by West Virginia State code changes.

Ms. Philabaum moved to approve the first reading of Article 101 Codified Ordinances. Mr. Tester seconded the motion, and it passed by a 6-1 vote.

RESULT:	**APPROVED [6-1]**
MOVER:	Julie Philabaum
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Tester, Philabaum, Rodd, George
NAYS:	Hynes
ABSENT:	Twyford

Mr. Kratovil moved to approve the first reading of Article 301 Definitions. Mr. George seconded the motion, and it passed by a 6-1 vote.

RESULT:	**APPROVED [6-1]**
MOVER:	James Kratovil
SECONDER:	Micheal George
AYES:	Kratovil, Ricketts, Tester, Philabaum, Rodd, George
NAYS:	Hynes
ABSENT:	Twyford

Ms. Ricketts moved to approve the first reading of Article 361 Parking Generally. Ms. Rodd seconded the motion, and it passed by unanimous vote.

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

Ms. Philabaum moved to approve the first reading of Article 373 Bicycles. Mr. Tester seconded the motion, and it passed by a 6-1 vote.

RESULT:	**APPROVED [6-1]**
MOVER:	Julie Philabaum
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Tester, Philabaum, Rodd, George
NAYS:	Hynes
ABSENT:	Twyford

Ms. Philabaum moved to approve the first reading of Article 521 Liquor Control. Mr. Tester seconded the motion, and it passed by a 6-1 vote.

RESULT:	**APPROVED [6-1]**
MOVER:	Julie Philabaum
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Tester, Philabaum, Rodd, George
NAYS:	Hynes
ABSENT:	Twyford

Ms. Philabaum moved to approve the first reading of Article 545 Weapons and Explosives. Mr. Tester seconded the motion, and it passed by a 6-1 vote.

RESULT:	**APPROVED [6-1]**
MOVER:	Julie Philabaum
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Tester, Philabaum, Rodd, George
NAYS:	Hynes
ABSENT:	Twyford

2024-360: Arbor Day Resolution

Mr. Kratovil moved to approve the 2024 Arbor Day Resolution. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

11. REFERRALS TO COMMITTEES/COMMISSIONS

2024-338: Referral to the Infrastructure Committee Pertaining to S. Lawrence Street, Ann Street, S. Charles Street, S. West Street, and N. Charles Street

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

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

2024-336: Referral to Ordinance Committee - Ordinance 951 Garbage Collection

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

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

12. APPROVAL OF BILLS

2024-368: Payment of Bills - April 1, 2024

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

13. ADJOURNMENT

Mayor Trainor asked if there was any other business to come before the Council. Hearing none, he declared the meeting adjourned at 11:00PM.

14. INFORMATION ONLY - NEXT SCHEDULED COUNCIL MEETING, Tuesday, April 16, 2024, at 7:00PM

2024-337: Charles Town Police Department Monthly Stat Report for February

2024-357: Upcoming Events in Charles Town

2024-358: Letter from Lyn Widmyer to the Charles Town Planning Commission of March 7, 2024

2024-365: Charles Town Utility Board (CTUB) Meeting Minutes - March 13, 2024

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-407: Update on the Mayor's Select Committee on the Charles Town Parking District Evaluation

ATTACHMENTS:

- 2024_SelectCommitte_Parking_Report.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

Select Committee Parking Report – 2024

The Mayor's Select Committee on Parking met three times and held two town hall meetings. The following are the Committee's recommendations:

1. **Enforcement Times – The Committee proposes three enforcement time periods – Monday -Friday (excluding holidays)**
    a. 8am-5pm – Current enforcement time period – Committee recommendation
    b. 9am-5pm
    c. 8am-4pm
2. **Parking Time Limits**
    a. The committee recommends that all the City's 2-hour meters be changed to 4-hour
    b. The Committee proposes the following time options for the 8-hour meters:
        1) 8-hour – Current time period
        2) 9-hour
        3) 10-hour
3. **Handicap Parking – City 2-Hour Free Parking Zone – The Committee proposes the following options:**
    a. Keep the Free Handicap Parking spaces at 2-hours
    b. Increase the Free Handicap Parking spaces to 4-hours
    c. Change the handicap policy to allow those with handicap designations to park for free for 4-hours in ANY space within the 2-Hour Free Parking Zone
    d. Eliminate all time restrictions for Handicap Parking within the Free Parking Zone
4. **Handicap Parking – City Parking Zone – The Committee proposes the following options:**
    a. Keep the Handicap Parking space time limits dependendent on the space's meter
        i. No Charge
        ii. Charge according to the current parking fee – $.25/hour
    b. Eliminate Handicap Parking space time limits at 4-hour (2-hour) meters
        i. No Charge
        ii. Charge according to the current parking fee – $.25/hour
    c. Eliminate Handicap Parking space time limits at all meters
        i. No Charge
        ii. Charge according to the current parking fee – $.25/hour

5. **Holiday Parking – The Committee proposes the following holiday parking options:**
    a. Bag 2-Hour meters during the month of December
    b. Bag all meters during the month of December
    c. Bag 2-Hour meters from Black Friday (Day after Thanksgiving) through New Years Day
    d. Bag all meters from Black Friday (Day after Thanksgiving) through New Years Day
6. **Holiday Parking – Enforcement – The Committee proposes the following holiday parking enforcement options:**
    a. Enforcement only in the 2-hour free zone
    b. Enforcement in the 2-hour free zone and 4-hour meters throughout the Parking District
    c. No holiday parking enforcement
7. **Annual Parking Passes – The Committee recommends that no change be made to the annual parking pass rquirements included in Article 365.**
8. **Parking Zones – See attached Parking Zone map**

Charles Town Parking District



Meters (not including parking lots Charles & Lawrence)		
8hr	139	133
4Hr	88	94
2hr free parking spots	90	
Parking lots		
Liberty	55	App\Permit
Charles	22	8Hr
Lawrence	19	8Hr
Total city parking spaces	413	

Permits given out so far this year	180	
Max allowed permits	180	
Available permit spots	235	229
Spots available after permits	55	49
Handicap spots	19	21
10 Min pickup spots	13	(4 at Wright Denny)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-402: Finance Committee Report - April 3, 2024

ATTACHMENTS:

- FinanceCommitteeReport_3April2024.pdf

City of Charles Town Finance Committee Report
3 April 2024 Meeting

Drafted by: Bob Trainor - Chairman

Call to Order ooa 10:00AM

1. **Persons present:** Finance Committee Members Ms. Julie Philabaum, Mr. Jeff Hynes, and Mr. Bob Trainor; City Manager, Mr. John Nissel; Finance Director, Ms. Krista Davis; Operations Director, Ms. Cindy Rezmer; and Accounting Clerk, Ms. Briana Ballou.

2. Public Comment

The following persons participated in public comment:

Ryan Willingham; Evon Youssef; David Elliott; and Nick Channing – their comments regarding B&O tax penalty waiver.

3. Unfinished Business

2024-373: Hoxton Residual Fund

The Chairman informed Ms. Philabaum that a Hoxton representative will contact her directly to resolve her read-only access impediments for the City's Residual Fund.

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

4. New Business

2024-323: B&O Tax Penalty Waiver Request

The Chairman recommended that the Committee enter into executive session to discuss potentially private financial information. Mr. Trainor and Ms. Philabaum were in favor of executive session, Mr. Hynes was not in favor.

Chairman Trainor declared the Committee in executive session.

Chairman Trainor declared the Committee out of executive session.

Per City of Charles Town Codified Ordinance 745, sections 745.26(b) and 745.34, the Committee considered the following Business and Occupation Tax (B&O) penalty waiver requests:

1) Blue Mountain Farm (Farmers Market vendor) – The Committee agreed to table this request until such time as their B&O tax return is filed.
2) Charles Town Pharmacy – The Committee agreed to table this request until such time as their B&O tax return is filed.
3) Stoneridge Outdoor Living – The Committee agreed to table this request until such time as their B&O tax return is filed.
4) Cornerstone Lawn Service – The Committee agreed to deny the waiver request.
5) Johnson Hydro Seeding – The Committee agreed to deny the waiver request.
6) FN Flatbreads – The Committee agreed to table this request until such time as their B&O tax return is filed.
7) More than a Carpenter, Inc – The Committee agreed to table this request until such time as their B&O tax return is filed.
8) Carly Smith (Farmers Market Vendor – The Committee agreed to table this request until such time as their B&O tax return is filed.

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

2024-374: Charles Town Police Department Computer Request

Staff informed the Committee of the Charles Town Police Department's request to replace their existing outdated desktop computers (18) at an estimated cost of $64,000.

The Committee agreed to table this item until Staff can provide the Committee with an updated status of the City's FY2024 Capital budget.

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

2024-375: Possible Contract Assistance in the Finance Department

Staff updated the Committee on the possible need for additional contracted assistance for the City's Finance Department. The current contract with Star-Chapman Group is currently in effect until 30 June 2024.

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

2024-376: Capital Plan Discussion

Staff presented the Committee with a partial draft of the City's proposed FY2025 Capital budget. The Committee provided input to staff and requested staff provide updated fund balances and an updated status of the City's FY2024 Capital budget.

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

5. Finance Director Report

2024-377: FY2025 Budget Update

Staff presented the Committee with an update to the status of the City's proposed FY2025 General Fund Operating Budget; highlighting an increase in proposed Taxes – As Valorem amount from $1,650,000 to $1,688,544 to reflect the accurate expected Ad Valorum taxes per the Council approved 11.78 Class I rate for FY2025. The $38,544 difference was added to Contingencies – 699 (Other Contributions) bring that total to $294,995. The budget documents have been forwarded to West Virginia State Auditor's office.

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

6. Chairman Report

2024-378: Annex Building Obsolete Controller

The Chairman informed the Committee that the subject controller is scheduled for installation on or about 5 April 2024.

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

7. Tabled Items

8. Pending Items

9. The meeting was adjourned ooa 12:47PM

10. Next Scheduled Finance Committee meeting is scheduled for 10:00AM, 8 May 2024.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-403: Personnel Committee Report - April 8, 2024

ATTACHMENTS:

- Personnel Committee Report - 4-8-24.pdf

City of Charles Town Personnel Committee Report

April 8, 2024 Meeting

Call to Order at 5:00PM

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

2. **Unfinished Business**

2024-381: Review quotes for Employee Handbook Rewrite

Committee reviewed the two quotes that were obtained for a rewrite of the Employee Handbook. Councilman Hynes made a motion to accept the proposal from Autumn Whitcraft for a Standard Handbook rewrite with a proposed cost of $2000-2500. Seconded by Councilman Tester and approved 3-0.

2024-382: Review RFP Results

Staff provided results from the Request for Proposal for Employee Benefit Consulting Services. RFP was open from March 13-27, 2024. One proposal was received from Millenium Insurance Group.

2024-383: Meet with Millenium Insurance Group

Millenium Insurance Group representatives Laurie Bracelin, CEO and Tom Bracelin, President, met with committee to provide more information on the services they provide and how they can benefit the city and its employees. A motion was made by Councilman Tester to move forward and advance the proposal to Council for consideration. Seconded by Councilman Hynes and approved 3-0. There was also discussion about having Millenium begin work in current year to start working on compliance reporting, census data and creation of WRAP documents which is a summary of all benefit plans. Their cost is $1800/month. Staff to confirm start date and exact cost for FY24.

3. **New Business**

4. **Meeting adjourned at 6:12PM**

5. **Next Personnel Committee meeting is scheduled for 5:00pm, May 13, 2024.**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-420: City Manager Report - April 16, 2024

ATTACHMENTS:

- City Manager Report - April 16, 2024.pdf

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

City Manager Report

April 16th, 2024

- Blooms and Blossoms: I want to thank all the staff who helped out with the event and appreciate all of your hard work.
- As directed at the last Council meeting, I have reached out to both the County and Ranson to discuss Article 147. I will bring back to the Council our thoughts and recommendations to the Council for their feedback.
- INSURANCE BROKER

  Utilizing an insurance broker was approved in the FY25 Budget ($25,000 in City Hall - Professional Services) In the interest of trying to get a company hired in time to assist with FY25 Open Enrollment, a Request for Proposal was posted on website and advertised in the Spirit on March 13, 2024. Bids were accepted until March 27. Millenium Insurance Group was the only proposal received. They presented to Personnel Committee on 4/8/2024 to more thoroughly explain their services and the benefits they can provide to the city and its employees. The Committee voted 3-0 to advance the proposal to Council for consideration. The committee also discussed the benefits of having Millenium begin in FY24 so they can start work on our compliance reporting, census data and WRAP document that summarizes all of our benefit plans. The cost for FY24 would be $1800 for May and June for a total of $3600. The WRAP document creation fee is $500 and would not be paid until FY25. The Committee voted 3-0 to advance this to Council for consideration.
- Handbook re-write. Two quotes were obtained. An RFP was not needed since cost was under $10,000. Committee voted to go with proposal from Autumn Whitcraft for $2000-2500 – Standard Handbook. The agreement will be signed and work will begin shortly.
- CTUB Vacancy: Jefferson Commission received four candidates to fill the Jefferson County Public Service District seat on the Charle Town Utility Board. Two of the candidates for consideration were not present at the last County Commission meeting so the item was tabled until their meeting on April 18th. Once the Commissioners forward their names we will place it on the City Council agenda for action.

- The City of Charles Town Tree Board, First Energy and Ranson Community Gardens teamed up to install a native species pollinator garden to welcome you and our pollinator friends at the entrance to our Skate Park. We have room for expansion and look forward to partnering with our community friends to build on this garden to beautify our City and reclaim this former brownfield to create a natural habitat.
- Sylvia Rideoutt Bishop Memorial Sign: I want to thank the staff for all their assistance with the unveiling of the Sylvia Rideoutt Bishop Memorial Sign.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Contract
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-404: Approval of New Insurance Broker

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-401: Advertising for Candidates to Fill the Jefferson County Public Service District (JCPSD) Seat on Charles Town Utility Board (CTUB)

This agenda item needs to be removed from the table.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-324: Update from Mark Peiffer, Director of Community Markets

ATTACHMENTS:

- 04.16.24 CMI CT City Council Update.pdf
- July 17, 2023 minutes excerpt.pdf

COMMUNITY MARKETS INC.

203 S George St. Charles Town, WV 25414

April 16, 2024. **Community Markets Inc.** ("CMI") is a 501(c)(3) nonprofit organization **located in Charles Town** whose mission is to connect locally grown food to families in need. All programs and activities of CMI increase 1) **food security** in WV and 2) **access to healthy WV-grown food** especially for underserved and low-income families.

At a glance:

In just over 18 months, Community Markets Inc. has **fed over 6,200 people** in **10 WV counties** with **80,000 lbs. of healthy & locally sourced food** and put **$127,500** back into **local farmers'** and **small family business owners' pockets.**

Program Highlights:

- **20 Food Box Giveaways** since September 2022 including feeding 150 families in Bolivar this month on the 23rd, **6 of which been held in Charles Town.**
- The **St. Isidore Market** is a weekly **mobile farmers market in Charles Town** serving Jefferson County. The Market accepts pre orders weekly from Friday 9 am – Tuesday noon through its eCommerce website (www.saintisidoremarket.com) for **Thursday** pick up from **5:00-6:30 pm**. Over ***215*** **affordable & farm-fresh groceries and artisan products** from local farms and family businesses are available for pre order online and about 50 products are available for purchase on the day of the Market.
    - *In less than one year,* the Market has grossed **over $96,000** in sales, fulfilled **1,458 online orders**, and worked with **25 local vendors.**
- Community Markets Inc. has **partnered with Jefferson County Schools** to feed **over 525 underserved students** with **healthy groceries sourced locally** to be shared with their families through the **Local Food Access Backpack Program.** Students already enrolled in the backpack feeding program receive a backpack full of healthy & locally sourced shelf stable food like applesauce, jam, and fresh-baked dinner rolls. As of this week, students have received about 20 food items in three rounds with more rounds being planned before the end of the school year.
- Food security partnership with **Bushel & Peck**. 200 lbs. carrots donated to CMI.

(CTPD) on July 31, 2023. One of the hires is currently a West Virginia municipal police officer.

He also reported that the West Virginia State Legislature passed into law a bill providing police officers currently enrolled in the State's Public Employee Retirement System II (PERS-II) an opportunity to enroll into the Municipal Police and Firefighters Retirement System (MPFRS). Those PERS-II police officers will be required to buy into MPFRS if they decide to enroll. A draft resolution and fiscal implications will be reviewed by the Finance Committee and be presented to the Council. Upon Council approval, all new CTPD police officer hires will be automatically enrolled in the MPFRS.

9. UNFINISHED BUSINESS

2023-629: Sheetz Signal Agreement Resolution

Mr. Kratovil moved to authorize the Mayor to sign the Sheetz Signal Agreement Resolution. Mr. Hynes seconded the motion, and it passed unanimously.

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

2023-630: ARPA Updates: CTUB

Ms. Kristin Stolipher, General Manager of the Charles Town Utility Board, reviewed with Council their $150,000 American Rescue Plan Act (ARPA) fund request to include a trail connector into their 2022 Collection System Project. The connector would run from Augustine Avenue to Washington Street and tie into the City's trail and sidewalk system.

Staff was directed to draft a resolution describing the request and funding options and have it ready for Council consideration at the next regular Council meeting – August 7, 2023.

2023-631: ARPA Updates: Community Markets

Mr. Mark Peiffer, of Community Markets, Inc., presented his application for $50,000 in ARPA funding – $40,000 for a refrigerated trailer and $10,000 for website redesign.

Mr. George moved to award $10,000 for the website redesign. Mr. Tester seconded the motion. After discussion Mr. George moved to amend his motion to allocate the $10,000 to be used towards the purchase of a refrigerated trailer. Mr. Tester seconded the amended motion.

Ms. Philabaum moved to amend the motion to require that the trailer must be purchased by July 1, 2024; and that an extension may be requested if the trailer has not been purchased by July 1, 2024 or the funds would be returned to the City. The motion passed by a 5-3 vote.

RESULT:	**APPROVED [5-3]**
MOVER:	Julie Philabaum
SECONDER:	Kevin Tester
AYES:	Hynes, Tester, Philabaum, Twyford, George
NAYS:	Kratovil, Ricketts, Rodd

10. NEW BUSINESS

2023-608: Public Hearing - Stone Spring Bond Initiation

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

No one had signed up for the public hearing.

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

Mr. George moved to initiate a master bond in the amount of $12,633,605.45 for the Stone Spring Development. Mr. Tester seconded the motion, and it passed by a 7-1 vote.

Only the final vote is reflected in the box below.

RESULT:	**APPROVED [7-1]**
MOVER:	Micheal George
SECONDER:	Kevin Tester
AYES:	Kratovil, Hynes, Tester, Philabaum, Rodd, Twyford, George
NAYS:	Ricketts

2023-632: Candidate Selection for Jefferson County's Municipal Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Representative

Ms. Philabaum moved to nominate Ms. Ricketts as the Jefferson County Municipal Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) representative. Mr. Kratovil seconded the motion, and there were no objections.

2023-633: Charles Town Now Award - Michael Gioulis Downtown Preservation Award

Ms. Danielle Parker, director of the Preservation Alliance of West Virginia, presented Charles Town Now with the Micheal Gioulis Downtown Preservation Award.

2023-634: Special Activities Permit - VFW Outdoor Dining Event

Mr. Kratovil moved to authorize the Mayor to sign the consent letter for outdoor dining space for 116 E. Liberty Street to the WV Alcohol Beverage Control Administration. Mr. Tester seconded the motion, and it passed unanimously.

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-359: Presentation from Than Hitt of USGS Eastern Ecological Science Center on Fisheries Opportunities for Evitts Run

ATTACHMENTS:
- Hitt_CTCityCouncil_16Apr24.pdf

Preliminary assessment of fisheries restoration opportunities in Evitts Run

Charles Town City Council meeting

16 April 2024

Nathaniel “Than” Hitt, PhD

Research Fish Biologist

US Geological Survey, Eastern Ecological Science Center

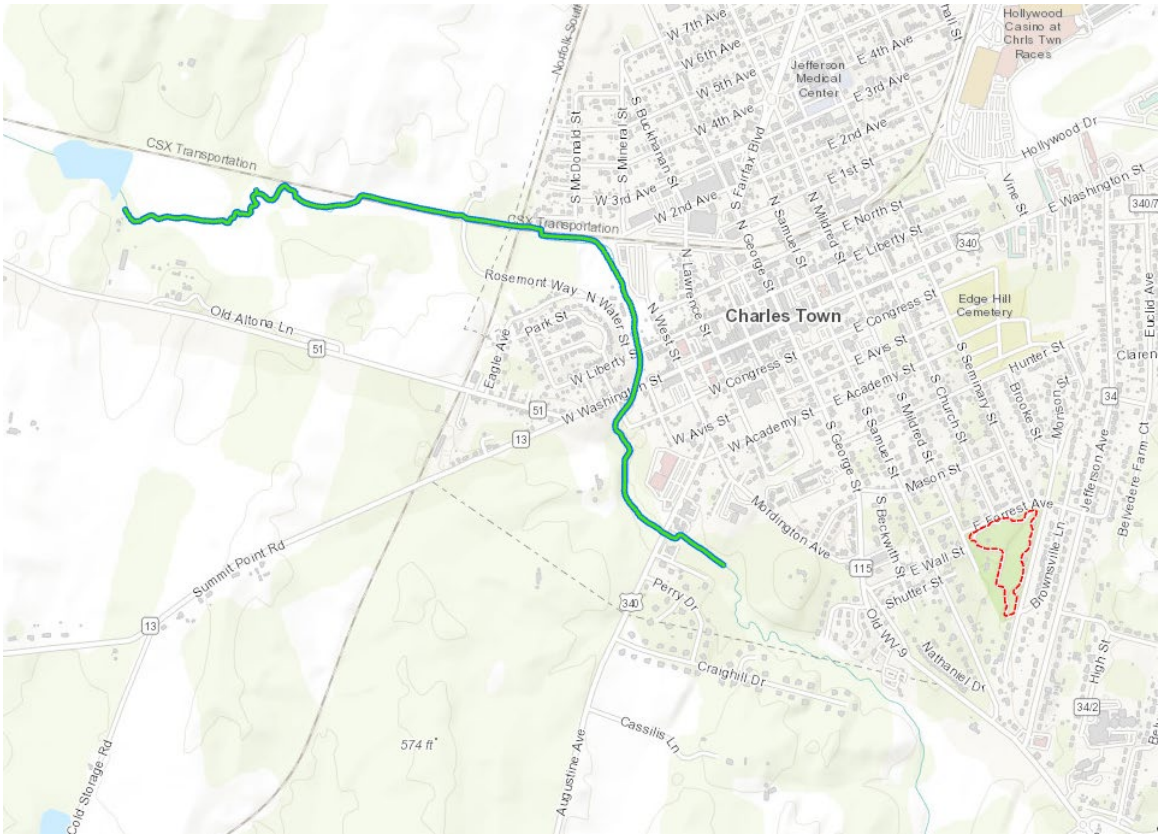
nhitt@usgs.gov

304-724-4463

Zachary Kelly

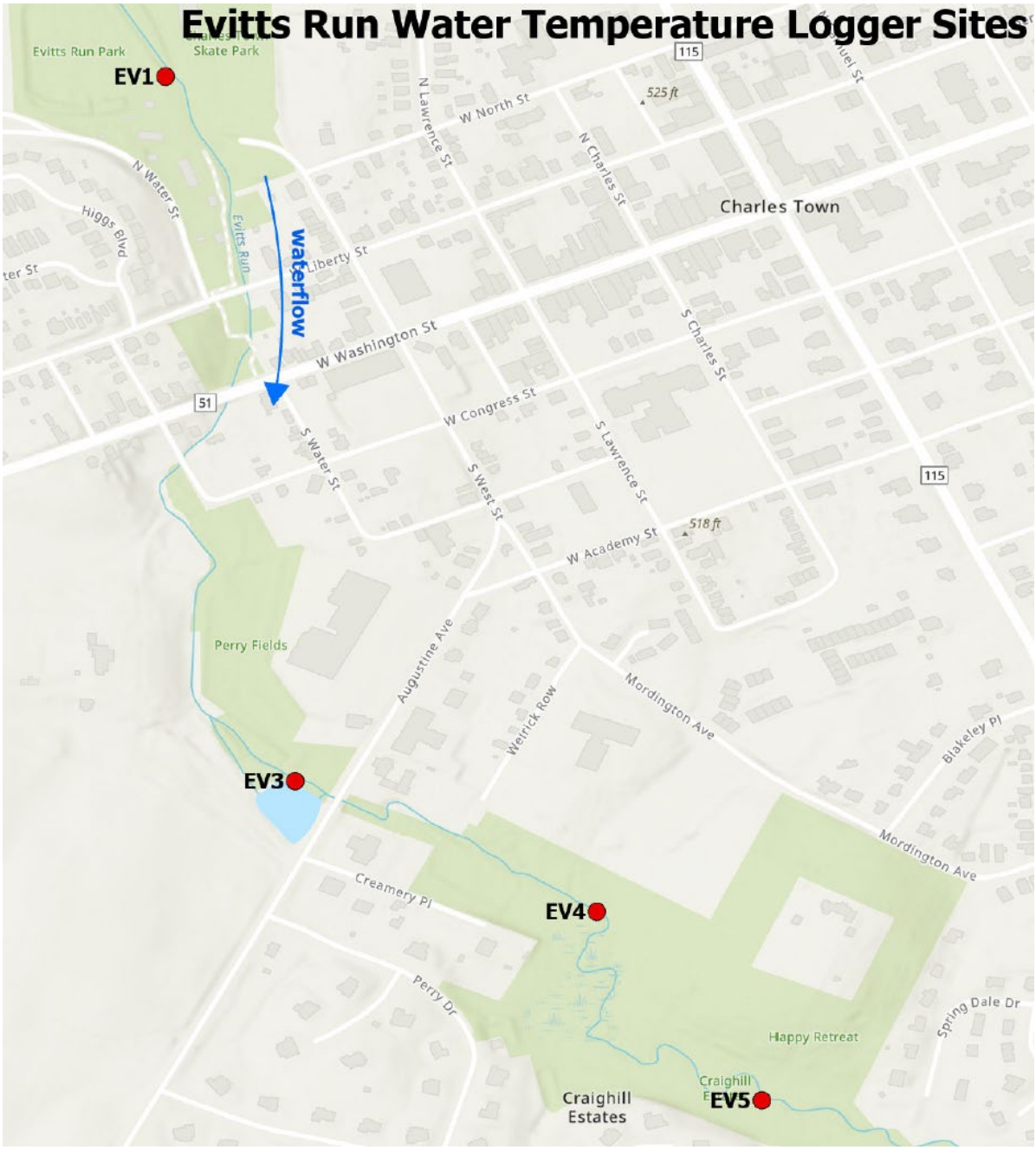
Biological Technician

zkelly@usgs.gov



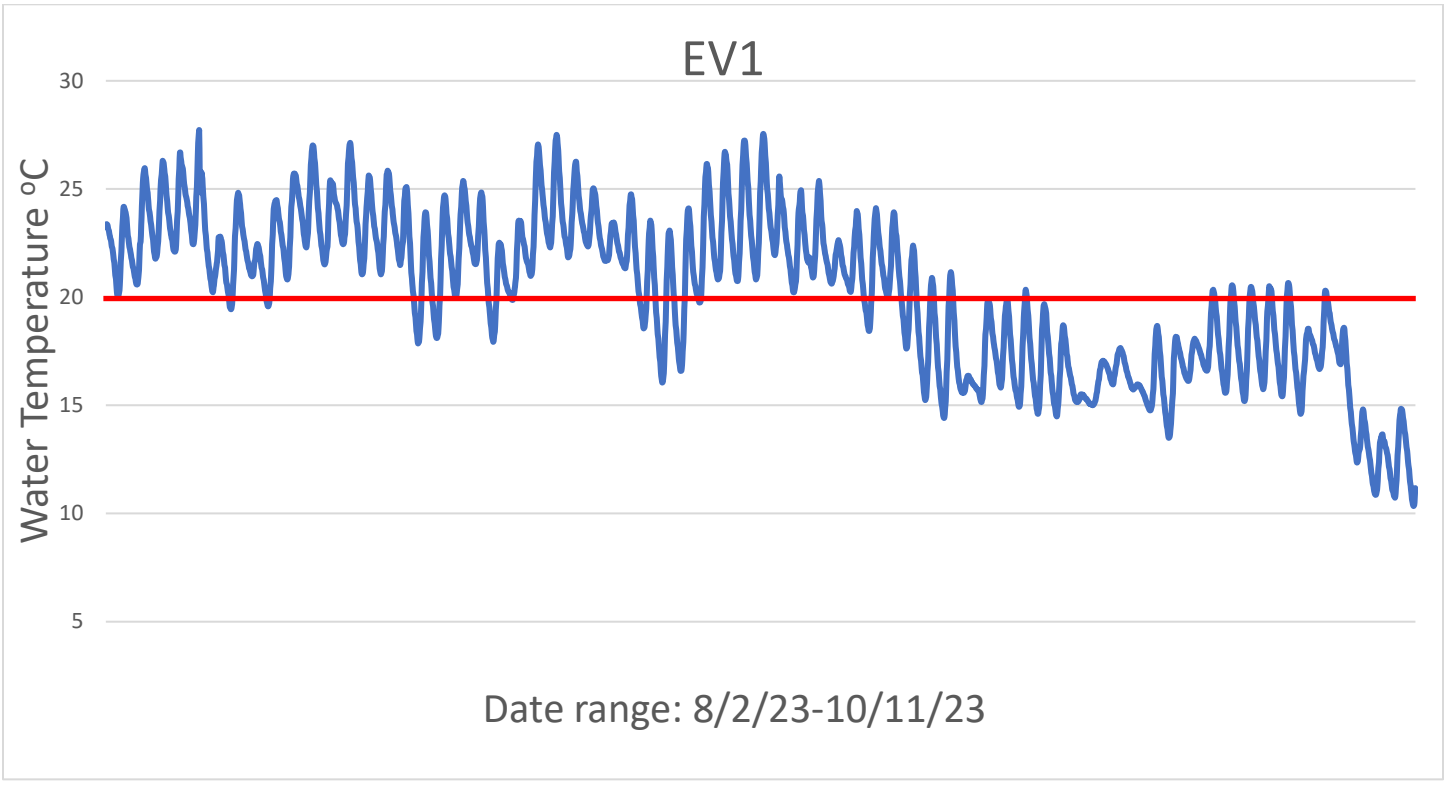
Trout stocking area by WV-DNR (2x per month Feb-April and 1x in May)

https://www.mapwv.gov/huntfish/map/?v=fish



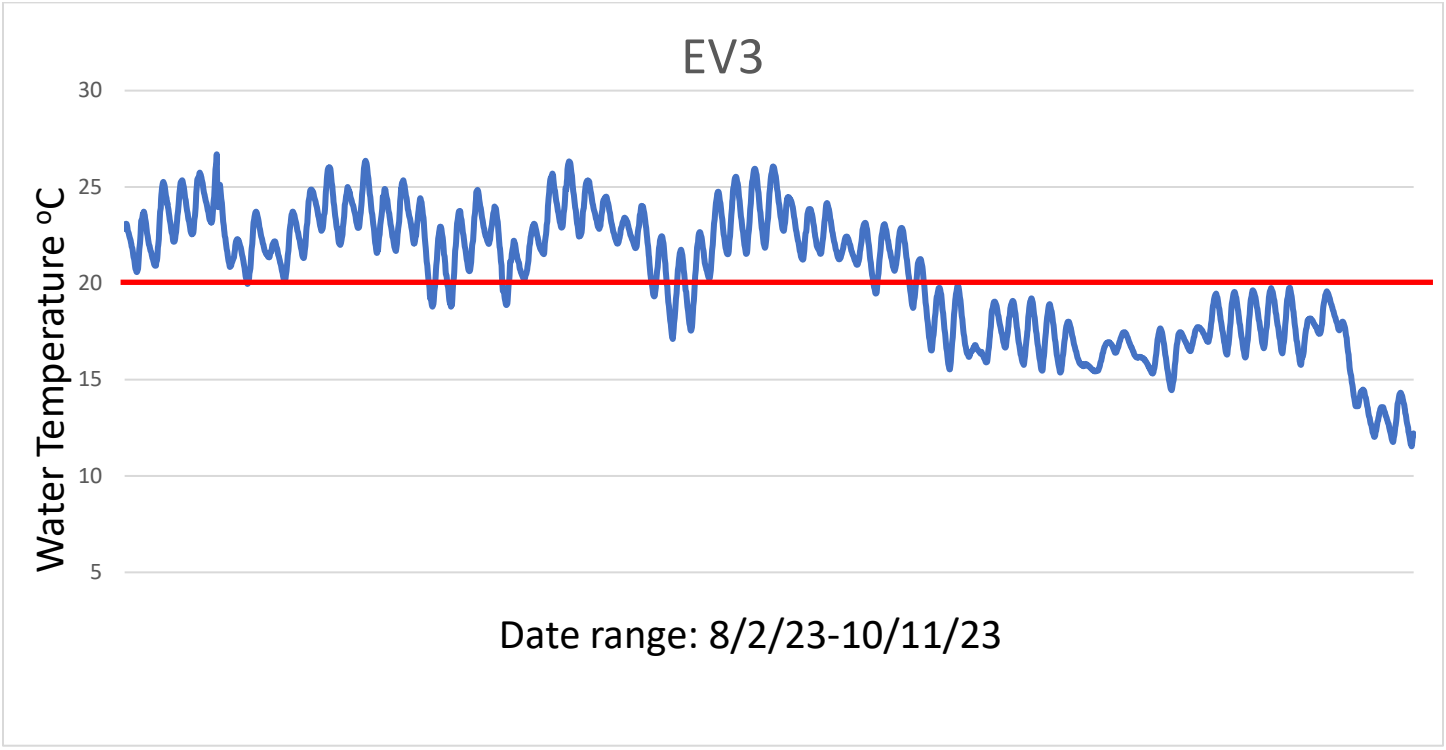
Stream temperature monitoring sites (USGS): Aug 2 – Oct 11, 2023





Preliminary data – not for citation





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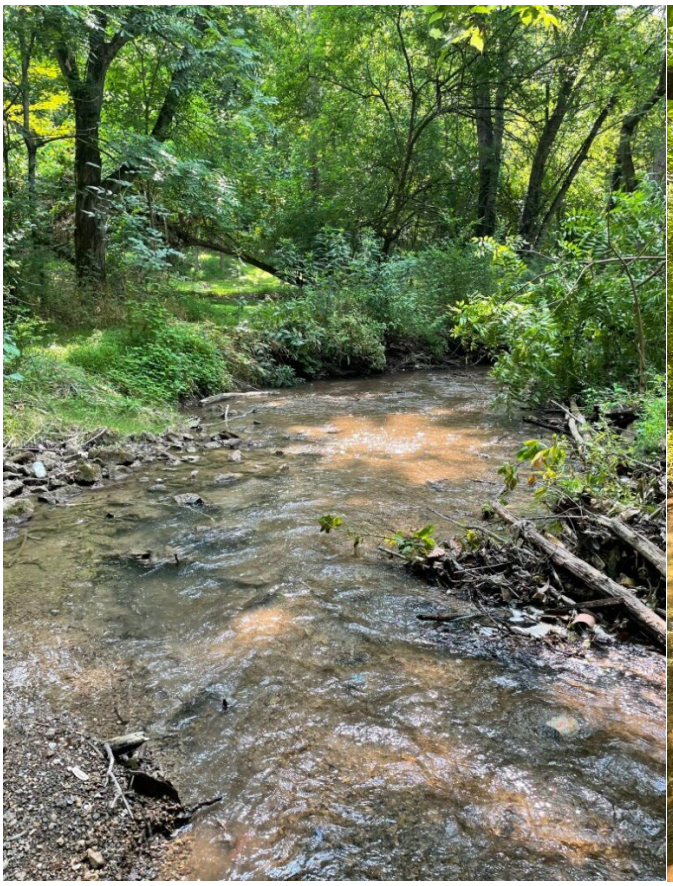
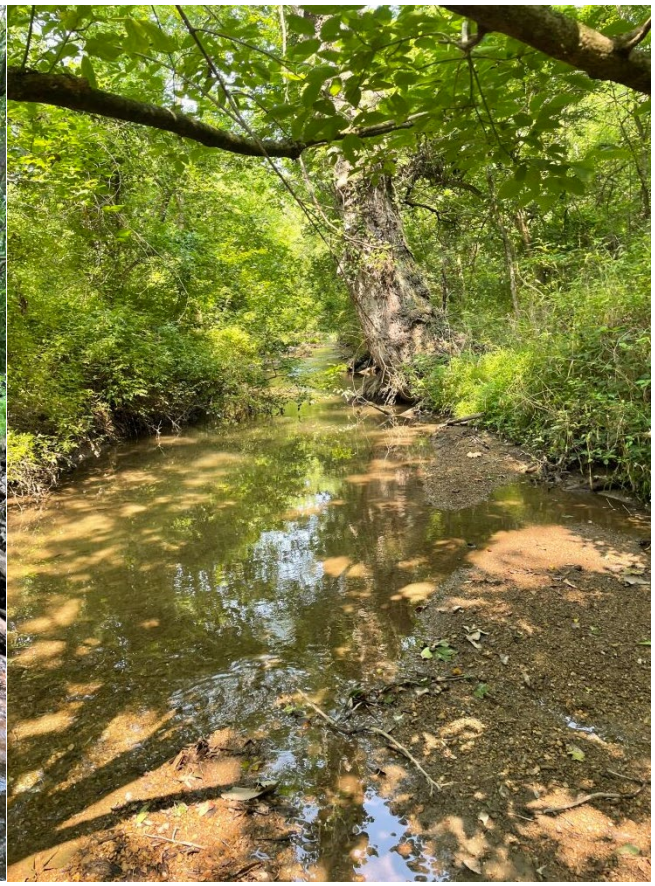
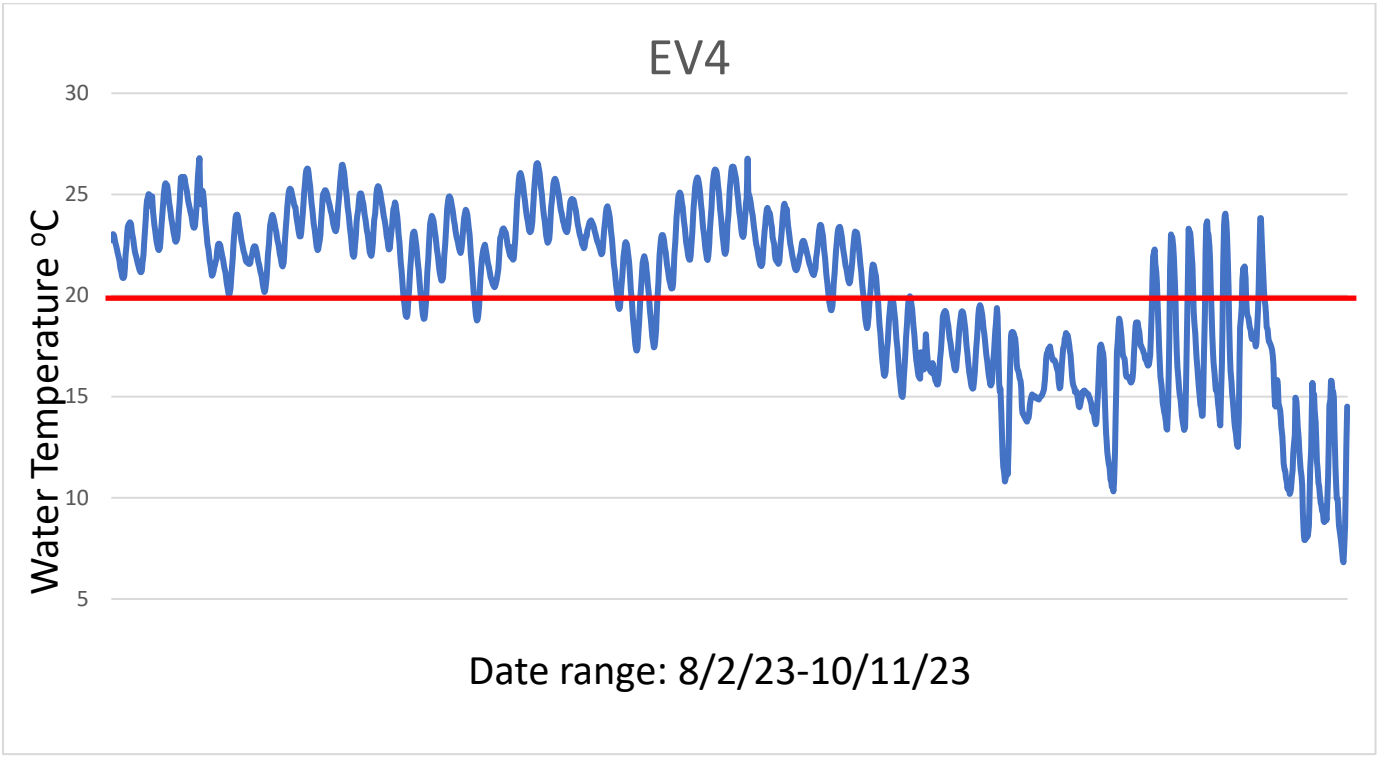


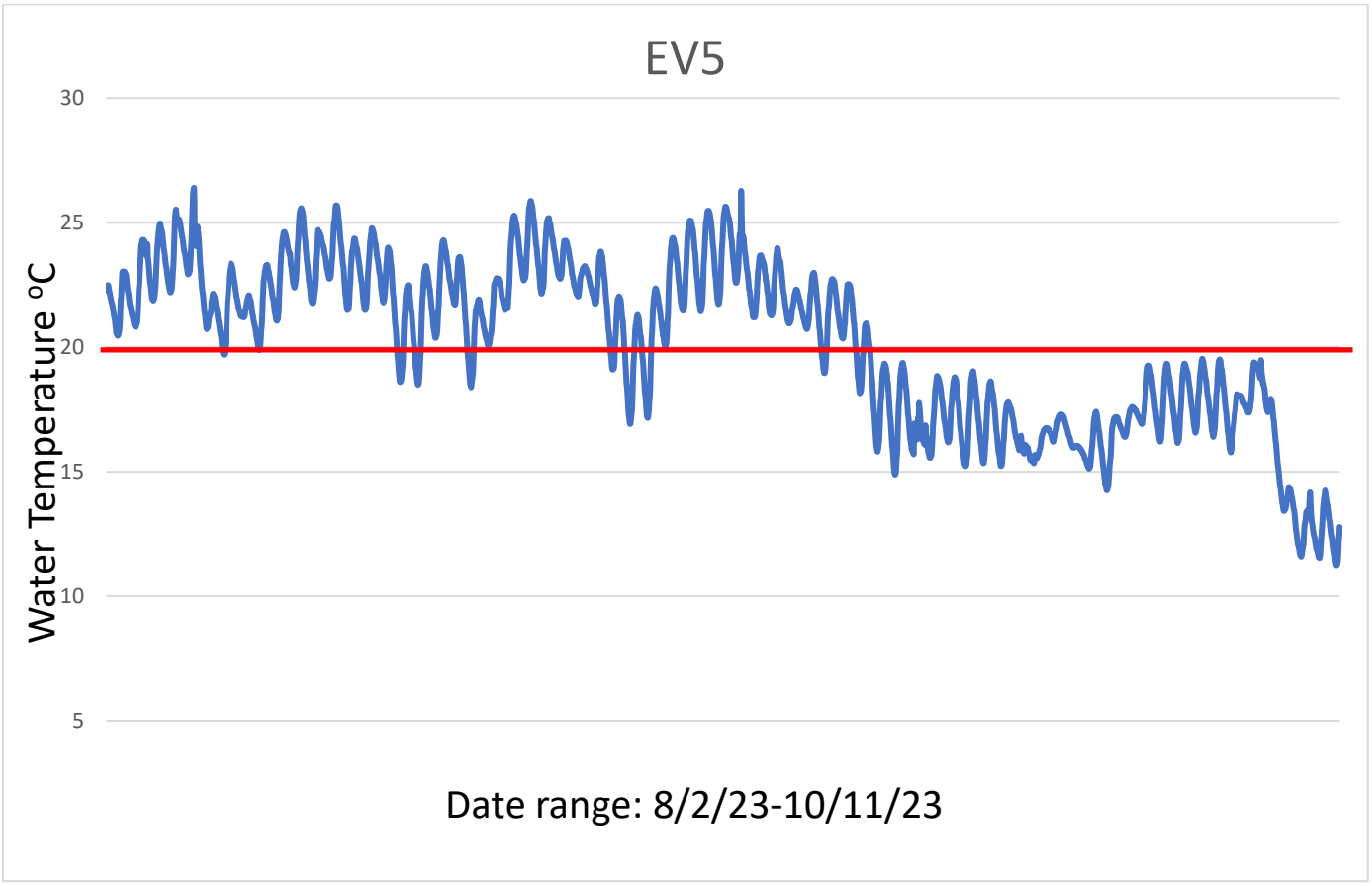




Preliminary data – not for citation







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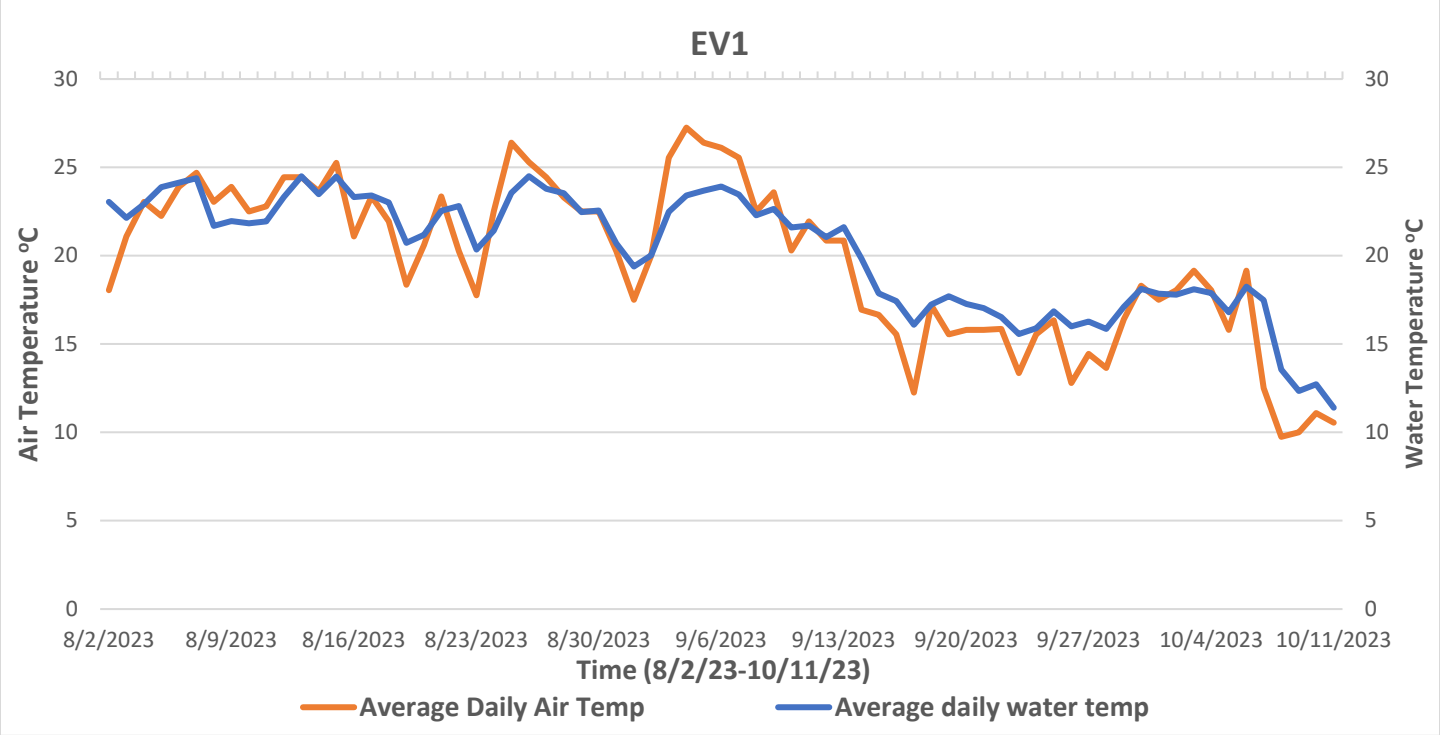
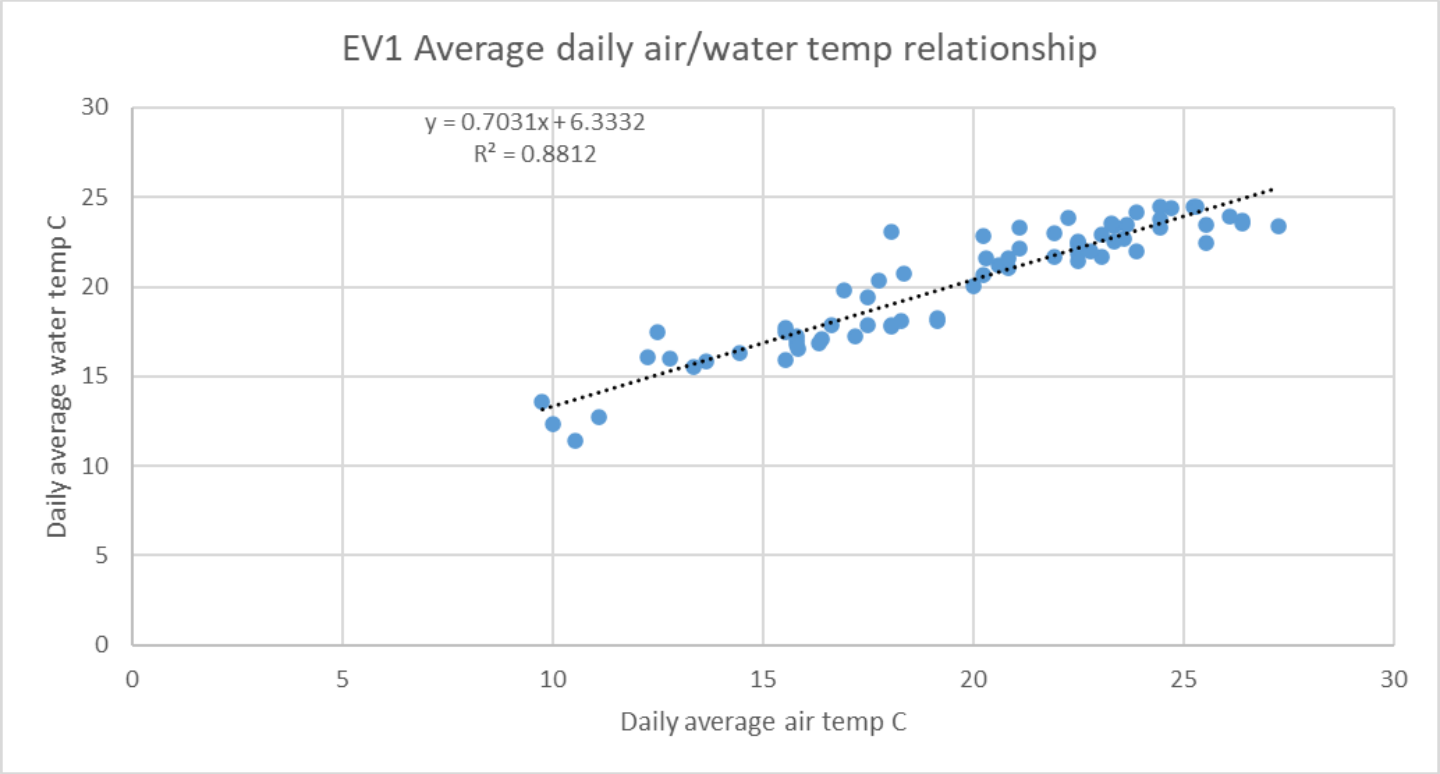




Thermal sensitivity of stream temperature to air temperature in Evitts Run (EV1)

Preliminary data – not for citation

Main ideas:

- The current put-and-take trout fishery on Evitts Run is an important natural resource for Charles Town residents and visitors.
- Restoration of a wild brook trout population is unlikely to succeed under current conditions due to thermal stressors (e.g., > 20 deg C) and physical habitat limitations (fine sediment and lack of suitable spawning gravels).
- Stream temperature in Evitts Run is more sensitive to air temperature change than other karst stream sites in the region (see Hitt et al. 2023).
- Stream restoration and enhancement actions could improve trout habitat suitability in Evitts Run (e.g., woody debris additions, riparian tree plantings).
- The Happy Retreat section of Evitts Run may offer the best opportunity for fisheries restoration due to superior physical habitat quality in this site.
- Conservation funding may be available through state, federal, and NGO programs to support native fisheries restoration (e.g., Chesapeake Bay Trust).
- Research is needed to assess habitat improvement, restoration success, and angler engagement in a restored fishery.
- Additional resources are available from USGS to understand biological resources and water resources in Evitts Run and the region.
- Please feel free to contact me with feedback and for additional information: nhitt@usgs.gov

Hitt, N.P., K.M. Rogers, K.G. Kessler, M.A. Briggs, and J.H. Fair. 2023. Stabilising effects of karstic groundwater on stream fish communities. Ecology of Freshwater Fish 32:538-551.

https://www.usgs.gov/centers/chesapeake-bay-activities/science/study-reveals-importance-groundwater-stability-freshwater

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-109: Approval of Levy Rate and FY25 General Fund and Coal Severance Budgets

ATTACHMENTS:

- CS Budget Resolution - Council April 18, 2024.pdf
- GF Budget Resolution - Council April 18, 2024.pdf
- Levy Order and Rate Sheet FY2025.pdf
- Fiscal Year July 1 2024 - June 30 2025 - Levy Estimate - Budget Document.pdf
- Notice of Approval of the Levy Estimate (Budget).pdf

RESOLUTION – COAL SEVERANCE

At a regular session of the municipal council, held April 18, 2024, the following order was made and entered:

SUBJECT: The adoption of the Levy Order and Rate Sheet for the Coal Severance Fund Budget of the City of Charles Town for the Fiscal Year 2023-2024. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be approved PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on the Levy Estimate - Budget Document, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____,and duly seconded by _____the vote thereon was as follows:

Elizabeth Ricketts	Yes or No or Absent
James Kratovil	Yes or No or Absent
Jeff Hynes	Yes or No or Absent
Kevin Tester	Yes or No or Absent
Julie Philabaum	Yes or No or Absent
Priscilla Rodd	Yes or No or Absent
Micheal George	Yes or No or Absent
Rikki Twyford	Yes or No or Absent

WHEREUPON, the presiding officer, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the City Manager/Clerk is authorized to fix his signature on the attached Levy Order and Rate Sheet to be sent to the State Auditor for approval.

RESOLUTION – GENERAL FUND

At a regular session of the municipal council, held April 18, 2024, the following order was made and entered:

SUBJECT: The adoption of the Levy Order and Rate Sheet for the General Fund Budget of the City of Charles Town for the Fiscal Year 2023-2024. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be approved PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on the Levy Estimate - Budget Document, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____,and duly seconded by _____the vote thereon was as follows:

Elizabeth Ricketts	Yes or No or Absent
James Kratovil	Yes or No or Absent
Jeff Hynes	Yes or No or Absent
Kevin Tester	Yes or No or Absent
Julie Philabaum	Yes or No or Absent
Priscilla Rodd	Yes or No or Absent
Micheal George	Yes or No or Absent
Rikki Twyford	Yes or No or Absent

WHEREUPON, the presiding officer, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the City Manager/Clerk is authorized to fix his signature on the attached Levy Order and Rate Sheet to be sent to the State Auditor for approval.

MUNICIPALITY OF CHARLES TOWN, WEST VIRGINIA
LEVY ORDER AND RATE SHEET
2024 - 2025

The following is a true copy from the record of orders entered by this entity on the 16 day of April, 2024.

SIGNATURE: _____

Municipal Clerk or Recorder

Current Year	**Column E Certificate of Valuation Assessed Value for Tax Purposes**	**Levy Rate/$100**	**Taxes Levied**
Class I			
Personal Property	$ 0	11.780	$ 0
Public Utility	0		0
Total Class I	$ 0		$ 0
Class II			
Real Estate	$ 391,990,900	23.560	$ 923,531
Personal Property	0		0
Total Class II	$ 391,990,900		$ 923,531
Class IV			
Real Estate	$ 143,468,540	47.120	$ 676,024
Personal Property	38,114,088		179,594
Public Utility	8,468,913		39,906
Total Class IV	$ 190,051,541		$ 895,524
Total Value & Projected Revenue	$ **582,042,441**		$ **1,819,055**
Less Delinquencies, Exonerations & Uncollectable Taxes		3.00%	54,572
Less Tax Discounts		2.50%	44,112
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)			0
Total Projected Property Tax Collection			**1,720,371**
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		**1.85%**	31,827
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes			$ **1,688,544**

FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025
LEVY ESTIMATE - BUDGET DOCUMENT

STATE OF WEST VIRGINIA
MUNICIPALITY OF CHARLES TOWN, WEST VIRGINIA

In accordance with Code § 11-8-14, as amended, the Council proceeded to make an estimate of the amounts necessary to be raised by levy of taxes for the current fiscal year, and does determine and estimate the several amounts to be as follows:

The amount due and the amount that will become due and collectible from every source during the fiscal year INCLUDING THE LEVY OF TAXES, is as follows:

REVENUE SOURCE	
Unassigned Fund Balance	1,200,000
Property Taxes - Current Expense	1,688,544
Supplemental Taxes	36,000
Tax Penalties, Interest & Publication Fees	10,000
Gas & Oil Severance Tax	33,000
Excise Tax on Utilities	200,000
Business and Occupation Tax	1,700,000
Wine & Liquor Tax	25,000
Animal Control Tax	1,600
Hotel Occupancy Tax	200,000
Fines, Fees & Court Costs	260,000
Parking Violations	40,000
Licenses	30,000
Building Permit Fees	550,000
Franchise Fees	75,000
IRP Fees (Interstate Registration Plan)	70,000
Emergency Communication Fee	1,700
Emergency Service Fee	1,700
Parking Meter Revenues	44,000
Rents, Royalties, and Concessions	60,000
Planning Commission Revenue	17,000
Street Fees	135,000
Federal Government Grants	41,667
Contributions from other Funds	1,000,000
Gaming Income	250,000
Interest Earned on Investments	35,000
Reimbursements	110,000
Refunds	400

Filing Fees	325	
Video Lottery (LVL)	600,000	
Miscellaneous Revenues (provide details on 'Explanations' tab)	30,400	
TOTAL ESTIMATED REVENUE (GENERAL FUND)	$ 8,446,336	

COAL SEVERANCE TAX FUND

REVENUE SOURCE

Assigned Fund Balance	$ 170,702
Coal Severance Tax	30,000
TOTAL ESTIMATED REVENUE (COAL SEVERANCE FUND)	$ 200,702

	General Fund	Coal Severance Fund
ESTIMATED CURRENT EXPENDITURES		
Economic Development	$ 108,304	$ -
Mayor's Office	20,000	-
City Council	55,000	-
City Manager's Office	256,770	-
Treasurer's Office	400,800	-
City Clerk's Office	93,254	-
Police Judge's Office	39,500	-
City Attorney	225,000	-
Enforcement Agency	152,794	-
Regional Development Authority	6,600	-
Building Inspection	124,431	-
Planning & Zoning	410,125	-
Elections	10,500	-
City Hall	731,704	-
Contributions / Transfers to Other Funds	135,000	-
Parking	78,414	-
Transfers/Reimbursements	1,659,452	-
Contingencies	254,996	-
Police Department	2,757,898	-
Police-Special Duty	39,903	-
Dog Warden/Humane Society	1,600	-
Streets and Highways	622,191	-
Parks & Recreation	100,000	-
Visitors Bureau	100,000	-

Fair Associations/Festivals	62,100	-
Capital Projects - Culture and Recreation	-	200,702
Capital Projects - Social Services	-	-
TOTAL ESTIMATED EXPENDITURES	$ 8,446,336	$ 200,702

MUNICIPALITY OF CHARLES TOWN, WEST VIRGINIA

Regular Current Expense Levy

FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025

	Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/$100	Taxes Levied
CLASS I			
Personal Property	$ 0	11.78	$ 0
Public Utility	0		0
Total Class I	$ 0		$ 0
CLASS II			
Real Estate	$ 391,990,900	23.56	$ 923,531
Personal Property	0		0
Total Class II	$ 391,990,900		$ 923,531
CLASS IV			
Real Estate	$ 143,468,540	47.12	$ 676,024
Personal Property	38,114,088		179,594
Public Utility	8,468,913		39,906
Total Class IV	$ 190,051,541		$ 895,524
Total Value & Projected Revenue	$ 582,042,441		$ 1,819,055
Less Delinquencies, Exonerations & Uncollectable Taxes		3.00%	54,572
Less Tax Discounts (use Total Projected Revenue to calculate)		2.50%	44,112
Less Allowance for Tax Increment Financing (if Applicable)			0
Total Projected Property Tax Collection			$ 1,720,371
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		1.85%	31,827
Net Amount to be Raised by Levy of Property Taxes			$ 1,688,544

STATE OF WEST VIRGINIA

COUNTY OF **Jefferson**

MUNICIPALITY OF **CHARLES TOWN**

I, John Nissel, Recording Officer of said municipality, do hereby certify that the foregoing are true copies from the record of the orders made and entered by the council of the said municipality on the 18th day of March, 2024.

(Signature)

CITY MANAGER

(Official Title of Recording Officer)

Office of the State Auditor
Local Government Services
200 West Main Street
Clarksburg, West Virginia 26301

State of West Virginia

John B. McCuskey
State Auditor

Toll Free: (877) 982-9148
Telephone: (304) 627-2415
Fax: (304) 340-5090
www.wvsao.gov

April 4, 2024

NOTICE OF APPROVAL OF THE LEVY ESTIMATE (BUDGET)

To: Municipality of Charles Town

In accordance with the provisions of Chapter 11, Article 8, of the West Virginia Code, as amended, the State Auditor of West Virginia hereby approves your Levy Estimate (Budget) for the fiscal year beginning July 1, 2024.

HOWEVER, THE FOLLOWING COMMENTS ARE MADE BASED ON AN AUDIT AND REVIEW OF THE BUDGET DOCUMENT BY THIS OFFICE.

The election date was not provided on the roster, please provide a month and year of your next election.

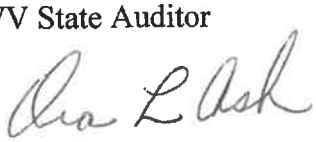
The terms on the salary schedule need reviewed. If terms begin May 20th but do not end until June 1st there is a period of 11 days with overlapping elected official?

Please update the terms for the three positions that are indicated as ending 6/1/2023. This budget is for the 2024-2025 fiscal year and a term ending 6/1/2023 is to old to be applicable to this budget document.

With this written approval, the levying body shall meet on the third Tuesday in April (April 16) to hear and consider any objections and to officially adopt the levy rates for property taxation. The clerk/recording officer, within three days of such meeting, shall prepare and forward to the State Auditor the officially adopted levy rates and levy order.

If you have any questions, please do not hesitate to contact us at: LGS@wvsao.gov or 304-627-2415.

Sincerely,
John B. McCuskey
WV State Auditor



By: Ora L. Ash
Deputy State Auditor
Local Government Services

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-361: BR2024-02: Norborne-Glebe Bond Initiation - Phases 10B, 11 , 12, 13

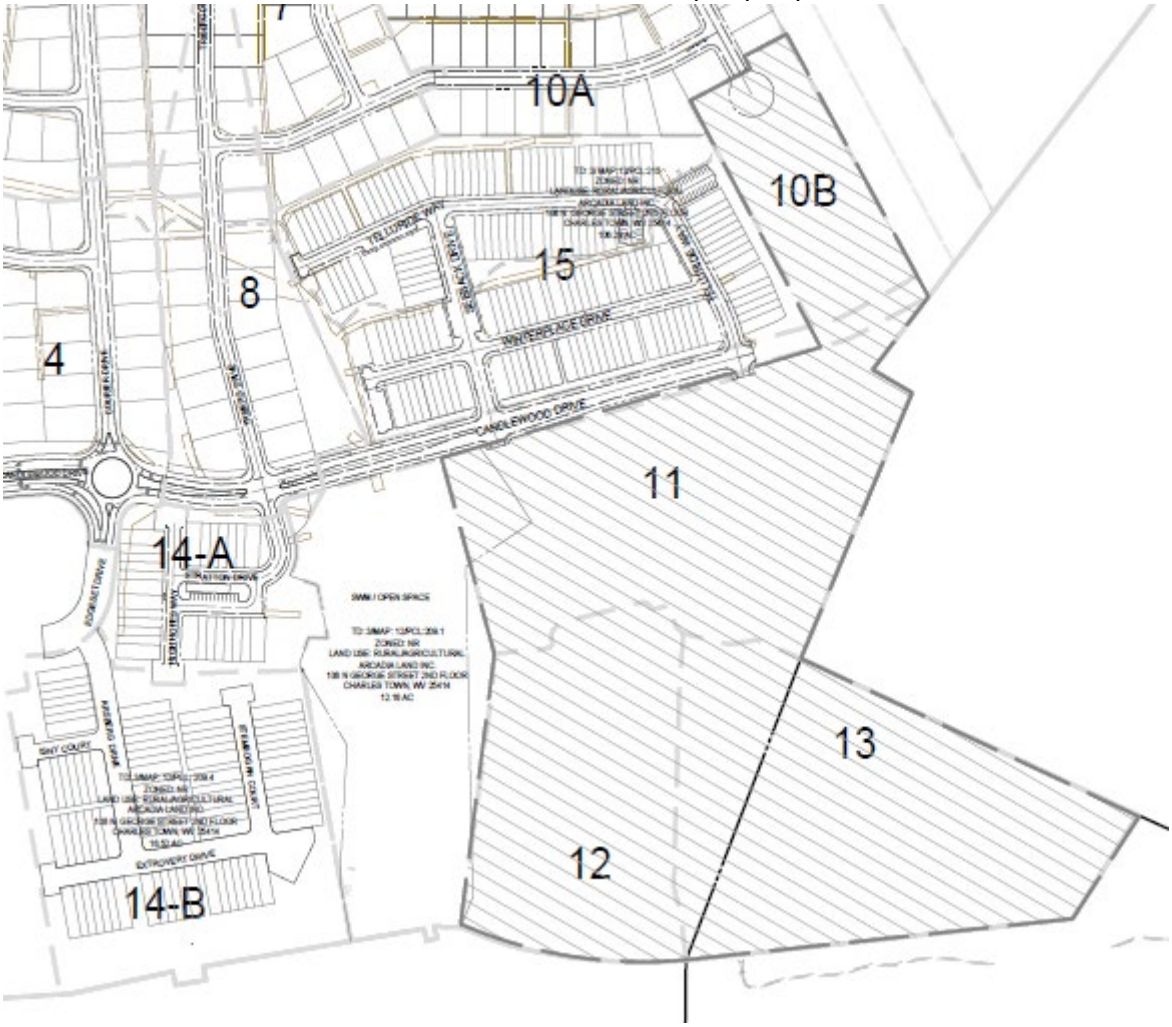
ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Performance Application.pdf
- 3. Performance Estimate - Revised.pdf
- 4. Land Disturbance Application.pdf
- 5. Land Disturbance Estimate.pdf
- 6. 2024-02-12 KH Review.pdf
- 7. 2024-03-12 KH Review.pdf

Bond Establishment Request
BR2024-02

Date: For the April 16, 2024 City Council meeting
Applicant: Arcadia Land Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond establishment of $1,079,934.12

Norborne Glebe Phase 10 B, 11, 12, 13



BACKGROUND
The applicant is requesting a bond establishment of the **performance and land disturbance bonds.** The preliminary plan for this phase was approved by the Planning Commission on February 26, 2024.

Performance Bond establishment for Phase 10B **only**: $1,079,934.12
Land Disturbance Bond for **all Phases** 10B,11,12,13: $1,635,228.03

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

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

PLANNING COMMISSION
This item was reviewed by the Planning Commission at their March 25, 2024 meeting. The Commission unanimously voted to recommend approval.

RECOMMENDATION
Approval.

Bond Request No._____

Norborne Glebe - Phase 10B
Performance Bond

RECEIVED
JAN 31 2024
BY: VB

BOND REQUEST AND REDUCTION

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

1. DATE December 19, 2023

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

☐ Bond | Reallocation ☐ Bond | Release**

3. PROJECT NAME Norborne Glebe Subdivision - Phase 10B

Address N/A

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

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

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

Email Address gendler@arcadiacompanies.com

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

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

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

Email Address gendler@arcadiacompanies.com

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

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

Bond Request No._____

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

Requesting Bond Amount Establishment for the Performance Bond for Phase 10B, Norborne Glebe Subdivision

7. A) CURRENT BOND AMOUNT 0

B) PROPOSED BOND AMOUNT $1,100,380.64

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

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
3-12	215	1173	85	NR
3-12	216.1	1173	85	NR

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

Application No.	Project Name and Phase	Status	Approval Date
SLD-2013-04	Norborne Glebe Phase 5	Approved	01/14/2014
SLD-2017-05	Norborne Glebe Phase 7-8	Approved	09/25/2018
SLD-2016-01	Norborne Glebe Phase 6	Approved	09/25/2018
SLD-2017-14	Norborne Glebe Phase 14A	Approved	09/25/2018
SLD-2021-02	Norborne Glebe Phase 14B	Approved	02/28/2022
SLD-2021-05	Norborne Glebe Phase 9&10A	Approved	10/13/2022
SLD-2022-03	Norborne Glebe Phase 15	Approved	03/27/2023
SP-2022-06	Norborne Glebe Pool	Approved	07/28/2023
SLD-2022-06	Norborne Glebe Phase 10B-13	Pending	

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

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

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

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

Date of As-Builts _____ Prepared By _____

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

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

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

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

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

Bond Request No._____

APPLICANT CERTIFICATION

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

Signature of Applicant

_____ Date _____

Signature of Property Owner (If different than Applicant)

_____ Date _____

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

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

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

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Subdivision Administrator Approval:_____ Date:_____

Engineer Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

CITY OF CHARLES TOWN

PERFORMANCE BOND UNIT COST LIST AND BOND REDUCTION FORM

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

PROJECT NAME:	Norborne Glebe - Phase 10B
PREPARED BY:	Greenway Engineering
DATE OF SUBMISSION	12/19/2023, Revised 03/08/2024

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
MOBILIZATION GENERAL								
Mobilization	LS	$6,250.00	1	$6,250.00	0.0	$0.00	0%	
Field Office	EA	$3,000.00			0.0	$0.00	0%	
Job Sign	EA	$1,150.00			0.0	$0.00	0%	
SURVEYING								
Steel Pipe Property Corner Marker Incl. Survey	EA	$275.00	73	$20,075.00	0.0	$0.00	0%	
R.O.W. MONUMENTS SURVEYED IN PLACE								
RM -- 1	EA	$825.00			0.0	$0.00	0%	
RM -- 2	EA	$575.00			0.0	$0.00	0%	
EARTHWORK EXCAVATION								
Regular Bulk used as Fill	CY	3.86	4,084.00	$15,764.24	0.0	$0.00	0%	
Rock, Rip	CY	17.30			0.0	$0.00	0%	
Rock, Blast	CY	38.48			0.0	$0.00	0%	
BORROW MATERIAL								
Buy, Load, Haul 10 Mi. Select Material	CY	28.90			0.0	$0.00	0%	
Fill and Compaction of On-site Borrow	CY	5.95	704.00	$4,188.80	0.0	$0.00	0%	
UNSUITABLE MATERIAL								
Load and Haul, 20 mi R/T	CY	$21.95			0.0	$0.00	0%	
Dump Charge	CY	37.50			0.0	$0.00	0%	
Site Grading	SY	0.75			0.0	$0.00	0%	
CLEAR & GRUB								
Light	AC	6,675.00	9	$60,075.00	0.0	$0.00	0%	
Moderate	AC	9,750.00			0.0	$0.00	0%	

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Heavy	AC	$12,250.00				0.0	$0.00	0%	
Very Heavy	AC	$14,250.00				0.0	$0.00	0%	
LANDSCAPING									
Seeding	SY	$0.77	24,487.00	$18,854.99		0.0	$0.00	0%	
Sodding	SY	$3.64	24,487.00	$89,132.68		0.0	$0.00	0%	
PLANTING SHRUBS									
18”	EA	$40.00				0.0	$0.00	0%	
24”	EA	$70.00				0.0	$0.00	0%	
TREES									
6’ – 8’ (1-2 in. Caliper)	EA	$400.00	140	$56,000.00		0.0	$0.00	0%	
8’ – 10’ (2.5-3 in. Caliper)	EA	$700.00				0.0	$0.00	0%	
Tree Protection	LF	$9.00				0.0	$0.00	0%	
MISCELLANEOUS SITE IMPROVEMENTS									
RETAINING WALLS									
Timber Wall (Less Than 6 ft)	LF	$325.00				0.0	$0.00	0%	
Dry Rubble RW-1 (H=6')	LF	$450.00				0.0	$0.00	0%	
Mortared Rubble RW-1A (H=6')	LF	$535.00				0.0	$0.00	0%	
Concrete Gravity RW-2 (H=6')	LF	$339.00				0.0	$0.00	0%	
Concrete Gravity RW-3 (H=6')	LF	$378.00				0.0	$0.00	0%	
FENCING									
Std. Fence (H=5’) FR-5	LF	$9.31				0.0	$0.00	0%	
Farm Fence (H=5’) FR-3A	LF	$10.90				0.0	$0.00	0%	
Chain Link Fence (H=6’)FR 2-B	LF	$14.52				0.0	$0.00	0%	
Board Fence (H=6’)	LF	$19.35				0.0	$0.00	0%	

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
TOT LOTS									
Tot Lot	EA	$16,495.00				0.0	$0.00	0%	
STORM DRAINAGE									
STORM SEWER									
NOTE: All pipe unit prices include trench, excavation, bedding, pipe, & backfill									
Rock Excavation for All Pipe Types									
Less than 1,500 CY (Blasting)	CY	$110.00				0.0	$0.00	0%	
More than 1,500 CY (Blasting)	CY	$90.00				0.0	$0.00	0%	
Less than 1,500 CY (Hoe Ram)	CY	$135.00				0.0	$0.00	0%	
More than 1,500 CY (Hoe Ram)	CY	$110.00				0.0	$0.00	0%	
Trench De-watering									
Trench De-watering	LF	$2.95				0.0	$0.00	0%	
RCP CLASS III ROUND T & G W/MASTIC									
12” Pipe (RCP III)									
0’ – 8’ Cut	LF	$44.50				0.0	$0.00	0%	
8’ – 14’ Cut	LF	$62.50				0.0	$0.00	0%	
Add cost for Class IV	LF	$0.85				0.0	$0.00	0%	
O-Ring	LF	$5.50				0.0	$0.00	0%	
15” Pipe (RCP III)									
0’ – 10’ Cut	LF	$49.75				0.0	$0.00	0%	
10’ – 16’	LF	$77.50				0.0	$0.00	0%	
Add Cost for Class IV	LF	$0.95				0.0	$0.00	0%	
O-Ring	LF	$5.50				0.0	$0.00	0%	
18” Pipe (RCP III)									
0’ – 10’ Cut	LF	$50.00				0.0	$0.00	0%	
10’ – 16’ Cut	LF	$80.00				0.0	$0.00	0%	

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Add Cost for Class IV	LF	$2.00				0.0	$0.00	0%	
O-Ring	LF	$7.00				0.0	$0.00	0%	
21" Pipe (RCP III)									
0' – 10' Cut	LF	$57.50				0.0	$0.00	0%	
10' – 16' Cut	LF	$87.50				0.0	$0.00	0%	
Add Cost for Class IV	LF	$2.75				0.0	$0.00	0%	
O-Ring	LF	$13.00				0.0	$0.00	0%	
24" Pipe (RCP III)									
0' – 10' Cut	LF	$67.50				0.0	$0.00	0%	
10' – 16' Cut	LF	$95.00				0.0	$0.00	0%	
Add Cost for Class IV	LF	$3.15				0.0	$0.00	0%	
O-Ring	LF	$14.00				0.0	$0.00	0%	
27" Pipe (RCP III)									
0' – 10' Cut	LF	$60.00				0.0	$0.00	0%	
10' – 16' Cut	LF	$95.00				0.0	$0.00	0%	
Add Cost for Class IV	LF	$4.00				0.0	$0.00	0%	
O-Ring	LF	$15.00				0.0	$0.00	0%	
30" Pipe (RCP III)									
0' – 10' Cut	LF	$82.50				0.0	$0.00	0%	
10' – 16' Cut	LF	$125.00				0.0	$0.00	0%	
Add Cost for Class IV	LF	$6.00				0.0	$0.00	0%	
O-Ring	LF	$17.25				0.0	$0.00	0%	
33" Pipe (RCP III)									
0' – 12' Cut	LF	$115.00				0.0	$0.00	0%	
10' – 18' Cut	LF	$160.00				0.0	$0.00	0%	
Add Cost for Class IV	LF	$6.50				0.0	$0.00	0%	
O-Ring	LF	$21.95				0.0	$0.00	0%	
36" Pipe (RCP III)									
0' – 12' Cut	LF	$120.00				0.0	$0.00	0%	

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
12’ – 18’ Cut	LF	$175.00				0.0	$0.00	0%	
Add Cost for Class IV	LF	$7.75				0.0	$0.00	0%	
O-Ring	LF	$22.75				0.0	$0.00	0%	
42” Pipe (RCP III)									
0’ – 12’ Cut	LF	$140.00				0.0	$0.00	0%	
12’ – 18’ Cut	LF	$200.00				0.0	$0.00	0%	
Add Cost for Class IV	LF	$12.00				0.0	$0.00	0%	
O-Ring	LF	$35.45				0.0	$0.00	0%	
48” Pipe (RCP III)									
0’ – 12’ Cut	LF	$155.00				0.0	$0.00	0%	
12’ – 18’ Cut	LF	$215.00				0.0	$0.00	0%	
Add Cost for Class IV	LF	$12.50				0.0	$0.00	0%	
O-Ring	LF	$43.35				0.0	$0.00	0%	
54” Pipe (RCP III)									
0’ – 12’ Cut	LF	$190.00				0.0	$0.00	0%	
12’ – 18’ Cut	LF	$275.00				0.0	$0.00	0%	
Add Cost for Class IV	LF	$18.75				0.0	$0.00	0%	
O-Ring	LF	$44.45				0.0	$0.00	0%	
60” Pipe (RCP III)									
0’ – 12’ Cut	LF	$225.00				0.0	$0.00	0%	
12’ – 18’ Cut	LF	$335.00				0.0	$0.00	0%	
Add Cost for Class IV	LF	$22.50				0.0	$0.00	0%	
O-Ring	LF	$48.65				0.0	$0.00	0%	
ELLIPTICAL PIPE – RCP CLASS III									
23” X 14” (18” Equiv-RCP III									
0’ – 10’ Cut	LF	$75.00				0.0	$0.00	0%	
10’ – 16’ Cut	LF	$110.00				0.0	$0.00	0%	
Add Cost for Class IV	LF	$16.45				0.0	$0.00	0%	
O-Ring	LF	$43.35				0.0	$0.00	0%	

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
30" X 19" (24" Equiv-RCP III)									
0' – 10' Cut	LF	$90.00				0.0	$0.00	0%	
10' – 16' Cut	LF	$130.00				0.0	$0.00	0%	
Add Cost for Class IV	LF	$5.95				0.0	$0.00	0%	
O-Ring	LF	$43.35				0.0	$0.00	0%	
38" X 24" (30" Equiv-RCP III)									
0' – 10' Cut	LF	$120.00				0.0	$0.00	0%	
10' – 16' Cut	LF	$167.50				0.0	$0.00	0%	
Add Cost for Class IV	LF	$8.45				0.0	$0.00	0%	
O-Ring	LF	$51.35				0.0	$0.00	0%	
45" X 29" (36" Equiv-RCP III)									
0' – 10' Cut	LF	$165.00				0.0	$0.00	0%	
10' – 16' Cut	LF	$235.00				0.0	$0.00	0%	
Add Cost for Class IV	LF	$11.35				0.0	$0.00	0%	
O-Ring	LF	$53.35				0.0	$0.00	0%	
53" X 34" (42" Equiv-RCP III)									
0' – 12' Cut	LF	$210.00				0.0	$0.00	0%	
10' – 18' Cut	LF	$300.00				0.0	$0.00	0%	
Add Cost for Class IV	LF	$15.35				0.0	$0.00	0%	
O-Ring	LF	$58.95				0.0	$0.00	0%	
60" X 38" (48" Equiv-RCP III)									
0' – 12' Cut	LF	$255.00				0.0	$0.00	0%	
10' – 18' Cut	LF	$375.00				0.0	$0.00	0%	
Add Cost for Class IV	LF	$18.35				0.0	$0.00	0%	
O-Ring	LF	$69.95				0.0	$0.00	0%	
HDPE PIPE									
8" Pipe						0.0	$0.00	0%	
0'-8' Cut	LF	$28.65				0.0	$0.00	0%	
8'-14' Cut	LF	$43.15				0.0	$0.00	0%	

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
12" Pipe									
0'-8' Cut	LF	$38.95		$0.00		0.0	$0.00	0%	
8'-14' Cut	LF	$57.75				0.0	$0.00	0%	
15" Pipe									
0'-8' Cut	LF	$50.25	681.00	$34,220.25		0.0	$0.00	0%	
8'-16' Cut	LF	$74.85	104.00	$7,784.40		0.0	$0.00	0%	
21" Pipe									
0'-8' Cut	LF	$76.90	84	$6,459.60		0.0	$0.00	0%	
8'-16' Cut	LF	$115.25				0.0	$0.00	0%	
18" Pipe									
0'-8' Cut	LF	$66.00	163.00	$10,758.00		0.0	$0.00	0%	
8'-16' Cut	LF	$98.55				0.0	$0.00	0%	
24" Pipe									
0'-8' Cut	LF	$76.90	40	$3,076.00		0.0	$0.00	0%	
8'-16' Cut	LF	$115.25				0.0	$0.00	0%	
30" Pipe									
0'-8' Cut	LF	$91.33		$0.00		0.0	$0.00	0%	
8'-16' Cut	LF	$137.27	495	$67,948.65		0.0	$0.00	0%	
36" Pipe									
0'-8' Cut	LF	$101.68				0.0	$0.00	0%	
8'-16' Cut	LF	$152.33				0.0	$0.00	0%	
42" Pipe									
0'-8' Cut	LF	$113.99				0.0	$0.00	0%	
8'-16' Cut	LF	$171.00				0.0	$0.00	0%	
48" Pipe									
0'-8' Cut	LF	$129.55				0.0	$0.00	0%	
8'-16' Cut	LF	$195.66				0.0	$0.00	0%	
STORM STRUCTURES									
END SECTIONS									
End Section (ES-1), Concrete Pipe Size									
15”	EA	$485.00		$0.00		0.0	$0.00	0%	

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
18”	EA	$565.00		$0.00		0.0	$0.00	0%	
21”	EA	$645.00				0.0	$0.00	0%	
24”	EA	$755.00		$0.00		0.0	$0.00	0%	
27”	EA	$1,065.00				0.0	$0.00	0%	
30”	EA	$1,195.00		$0.00		0.0	$0.00	0%	
36”	EA	$1,765.00				0.0	$0.00	0%	
42”	EA	$1,795.00				0.0	$0.00	0%	
48”	EA	$2,135.00				0.0	$0.00	0%	
54”	EA	$2,795.00				0.0	$0.00	0%	
60”	EA	$3,455.00				0.0	$0.00	0%	
ENDWALLS									
EW-1(Pre-cast) Round Pipe Size									
15”	EA	$800.00				0.0	$0.00	0%	
18”	EA	$1,337.00				0.0	$0.00	0%	
24”	EA	$2,021.00				0.0	$0.00	0%	
30”	EA	$2,133.00				0.0	$0.00	0%	
36”	EA	$2,366.00				0.0	$0.00	0%	
EW-1 Cast in Place [Round Pipe Size]									
15”	EA	$852.00				0.0	$0.00	0%	
18”	EA	$1,053.00				0.0	$0.00	0%	
24”	EA	$1,495.00				0.0	$0.00	0%	
30”	EA	$2,144.00				0.0	$0.00	0%	
36”	EA	$2,383.00				0.0	$0.00	0%	
EW-1A (Pre-Cast) Elliptical Pipe Size									
23” X 14” (18”)	EA	$695.00				0.0	$0.00	0%	
30” X 19” (24”)	EA	$969.00				0.0	$0.00	0%	
38” X 24” (30”)	EA	$1,165.00				0.0	$0.00	0%	
45” X 29” (36”)	EA	$1,445.00				0.0	$0.00	0%	

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
53” X 34” (42”)	EA	$1,840.00				0.0	$0.00	0%	
EW-1A (Cast in Place) Elliptical Pipe Size									
23” X 14” (18”)	EA	$667.00				0.0	$0.00	0%	
30” X 19” (24”)	EA	$939.00				0.0	$0.00	0%	
38” X 24” (30”)	EA	$1,247.00				0.0	$0.00	0%	
45” X 29” (36”)	EA	$1,618.00				0.0	$0.00	0%	
53” X 34” (42”)	EA	$2,109.00				0.0	$0.00	0%	
EW-2 (PreCast) Round Pipe Size									
42”	EA	$5,445.00				0.0	$0.00	0%	
48”	EA	$5,695.00				0.0	$0.00	0%	
54”	EA	$6,660.00				0.0	$0.00	0%	
60”	EA	$7,140.00				0.0	$0.00	0%	
72”	EA	$7,990.00				0.0	$0.00	0%	
84”	EA	$9,490.00				0.0	$0.00	0%	
EW-2 (Cast in Place) Round Pipe Size									
42”	EA	$4,723.00				0.0	$0.00	0%	
48”	EA	$6,039.00				0.0	$0.00	0%	
54”	EA	$6,972.00				0.0	$0.00	0%	
60”	EA	$8,179.00				0.0	$0.00	0%	
72”	EA	$10,713.00				0.0	$0.00	0%	
84”	EA	$12,288.00				0.0	$0.00	0%	
(EW-6PC) [Double Pipe] Pipe Size									
2-15”	EA	$999.00				0.0	$0.00	0%	
2-18”	EA	$1,235.00				0.0	$0.00	0%	
2-24”	EA	$1,510.00				0.0	$0.00	0%	
2-30”	EA	$2,165.00				0.0	$0.00	0%	
2-36”	EA	$2,647.00				0.0	$0.00	0%	

MANHOLES									
BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Standard Brick Manhole Std Frame & Cover (MH-1)									
6' Depth	EA	$3,750.00				0.0	$0.00	0%	
Depth below 6'	VF	$163.00				0.0	$0.00	0%	
Standard Precast Manhole Std Frame & Cover (MH-2)									
6' Depth	EA	$3,100.00	4	$12,400.00		0.0	$0.00	0%	
Depth below 6'	VF	$177.00	19.000	$3,363.00		0.0	$0.00	0%	
Additional Cost (Amounts in parentheses to be added to the above unit costs)									
Watertight Fr/Cover (Add 110)	EA	$579.00				0.0	$0.00	0%	
Heavy Duty Fr/Cover (Add 82)	EA	$599.00				0.0	$0.00	0%	
DROP INLETS									
Cast in Place 48"									
Drop Inlet (DI-1) 12" – 24" Pipe0-10 VF	EA	$3,697.00	2	$7,394.00		0.0	$0.00	0%	
Drop Inlet (DI-1A) 12" – 24" Pipe 10-20 VF	EA	$5,593.00				0.0	$0.00	0%	
Drop Inlet (DI-2) 12" – 24" Pipe0-10 VF, 10' throat	EA	$6,911.00				0.0	$0.00	0%	
Drop Inlet (DI-2A) 12" – 24" Pipe 10-20 VF, 10' throat	EA	$8,833.00				0.0	$0.00	0%	
CURB DROP INLETS									
Curb Drop Inlet (DI-3A)									
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$4,088.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-3AA)									
12"-30" Pipe (Invert Depth (H) =8'-20') Inlet Length 2'-6"	EA	$5,357.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-3B & DI-12) 12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length									
4'	EA	$4,279.00		$0.00		0.0	$0.00	0%	

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
6’	EA	$4,573.00		$0.00		0.0	$0.00	0%	
8’	EA	$4,889.00	6	$29,334.00		0.0	$0.00	0%	
10'	EA	$5,052.00		$0.00		0.0	$0.00	0%	
12’	EA	$5,227.00	4	$20,908.00		0.0	$0.00	0%	
16’	EA	$5,543.00				0.0	$0.00	0%	
20’	EA	$5,859.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-3BB) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
4’	EA	$4,276.00	1	$4,276.00		0.0	$0.00	0%	
6’	EA	$4,848.00		$0.00		0.0	$0.00	0%	
8’	EA	$5,429.00	3	$16,287.00		0.0	$0.00	0%	
10'	EA	$5,732.00	1	$5,732.00		0.0	$0.00	0%	
12’	EA	$6,011.00				0.0	$0.00	0%	
16’	EA	$6,296.00				0.0	$0.00	0%	
20’	EA	$6,599.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-3C) 12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
6’	EA	$4,013.00		$0.00		0.0	$0.00	100%	
8’	EA	$4,588.00	3	$13,764.00		0.0	$0.00	0%	
10'	EA	$4,893.00				0.0	$0.00	0%	
12’	EA	$5,178.00				0.0	$0.00	0%	
16’	EA	$5,766.00				0.0	$0.00	0%	
20’	EA	$6,339.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-3CC) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
6’	EA	$4,746.00				0.0	$0.00	0%	
8’	EA	$5,293.00				0.0	$0.00	0%	
10'	EA	$5,627.00				0.0	$0.00	0%	
12’	EA	$5,988.00				0.0	$0.00	0%	
16’	EA	$6,772.00				0.0	$0.00	0%	
20’	EA	$7,465.00				0.0	$0.00	0%	

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Curb Drop Inlet (DI-3D)									
12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length 2’-6”	EA	$3,633.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-3DD)									
12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length 2’-6”	EA	$4,367.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-3E) 12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
4’	EA	$4,093.00				0.0	$0.00	0%	
8’	EA	$4,756.00				0.0	$0.00	0%	
10'	EA	$5,724.00				0.0	$0.00	0%	
12'	EA	$5,833.00				0.0	$0.00	0%	
16’	EA	$6,072.00				0.0	$0.00	0%	
20’	EA	$6,709.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-3EE) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
6’	EA	$7,562.00				0.0	$0.00	0%	
8’	EA	$7,869.00				0.0	$0.00	0%	
10'	EA	$7,999.00				0.0	$0.00	0%	
12’	EA	$8,166.00				0.0	$0.00	0%	
16’	EA	$8,471.00				0.0	$0.00	0%	
20’	EA	$8,767.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-3F) 12”-30” Pipe Inlet Length (Invert Depth (H)=0’-8’)									
6’	EA	$3,765.00				0.0	$0.00	0%	
8’	EA	$4,419.00				0.0	$0.00	0%	
10'	EA	$4,749.00				0.0	$0.00	0%	
12’	EA	$5,085.00				0.0	$0.00	0%	
16’	EA	$5,742.00				0.0	$0.00	0%	
20’	EA	$6,395.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-3FF) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length									

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
6’	EA	$8,077.00				0.0	$0.00	0%	
8’	EA	$8,288.00				0.0	$0.00	0%	
10'	EA	$8,480.00				0.0	$0.00	0%	
12’	EA	$8,669.00				0.0	$0.00	0%	
16’	EA	$9,047.00				0.0	$0.00	0%	
20’	EA	$9,446.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-4A) 36”–48” Pipe (Invert Depth (H)=0’-8’) Inlet Length									
4’	EA	$4,868.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-4AA) 36”–48” Pipe (Invert Depth (H)=0’-8’) Inlet Length									
4'	EA	$6,817.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-4B) 36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
6’	EA	$5,172.00				0.0	$0.00	0%	
8’	EA	$5,499.00				0.0	$0.00	0%	
10'	EA	$5,698.00				0.0	$0.00	0%	
12’	EA	$5,870.00				0.0	$0.00	0%	
16’	EA	$6,221.00				0.0	$0.00	0%	
20’	EA	$6,571.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-4BB) 36”-48” Pipe (Invert Depth (H) =8’-20') Inlet Length									
6’	EA	$10,292.00				0.0	$0.00	0%	
8’	EA	$10,643.00				0.0	$0.00	0%	
10'	EA	$10,810.00				0.0	$0.00	0%	
12’	EA	$10,974.00				0.0	$0.00	0%	
16’	EA	$11,309.00				0.0	$0.00	0%	
20’	EA	$11,669.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-4C) 36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
8’	EA	$5,612.00				0.0	$0.00	0%	
10'	EA	$5,794.00				0.0	$0.00	0%	
12’	EA	$5,968.00				0.0	$0.00	0%	
16’	EA	$6,315.00				0.0	$0.00	0%	

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
20’	EA	$6,657.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-4CC) 36”-48” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
8’	EA	$13,371.00				0.0	$0.00	0%	
10'	EA	$13,693.00				0.0	$0.00	0%	
12’	EA	$14,097.00				0.0	$0.00	0%	
16’	EA	$14,712.00				0.0	$0.00	0%	
20’	EA	$15,365.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-4D)									
36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length 4'	EA	$4,933.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-4DD)									
36”-48” Pipe (Invert Depth (H) =8’-16’) Inlet Length 4'	EA	$9,455.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-4E) 36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
6'	EA	$5,267.00				0.0	$0.00	0%	
8’	EA	$5,605.00				0.0	$0.00	0%	
10'	EA	$5,896.00				0.0	$0.00	0%	
12'	EA	$6,233.00				0.0	$0.00	0%	
16’	EA	$6,996.00				0.0	$0.00	0%	
20’	EA	$7,695.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-4EE) 36”-48” Pipe (Invert Depth (H) =8’-16’) Inlet Length									
6’	EA	$9,165.00				0.0	$0.00	0%	
8’	EA	$9,495.00				0.0	$0.00	0%	
10'	EA	$9,839.00				0.0	$0.00	0%	
12’	EA	$10,167.00				0.0	$0.00	0%	
16’	EA	$10,838.00				0.0	$0.00	0%	
20’	EA	$11,483.00				0.0	$0.00	0%	
Curb Drop Inlet (DI-4F) 36”-48" Pipe Inlet Length (Invert Depth (H)=0’-8’)									

BOND ESTIMATE						BOND REDUCTION		City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
8’	EA	$5,877.00			0.0	$0.00	0%	
10'	EA	$6,209.00			0.0	$0.00	0%	
12’	EA	$6,568.00			0.0	$0.00	0%	
16’	EA	$7,259.00			0.0	$0.00	0%	
20’	EA	$7,963.00			0.0	$0.00	0%	
Curb Drop Inlet (DI-4FF) 36”-48” Pipe (Invert Depth (H) =8’-16’) Inlet Length								
8’	EA	$8,866.00			0.0	$0.00	0%	
10'	EA	$9,147.00			0.0	$0.00	0%	
12’	EA	$9,435.00			0.0	$0.00	0%	
16’	EA	$9,997.00			0.0	$0.00	0%	
20’	EA	$10,584.00			0.0	$0.00	0%	
Median Drop Inlets - CIP								
Median Drop Inlet **(DI-6A)** 12”-24” Pipe Inlet (H=8’)	EA	$4,205.00			0.0	$0.00	0%	
Median Drop Inlet **(DI-6B)** 12”-24” Pipe Inlet (H=8’)	EA	$4,267.00			0.0	$0.00	0%	
Median Drop Inlet **(DI-6C)** 30”-48” Pipe Inlet (H=10’)	EA	$5,589.00			0.0	$0.00	0%	
Median Drop Inlet **(DI-6D)** 30”-48” Pipe Inlet (H=10’)	EA	$5,692.00			0.0	$0.00	0%	
Median Drop Inlet **(DI-7)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$5,748.00		$0.00	0.0	$0.00	100%	
Median Drop Inlet **(DI-7A)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$6,338.00			0.0	$0.00	0%	
Median Drop Inlet **(DI-7B)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$6,797.00			0.0	$0.00	0%	

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
MISCELLANEOUS INLETS									
Ditch Drop Inlet, **(DI-5)** Type III Tip 12"-42" Pipe Inlet (H=8')	EA	$5,226.00				0.0	$0.00	0%	
Standard Yard Inlet **(YI-1)** 12"-48" Pipe (Invert Depth (H)=0'-8') Inlet Length 4'(No Aprons)	EA	$4,749.00		$0.00		0.0	$0.00	0%	
Add Yard Inlet Apron	THROAT	$255.00				0.0	$0.00	0%	
Standard Yard Inlet **(YI-3)** 12"-48" Pipe (Invert Depth (H)=0'-8') Inlet Length 4'(No Aprons)	EA	$5,127.00				0.0	$0.00	0%	
Add Yard Inlet Apron	THROAT	$255.00				0.0	$0.00	0%	
CULVERTS									
Single Box Culvert (BC-1A) Fills to 25'									
4' X 4'	LF	$336.00				0.0	$0.00	0%	
5' x 5"	LF	$410.00				0.0	$0.00	0%	
6' X 6'	LF	$498.00				0.0	$0.00	0%	
8' X 8'	LF	$699.00				0.0	$0.00	0%	
10' X 10'	LF	$845.00				0.0	$0.00	0%	
Double Box Culvert (BC-2b) Fills to 25'									
4' X 4'	LF	$566.00				0.0	$0.00	0%	
5' x 5"	LF	$705.00				0.0	$0.00	0%	
6' X 6'	LF	$854.00				0.0	$0.00	0%	
8' X 8'	LF	$1,148.00				0.0	$0.00	0%	
10' X 10'	LF	$1,411.00				0.0	$0.00	0%	
Oversized Single Box Culvert (BBC-1) Fills to 25'									

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
12’ X 6’	LF	$1,026.00				0.0	$0.00	0%	
12’ X 8’	LF	$1,144.00				0.0	$0.00	0%	
12’ X 10’	LF	$1,239.00				0.0	$0.00	0%	
12’ X 12’	LF	$1,348.00				0.0	$0.00	0%	
Triple Box Culvert (BC-3B) Fills to 25’									
4’ X 4’	LF	$779.00				0.0	$0.00	0%	
5’ x 5”	LF	$965.00				0.0	$0.00	0%	
6’ X 6’	LF	$1,211.00				0.0	$0.00	0%	
8’ X 8’	LF	$1,633.00				0.0	$0.00	0%	
10’ X 10’	LF	$2,488.00				0.0	$0.00	0%	
Quadruple Box Culvert (BC-4B) Fills to 25’									
4’ X 4’	LF	$987.00				0.0	$0.00	0%	
5’ x 5”	LF	$1,225.00				0.0	$0.00	0%	
6’ X 6’	LF	$1,523.00				0.0	$0.00	0%	
8’ X 8’	LF	$1,497.00				0.0	$0.00	0%	
10’ X 10’	LF	$2,835.00				0.0	$0.00	0%	
Standard Wing for Box Culvert (1 Side Only) Height of Box									
4’	EA	$675.00				0.0	$0.00	0%	
5’	EA	$995.00				0.0	$0.00	0%	
6’	EA	$1,337.00				0.0	$0.00	0%	
8’	EA	$2,489.00				0.0	$0.00	0%	
10’	EA	$3,315.00				0.0	$0.00	0%	
Standard Wing for Oversized Box Culvert(BBC-W) Height of Box									
6’	EA	$1,351.00				0.0	$0.00	0%	
8’	EA	$2,189.00				0.0	$0.00	0%	
10’	EA	$3,269.00				0.0	$0.00	0%	
12’	EA	$4,763.00				0.0	$0.00	0%	

MISCELLANEOUS STORM									
BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Connection to Existing Structure									
15"-36" Pipe	EA	$735.00				0.0	$0.00	0%	
42"- 60" Pipe	EA	$1,125.00				0.0	$0.00	0%	
Casing Pipe, Bore and Jack (3/8" wall)									
22" ID (6"-8" Carrier Pipe)	LF	$411.00				0.0	$0.00	0%	
24" ID (10" Carrier Pipe)	LF	$451.00				0.0	$0.00	0%	
30" ID (12" Carrier Pipe)	LF	$569.00				0.0	$0.00	0%	
Plug Pipe									
6" –12" Pipe	EA	$142.00				0.0	$0.00	0%	
15"-36" Pipe	EA	$323.00				0.0	$0.00	0%	
42"- 60" Pipe	EA	$522.00				0.0	$0.00	0%	
Pavement Edge Pipe									
Standard Pipe Underdrain	LF	$19.00				0.0	$0.00	0%	
Riprap									
Dry, Class I, 18"	SY	$47.87		$0.00		0.0	$0.00	0%	
Dry, Class II, 18"	SY	$51.46				0.0	$0.00	0%	
Grouted, Class I, 18"	SY	$69.97				0.0	$0.00	0%	
Filter Fabric									
Class I	SY	$3.50				0.0	$0.00	0%	
Class II	SY	$3.00				0.0	$0.00	0%	
Class III	SY	$2.25				0.0	$0.00	0%	
Gabions (No excavation)									
Mattress	CY	$130.00				0.0	$0.00	0%	
Revetment	CY	$164.33				0.0	$0.00	0%	
Wall	CY	$212.25				0.0	$0.00	0%	
Paved Ditch (4" Thick)									
Concrete (Non-reinforced)	SY	$62.00				0.0	$0.00	0%	
Bituminous Concrete(4")	SY	$30.00				0.0	$0.00	0%	
Sodded Ditch									

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Sodded Ditch (Incl Fine Grading)	SY	$9.86				0.0	$0.00	0%	
STREET CONSTRUCTION									
ROADS AND PARKING									
Soil Stabilization	**Inches**								
Cement 6%	SY/Inch Depth	$2.70				0.0	$0.00	0%	
Depth (in Inches):									
Lime 6%	SY/Inch Depth	$1.89				0.0	$0.00	0%	
Depth (in Inches):									
Subbase, Aggregated Material									
Base Type I	SY/Inch Depth	$1.75	6,557	$91,798.00		0.0	$0.00	0%	
Depth (in Inches):		8							
Bituminous Concrete									
Base Course	SY/Inch Depth	$5.59	6,557	$109,960.89		0.0	$0.00	0%	
Depth (in Inches):		3							
Intermediate Course	SY/Inch Depth	$5.49				0.0	$0.00	0%	
Depth (in Inches):									
Top Course	SY/Inch Depth	$5.49	6,557	$71,995.86		0.0	$0.00	0%	
Depth (in Inches):		2							
Prime Coat	SY	$1.10				0.0	$0.00	0%	
Tack Coat	SY	$1.10				0.0	$0.00	0%	
Driveway Restoration									
4” Concrete & 4” Gravel	SY	$79.95				0.0	$0.00	0%	

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
2” S-5 & 7 6” Gravel	SY	$31.96				0.0	$0.00	0%	
Shoulders, Type I									
Aggregated Base, 4” (Sidewalk)	SY	$11.50	1,680.00	$19,320.00		0.0	$0.00	0%	
Concrete Curbing									
Curb & Gutter CG6 & CG7	LF	$22.50	4,388.00	$98,730.00		0.0	$0.00	0%	
Curb Cut, CG-12 Detectable Surf.	EA	$569.00	7	$3,983.00		0.0	$0.00	0%	
Entrances/Driveways									
Commercial Entrance CG-11	SY	$52.88				0.0	$0.00	0%	
Commercial Entrance CG-13	SY	$64.67				0.0	$0.00	0%	
Residential Driveway Apron	SY	$51.79				0.0	$0.00	0%	
Guardrails									
Std. Blocked-out W beam (GR2)	LF	$42.50				0.0	$0.00	0%	
Std. W beam, Weak Post GR8	LF	$28.50				0.0	$0.00	0%	
Terminal, GR-6 (L=12’-6”)	EA	$2,929.00				0.0	$0.00	0%	
Terminal, GR-7 (L=6’-3”)	EA	$2,659.00				0.0	$0.00	0%	
Type I, GR-8 Terminal (L=25’)	EA	$1,399.00				0.0	$0.00	0%	
Type II, GR-8 Terminal (L=13’-6”)	EA	$695.00				0.0	$0.00	0%	
Terminal, MB-4 (L=37’-6”)	EA	$3,495.00				0.0	$0.00	0%	
Type I, MB-5 Terminal (L=27’-1)	EA	$2,925.00				0.0	$0.00	0%	
Type II, MB-5 Terminal (L=13’-6)	EA	$1,675.00				0.0	$0.00	0%	
Miscellaneous									
Trash enclosure - Brick 6' high	LF	$325.00				0.0	$0.00	0%	
Reinforced Concrete Pad 6" to 8"	SY	$62.00				0.0	$0.00	0%	
Striping 4" width (VDOT Type	LF	$2.25				0.0	$0.00	0%	

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
B)						0.0	$0.00	0%	
Concrete Wheel Stops	EA	$70.00				0.0	$0.00	0%	
Parking Lot Striping	EA	$50.00				0.0	$0.00	0%	
Sign Island	EA	$850.00				0.0	$0.00	0%	
Traffic Barricade	LF	$43.45				0.0	$0.00	0%	
Street Name Signs	EA	$435.00	4	$1,740.00		0.0	$0.00	0%	
Traffic Control Signs	EA	$375.00	4	$1,500.00		0.0	$0.00	0%	
Street Light (pole, bracket, light)	EA	$4,285.00	5	$21,425.00		0.0	$0.00	0%	
SIDEWALKS AND TRAILS									
Sidewalk									
Concrete 4” w/WWF, No base	SY	$45.23		$0.00		0.0	$0.00	0%	
Bitum. Conc, 2” w/4” Base	SY	$30.00				0.0	$0.00	0%	
4” Conc, No Reinf., No Base	SY	$41.00				0.0	$0.00	0%	
HANDRAIL									
Handrail 3 Rail 1-1/4” #4 Finish	LF	$96.50				0.0	$0.00	0%	
Wood Chip Trail									
Trails(Incl Excavation & Grading) Wood chip, 4’ wide	SY	$17.69				0.0	$0.00	0%	
Bituminous Trail									
6’ to 10' wide	SY	$49.25		$0.00		0.0	$0.00	0%	
CRITICAL SLOPE STABILIZATION									
Paved Flume	SY	$67.00				0.0	$0.00	0%	
Stmwtr Conc Channel-Excav	SY	$7.75				0.0	$0.00	0%	
ADD Grass Lined-seeded	SY	$5.37				0.0	$0.00	0%	
ADD Grass Lined-sodded	SY	$10.89				0.0	$0.00	0%	
Outlet Protection									
Non-grouted Riprap 18”	SY	$52.00		$0.00		0.0	$0.00	0%	
Concrete 4”	SY	$53.50				0.0	$0.00	0%	

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
Level Spreader	SY	$4.44			0.0	$0.00	0%	
Struc Streambank Protection								
Non-grouted Riprap 18”	SY	$58.00			0.0	$0.00	0%	
Gabions	CY	$147.00			0.0	$0.00	0%	
Vegetative Erosion Control								
Sodding incl Fertilizing – Banks	SY	$7.77			0.0	$0.00	0%	
Sodding incl Fertilizing – Flat	SY	$5.36			0.0	$0.00	0%	
Seeding incl Fertilizing	SY	$2.44			0.0	$0.00	0%	
Soding W/Soil Treat & Watering	SY	$3.25			0.0	$0.00	0%	
Seeding W/Soil Treat & Watering	SY	$6.46			0.0	$0.00	0%	
Straw Mulch w/Tack	SY	$1.40			0.0	$0.00	0%	
Jute Mesh	SY	$1.77			0.0	$0.00	0%	
SPECIAL ITEMS								
FEMA Processing LOMR/CLOMR	EA	$7,500.00			0.0	$0.00	0%	
As Built (Record Drawings)	EA	$9,500.00	1	$9,500.00	0.0	$0.00	0%	
SWM/BMP POND	LS				0.0	$0.00	0%	
SIGNALIZATION	LS				0.0	$0.00	0%	
Subtotal				**$943,998.36**		**$0.00**		

TOTAL ESTIMATE OF COMPLETED WORK:		
SubTOTAL:		$943,998.36
CONTINGENCIES:	10.0%	$94,399.84
TOTAL:		$1,038,398.20
INFLATION FACTOR:	4.0%	$41,535.93
Grand Total:		$1,079,934.12

TOTAL ESTIMATE OF REDUCTION:	
SubTOTAL:	$0.00
CONTINGENCIES:	$0.00
TOTAL:	$0.00
INFLATION :	$0.00
Grand Total:	$0.00
Bond Remaining:	**$1,079,934.12**

Bond Request No._____

Norborne Glebe - Phase 10B-13
Land Disturbance Bond

RECEIVED
JAN 31 2024
BY: JB

BOND REQUEST AND REDUCTION

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

1. DATE December 19, 2023

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

☐ Bond | Reallocation ☐ Bond | Release**

3. PROJECT NAME Norborne Glebe Subdivision - Phase 10B-13

Address N/A

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

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

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

Email Address gendler@arcadiacompanies.com

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

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

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

Email Address gendler@arcadiacompanies.com

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

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

Bond Request No._____

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

Requesting Bond Amount Establishment for the Performance Bond for Phase 10B-13, Norborne Glebe Subdivision

7. A) CURRENT BOND AMOUNT 0

B) PROPOSED BOND AMOUNT $1,635,228.03

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

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
3-12	215	1173	85	NR
3-12	216.1	1173	85	NR

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

Application No.	Project Name and Phase	Status	Approval Date
SLD-2013-04	Norborne Glebe Phase 5	Approved	01/14/2014
SLD-2017-05	Norborne Glebe Phase 7-8	Approved	09/25/2018
SLD-2016-01	Norborne Glebe Phase 6	Approved	09/25/2018
SLD-2017-14	Norborne Glebe Phase 14A	Approved	09/25/2018
SLD-2021-02	Norborne Glebe Phase 14B	Approved	02/28/2022
SLD-2021-05	Norborne Glebe Phase 9&10A	Approved	10/13/2022
SLD-2022-03	Norborne Glebe Phase 15	Approved	03/27/2023
SP-2022-06	Norborne Glebe Pool	Approved	07/28/2023
SLD-2022-06	Norborne Glebe Phase 10B-13	Pending	

Bond Request No._____

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

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

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

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

Date of As-Builts _____ Prepared By _____

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

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

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

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

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

Bond Request No._____

APPLICANT CERTIFICATION

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

Signature of Applicant

_____ Date _____

Signature of Property Owner (If different than Applicant)

_____ Date _____

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

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

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

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Subdivision Administrator Approval:_____ Date:_____

Engineer Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

CITY OF CHARLES TOWN

LAND DISTURBANCE BOND UNIT COST LIST AND BOND REDUCTION FORM

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

PROJECT NAME:	Norborne Glebe - Phase 10B, 11,12 &13
PREPARED BY:	Greenway Engineering
DATE OF SUBMISSION	19-Dec-23

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
MOBILIZATION GENERAL								
Mobilization	LS	$6,250.00	1	$6,250.00	0.0	$0.00	0%	
Field Office	EA	$3,000.00			0.0	$0.00		
Job Sign	EA	$1,150.00			0.0	$0.00		
EROSION & SEDIMENT CONTROL								
Curb Inlet Protection	EA	$176.80	56	$9,900.80	0.0	$0.00	0%	
Grate Inlet Protection	EA	$200.00	7	$1,400.00	0.0	$0.00	0%	
Rock Check Dam	EA	$150.00	230	$34,500.00	0.0	$0.00	0%	
Outlet Protection (18" Thick)	SY	$210.00	70.00	$14,700.00	0.0	$0.00	0%	
Temporary Seeding	SY	$0.77	88,875	$68,433.75	0.0	$0.00	0%	
Permanent Seeding	SY	$0.77	153,126	$117,907.02	0.0	$0.00	0%	
Permanent Sodding	SY	$3.64	153,126	$557,378.64	0.0	$0.00	0%	
Clearing and Grubbing (Light)	AC	$6675.00	50	$333,750.00	0.0	$0.00	0%	
Silt Fence	LF	$3.25	5,179	$16,831.75	0.0	$0.00	0%	
Sediment Trap	EA	$3500.00	7	$24,500.00	0.0	$0.00	0%	
Level Spreader	SY	$3500.00		$0.00	0.0	$0.00	0%	
Stabilized Construction Entrance	EA	$2500.00	3	$7,500.00	0.0	$0.00	0%	
TOPSOIL REPLACEMENT								
Fine Grading	SY	$1.01	38,887.10	$39,275.97	0.0	$0.00	0%	
Respread Topsoil	CY	$1.00	6,481.18	$6,481.18	0.0	$0.00	0%	
SPECIAL ITEMS								
Sediment Basin	LS			$0.00	0.0	$0.00		
Subtotal				$1,238,809.11				

TOTAL ESTIMATE OF COMPLETED WORK:

SubTOTAL:		$1,238,809.11
CONTINGENCIES:	10.0%	$123,880.91
TOTAL W/ CONTINGENCY:		$1,362,690.02
BOND PERIOD:	5	Years
ANNUAL INFLATION FACTOR:	4.00%	$272,538.00

TOTAL ESTIMATE OF REDUCTION:

SubTOTAL:	$0.00
CONTINGENCIES:	$0.00
TOTAL:	$0.00
INFLATION :	$0.00
Grand Total:	$0.00

Grand Total:	$1,635,228.03	Bond Remaining:	**$1,635,228.03**

Kimley»Horn

Memorandum

To: Gary Endler
Attorney
Arcadia Land Inc
108 N George Street – 2nd Floor
Charles Town, WV 25414

From: Mark Phillips, P.E.

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

Date: February 12, 2024

Subject: Norborne Glebe Phases 10B through 13 Bond Initiation:

This memorandum summarizes our review of the Bond Initiation Application for Norborne Glebe Phases 10B Performance Bond valued at $1,100,380.64 and the Phase 10B through 13 Land Disturbance Bond valued at $1,635,288.03 (dated December 19, 2023, prepared by Arcadia Land Inc.). Kimley-Horn's review of this application is limited to the Performance and Land Disturbance Bond Initiation Application provided. Based upon our review, we have the following comments:

1. We request that the Applicant provide an updated Performance Bond Estimate for just Phase 10B to reflect the Project Name in the Application. The values shown in the estimate do not accurately show the work to be done in Phase 10B.

Kimley-Horn recommends that the Applicant address the comment above. Thank you for the opportunity to review this Bond Initiation Application. In the meantime, please feel free to contact us at 703-870-3631 should you have any questions.

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager

Kimley»Horn

Memorandum

To: Gary Endler
Attorney
Arcadia Land Inc
108 N George Street – 2nd Floor
Charles Town, WV 25414

From: Mark Phillips, P.E.

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

Date: March 12, 2024

Subject: Norborne Glebe Phases 10B Bond Initiation:

This memorandum summarizes our review of the Bond Initiation Application for Norborne Glebe Phases 10B Performance Bond valued at $1,079,934.12 (dated December 19, 2023, prepared by Arcadia Land Inc.). Kimley-Horn's review of this application is limited to the Performance and Land Disturbance Bond Initiation Application provided. Based upon our review, we have no comments.

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

KIMLEY-HORN & ASSOCIATES, INC.



Mark Phillips, P.E.
Project Manager

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-362: Public Hearing: TXA2023-06 Minor/Major Site Plan Requirements - Text Amendment

This agenda item only needs one reading.

ATTACHMENTS:

- 1. Report.pdf

TXA2023-06: Minor Subdivision Review

Date: For the April 16, 2024 City Council meeting
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.

ISSUE

Current regulations regarding boundary line adjustment and property mergers create a burden on applicants by requiring that they either obtain Planning Commission approval or a waiver. Additionally, the language about constructing a single-family residential home not located within a platted subdivision is unclear and could be construed to require Planning Commission review for such homes. These processes can be handled via administrative review by City staff. The addition of duplexes to administrative review may allow for additional development opportunities that would not need to go through a full subdivision process, which takes additional time and funds.

PLANNING COMMISSION – October 2023

The Commission discussed this item at their October 23, 2023 work session. The Commission requested:

-Remove lot width language

-Look into easement requirements and ability to enforce

-Any potential negative for allowing mergers by multiple owners?

-Do research into zoning boundary adjustments when boundary lines are moved.

PLANNING COMMISSION – November 2023

The Commission reviewed this at their November 27 meeting. Following discussion, this item was sent to the City Attorney for final review. The Attorney provided comments to staff, which have been incorporated into these changes.

PLANNING COMMISSION – January 2024

The Commission reviewed this at their January 30 meeting and suggested minor edits.

PLANNING COMMISSION – March 2024

The Commission held a public hearing for this item at their March 25, 2024 meeting. There were no public comments. The Commission voted to **unanimously recommend approval**.

AMENDMENT PROCESS

Pursuant to West Virginia Code § 8A-4-5, all amendments to this Ordinance shall be made by City Council after holding a public hearing with public notice.

§ 8A-4-5: All amendments to the subdivision and land development ordinance shall be made by the governing body after holding a public hearing with public notice.

PROPOSED LANGUAGE
Proposed changes are in red.

Subdivision and Land Development Ordinance
Section 1332.02 Applicability
A) Major and Minor Subdivision/Land Developments
B) 1. Minor Subdivision/Land Development

a. **Division of One Parcel into Two Parcels.** The division of one (1) new parcel from an existing parent tract if, and only if, the new parcel and the residue parent tract will each:

(i) adjoin an existing Public Street or Road, and

(ii) satisfy the minimum lot size requirements for the Zoning District in which the land is located.

Only one (1) new parcel plus the residue parent tract may be created from a parent tract existing as of the effective date of this Ordinance pursuant to a Minor Subdivision/Land Development. Any further Subdivision or Development of the new parcel or the residue parent tract will not be a Minor Subdivision/Land Development and must be processed under the Major Subdivision/Land Development provisions of this Ordinance. Such division shall meet the standards of Section 1332.06.

b. ~~**Minor**~~ **Boundary Line Adjustments.** ~~Minor~~ boundary line adjustments, including transfer of parcels of land to achieve a boundary line settlement, where no new parcels are created. Boundary line adjustments which result in boundary lines crossing zoning districts must be approved by the Planning Commission. ~~Adjustment of a boundary line in excess of twenty-five feet (25') will not be considered a Minor Subdivision/Land Development under this Subsection 1332.02(A)(1)(b) except upon waiver of such limit by the Planning Commission.~~

c. **Merger.** Merger or consolidation of the entirety of two or more contiguous parcels of land ~~owned by the same Person~~. Once merged or consolidated, the new tract shall be a single parcel and any further Subdivision or Development of that tract must comply with this Ordinance.

d. **Residential Construction.** The construction, erection, installation or placement of:

(i) one (1) single-family residence on a single parcel or Lot or
(ii) one (1) duplex upon two abutting Lots.~~; provided that,~~

Any such activity shall not be considered a Land Development subject to Sections 1332.03 through 1332.06, inclusive, of this Ordinance ~~(excepting only the requirements herein for an Improvement Location/Land Disturbance Permit)~~ if ~~the~~ each subject Lot was specifically identified as a separate ~~identical~~ identifiable Lot on a Final Plat approved as part of a previously approved Final S/LD Application for a Subdivision/Land Development containing said Lot or each Subject Lot was established as a separate identifiable Lot at the time of enactment of this Ordinance on June 12, 2012; however, the requirements for an Improvement Location/Land Disturbance Permit, driveway standards, access drive standards, sidewalk and on-street parking standards, and all other requirements and standards of this Ordinance shall apply to such activity.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-363: Public Hearing: TXA2024-02 Neighborhood Residential commercial requirements - Text Amendment

This agenda item needs two readings.

ATTACHMENTS:
- 1. Report.pdf

TXA2024-02

Neighborhood Residential Commercial Requirements

Date: For the April 16, 2024 City Council meeting
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.

ISSUE

While the NR zoning district requires that 10% of the area under development be set aside for Neighborhood Commercial uses. Neighborhood Commercial is a Zoning District which permits residential and non-residential uses. The10% requirement does not specify that such Neighborhood Commercial uses must be commercial in nature, and must be corrected.

PURPOSE

The purpose of the NR District is to provide for a mix of housing types and related services and Uses, including Commercial Uses and office services. It is the intent of the zoning classification to allow mixed development on undeveloped land and, where applicable as may be further described in this Ordinance, the Redevelopment of specific parcels within the City.

The NR District applies to parcels or tracts larger than five (5) acres. The intent is to create a cohesive pattern of primarily residential development that allows a mix of Uses, including neighborhood servicing Commercial and office Uses and/or Commercial and office Uses that complement the primarily residential character of the neighborhood.

CITY COUNCIL

On January 17, 2024, City Council referred this item to the Planning Commission for discussion and eventual public hearing.

PLANNING COMMISSION

The Planning Commission discussed this item as part of their January 30, 2024 work session.

The Planning Commission held a public hearing for this item at their February 26, 2024 meeting. There was no public comment. The Commission **unanimously** voted to recommend **approval**, subject to change which kept the Neighborhood Commercial language (the initial proposed amendment would have struck that wording).

AMENDMENT PROCESS

Pursuant to and in accordance with West Virginia Code Chapters 8-11-4, City Council upon recommendation by the Planning Commission may, by ordinance, amend, supplement, change, modify or repeal this Ordinance, subject to readings at two meetings.

TEXT AMENDMENT

The proposed text amendment to the Zoning Ordinance is in red below:

Section 1322.08, Neighborhood Residential (NR) District

…

(B) *Application*:

…

3. The NR District must contain a mix of Uses compatible with surrounding Uses, particularly existing residential neighborhoods adjoining the proposed development or Redevelopment. At least fifty percent (50%) of the total area must be residential, ten percent (10%) of the total usable land area must be Open Space and not less than ten percent (10%) of the total area must be comprised of Neighborhood Commercial non-residential uses. A market assessment substantiating the proposed mix of residential, Commercial and Open Space Uses shall be submitted with the application;

CRITERIA

Before amending the zoning ordinance, the governing body with the advice of the planning commission, must find:

1. **That the amendment is consistent with the adopted comprehensive plan, or;**

   Meets the Vision Statement by:
   1. "*Promoting access to jobs and livelihoods*".
   2. "*Stimulating…business development and growth*".

   Key Themes and Goals met:
   -**Growth and Land Use**: The City of Charles Town will strategically plan for and promote sustainable and well-designed growth and development
   throughout its Urban Growth Boundary while maintaining a vibrant, walkable, and mixed-use Downtown that serves as the City's
   image center and core of civic life.

   -**Vibrancy, Sustainability, and Livability**: The City of Charles Town will promote and encourage economic development activities that capitalize on community assets,
   support the needs of present and future residents, and strive to ensure a sustainable and diverse economic base.

2. **If the amendment is inconsistent, then the governing body with the advice of the planning commission, must find that there have been major changes of an economic, physical or social nature within the area involved which were not anticipated when the comprehensive plan was adopted and those changes have substantially altered the basic characteristics of the area.**

   Not applicable, first criterion is met.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-364: Public Hearing: TXA2024-03 Infill Development Requirements - Text Amendment

This agenda item only needs one reading.

ATTACHMENTS:

- 1. Report.pdf

TXA2024-03

Infill Development Improvements

Date: For the April 16, 2024 City Council meeting
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.

ISSUE

Infill development is characterized by the development of one or a few lots within an existing neighborhood. It is identified in contrast to new greenfield development of a major subdivision.

The current Subdivision and Land Development Ordinance requirements include on-street parking and sidewalks. These requirements can hinder effective infill development, especially requirements that are non-feasible, such as providing improvements on property that the developer may not own.

PLANNING COMMISSION

The Planning Commission discussed this item as part of their January 30, 2024 work session.

The Planning Commission discussed this item as part of their February 26, 2024 work session. The Commissioners recommended the addition of clarifying language, and discussed unintentional conflicts that could be caused by this amendment. Asked Staff to further revise the text.

The amended language would require that infill development provide sidewalks on the subject property, and that they meet off-street parking requirements.

The Planning Commission held a public hearing for this item at their March 25, 2024 meeting. There were no public comments. Following discussion, the Commission voted to unanimously recommend approval of the proposed text, subject to amending Table 1333.09 to be applicable to minor subdivisions as well (based on my advice).

AMENDMENT PROCESS

Pursuant to and in accordance with West Virginia Code Chapters 8A-4-5, City Council upon recommendation by the Planning Commission may, by ordinance, amend, supplement, change, modify or repeal this Ordinance, subject to a reading at one meeting.

TEXT AMENDMENT

The proposed text amendment is in red below:

Subdivision and Land Development Ordinance
Section 1333.09, *Sidewalk & On-Street Parking Design Standards*

Sidewalk and on-street parking design standards for the City of Charles Town shall be as follows:

(A) Sidewalks and on-street parking shall be provided in accordance with the requirements specified in Table 1333.09. For in-fill development, provision of on-street parking and sidewalks on the opposite side of the road is not required, though sidewalks and required off-street parking shall be provided on the subject parcel(s) being developed.

Table 1333.09 will be renamed to Sidewalk and Parking Requirements for Major Subdivision/Land Developments.

Table 1333.09 – Sidewalk and Parking Requirements

Land Use	Average Lot Size	Density du/acre	Sidewalk Requirement Street Frontage	On-street Parking Requirement
Residential	> 30,000 ft²	1.46 or more	None	None
Residential	15,001 ft² – 30,000 ft²	2.90 – 1.45	One side of Street	One side of Street
Residential	12,001 – 15,000 ft²	3 – 5.5	Both sides of Street	Both sides of Street
Residential	< 12,001 ft²	> 5.51	Both sides	Both sides
Commercial	N/A	N/A	Yes	Yes

*Planning Commission may require sidewalks or on-street parking to ensure continuity of an existing pedestrian access or street pattern.

…

ARTICLE 1336, DEFINITIONS

…

(B) *Defined Words and Terms*. The following terms or words, when capitalized herein, shall be interpreted or defined as indicated:
…

IN-FILL DEVELOPMENT – The development of vacant or under-utilized parcel(s) within existing urban areas that are already largely developed.

NOTE: Proposed definition source: https://mrsc.org/explore-topics/planning/development-types-and-land-uses/infill-development

APPLICABIITY
Minor subdivisions are not subject to Table 1333.09. minor subdivisions are:

-The division of one parcel into two

-Minor boundary line adjustments

-Parcel mergers (when the subject properties are held by same owner)

-Residential construction of one single-family detached dwelling unit.

-Testamentary transfers (division of land per a will).

-Judicial partition (division of land subject to a Court order)

-Re-surveys

-Utility lots

CLARIFICATION

In-fill development is characterized by a development of vacant or under-utilized parcels in existing urban areas. The intent of the proposed language is to require sidewalks and on-street parking on both sides of a right-of-way within a major development, while only requiring sidewalks and off-street parking on the subject parcel within minor land development.

The desired result is that the language as presented in this staff report will require improvements on both sides of a road in major subdivisions, while only requiring parcel specific improvements on minor subdivisions.

If the language was amended to per my earlier recommendation to the Planning Commission, then it could be construed to mean that both Major and Minor subdivisions require improvements on both sides of the right-of-way, which is the very issue this text amendment was crafted to fix.

EFFECT

The proposed language states: *For in-fill development, provision of on-street parking and sidewalks on the opposite side of the road is not required, though sidewalks and required off-street parking shall be provided on the subject parcel(s) being developed.*

It is not always possible to safely provide on-street parking in residential infill areas, especially those with narrow roads. Therefore, the proposed text does not require on-street parking for infill development. However, off-street parking must be provided; for a single family detached home that requirement is for two parking spaces. Sidewalks are required for in-fill development based on the proposed language.

CRITERIA

Before amending the zoning ordinance, the governing body with the advice of the planning commission, must find:

1. **That the amendment is consistent with the adopted comprehensive plan, or;**

   Meets the Vision Statement by:
   1. "*Providing well-planned, safe and secure neighborhoods.*"

   Key Themes and Goals met:
   -**Mobility, Accessibility, and Connectivity:** The City of Charles Town will be a highly accessible community for all citizens by providing efficient multimodal (pedestrian, bicycle, public transit, and vehicular) connections with Downtown Charles Town, and between and among its residential neighborhoods and local and regional commercial centers.

2. **If the amendment is inconsistent, then the governing body with the advice of the planning commission, must find that there have been major changes of an economic, physical or social nature within the area involved which were not anticipated when the comprehensive plan was adopted and those changes have substantially altered the basic characteristics of the area.**

   Not applicable, first criterion is met.

CONCLUSION

The text amendment as presented will require parcel specific improvements on minor subdivision/land development and in-fill development, while requiring improvements on both sides of a right-of-way in major subdivisions/land developments.

RECOMMENDATION

Approval.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-379: Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) update from Elizabeth Ricketts, Council's Representative

Infrastructure Committee's recommendation to Council at their March 25, 2024 meeting.

ATTACHMENTS:

- HEPMPO Municipal Representative Update April 2024.pdf

Hagerstown/Eastern Panhandle Metropolitan Planning Organization

HEPMPO Municipal Representative
Elizabeth Ricketts

Update April 2024

Hagerstown Eastern Panhandle MPO



Upcoming meetings…

- April 23, 5:00pm, Martinsburg
  Public Meeting – Draft Safety Action Plan
- April 30, 5:00pm, **Charles Town**
  Public Meeting – Draft Safety Action Plan
- May 2, 5:00pm, Hagerstown
  Public Meeting – Draft Safety Action Plan
- May 8, 10am - virtual
  Congestion Management Process Plan stakeholders
- May 15, 10:30am
  Technical Advisory Committee
- May 15, 1:30pm
  Interstate Council
- August 21, 10:30am
  Technical Advisory Committee
- August 21, 1:30pm
  Interstate Council

Open for Public Comment…

public comment period **Friday, April 12, 2024 - Tuesday, May 14, 2024**.

Written comments may be mailed to the HEPMPO's office (33 W Washington Street, Suite 402, Hagerstown, MD 21740), sent via e-mail to mmullenax@hepmpo.net, or submitted online at www.hepmpo.net/contact

- proposed FY 2025 Unified Planning Work Program (UPWP)
- proposed FY 2025-2028 Transportation Improvements Program (TIP)
- DRAFT Regional Safety Action Plan

Safety Action Plan

Regional effort.

Municipalities can create own, or piggy-back off regional plan for grant opportunities.

Zero is our goal.

Open for public comment.

Finalized May 15th, 2024.

Safe System Approach

Zero is our goal. A Safe System is how we will get there. In 2022, the United States Department of Transportation (FHWA) introduced the National Roadway Safety Strategy (NRSS) to address the safety crisis on our Nation's roadways. The NRSS declares a goal of zero deaths and adopts the **Safe System Approach (SSA)** as the guiding paradigm for addressing roadway safety and achieving this goal. The Safe System Approach equips us with a structured decision-making framework, enabling us to deliberately address five key elements and six guiding principles (Figure 2) during planning and implementation. It prioritizes human fallibility and vulnerability, ultimately designing a protective system for all.



Figure 2: Safe System Approach Principles and Elements

KSI

- Pedestrian KSI
- Bicycle KSI
- Motorcycle KSI
- Motor Vehicle KSI
- Transportation Disadvantaged Areas

**Killed or Severely Injured*

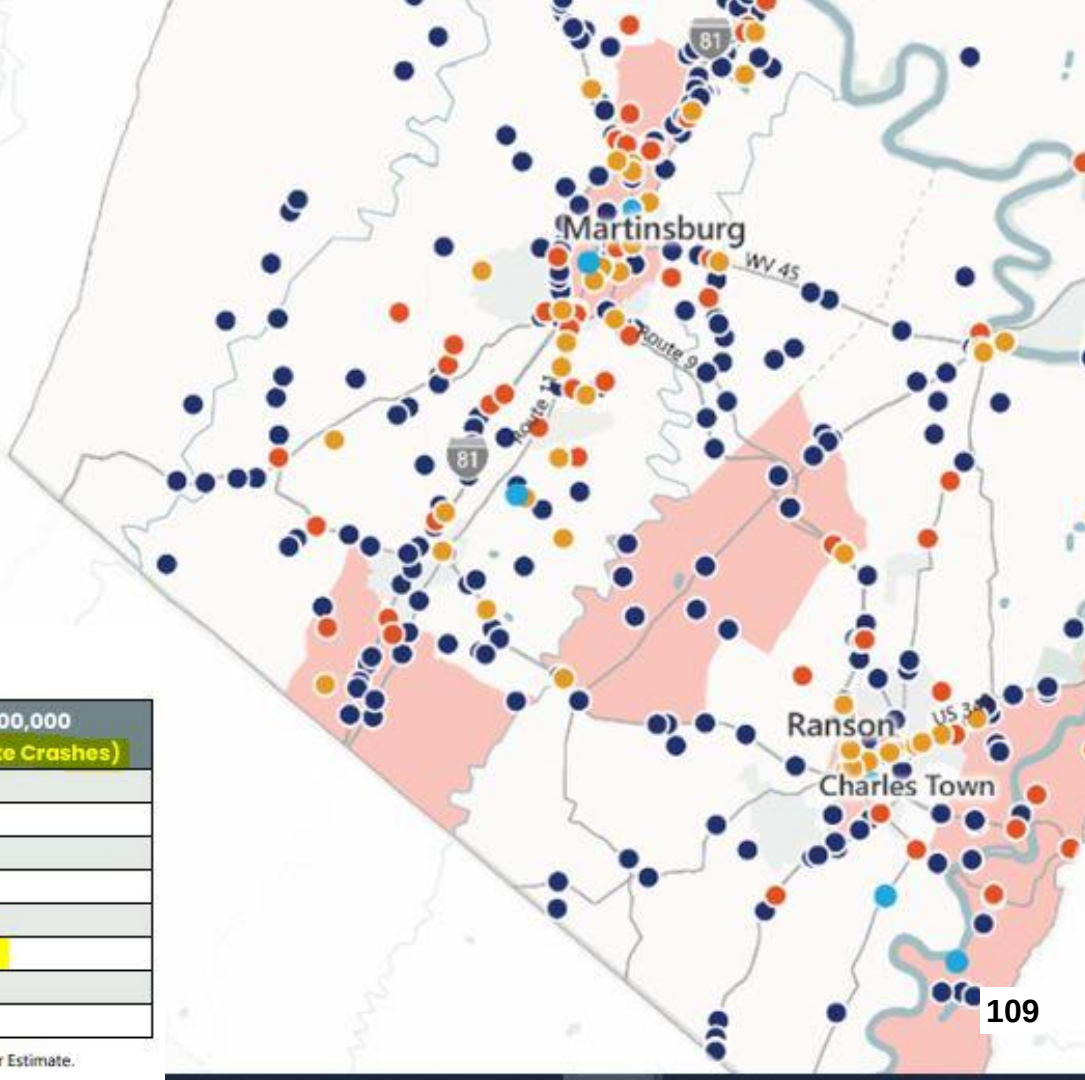


Table 5: HEPMPO Fatality Crash Rates (2018 - 2022)

	Fatal Crash Rate Per 100,000 People (All Crashes)	Fatal Crash Rate Per 100,000 People (Non-Interstate Crashes)
HEPMPO	11.9	9.5
Berkeley County	13.1	10.2
Jefferson County	12	12
Washington County	10.9	8
Hagerstown, MD	10.5	10.5
Charles Town, WV	23.4	23.4
Martinsburg, WV	2.3	2.3
Ranson, WV	23	23

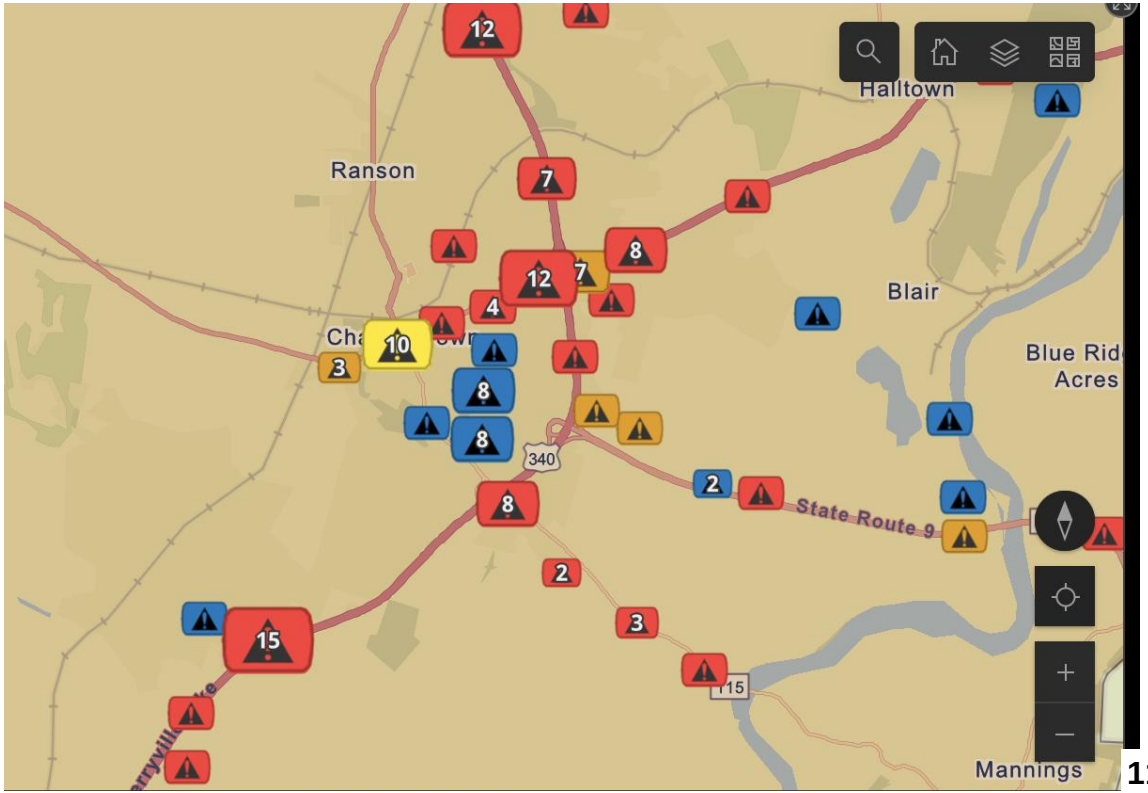
Source: 2018 – 2022 MDOT and WVDOT Crash Data, American Community Survey 2020 5-Year Estimate.

SAP & CMP Survey Results

574 respondents

[GIS tool data]

CMP Plan: **Congestion Management Process Plan** is also in progress with regular stakeholder meetings



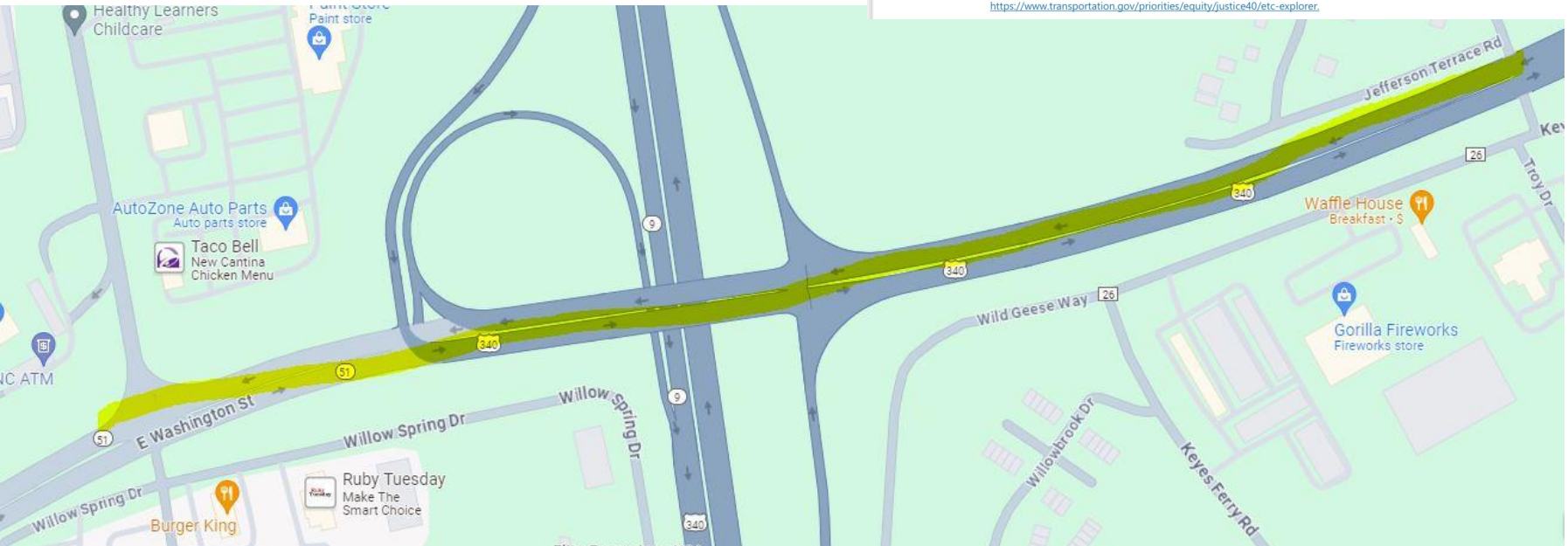
High Injury Network (HIN)

Segments

Table 3: Top HEPMPO HIN Segments

Road Name	Extents	Safety Score Per Mile[1]	Transportation Disadvantage Community[2]
1. E Washington St	Flowing Springs Wy to Jefferson Ter (0.4 Miles)	9,693	N
2. Dual Highway	Cleveland Ave to Manor Dr (0.3 Miles)	9,259	Y
3. Dual Highway	Edgewood Dr to Day View Dr (0.3 Miles)	8,957	Y
4. Dual Highway	Cannon Ave to Cleveland Ave (0.4 Miles)	8,898	Y
5. Virginia Ave	Snyder Ave to Howard St (0.4 Miles)	7,344	Y
6. Apple Harvest Dr	I-81 ramps to Winchester Ave (0.3 Miles)	7,258	Y
7. W Washington St	Burhans Blvd to Potomac St (0.4 Miles)	7,115	N
8. Brown Rd	Williamsport Pk to Willingham Wy (0.4 Miles)	6,301	Y
9. Edwin Miller Blvd	McMillan Ct to Meridian Pkwy (0.6 Miles)	4,715	N
10. Dual Highway	Mount Aetna to Edgewood Dr (0.7 Miles)	4,576	Y

Source: Maryland Crash Data, West Virginia Crash Data, Replica, Fehr & Peers.
1. The Safety Score is calculated based on the total number of crashes, the highest level of injury sustained in each crash, and the travel mode of victims.
2. Transportation disadvantage occurs when people are unable to access the needs of their daily life regularly, reliably, and safely. Additional information can be found on the US DOT website: https://www.transportation.gov/priorities/equity/justice40/etc-explorer.

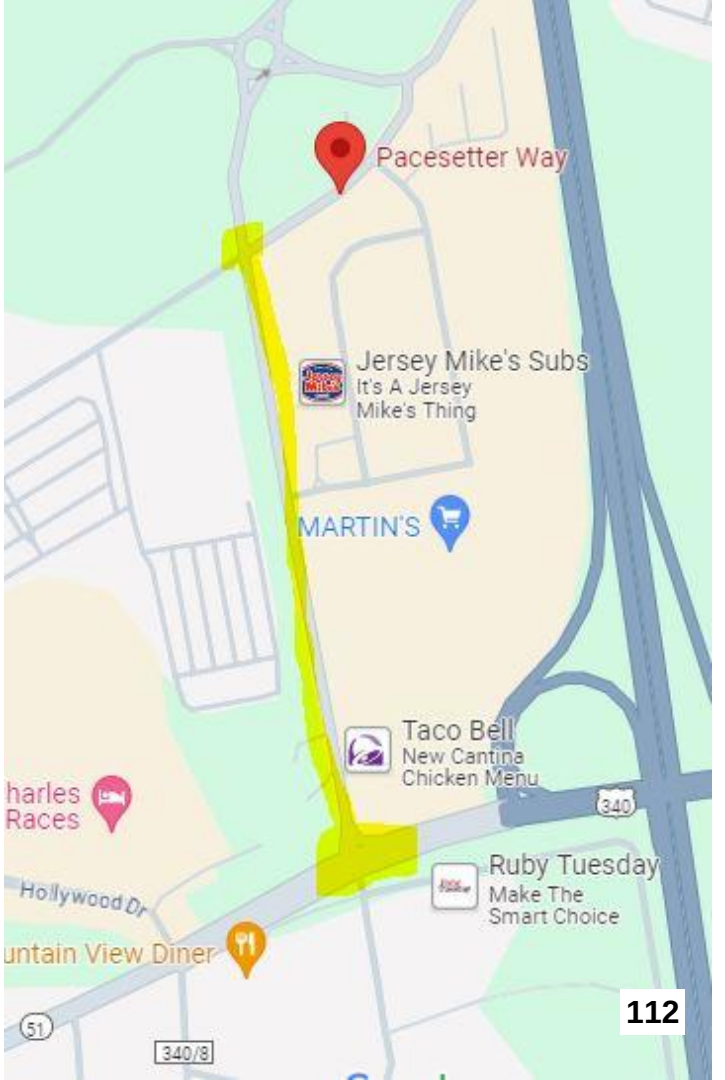


High Injury Network (HIN)

Corridors

Table 4: Top HEPMPO HIN Corridors

Road Name	Extents	Safety Score Per Mile[1]	Transportation Disadvantage Community[2]
1. Brown Rd	Williamsport Pk to Willingham Wy (0.4 Miles)	4,715	N
2. Burnhans Blvd	Cushwas Aly to Pennsylvania Ave (1.4 Miles)	4,415	Y
3. Dual Highway	Cannon Ave to Beaver Creek Rd (4 Miles)	4,361	Y
4. Edgewood Dr	Baltimore St to Dual Hwy (0.9 Miles)	3,837	Y
⟹ 5. Washington St	Railroad Crossing to Jefferson Ter (2.2 Miles)	3,806	Y
6. Edwin Miller Blvd	McMillan Ct to Cloud St (1.5 Miles)	3,540	Y
7. Church St	Burhans Blvd to Potomac St (0.4 Miles)	3,443	Y
⟹ 8. Flowing Springs Rd	Pacesetter Wy to E Washington St (0.4 Miles)	3,381	Y
9. Warm Springs Ave	Edwin Miller Blvd to Williamsport Pk (0.9 Miles)	2,781	Y
10. Winchester Ave	King St to Paynes Ford Rd (3 Miles)	2,682	Y



Washington Street



Collision History (2018-2022)



	Total Collisions	Fatal or Severe Injury
	232	2
	2	0
	1	0
	5	4

Notable Collision Patterns



Rear End at Signal

Angle at Signal

Planning References

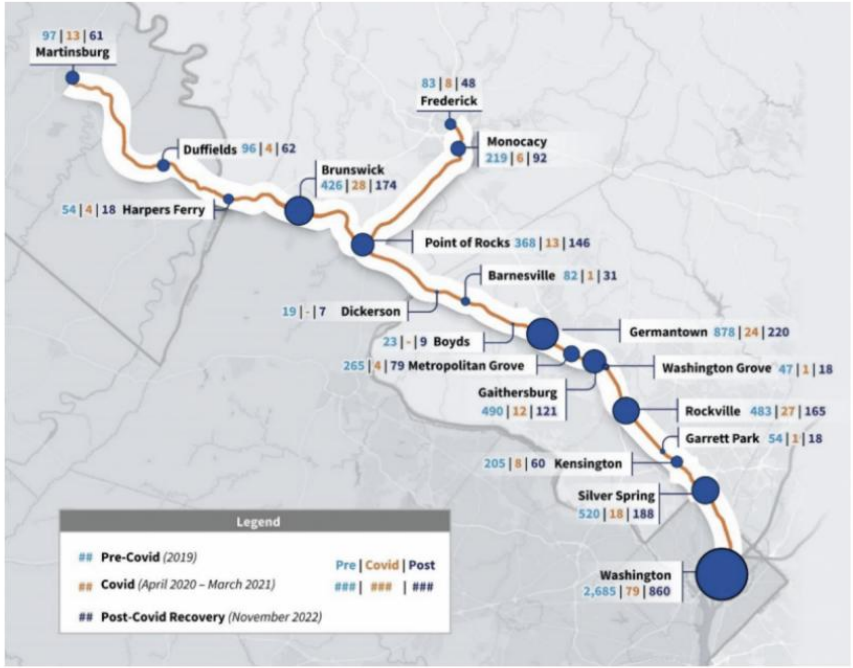
- Existing Plus Committed Projects
  - J2016-02 Charles Town CBD Signal System
- TIP Projects
  - J2024-09 Washington St (at West St)
- Fiscally Constrained Projects
  - C34 Washington St Intersection Improvements (at Jefferson Ave)
  - J101.0 Extension of Turn Lanes (at Flowing Springs Rd)
- Bike/Pedestrian
  - Designated VRU Corridor

MARC Train

Last update was that $8,000,000 was found in the Maryland State General Assembly budget for MARC train

- Specifically for Brunswick line services to West Virginia
- Mentioned a new mid-day service pilot

MARC released a draft technical report in January on how to expand service and improve regional links to WV and western MD.



MARC Brunswick Line average daily boardings by station, pre-COVID, during COVID-19, and during post-COVID-19 recovery. Image by Maryland Transit Administration.

[Article from May 9th]

ADA Transition Plan

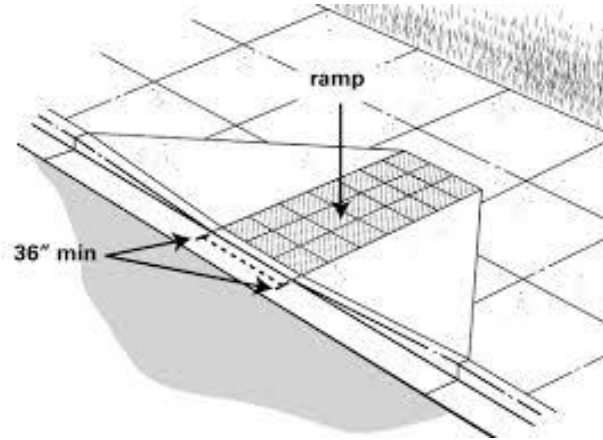
MPO reached out to Charles Town about starting an ADA Transition Plan.

Suggested, but not required at this time.

Looks at how the city plans to address curb ramps for ADA compliance.

WVDOT ADA Coordinator and members of FHWA interested in **hosting a workshop in June 2024** to provide information to interested municipal leaders from across Jefferson, Berkeley, and Morgan counties.

Working with staff to accommodate with a meeting space here in Charles Town.



Lawrence/Congress St Intersection Project

- Grant is stalled
- Federal government came back and said this suballocated funding was meant for “urban areas” only, which Charles Town is not considered. MPO was unaware of this requirement.
- Grant is “still in the mix” awaiting state level programming…



Hagerstown/Eastern Panhandle Metropolitan Planning Organization
33 W. Washington St., 4th Floor, Suite 402, Hagerstown, MD 21740
Phone: 240-313-2080, Fax: 240-313-2084
www.hepmpo.net

January 18, 2024

The Honorable Jimmy D. Wriston, PE
Secretary, Department of Transportation
W.V. Department of Transportation
Capitol Complex Building 5
1900 Kanawha Boulevard East
Charleston, WV 25305

Subject: Carbon Reduction Program - Congress & Lawrence Intersection Improvement Project

Dear Secretary Wriston,

HEPMPO Staff followed the FY2024 Project Selection Guidelines for Federal Suballocated Funds (approved locally on August 16, 2023) in the advertisement, communication and review of potential eligible projects. These Guidelines and procedures were created under guidance of WVDOT's 2023-2028 STIP Operating Procedures.

HEPMPO's Program application was announced on September 1, 2023, with application acceptance period starting September 15, 2023 and concluded on November 1, 2023. Following HEPMPO staff review, and review by HEPMPO's Technical Advisory Committee, a recommended project was selected and advanced for Policy Board consideration. On January 17, 2024 HEPMPO's Policy Board unanimously approved the "Congress & Lawrence Intersection Improvement Project" in Charles Town for suballocated federal funding.

This project is eligible for HEPMPO's FY2024 suballocated Carbon Reduction Program and will provide pedestrian improvements at the intersection of Congress and Lawerence Streets, including ADA-compliant curb ramps, bulb outs and crosswalks. The project is located on the northwest corner of the Wright Denny Intermediate Elementary School in downtown Charles Town.

The City of Charles Town has committed in writing to the non-federal share (20% or $54,757) of project's construction cost estimate (overall $273,784). The City of Charles Town also previously procured an engineering firm (Kimley Horn) through the 5G process and project is at 90% design.

I appreciate your assistance in ensuring this project gets programmed into the STIP at the earliest opportunity. If you have any questions or need additional information please let me know.

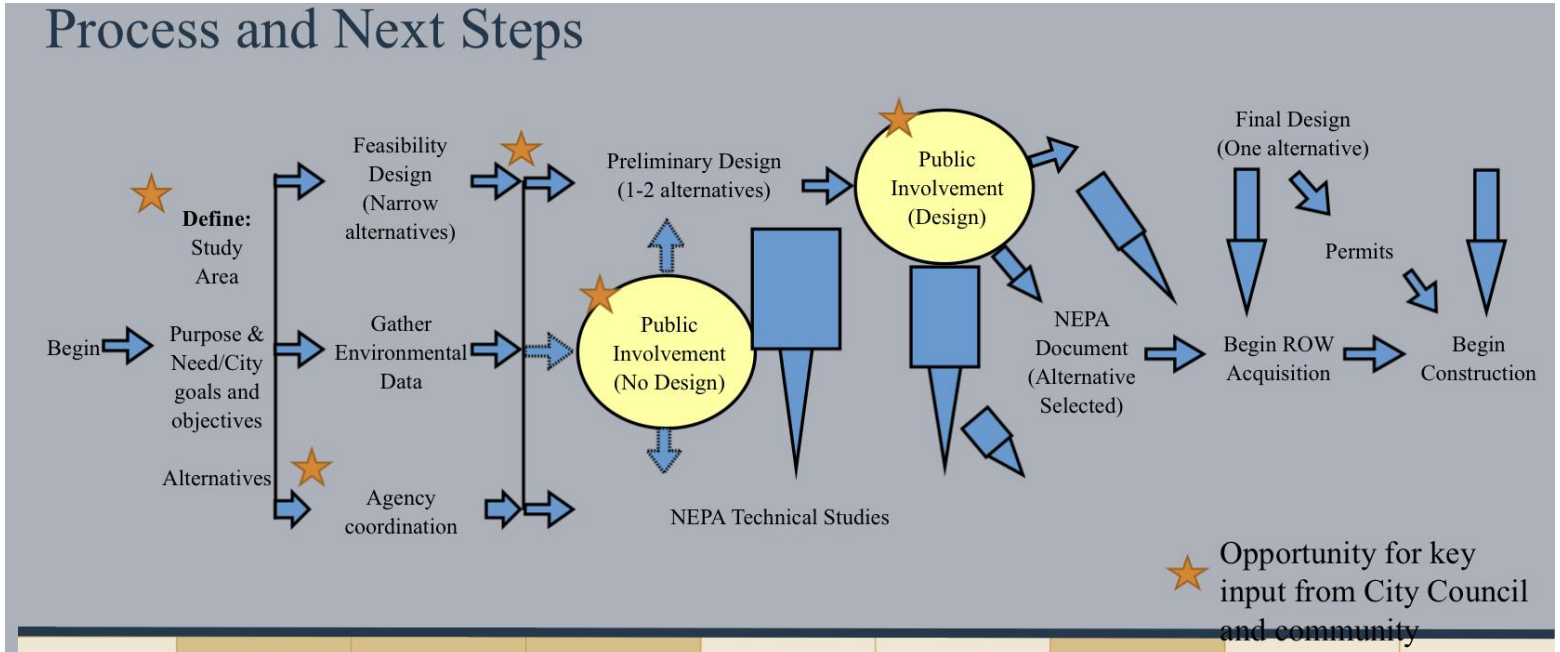
Sincerely,

Matthew T. Mullenax
Executive Director

Rt 51/ MLK Blvd / Summit Point Rd/ W. Washington St Intersection Project

AMT's contract was finalized with WVDOT and traffic counts/surveying have begun - may notice equipment in the area.

Have received no response to our letter from Secretary Wriston… (304) 558-0444 DOT.Secretary@wv.gov



Other projects…

Augustine Avenue / Sheetz signalization

Rt 115 traffic circle project

Jefferson Ave and Rt 115 signalization and turn lane

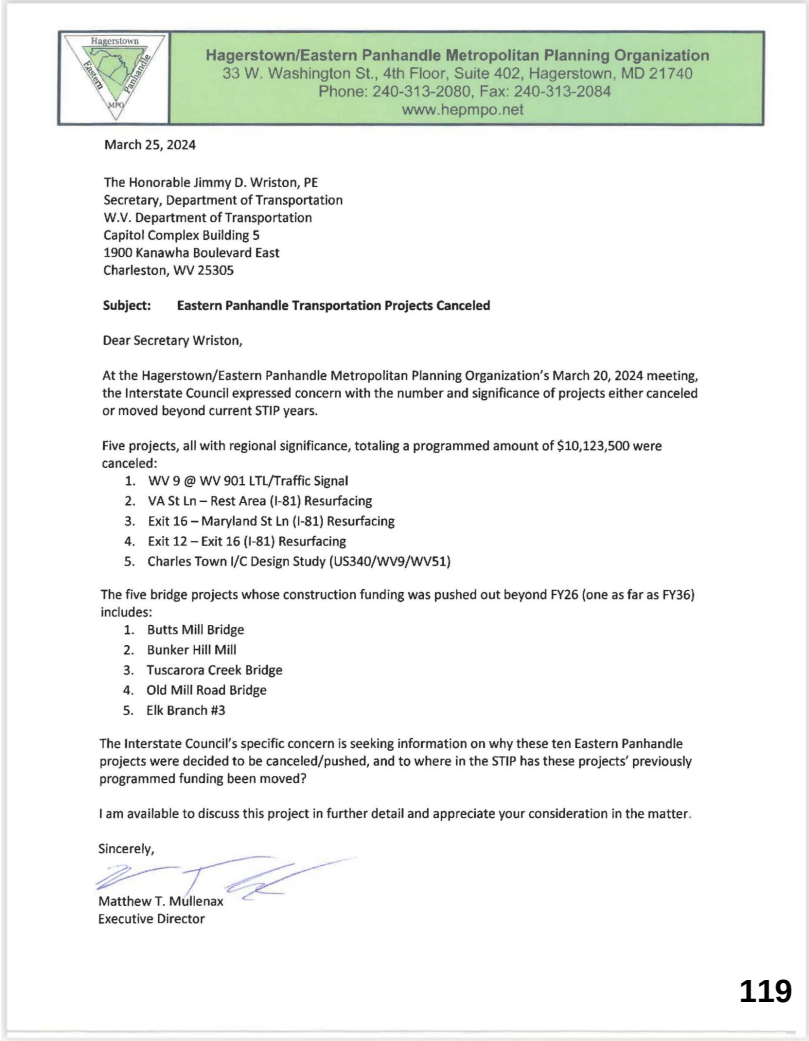
George St. sidewalk

Augustine Avenue Trail

Cancelled studies

Due to a massive over-programming, the state DOT announced cuts totalling over $10 million to planned projects within the MPO region.

Charles Town is impacted by the cancellation of the planned Charles Town interchange Design Study at US340/WV9/WV51



Hagerstown/Eastern Panhandle Metropolitan Planning Organization
33 W. Washington St., 4th Floor, Suite 402, Hagerstown, MD 21740
Phone: 240-313-2080, Fax: 240-313-2084
www.hepmpo.net

March 25, 2024

The Honorable Jimmy D. Wriston, PE
Secretary, Department of Transportation
W.V. Department of Transportation
Capitol Complex Building 5
1900 Kanawha Boulevard East
Charleston, WV 25305

Subject: Eastern Panhandle Transportation Projects Canceled

Dear Secretary Wriston,

At the Hagerstown/Eastern Panhandle Metropolitan Planning Organization's March 20, 2024 meeting, the Interstate Council expressed concern with the number and significance of projects either canceled or moved beyond current STIP years.

Five projects, all with regional significance, totaling a programmed amount of $10,123,500 were canceled:

1. WV 9 @ WV 901 LTL/Traffic Signal
2. VA St Ln – Rest Area (I-81) Resurfacing
3. Exit 16 – Maryland St Ln (I-81) Resurfacing
4. Exit 12 – Exit 16 (I-81) Resurfacing
5. Charles Town I/C Design Study (US340/WV9/WV51)

The five bridge projects whose construction funding was pushed out beyond FY26 (one as far as FY36) includes:

1. Butts Mill Bridge
2. Bunker Hill Mill
3. Tuscarora Creek Bridge
4. Old Mill Road Bridge
5. Elk Branch #3

The Interstate Council's specific concern is seeking information on why these ten Eastern Panhandle projects were decided to be canceled/pushed, and to where in the STIP has these projects' previously programmed funding been moved?

I am available to discuss this project in further detail and appreciate your consideration in the matter.

Sincerely,

Matthew T. Mullenax
Executive Director

FHWA-WV Division Federal Grant Seminar

attended a February 2024 seminar by the FHWA-WV Division

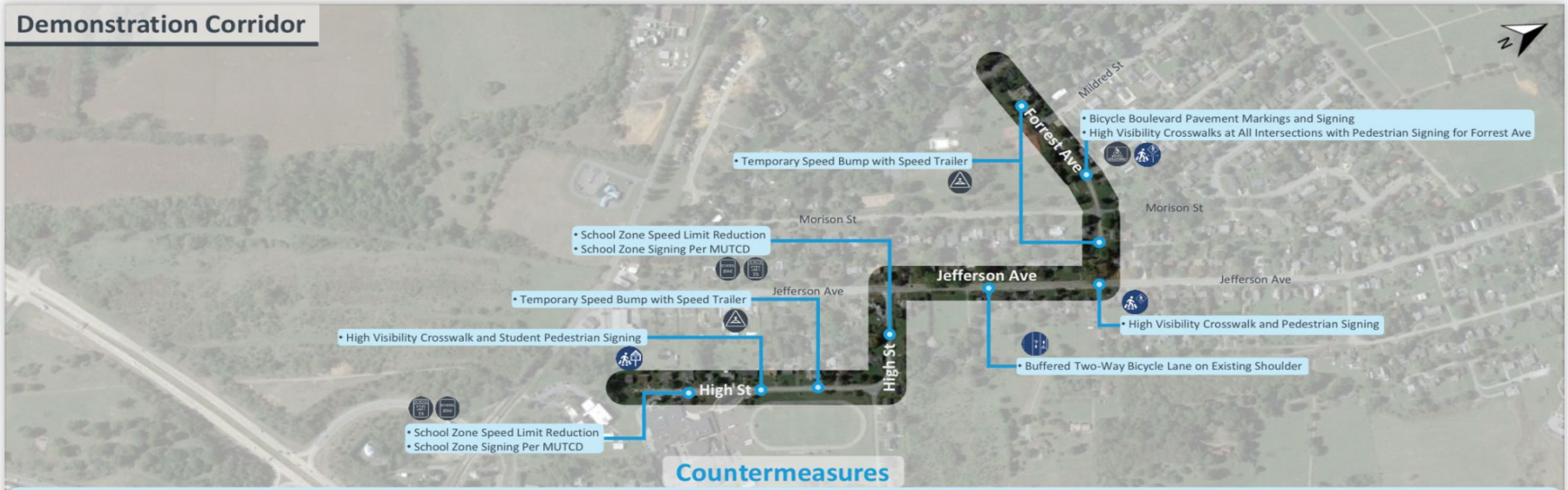
So many grants… so little time (or matching funds!)

SS4A = Safe Streets for All

Notice of Funding Opportunity for the Safe Streets and Roads for All (SS4A) program. Funds for the fiscal year (FY) 2024 SS4A grant program are to be awarded on a competitive basis to support planning, infrastructure, behavioral, and operational initiatives to prevent death and serious injury on roads and streets involving all roadway users.

*Examples of eligible **demonstration** activities include: feasibility studies using quick-build strategies that inform permanent projects in the future (paint, plastic posts, delineators, removable barriers, reallocation of roadway space), MUTCD engineering studies that further safety applications (evaluating need for high-visibility crosswalks, markings, or bike lane treatments), pilot programs for behavior or operational activities that must include at least one element of the Safe System Approach and, pilot projects that utilize innovative technologies that have not yet adopted in the community (speed cameras, variable speed limits, adaptive signal timing, adaptive lighting).*

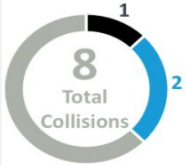
Demonstration Corridor



Countermeasures

- Bicycle Boulevard Pavement Markings and Signing
- High Visibility Crosswalk and Pedestrian Signing
- High Visibility Crosswalk at All Intersections with Pedestrian Signing for Forrest Ave
- School Zone Speed Limit Reduction
- Buffered Two-Way Bicycle Lane on Existing Shoulder
- High Visibility Crosswalk and Student Pedestrian Signing
- School Zone Signing Per MUTCD
- Temporary Speed Bump with Speed Trailer

Collision History (2018-2022)



- Fatal or Severe Injury
- All Other Injury
- Property Damage Only

	Total Collisions	Fatal or Severe Injury
	7	0
	0	0
	1	1
	0	0

Notable Collision Patterns

- Single Vehicle – Lane Departure
- Weekend Crashes
- Angle Not at Signal

Planned Work

- 2023 Bike/Ped Plan Project List
  - J5 – High St – Improve Sidewalk Connectivity to Charles Town Middle School
  - J4 – Forrest Ave – Install Sidewalk and ADA Ramps Between S Mildred St and Jefferson Ave

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-380: Selection for a Council Select Committee to Further Research Private Outdoor Designated Area (PODA) in Downtown Charles Town

The committee will include the city manager, city staff, Chief of Police, two council members, and at least one downtown business owner.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-406: Property Acquisition and City Personnel Update - Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-410: Referral of Article 365 Charles Town Parking District to the Ordinance Committee

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-421: Payment of Bills - April 16, 2024

ATTACHMENTS:

- CAPITAL RESERVE COUNCIL REPORT 2024 04 12.pdf
- GENERAL FUND COUNCIL REPORT 2024 4 12.pdf
- PARKS N REC COUNCIL REPORT 2024 04 12.pdf
- GENERAL FUND COUNCIL REPORT 2024 4 12 EXTRA RUN.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GREENWAY ENGINEERING, INC.	4/12/24	LIBERTY STREET FLOODING PR	CAPITAL RESERVE	STREETS & TRANSPORTATI	1,803.75
				TOTAL:	1,803.75
TEK ADVISORS	4/12/24	TECH SERVICE MARCH 2024	CAPITAL RESERVE	GENERAL GOVERNMENT	8,739.03
				TOTAL:	8,739.03
TYLER TECHNOLOGIES, INC	4/12/24	1/1/24-3/31/24INSITE TRANS	CAPITAL RESERVE	GENERAL GOVERNMENT	1,221.25
				TOTAL:	1,221.25

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

200	CAPITAL RESERVE	11,764.03
	GRAND TOTAL:	11,764.03

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: CAP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 4/12/2024 THRU 4/12/2024

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
APPLE VALLEY WASTE SERVICE, INC.	4/12/24	TRASH SERVICE MAR 2024	GENERAL FUND	NON-DEPARTMENTAL	525.00
	4/12/24	TRASH SERVICE MAR 2024	GENERAL FUND	STREETS & HIGHWAYS	660.13
				TOTAL:	1,185.13
BOARD OF TRUSTEES OF THE POLICE PENSIO	4/12/24	OCT23-MAR24 POLICE PENSION	GENERAL FUND	POLICE DEPARTMENT	30,124.02
				TOTAL:	30,124.02
BOLAND TRANE SERVICES INC	4/12/24	APRIL24 HVAC 661 S GEORGE	GENERAL FUND	POLICE DEPARTMENT	457.00
				TOTAL:	457.00
CINTAS	4/12/24	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	207.54
	4/12/24	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	207.54
	4/12/24	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	207.54
	4/12/24	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	207.54
				TOTAL:	830.16
CMA'S TOYOTA CHEVROLET OF MARTINSBURG	4/12/24	MAINT CAR#6 OIL& INSPECTIO	GENERAL FUND	POLICE DEPARTMENT	151.80
				TOTAL:	151.80
COMCAST CORPORATION	4/12/24	661 XFINITY SERVE2/2/24-5/	GENERAL FUND	POLICE DEPARTMENT	916.05
	4/12/24	661 INTERNET SERV 2/24-3/2	GENERAL FUND	POLICE DEPARTMENT	305.35
	4/12/24	661 INTERNET SERV 3/24-4/2	GENERAL FUND	POLICE DEPARTMENT	305.35
	4/12/24	661 XFINITY SER 3/7/24-4/6	GENERAL FUND	POLICE DEPARTMENT	31.47
	4/12/24	MAINT SHOP INTERNET 4/7-5/	GENERAL FUND	STREETS & HIGHWAYS	92.70
				TOTAL:	1,650.92
CREAMERS AUTO SERVICE CENTER, LLC	4/12/24	CAR#18 INSPECTION/TIREMOUN	GENERAL FUND	POLICE DEPARTMENT	205.38
	4/12/24	CAR#11 REPLACE WHEEL BARIN	GENERAL FUND	POLICE DEPARTMENT	1,337.17
	4/12/24	CAR#11 FORD TRANSFER CASE	GENERAL FUND	POLICE DEPARTMENT	2,960.47
	4/12/24	CAR#17 INSPECTION&ALTERNAT	GENERAL FUND	POLICE DEPARTMENT	1,519.80
	4/12/24	CAR#27 BRAKES&INSPECTION	GENERAL FUND	POLICE DEPARTMENT	1,406.13
	4/12/24	CAR#27 REPLACE PUMP&THERMO	GENERAL FUND	POLICE DEPARTMENT	895.94
				TOTAL:	8,324.89
CHARLES TOWN UTILITY BOARD	4/12/24	108 N GEORGE ST2/15/24-3/1	GENERAL FUND	CITY HALL	100.67
	4/12/24	105 S GEORGE ST2/15/24-3/1	GENERAL FUND	CITY HALL	109.78
	4/12/24	661 S GEORGE ST2/15/24-3/1	GENERAL FUND	POLICE DEPARTMENT	335.13
	4/12/24	661 WATER DELIVERY 2/28/24	GENERAL FUND	POLICE DEPARTMENT	87.99
	4/12/24	34N WATER ST 2/15/24-3/15/	GENERAL FUND	STREETS & HIGHWAYS	80.56
				TOTAL:	714.13
DELTA DENTAL OF PENNSYLVANIA	4/12/24	MAY 2024 DELTA DENTAL	GENERAL FUND	ECONOMIC DEVELOPMENT	22.18
	4/12/24	MAY 2024 DELTA DENTAL	GENERAL FUND	TREASURER'S OFFICE	85.80
	4/12/24	MAY 2024 DELTA DENTAL	GENERAL FUND	CITY CLERK'S OFFICE	62.61
	4/12/24	MAY 2024 DELTA DENTAL	GENERAL FUND	ENFORCEMENT AGENCY	22.18

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
DIVISION OF JUSTICE AND COMMUNITY SERV	4/12/24	JULIAN BOUND POLICE ACADEM	GENERAL FUND	POLICE DEPARTMENT	1,500.00
	4/12/24	MATTHEW ZECHMAN 3WK RECER	GENERAL FUND	POLICE DEPARTMENT	750.00
				TOTAL:	2,250.00
ELIZABETH RICKETTS	4/12/24	REGISTRATION EVENTBRITE	GENERAL FUND	CITY COUNCIL	595.00
				TOTAL:	595.00
EVERBANK	4/12/24	2ND FLOOR PLAT PRINTER	GENERAL FUND	CITY HALL	430.50
				TOTAL:	430.50
EXECUTIVE EMERGENCY LIGHTING LLC	4/12/24	UP FIT 2 CHEVY TAHOE PPV'S	GENERAL FUND	POLICE DEPARTMENT	10,941.68
				TOTAL:	10,941.68
FIRST-CITIZENS BANK & TRUST CO	4/12/24	3RD FLOOR COPIER RENTAL	GENERAL FUND	CITY HALL	337.70
				TOTAL:	337.70
FRONTIER, INC.	4/12/24	RH-108 GEORGE 3/25/24-4/24	GENERAL FUND	CITY HALL	47.56
	4/12/24	ELEVATOR PHONE LINE 3/10-4	GENERAL FUND	CITY HALL	229.27
				TOTAL:	276.83
GREENWAY ENGINEERING, INC.	4/12/24	LIBERTY STREET FLOODING PR	CAPITAL RESERVE	STREETS & TRANSPORTATI	1,803.75
				TOTAL:	1,803.75
GRIFFITH ENERGY SERVICES, INC	4/12/24	CITY HALL OIL 3/26/2024	GENERAL FUND	CITY HALL	524.50
				TOTAL:	524.50
GUARDIAN	4/12/24	APRIL 24 VISION PREMIUM	GENERAL FUND	TREASURER'S OFFICE	38.87
	4/12/24	APRIL 24 VISION PREMIUM	GENERAL FUND	CITY CLERK'S OFFICE	24.76
	4/12/24	APRIL 24 VISION PREMIUM	GENERAL FUND	PLANNING & ZONING	46.72
	4/12/24	APRIL 24 VISION PREMIUM	GENERAL FUND	CITY HALL	14.11
	4/12/24	APRIL 24 VISION PREMIUM	GENERAL FUND	PARKING	9.25
	4/12/24	APRIL 24 VISION PREMIUM	GENERAL FUND	POLICE DEPARTMENT	199.86
	4/12/24	APRIL 24 VISION PREMIUM	GENERAL FUND	STREETS & HIGHWAYS	27.75
				TOTAL:	361.32
CHET HINES	4/12/24	HAPPY RETREAT GAS REIMB	GENERAL FUND	STREETS & HIGHWAYS	12.00
	4/12/24	HAPPY RETREAT GAS REIMB	GENERAL FUND	STREETS & HIGHWAYS	13.57
	4/12/24	HAPPY RETREAT GAS REIMB	GENERAL FUND	STREETS & HIGHWAYS	15.25
				TOTAL:	40.82
INTERNAL REVENUE SERVICE	4/12/24	INTERNAL REVENUE SERVICE	GENERAL FUND	CIVIC PROMOTIONS	649.62
				TOTAL:	649.62
JEFFERSON COUNTY EMERGENCY COMMUNICATI	4/12/24	CAD MOBILE DATA 12/6/23-1/	GENERAL FUND	POLICE DEPARTMENT	410.97
				TOTAL:	410.97

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/12/24	03/27 WEEKLY EVENT CALDEND	GENERAL FUND	CITY HALL	69.50
				TOTAL:	659.46
JOHNSON CONTROLS SECURITY SOLUTIONS	4/12/24	108N GEORGE ALRAMR 3/1/24	GENERAL FUND	STREETS & HIGHWAYS	320.51
				TOTAL:	320.51
KENT PARSONS FORD, INC	4/12/24	CAR#25 REPAIR MENTAL PLATE	GENERAL FUND	POLICE DEPARTMENT	133.49
	4/12/24	CAR#26 OIL CHANGE	GENERAL FUND	POLICE DEPARTMENT	59.13
	4/12/24	CAR#21 BATTERY,CORE CLEAN	GENERAL FUND	STREETS & HIGHWAYS	254.90
	4/12/24	CAR#25 BRAKES&ROTORS	GENERAL FUND	STREETS & HIGHWAYS	594.44
				TOTAL:	1,041.96
KONICA MINOLTA BUSINESS SOLUTIONS	4/12/24	WEBEX SERVICES 4/1/24-4/30	GENERAL FUND	CITY HALL	392.10
	4/12/24	WEBEX SERVICES 4/1/24-4/30	GENERAL FUND	POLICE DEPARTMENT	460.86
				TOTAL:	852.96
LINCOLN NATIONAL LIFE INSURANCE COMPAN	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	ECONOMIC DEVELOPMENT	1.32
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	ECONOMIC DEVELOPMENT	1.32
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	ECONOMIC DEVELOPMENT	1.32
	4/12/24	MAR 2023 LIFE INS PREMIUM	GENERAL FUND	ECONOMIC DEVELOPMENT	45.04
	4/12/24	APR2024 LIFE INS PREMIUM	GENERAL FUND	ECONOMIC DEVELOPMENT	45.04
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	CITY MANAGER'S OFFICE	2.64
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	CITY MANAGER'S OFFICE	2.64
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	CITY MANAGER'S OFFICE	2.64
	4/12/24	MAR 2023 LIFE INS PREMIUM	GENERAL FUND	CITY MANAGER'S OFFICE	137.29
	4/12/24	APR2024 LIFE INS PREMIUM	GENERAL FUND	CITY MANAGER'S OFFICE	137.29
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	TREASURER'S OFFICE	3.96
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	TREASURER'S OFFICE	3.96
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	TREASURER'S OFFICE	3.96
	4/12/24	MAR 2023 LIFE INS PREMIUM	GENERAL FUND	TREASURER'S OFFICE	59.61
	4/12/24	APR2024 LIFE INS PREMIUM	GENERAL FUND	TREASURER'S OFFICE	195.71
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	CITY CLERK'S OFFICE	1.32
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	CITY CLERK'S OFFICE	1.32
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	CITY CLERK'S OFFICE	1.32
	4/12/24	MAR 2023 LIFE INS PREMIUM	GENERAL FUND	CITY CLERK'S OFFICE	37.67
	4/12/24	APR2024 LIFE INS PREMIUM	GENERAL FUND	CITY CLERK'S OFFICE	37.67
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	ENFORCEMENT AGENCY	1.32
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	ENFORCEMENT AGENCY	1.32
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	ENFORCEMENT AGENCY	1.32
	4/12/24	MAR 2023 LIFE INS PREMIUM	GENERAL FUND	ENFORCEMENT AGENCY	45.43
	4/12/24	APR2024 LIFE INS PREMIUM	GENERAL FUND	ENFORCEMENT AGENCY	45.43
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	BUILDING INSPECTION	1.32
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	BUILDING INSPECTION	1.32
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	BUILDING INSPECTION	1.32
	4/12/24	MAR 2023 LIFE INS PREMIUM	GENERAL FUND	BUILDING INSPECTION	70.08

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	PARKING	1.32
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	PARKING	1.32
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	PARKING	1.32
	4/12/24	MAR 2023 LIFE INS PREMIUM	GENERAL FUND	PARKING	35.18
	4/12/24	APR2024 LIFE INS PREMIUM	GENERAL FUND	PARKING	35.18
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	POLICE DEPARTMENT	22.44
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	POLICE DEPARTMENT	22.44
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	POLICE DEPARTMENT	22.44
	4/12/24	MAR 2023 LIFE INS PREMIUM	GENERAL FUND	POLICE DEPARTMENT	758.42
	4/12/24	APR2024 LIFE INS PREMIUM	GENERAL FUND	POLICE DEPARTMENT	758.42
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	STREETS & HIGHWAYS	5.28
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	STREETS & HIGHWAYS	5.28
	4/12/24	EAP PREM FEES 4/1/24-6/30/	GENERAL FUND	STREETS & HIGHWAYS	5.28
	4/12/24	MAR 2023 LIFE INS PREMIUM	GENERAL FUND	STREETS & HIGHWAYS	161.56
	4/12/24	APR2024 LIFE INS PREMIUM	GENERAL FUND	STREETS & HIGHWAYS	161.56
				TOTAL:	3,483.50
MARLIN BUSINESS BANK	4/12/24	PD&CITY COPIER RENTAL	GENERAL FUND	CITY HALL	515.98
	4/12/24	PD&CITY COPIER RENTAL	GENERAL FUND	CITY HALL	114.50
	4/12/24	PD&CITY COPIER RENTAL	GENERAL FUND	CITY HALL	515.98
	4/12/24	PD&CITY COPIER RENTAL	GENERAL FUND	CITY HALL	114.50
	4/12/24	PD&CITY COPIER RENTAL	GENERAL FUND	POLICE DEPARTMENT	280.00
	4/12/24	PD&CITY COPIER RENTAL	GENERAL FUND	POLICE DEPARTMENT	280.00
				TOTAL:	1,820.96
MCKINNEY'S AUTO REPAIR & TOWING	4/12/24	CAR#15 OIL CHANGE	GENERAL FUND	POLICE DEPARTMENT	158.46
	4/12/24	CAR#24 INSPECTION-FILTER-B	GENERAL FUND	POLICE DEPARTMENT	442.93
				TOTAL:	601.39
MELISSA SEGURA	4/12/24	COURT TRANSLATOR 3/26/2024	GENERAL FUND	POLICE DEPARTMENT	75.00
				TOTAL:	75.00
MOTOROLA SOLUTIONS, INC.	4/12/24	UHF BLACK 450-470 CABLE	GENERAL FUND	POLICE DEPARTMENT	98.82
				TOTAL:	98.82
MPH INDUSTRIES, INC	4/12/24	DISPLAY ASSY,REMOTE, FORK	GENERAL FUND	POLICE DEPARTMENT	4,810.00
				TOTAL:	4,810.00
PITNEY BOWES	4/12/24	POSTAGE REFILL 3/06/2024	GENERAL FUND	CITY HALL	200.00
				TOTAL:	200.00
POTOMAC EDISON COMPANY, INC.	4/12/24	661 ELEC SERV 3/2/24-4/1/2	GENERAL FUND	POLICE DEPARTMENT	3,618.92
				TOTAL:	3,618.92
DONALD B RICE TIRE CO INC	4/12/24	BALANCE DUE CAR TIRES	GENERAL FUND	POLICE DEPARTMENT	63.68

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
STAPLES ADVANTAGE	4/12/24	BINDERS/CALENDAR	GENERAL FUND	CITY MANAGER'S OFFICE	198.60
	4/12/24	BINDERS/CALENDAR	GENERAL FUND	CITY HALL	17.43
	4/12/24	COFFEE,CREAMER,TISSUE	GENERAL FUND	CITY HALL	20.04
	4/12/24	COFFEE,CREAMER,TISSUE	GENERAL FUND	CITY HALL	14.58
	4/12/24	COFFEE,CREAMER,TISSUE	GENERAL FUND	CITY HALL	3.98
	4/12/24	COFFEE,CREAMER,TISSUE	GENERAL FUND	CITY HALL	9.69
	4/12/24	STAPLES ADVANTAGE	GENERAL FUND	CITY HALL	133.47
				TOTAL:	397.79
STAR CHAPMAN GROUP INC.	4/12/24	ACCOUNTING SERVICES MAR202	GENERAL FUND	TREASURER'S OFFICE	11,000.00
				TOTAL:	11,000.00
STRYKER	4/12/24	ELECTRODE/CABINET	GENERAL FUND	POLICE DEPARTMENT	1,383.08
	4/12/24	(20) LPCR2,WIFI,B,EN-US,DE	GENERAL FUND	POLICE DEPARTMENT	32,616.80
				TOTAL:	33,999.88
SUSTAINABLE STRATEGIES DC	4/12/24	MAR24 BASE RETAINER	GENERAL FUND	CITY HALL	2,400.00
				TOTAL:	2,400.00
TEK ADVISORS	4/12/24	TECH SERVICE MARCH 2024	CAPITAL RESERVE	GENERAL GOVERNMENT	8,739.03
				TOTAL:	8,739.03
THE JOURNAL,MARTINSBURG	4/12/24	PD POLICE HIRING TEST3/10-	GENERAL FUND	POLICE DEPARTMENT	870.00
				TOTAL:	870.00
TINT WIZARD	4/12/24	TWO TAHOE VINYL GRAPHICS	GENERAL FUND	POLICE DEPARTMENT	1,800.00
	4/12/24	PROTECTIVE FILM	GENERAL FUND	POLICE DEPARTMENT	100.00
				TOTAL:	1,900.00
TRAVIS KABLE	4/12/24	REIMBURSE MEAL&TRAVEL 4/3/	GENERAL FUND	STREETS & HIGHWAYS	68.30
				TOTAL:	68.30
TYLER TECHNOLOGIES, INC	4/12/24	1/1/24-3/31/24INSITE TRANS	CAPITAL RESERVE	GENERAL GOVERNMENT	1,221.25
				TOTAL:	1,221.25
UNITED WAY OF THE EASTERN PANHANDLE, I	4/12/24	TEEN COURT FEES MARCH 2024	GENERAL FUND	NON-DEPARTMENTAL	535.25
				TOTAL:	535.25
WASTE MANAGEMENT	4/12/24	34 N WATER ST TRASH SERV	GENERAL FUND	STREETS & HIGHWAYS	647.78
				TOTAL:	647.78
WINCHESTER PSYCHOLOGICAL ASSESSMENT LL	4/12/24	PRE EMPLOTMENT EVAL 3/7/24	GENERAL FUND	POLICE DEPARTMENT	415.00
				TOTAL:	415.00
WV STATE TREASURER'S OFFICE	4/12/24	MUNC COURT FEES MARCH 2024	GENERAL FUND	NON-DEPARTMENTAL	6,052.25

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
001 GENERAL FUND	141,411.30
200 CAPITAL RESERVE	11,764.03
GRAND TOTAL:	153,175.33

TOTAL PAGES: 6

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 4/12/2024 THRU 4/12/2024

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
POTOMAC EDISON COMPANY, INC	4/12/24	JMP MEMORIAL 3/2/24-4/1/24	PARKS & REC	PARKS & REC	7.28
				TOTAL:	7.28

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

207	PARKS & REC	7.28
	GRAND TOTAL:	7.28

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 03-CT BOARD OF P&R
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 4/12/2024 THRU 4/12/2024

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
FRONTIER, INC.	4/16/24	PD RINGDOWN 3/22-4/21	GENERAL FUND	POLICE DEPARTMENT	112.50
				TOTAL:	112.50
STEPTOE & JOHNSON PLLC	4/16/24	LEGAL SERVICES FAB 2024	GENERAL FUND	CITY ATTORNEY	17,837.25
				TOTAL:	17,837.25

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

001	GENERAL FUND	17,949.75
	GRAND TOTAL:	17,949.75

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 4/16/2024 THRU 4/16/2024

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-409: Charles Town Utility Board Meeting Minutes - March 27, 2024

ATTACHMENTS:
- 2024.03.27 UB MINUTES.pdf

Charles Town Utility Board
Regular Board Meeting
March 27, 2024

The Charles Town Utility Board held a regular meeting on March 27, 2024 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; Jeff Whitten, Board Member; and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and Tricia Jackson, County Commission Liaison.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of March 13, 2024 Regular Meeting Minutes

The Chairman called for changes or corrections to the March 13, 2024 regular meeting minutes.

Action: **Motion made by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved the March 13, 2024 minutes.**

PUBLIC COMMENT

No public comment was received.

NEW BUSINESS

Rate Summary

Mrs. Stolipher provided a rate summary comparison between the water and sewer rate structures of CTUB and West Virginia American Water. The summary was based on various consumption rates and the cost difference between the two entities. The Board provided discussions.

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

Source Water Protection Grant Application

Mrs. Stolipher briefed the Board on the Source Water Protection Grant for a system-wide sanitary survey and report for the Summit Point raceway to evaluate the utilities in the amount of $35,000.00. At a previous meeting, discussions were held regarding water and sewer service for this area. Mrs. Stolipher provided the application is due by April 30th.

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

Safety Consulting Proposal – Premier Risk Management Solutions, LLC.

Mrs. Stolipher included the new 2024 contract for safety consulting services at a reduced price of $10,000.00 plus travel expenses. Premier Risk offers monthly safety training and certifications for staff.

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the safety consulting proposal with Premier Risk Management Solutions, LLC for $10,000.00.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided an update on the Administrative Order with EPA and mentioned she will attend a water rate forum by the Green Water Coalition after the board meeting. She also thanked Mrs. Shultz and staff for completion/submission of the FY 2023 audit.

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

Chairman Report

The Chairman mentioned he will be attending the water rate forum as well and CTUB day is planned for April 26th.

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

APPROVAL OF BILLS

March 24, 2024

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

ADJOURNMENT

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

Action: **Motion by Mr. Pierson, second by Mr. Whitten, the Board unanimously adjourned the meeting at 4:16 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, April 10, 2024 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Ashley Stottlemyer
Secretary

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-411: Charles Town Tree Board Minutes - March 14, 2024, Meeting

ATTACHMENTS:

- Tree Board Meeting Minutes - March 14 .pdf

CITY OF CHARLES TOWN
Tree Board
March 14, 2024

Regular Meeting	Council Chambers	7:00 PM

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Status
Aaron Amore	Present
Katie Coon	Present
Jane King	Present
Carlo Olivares	Present
Scott Updike	Present
Elizabeth Ricketts	Present
Cindy Rezmer	Present

1. APPROVAL OF MINUTES

COMMENTS: none
RESULT: approved
MOVER: Katie Coon
SECONDER: Scott Updike
AYES: all

2. UNFINISHED BUSINESS

2024-282: Tree Planting Replacement Program with Cacapon Institute

- Aaron hasn't received any time yet for tree location planning so city can do a utility sweep.
- There will be a bridge coming at Evitt's Run so we need to make sure to not plant there.
    - John informed the board that the bridge will be where the old fence was so Jim can show the exact spot.
    - Jim has some areas where he needs to have room to mow.
    - Next week parks and rec is going to do a visualization for different parks at City Hall and tree board members are encouraged to attend.

2024-283: Tree Canopy/Inventory Update

- No new info.
- James the city manager has software on his computer.
- Scott says we can view data via county but we can't update and maintain it ourselves right now.
- Scott will email and coordinate with James so we can move data over and update it.

2024-284: Grant Approval and Consideration of Next Steps.

- Request for proposal from dept of forestry for tree related grants in socioeconomic depressed areas, most of downtown Charles Town is in that district.
    - Deadline was April 1st but an issue arose that required other protocols to be met before applications could be processed, so the info/application the dept of forestry provided was wrong and they need to re-do it.
    - Other issues is that any entity applying had to be registered in the SAM system which is a laborious process but Carolyn confirmed that the city is registered.
- Will have a site visit and talk about the grant proposal.
    - No chainsaw or stump grinder in the grant.
    - Will work on a list of equipment that will apply.
    - Aaron wants to get an inventory of what we already have.
- New deadline is likely late summer so we have more time for the proposal.
- Aaron talked to Tanner Haid.
    - They look for funding for arborists, training, interns, etc.
    - Educational components and job opportunities are things they look for in proposals.
- John mentioned the capital budget for the city and tree related stuff that we need to see what the grant can offer.

2024-285: Pollinator Garden Funds from Potomac Edison for Planting

- Conversation with 1st Energy.
- 2nd week of April to install.
    - 1st Energy provides plants and labor.
    - We need to prep the area (maintenance).
    - 10 x 30 area around the maple tree from last arbor day.
- Cacapon planting next weekend.
- They have more money, Spring and Fall.

2024-286: Tree Planting Bare Root Seedlings for WV Water-ways

- Aaron received 100-150 bare root trees, small saplings 6”- 8” a few months ago.
  - Swamp oaks are sprouting.
  - We will want to grow them out.
- No locations planned yet, looking at Willingham Knolls and Evitt’s Run where there’s no shade along the water.

2024-287: Creation of Tracking System/Method for Tree Related Activities Across City Staff/Departments for In-Kind Grant Application

- Maintenance has tickets but we need to track volunteer time.
- Do we keep track by project or by each volunteer?
- Katie suggested a google drive.
- Scott made a sample spread and showed the board.
- Jane needs to send Scott the meeting time totals (back to June 14, 2023 or from January).

MOTION : Motion to approve the use of Scott’s spreadsheet to track our volunteer time which will be maintained individually until we decide to broaden the scope of that.

RESULT: approved

MOVER: Katie Coon

SECONDER: Jane King

AYES: all

2024-288: Discussion of Potential Future Nursery Located at Maintenance Yard or Other Location

- John, Aaron and Jim need to go out and look.
- Micro nursery with gravel bed.
- Maintenance yard is the best place and we can move if needed.
- Application is in summer.
- There’s a spot in the yard that would work.

2024-289: New Grant Funds Available and Consideration of Tree Related Projects.

- Already covered,

2024-291: Update on Arborist Certification/Training for City Staff Person

- John updated the board that Travis completed his training and he’s working on studying before the test.

- He will be a good staff person/caretaker for the future nursery.

2024-292: Review of City Ordinances/Planning for Inclusion of Treescapes in New Communities

- Aaron wants to look closer at ordinances and get together with James and John.
  - We need some level of control of what these new developments are planting.
  - Make sure trees planted are native species and not invasive.
- Contractors just put in what's cheapest.
- We need something in the ordinance with instructions.

2024-293: Blooms & Blossoms Booth/Table

- We have a table on April 11th.
- We need a brochure.
- John will cut about 75 cedar wood slices.
- Carlo suggested doing some different bark rubbings for a tactile activity.

2024-294: Wright Denny Education Project

- They don't want any trees but would be happy to have the education component.
- Charles Town Middle School may have some good places for a planting.
  - Scott will get some teacher names.
- Fall project but we need to get organized now.

2024-295: African American Cemetery

- Aaron talked to Priscilla Rodd and they aren't there yet, they need to do more planning.
- Maybe a tree buffer when ready.
- We will have to wait and see.

2024-296: Review and Update Tree Maintenance Procedures

- Need to sit down with Travis to go over maintenance protocols for tree care.

2024-297: Summer Intern

- We are still waiting to hear back from Blue Ridge.

3. NEW BUSINESS

2024-298: Inventory of Assets, Tools, and Equipment Used for Tree-Related Activities

- John will provide a list and ask what tools/equipment is needed.

2024-299: Sale of Saplings by Ranson Community Garden for Its Spring Fundraiser

- Jean King wants to see if we want to donate our saplings from last arbor day for a fundraiser (25-26 sugar pines).

MOTION: Motion to approve the donation of the sugar pine trees to the Ranson Community Gardens for its spring fundraiser.

RESULT: approved

MOVER: Katie Coon

SECONDER: Scott Updike

AYES: all

2024-300: Meeting with Travis Cable, Jim Wysong, and Other Staff

- Aaron will get a meeting on the agenda.

4. ADJOURNMENT

Motion to adjourn at 8:11 PM

MOVER: Katie Coon

SECOND: Jane King

AYES: All

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Contract
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-419: Signed HdL Companies Contract

ATTACHMENTS:

- HDL Contract.pdf

HdL Companies

40 Years of Growing Revenue

AGREEMENT

1) HdL Companies NC, a California corporation ("HdL"), is authorized to do business in West Virginia and will obtain such licenses, permits and approvals as may be required by law for performing the Services for the City of Charles Town, West Virginia, a West Virginia municipal corporation ("CLIENT").

2) HdL will research and identify entities conducting business activity within CLIENT jurisdiction, but not currently paying business license, city service fees, and business & occupation tax fees to CLIENT. Further, HdL will contact such businesses and work with them to submit a business license application and pay all business license, and business & occupation tax fees and penalties due CLIENT.

3) CLIENT will pay HdL **50%** of such business license, city service fees, and business & occupation tax fees and penalties collected by CLIENT as a result of the efforts of HdL specified herein. Any additional business license, city service fees, and business & occupational tax fees and penalties paid by the same business and due within the next twenty-four (24) month period, following the initial payment, will also be subject to this agreement and HdL will receive **50%** of such fees and penalties paid by such business. For purposes of clarity, HdL shall not be entitled to any portion of such fees and penalties paid by the same business and due subsequent to such twenty-four (24) month period, and CLIENT shall retain all such amounts paid.

4) This Letter of Agreement may be terminated by either party upon sixty (60) days written notice; however, CLIENT's obligation to pay HdL for recommendations made prior to the date of termination will survive as provided in this Letter of Agreement notwithstanding such termination.

5) HdL will comply with all applicable laws, rules, regulations, and ordinances applicable, and HdL will maintain all information provided to it by CLIENT or any person, entity, or business contacted by HdL hereunder in strict confidence, and all information provided by CIENT shall remain the property of CLIENT for all purposes.

6) HdL is not entitled to any business license, and business & occupational tax fees collected by CLIENT from its normal and routine business license efforts.

7) Each party agrees to maintain in strict confidence all information received from the other party concerning the other party's revenues, expenses, and methods of doing business. Furthermore, HdL acts as a consultant only and does not receive any commissions or remuneration of any kind from any vendors or service providers.

8) HdL may engage subcontractors to assist with this project.

9) HdL is an independent contractor.

10) CLIENT and HdL shall mutually indemnify, defend and hold its officers, council members, employees, and other agents (each, an "Indemnified Party"), harmless from and against all claims, costs, liabilities, judgments, expenses, and damages incurred by an Indemnified Party as a result of any claim, demand, or action asserted by a third party and arising out of or in connection with, or any of its employees', agents', contractors', or subcontractors', violation of or failure to abide by any Applicable Law, breach of any covenant, obligation, warranty, or representation made herein, or negligent act or omission or willful misconduct.

11) HdL shall maintain the following types and amounts of insurance coverage during the term of this Agreement: (a) commercial general liability insurance (including coverage for bodily injury, death, property damage, and contractual liability) with a combined single limit of not less than $500,000 per occurrence and $1,000,000 aggregate; (b) professional liability insurance covering the errors and omissions of its employees providing professional services with a coverage limit of not less than $500,000per person/occurrence; (c) umbrella insurance with a coverage limit of not less than $1,000,000 per occurrence and $2,000,000 aggregate; and (d) workers compensation insurance with coverage limits as required by, and otherwise compliant with, applicable law of the jurisdiction in which any of its employees may perform any work or service under this Agreement. HdL shall, upon CLIENT's request, provide CLIENT with certificates of insurance evidencing such insurance and coverage limits and providing for at least thirty (30) days' written notice to CLIENT prior to cancellation, non-renewal, or a material change in coverage with respect to any of the policies listed above.

12) This Agreement shall be governed by the laws of the State of West Virginia without regard to conflicts of law provisions thereof.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK

The person(s) signing below are authorized to do so on behalf of their respective organizations. This Agreement shall be binding upon the parties hereto, their heirs, successors, and assigns.

This Agreement is entered into effective as of the 20 day of MARCH, 2024.

CLIENT: City of Charles Town, WV	**HdL Companies NC**
By:	By: Bobby Monroe
Printed Name: JOHN S. NISSEL	Printed Name: Bobby Monroe
Title: CITY MANAGER	Title: Director of Sales
Address: 101 E. WASHINGTON ST.	Address: 120 S. State College Blvd.,Ste 200
City, St, Zip: CHARLES TOWN, WV 25414	City, St, Zip: Brea, CA 92821
Phone # : 304-724-3244	Phone #: 336.413.6955
Email : JNISSEL@CHARLESTOWNWV.US	Email : ncclients@hdlcompanies.com

The following companies are excluded from this agreement.

American Public University and its subsidiaries

SVG Commercial Cleaning, LLC.

Apple Valley Waste Services, Inc.

Panhandle Dumpsters, LLC.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/16/24
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-424: A Resolution to Celebrate Arbor Day April 26, 2024

ATTACHMENTS:

- 2024-002 - A Resolution to Celebrate Arbor Day April 26, 2024.pdf

City of Charles Town

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

A Resolution to Celebrate Arbor Day April 26, 2024

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, the National Arbor Day Foundation, in cooperation with the National Association of State Foresters and the USDA Forest Service, has named the City of Charles Town as a Tree City USA for the 12th cumulative year; and

WHEREAS, the City of Charles Town, with citizen volunteers and with support from the Division of Forestry, are planting new trees in the downtown district and our Skate Park.

NOW, THEREFORE LET IT BE RESOLVED, that the City of Charles Town urges all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

NOW THEREFORE LET IT BE FURTHER RESOLVED, that the City of Charles Town encourages all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Adopted this 1st day of April, 2024.

Robert M. Trainor
Mayor

Attest:
John Nissel
City Clerk