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

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

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: **2025-413:** City Council Workshop Minutes - March 17, 2025
City Council Workshop Minutes - March 17th_Draft_rmt.pdf

: **2025-399:** City Council Meeting Minutes - March 17, 2025
CityCouncilMeetingMinutes_17Mar2025_Draft_rmt.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2025-400:** Ordinance Committee Meeting Report - March 20, 2025

: **2025-401:** Personnel Committee Report - March 31, 2025
Personnel Committee Report 3-31-25.pdf

: **2025-409:** Board of Parks and Recreation Commission Report - March 27, 2025
Parks and Rec Meeting Mins - March 2025.pdf

7. CITY MANAGER REPORT

: **2025-403:** City Manager's Report - April 7, 2025
City Manager Report - April 7, 2025.pdf
CTUB Plant Tour - May 9th.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2025-370:** Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia in Regard to an Outdoor Dining Ordinance Article 907

: **2025-371:** Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia in Regard to Part 9 Streets, Utilities and Public Services Code, Chapter 1 Street and Sidewalk Areas, Article 907 Outdoor Dining

Outdoor Dining Clean Copy.pdf

: **2025-375:** Opioid Distribution Plan
Opioid Grant Funds Resolution.pdf
Opioid Settlement Funds .pdf
OPIOID Funding Application Schedule and Instructions.pdf
APPLICATION FOR OPIOID FUNDS.pdf

10. NEW BUSINESS

: **2025-295:** Finance Invoice Payment Policy
Finance Policy Revised.pdf

: **2025-369:** BR2025-01: Norborne Glebe Phase 14B Land Disturbance Bond Release
1. Staff Report.pdf
2. Application.pdf
3. Bond Estimate.pdf
4. KH Memo.pdf

: **2025-368:** BR2025-02: Stone Spring Phase 2 Bond Reduction
1. Staff Report.pdf
2. Application.pdf
3. As-Built.pdf
4. Bond Estimate.pdf
5. KH Review.pdf

: **2025-372:** Plan for Filling Ward 3 Council Vacancy
Ward 3 vacancy schedule.pdf
Ward 3 Vacancy - Newspaper - 2025.pdf

: **2025-373:** Jefferson County Development Authority Representative Update

: **2025-376:** Discussion of FY2026 Congressional Directed Spending
Congressional Spending Projects.pdf

: **2025-402:** Charles Town Augustine Avenue Phase II Agreement and Resolution
Charles Town Augustine Avenue Phase II Package.pdf
Resolution for Augustine Trail Phase 2.docx

: **2025-405:** Infrastructure Committee Vacancy

: **2025-406:** B&O Status - APUS - Possible Executive Session

: **2025-407:** Real Estate Redevelopment - Possible Executive Session

: **2025-408:** Jefferson County Parks and Recreation Fireworks Partnership Request

: **2025-410:** Charles Town Parks and Recreation Commission Discussion

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2025-367:** Zoning Inspections Referred to Ordinance Committee

12. APPROVAL OF BILLS

: **2025-404:** Payment of Bills - April 7, 2025
GEN FUND COUNCIL REPORT 2025-04-07.pdf
CAPITAL RESERVE COUNCIL REPORT 2025-04-07.pdf
PARKS N REC COUNCIL REPORT 2025-04-07.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETINGS, Special Meeting, Tuesday, April 15, 2025, at 6:00PM and Monday, April 21, 2025, at 7:00PM

: **2025-411:** Charles Town Police Department Statistical Report - February 2025
February CTPD Stats.pdf

: **2025-412:** Charles Town Utility Board Meeting Minutes - March 12, 2025
2025.03.12 UB MINUTES .pdf

: **2025-414:** Scott Updike Tree Board Oath of Office
Oath - S. Updike 2025.pdf

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

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

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ATTACHMENTS:

- City Council Workshop Minutes - March 17th_Draft_rmt.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • March 17, 2025

Workshop **Council Chambers** **6:00 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	Absent	
Micheal George	Councilmember	Present	
Andie Sugrue	Councilmember	Present	

Mr. John Nissel, City Manager and Chairman of the Charles Town Utility Board of Directors; Charles Town Utility Board of Directors – Mr. Keith Pierson, Ms. Heidi Parker, Mr. John Maxey, and Mr. Patrick Kratovil; Ms. Kristen Stolipher, Charles Town Utility Board General Manager; and Ms. Cindy Rezmer, Charles Town Operations Director were also in attendance

1. NEW BUSINESS

2025-347: Raftelis Presentation

Ms. Mihaela Coopersmith of Raftelis, presented to the Council, general principles, considerations, limitations, and calculation procedures for determining water and sewer Capacity Improvement Fees (CIF).

Arter the presentation, Ms. Coopersmith entertained questions from Council and Charles Town Utility Board of Directors.

2. ADJOURNMENT

Mayor Trainor asked if there was any objection to adjourning the meeting. Hearing none he adjourned the meeting at 6:37 PM.

3. 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: 04/07/25
Department: City Council
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AGENDA ITEM (ID #)

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ATTACHMENTS:

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CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • March 17, 2025

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	7:12PM
Micheal George	Councilmember	Present	
Andie Sugrue	Councilmember	Present	

Mr. John Nissel, City Manager; Ms. Stephanie Grove, City Attorney; Ms. Alissa Meeks, Community Development Director; Ms. Cindy Rezmer, Operations Director; Ms. Lori Nice, Finance Director; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2025-336: City Council Workshop Meeting Minutes - March 3, 2025

There being no corrections, additions or changes, Mayor Trainor declared the March 3, 2025, workshop minutes approved.

2025-326: City Council Meeting Minutes - March 3, 2025

There being no corrections, additions or changes, Mayor Trainor declared the March 3, 2025, minutes approved.

3. PUBLIC COMMENT

No one signed up for public comment.

4. WARD REPORTS

Ward #1

Ms. Ricketts reported that at the March 18, 2025, Jefferson County Development Authority (JCDA) meeting there will an agenda item to discuss and possibly vote on proposed changes to the Authority's bylaws, which includes the elimination of the Agricultural Development Committee and the municipal representatives from the JCDA

board. She requested that concerned residents attend and express their views against these proposals via the meeting's public comment.

Mr. Kratovil had nothing to report.

Ward #2

Mr. Hynes had nothing to report.

Mr. Tester had nothing to report.

Ward #3

Ms. Philabaum had nothing to report.

Ward #4

Mr. George reported that the last weekend to attend the production "Dial M for Murder" at The Old Opera House is March 21-23, 2025.

Ms. Sugrue had nothing to report.

5. MAYOR'S REPORT

Mayor Trainor administered the oath of office to Mr. Scott Updike for his appointment to the Charles Town Tree Board. He also presented Ms. Carolyn Vezzosi with a 5 Year of Service Certificate.

Mayor Trainor reported that he received a sponsorship request from Pappa Chicken and Ribs in Martinsburg, WV and presented it to the City Manager for Council consideration at a later date.

6. COMMITTEE REPORTS

2025-324: Finance Committee Meeting Report - March 5, 2025

Mayor Trainor reviewed the Finance Committee report with the Council, including the City's proposal to consolidate the City's numerous bank accounts, currently held in several banks, into the appropriate number of accounts in one bank – The Bank of Charles Town. The Council expressed no objection to moving forward with the proposed action.

2025-325: Personnel Committee Meeting Report - March 6th and March 10, 2025

Mr. George reviewed the Personnel Committee reports from the March 6th and March 10, 2025, meetings with the Council.

7. CITY MANAGER REPORT

2025-327: City Manager Report - March 17, 2025

Mr. Nissel reviewed the City Manager Report with the Council.

2025-344: Position Descriptions: Deputy Parks and Recreation Director, Maintenance Crew Position, and Planner

Per Council action at the March 3, 2025, Council meeting, Mr. Nissel presented the draft Position Descriptions for the aforementioned proposed City positions (discussed further during meeting agenda item 2025-291).

8. POLICE CHIEF REPORT

Chief Kutcher reviewed the Charles Town Police Department's (CTPD) February 2025 Statistical Report with Council. He also reported that three new officers have been sworn in and that three other candidates passed the entrance test for the CTPD's last open position. They will be moving through the next steps in the hiring process.

9. UNFINISHED BUSINESS

2025-288: Opioid Distribution Plan

Mr. Tester moved to remove this agenda item from the Table. Mr. Hynes seconded the motion, and there were no objections.

Ms. Nice informed Council that the WV State requirements do not necessitate that municipalities pass a resolution for an Opioid distribution plan. However, she recommended that Council pass an Opioid distribution resolution to provide clear guidance for the distribution of funds.

Ms. Ricketts moved to Table this agenda item until the April 7, 2025, Council meeting. Ms. Philabaum seconded the motion, and it passed by a 7-1 vote.

RESULT:	**TABLED [7-1]**
MOVER:	Elizabeth Ricketts
SECONDER:	Julie Philabaum
AYES:	Kratovil, Ricketts, Tester, Philabaum, Rodd, George, Sugrue
NAYS:	Hynes

2025-289: Article 111 Council and Finance Policy Discussion

Mr. George moved to remove this agenda item from the Table. Mr. Tester seconded the motion, and there were no objections.

During discussion, Ms. Ricketts moved to Table this agenda item until the April 21, 2025, Council meeting. Mr. Hynes seconded the motion, and it passed by a 7-1 vote.

RESULT:	**TABLED [7-1]**
MOVER:	Elizabeth Ricketts
SECONDER:	Jeff Hynes
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, Sugrue
NAYS:	George

10. NEW BUSINESS

2025-293: FY2025 General Fund Revision #4

Mr. Hynes moved to approve the FY2025 General Fund Revision #4. Ms. Philabaum seconded the motion, and it passed by unanimous vote.

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

2025-294: FY2025 Capital Fund Revision #2

Ms. Philabaum moved to approve the FY2025 Capital Fund Revision #2. Mr. Tester seconded the motion, and it passed by a 7-1 vote.

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

2025-291: FY2026 General Fund Budget Approval

Ms. Nice reported that she increased Account 440 - City Hall, Contracted Services (line 30) by $12,000 to match Sustainable Solution's contract price and decreased Account 440 - Contingencies by $12,000.

Note: Council questioned the status of City's contractual obligation to Sustainable Solutions. City staff agreed to report the contract status to the Council at a later Council meeting.

Mr. Kratovil moved to approve the FY2026 General Fund Budget. Ms. Philabaum seconded the motion.

During discussion, Mr. Hynes moved to delete Account 900 – Parks and Recreation in the proposed budget and create a Parks Supervisor/ Manager position in Account 437 – Planning and Zoning with an accompanying base salary not to exceed $55.000 and adding any funding difference to Account 699 – Contingencies. Mr. Hynes amended his motion by increasing the base salary of the proposed position Account 437 – Planning and Zoning to not exceed $60,000. Ms. Philabaum seconded the motion, and it passed by a 5-3 vote.

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

Mr. Kratovil moved to approve the budget as amended. Mr. Tester seconded the motion, and it passed by a 5-3 vote.

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

2025-292: FY2026 Coal Severance Budget Approval

Mr. Hynes moved to approve the FY2026 Coal Severance Budget. Ms. Philabaum seconded the motion, and it passed by unanimous vote.

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

2025-296: Budget Request for Recruiting Services for the City Manager Hire

Ms. Philabaum moved to approve $50,000 to hire a recruiting service. Mr. Tester seconded the motion.

During discussion, Ms. Philabaum moved to amend her motion to approve the increase of Account 412 – City Manager, Contracted Services (line 30) by $50,000 and an increase in Revenue – Contributions from Other Funds, Sales Tax (line 36900) by $50,000, which will be reflected in FY2025 General Fund Revision #5. Mr. Tester seconded the motion, and it passed by a 7-1 vote.

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

2025-323: Report from Sustainable Strategies DC on Current Grants and Potential Funding Opportunities Including Congressionally Directed Grants.

Mr. Matt Ward, of Sustainable Solutions, reported on the current status of Charles Town's various Federal funded grants for FY2025 and the potential for FY2026 Congressional Directed Spending (CDS) grants. The Council agreed to include an agenda item on the April 7, 2025, Council meeting to discuss the City's pursuit of various grant opportunities for FY2026.

2025-335: Charles Town Tree Board Update

Mr. Aaron Amore, Chairman of the Charles Town Tree Board, updated the Council on the Tree Board's 2024-2025 activities, accomplishments, and upcoming projects.

2025-345: Sidewalk Improvement Plan - Joan and Joe Coffee

Ms. Philabaum moved to Table this request until the June 2, 2025, Council meeting. Ms. Ricketts seconded the motion, and it passed by a 7-1 vote.

RESULT:	**TABLED [7-1]**
MOVER:	Julie Philabaum
SECONDER:	Elizabeth Ricketts
AYES:	Kratovil, Ricketts, Hynes, Philabaum, Rodd, George, Sugrue
NAYS:	Tester

The Council agreed to task City staff with revising the City's "Sidewalk Improvement Plan" for presentation to Council at the May 5, 2025, Council meeting. The revisions to include; renaming the plan to "The Walkability Program" and expanding eligibility to those areas where buildings and or structures exist without walkability infrastructure, i.e. sidewalks.

2025-348: Appointment to the Personnel Committee

Mr. Hynes moved to appoint Ms. Sugrue to the Personnel Committee. Mr. George seconded the motion, and it passed by unanimous vote.

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

11. REFERRALS TO COMMITTEES/COMMISSIONS

2025-290: Refer to Ordinance Committee - Article 522 Private Outdoor Designated Areas (PODA)

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

RESULT:	**TABLED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Priscilla Rodd
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Sugrue

12. APPROVAL OF BILLS

2025-351: Payment of Bills - March 17, 2025

Mr. Kratovil moved to approve the bills for payment. 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.

Ms. Rodd announced her resignation from Council effective Friday, March 21, 2025. She explained that her current work schedule commitments interfere with her ability to devote the time necessary to effectively serve on Council.

Mayor Trainor adjourned the meeting at 10:02PM.

14. INFORMATION ONLY - NEXT MEETING Monday, April 7, 2025, at 7:00PM.

2025-337: An Ordinance Vacating, Abandoning, and Annulling that Portion of Iron Bridge Road

2025-338: An Ordinance Providing for the Acquisition of Real Property

2025-339: Open Container Waiver for Depot Land

2025-340: Charles Town Now Presentation

2025-341: Special Activity Permit Policy

2025-342: Community Promotion Funding Policy

2025-346: Article 522 Private Outdoor Designated Areas (PODA)

2025-349: Charles Town Utility Board (CTUB) Meeting Minutes - February 26, 2025

2025-352: Charles Town Parks and Recreation Report - February Meeting

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-400: Ordinance Committee Meeting Report - March 20, 2025

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-401: Personnel Committee Report - March 31, 2025

ATTACHMENTS:

- Personnel Committee Report 3-31-25.pdf

City of Charles Town Personnel Committee Report

March 31, 2025, Meeting

1. **CALL TO ORDER**

   Meeting was called to order at 5:00pm. Persons present: Councilmember Micheal George (via Zoom), Councilmember Jeff Hynes, Councilmember Kevin Tester, Councilmember Andie Sugrue and Operations Director Cindy Rezmer

2. **UNFINISHED BUSINESS**

   2025-357: Employee Handbook Review

   Recommended to be presented at the April 21, 2025, City Council meeting for approval.

3. **NEW BUSINESS**

   2025-358: Review Recruiting services for City Manager RFP Proposals

   The City received seven proposals. After review and discussion, the committee selected GPS – Government Professional Solutions as the successful bidder. Staff will now work with GPS on finalizing an agreement and move forward with hiring process.

4. **Meeting adjourned at 6:00pm**

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-409: Board of Parks and Recreation Commission Report - March 27, 2025

ATTACHMENTS:

- Parks and Rec Meeting Mins - March 2025.pdf

City of Charles Town

Parks and Recreation Commission Report March 2025

27 March 2025 / 6:00 PM / City Hall

Agenda Packet link:
https://d3n9y02raazwpg.cloudfront.net/charlestownwv/148fe303-d8dd-11ef-a9e2-005056a89546-74cf6f28-b229-4cb7-99f3-3c7895906f23-1742833889.pdf

I. CALL TO ORDER:

Persons Present: Commissioners Present: Elizabeth Ricketts, James Kratovil, Nick Zaglifa, Alden Roth, Nate Hartman, Trudy Roth

Virtual: Mike Slover

Staff: John Nissel

Guest: Aaron Amore

II. APPROVAL OF MINUTES:

February 2025 - *Approve*- **Motion:** J Kratovil; **2nd:** N. Hartman
Unanimous

III. UNFINISHED BUSINESS

2025-359: Activation and Programming of Parks

Previously tabled. Motion to remove from table
Motion: *J. Kratovil;* ***2nd:*** *A. Roth*
No Objection

John Nissel explained that the Spring and Summer Tennis Programs are beginning soon, keeping the fee structure the same as last year, but it may go up next year. He also informed that security cameras and signs have been installed at Willingham Knolls and the Skate Park, which seem to be deterring vandalism and dumping.

Commissioners discussed other park improvements and potential programming opportunities to activate the city's various parks while the pool is closed and under construction. Potential ideas and improvements include:

-Adding port-a-johns to Willingham Knolls and the Skate Park

-Temporary Sprinklers or Slip-n-Slide event

-Family Movie Night at the Depot Park, in conjunction with Jefferson County P&R because they have the equipment. We could also ask them to bring the mobile recreation van to the movie night or other events.

-An introductory skateboarding clinic at the Skate Park. Alden Roth volunteered to do more research on this and present it in April.

-A corn hole tournament with food trucks at the Skate Park.

-Some type of walking or running event at our parks. Potentially, a walk-a-thon to benefit cancer research or a race to activate the parks. Alden Roth volunteered to do more research on this and present it in April.

-A Pickleball Tournament

-A 3v3 Basketball Tournament

John Nissel informed the Commissioners that they will be advertising the new staff position of Deputy Parks Director for at least a month and would like that hire to start on July 1 to align with the City's fiscal budget.

No Action.

2025-360: JMP Pool and Thrasher Contract

Elizabeth Ricketts updated the Board about the issues with Thrasher designs not meeting ADA compliance requirements and new Splash Pad renderings. Commissioners suggested changing the metal mechanical enclosure's paint color from brown to a more appealing, light or dark green.

No Action.

2025-232: Tree Board Business

Tree Board President Aaron Amore informed the board about the forthcoming upgrades at Craighill Estates on May 3rd or 4th, where they will plant trees and shrubs to help with stormwater runoff and soil erosion caused by mowing. For Arbor Day, 4/26, they are planting 29 trees (not sure what specific trees), including a suggested pine tree that could become Charles Town's Christmas Tree. They have not decided where the trees will be.

At Blooms and Blossoms, 4/12, the Tree Board will have volunteers tabling and raffling off a Redbud Tree.

On 3/29, the Tree Board and a group of volunteers planted a pollinator garden on the hillside under the utility lines at the Skate park, which will help stabilize the slope. He explained forthcoming upgrades to the original pollinator garden as well. Also brought to the attention were two lots: Lot 137, owned by the Jefferson County Parks and Rec, and Lot 147, owned by the Charles Town Building Commission. He suggested using Lot 147 to have a shaded area at the skate park.

At Evitts Run Park, they are going to plant small trees and shrubs to help prevent kids from running out

into Liberty Street and to slow car traffic, but keeping them low enough so that police are still able to see what's happening in the park from their cars when patrolling.

No Action.

IV. NEW BUSINESS

2025-362: Property for Sale Near Evitts Run Park

Elizabeth Ricketts informed the board about a vacant lot for sale, and John Nissel handed out maps for visualization. Commissioners discussed the potential benefits and drawbacks of the land, including that the adjoining house is encroaching on this property, and potentially asking the Seller to donate the land to the City. Staff will research the lot and provide potential next steps.

No Action.

2025-363: Parks Updates: Jefferson Memorial, Skate Park, Willingham Knolls, Evitts Run, Happy Retreat, other parks

Jefferson Memorial Park: The replacement slide for the playground situated along S. Mildred St. has been ordered and will be installed once it arrives. There is a landscape beautification project that will happen around the rock garden near the pool, but they will limit what they are doing because of the pool construction this year. For the "Rotary Day of Service", John Nissel has suggested they paint the park's picnic tables (not the Girl Scout picnic tables). New benches have been ordered for the basketball courts. Tennis Park lights have been replaced with LEDs. New nets will be purchased for the basketball courts and the soccer field goals. Lines will potentially be painted on the soccer field during the summer. A new net will be put up between the poles at the volleyball court. The utility pole that fell down during a wind storm will be replaced with a new utility pole.

Evitts Run Park: The bathrooms will be opened for the season soon, but it's unclear when they will be open. They have ordered bike racks for the Liberty Street buffer.

The Evitts Run bridges should be installed in the next two weeks, with the Skate Park bridge being built first.

Skate Park: Benches and picnic tables have been ordered and will be installed. They will be bolted to the ground. Video Monitoring has been installed. Power company will install LEDs to illuminate the park at night.

Willingham Knolls Park: Video Monitoring has been installed.

Depot District Park: No Trespassing signs have been removed. The Girl Scout picnic tables donated last year will be placed at this park.

The Parks Deputy Director position will be posted soon, with the selected candidate starting July 1.

No Action.

2025-364: Capital Improvement Projects (CIP) Schedule

John Nissel explained his ideas and requests for the 5-year CIP:

2025

$40,000 - Create a Master Plan for the Depot Land Park

$75,000 - Replace the playground along S. Mildred. St. at Jefferson Memorial Park.

$X (Cost Still Being Researched) - Rehab and resurface the JMP tennis courts, add new fencing and nets. Discussed adding a fourth court, plus where and how many pickleball courts to paint, but did not come to a decision.

$125,000 - Develop a Parks Master Plan

$12,000 - Install Disc Golf course and equipment at Willingham Knolls.

2026

$15,000 - Two pavilions at JMP need new roofs. Nate Hartman suggested adding solar panels to the roofs.

2028

$350,000 - $400,000 - Replace the Morrison Ave playground at JMP, including the use of Pour-n-Play for the playground surface.

The City was awarded an *EPA Thriving Communities Grant* for $350,000 that must be used for planning in 2025 with a focus on the old town areas of Evitts Run.

No Action.

V. ADJOURNMENT: 07:54 PM

VI. NEXT MEETING: **Thursday, April 24th** 6PM at City Hall.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-403: City Manager's Report - April 7, 2025

ATTACHMENTS:

- City Manager Report - April 7, 2025.pdf
- CTUB Plant Tour - May 9th.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's Report
April 7, 2025

- **Transition to GloFiber:** We completed our transition to GloFiber last week which has connected City Hall to the Police Department. We now maintain only one set of servers and have also replaced Comcast.
- **ERP Transition:** We will complete the first phase of our ERP software transition by April 10th which includes moving all services to the cloud. Some of the benefits:
  1. Makes budget planning more predictable and saves money in the long run by eliminating expensive equipment purchases and maintenance.
  2. Eliminates on-site servers which frees up IT resources that can be redirected to deliver better service and solve workplace issues.
  3. More reliable environment because of increased security, automated backups, and server redundancy.
  4. Scalability of cloud increases functionality and eliminates the need for expensive hardware purchases that will be outdated in a few years.
  5. Clouds keep software up to date.
  6. Enhances remote and mobile functionality for improved communications.
- **Depot District:** We have placed a few picnic tables, a pet waste station, and a trash can at the Depot District so our residents can enjoy the newly acquired green space.
- **CTUB Day:** The date for the CTUB renewal and replacement project open house tour has been set for May 9th from 9:00am to noon with a rain date of May 16th. You will receive an invitation soon. Please mark your calendars.
- The damaged pole at the Jefferson Memorial Park has been replaced.
- We are placing porta johns at Willingham Knolls and the Skate Park this week. Picnic tables and benches have been ordered for the skate park to be delivered soon. We will be installing new backboards and poles at the basketball courts at Jefferson Memorial Park.
- To enhance security at the Skate Park we have installed a light at that location.
- We took delivery of 175 trees last week as part of the annual tree sale. Jim's crew will be delivering those to the residents who placed orders.
- We have awarded the asphalt contract and will be meeting with the contractor on a paving schedule. Once we solidify those details we will post them to our website, and social media outlet. Residents along those streets will also be notified in advance. The following streets will be milled and repaved this summer:
  - **Mt. Parvo Avenue**
  - **Morgan Street**
  - **Creamery Place**
  - **Brownsville Lane**
  - **Belvedere Street**

- **North Seminary Street**
- **Court Street**
- **Eagle Avenue**
- **South Lawrence (between Washington and Academy)**
- **Hessey Street**

- The Tree Board had ten volunteers conduct a planting on the hillside as you drive into the Skate Park. A mixture of sunflowers, wildflowers and native grasses will not only beautify the area but will act to stabilize the sloped area and rid it of a lot of unwanted invasive species.
- Stop bars have been installed at the intersection of Mildred and 1st Avenue as an additional traffic calming measure.
- The Rt. 51 intersection survey has now been taken down and we received a total of 48 responses. We will be compiling those answers along with the comments we received from the public outreach meeting and forwarding those along to DOH.
- I am happy to announce that we are starting up a Spring tennis program on Wednesday and Friday evenings at JMP and 28 players have already registered.
- A reminder that we are kicking off the Spring season on Saturday April 12th with a ribbon cutting for **Cella Mae's Bakehouse** at 9:00am followed by our **Blooms and Blossoms Festival.** This will also be opening day for the **Farmers Market.**
- **Article 136 Rental Dwelling Units:** City Code Enforcement is stepping up its efforts to implement Article 136 when we site a property owner for a property maintenance violation. The purpose of this article is to promote health and safety standards for rental housing and to secure and preserve the integrity and character of residential districts within the City by implementing a system for the registration of Residential Dwelling Units to establish greater accountability of both landlords and tenants so that rental housing is safe, sanitary and suitable in accordance with applicable provisions of the State Building Code and other regulations as adopted by the City. This has not been enforced since it was adopted in 2016 due to staffing levels and workload priorities.
- Work has commenced on the **Augustine Trail,** and we will keep you posted on its progress throughout this Spring.
- We have received a renewed contract for Sustainable Strategies DC, LLC and upon review we will sign-off on the agreement.
- **Election Update:**
    - Poll workers have been contacted and are in the process of being scheduled for early voting and election day. If someone is interested in being a poll worker there is still time for them to reach out to the City. You must be a registered voter in Jefferson County.
    - Poll worker training is scheduled for Wednesday, April 30, 2025, at 10:00AM and Thursday, May 1, 2025, at 7:00PM at City Hall.
    - The sample ballot, absentee ballot application, and dates and time for early voting can be found on our website under the Municipal Election tab.

Please join us

The Charles Town Utility Board cordially invites you to the

Charles Town Wastewater Treatment Plant Renewal and Replacement Project Open House Tour

We welcome you to come tour the $12M Expansion and Upgrade to the Wastewater Facility and learn more about CTUB's operations and upcoming projects.

When: Friday, May 9, 2025 from 9:00 a.m. to 12:00 p.m.

Where: 842 South George Street, Charles Town, West Virginia, 25414

Rain Date: Friday, May 16, 2025, 9:00 a.m. to 12:00 p.m.

Kindly Rsvp

By April 30th to Ashley at
astottlemyer@ctubwv.com or (304) 885-0010



City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-370: Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia in Regard to an Outdoor Dining Ordinance Article 907

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-371: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia in Regard to Part 9 Streets, Utilities and Public Services Code, Chapter 1 Street and Sidewalk Areas, Article 907 Outdoor Dining

The first reading of Article 907 Outdoor Dining passed at the March 3, 2025, council meeting.

Proposed Motion:
Approve the Second Reading of Article 907 Outdoor Dining.

ATTACHMENTS:
- Outdoor Dining Clean Copy.pdf

Article 907

OUTDOOR DINING

907.01 PURPOSE AND INTENT.

The City of Charles Town City Manager is hereby authorized to promulgate reasonable rules and regulations regarding the administration of the requirements of this article, to review all outdoor dining area permit applications and to either grant or deny such permits under this article. Copies of such regulations, as amended from time to time, shall be maintained by the City Manager, posted on the City's website and filed in the City Clerk's office, and shall be available to interested parties at all reasonable times.

907.02 COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS.

(a) The operation of an outdoor dining area pursuant to a permit granted under this article shall comply with the Americans with Disabilities Act, all provisions of state and local building and fire codes, as well as all state and local health laws and regulations regarding the service and preparation of food. The operations of an outdoor dining area shall also be conducted in accordance with the code provisions and regulations of the West Virginia Alcoholic Beverage Control Administration (WVABCA). Nothing in this article shall be intended to alter or abridge any applicable federal, state, and local laws or the operator's responsibility to comply with all code provisions and regulations of the WVABCA.

(b) Nothing in this article shall be intended to alter or abridge the prohibition of service of alcoholic beverages or possession thereof on public property in the city, except that any permitted outdoor dining area operator and patrons of permitted operator's outdoor dining area shall be deemed to be exempt from this prohibition during the hours of operation of the outdoor dining area and only within the confines of said area.

907.03 DEFINITIONS.

For the purposes of this article, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

(a) *Alcoholic beverages* means alcoholic liquors as defined by W. Va. Code section 60-1-5(2); nonintoxicating beer as defined by W. Va. Code section 60-1-5(13); wine as defined by W. Va. Code section 60-1-5(22); and any other alcohol the sale and distribution of which is controlled or regulated by WVABCA.

(b) *Commissioner* means the Commissioner of the West Virginia Alcohol Beverage Control Administration.

(c) *Operator* shall mean person, organization, proprietorship, corporation, or other similar entity lawfully operating a business located in the city, that possesses a valid State of West Virginia food vendor's permit and has been issued an outdoor dining area permit.

(d) *Outdoor Dining* means an area outside of the public right-of-way made available for private use by a restaurant, café, bar or other establishment to serve food and/or beverages to entrants, which may include service of alcoholic beverages by licensees authorized to do so by the Commissioner, and which is (1) Outside and not served by an HVAC system for air handling services and use outside air; (2) Open to the air; and (3) Not enclosed by fixed or temporary walls; however, the commissioner may seasonally approve exceptions for a partial enclosure with up to three temporary or fixed walls for areas serving alcoholic beverages, by the Commissioner.

907.04 OUTDOOR DINING PERMIT

(a) Purpose and applicability. The provisions in this section shall apply to outdoor dining that occurs on private property incidental to an otherwise permitted use, and where allowed in compliance with applicable zoning code regulations. Whenever outdoor dining includes areas in both public and private property, the provisions of this section and of the applicable section related to public property apply.

(b) Permit authorized; outdoor dining permitted. Outdoor Dining is permitted when in compliance with all applicable provisions of the Zoning Code and any other applicable provision(s) of the City Code. When any applicant seeks an Outdoor Dining permit to obtain approval for Outdoor Dining from WVABCA or another entity (an "Outdoor Dining Permit"), the City will review applications and may issue permits under this section. Each Outdoor Dining. Permit issued will be valid from January 1, or the date the application is approved, through December 31, or for the specific date(s) stated on the permit.

(c) Standards. All permits issued pursuant to the terms of this section shall conform to all of the following requirements. No permit shall be issued that does not comply with these standards.

(1) The outdoor dining area shall not extend beyond the boundaries of the subject property, and shall not be located or utilized in a manner which causes an obstruction of a public walkway or interferes with the flow of pedestrian or other traffic.

(2) The proposed outdoor dining activity shall not interfere with the use of any public walkway by neighboring property owners and tenants.

(3) The proposed outdoor dining activity shall not unlawfully alter the associated indoor dining use of the subject property.

(4) The subject property shall have previously received all necessary zoning-related approvals and shall be in compliance with those approvals.

(5) A permit shall be issued only to the owner and operator of the eating establishment or restaurant that will provide the outdoor dining - private area

(6) A permit shall not be transferable to any entity or person, and is valid only as to the original applicant, unless the City Manager gives prior written approval for the transfer and the transferee accepts all terms and conditions of the permit in writing.

(7) The outdoor dining area shall be kept in a good state of repair and maintained in a clean, safe, and sanitary condition.

(8) The outdoor dining area shall be located in a manner that will not interfere with visibility, vehicular or pedestrian mobility, or access to City or public utility facilities. The determination of whether an incidental outdoor dining area or any part thereof interferes shall be made by the City Manager at the time of application based on the characteristics of each proposed site.

(9) The City may place additional conditions upon the issuance of the permit to ensure the protection of the public walkway, the rights of all adjoining property owners, and the health, safety, and welfare of the public.

(10) The hours of operation for outdoor dining on private property shall be limited to the hours of operation for the associated indoor dining, unless otherwise authorized.

(11) Permits and outdoor dining on private property areas shall conform with all other applicable City and other governmental requirements including, without limitation, zoning and design review, except as otherwise provided herein.

907.05 DENIAL OR REVOCATION OF PERMIT.

Any permit approved under this Ordinance is a privilege granted to the operator that may be revoked by the city upon finding by the City Manager that the operator has violated any federal, state or city law applicable to the outdoor dining area or the operation thereof, including but not limited to, compliance with all code provisions and regulations of the WVABCA, that the continued operation of the outdoor dining area poses a threat to the health, safety or welfare of the public, or that the outdoor dining area constitutes a public nuisance.

907.06 PENALTY.

Any Operator who violates any provision of this article shall, upon conviction, be fined up to $500.00 per day. Each day any violation of this article shall continue shall constitute a separate offense.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-375: Opioid Distribution Plan

This agenda item was Tabled at the March 17, 2025, Council meeting.

ATTACHMENTS:

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

RESOLUTION CREATING CHARLES TOWN OPIOID SETTLEMENT FUNDS GRANT PROGRAM

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

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

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

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

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

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

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

DRAFT

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

Adopted this seventh day of April, 2025.

Attest:

Robert M Trainor
Mayor

John Nissel
City Clerk

DRAFT

OPIOID SETTLEMENT FUNDS POLICY

Purpose:

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

Scope and Effective Date:

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

General:

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

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

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

Approved Purposes:

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

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

Application Process:

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

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

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

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

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

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

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

Reporting:

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

Effective: _____

_____

John Nissel, City Manager

APPLICATION FOR CITY OF CHARLES TOWN OPIOID SETTLEMENT FUNDS

NOTICE OF FUNDING AVAILABILITY AND APPLICATION SCHEDULE AND INSTRUCTIONS

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

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

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

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

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

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

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

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

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

APPLICATION INSTRUCTIONS

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

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

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

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

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

SCHEDULE FOR REVIEW AND AWARD OF OPIOID FUNDING APPLICATIONS

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

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

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

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

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

APPLICATION FOR CITY OF CHARLES TOWN OPIOID SETTLEMENT FUNDS

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

CONTACT INFORMATION

NAME OF APPLICANT ORGANIZATION: _____

NAME OF PRIMARY CONTACT: _____

ORGANIZATION MAILING ADDRESS: _____

_____

CITY STATE ZIP

WEBSITE ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

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

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

1. Brief Description of project.

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

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

3. Purpose and key anticipated outcomes.

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

5. Total project budget.

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

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

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

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

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

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

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

ORGANIZATIONAL INFORMATION

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

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

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

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

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

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

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

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

CERTIFICATION

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

_____ _____

Signature of Applicant Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

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

Finance Director Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

City Council Meeting Date: _____

Amount of Funding: $_____

Application Due by 5:00 PM on DATE.

SEE WV STATE ATTORNEY GENERAL SCHEDULE B – APPROVED USES

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-295: Finance Invoice Payment Policy

ATTACHMENTS:

- Finance Policy Revised.pdf

CITY OF CHARLES TOWN

BUDGET AND FISCAL POLICIES

Approved: August 19, 2019

Revised: April 6, 2022

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1.01 GENERAL BUDGET AND FISCAL POLICIES GUIDING PRINCIPLES

The policies outlined in this document apply to all City employees and departments, except for the Charles Town Utility Board, which may adopt separate policies. These policies supersede any previously issued policies dealing with the subjects discussed herein. The City reserves the right to modify or supplement the provisions of this policy document at any time. Please understand that no policy document can address every situation in the workplace. Employees should ask your direct supervisor or the accounting manager if you have any questions. Likewise, if an employee has any suggestions for improving the City's fiscal and financial policies, please let the accounting manager or the city manager know. The City encourages its staff to always be searching for opportunities for continuous improvement.

The objectives for comprehensive budget and fiscal policies are to:

- guide City Council and city management policy decisions that have significant fiscal impact;
- support planning for long-term needs;
- maintain and protect City assets and infrastructure;
- set forth operating principles that minimize the financial risk in providing City services;
- optimize the efficiency and effectiveness of services to reduce costs and improve service quality;
- employ balanced and fair revenue policies that provide adequate funding for desired programs;
- adopt a pay-as-you-go philosophy to budgeting for operating expenses and, to the extent possible and practical, for capital expenditures;
- maintain financial stability and sufficient financial capacity for present and future needs;
- promote sound budget and financial management practices by providing accurate and timely information on the City's financial condition;
- maintain and enhance the City's credit ratings and prevent default on any municipal financial obligations;
- ensure the legal use of financial resources through an effective system of internal controls; and
- promote cooperation and coordination within the City, with other governments, and with the private sector in the financing and delivery of services.

1.01.A Responsibility

City Council may approve the City's comprehensive financial management policies and review them at least every even-numbered year as part of the annual budgeting process. The city manager will recommend, oversee, and administer these policies. The City's accounting manager will review and implement the policies and develop financial procedures that are consistent with the policies. City department directors will ensure that their departments comply with these policies and procedures and may consult with the accounting manager to issue department-specific procedures, as needed, that are also consistent with these policies.

1.01.B Revenues

Revenues:

Strong financial reserves will allow the City to weather the normal business cycles. The objective of strong reserves will allow the City the flexibility of cutting from capital expenditures and not operations; thereby, alleviating benefits cuts, layoffs, and cuts or reduction in services.

The City recognizes that its most primary and stable revenue sources are property taxes, consumer sales taxes, and business & occupation taxes. Due to the location of Hollywood Casino, the City is also the recipient of table game and video lottery revenue, although it has not proven to be as stable as other revenue sources. Every effort should be taken to ensure that table game and video lottery revenue is allocated towards one-time capital expenditures. Efforts to ensure continued reliability on the other revenue sources must be maintained and to develop and diversify other revenue sources as applicable.

The City will actively establish a practice of monitoring, auditing, and collecting all locally generated taxes.

The City will establish and maintain all user fees and charges based on the cost of providing services and shall establish, where appropriate, a cost recovery target for those programs and services that are subsidized by General Fund revenues.

Determine staffing levels for all departments based on population size and growth and not revenue growth.

Maintain a municipal stabilization fund (i.e. Residual Fund) of approximately 16.7% of the annual operating budget to cover at least two-months' worth of operating expenses.

Maintain a municipal capital improvement account (i.e. Capital Reserve Fund) to equal the total of annual lottery revenues and utilize lottery revenues for one-time purchases such as equipment, grant matches, and repair/construction of streets.

1.02 ASSET MANAGEMENT POLICY

It is the policy of the City to maintain financial accountability over all tangible fixed assets having a life exceeding one year and costing $5,000 (including tax) or more. The asset records shall be verified by a physical inventory at least once every five years by each department. Assets in the system include all land, buildings, machinery, and equipment valued at $5,000 or more (including sales tax). Small tools and equipment valued at more than $25 or attractive items (cameras, radios, etc.) having a useful life exceeding one year and costing under $5,000 will be included in an annual physical inventory but no dollar amounts will be entered on these small or attractive items. Adequate insurance shall be maintained on all capital assets consistent with the results of the annual physical count or inspection. GASB 34: The Government Accounting Standards Board has required local governments to report infrastructure and depreciation on all capital assets.

1.02.A Responsibility of Department Heads

The City treasurer will establish a fixed assets system and prepare guidelines for inventory reviews. To provide the best possible control, the department heads responsible for assets should not be the ones doing the physical inventory. He or she should assign an employee from their staff or obtain an independent person to conduct the inventory. The department head will do a reconciliation of the resulting reports before signing and turning it in to the treasurer's office.

1.02.B Asset Identification

All property will be assigned a unique city identification number by the treasurer's office. The assigned number will follow the asset throughout its life in the City's fixed asset program. Whenever feasible, each piece of property will be tagged or marked with the city identification number. Such markings will be removed or obliterated only when the item is sold, scrapped, or otherwise disposed of.

If the asset is purchased with grant funding, the identification number will reference the grant with an identifying project code. In the case of surplusing, the contract needs to be reviewed for compliance issues. In some cases, the grant source would need to approve selling or surplusing such assets.

1.02.C Additions

The City may acquire property via purchase, construction, donation, or lease. Regardless of how it is acquired, when the property is received, the purchasing department will complete an Asset Addition Sheet, provided by the treasurer's office, and submit to the treasurer's office along with a copy of the invoice at the same time they submit it to the accounting clerk's office for payment. The treasurer's office will assign and notify the department of the city identification number. The department will tag the item with the identification number provided by the treasurer's office. The treasurer's office will input the information from the asset control sheet to the fixed asset program on the computer.

1.02.D Deletions

The disposal of city assets valued at more than $1,000 shall be liquidated pursuant to WV Code 8-12-18, unless otherwise approved by Article 202 of the Charles Town City Code.

Assets previously acquired will eventually be disposed of and need to be deleted from the fixed asset program. Deletion may be required due to a sale of the asset, scrapping, disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.). Due to the monetary value, assets deleted from the fixed asset program originally valued at more than $5,000, whatever the reason, will require authorization from both the department head and the city manager. Fixed assets originally valued at less than $5,000 will require the authorization from the department head with notice to the treasurer's office.

The selling of City assets will comply with the City's surplus policy. Before disposal of a destroyed or damaged asset, the department head, and city manager if originally valued at more than $5,000, must verify that the asset is no longer of value to the City.

The department head controlling the asset is the only one in a position to trigger removal from the Fixed Asset records. Removal is accomplished by filling out an Asset Disposal Sheet, provided by the treasurer's office, and obtaining authorizing signatures from the department head on all requests and the city manager on any request concerning an asset originally valued at more than $5,000. The Asset Disposal Sheet is then forwarded to the treasurer's office and filed. A copy of the Asset Disposal Sheet is forwarded to the treasurer's office as proper notice for any disposed assets originally valued at less than $5,000.

Lost or stolen items may require additional reports. Deletions brought about as a result of natural disasters may require reporting to the insurance provider for an eventual reimbursement.

1.03 BUDGET AND PROCEDURES POLICY

The City will develop and implement a budget process that achieves the following policy objectives:

- makes prudent use of the taxpayers' money;
- includes financial forecast information to ensure that the City is planning adequately for current and future needs;
- involves community members, elected officials, employees, and key stakeholders as appropriate;
- provides performance measurement data to assist in assessing program effectiveness; and
- complies with City charter, City code, and State of West Virginia laws.

The City Council shall adopt an annual balanced budget each fiscal year that runs from July 1 through June 30. A balanced budget requires current year operating expenses and transfers for debt service to be fully funded by current year revenues, unassigned carryover balances, and other designated available funding sources.

All other fund balance reserves should be used only for non-recurring "one-time" and capital projects. They should not be used for on-going operations.

Long-term debt will be limited to capital projects or special projects that cannot be financed from current revenues.

The city manager is authorized to implement the programs as approved in the adopted budget. Within a specific fund, the city manager may transfer appropriations between categories within a department, as needed, to implement the adopted budget if the transfer does not increase full time equivalent (FTE) positions, increase overall appropriations, or decrease appropriations for capital outlay.

The annual budget will include a nominal Designated Contingency of up to one-half of one percent of the total operating budget for nonrecurring, unanticipated and/or emergency expenditures. The city manager may approve expenditures from this contingency if needed during the fiscal year.

A capital outlay (fixed asset) purchase will be any single item or piece of equipment which costs more than $10,000 and has an expected useful life exceeding one year.

Regular budget reports and updates shall be presented to the City's finance committee with information on the status of the City's financial condition. Budget adjustments and revisions may be made during the year by City Council resolution, if necessary, to reflect changes to revenues and/or expenditure projections.

The City will post on its website the annual adopted budget and applicable revisions within three business days of City Council approval.

1.03.A Capital Improvements Program

Sales tax revenues will be used primarily to pay the debt service on capital improvement projects that require a City loan. Other capital improvement projects may be funded with any of the following revenue sources:

- video lottery and table game revenues;
- available capital reserve fund balances;
- miscellaneous state and/or federal funding sources;
- excess levy revenues;
- municipal service fees;
- developer fees; and
- municipal bonds.

Utility revenues and specific capacity improvement fees may be used to fund water and wastewater projects.

The City will annually develop and update a multi-year plan for capital improvements. Future capital expenditures will be projected annually for a rolling five-year period based on projections of available funding, changing needs in the community, and replacement of aging infrastructure.

The City will coordinate development of a five-year capital plan with the preparation of the operating budget.

The annual funding for the current year of the Capital Improvements Plan shall be approved as part of the operating budget. Capital budgets are approved by project with the understanding that projects may span fiscal years and the appropriations will carry forward to the following fiscal year and the amounts carried forward will be shown in the budget for information and transparency.

Capital projects financed by bonds or other debt instruments shall be paid back within a period not to exceed the useful life of the project.

The city manager is authorized to implement the projects as approved in the adopted Capital Improvement Program. Within a specific fund, the city manager may transfer appropriations between projects as needed to implement the adopted Capital Improvement Program.

1.04 RECORDS MANAGEMENT AND RETENTION POLICY

This represents the City's policy regarding the retention and disposal of records, including the retention and disposal of electronic documents. The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by the City or are of no value are discarded at the proper time. This policy also serves to assist City employees in understanding their obligations in retaining public documents - including e-mail, text files, PDF documents, and all other formatted files.

Unless otherwise noted, the City has adopted the WV Municipal Clerks and Recorders Associations' approved schedule for records management. The *Records Management and Retention Policy Guide and Procedures Manual, 1st Edition*, was approved by the association in 2013 and is attached as a reference as Appendix A. Until the manual is amended to include specific instructions regarding the treatment of emails and text messages, staff will treat these forms of communications the same as they would treat any other written public document.

1.04.A Administration

The city clerk, or designee, is the officer in charge of the administration of this policy and the implementation of processes and procedures to ensure that the records retention schedule is followed. The city clerk will also monitor state and federal laws affecting records retention, routinely review the records retention and disposal program, monitor compliance with this policy, and recommend changes to the Charles Town Finance Committee.

1.04.B Suspension of Record Disposal in the Event of Litigation or Claims

In the event the City is served with any subpoena or request for documents, or any employee becomes aware of a governmental investigation or audit concerning the City or the commencement of any litigation against or concerning City, such employee will inform the city clerk and any further disposal of documents will be suspended until such time as the city clerk, with the advice of counsel, determines otherwise. The city clerk will take such steps as are necessary to promptly inform all staff of any suspension in the further disposal of documents.

1.04.C Applicability

This policy applies to all physical records generated in the course of the City's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

1.05 FUND BALANCE POLICY

The Governmental Accounting Standards Board (GASB) issued Statement No.54 Fund Balance Reporting and Governmental Fund Type Definitions in February 2009. The requirements of this statement are intended to improve financial reporting by providing five fund balance categories that will be more easily understood. The five fund balance categories are clearly defined to make the nature and extent of the constraints placed on a government's fund balance more transparent. GASB 54 requires a formal fund balance policy be adopted to fully define any constraints imposed upon the use of resources and how those constraints may be modified or eliminated.

1.05.A Purpose

The City's fund balance policy defines the five fund balance categories established by GASB and how the City will report each of the categories. The policy is establishing the City's formal commitment of a specific amount of the City's fund balance to be set aside specifically for emergency contingencies defined as a state or federal emergency or declaration of a local emergency. This amount and/or commitment may be changed with the adoption of a new fund balance policy resolution approved by the City Council. This policy also provides definitions of other categories of fund balance for financial reporting and budgeting purposes. The policy authorizes and directs the City's accounting manager to prepare financial statements which accurately categorize fund balance per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

1.05.B Definitions and Provisions

This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure accurate reporting of available resources and that there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures.

Fund balance is essentially the difference between the assets and liabilities reported in each governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent. The components include:

- Non-spendable Fund Balance (inherently non-spendable);
- Restricted Fund Balance (externally enforceable limitations on use);
- Committed Fund Balance (self-imposed limitations on use);
- Assigned Fund Balance (limitation resulting from intended use); and
- Unassigned Fund Balance (residual net resources).

Non-spendable fund balance is not specifically addressed in this policy due to the nature of the restriction. An example of non-spendable fund balance is a reserve for prepaid expense.

1.05.C Restricted Fund Balance

Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. An example of restricted fund balance would be a state or federal grant that can only be used for a specific purpose.

1.05.D Committed Fund Balance

The City Council, as the City's highest level of decision-making authority, may commit fund balances for specific purposes pursuant to the constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use through the same type of formal action taken to establish the commitment. City Council action to commit any portion of such fund balances needs to occur within the fiscal reporting period, which will begin on July 1 and end on June 30.

1.05.E Assigned Fund Balance

Amounts that are constrained by the City's *intent* to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. Both committed and assigned fund balance classifications include amounts constrained to being used for specific purposes by actions taken by the government itself. The nature of the actions necessary to remove or modify an assignment is not as prescriptive as it is about the committed fund balance classification, resulting in the constraints imposed being more easily removed or modified than those imposed on committed fund balance. Furthermore, the nature of the actions necessary to remove or modify an assignment is not as prescriptive as those in the committed fund balance classification and the authority is not required to be the government's highest level of decision making authority but may be delegated to the city manager or the City's accounting manager.

All remaining fund balance amounts that are reported in governmental funds, other than the general fund, that are not classified as non-spendable, and are neither restricted nor committed will be reported as assigned fund balance.

Capital Reserve Fund
The City Council may assign a specific amount or percentage of unassigned fund balance at the end of the fiscal year to be transferred or reserved for transfer to the City's Capital Reserve Fund.

Contingencies
The City Council may assign a specific amount to be reserved for future appropriations to fund unanticipated costs or revenue shortfalls that were not anticipated at the adoption of the City's operating budget.

Stabilization Fund (i.e. Reserve Fund)
Funds set aside in one year for balancing the subsequent fiscal year operating budget, or to fund one-time expenditures or revenue shortfalls. By approving specific assigned amounts or percentage allocations of unassigned fund balance as part of budget adoption, the City Council would authorize the Accounting Manager to report specific assigned amounts on financial statements.

Investment Accounts
The City Council may assign a specific amount or percentage of unassigned fund balance at the end of the fiscal year to be transferred or reserved for transfer to the City's investment accounts

1.05.F Unassigned Fund Balance

Fund balance that has no current assignment or commitment.

1.05.G Fund Descriptions

The basic accounting and reporting entity for the City is a fund. A fund is an accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities, or fund balances, and changes therein. Funds are established for carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Funds used in government are classified into three broad categories: governmental, proprietary/enterprise, and fiduciary. Governmental funds include activities usually associated with a typical state or local government's operation (public safety, general governmental activities, etc.). Proprietary/enterprise funds are used in governments to account for activities that are operated primarily through user fees (utilities for example). Fiduciary/Trust/Agency funds are utilized in situations where the government is acting in a fiduciary capacity as a trustee or agent. The various funds are grouped in fund types and categories as follows:

1.05.G.(i) Governmental Funds

Includes activities usually associated with the governmental entities' operation (police, fire, and general governmental functions). The City's governmental funds use modified accrual accounting for both financial reporting and budgeting purposes.

General Fund
General Fund is the chief operating fund of the City. All general tax revenues and other receipts not allocated by law or some other contractual agreement to other funds are accounted for in the General Fund. Expenditures of this fund include the general operating expenses traditionally associated with governments such as administration, finance, planning, public works, and public safety.

Special Revenue
Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditure for purposes and must be accounted for in a fund separate from the General Fund:

- **Agency Funds -** Agency Funds are used to account for resources held by the reporting government in a purely custodial capacity (i.e. assets equal liabilities). Agency funds typically involve only the receipt, temporary investment, and remittance of fiduciary resources to individuals, private organizations, or other governmental agencies. The City's Bond Escrow Fund is an example of this type of fund.

- **Federal and State Grants - These** funds must be utilized specifically for the core and function of the purpose of the grant award and cooperative agreement.

- **Hotel – Motel Tax –** Accounts for the City-wide 6% assessment on lodging room rentals; 50% of revenue is legally mandated to pass through to the Jefferson County Convention and Visitors Bureau (CVB), or more local CVB if appropriate. The other 50% is mandated to be passed through to other designated uses. Charles Town designates that the other 50% be allocated to the City's parks and recreation programs.

Debt Service Funds

Debt Service Funds are used to account for the acquisition of resources and payment of principal and interest on general long-term debt of the City and its related entities. The Building Commission's Lease-Purchase Bond Debt Service Fund includes bond proceeds to acquire and renovate City facilities like City hall, Charles Washington Hall, the police department/utility board headquarters, etc.

Capital Projects

Capital Project Funds are used to account for the acquisition, construction, and improvement of capital facilities other than those financed by proprietary funds.

1.06 INVESTMENT POLICY

It is the policy of the City to invest public funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all West Virginia laws and local ordinances governing the investment of public funds.

1.06.A Scope

This investment policy applies to all the funds and investment activities under the direct authority of the City as accounted for in the City annual financial audit. Policy statements outlined in this section focus on the City's invested funds but will also apply to all other funds under the city manager's span of control unless specifically exempted by statue or ordinance.

1.06.B Prudence

Investments shall be made with judgment and care -- under circumstances then prevailing - which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by the City's investment officials shall be the "**prudent person"** standard and shall be applied in the context of managing an overall portfolio.

1.06.C Objective

The primary objectives in priority order of the City of Charles Town's investment activities shall be:

Safety
Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure that capital losses are avoided, whether from securities default, broker-dealer default, or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity
The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonably anticipated.

Return
The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the City's investment risk constraints and the cash flow characteristics of the portfolio.

1.06.D Delegation of Authority

Authority to manage the City's investment program is derived from the West Virginia Code. Management responsibility for the investment program is hereby delegated to the City manager, who may delegate such responsibility to the City's accounting manager. The City's

accounting manager will establish written procedures for the operation of the investment program consistent with this investment policy. Procedures shall include, but not limited to, references to safekeeping, wire transfer agreements, collateral/depository agreements, banking services contracts, local banking preferences, and other investment-related activities. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the established procedures.

1.06.E Ethics and Conflicts of Interest

The City Council, city manager, and City accounting manager shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Council members, city manager and the City accounting manager shall disclose to the city clerk any material financial interests in financial institutions that conduct business within the jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. If the city manager and the city clerk roles are filled by the same person, the city manager will disclose this information to both the City Council and the accounting manager. The City's attorney/legal counsel, if necessary, and the City accounting manager shall review all disclosures made to insure there are no conflicts with any planned investment.

1.06.F Authorized Investments and Limitations on Investments

Investment of City funds is governed by W. Va. Code § 8-13-22a and § 8-13-22c.

1.06.G Safekeeping and Custody

All securities owned by the City, including collateral for repurchase agreements, shall be held in safekeeping by the City's custodian bank or a third-party bank trust department, acting as agent for the City under the terms of a custody or trustee agreement executed by the bank and by the City.

1.06.H Reporting and Requirements

The city manager shall annually render to the City's finance committee a statement of investment policy, which shall be reviewed and approved. The City Council will also review and approve any changes to the policy.

The city manager or City accounting manager will regularly provide investment account updates to the City's finance committee. At least annually, the city manager will provide the finance committee with a detailed report for each individual investment that includes:

- Description of investment instrument
- Issuer name
- Maturity date
- Purchase price
- Par value
- Current market value and the source of the valuation.

1.07 LONG-TERM DEBT POLICY

The City recognizes that it may need to enter long-term financial obligations to meet the demands of providing a high-quality level of government services to our community. The following long-term debt policy sets the considerations for issuing debt and provides guidance in the timing and structuring of long-term debt commitments by the City.

1.07.A General Practices

- The City will strive to maintain good relations with credit rating agencies, investors of the City's long-term financial obligations and those in the financial community that participate in the City's financings. The City also will strive to maintain and improve its bond rating to minimize borrowing costs and preserve access to credit.

- Bond issue proposals are to be accompanied by an analysis defining how the new issue, combined with current debt, impacts the City's debt capacity, and conformance with City's debt policies. Such analysis shall include identification of the funding source, an assessment of the ability to repay the obligation, the impact on the current budget, commitments to future budgets, maintenance and operational impact of the facility or asset to be purchased, and the impact on the City's credit rating, if any.

- The City's finance committee and City Council must review such analysis, including existing debt level, ability to pay debt service, impact on city services, and make a finding that use of debt is appropriate.

- Debt service costs (including that supported with sales tax revenues) should not exceed 25% of the City's General Fund operating revenues.

- Projects financed by a non-general fund revenue sources and specific voter approved authorizations are not subject to the recommended 25% of general fund revenue maximum debt service limit.

The City will use debt financing only for one-time capital improvement projects and specific nonrecurring equipment purchases, and only under the following circumstances:

- when the project is included in the City's adopted five-year capital improvement program (CIP) or when the project is not included in the City's adopted five-year capital improvement program (CIP), but the project is an emerging critical need whose timing was not anticipated in the five-year capital improvement program, or it is a project mandated by State or Federal requirements;

- when the project's useful life, or the projected service life of the equipment will exceed the term of the financing; and

- when there are designated General Fund revenues sufficient to service the debt, whether from project revenues, other specified and/or reserved resources, or infrastructure cost-sharing revenues.

Debt financing (other than tax and revenue anticipation notes) is not considered appropriate for any recurring purpose such as current operating and maintenance expenditures.

The City will follow all state and federal regulations and requirements related to bonds and debt financing instruments regarding bond provisions, issuance, taxation, and disclosure.

Costs incurred by the City, such as bond counsel and financial advisor fees, printing, underwriter's discount, and project design and construction costs, will be charged to the bond issue to the extent allowable by law.

The City will monitor compliance with bond covenants and adhere to federal arbitrage and disclosure regulations.

The City shall continually review outstanding obligations for opportunities to achieve debt service savings through refunding and shall pursue refinancing when economically feasible and advantageous.

1.08 PETTY CASH POLICY

A petty cash account is a sum of money set-aside for minor cash disbursements and to make change for which the issuance of a formal voucher would be impractical. Incidental expenses allowed through petty cash include but are not limited to registered mail, postage, emergency supplies, supplies not available through a vendor, parking expenses, vehicle licensing, and any one-time purchases that must be handled on a cash basis. Requests for meals, travel, and mileage related to travel should be done on an employee expense reimbursement form. All cash reimbursements for business expenses must meet the requirements of the City's travel allowance policies.

1.08.A General Principles and Practices

- There is one petty cash account authorized for the City of Charles Town. The amount to be included in the City's petty cash account will be $150. There is one petty cash account authorized for the Charles Town Police Department. The amount to be included in the police department's petty cash account will be $600. There is one petty cash account authorized for the Charles Town Board of Park and Recreation. The amount to be included in the parks and recreation petty cash account will be $500.

- The amount to be disbursed from the petty cash accounts for any single purpose will not exceed $100 without the prior approval of the accounting manager.

- All subsequent increases or decreases in the City's established dollar amount for a petty cash account will be authorized by the City Council through an amendment to this policy document.

- The custodian of the petty cash account will be the accounting manager or his/her designee.

- The accounting manager or their designee shall assure that the amount in a petty cash account is counted and reconciled at least quarterly by someone other than the custodian.

- The petty cash will be kept in a locked safe place.

- When petty cash is disbursed, it must be replenished by warrant payable to Municipal Petty Cash. The replenishment should be subject to the same review and approval as invoices.

- A petty cash account will always be replenished at the end of the fiscal year (June 30) so that expenditures will be reflected in the proper accounting period.

- The replenishment must be by voucher with the appropriate receipts attached. The receipts should show the date, recipient, the purpose, and amount of each cash disbursement. These receipts must be signed by the person receiving the cash and their department head or designated supervisor.

- At the time of replenishment, the custodian should ensure that the balance remaining in petty cash, together with the amount of the replenishment voucher, equals the total authorized for the petty cash account.

- The petty cash accounts may not be used for personal cash advances.

- The petty cash accounts may not be used to cash checks or City warrants.

1.09 PURCHASING AND BID POLICY

A purchasing and bid policy is needed to standardize the sales, bids, and purchasing procedures of the City of Charles Town. It is also needed to promote the fair and equitable treatment of all consumers and suppliers of goods and services, to secure goods and services from local vendors whenever practical, and to provide the most advantageous services to the citizens of Charles Town.

Article 111.02(a) of the Codified Ordinances of Charles Town, updated in February 2022, provides that the policies and procedures contained in this document shall govern the expenditure of funds, except in the case of a declared emergency by the Mayor or the Mayor Pro-Tempore when performing the duties of the office in the absence of the Mayor. For purposes of the City's fiscal procedures, an expenditure of public funds for goods or services included in the annual budget is considered prior approval. The payment for such goods or services will continue to be a part of the routine approval of bills included on the Council agenda. The purpose of this Purchasing and Bid Policy is to assist staff in following approved procedures for selecting contractors and vendors.

The following policies and procedures apply to the purchase of goods or services by all City staff. In the event of a declared emergency by the Mayor, or the Mayor Pro-tempore when serving in such stead, the Mayor may waive the written quote and competitive selection process for purchases above $5,000 when the purchase is determined to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the citizens of the City of Charles Town. The Mayor will document such purposes when presenting the bills for payment at subsequent Council meetings. The Mayor may not waive the competitive selection process required by state law for the construction of facilities exceeding a cost of $10,000.

When practical, any single purchase expected to be over $5,000 but less than $10,000 will require the solicitation of at least three written quotes, which may include review of Internet pricing, by City staff from businesses believed to be qualified to provide the product or service. A preference should be given to identifying local businesses for these quotes. In the event the purchase is so specialized that only one source can effectively provide the product or service, staff will document the specialized nature of the purchase, identify the limitations of other potential suppliers, and seek a waiver from the City's finance committee of the requirement to solicit additional quotes.

Per WV State Code, any construction of facilities exceeding a cost of $10,000 requires a minimum of three written and sealed competitive bids.

Other City purchases expected to exceed $10,000 require a competitive selection process that for the City of Charles Town includes at least an advertisement for bids in the local newspaper of record, posting the opportunity on the City website, the request for written and sealed competitive bids, and the selection of a provider based on qualifications, price, and responsiveness. Solicitation for competitive, sealed bids will be open for at least 15 days. Preference will be given to local contractors and vendors where the local bid is within a 5% difference of the lowest and most responsive bid received. This preference only applies to contractors and vendors with a primary business address located within the municipal boundaries.

Purchases of more than $10,000 for used, public works, service, or safety equipment with specialized features may be purchased using the three quote process noted above.

The City may also purchase products or services valued at more than $10,000 from state term contracts or municipal bulk purchasing programs where a competitive process has already been completed to identify vendors offering the best price. In such instances, staff may shop the competitive price with local contractors and vendors and apply the same 5% preference to determine the lowest and most responsive bid.

A Request for Qualifications process will be used to solicit bids for professional services where the qualifications of the contractor are the primary factor in determining the best and most responsive bid. A Request for Proposals process will be used to solicit bids for goods or services where price is the primary factor in determining the best and most responsive bid.

Renewal of existing contracts may be exempt from this policy with approval of the City Council.

This policy supplements existing WV State Code 8-12-10 and 8-27-23.

1.10 INVOICE PROCESSING POLICY

1.10.A Procedures

The following procedures are to be followed by each department, board, and commission when submitting bills for payment:

1. Review the Invoice. To avoid double payments, the Finance Department will only process payments from original invoices. Each department must ensure that no sales tax is being charged and that only the current balance on the original invoice is being paid.
2. Approve the invoice. All invoices must be signed by the Department head to certify that the goods have been received, the services have been provided, delivery is satisfactory, and that the supporting documents are accurate complete and in compliance with applicable laws and regulations. The Department Head must indicate the departmental budget line from which the invoice is to be paid.
3. Finance Department review. The Finance Department will review all invoices submitted for payment for accuracy and determine if adequate funds are available in the Department's budget.
4. Request prior approval if needed. Any invoice requested to be paid from a line that has reached 75% of its total funding, requires the prior approval of the Finance Director.

1.10.B Credit Cards

City Departments are to use the State purchasing card (p-card) to fullest extent possible. Although some purchases may be restricted, the card is generally available for most purchases. The p-card program is administered by the Finance Department.

1.10.C Essential Services

Essential services are non-competitive goods and services incurred by departments and paid by Accounts Payable. Invoices for essential services are exempt from the requirements outlined in Section 1.09 of this Policy if 1) they are approved in the City's operating budget for the current fiscal year and 2) there is adequate funding available in the Department's particular line.

The Finance Department is responsible for processing and paying most essential services effected through the p-card to the maximum extent possible.

1.10.D Check and Vouchers for Payment of City Bills

The Finance Department shall prepare checks and vouchers for payment of all bills that cannot be effected with the p-card and shall present such checks to authorized signatories as designated by the City Council.

1.10.E Presentation to Council

The Finance Director shall prepare and present to the Council a report detailing disbursements from the City's General and Capital Reserve Funds. A detailed report of p-card purchases shall be presented to Council on a monthly basis.

1.11 GLOSSARY OF DEFINITIONS AND TERMS

Account. A record of additions, deletions, and balances of individual assets, liabilities, equity, revenues, and expenses.

Accounting System. The set of records and procedures that are used to record, classify, and report information of the financial status and operations of an entity.

Adopted Budget. The City Council approved annual budget establishing the legal authority of the expenditure of funds as set forth in the adopting budget resolution.

Appropriation. Money set aside by the City Council for a specific purpose. Provides designated spending authority to the city manager to approve or oversee approval of the appropriated expenditures.

Audit. An annual examination and evaluation, done by an independent Certified Public Accountant (CPA), of the City's accounting system to ensure conformity with generally accepted accounting principles. In conjunction with performing an audit, independent auditors normally issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

Balanced Budget. When the total of revenues and other financing sources is equal to or greater than the total of expenditures and other financing uses.

Basis of Accounting & Budgeting. A method used to determine when revenues, expenditures, transfers, and the related assets and liabilities are recognized in the accounts and reported in the financial statements. The three categories of accounting for governmental agencies are (1) Cash Basis – when cash is received or paid; (2) Accrual Basis – when the underlying transaction or event takes place; (3) Modified Accrual Basis – revenues and expenditures are recognized in the accounting period in which they become available, and expenditures are recognized in the accounting period in which the fund liability occurred. The City of Charles Town uses a modified accrual basis for our governmental funds and an accrual basis for our enterprise funds.

Budget & Fiscal Policies. General and specific guidelines adopted by the City Council that govern budget preparation and fiscal administration.

Capital Improvement Program. A rolling multiple-year program for maintaining or replacing existing public facilities and assets, and for building or acquiring new ones. The City follows a five-year schedule, and the annual budget incorporates the current year of the five-year CIP.

Charges for Service. Revenues collected as reimbursement for services provided to the public or to some other program/fund in the City.

Debt Service. The payments of principal and interest on bonds and other debt instruments according to a predetermined schedule.

Deficit. An excess of expenditures or expenses over revenues or resources during an accounting period.

Department. An organizational unit of the City government responsible for carrying out specific functions. In the City's structure, certain "departments" may be considered divisions of a multipurpose department.

Encumbrances. Commitments against an approved budget to pay funds in the future for a service or item. They cease to be encumbrances when the obligations are paid or terminated. The use of encumbrances prevents overspending and provides budgetary control to the organization.

Essential Services. Essential Services are non-competitive, routine, and repetitive purchases required to maintain the City's operations that are pre-approved in the City's budget. Examples of essential services include but are not limited to utility bills, licensing fees, insurance premiums, maintenance contracts, subscriptions and professional dues.

Expenditure. The actual spending or accrual of funds set aside by an appropriation for goods and services obtained.

Fiscal Year. A 12-month period to which the annual budget applies, and financial transactions are recorded. The City's fiscal year begins July 1 and ends June 30.

Full – Time Equivalent (FTE). The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating to 1.0 FTE. A part-time employee who worked 1,040 hours would equate to 0.5 FTE. Elected positions are budgeted but not included in FTE totals.

Fund. An independent fiscal and accounting entity with a self-balancing set of accounts in which the City records financial transactions relating to revenues, expenditures, assets, and liabilities. Funds are segregated for carrying on specific activities or attaining certain objectives. The fund types used by the City are governmental funds (General, Capital Projects & Special Revenue),

Fund Balance. The excess of a fund's assets over its liabilities.

General Fund. The primary operating fund of the City. All revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund and may be utilized for any legitimate governmental purpose.

Generally Accepted Accounting Principles (GAAP). Conventions, rules, and procedures that serve as standards for accounting and the fair presentation of financial statements. The primary authoritative body on the application of GAAP to state and local government is the Governmental Accounting Standards Board.

Governmental Accounting Standards Board (GASB). Ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

Interfund Transfer. Money transferred from one fund to another, to finance the operations of another fund or reimburse the fund for certain expenditures/expenses.

Municipal Code. A document that codifies the City Council's approved ordinances currently in effect. The Code defines City policy with respect to all areas of municipal jurisdictions and administration.

Ordinance. A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An Ordinance has a higher legal standing than a Resolution and is typically codified in the City's municipal code.

Other Post-Employment Benefits (OPEB). Post-employment benefits other than pension benefits.

Reserve. An account which the City uses to either set aside funds that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose.

Resolution. A special order of the City Council which has a lower legal standing than an Ordinance.

Revenues. Income received by the City during the fiscal year. Some examples of revenue include taxes, fees, charges for services, and grants.

Special Revenue Funds. A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Some examples include federal and state grant revenues.

~~1.10~~4.01 APPENDIX A – RECORDS MANAGEMENT AND RETENTION

2025-369: BR2025-01: Norborne Glebe Phase 14B Land Disturbance Bond Release

Arcadia Land, Inc. is requesting a land disturbance bond release in the amount of $123,437.00.

Proposed Motion:

Approve the land disturbance bond release in the amount of $123,437.00.

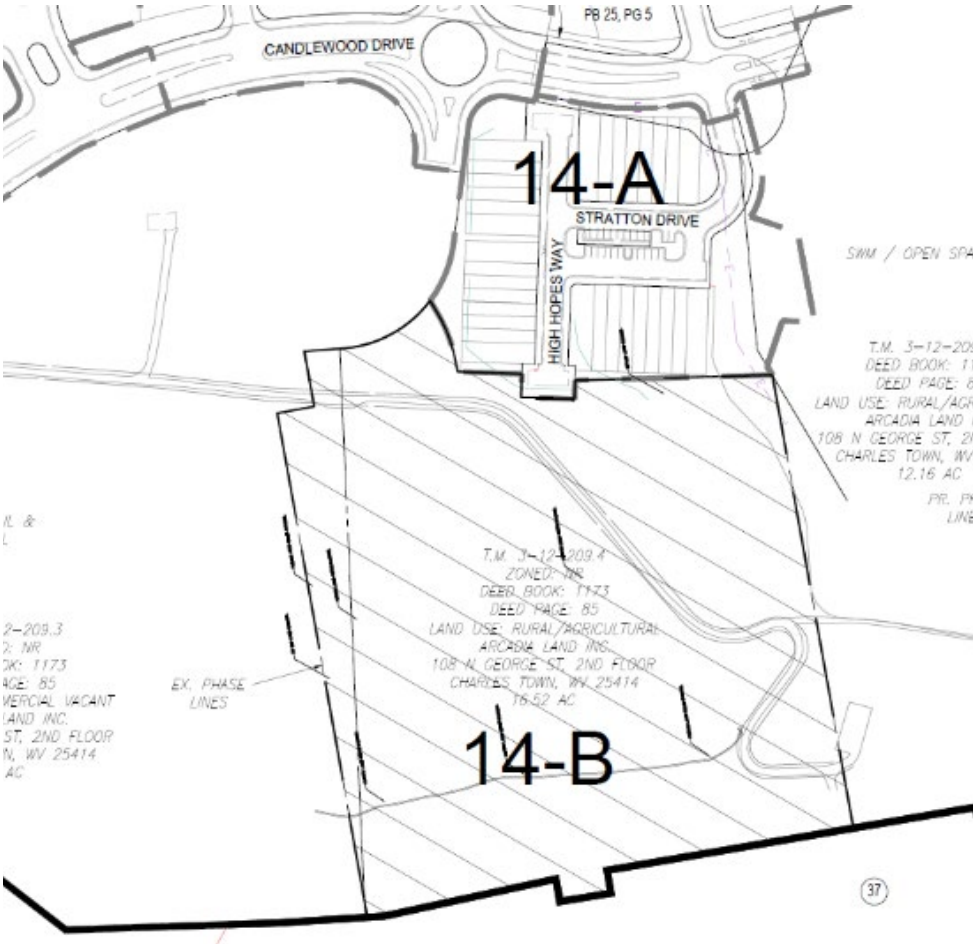
ATTACHMENTS:

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

Bond Release Request
BR2025-01

Date: For the April 7, 2025 Planning Commission Meeting
Applicant: Arcadia Land Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A land disturbance bond release of $123,437

Norborne Glebe Phase 14B



BACKGROUND
The applicant is requesting a bond release of the **land disturbance bond.** The Final Plat was approved by the City in June 2022.

Land Disturbance Bond: $123,437

Upon review of the request the City Engineer, Kimley-Horn, has determined that the bond release is reasonable for the work performed. This release pertains only to the land disturbance; additional work is required before the performance bond can be released. There are eight streetlights that are yet to be installed.

BOND COMMITTEE
The Bond Committee reviewed this item at their March 19, 2025 meeting. The Committee recommends that the Planning Commission table action until all required street lights have been installed and Kimley-Horn has again reviewed the site.

PLANNING COMMISSION
The Commission held a public hearing for this item at their March 24, 2025 meeting. There were no public comments. The Commission asked the applicant about the status of the missing lights; the applicant is waiting on First Energy to procure the street lights.

The land disturbance bond Is not affected by the missing streetlight and can be released without issue. The Commission tabled action on the release of the performance bond until all lights have been installed, and unanimously voted to recommend **approval** of the land disturbance bond release.

RECOMMENDATION
Approval.

Bond Request No._____

BOND REQUEST AND REDUCTION

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

1. DATE DECEMBER 4, 20 24

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

☐ Bond | Reallocation ☒ Bond | Release**

3. PROJECT NAME NORBORNE GLEBE PHASE 14B

Address _____

4. APPLICANT'S NAME* ARCADIA LAND, INC

Address 108 N. GEORGE ST., 2ND FL, CHARLES TOWN, WV 25414

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

Email Address gendler@arcadiacompanies.com

5. PROPERTY OWNER'S NAME SAME AS APPLICANT

Address _____

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

Email Address _____

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

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

Bond Request No._____

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

REQUESTING THE RELEASE OF THE LAND DISTURBANCE BOND & THE PERFORMANCE BOND FOR NORBORNE GLEBE PHASE 14B.

7. A) CURRENT BOND AMOUNT Land Disturbance bond # PB027623002222 # 123,437.00 Performance Bond # PB027623002224 # 819,036.00

B) PROPOSED BOND AMOUNT ~~RELEASE OF BOTH BONDS~~ LDB = ∅ PB = ∅

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

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
3-12-209				
3-12-212				
3-12-215				

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 2021-02	NORBORNE GLEBE PHASE 14B		10/13/22

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 11/15/24 Prepared By Morris & Richie Associates, Inc.

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 Jeffrey Kotz as Treasurer
Columbia Land, Inc Date 12/6/2024

Signature of Property Owner (If different than Applicant)

_____ Date _____

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

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

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

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Subdivision Administrator Approval:_____ Date:_____

Engineer Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

CITY OF CHARLES TOWN

PUBLIC IMPROVEMENT BOND UNIT COST LIST AND BOND REDUCTION FORM

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

PROJECT NAME:	Norborne Glebe - Phase 14B
PREPARED BY:	Greenway Engineering
DATE OF SUBMISSION	29-Mar-22

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					
Field Office	EA	$3,000.00							
Job Sign	EA	$1,150.00							
SURVEYING									
Steel Pipe Property Corner Marker Incl. Survey	EA	$275.00	328	$90,200.00					
R.O.W. MONUMENTS SURVEYED IN PLACE									
RM -- 1	EA	$825.00							
RM -- 2	EA	$575.00							
EARTHWORK EXCAVATION									
Regular Bulk used as Fill	CY	3.86	36,227.90	$139,839.69					
Rock, Rip	CY	17.30							
Rock, Blast	CY	38.48							
BORROW MATERIAL									
Buy, Load, Haul 10 Mi. Select Material	CY	28.90							
Fill and Compaction of On-site Borrow	CY	5.95	34,716.10	$206,560.80					
UNSUITABLE MATERIAL									
Load and Haul, 20 mi R/T	CY	$21.95							
Dump Charge	CY	37.50							
Site Grading	SY	0.75							
CLEAR & GRUB									
Light	AC	6,675.00	14.78	$98,656.50					
Moderate	AC	9,750.00							

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
Heavy	AC	$12,250.00						
Very Heavy	AC	$14,250.00						
LANDSCAPING								
Seeding	SY	$0.77	71,535.20	$55,082.10				
Sodding	SY	$3.64	38,478.00	$140,059.92				
PLANTING SHRUBS								
18”	EA	$40.00						
24”	EA	$70.00						
TREES								
6’ – 8’ (1-2 in. Caliper)	EA	$400.00	85	$34,000.00				
8’ – 10’ (2.5-3 in. Caliper)	EA	$700.00						
Tree Protection	LF	$9.00						
MISCELLANEOUS SITE IMPROVEMENTS								
RETAINING WALLS								
Timber Wall (Less Than 6 ft)	LF	$325.00						
Dry Rubble RW-1 (H=6')	LF	$450.00						
Mortared Rubble RW-1A (H=6')	LF	$535.00						
Concrete Gravity RW-2 (H=6')	LF	$339.00						
Concrete Gravity RW-3 (H=6')	LF	$378.00						
FENCING								
Std. Fence (H=5’) FR-5	LF	$9.31						
Farm Fence (H=5’) FR-3A	LF	$10.90						
Chain Link Fence (H=6’)FR 2-B	LF	$14.52						
Board Fence (H=6’)	LF	$19.35						

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

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

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

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

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
12" Pipe									
0'-8' Cut	LF	$38.95							
8'-14' Cut	LF	$57.75							
15" Pipe									
0'-8' Cut	LF	$50.25	1,132.00	$56,883.00					
8'-16' Cut	LF	$74.85							
18" Pipe									
0'-8' Cut	LF	$66.00	297.00	$19,602.00					
8'-16' Cut	LF	$98.55							
24" Pipe									
0'-8' Cut	LF	$76.90	100						
8'-16' Cut	LF	$115.25							
30" Pipe									
0'-8' Cut	LF	$91.33							
8'-16' Cut	LF	$137.27							
36" Pipe									
0'-8' Cut	LF	$101.68							
8'-16' Cut	LF	$152.33							
42" Pipe									
0'-8' Cut	LF	$113.99							
8'-16' Cut	LF	$171.00							
48" Pipe									
0'-8' Cut	LF	$129.55							
8'-16' Cut	LF	$195.66							
STORM STRUCTURES									
END SECTIONS									
End Section (ES-1), Concrete Pipe Size									
15”	EA	$485.00	1	$485.00					

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
18”	EA	$565.00	1	$565.00					
21”	EA	$645.00							
24”	EA	$755.00	2	$1,510.00					
27”	EA	$1,065.00							
30”	EA	$1,195.00							
36”	EA	$1,765.00							
42”	EA	$1,795.00							
48”	EA	$2,135.00							
54”	EA	$2,795.00							
60”	EA	$3,455.00							
ENDWALLS									
EW-1(Pre-cast) Round Pipe Size									
15”	EA	$800.00							
18”	EA	$1,337.00							
24”	EA	$2,021.00							
30”	EA	$2,133.00							
36”	EA	$2,366.00							
EW-1 Cast in Place [Round Pipe Size]									
15”	EA	$852.00							
18”	EA	$1,053.00							
24”	EA	$1,495.00							
30”	EA	$2,144.00							
36”	EA	$2,383.00							
EW-1A (Pre-Cast) Elliptical Pipe Size									
23” X 14” (18”)	EA	$695.00							
30” X 19” (24”)	EA	$969.00							
38” X 24” (30”)	EA	$1,165.00							
45” X 29” (36”)	EA	$1,445.00							

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

MANHOLES									
BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Standard Brick Manhole Std Frame & Cover (MH-1)									
6' Depth	EA	$3,750.00							
Depth below 6'	VF	$163.00							
Standard Precast Manhole Std Frame & Cover (MH-2)									
6' Depth	EA	$3,100.00	1	$3,100.00					
Depth below 6'	VF	$177.00	0.879	$155.58					
Additional Cost (Amounts in parentheses to be added to the above unit costs)									
Watertight Fr/Cover (Add 110)	EA	$579.00							
Heavy Duty Fr/Cover (Add 82)	EA	$599.00							
DROP INLETS									
Cast in Place 48"									
Drop Inlet (DI-1) 12" – 24" Pipe0-10 VF	EA	$3,697.00							
Drop Inlet (DI-1A) 12" – 24" Pipe 10-20 VF	EA	$5,593.00							
Drop Inlet (DI-2) 12" – 24" Pipe0-10 VF, 10' throat	EA	$6,911.00							
Drop Inlet (DI-2A) 12" – 24" Pipe 10-20 VF, 10' throat	EA	$8,833.00							
CURB DROP INLETS									
Curb Drop Inlet (DI-3A)									
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$4,088.00							
Curb Drop Inlet (DI-3AA)									
12"-30" Pipe (Invert Depth (H) =8'-20') Inlet Length 2'-6"	EA	$5,357.00							
Curb Drop Inlet (DI-3B & DI-12) 12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length									
4'	EA	$4,279.00							

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
6’	EA	$4,573.00	15	$68,595.00					
8’	EA	$4,889.00							
MH	EA	$5,052.00							
12’	EA	$5,227.00							
16’	EA	$5,543.00							
20’	EA	$5,859.00							
Curb Drop Inlet (DI-3BB) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
4’	EA	$4,276.00							
6’	EA	$4,848.00							
8’	EA	$5,429.00							
10'	EA	$5,732.00							
12’	EA	$6,011.00							
16’	EA	$6,296.00							
20’	EA	$6,599.00							
Curb Drop Inlet (DI-3C) 12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
6’	EA	$4,013.00	4	$16,052.00					
8’	EA	$4,588.00							
10'	EA	$4,893.00							
12’	EA	$5,178.00							
16’	EA	$5,766.00							
20’	EA	$6,339.00							
Curb Drop Inlet (DI-3CC) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
6’	EA	$4,746.00							
8’	EA	$5,293.00							
10'	EA	$5,627.00							
12’	EA	$5,988.00							
16’	EA	$6,772.00							
20’	EA	$7,465.00							

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

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

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

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
8’	EA	$5,877.00						
10'	EA	$6,209.00						
12’	EA	$6,568.00						
16’	EA	$7,259.00						
20’	EA	$7,963.00						
Curb Drop Inlet (DI-4FF) 36”-48” Pipe (Invert Depth (H) =8’-16’) Inlet Length								
8’	EA	$8,866.00						
10'	EA	$9,147.00						
12’	EA	$9,435.00						
16’	EA	$9,997.00						
20’	EA	$10,584.00						
Median Drop Inlets - CIP								
Median Drop Inlet **(DI-6A)** 12”-24” Pipe Inlet (H=8’)	EA	$4,205.00						
Median Drop Inlet **(DI-6B)** 12”-24” Pipe Inlet (H=8’)	EA	$4,267.00						
Median Drop Inlet **(DI-6C)** 30”-48” Pipe Inlet (H=10’)	EA	$5,589.00						
Median Drop Inlet **(DI-6D)** 30”-48” Pipe Inlet (H=10’)	EA	$5,692.00						
Median Drop Inlet **(DI-7)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$5,748.00	2	$11,496.00				
Median Drop Inlet **(DI-7A)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$6,338.00						
Median Drop Inlet **(DI-7B)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$6,797.00						

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

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

MISCELLANEOUS STORM									
BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Connection to Existing Structure									
15"-36" Pipe	EA	$735.00							
42"- 60" Pipe	EA	$1,125.00							
Casing Pipe, Bore and Jack (3/8" wall)									
22" ID (6"-8" Carrier Pipe)	LF	$411.00							
24" ID (10" Carrier Pipe)	LF	$451.00							
30" ID (12" Carrier Pipe)	LF	$569.00							
Plug Pipe									
6" –12" Pipe	EA	$142.00							
15"-36" Pipe	EA	$323.00							
42"- 60" Pipe	EA	$522.00							
Pavement Edge Pipe									
Standard Pipe Underdrain	LF	$19.00							
Riprap									
Dry, Class I, 18"	SY	$47.87	894.00	$42,795.78					
Dry, Class II, 18"	SY	$51.46							
Grouted, Class I, 18"	SY	$69.97							
Filter Fabric									
Class I	SY	$3.50							
Class II	SY	$3.00							
Class III	SY	$2.25							
Gabions (No excavation)									
Mattress	CY	$130.00							
Revetment	CY	$164.33							
Wall	CY	$212.25							
Paved Ditch (4" Thick)									
Concrete (Non-reinforced)	SY	$62.00							
Bituminous Concrete(4")	SY	$30.00							
Sodded Ditch									

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Sodded Ditch (Incl Fine Grading)	SY	$9.86							
STREET CONSTRUCTION									
ROADS AND PARKING									
Soil Stabilization	**Inches**								
Cement 6%	SY/Inch Depth	$2.70							
Depth (in Inches):									
Lime 6%	SY/Inch Depth	$1.89							
Depth (in Inches):									
Subbase, Aggregated Material									
Base Type I	SY/Inch Depth	$1.75	7,696	$107,744.00					
Depth (in Inches):		8							
Bituminous Concrete									
Base Course	SY/Inch Depth	$5.59	7,696.00	$129,061.92					
Depth (in Inches):		3							
Intermediate Course	SY/Inch Depth	$5.49							
Depth (in Inches):									
Top Course	SY/Inch Depth	$5.49	7,696.00	$84,502.08					
Depth (in Inches):		2							
Prime Coat	SY	$1.10							
Tack Coat	SY	$1.10							
Driveway Restoration									
4” Concrete & 4” Gravel	SY	$79.95							

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
2” S-5 & 7 6” Gravel	SY	$31.96							
Shoulders, Type I									
Aggregated Base, 4” (Sidewalk)	SY	$11.50	2,090.10	$24,036.12					
Concrete Curbing									
Curb & Gutter CG6 & CG7	LF	$22.50	4,389.26	$98,758.35					
Curb Cut, CG-12 Detectable Surf.	EA	$569.00	10	$5,690.00					
Entrances/Driveways									
Commercial Entrance CG-11	SY	$52.88							
Commercial Entrance CG-13	SY	$64.67							
Residential Driveway Apron	SY	$51.79							
Guardrails									
Std. Blocked-out W beam (GR2)	LF	$42.50							
Std. W beam, Weak Post GR8	LF	$28.50							
Terminal, GR-6 (L=12’-6”)	EA	$2,929.00							
Terminal, GR-7 (L=6’-3”)	EA	$2,659.00							
Type I, GR-8 Terminal (L=25’)	EA	$1,399.00							
Type II, GR-8 Terminal (L=13’-6”)	EA	$695.00							
Terminal, MB-4 (L=37’-6”)	EA	$3,495.00							
Type I, MB-5 Terminal (L=27’-1)	EA	$2,925.00							
Type II, MB-5 Terminal (L=13’-6)	EA	$1,675.00							
Miscellaneous									
Trash enclosure - Brick 6' high	LF	$325.00							
Reinforced Concrete Pad 6" to 8"	SY	$62.00							
Striping 4" width (VDOT Type	LF	$2.25							

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
B)									
Concrete Wheel Stops	EA	$70.00							
Parking Lot Striping	EA	$50.00							
Sign Island	EA	$850.00							
Traffic Barricade	LF	$43.45							
Street Name Signs	EA	$435.00	4	$1,740.00					
Traffic Control Signs	EA	$375.00	6	$2,250.00					
Street Light (pole, bracket, light)	EA	$4,285.00	30	$128,550.00					
SIDEWALKS AND TRAILS									
Sidewalk									
Concrete 4” w/WWF, No base	SY	$45.23	2,090	$94,535.12					
Bitum. Conc, 2” w/4” Base	SY	$30.00							
4” Conc, No Reinf., No Base	SY	$41.00							
HANDRAIL									
Handrail 3 Rail 1-1/4” #4 Finish	LF	$96.50							
Wood Chip Trail									
Trails(Incl Excavation & Grading) Wood chip, 4’ wide	SY	$17.69							
Bituminous Trail									
6’ to 10' wide	SY	$49.25	387	$19,059.75					
CRITICAL SLOPE STABILIZATION									
Paved Flume	SY	$67.00							
Stmwtr Conc Channel-Excav	SY	$7.75							
ADD Grass Lined-seeded	SY	$5.37							
ADD Grass Lined-sodded	SY	$10.89							
Outlet Protection									
Non-grouted Riprap 18”	SY	$52.00	333.00	$17,316.00					
Concrete 4”	SY	$53.50							

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
Level Spreader	SY	$4.44						
Struc Streambank Protection								
Non-grouted Riprap 18”	SY	$58.00						
Gabions	CY	$147.00						
Vegetative Erosion Control								
Sodding incl Fertilizing – Banks	SY	$7.77						
Sodding incl Fertilizing – Flat	SY	$5.36						
Seeding incl Fertilizing	SY	$2.44						
Soding W/Soil Treat & Watering	SY	$3.25						
Seeding W/Soil Treat & Watering	SY	$6.46						
Straw Mulch w/Tack	SY	$1.40						
Jute Mesh	SY	$1.77						
SPECIAL ITEMS								
FEMA Processing LOMR/CLOMR	EA	$7,500.00						
As Built (Record Drawings)	EA	$9,500.00	1	$9,500.00				
SWM/BMP POND	LS							
SIGNALIZATION	LS							
Subtotal				$1,714,631.72				

TOTAL ESTIMATE OF COMPLETED WORK:

SubTOTAL:		$1,714,631.72
CONTINGENCIES:	10.0%	$171,463.17
TOTAL:		$1,886,094.90
INFLATION FACTOR:	4.0%	$75,443.80
Grand Total:		$1,961,538.69

Kimley»Horn

Memorandum

To: Daniel Murphy
Project Manager
Greenway Engineering
704 Foxcroft Avenue
Martinsburg, WV 25401

From: Mark Phillips, P.E.

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

Date: February 11, 2025

Subject: Norborne Glebe Subdivision Phase 14B Revised Bond Release Request

This memorandum summarizes our review of the Revised Bond Release Request for the Norborne Glebe Subdivision Phase 14B Bond Release application (dated December 4, 2024, prepared by Arcadia Land, Inc) for a bond release (Performance and Land Disturbance) of $819,036. Using the Final Subdivision/Land Development Plat dated July 25, 2022, and a site visit conducted on February 10, 2025, it is our opinion that the applicant review and revise the quantities provided in the bond estimate or clarify the differences.

There is 1 item (listed below) that appeared to have discrepancies between bond estimate quantity and the counted quantities on the site visit.

Item	Unit	Bond Estimate Quantity Provided	Approximate Quantity Measured
Street Light	Each	30	22

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

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager, Associate

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-368: BR2025-02: Stone Spring Phase 2 Bond Reduction

Stanley Martin Homes, LLC is requesting a bond reduction from $14,782,413.45 to $1,661,776.74.

Proposed Motion:
Move to approve the bond reduction from $14,782,413.45 to $1,661,776.74 for the Stone Spring housing development Phase 2.

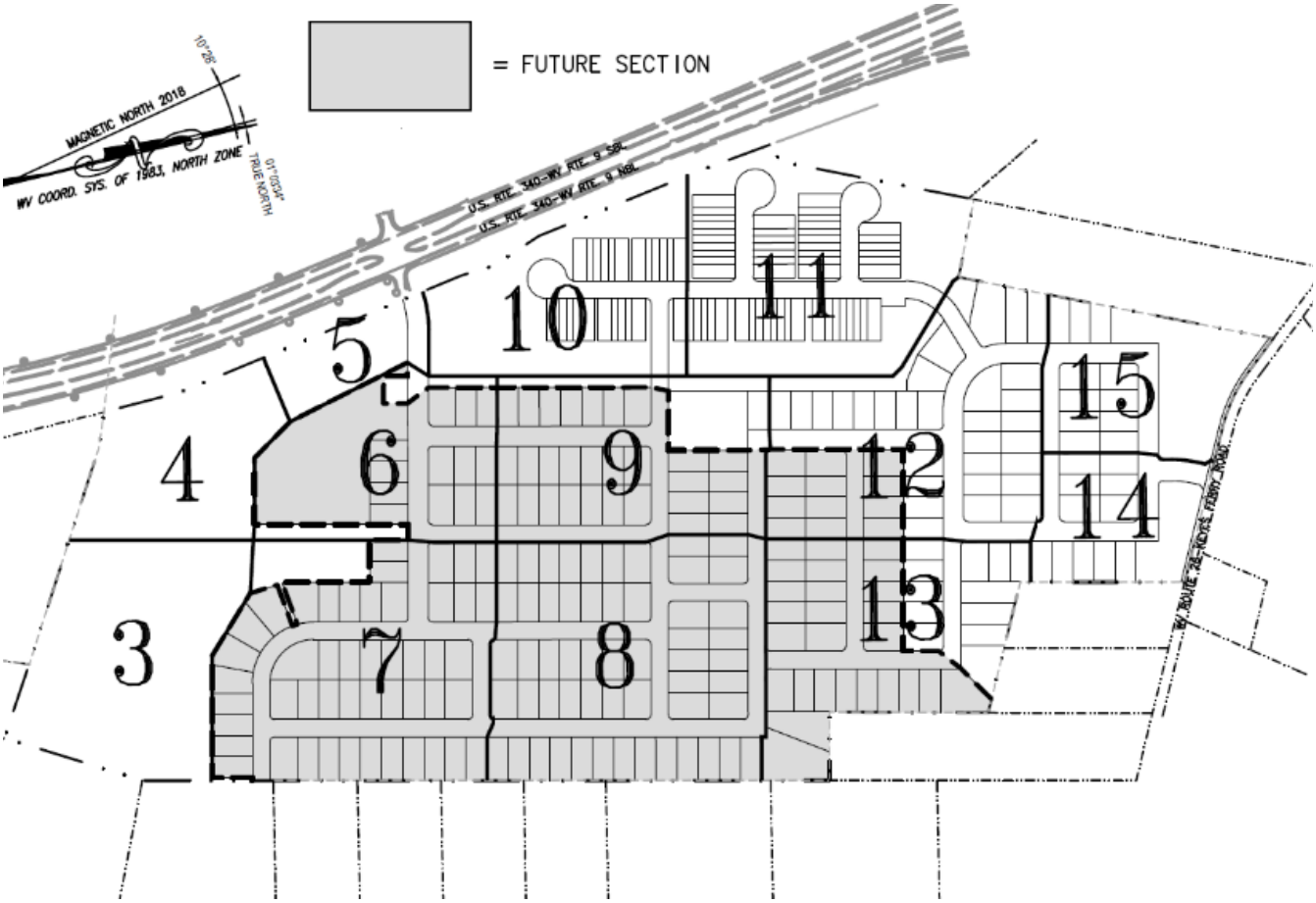
ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. As-Built.pdf
- 4. Bond Estimate.pdf
- 5. KH Review.pdf

Bond Redution Request
BR2025-02

Date: For the April 7, 2025 City Council meeting
Applicant: Stanley Martin Homes LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond reduction in the amount of $13,120,636.72

Stone Spring Development Phase 2 (Future Section)



BACKGROUND

The applicant, Stanley Martin Homes LLC, has submitted a bond reduction request for the Stone Spring housing development Phase 2. The applicant is requesting a bond reduction from $14,782,413.45 to $1,661,776.74 This amount will cover both performance bond issues (road paving, street lights, etc.) and land disturbance requirements (such as silt fencing).

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

Bonds shall be required for public and other physical Improvements to be constructed under an approved Final S/LD Application. Such Improvements shall include, without limitation, Road, curb, gutter, sidewalk, trails, storm Drainage, traffic signalization and control, water and sanitary sewer infrastructure, and any other site-related Improvements required by the City of Charles Town for vehicular and pedestrian ingress and egress, for public access roadways, for Structures necessary to insure stability of critical slopes, for necessary utilities, and for Stormwater Management Facilities.

BOND COMMITTEE

At their March 19, 2025 meeting, the City's Bond Committee discussed the application and recommend approval of the proposed reduction.

PLANNING COMMISSION

The Planning Commission reviewed this at their March 24, 2025 meeting, and unanimously **recommended approval** of the bond reduction.

RECOMMENDATION

Approval.

BOND REQUEST AND REDUCTION

1. APPLICATION TYPE :

☐ Bond Initiation – No application fee

☑ Bond Reduction – No application fee

☐ Bond Release – Application Fee: $85

2. FEES

Third-party review fees are assessed separately for each application, and will be sent to the applicant. All fees must be paid prior to approval.

3. PUBLIC NOTICE

Only bond release applications require a public hearing.

4. APPLICATION REQUIREMENTS

Please submit one application set with supporting materials in paper, and one copy in PDF format.

1. DATE February 13, 2025

2. PROJECT NAME Stone Spring Subdivision - Phase 2

Address Intersection of Stone Spring Road and Keyes Ferry Road

3. APPLICANT'S NAME* Stanley Martin Homes

Address 14200 Park Meadow Drive, Suite 100 North, Chantilly, VA 20151

Telephone Number (703-636-9232

Email Address AmesME@stanleymartin.com

4. PROPERTY OWNER'S NAME Stanley Martin Homes

Address 14200 Park Meadow Drive, Suite 100 North, Chantilly, VA 20151

Telephone Number (703-636-9232

Email Address AmesME@stanleymartin.com

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

5. DESCRIPTION OF REQUEST:

Phase 2 construction has been completed through the installation of base asphalt.

This request is for a commensurate reduction of the Performance Bond.

6. A) CURRENT BOND AMOUNT $ 14,782,413.46

B) PROPOSED BOND AMOUNT $ 1,661,776.74

C) CHANGE IN BONDED AMOUNT $ 13,120,636.72

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

Tax Map No.	Parcel No.	Tax Map No.	Parcel No.
15	03 15000100000000		

8. 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

9. <u>BOND RELEASE</u> – SUPPLEMENTAL MATERIALS REQUIRED:

A. Copies of inspection and test reports if work was inspected and tested by a third-party inspector.

B. Certification that all bonded Improvements, have been completed in accordance with the approved plans, profiles, and specifications and the requirements of any applicable manual.

C. A copy of the City-approved As-Built Drawings as required for facilities within public rights-of-way or Easements.

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.

Continued on next page.

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.

   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.

G. **Landscaping Surety** is required to ensure the landscaping shown on a Major S/LD plan 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 ever is greater.

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 2/10/2025

Signature of Property Owner (If different than Applicant) _____ Date 2/10/2025

Please submit an original completed application to the following:

At City Hall:	Or	Via Mail:
Subdivision Administrator City of Charles Town 101 E. Washington Street Charles Town, WV 25414		Subdivision Administrator City of Charles Town PO BOX 14 Charles Town, WV 25414

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

PRELIMINARY SUBDIVISION / LAND DEVELOPMENT PLAT
STONE SPRING SUBDIVISION

CITY OF CHARLES TOWN
JEFFERSON COUNTY, WEST VIRGINIA
TAX MAP 15, PARCEL 01; D.B. 451, PG. 745

OWNER/APPLICANT
STANLEY MARTIN HOMES, LLC
14200 PARK MEADOW DRIVE, SUITE 100N
CHANTILLY, VA 20151

INTEGRITY FEDERAL SERVICES
CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE • PLANNING
148 S. Queen Street, Suite 201 • Phone: 304-725-8333
Martinsburg, WV 25401 • www.ifs-ae.com

CORE AS-BUILT

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
205 EAST HIRST STREET
PURCELLVILLE, VA 20132
PHONE: (703) 994-4047
MRAGTA.COM

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CIVIL LEGEND:

EXISTING / PROPOSED

- BOUNDARY/RIGHT-OF-WAY LINE
- ADJACENT BOUNDARY LINE
- CONCRETE MONUMENT/IRON REBAR (EX. VDH, EX. CC, IPF, RBF; CC-TBS, TBS)
- EASEMENT LINE
- ROAD CENTERLINE
- HEADER CURB
- CURB & GUTTER (CURB, TRANS., REVERSE CURB)
- EDGE OF PAVEMENT
- EDGE OF CONCRETE
- EDGE OF GRAVEL
- SIDEWALK
- GUARDRAIL
- BOARD FENCE
- CHAIN LINK FENCE
- WIRE FENCE
- BUILDINGS (TO BE REMOVED, TO REMAIN)
- RETAINING WALL
- MISCELLANEOUS SIGNS
- MAIL BOX
- SITE LIGHT WITH POLE
- BUILDING MOUNTED LIGHT
- UTILITY POLE
- UTILITY POLE GUY WIRE
- OVERHEAD UTILITY LINE
- UNDERGROUND UTILITY LINE
- OVERHEAD COMMUNICATIONS LINE
- UNDERGROUND COMMUNICATIONS LINE
- UNDERGROUND GAS LINE
- SANITARY SEWER MAIN (8" PVC SAN. SEW.; C3; 6" PVC SAN. SEW.)
- SANITARY SEWER FORCE MAIN
- SANITARY SEWER MANHOLE
- SANITARY SEWER CLEAN-OUT
- STORM SEWER LINE (12, 15" HDPE; 30, 31, 15" HDPE)
- STORM SEWER MANHOLE
- STORM SEWER DROP INLET
- STORM SEWER CURB INLET
- STORM SEWER RIP-RAP
- STORM SEWER END SECTION
- WATER MAIN (8" W/M)
- FIRE HYDRANT
- WATER VALVE
- WATER METER
- INDEX CONTOUR LINE (590)
- INTERMEDIATE CONTOUR LINE (592)
- SPOT ELEVATIONS (× 543.6; +45° GS, +45° TC, +45° INV)
- TREES/SHRUBS
- DRIP LINE OF TREES
- LIMITS OF CONSTRUCTION
- SOIL BOUNDARY (HbB, HgC)

Know what's **below.** **Call** before you dig.

CONDITIONS OF ANNEXATION NOTES:

1. THE DEVELOPMENT SHALL BE SUBJECT TO THE CITY'S CURRENT NEIGHBORHOOD RESIDENTIAL ZONING STANDARDS, EXCEPT THAT THE PORTION OF LAND PLANNED FOR COMMERCIAL USE SHALL BE SATISFIED IF AT LEAST FIVE ACRES OF LAND ARE SET ASIDE FOR NEIGHBORHOOD COMMERCIAL USES.
2. ON LAND SET ASIDE FOR NEIGHBORHOOD COMMERCIAL USES, MIXED-USE CONSTRUCTION INCLUDING FIRST FLOOR COMMERCIAL AND UPPER LEVEL RESIDENTIAL USES SHALL BE PERMITTED AND CONSIDERED, SUBJECT TO ALL OTHER LIMITATIONS, INCLUDING HEIGHT, IN A NEIGHBORHOOD RESIDENTIAL ZONING DISTRICT.
3. NOTWITHSTANDING ANY RESIDENTIAL UNITS CONTAINED IN A MIXED-USE COMMERCIAL STRUCTURE, THE TOTAL NUMBER OF RESIDENTIAL UNITS PROPOSED FOR THE SITE MAY NOT EXCEED 325 UNITS.
4. THE FINAL CONCEPT PLAN APPROVED BY THE PLANNING COMMISSION MUST INCLUDE A ROAD CONNECTION TO THE LANGLET PROPERTY LOCATED TO THE SOUTHEAST OF THE FRITTS PROPERTY.
5. EACH NEW UNIT OF RESIDENTIAL DEVELOPMENT ON THE SITE, EXCEPT FOR THOSE CONTAINED IN A MIXED-USE STRUCTURE, SHALL BE SUBJECT TO A VOLUNTARY FINANCIAL PROFFER OF $2,448 PER UNIT THAT MAY BE USED BY THE CITY TO FUND ANY OF ITS FUTURE CAPITAL NEEDS.
6. THE FINANCIAL PROFFER IS SUBJECT TO ADJUSTMENT BY THE CITY EVERY FIVE YEARS, STARTING FROM THE PLANNING COMMISSION'S APPROVAL OF THE FINAL PRELIMINARY PLAT DRAWINGS FOR THE INITIAL PHASE. THE CITY WILL PROVIDE THE OWNER/DEVELOPER WITH A WRITTEN 60-DAY ADVANCED NOTICE OF THE FINANCIAL PROFFER INCREASE WITH SUPPORTING DOCUMENTATION TO JUSTIFY THE FEE INCREASE. COUNCIL WILL CONSIDER FORCE MAJEURE BEFORE INCREASING THE FEE.
7. THE OWNER/DEVELOPER WILL PAY $50,000 TO THE CITY AFTER THE PLANNING COMMISSION HAS CONCEPTUALLY APPROVED THE DEVELOPMENT'S PRELIMINARY PLAT, WHICH WILL BE USED TO FUND A FEASIBILITY STUDY AIMED AT IMPROVING PEDESTRIAN CONNECTIVITY FOR RESIDENTS OF THE CITY'S 4TH WARD TO THE DOWNTOWN.
8. PARKLAND PROPOSED FOR DEDICATION TO THE CITY WILL INCLUDE VEHICULAR ACCESS AND PARKING IMPROVEMENTS FOR VISITORS TO THIS CITY PARK.
9. IN ADDITION TO OTHER PARKLAND DEDICATION REQUIRED BY THE CITY'S ORDINANCES, THE OWNER/DEVELOPER AGREES TO INCLUDE A NEIGHBORHOOD PARK OF AT LEAST 0.5 ACRES NEAR THE CENTER OF THE DEVELOPMENT THAT WILL INCLUDE ADEQUATE PLAYGROUND EQUIPMENT FOR ITS RESIDENTS.

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08	EROSION & SEDIMENT CONTROL PLAN - PHASE I
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AS-BUILT CERTIFICATION

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THIS "AS BUILT" PLAN IS CORRECT AS SHOWN HEREON AND THAT THE SITE HAS BEEN CONSTRUCTED IN ACCORDANCE WITH THE APPROVED CONSTRUCTIONS DRAWINGS AND SPECIFICATIONS, AND ALL APPLICABLE ORDINANCES IN THE COUNTY OF JEFFERSON, WEST VIRGINIA

JON K. ERICKSON VLS#2302 SEPTEMBER 9TH, 2024

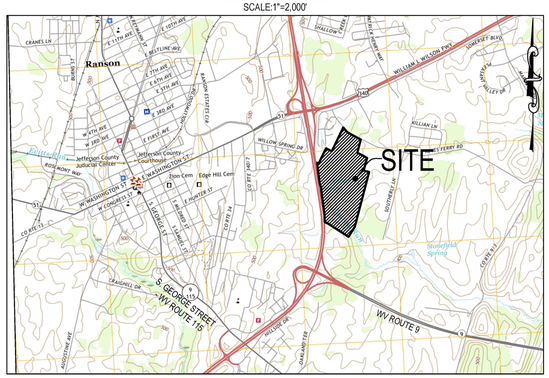
REVISIONS:

NO.	SHEET NUMBER AND REVISION DESCRIPTION	DATE
#5	SHEETS 56 AND 79 - NOTICE OF REVISION 2: ROAD B CUL-DE-SAC UPDATE, PUMP WET WELL ELEV UPDATE	09/06/2023
#6	SHEETS 31, 37, 70, 71 AND 79 - NOTICE OF REVISION 3: UPDATE FORCE MAIN ALIGNMENT AND INVERT AT METER VAULT	11/09/2023
#7	SHEETS 78, 103 AND 107 - NOTICE OF REVISION 4: ADD PIPE INVERTS FOR STR 140A, UPDATE FENCE DETAIL FOR PUMP STATION	11/14/2023
#8	SHEET 61 - NOTICE OF REVISION 5: ADD SANITARY PROFILE S TO S1 TO PLAN	12/19/2023
#9	SHEET 73 - NOTICE OF REVISION 6: REVISED SANITARY LATERAL TABLE	03/28/2024
#10	SHEETS 45 AND 56 - NOTICE OF REVISION 7: ROAD B, B1, AND B2 CUL-DE-SAC BAND GRADES UPDATE	06/03/2024

7

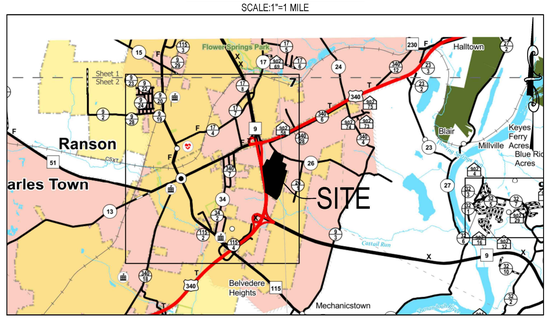
VICINITY MAP

SCALE:1"=2,000'



WVDOH VICINITY MAP

SCALE:1"=1 MILE



APPROVAL BLOCK:

THIS PRELIMINARY PLAN AND PLAT WAS APPROVED BY THE CITY OF CHARLES TOWN, ON THE ____ DAY OF _____, 20___, SUBJECT TO ANY CONDITIONS SPECIFIED HEREON.

ALL EXPENSES INCURRED WITH RESPECT TO IMPROVEMENTS FOR ALL UTILITY SERVICES, PAVING, GRADING, LANDSCAPING, CURBS, GUTTERS, SIDEWALKS, ROAD LIGHTING, ROAD SIGNS, FLOOD PROTECTION DEVICES, DRAINAGE STRUCTURES AND ALL OTHER IMPROVEMENTS THAT MAY BE REQUIRED SHALL BE IN THE RESPONSIBILITY OF THE SUBDIVIDER AND NOT THE CITY.

SECRETARY OF THE PLANNING COMMISSION _____ DATE _____

FLOODPLAIN:

THIS PROPERTY IS LOCATED WITHIN ZONE "X" AREAS OF 0.2% ANNUAL CHANCE FLOOD AND ZONE "A" SPECIAL FLOOD HAZARD AREA SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD, BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) ON FLOOD INSURANCE RATE MAP NO. 54037C0137E FOR COMMUNITY NO. 540065; EFFECTIVE DATE: 12/18/2009.

CERTIFICATE OF LAND SURVEYOR:

THE PLAT REPRESENTS A SURVEY BY GORDON. ALL MONUMENTS AND IMPROVEMENTS INDICATED HEREON ACTUALLY EXIST, AND THEIR LOCATION, SIZE, AND MATERIAL ARE CORRECTLY SHOWN. GORDON IS FAMILIAR WITH ALL REQUIREMENTS OF THIS ORDINANCE, AND TO THE BEST OF OUR KNOWLEDGE AND BELIEF, ALL OF THE REQUIREMENTS OF THIS ORDINANCE HAVE BEEN FULLY COMPLIED HEREIN.

STATEMENT OF ACCEPTANCE:

THE DEVELOPER, IN SIGNING THIS PLAT, AGREES TO ABIDE BY ALL CONDITIONS, TERMS, AND SPECIFICATIONS PROVIDED HEREON; AND TO COMPLETE ALL THE IMPROVEMENTS REQUIRED BY THE SITE PLAN.

STANLEY MARTIN HOMES
14200 PARK MEADOW DRIVE, SUITE 100 N
CHANTILLY, VA 20151 DATE

STATEMENT OF ACCURACY:

THE ENGINEER AND/OR SURVEYOR, IN SIGNING THIS PLAT./PLAN, ATTESTS TO THE BEST OF HIS/HER KNOWLEDGE, THAT THIS PLAN IS COMPLETE AND ACCURATE

ENGINEER _____ DATE _____

CITY OF CHARLES TOWN – COMPLETE LIST OF WAIVER/VARIANCES

ORDINANCE	SECTION OF ORDINANCE	WAIVER APPLICATION NUMBER	DESCRIPTION OF WAIVER OR VARIANCE	STATUS	DATE APPROVED
NONE GRANTED					

LIST OF APPROVALS:

CHARLES TOWN UTILITY BOARD AVAILABILITY LETTER (WATER):
DATED: 03/30/2023

CHARLES TOWN UTILITY BOARD AVAILABILITY LETTER (SEWER):
DATED: 03/30/2023

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS:
PERMIT # WVDOH-05-2023-0532
DATED: 07/20/2023

WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
STATE HEALTH PERMITS BUREAU FOR PUBLIC HEALTH:
PERMIT #: 21703 (WATER)
DATE: 05/17/2023
PERMIT #: 21703 (SEWER)
DATE: 05/17/2023

JEFFERSON COUNTY GIS/ADDRESSING:
APPROVED: 03/13/2023

WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION:
WVNPDES PERMIT # : WVR111983

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Martinsburg, WV 25401 • www.ifs-ae.com

ADVANCE COPY FOR CONSTRUCTION
SEAL:

1/24/25

2. 03/16/2023 - WVDOH, CTUB, AND CITY OF
3. 04/18/2023 - WVDOH WATERLINE CROSSI
4. 08/31/2023 - APPROVED PLAN FOR CONS
5. 09/06/2023 - NOTICE OF REVISION 2: ROA
6. 11/09/2023 - NOTICE OF REVISION 3: UPDATE
7. 11/14/2023 - NOTICE OF REVISION 4: ADD PIPE
8. 12/19/2023 - NOTICE OF REVISION 5: ADD SANIT
9. 03/28/2024 - NOTICE OF REVISION 6: REVISED S
10. 06/03/2024 - NOTICE OF REVISION 7: ROAD B, B1,

COVER SHEET

STONE SPRING SUBDIVISON
TAX MAP 15, PARCEL 01; D.B. 451, PG. 745
CITY OF CHARLES TOWN TAX DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA

SCALE:	HORIZ.: AS NOTED VERT.:
DATE:	JANUARY 2023
JOB:	2665-0206
DRAWN: JCH	CHECK: JPG
CADD: C-GI-001.DWG	
NCS:	
SHEET:	01 OF 134

ASBUILT

SHEET 1 OF 33

L:\Projects\Stone Spring\As-Built\Stone Spring As-Built.dwg, 1/24/2025 1:38:05 PM, Awalker, 1:1, Copyright 2023 Morris & Ritchie Associates, Inc.
RELEASING OR DISTRIBUTION OF THIS DRAWING IN ANY FORM TO ANYONE BY PERSONS OTHER THAN THE AUTHORIZING ENGINEER OR HIS/HER EMPLOYER IS PROHIBITED. NO REPRODUCTION OR USE OF THIS DRAWING OR ITS CONTENTS SHALL BE MADE BY ANY PERSON OR ENTITY WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE ENGINEER. ©2023 ALL RIGHTS RESERVED.

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PURCELLVILLE, VA 20132
PHONE: (703) 994-4047
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Martinsburg, WV 25401 • www.ifs-ae.com

JOSEPH R. GOBY
ADVANCED CERTIFICATION
SEAL:

REVISIONS
1. 01/31/2023 - CITY OF CHARLES TOWN 1ST SUBMISSION
2. 03/16/2023 - WVDOH, CTUB, AND CITY OF CHARLES TOWN COMMENTS
3. 04/18/2023 - WVDOH WATERLINE CROSSING
4. 08/31/2023 - APPROVED PLAN FOR CONSTRUCTION
5. 09/06/2023 - NOTICE OF REVISION 2: ROAD B CUL-DE-SAC UPDATE; PUMP WET WELL ELEV UPDATE
6. 11/09/2023 - NOTICE OF REVISION 3: UPDATE FORCE MAIN ALIGNMENT AND INVERT AT METER VAULT

1/24/25

SITE LAYOUT & UTILITY PLAN

STONE SPRING SUBDIVISON

TAX MAP 15, PARCEL 01; D.B. 451, PG. 745
CITY OF CHARLES TOWN TAX DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA

SCALE:	HORIZ.: 1" = 50' VERT.:
DATE:	JANUARY 2023
JOB:	2665-0206
DRAWN: JCH	CHECK: JPG
CADD: C-CS-101.DWG	
NCS:	
SHEET	31 OF 194

SHEET 2 OF 33

L:\Projects\Stone Spring\As-Built\Stone Spring As-Built.dwg, 1/24/2025 1:38:07 PM, AWalker,
1:1, Copyright 2023 Morris & Ritchie Associates, Inc.

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MATCHLINE
SEE SHEET 31

MATCHLINE
SEE SHEET 33

MATCHLINE
SEE SHEET 35

U.S. RTE. 340-WV RTE. 9 SBL
RIGHT-OF-WAY VARIES

U.S. RTE. 340-WV RTE. 9 NBL
RIGHT-OF-WAY VARIES

OPEN SPACE A

OPEN SPACE B

COMMON AREA

ROAD B
NEIGHBORHOOD STREET
50' RIGHT-OF-WAY

ROAD C
NEIGHBORHOOD CENTER STREET
57' RIGHT-OF-WAY

ROAD A
MINOR COLLECTOR
61' RIGHT-OF-WAY

ROAD D
NEIGHBORHOOD STREET
50' RIGHT-OF-WAY

ROAD E
NEIGHBORHOOD STREET
50' RIGHT-OF-WAY

ROAD F
NEIGHBORHOOD CENTER STREET
57' RIGHT-OF-WAY

STREAM

SWM ESMT

10' PROPERTY SERVICE ESMT

30' SAN SEW ESMT

15' SAN SEW ESMT

20' STM ESMT

25' LANDSCAPING BUFFER

6" PVC FORCE MAIN

8" PVC SAN. SEW.

8" PVC WL

42" HP STM

36" HP STM

15" HP STM

STM ESMT

5' CONCRETE SIDEWALK (TYP.)

TYPE IV ADA RAMP (TYP.)

TYPE III MOUNTABLE CURB & GUTTER (TYP.)

TYPE III MODIFIED CURB & GUTTER (TYP.)

STOP SIGN (TYP.)

STREET SIGN (TYP.)

BUS SHELTER

ENTRANCE FEATURE

SINGLE SAN LAT (TYP.)

DOUBLE SAN LAT (TYP.)

SINGLE 1" W/S (TYP.)

DOUBLE 1" W/S (TYP.)

TYPE IV ADA RAMP (TYP.)

1-FH
1-8" VALVE
1-8"X6" REDUCER

1-FH
1-8"X6" TEE
1-6" VALVE

1-8"X6" CROSS
2-8" VALVE

1-8" VALVE

1-8"X6" TEE

1-FH
1-8"X6" TEE
1-6" VALVE

1-FH
1-8"X6" TEE
1-6" VALVE

1-FH
1-8"X6" TEE
1-6" VALVE
1-8"X6" REDUCER

1-FH
1-8" VALVE

1-FH
1-8"X6" TEE
1-6" VALVE

1-FH
1-8"X6" TEE
1-6" VALVE

1-FH
1-8" VALVE

1-FH
1-8"X6" TEE
1-6" VALVE

1-FH
1-8"X6" TEE
1-6" VALVE

1-FH
1-8"X6" TEE
1-6

MATCHLINE
SEE SHEET 32

WILLOW BROOK VILLAGE
SUBDIVISION

N/F
CITY OF CHARLESTOWN
CTD M15 P9.7
D.B. 1130 PG. 404
ZONING: GENERAL COMMERCIAL

SEWER TREATMENT FACILITY

1-12"X6" TEE
1-8" VALVE
1-WET TAP
TEST PIT REQUIRED

EX. 10' CITY OF CHARLESTOWN PERMANENT UTILITY ESMT (D.B. 1178, PG. 567)

EX. WATER MAIN (TYP.) (NOT FIELD LOCATED)

N/F
WILLOWBROOK SUBDIVISION
CTD M10E P55
D.B. 665 PG. 710
ZONING: RESIDENTIAL / LIGHT INDUSTRIAL / COMMERCIAL

EX. WATER MAIN (TYP (NOT FIELD LOCATED

OPEN SPACE A

STREAM

10' PROPERTY SERVICE ESMT

15' W/L ESMT

1-FH
1-8"X6" TEE
1-6" VALVE

8" PVC W/L

20' STM ESMT

TYPE I ADA RAMP (TYP.)

STOP SIGN (TYP.)

ROAD B
NEIGHBORHOOD STREET
50' RIGHT-OF-WAY

ROAD A
NEIGHBORHOOD STREET
50' RIGHT-OF-WAY

TYPE III MOUNTABLE CURB & GUTTER (TYP.)

5' CONCRETE SIDEWALK (TYP.)

LOT V40
LOT V41
LOT V42
LOT V43
LOT V44
LOT V45

TIE INTO EX. SANITARY MANHOLE (MH-DF6) LOCATION IS APPROX. AND WILL NEED TO BE FIELD VERIFIED

EX. 12" PVC SAN. SEW. (TYP.)

N/F
GATESTONE INC.
CTD M9 P1.1
D.B. 665 PG. 633
ZONING: RESIDENTIAL / LIGHT INDUSTRIAL / COMMERCIAL

6" PVC FORCE MAIN

15' SAN SEW ESMT

JEFFERSON COUNTY LIMITS
CHARLES TOWN CITY LIMITS

EX. 10' CITY OF CHARLES TOWN PERMANENT UTILITY ESMT (D.B. 1178, PG. 567)

SINGLE W/S (TYP)

8" PVC W/L

1-FH
1-6" VALVE
1-8"X6" REDUCER
1-8"X6" TEE
8" VALVE

15' SAN SEW ESMT

EX. 40' POTOMAC EDISON COMPANY EASEMENT (D.B. 445, PG. 525)

COMMERCIAL LOT 2

ROAD IMPROVEMENT ESM'T PARCEL

WV ROUTE 26/KYES FERRY ROAD

ROAD J
NEIGHBORHOOD CENTER STREET
57' RIGHT-OF-WAY

ROAD K
NEIGHBORHOOD CENTER STREET
57' RIGHT-OF-WAY

ROAD N
NEIGHBORHOOD CENTER STREET
57' RIGHT-OF-WAY

ROAD R
COLLECTOR
70' RIGHT-OF-WAY

ENTRANCE FEATURE

5' CONCRETE SIDEWALK (TYP.)

TYPE IV ADA RAMP (TYP.)

STOP SIGN (TYP.)

STREET SIGN (TYP.)

N/F
MOUNTAINEER
BANKSHARES OF WV INC.
CTD M9 P8.4
D.B. 592 PG. 690
ZONING: RESIDENTIAL / LIGHT INDUSTRIAL / COMMERCIAL

MATCHLINE
SEE SHEET 36

WV STATE GRID NORTH (NAD83)

ASBUILT

GRAPHICAL SCALE: 1"=50'

1/24/25

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JASON P. GERMAN
LICENSED PROFESSIONAL ENGINEER
No. 027
STATE OF WEST VIRGINIA
PROFESSIONAL ENGINEER

SEAL:

REVISIONS

1. 01/31/2023 - CITY OF CHARLES TOWN 1ST SUBMISSION
2. 03/16/2023 - WVDOH, CTUB, AND CITY OF CHARLES TOWN COMMENTS
3. 04/18/2023 - WVDOH WATERLINE CROSSING
4. 08/31/2023 - APPROVED PLAN FOR CONSTRUCTION

SITE LAYOUT & UTILITY PLAN

STONE SPRING SUBDIVISON

TAX MAP 15, PARCEL 01; D.B. 451, PG. 745
CITY OF CHARLES TOWN TAX DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA

SCALE:	HORIZ.: 1" = 50' VERT.:
DATE:	JANUARY 2023
JOB:	2665-0206
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NCS:	
SHEET	33 OF 134

SHEET 4 OF 33

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MATCHLINE
SEE SHEET 31

N/F
WILSON
CTD M10 P8
D.B. 933 P.G. 469
ZONING: RESIDENTIAL GROWTH

JEFFERSON COUNTY LIMITS
CHARLES TOWN CITY LIMITS

PALUSTRINE WETLANDS (TYP.)

STREAM

APPROXIMATE LOCATION OF 100-YEAR FLOOD PLAIN (TYP.)

FEMA FLOOD ZONE A

PERENNIAL STREAM

STREAM VALLEY PARK DEDICATION

EX. CISTERN WITH CATTLE WATER FEEDER

8" PVC SAN. SEW.

15' SAN SEW ESMT

6' CURB CUTS

ROAD A
NEIGHBORHOOD CENTER STREET
57' RIGHT-OF-WAY

ROAD E
NEIGHBORHOOD STREET
50' RIGHT-OF-WAY

ROAD F
NEIGHBORHOOD STREET
50' RIGHT-OF-WAY

TYPE IV ADA RAMP (TYP.)

TYPE III MOUNTABLE CURB & GUTTER (TYP.)

STREET SIGN (TYP.)

BUS SHELTER

5' CONCRETE SIDEWALK (TYP.)

1-8"X8" TEE
2-8" VALVES

1-FH
1-8"X6" TEE
6" VALVE

STOP SIGN (TYP.)

PLUNGE POOL

SINGLE SAN LAT (TYP.)

DOUBLE SAN LAT

DOUBLE 1" W/S (TYP)

SINGLE 1" W/S (TYP)

6" PVC W/L

8" PVC W/L

6" HP STM

15" HP STM

20' STM ESMT

1-2" B.O.V.
ROAD BARRICADE

CHARLES TOWN CITY LIMITS

JEFFERSON COUNTY LIMITS

N/F
LANGLET
CTCD M15 P7
D.B. 1030 PG. 343
ZONING: NEIGHBORHOOD RESIDENTIAL

N/F
LANGLET
CTCD M15 P4.8
D.B. 1030 PG. 343
ZONING: NEIGHBORHOOD RESIDENTIAL

N/F
MILLS
CTD M9 P4.20
D.B. 1032 PG. 76
ZONING: RURAL

N/F
KEEL
CTD M9 P4.16
D.B. 489 PG. 28
ZONING: RURAL

MATCHLINE
SEE SHEET 35

WV STATE GRID NORTH (NAD83)

GRAPHICAL SCALE: 1"=50'

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REVISIONS

1. 01/01/2023 - CITY OF CHARLES TOWN 1ST SUBMISSION
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3. 04/18/2023 - WVDOH WATERLINE CROSSING
4. 06/13/2023 - APPROVED PLAN FOR CONSTRUCTION

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STONE SPRING SUBDIVISON

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JEFFERSON COUNTY, WEST VIRGINIA

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SHEET 5 OF 33

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1.	01/31/2023 - CITY OF CHARLES TOWN 1ST SUBMISSION
2.	03/16/2023 - WVDOH, CTUB, AND CITY OF CHARLES TOWN COMMENTS
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1/24/25

SITE LAYOUT & UTILITY PLAN

STONE SPRING SUBDIVISON

TAX MAP 15, PARCEL 01; D.B. 451, PG. 745
CITY OF CHARLES TOWN TAX DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA

SCALE:	HORIZ.: 1" = 50' VERT.:
DATE:	JANUARY 2023
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NCS:	
SHEET	35 OF 124

SHEET 6 OF 33

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ASBUILT

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1/24/25

REVISIONS

1.	01/31/2023 - CITY OF CHARLES TOWN 1ST SUBMISSION
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SITE LAYOUT & UTILITY PLAN

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JEFFERSON COUNTY, WEST VIRGINIA

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SHEET:	36 OF 134

SHEET 7 OF 33

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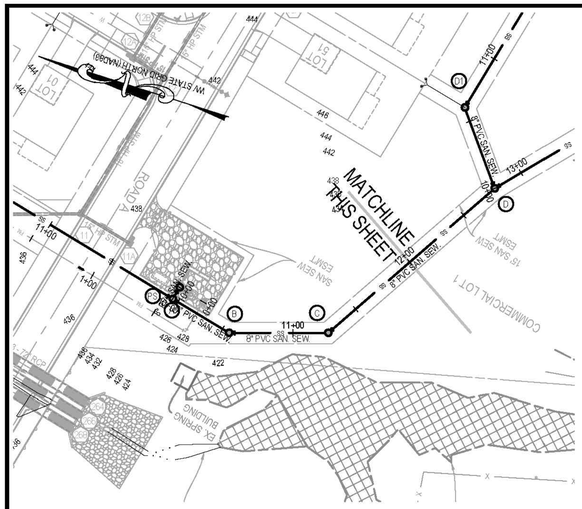

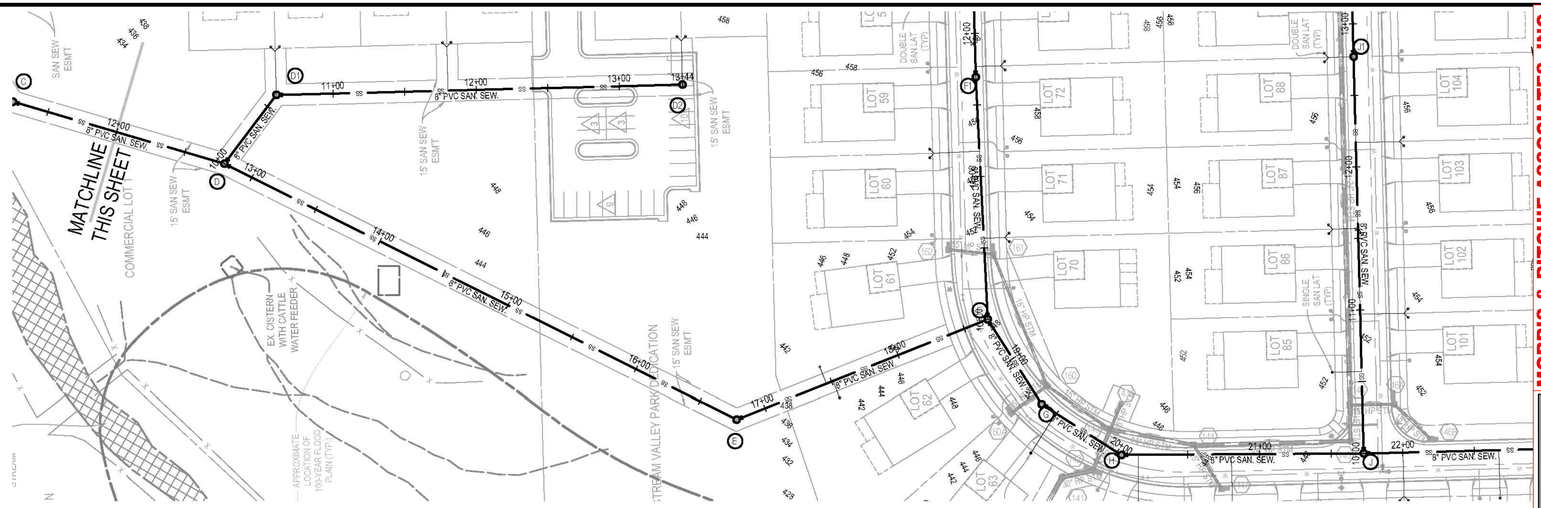

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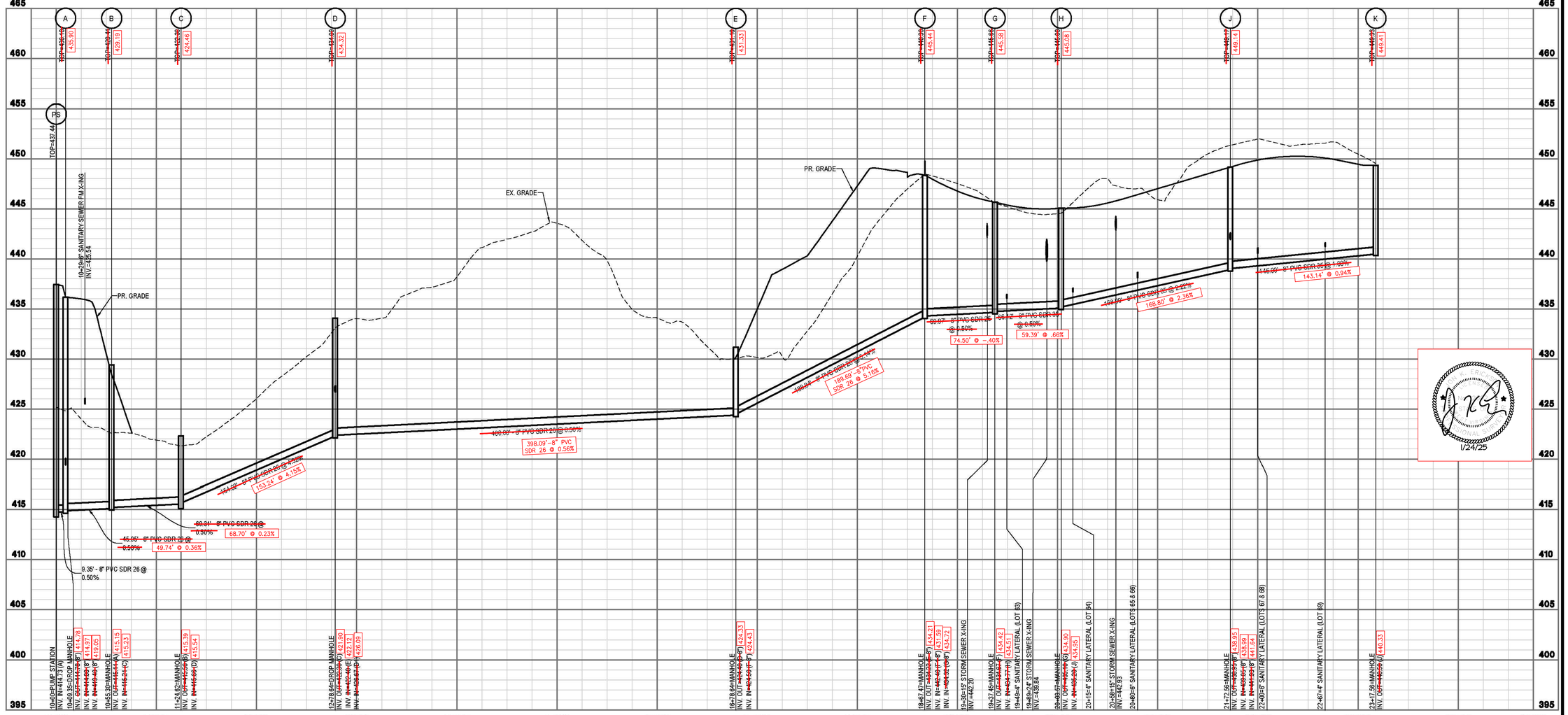

SAN A-K PROFILE

ASBUILT

VERTICAL SCALE: 1"=5'

GRAPHICAL SCALE: 1"=50'

REVISIONS

1.	01/03/2023 - CITY OF CHARLES TOWN 1ST SUBMISSION
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SANITARY SEWER PLAN & PROFILE

STONE SPRING SUBDIVISON

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JEFFERSON COUNTY, WEST VIRGINIA

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DATE:	JANUARY 2023
JOB:	2665-0206
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SHEET 8 OF 33

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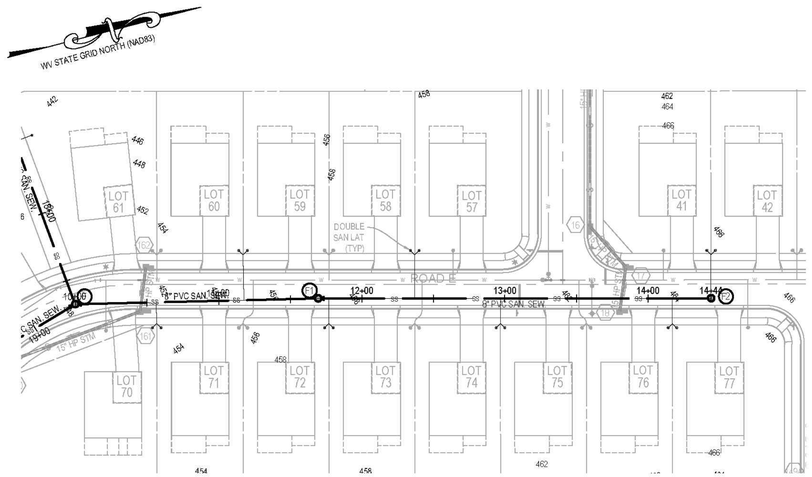
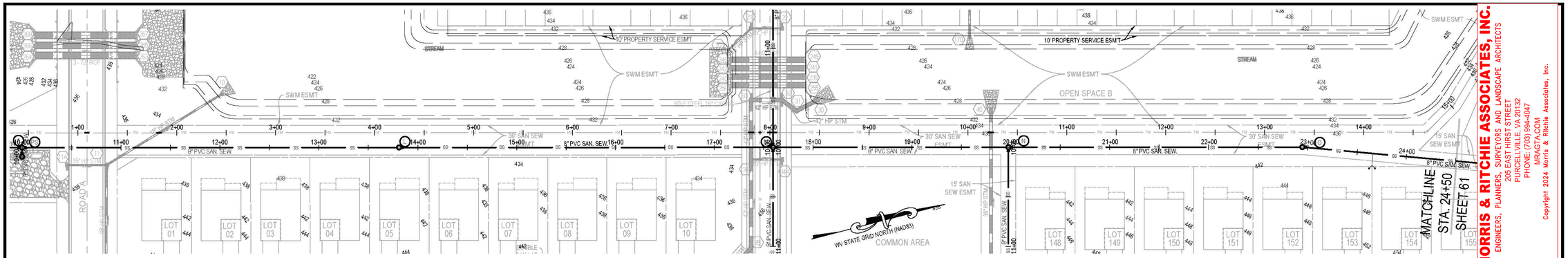
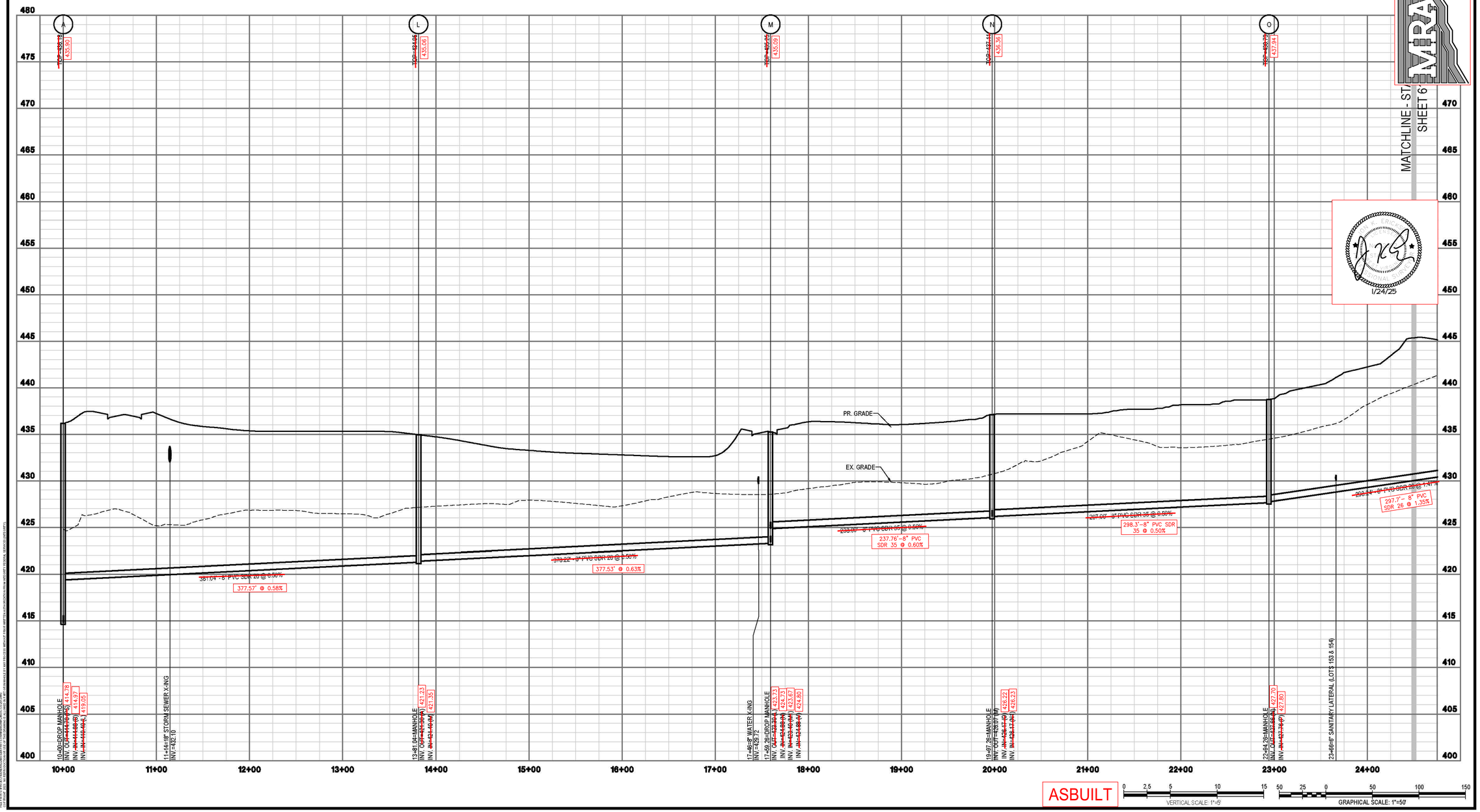

WV STATE GRID NORTH (NAD83)
LOT 61
LOT 60
LOT 59
LOT 58
LOT 57
LOT 41
LOT 42
LOT 70
LOT 71
LOT 72
LOT 73
LOT 74
LOT 75
LOT 76
LOT 77
DOUBLE SAN LAT (TYP)
ROAD 'B'
8" PVC SAN. SEW.
12+00
13+00
14+00
14+44
15" SAN SEW ESMT
15" SAN SEW ESMT
15" SAN SEW ESMT





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SANITARY SEWER PLAN & PROFILE

STONE SPRING SUBDIVISON

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JEFFERSON COUNTY, WEST VIRGINIA

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DATE:	JANUARY 2023
JOB:	2665-0206
DRAWN: JCH	CHECK: JPG
CADD: C-CU-201.DWG	
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SHEET:	60 OF 194

SHEET 10 OF 33

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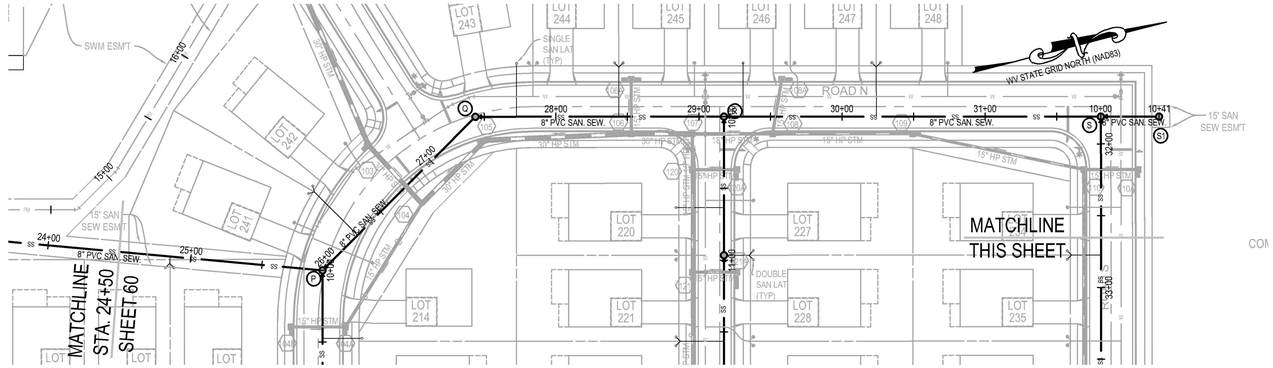

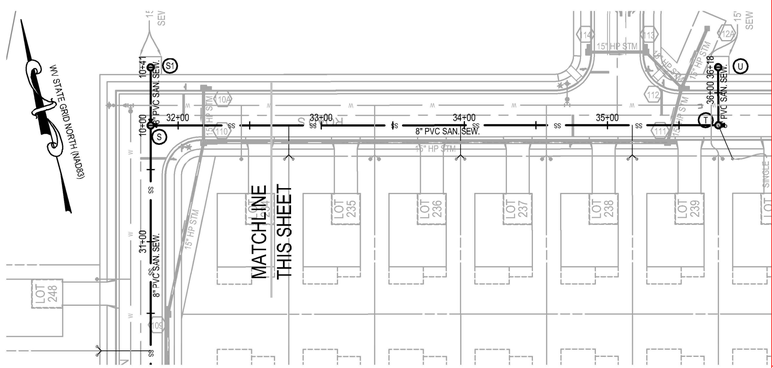

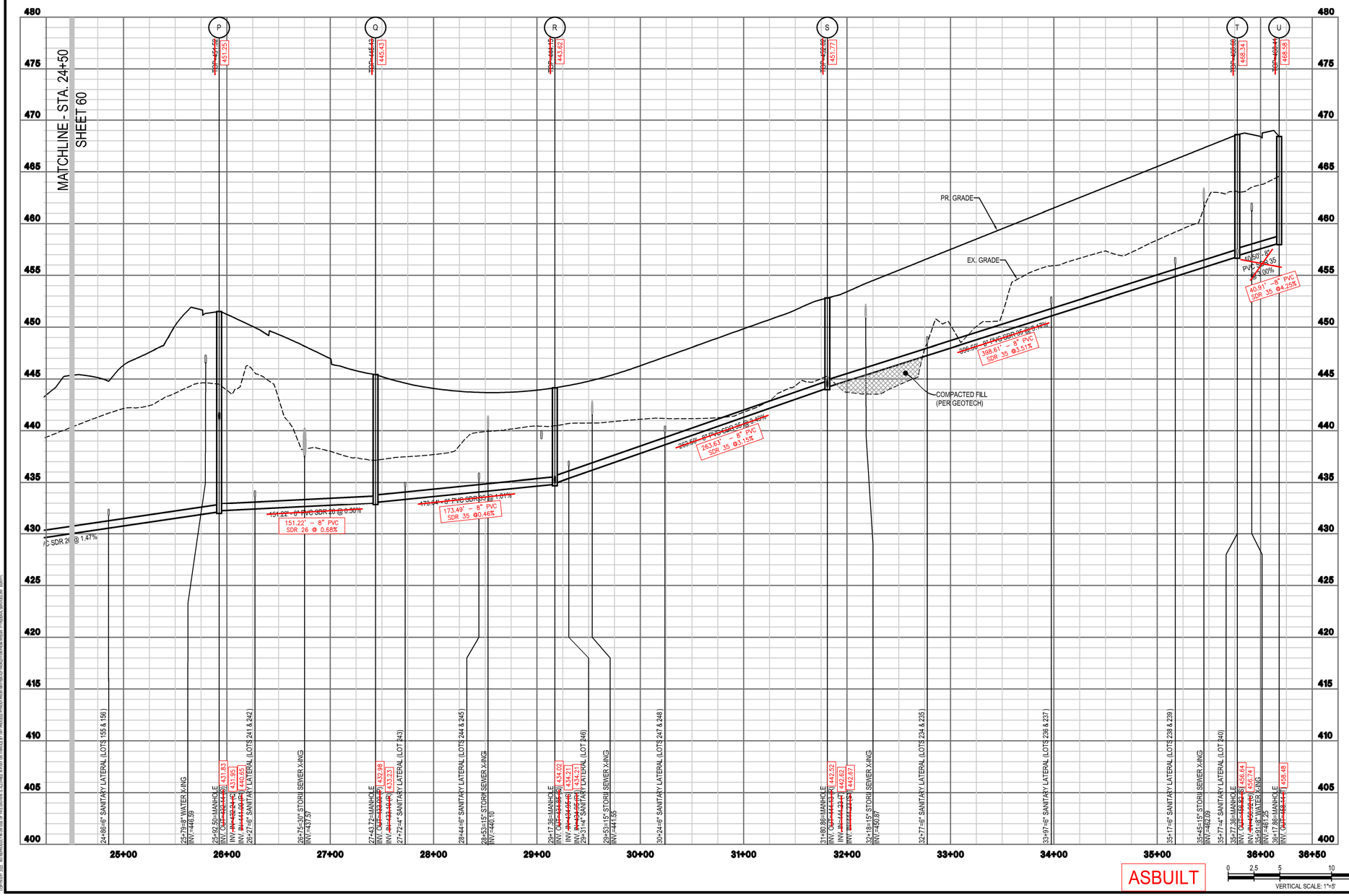

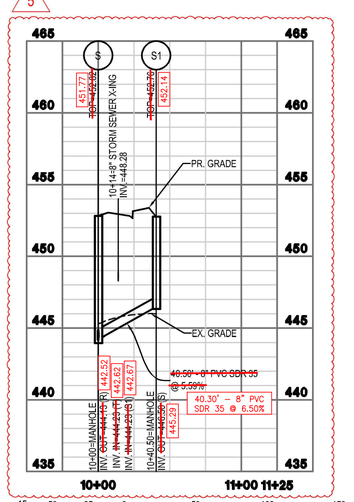

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3. 04/19/2023 - WVDOH WATERLINE CROSSING
4. 08/31/2023 - APPROVED PLAN FOR CONSTRUCTION
5. 09/06/2023 - NOTICE OF REVISION 2: UPDATE ROAD B CUL-DE-SAC, UPDATE PUMP WET WELL ELEV, UPDATE FORCE MAIN ALIGNMENT AND INVERT AT METER VAULT
6. 11/09/2023 - NOTICE OF REVISION 3: UPDATE FORCE MAIN ALIGNMENT, ADD PIPE INVERTS FOR STR 140A, UPDATE FENCE DETAIL FOR PUMP STATION
7. 11/14/2023 - NOTICE OF REVISION 4: ADD PIPE INVERTS FOR STR 140A
8. 12/19/2023 - NOTICE OF REVISION 5: ADD SANITARY PROFILE S TO S1 TO PLAN WITH PROFILE S TO S1 TO PLAN

ERIC J. KEY — 1/24/25

SANITARY SEWER PLAN & PROFILE

STONE SPRING SUBDIVISON

TAX MAP 15, PARCEL 01; D.B. 451, PG. 745
CITY OF CHARLES TOWN TAX DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA

SCALE:	HORIZ.: 1" = 50' VERT.: 1" = 5'
DATE:	JANUARY 2023
JOB:	2665-0206
DRAWN: JCH	CHECK: JPG
CADD: C-CU-201.DWG	
NCS:	
SHEET:	61 OF 104

SHEET 11 OF 33

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SAN J-J3 PROFILE

ASBUILT

VERTICAL SCALE: 1"=5'

GRAPHICAL SCALE: 1"=50'

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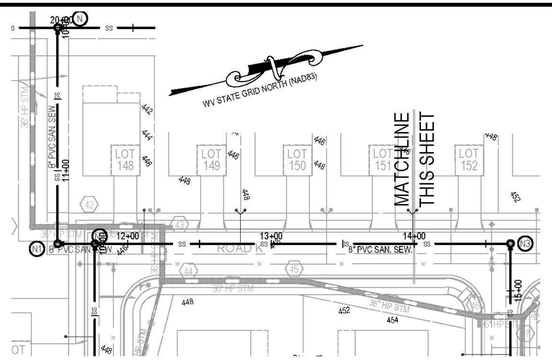

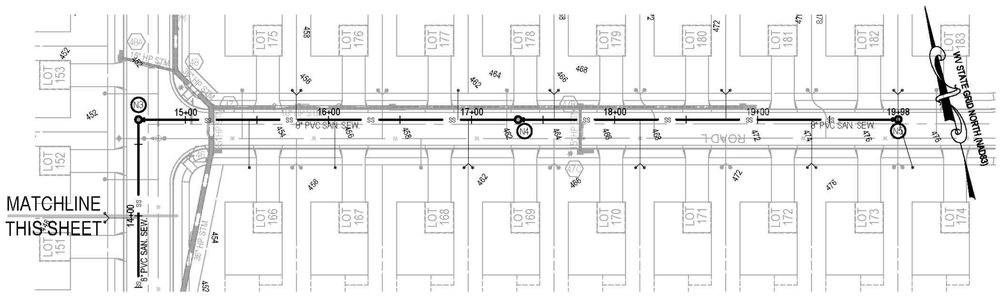

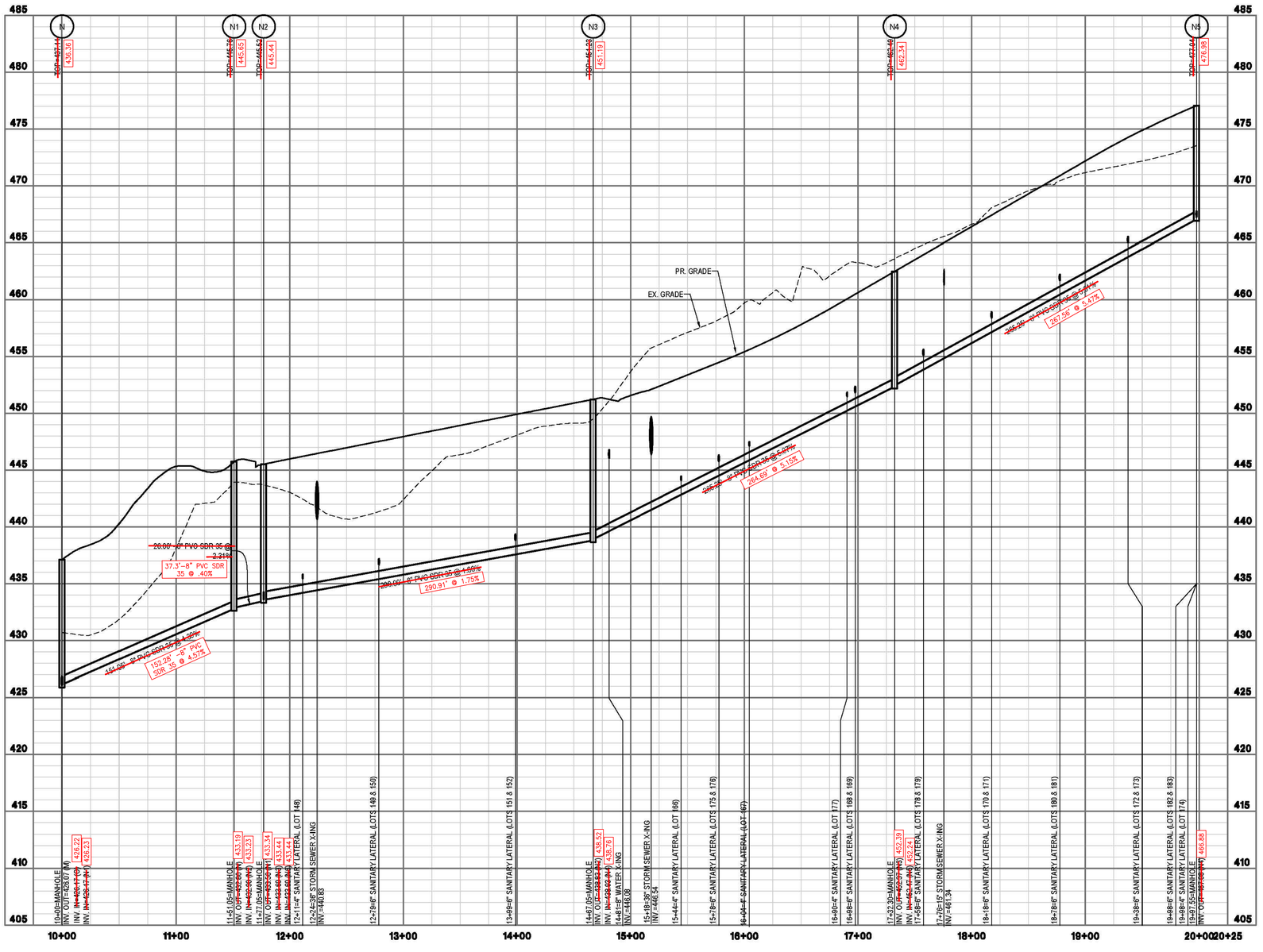

ASBUILT

VERTICAL SCALE: 1"=5

GRAPHICAL SCALE: 1"=50'

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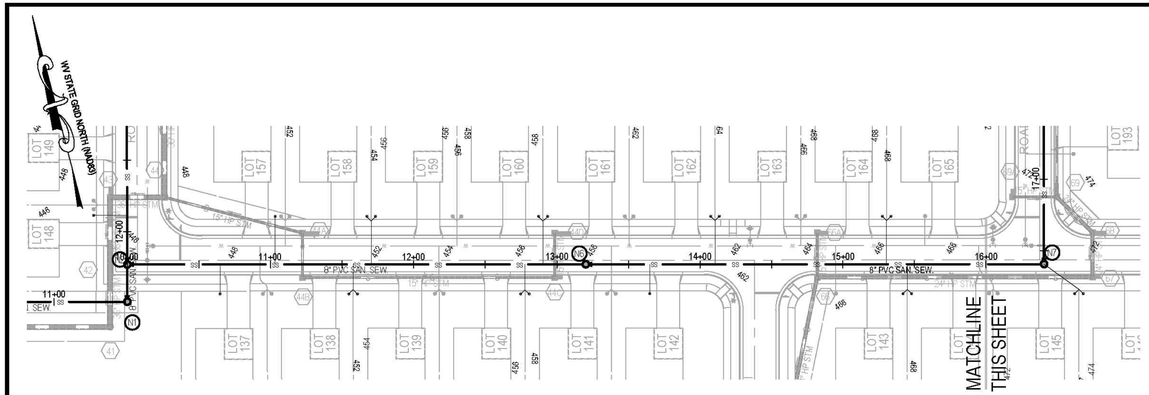

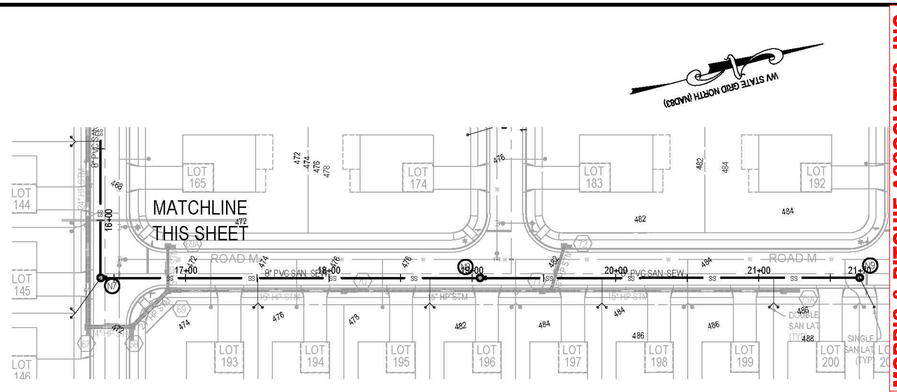

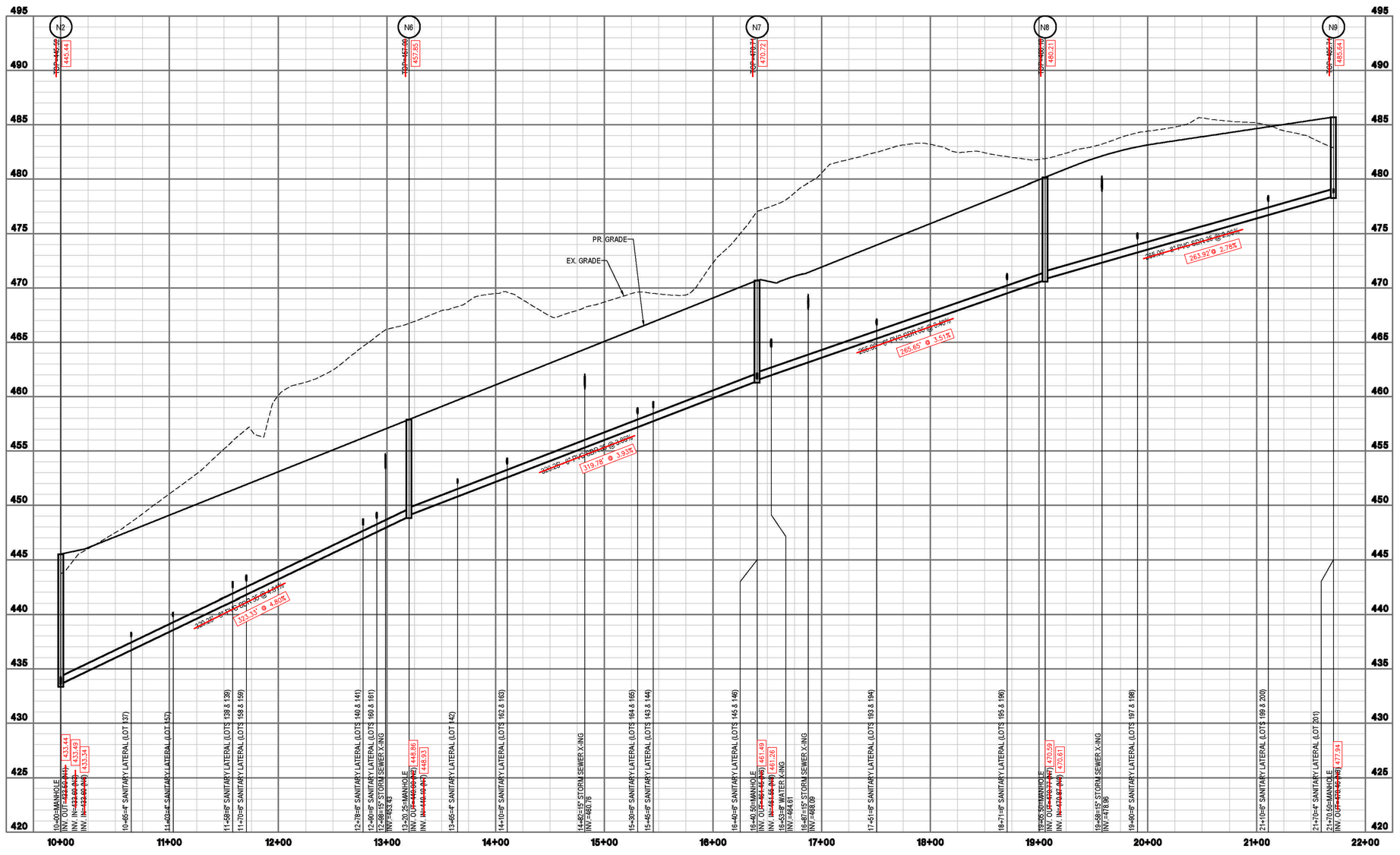

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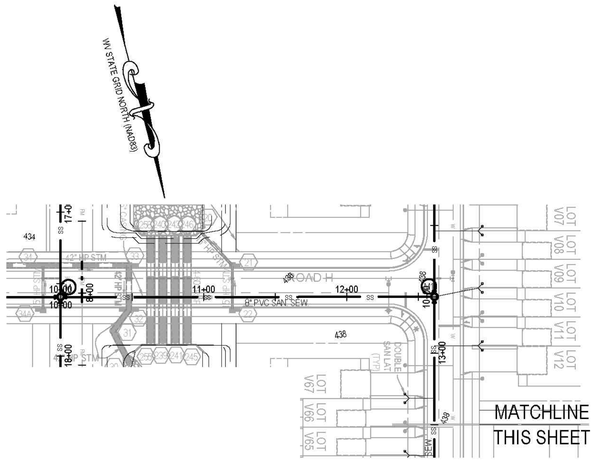

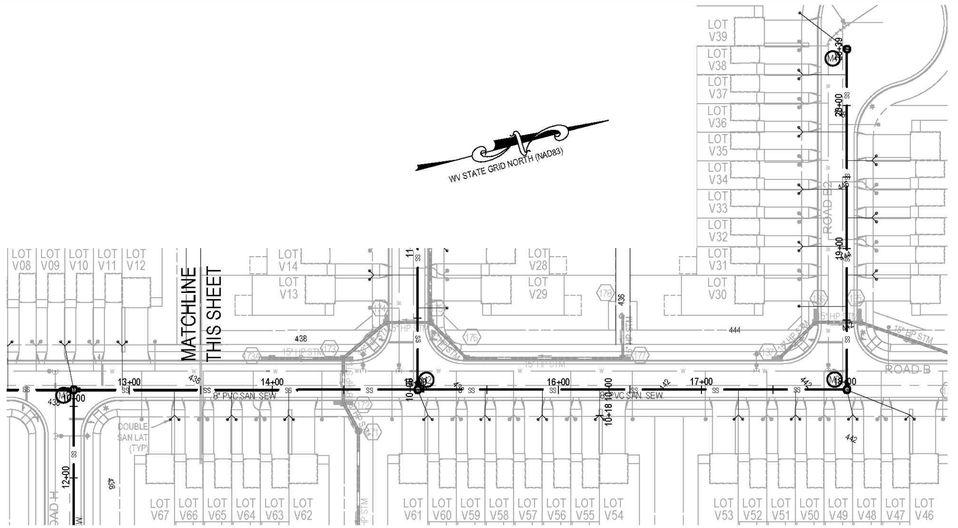

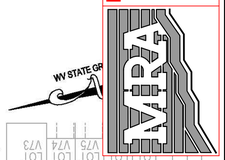

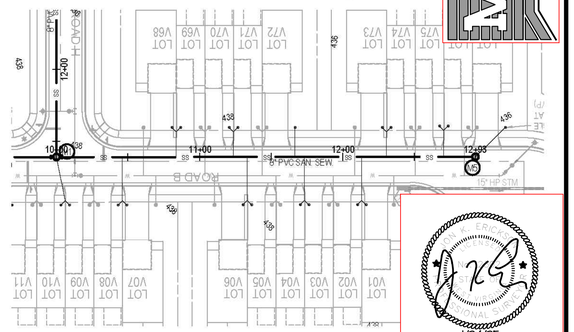

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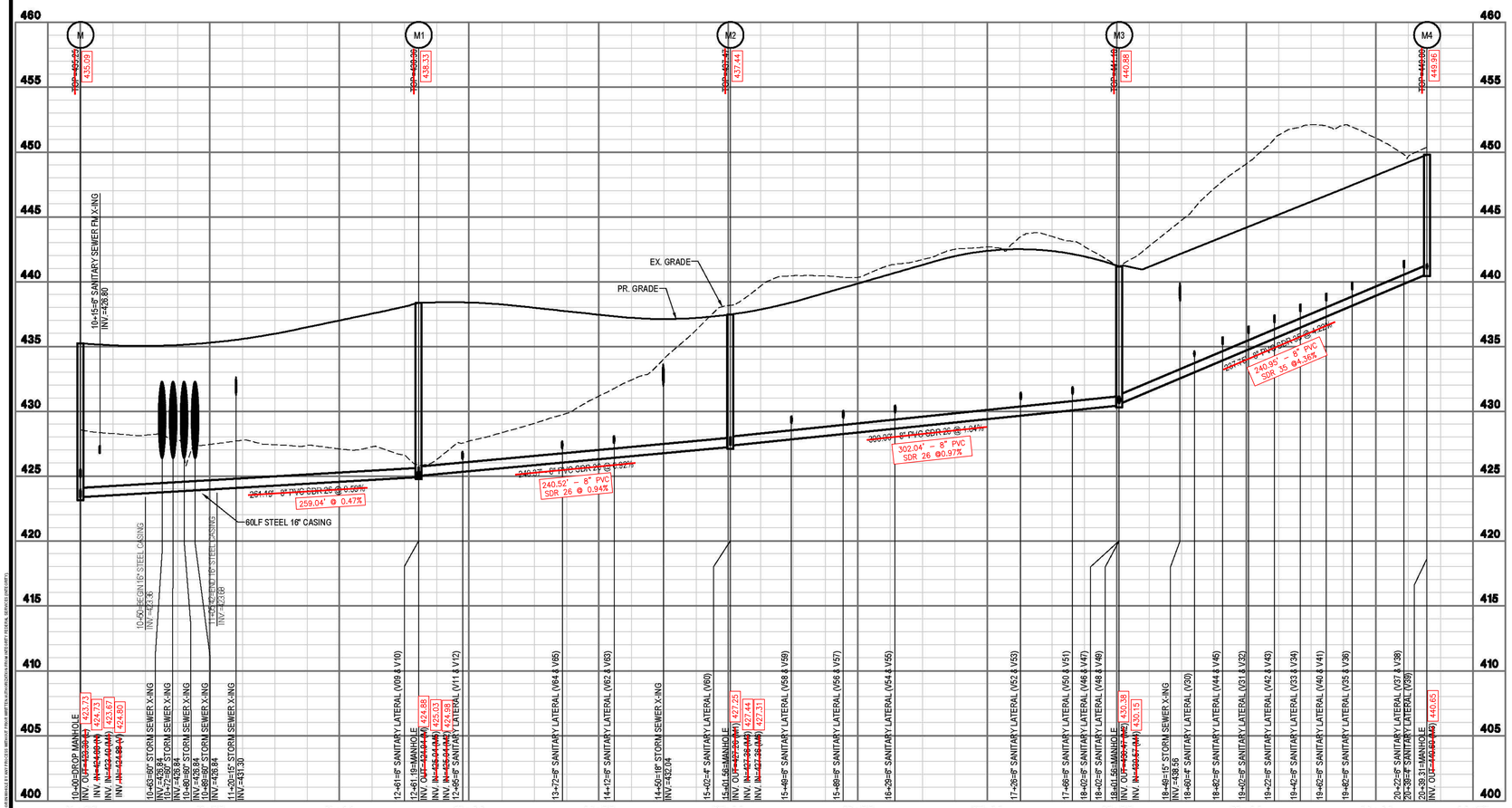

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0 2.5 5 10 15
VERTICAL SCALE: 1"=5'

50 25 0 50 100 150
GRAPHICAL SCALE: 1"=50'

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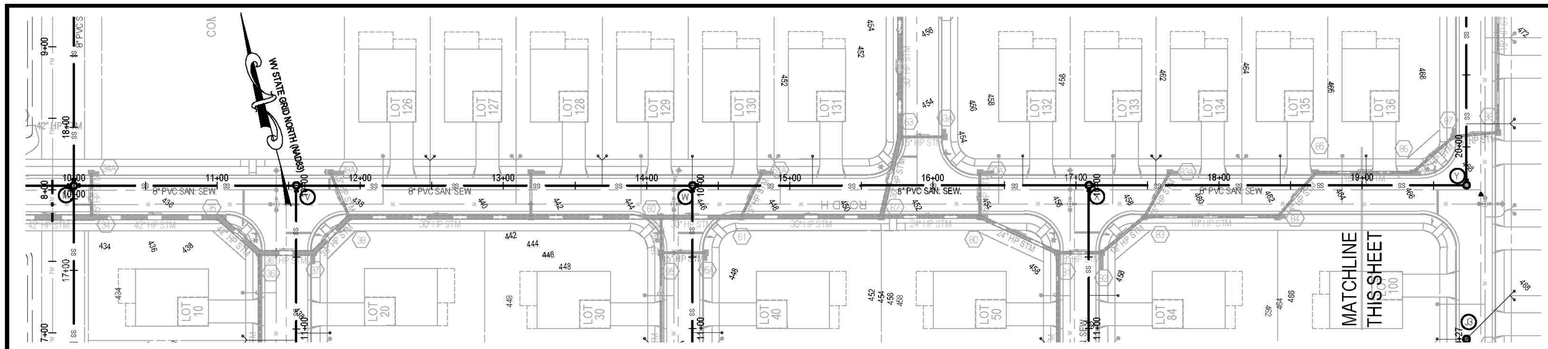

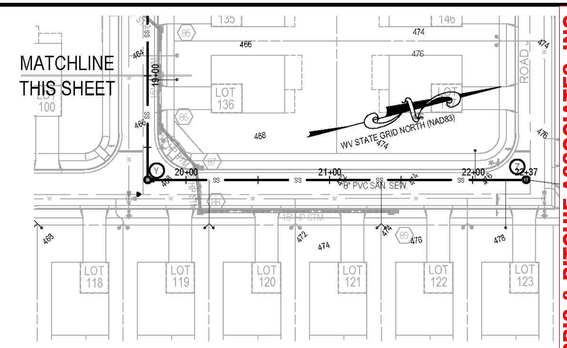

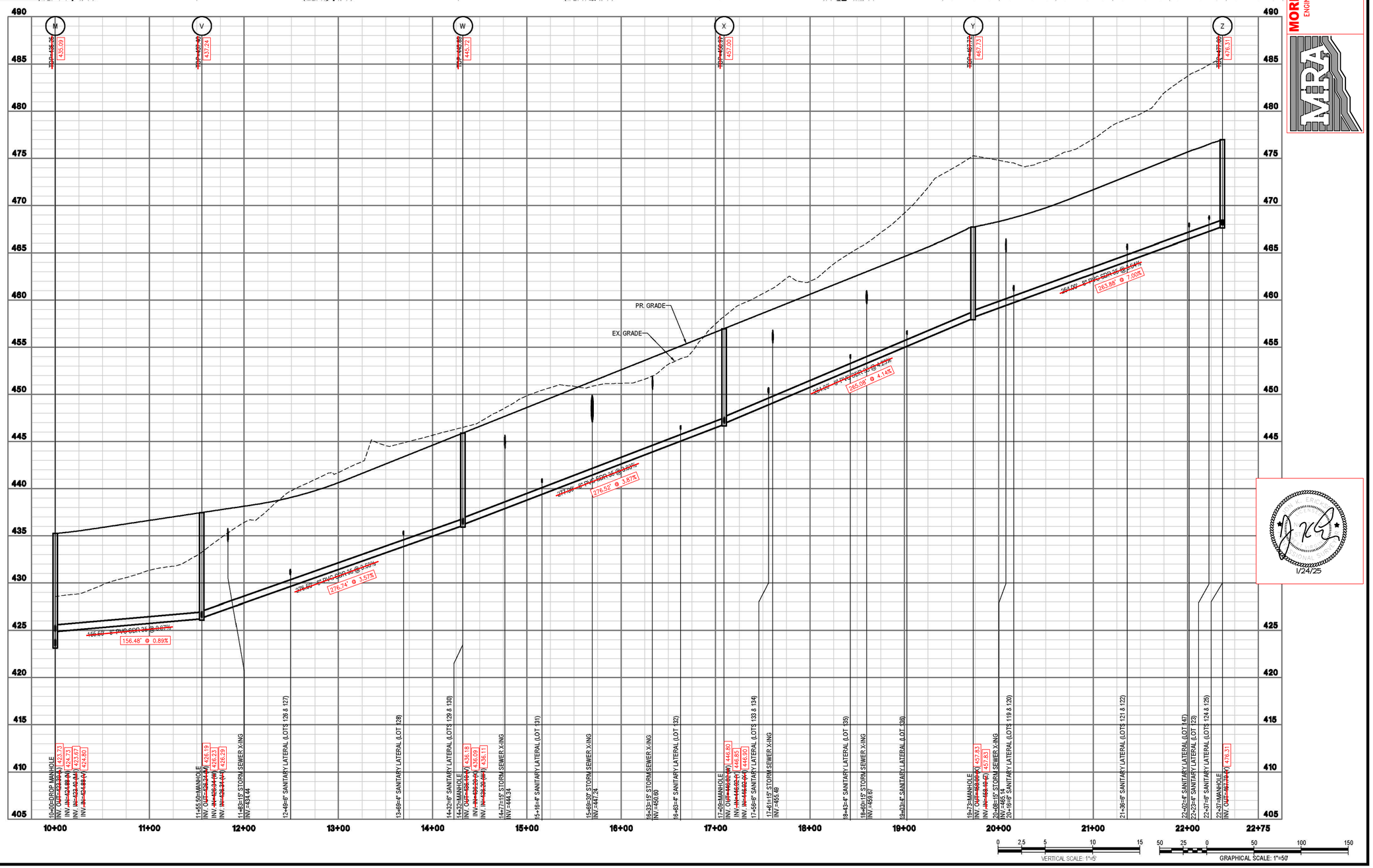

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SHEET	60 OF 131

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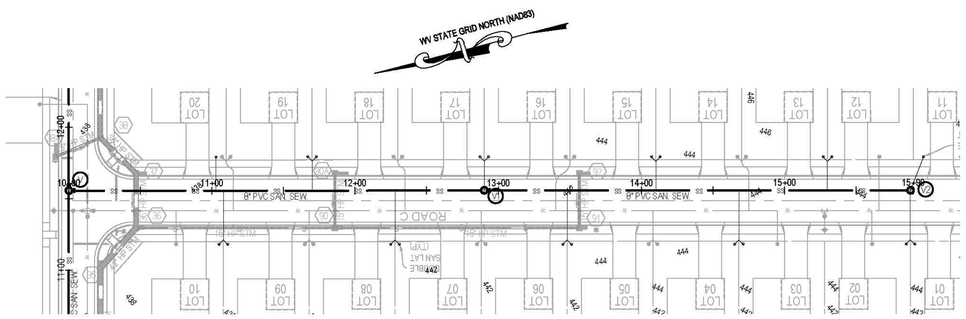

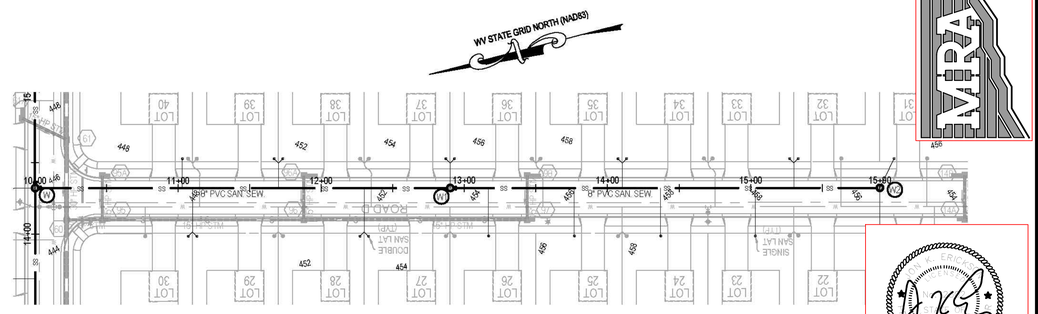

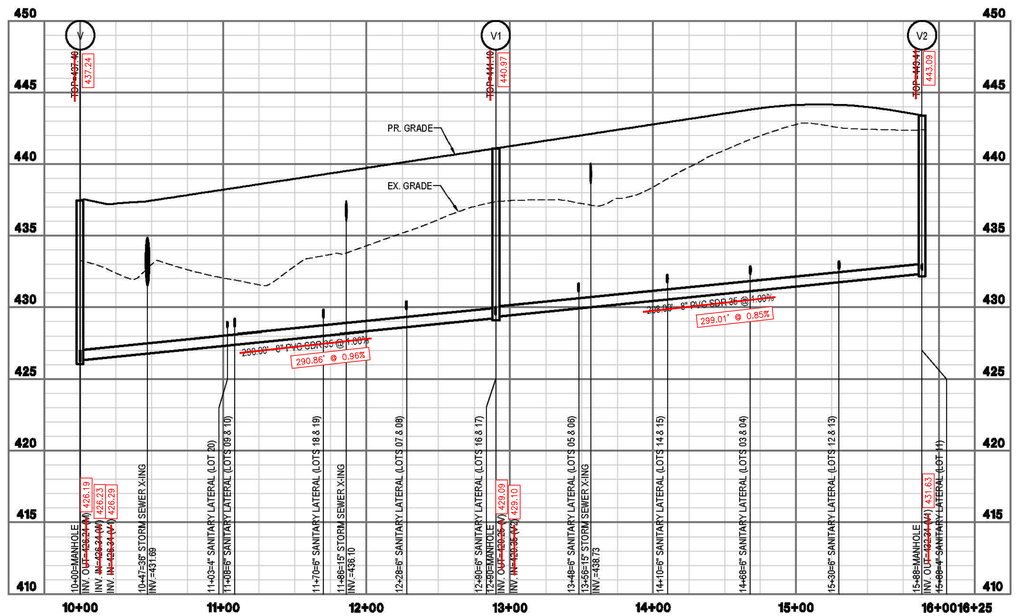

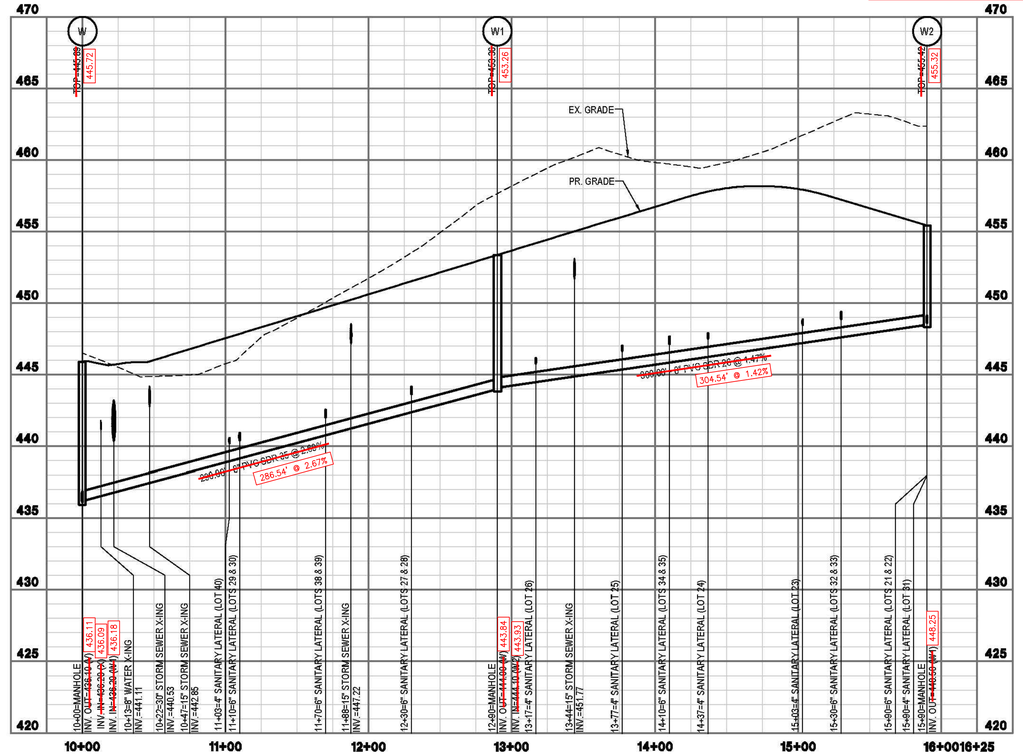

ASBUILT

VERTICAL SCALE: 1"=5'

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STONE SPRING SUBDIVISON

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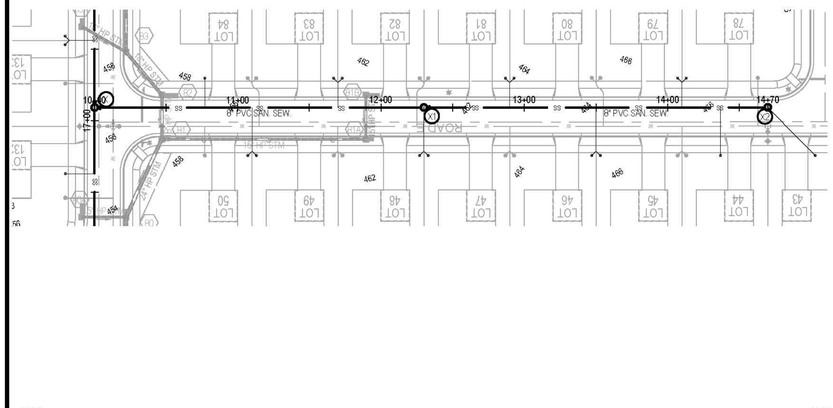

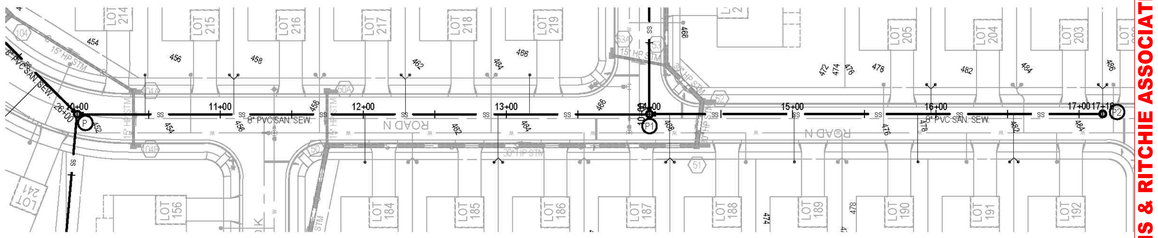

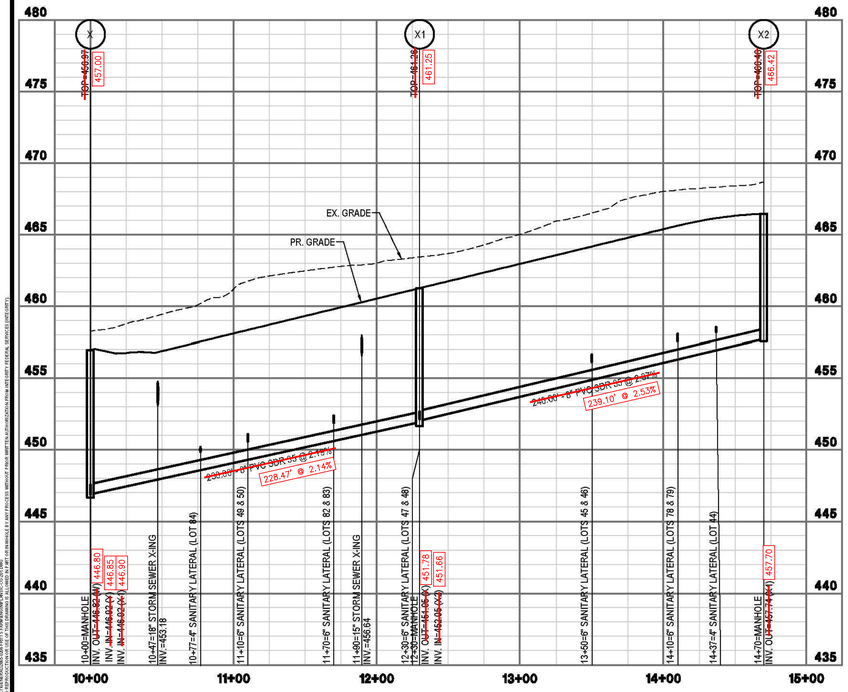

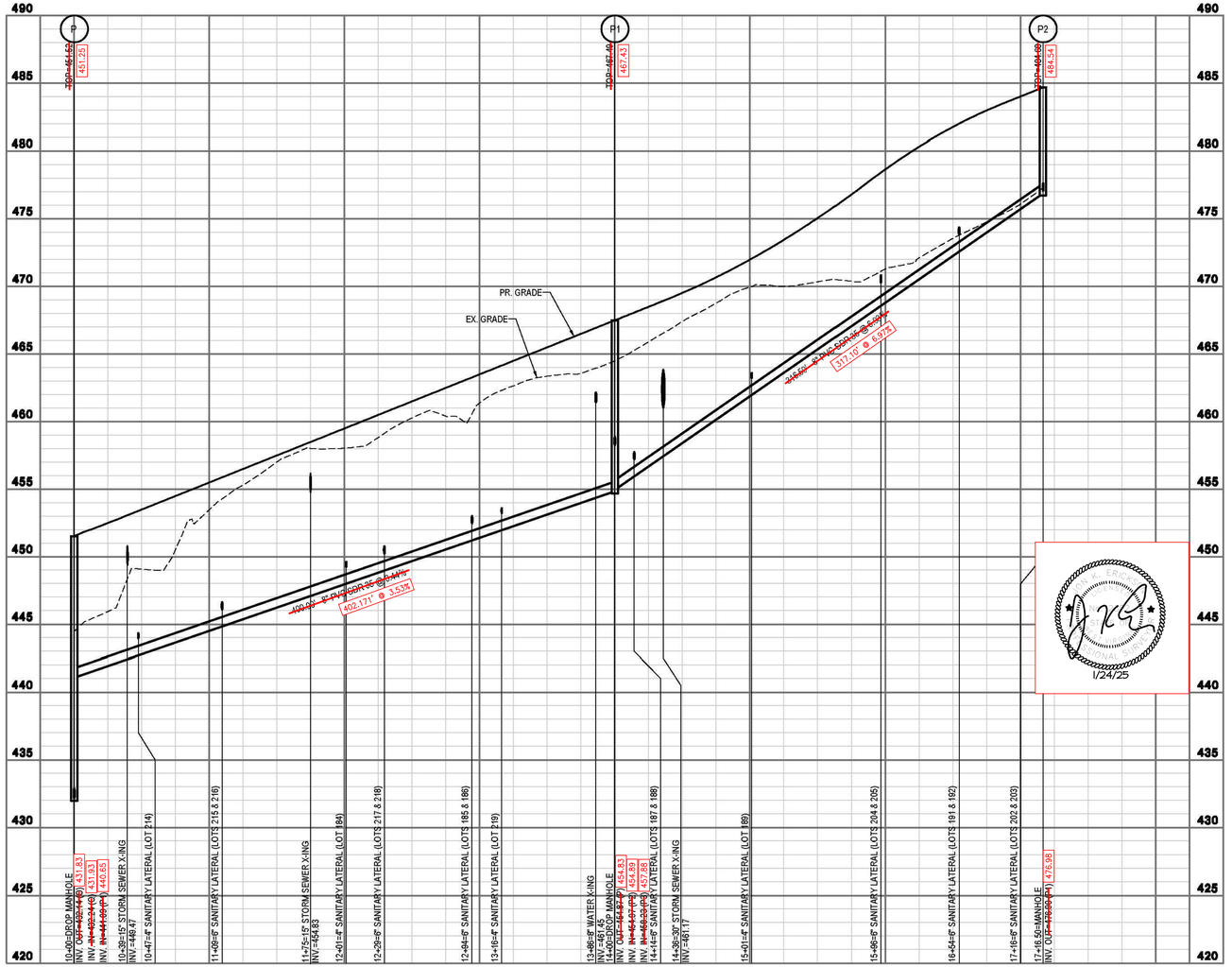

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VERTICAL SCALE: 1"=5'

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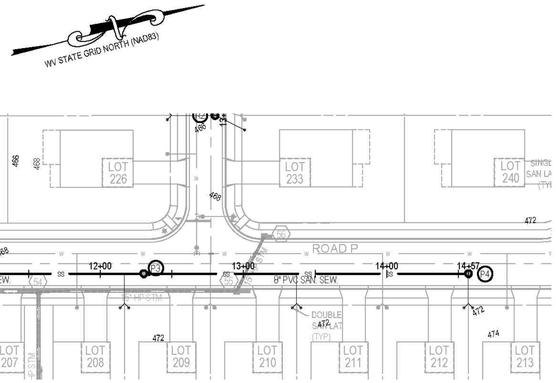

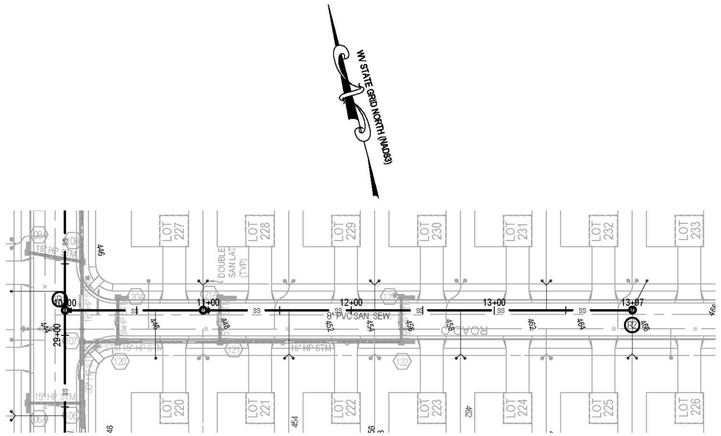

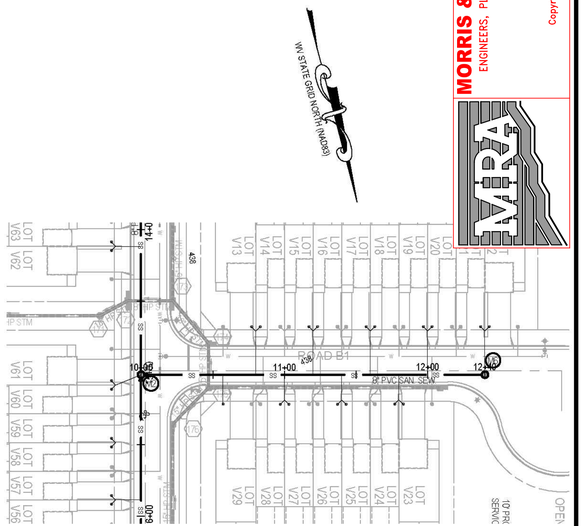

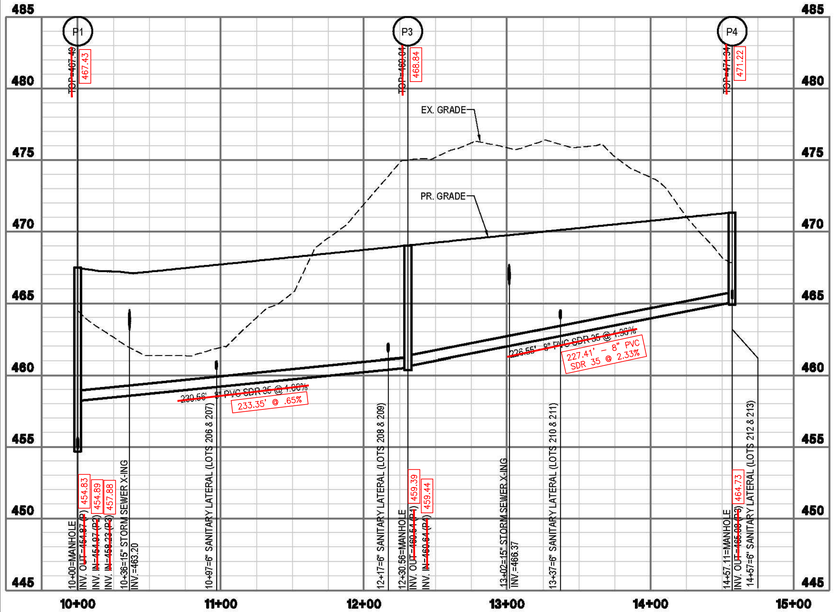

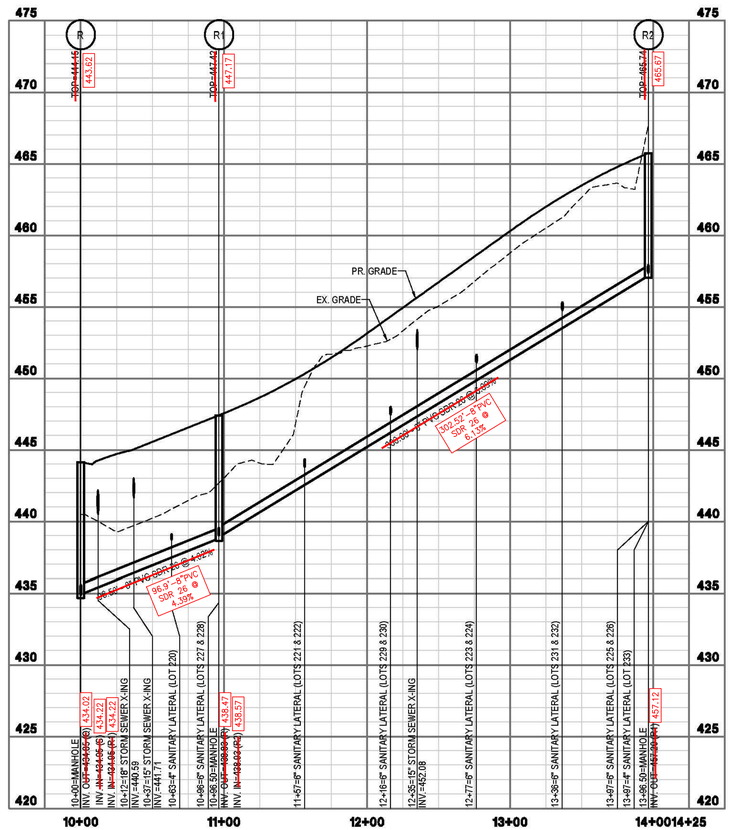

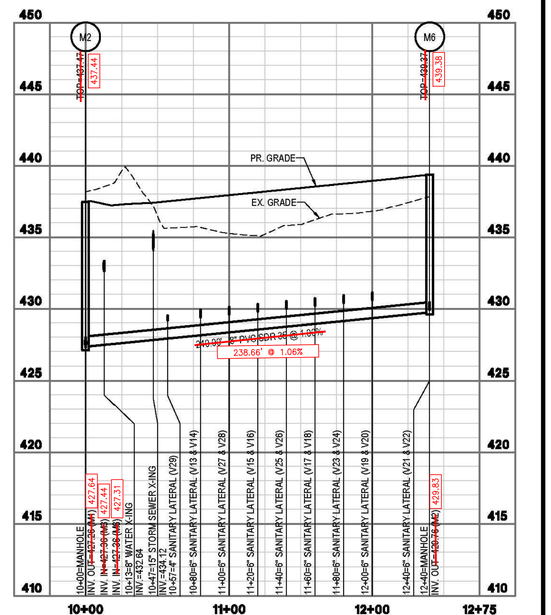

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GRAPHICAL SCALE: 1"=50'

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SCALE:	HORIZ.: 1" = 50'
	VERT.: 1" = 5'
DATE:	JANUARY 2023
JOB:	2665-0206
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CADD: C-CU-201.DWG	
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SHEET	69 OF 134

SHEET 19 OF 33

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ADVANCED FOR CONSTRUCTION
SEAL:

REVISIONS
1. 01/31/2023 - CITY OF CHARLES TOWN 1ST SUBMISSION
2. 03/16/2023 - WVDOH, CTUB, AND CITY OF CHARLES TOWN COMMENTS
3. 04/18/2023 - WVDOH WATERLINE CROSSING
4. 08/31/2023 - APPROVED PLAN FOR CONSTRUCTION
5. 09/06/2023 - NOTICE OF REVISION 2: ROAD B CUL-DE-SAC UPDATE, PUMP WET WELL ELEV UPDATE
5. 11/09/2023 - NOTICE OF REVISION 3: UPDATE FORCE MAIN ALIGNMENT AND INVSET AT METER VAULT

SANITARY SEWER FORCE MAIN PLAN & PROFILE

STONE SPRING SUBDIVISON

TAX MAP 15, PARCEL 01; D.B. 451, PG. 745
CITY OF CHARLES TOWN TAX DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA

1/24/25

ASBUILT

SCALE:	HORIZ.: 1" = 50' VERT.: 1" = 5'
DATE:	JANUARY 2023
JOB:	2665-0206
DRAWN: JCH	CHECK: JPG
CADD: C-CU-301.DWG	
NCS:	
SHEET:	70 OF 124

GRAPHICAL SCALE: 1"=50'
VERTICAL SCALE: 1"=5'

SHEET 20 OF 33

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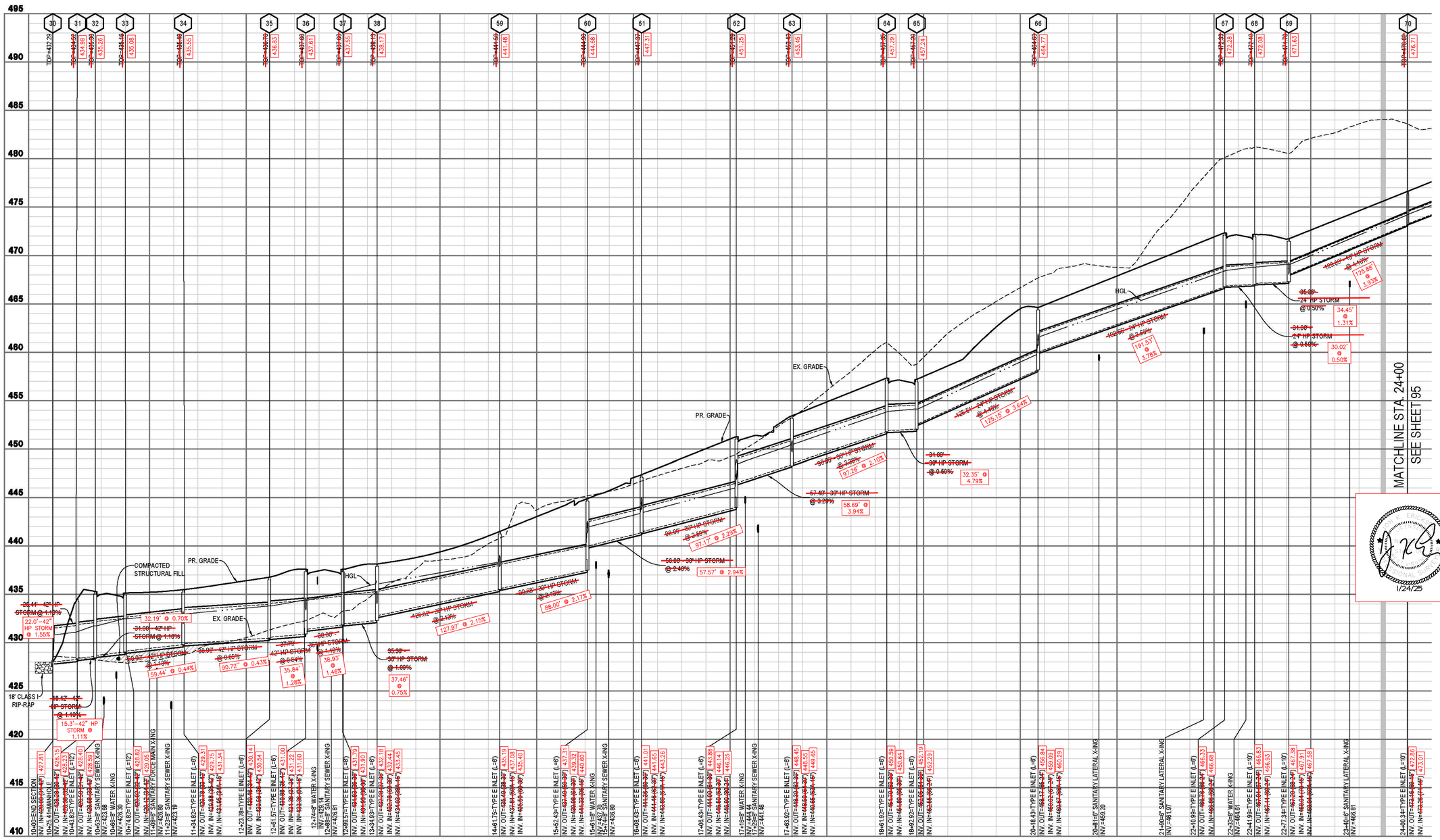

NOTE: THE DEVELOPER MAY SUBSTITUTE PIPE MATERIAL FOR EQUIVALENT N-FACTOR PIPE MATERIAL.

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GRAPHICAL SCALE: 1"=50'

VERTICAL SCALE: 1"=5'

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4-3-24

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STORM SEWER PROFILES

STONE SPRING SUBDIVISON

TAX MAP 15, PARCEL 01 D.B. 451, PG. 745
CITY OF CHARLES TOWN TAX DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA

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STORM SEWER PROFILES

STONE SPRING SUBDIVISON

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SHEET:	05 OF 134

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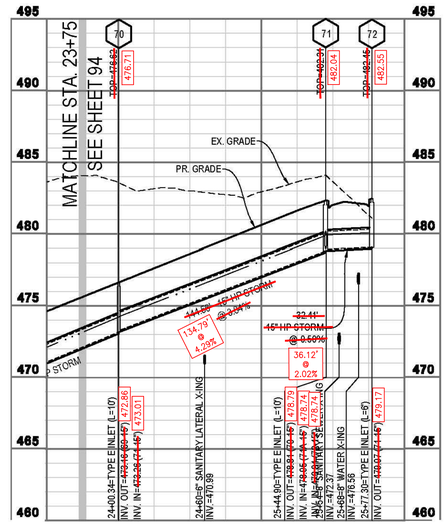

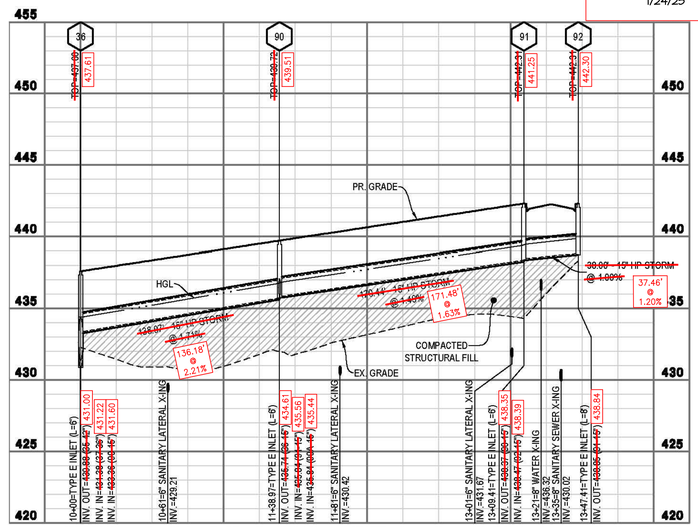

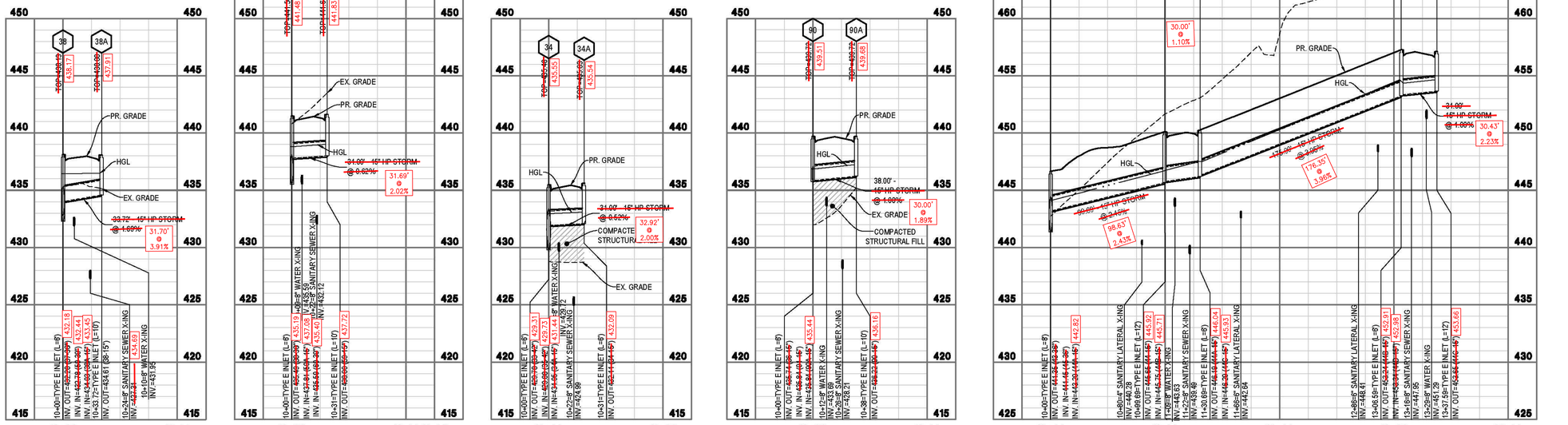

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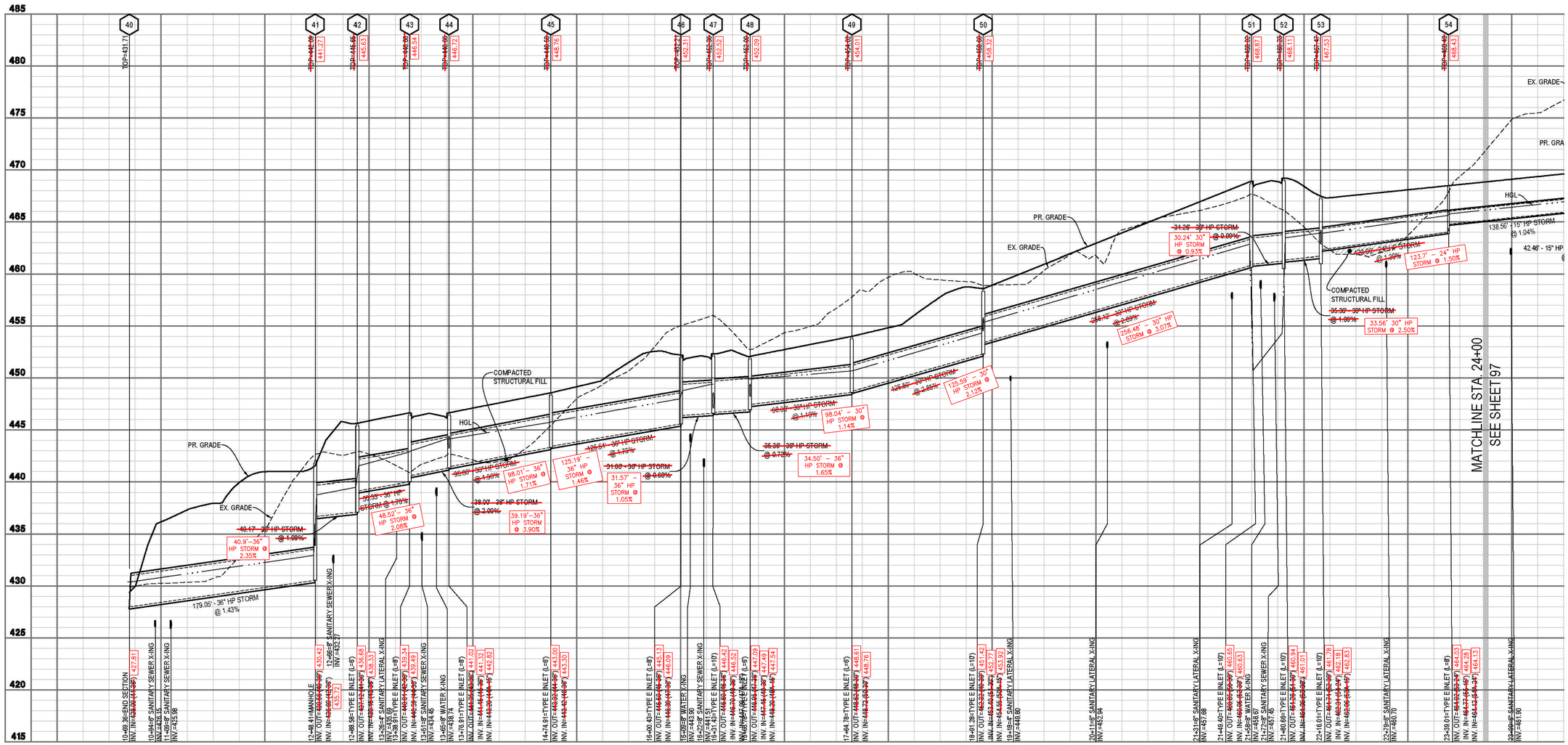

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STORM SEWER PROFILES

STONE SPRING SUBDIVISON

TAX MAP 15, PARCEL 01; D.B. 451, PG. 745
CITY OF CHARLES TOWN TAX DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA

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VERTICAL SCALE: 1"=5'

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SHEET:	00 OF 131

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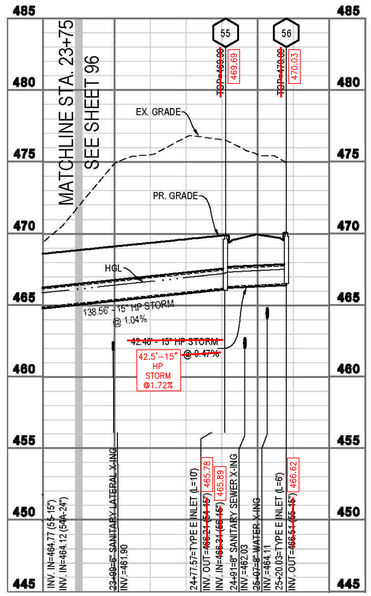

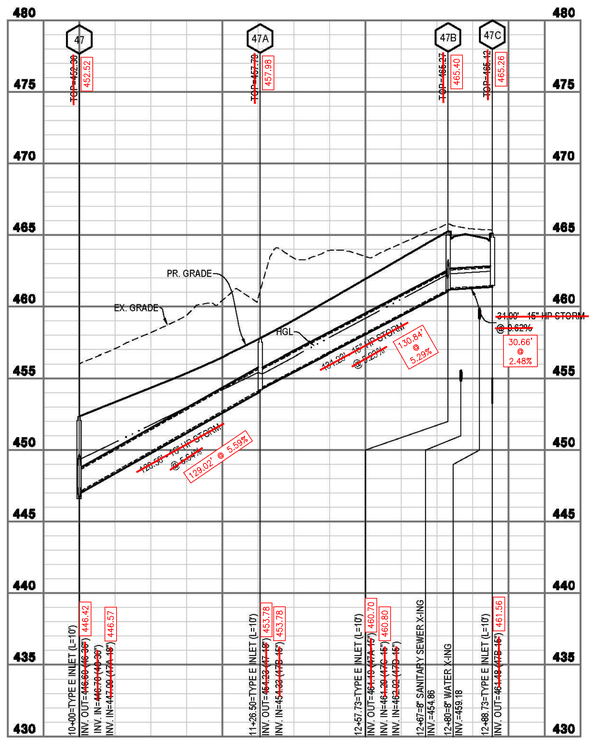

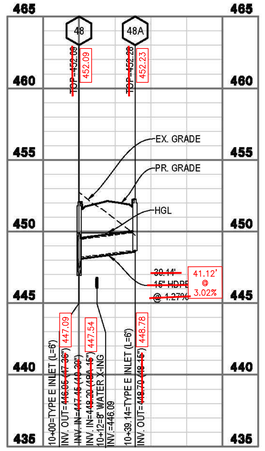

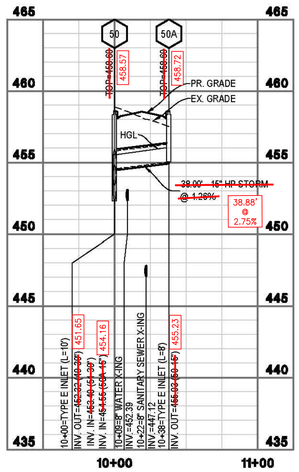

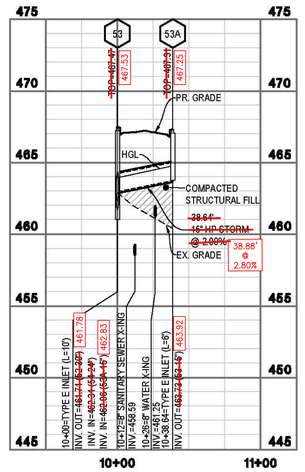

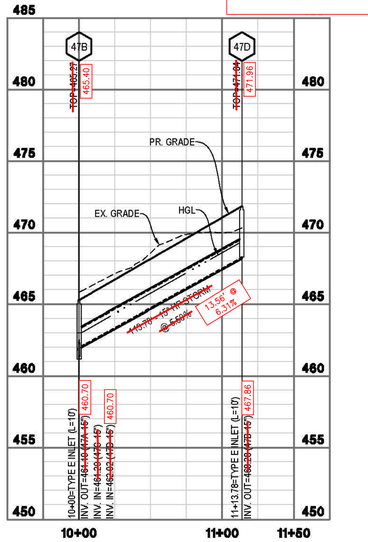

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GRAPHICAL SCALE: 1"=50'

VERTICAL SCALE: 1"=5'

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1/24/25

STORM SEWER PROFILES

STONE SPRING SUBDIVISON

TAX MAP 15, PARCEL 01; D.B. 451, PG. 745
CITY OF CHARLES TOWN TAX DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA

SCALE:	HORIZ.: 1" = 50' VERT.: 1" = 5'
DATE:	JANUARY 2023
JOB:	2665-0206
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CADD: C-CU-261.DWG	
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SHEET:	97 OF 134

SHEET 24 OF 33

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STORM SEWER PROFILES

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DATE:	JANUARY 2023
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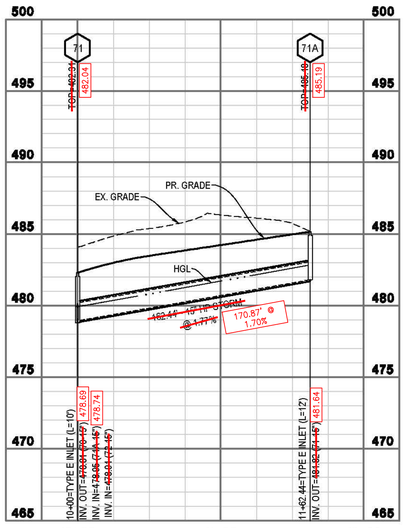

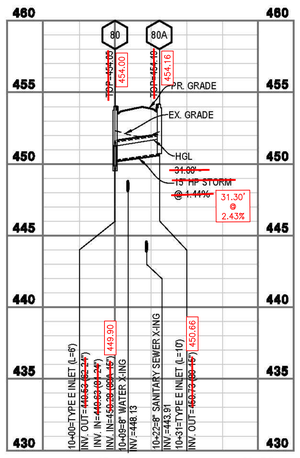

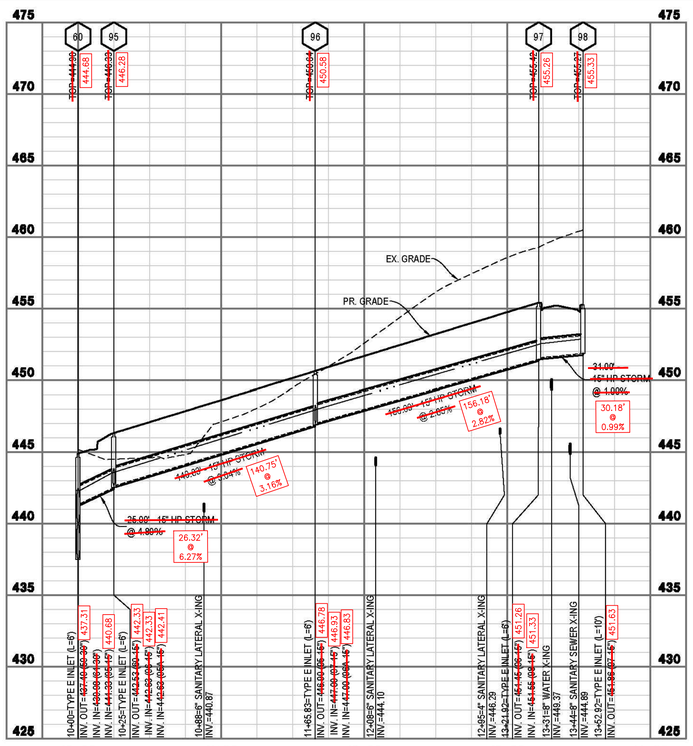

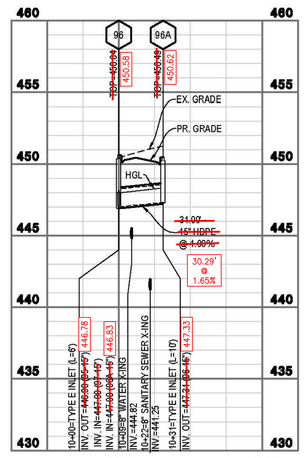

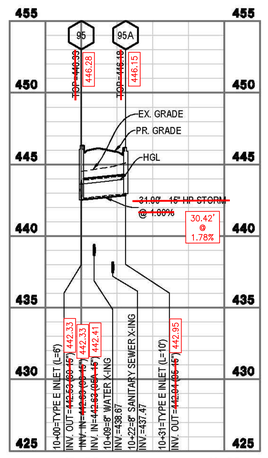

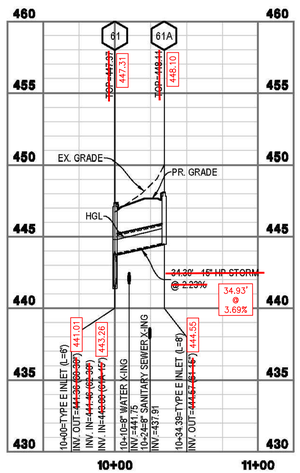

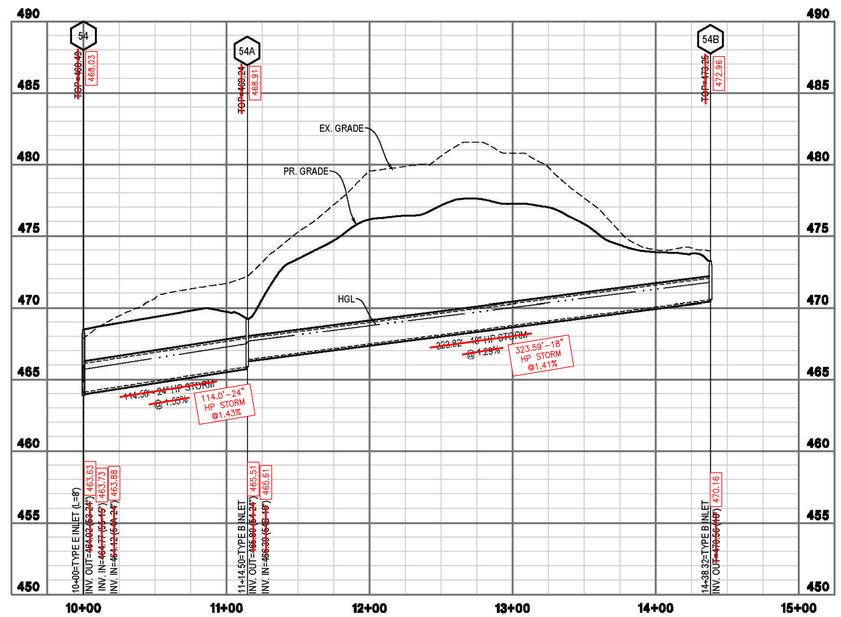

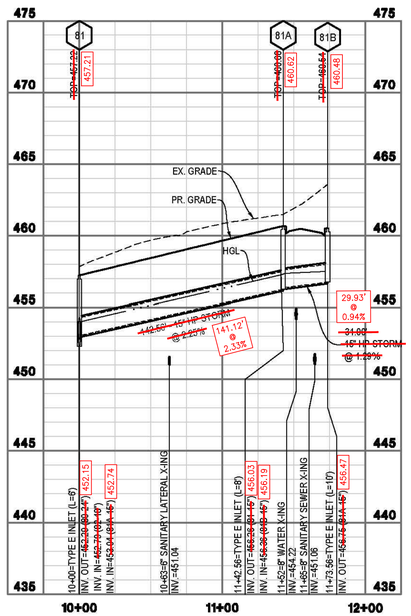

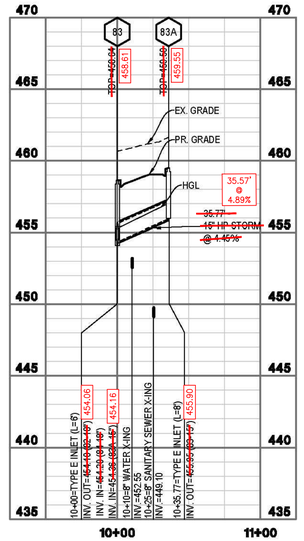

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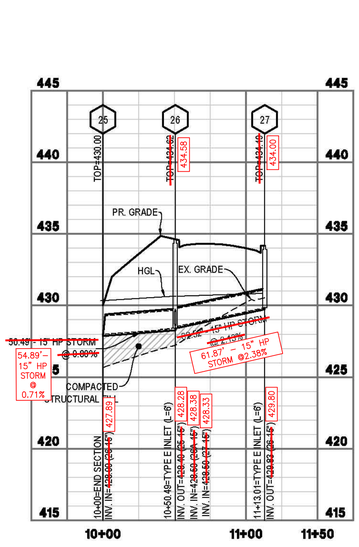

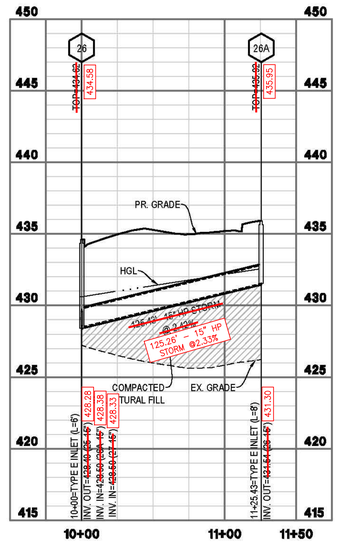

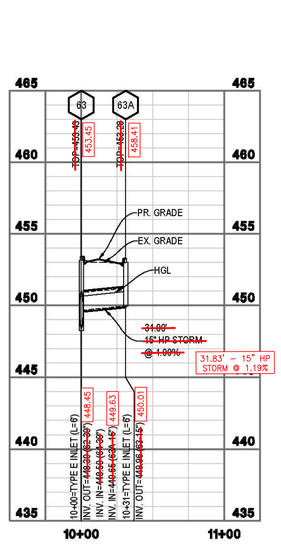

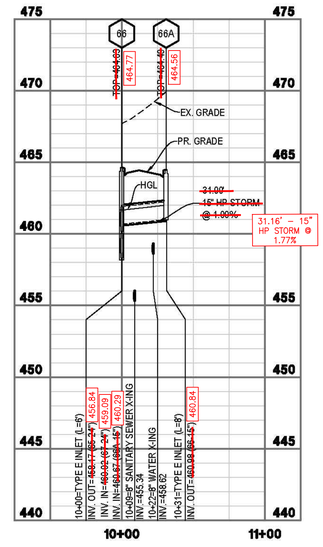

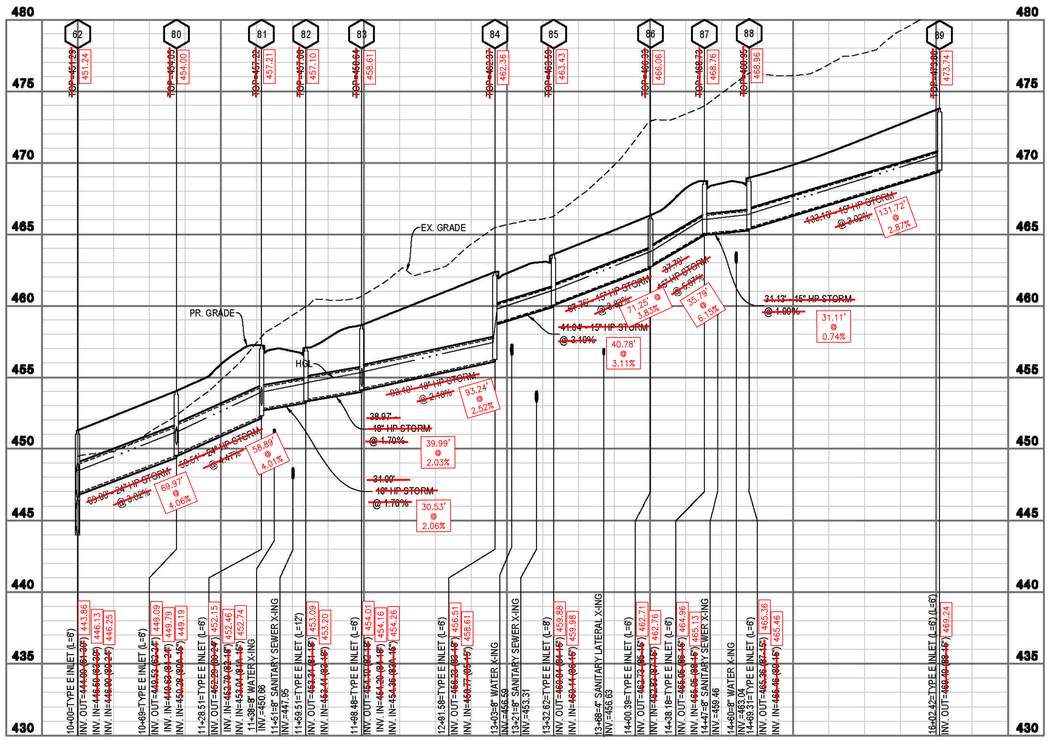

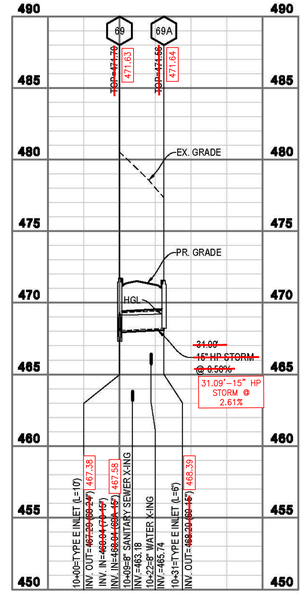

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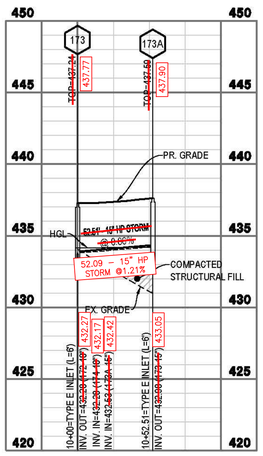

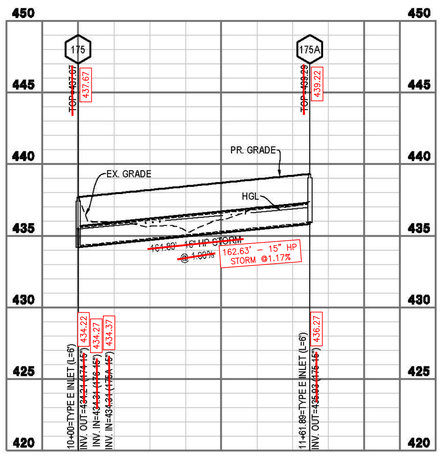

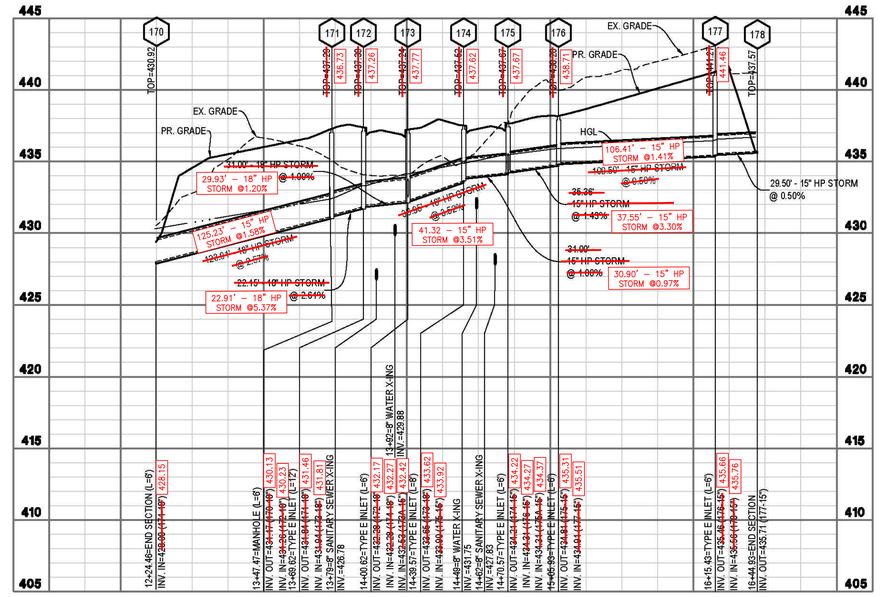

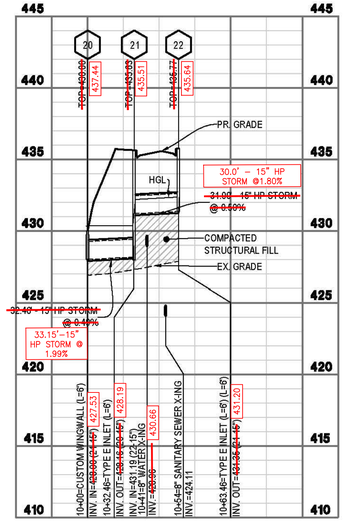



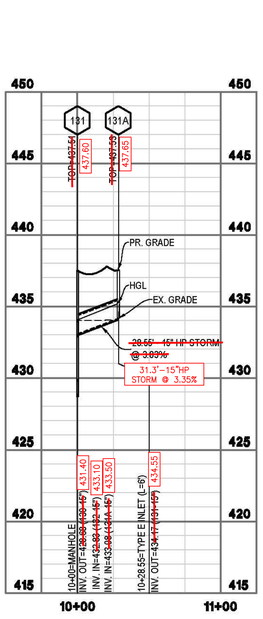

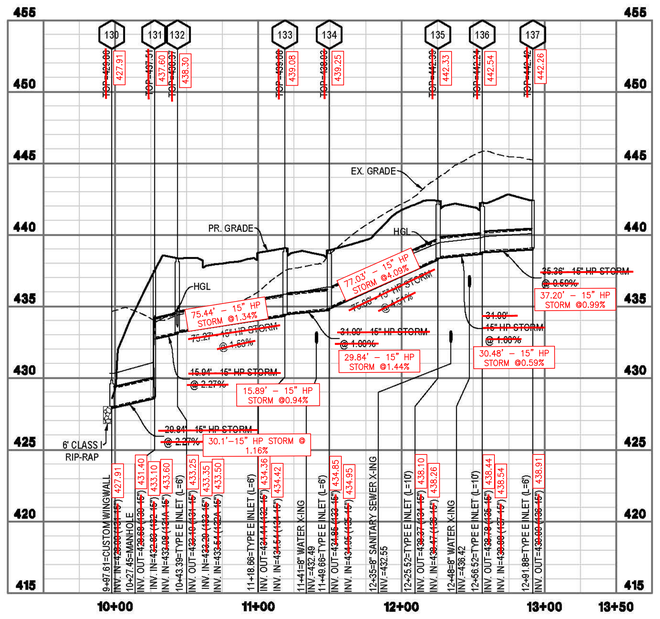

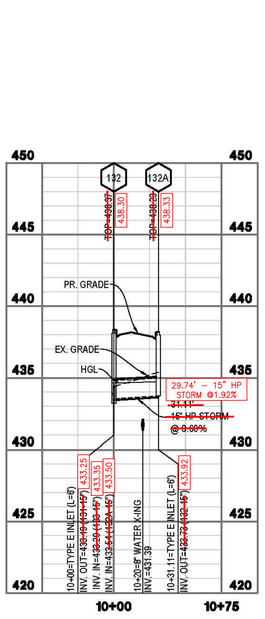

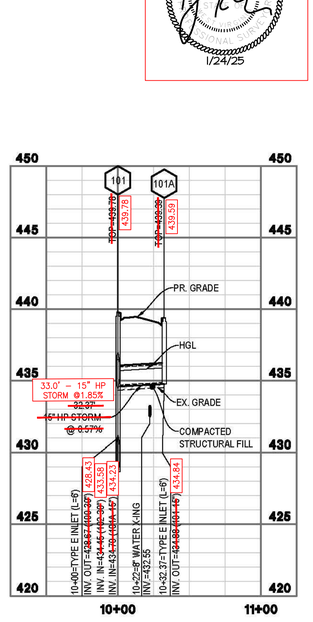

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STONE SPRING SUBDIVISON

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JEFFERSON COUNTY, WEST VIRGINIA

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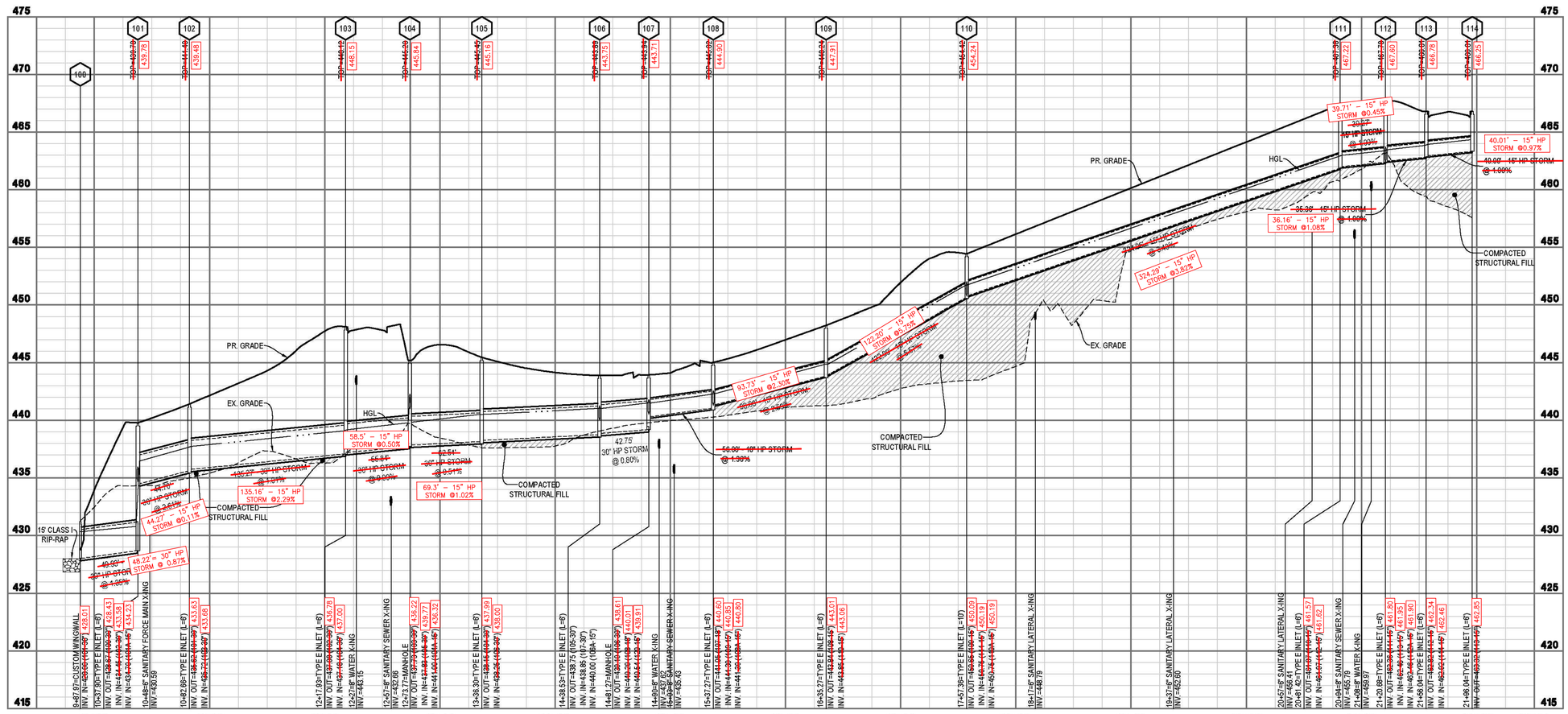

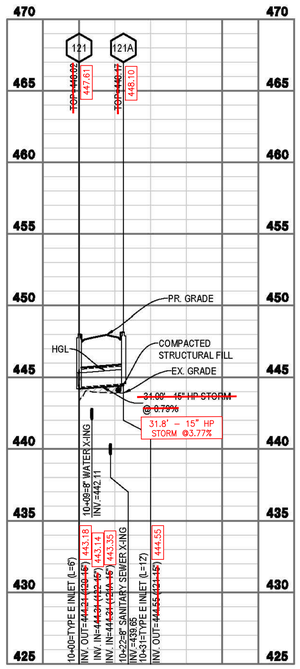

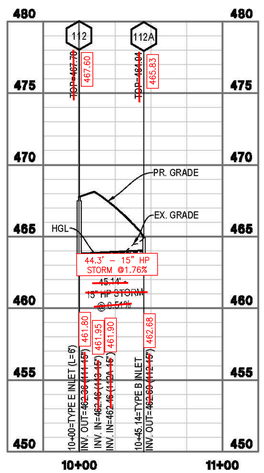

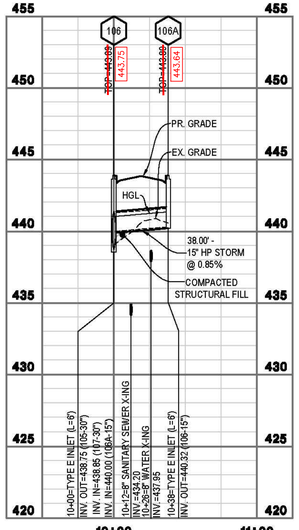

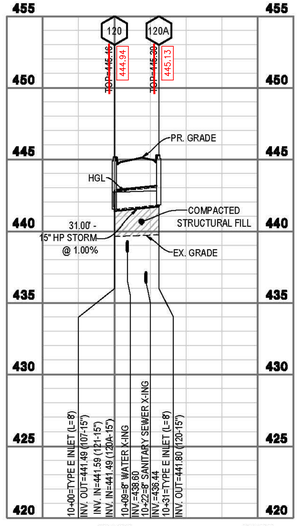

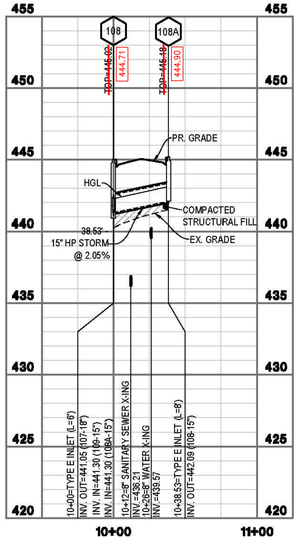

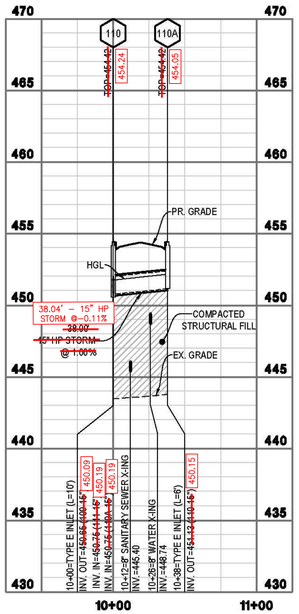

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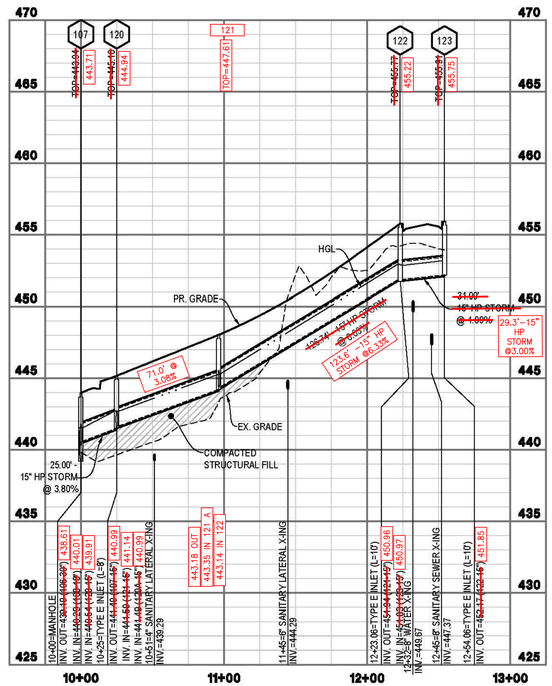

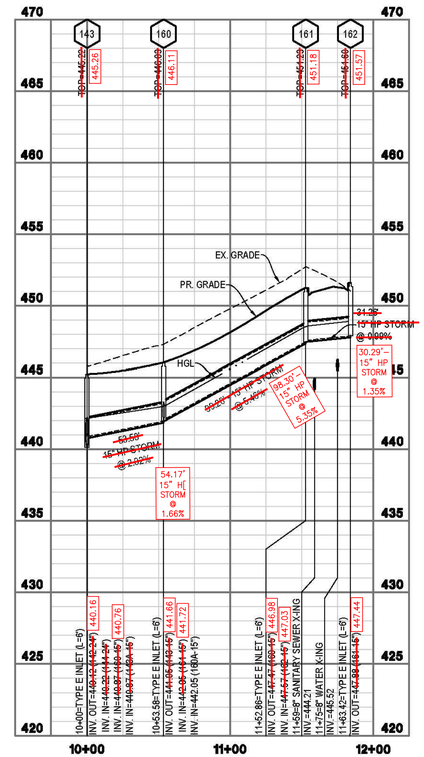

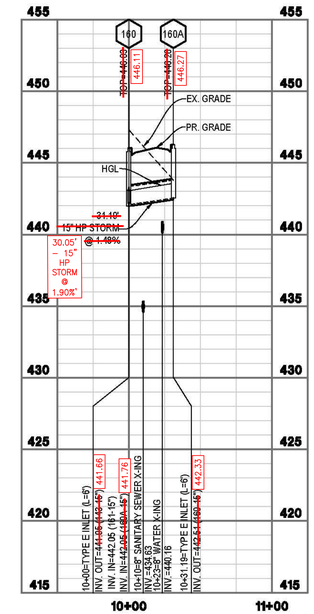

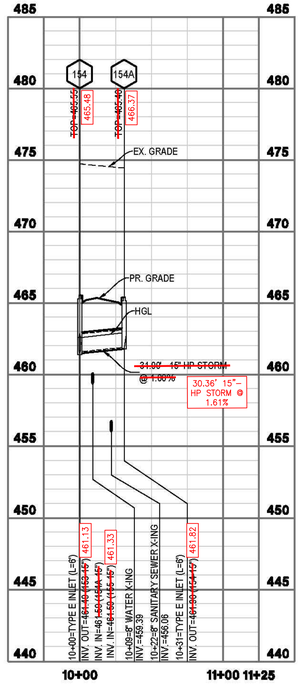

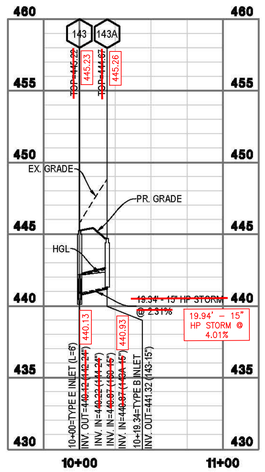

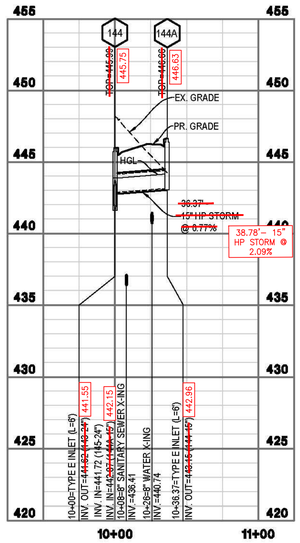

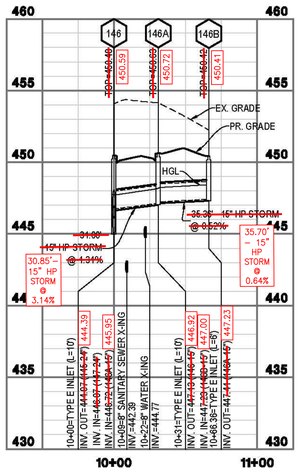

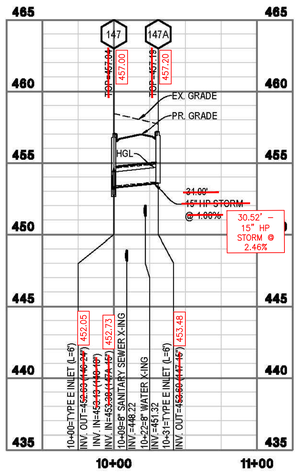

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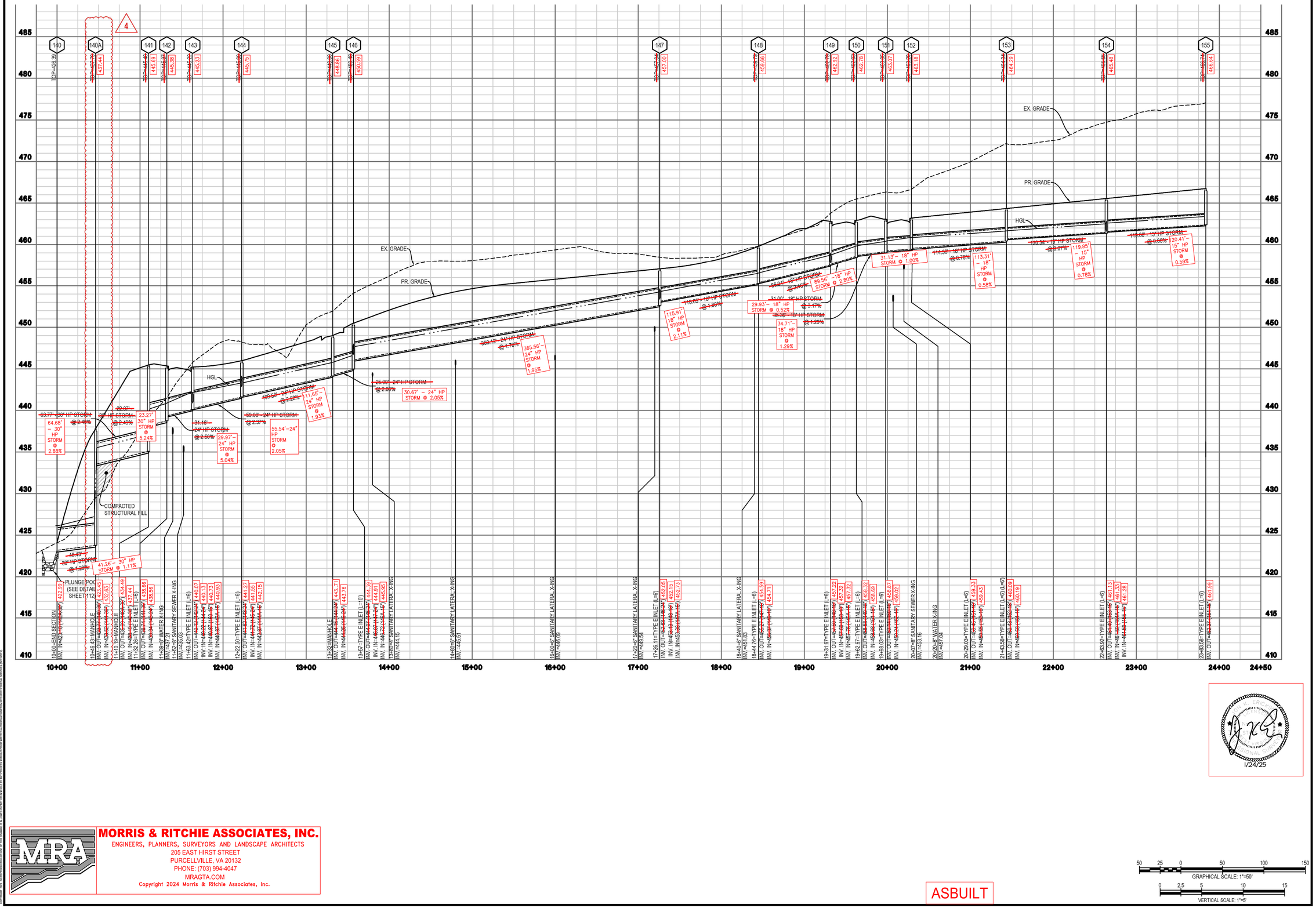

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5. 09/05/2023 - NOTICE OF REVISION 2: ROAD B CUL-DE-SAC UPDATE, PUMP WET WELL ELEV. UPDATE
5. 11/09/2023 - NOTICE OF REVISION 3: UPDATE FORCE MAIN ALIGNMENT AND INVERT AT METER VAULT
5. 11/14/2023 - NOTICE OF REVISION 4: ADD PIPE INVERTS FOR STR 140A, UPDATE FENCE DETAIL FOR PUMP STATION

4

STORM SEWER PROFILES

STONE SPRING SUBDIVISON

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JEFFERSON COUNTY, WEST VIRGINIA

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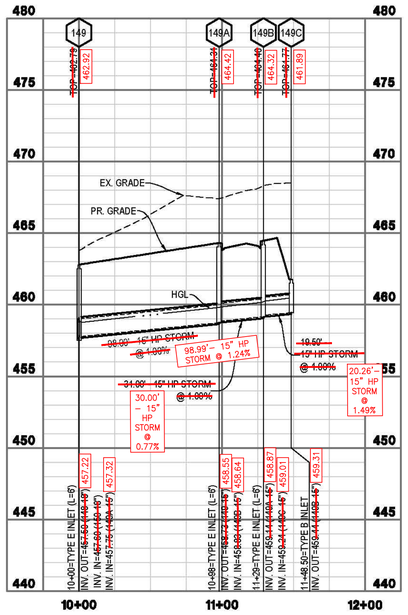

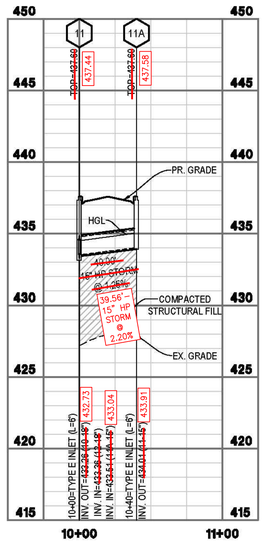

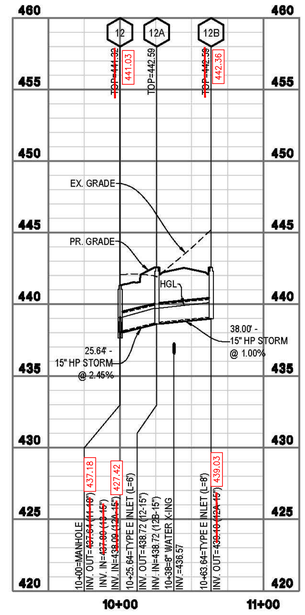

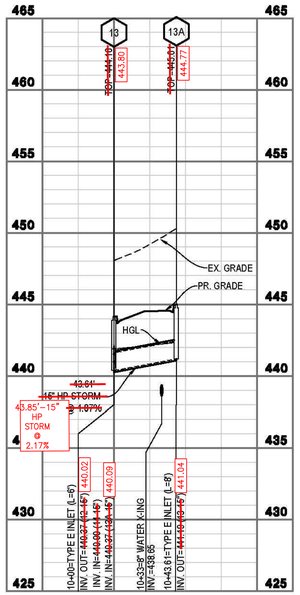

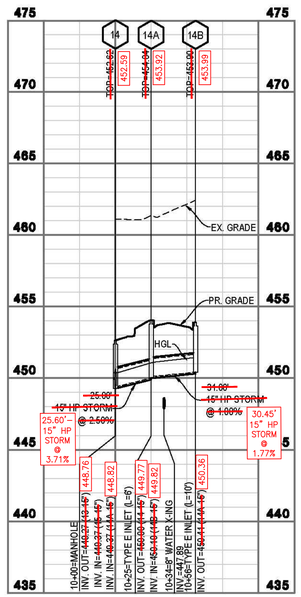

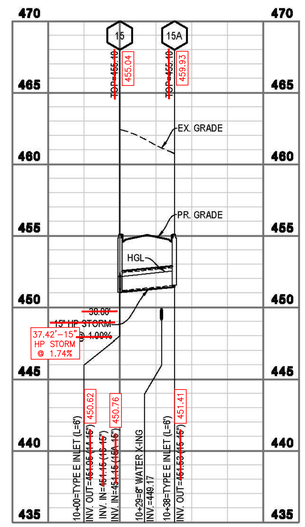

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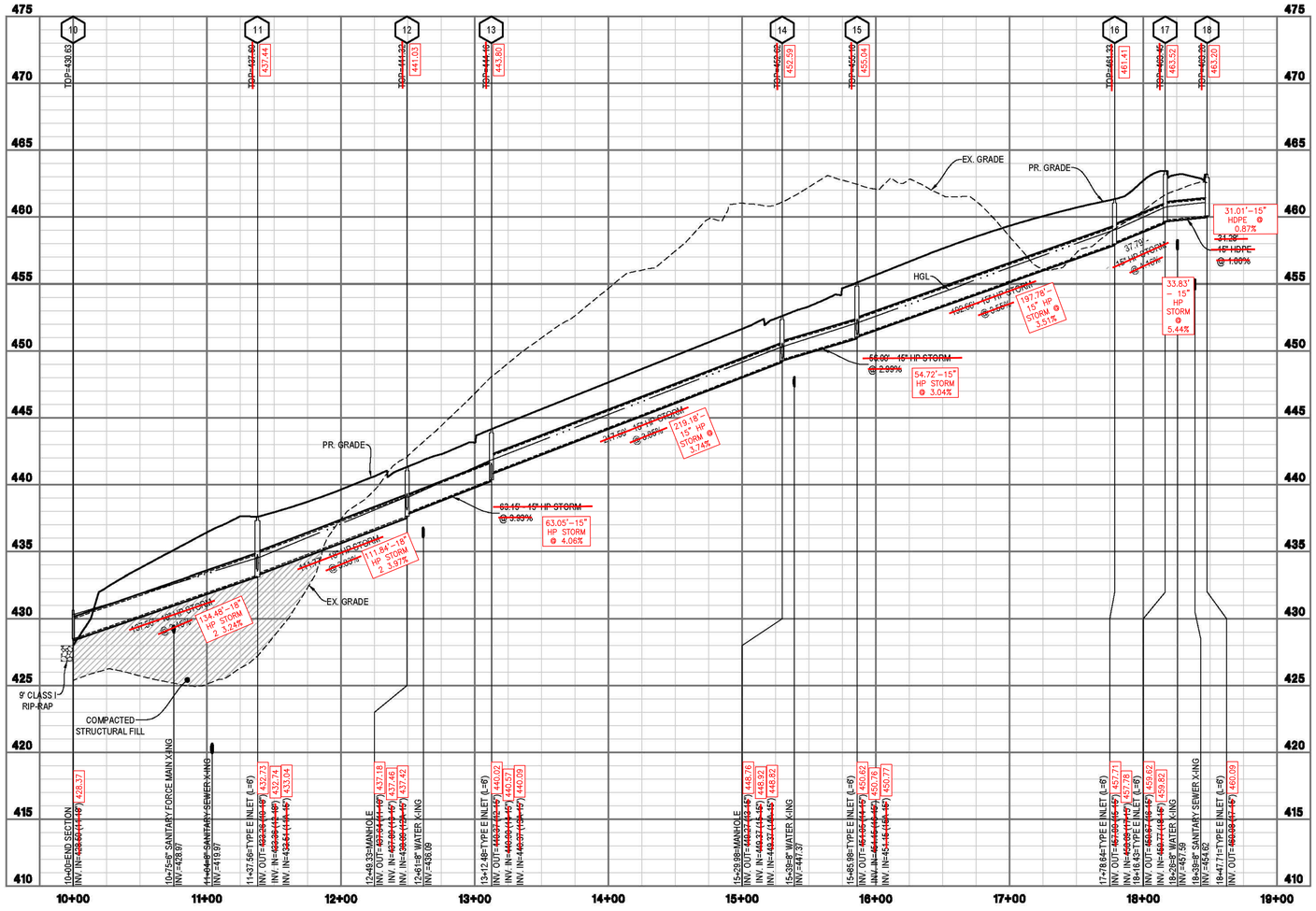

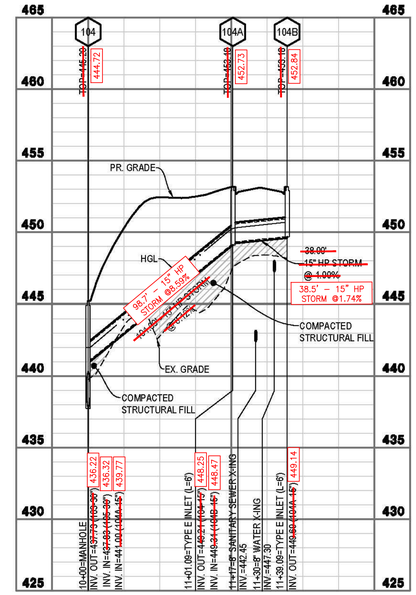



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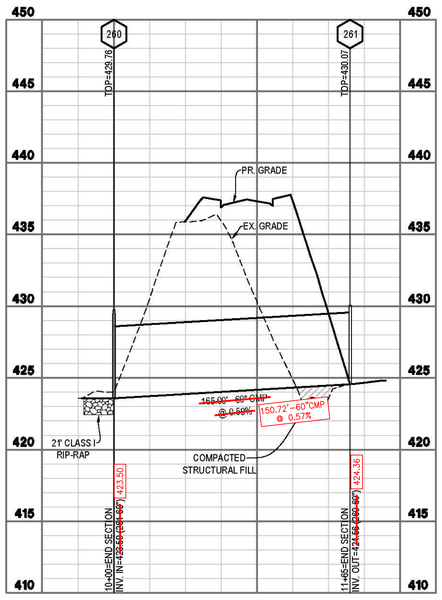

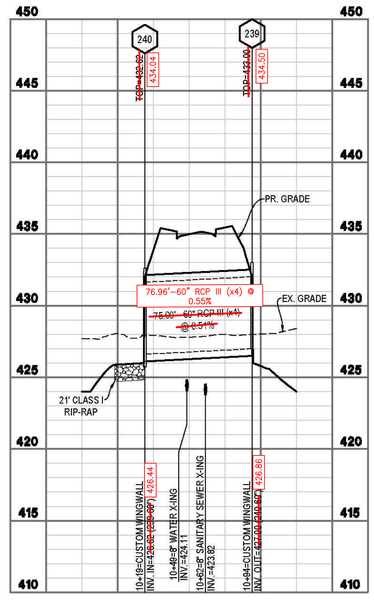

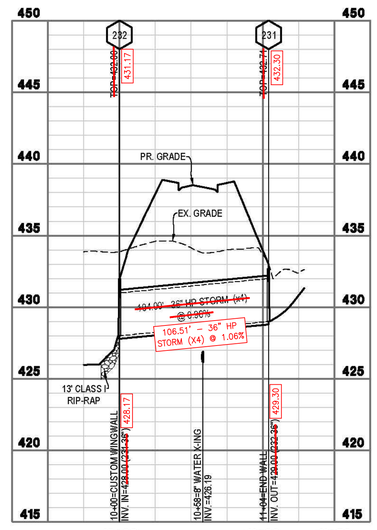

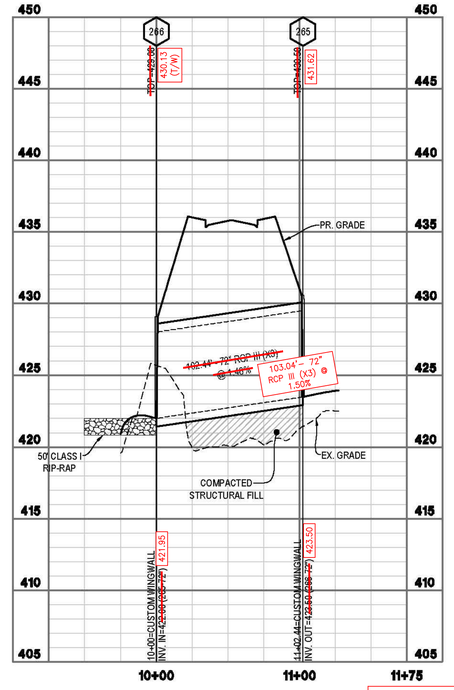

Culvert Calculator Report
ROAD A-2 CULVERTS

Solve For: Headwater Elevation

Culvert Summary			
Allowable HW Elevation	432.06 ft	Headwater Depth/Height	1.30
Computed Headwater Elevation	431.04 ft	Discharge	144.01 cfs
Inlet Control HW Elev.	430.55 ft	Tailwater Elevation	427.59 ft
Outlet Control HW Elev.	431.04 ft	Control Type	Outlet Control

Grades			
Upstream Invert	424.56 ft	Downstream Invert	423.59 ft
Length	165.00 ft	Constructed Slope	0.005879 ft/ft

Hydraulic Profile			
Profile	M2	Depth, Downstream	4.00 ft
Slope Type	Mild	Normal Depth	N/A ft
Flow Regime	Subcritical	Critical Depth	3.44 ft
Velocity Downstream	8.55 ft/s	Critical Slope	0.015572 ft/ft

Section			
Section Shape	Circular	Mannings Coefficient	0.024
Section Material	CMP	Span	5.00 ft
Section Size	60 inch	Rise	5.00 ft
Number Sections	1		

Outlet Control Properties			
Outlet Control HW Elev.	431.04 ft	Upstream Velocity Head	0.85 ft
Ke	0.90	Entrance Loss	0.76 ft

Inlet Control Properties			
Inlet Control HW Elev.	430.55 ft	Flow Control	N/A
Inlet Type	Projecting	Area Full	19.6 ft²
K	0.03400	HDS 5 Chart	2
M	1.50000	HDS 5 Scale	3
C	0.05530	Equation Form	1
Y	0.54000		

Culvert Calculator Report
ROAD H CULVERTS - 100 YEAR

Solve For: Headwater Elevation

Culvert Summary			
Allowable HW Elevation	434.97 ft	Headwater Depth/Height	1.58
Computed Headwater Elevation	433.89 ft	Discharge	710.00 cfs
Inlet Control HW Elev.	432.14 ft	Tailwater Elevation	431.80 ft
Outlet Control HW Elev.	433.89 ft	Control Type	Outlet Control

Grades			
Upstream Invert	426.00 ft	Downstream Invert	426.00 ft
Length	143.00 ft	Constructed Slope	0.000000 ft/ft

Hydraulic Profile			
Profile	PressureProfile	Depth, Downstream	5.80 ft
Slope Type	N/A	Normal Depth	N/A ft
Flow Regime	N/A	Critical Depth	3.82 ft
Velocity Downstream	9.04 ft/s	Critical Slope	0.004571 ft/ft

Section			
Section Shape	Circular	Mannings Coefficient	0.012
Section Material	Corrugated HDPE (Smooth Interior)	Span	5.00 ft
Section Size	60 inch	Rise	5.00 ft
Number Sections	4		

Outlet Control Properties			
Outlet Control HW Elev.	433.89 ft	Upstream Velocity Head	1.27 ft
Ke	0.20	Entrance Loss	0.25 ft

Inlet Control Properties			
Inlet Control HW Elev.	432.14 ft	Flow Control	N/A
Inlet Type	Beveled ring, 33.7° bevels	Area Full	78.5 ft²
K	0.00180	HDS 5 Chart	3
M	2.50000	HDS 5 Scale	B
C	0.02430	Equation Form	1
Y	0.83000		

Culvert Calculator Report
ROAD B CULVERTS

Solve For: Section Size

Culvert Summary			
Allowable HW Elevation	434.00 ft	Headwater Depth/Height	1.48
Computed Headwater Elevation	433.44 ft	Discharge	153.00 cfs
Inlet Control HW Elev.	432.02 ft	Tailwater Elevation	430.51 ft
Outlet Control HW Elev.	433.44 ft	Control Type	Outlet Control

Grades			
Upstream Invert	429.00 ft	Downstream Invert	428.00 ft
Length	100.00 ft	Constructed Slope	-0.010000 ft/ft

Hydraulic Profile			
Profile	CompositeA2PressureProfile	Depth, Downstream	2.51 ft
Slope Type	Adverse	Normal Depth	0.00 ft
Flow Regime	Subcritical	Critical Depth	2.01 ft
Velocity Downstream	6.06 ft/s	Critical Slope	0.004481 ft/ft

Section			
Section Shape	Circular	Mannings Coefficient	0.012
Section Material	Corrugated HDPE (Smooth Interior)	Span	3.00 ft
Section Size	36 inch	Rise	3.00 ft
Number Sections	4		

Outlet Control Properties			
Outlet Control HW Elev.	433.44 ft	Upstream Velocity Head	0.46 ft
Ke	0.20	Entrance Loss	0.09 ft

Inlet Control Properties			
Inlet Control HW Elev.	432.02 ft	Flow Control	N/A
Inlet Type	Beveled ring, 33.7° bevels	Area Full	28.3 ft²
K	0.00180	HDS 5 Chart	3
M	2.50000	HDS 5 Scale	B
C	0.02430	Equation Form	1
Y	0.83000		

Culvert Calculator Report
ROAD A CULVERTS

Solve For: Headwater Elevation

Culvert Summary			
Allowable HW Elevation	434.80 ft	Headwater Depth/Height	1.85
Computed Headwater Elevation	434.62 ft	Discharge	1,200.00 cfs
Inlet Control HW Elev.	433.90 ft	Tailwater Elevation	430.00 ft
Outlet Control HW Elev.	434.62 ft	Control Type	Outlet Control

Grades			
Upstream Invert	423.50 ft	Downstream Invert	422.00 ft
Length	100.00 ft	Constructed Slope	0.015000 ft/ft

Hydraulic Profile			
Profile	PressureProfile	Depth, Downstream	8.00 ft
Slope Type	N/A	Normal Depth	3.95 ft
Flow Regime	N/A	Critical Depth	5.33 ft
Velocity Downstream	14.15 ft/s	Critical Slope	0.007941 ft/ft

Section			
Section Shape	Circular	Mannings Coefficient	0.013
Section Material	Concrete	Span	6.00 ft
Section Size	72 inch	Rise	6.00 ft
Number Sections	3		

Outlet Control Properties			
Outlet Control HW Elev.	434.62 ft	Upstream Velocity Head	3.11 ft
Ke	0.20	Entrance Loss	0.62 ft

Inlet Control Properties			
Inlet Control HW Elev.	433.90 ft	Flow Control	Submerged
Inlet Type	Beveled ring, 45° bevels	Area Full	84.8 ft²
K	0.00180	HDS 5 Chart	3
M	2.50000	HDS 5 Scale	A
C	0.03000	Equation Form	1
Y	0.74000		

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SEAL:

1/24/25

REVISIONS
1. 01/31/2023 - CITY OF CHARLES TOWN 1ST SUBMISSION
2. 03/16/2023 - WVDOH, CTUB, AND CITY OF CHARLES TOWN COMMENTS
3. 04/18/2023 - WVDOH WATERLINE CROSSING
4. 09/31/2023 - APPROVED PLAN FOR CONSTRUCTION

STORM SEWER PROFILES

STONE SPRING SUBDIVISON

TAX MAP 15, PARCEL 01; D.B.451, PG. 745
CITY OF CHARLES TOWN TAX DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA

ASBUILT

GRAPHICAL SCALE: 1"=50'
VERTICAL SCALE: 1"=5'

SCALE:	HORIZ.: 1" = 50' VERT.: 1" = 5'
DATE:	JANUARY 2023
JOB:	2665-0206
DRAWN: JCH	CHECK: JPG
CADD: C-CU-261.DWG	
NCS:	
SHEET	100 OF 131

SHEET 33 OF 33

L:\Projects\Stone Spring\As-Built\Stone Spring As-Built (A.W).dwg, 1/24/2025 1:06:32 PM, AWalker,
1:1, Copyright 2025 Morris & Ritchie Associates, Inc.

BOND ESTIMATE						BOND REDUCTION						City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	Final Price		QUANTITY COMPLETED (REDUCTION REQUEST)	UNIT COST	PREVIOUS QUANTITY COMPLETED	TOTAL QUANTITY COMPLETED (INCLUDING REDUCTION REQUEST)	EXTENSION	%COMPLETE	%APPROVED
MOBILIZATION GENERAL												
Mobilization	LS	$12,440.00		$0.00			$0.00		0		0%	
Field Office	EA	$3,490.00		$0.00			$0.00		0		0%	
Job Sign	EA	$1,340.00		$0.00			$0.00		0		0%	
SURVEYING												
Steel Pipe Property Corner Marker Incl. Survey	EA	$320.38	298	$95,473.24			$0.00		0		0%	
R.O.W MONUMENTS SURVEYED IN PLACE												
RM--1	EA	$825.00		$0.00			$0.00		0		0%	
RM--2	EA	$764.00		$0.00			$0.00		0		0%	
EARTHWORK EXCAVATION												
Regular Bulk used as Fill	CY	$4.50	100203	$450,913.50		100203	$450,913.50		100203		100%	
Rock, Rip	CY	$51.50		$0.00			$0.00		0		0%	
Rock, Blast	CY	$55.00		$0.00			$0.00		0		0%	
BORROW MATERIAL												
Buy, Load, Haul 10 Mi. Select Material	CY	$42.00	117425	$4,931,850.00		117425	$4,931,850.00		117425		100%	
Fill and Compaction of On-site Borrow	CY	$11.06	100203	$1,108,245.18		100203	$1,108,245.18		100203		100%	
UNSUITABLE MATERIAL												
Load and Haul, 20 mi R/T	CY	$36.56		$0.00			$0.00		0		0%	
Dump Charge	CY	$62.50		$0.00			$0.00		0		0%	
Site Grading	SY	$1.25		$0.00			$0.00		0		0%	
CLEAR & GRUB												
Light	AC	$14,548.50		$0.00			$0.00		0		0%	
Heavy	AC	$26,699.49		$0.00			$0.00		0		0%	
LANDSCAPING												
Seeding	SY	$3.00	180185	$540,555.00		180185	$540,555.00		180185		100%	
Sodding	SY	$8.50		$0.00			$0.00		0		0%	
PLANTING SHRUBS												
18"	EA	$70.00		$0.00			$0.00		0		0%	
24"	EA	$90.00		$0.00			$0.00		0		0%	
TREES												
6'-8' (1-2 in. Caliper)	EA	$400.00	306	$122,400.00			$0.00		0		0%	
8'-10' (2.5-3 in. Caliper)	EA	$700.00		$0.00			$0.00		0		0%	
Tree Protection	LF	$11.13		$0.00			$0.00		0		0%	
MISCELLANEOUS SITE IMPROVEMENTS												
Timber Wall (less than 6 ft)	LF	$325.00		$0.00			$0.00		0		0%	
Dry Rubble RW-1 (H=6')	LF	$450.00		$0.00			$0.00		0		0%	

Mortared Rubble RW-1A (H=6')	LF	$535.00		$0.00		$0.00		0		0%	
Concrete Gravity RW-2 (H=6')	LF	$589.50		$0.00		$0.00		0		0%	
Concrete Gravity RW-3 (H=6')	LF	$1,037.50		$0.00		$0.00		0		0%	
FENCING											
Std. Fence (H=5') FR-5	LF	$56.00		$0.00		$0.00		0		0%	
Farm Fence (H=5') FR-3A	LF	$37.50		$0.00		$0.00		0		0%	
Chain Link Fence (H=6') FR 2-B	LF	$62.00		$0.00		$0.00		0		0%	
Board Fence (H=6')	LF	$62.00		$0.00		$0.00		0		0%	
TOTS LOTS											
Tot Lot	EA	$16,495.00		$0.00		$0.00		0		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		$0.00		$0.00		0		0%	
More than 1,500 CY (Blasting)	CY	$90.00		$0.00		$0.00		0		0%	
Less than 1,500 CY (Hoe Ram)	CY	$220.00		$0.00		$0.00		0		0%	
More than 1,500 CY (Hoe Ram)	CY	$180.00		$0.00		$0.00		0		0%	
Trench De-Watering											
Trench De-Watering	LF	$4.00		$0.00		$0.00		0		0%	
RCP CLASS III ROUND T & G W/MASTIC											
12" Pipe (RCP III)											
0'-8' Cut	LF	$100.00		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$140.00		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$1.90		$0.00		$0.00		0		0%	
O-Ring	LF	$12.36		$0.00		$0.00		0		0%	
15" Pipe (RCP III)											
0'-10' Cut	LF	$100.00		$0.00		$0.00		0		0%	
10'-16'	LF	$156.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$1.48		$0.00		$0.00		0		0%	
O-Ring	LF	$8.58		$0.00		$0.00		0		0%	
18" Pipe (RCP III)											
0'-10' Cut	LF	$100.00		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$160.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$3.20		$0.00		$0.00		0		0%	
O-Ring	LF	$11.20		$0.00		$0.00		0		0%	
21" Pipe (RCP III)											
0'-8' Cut	LF	$115.00		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$174.80		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$4.40		$0.00		$0.00		0		0%	
O-Ring	LF	$20.80		$0.00		$0.00		0		0%	
24" Pipe (RCP III)											
0'- 10' Cut	LF	$140.00		$0.00		$0.00		0		0%	
10'-16'	LF	$196.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$5.04		$0.00		$0.00		0		0%	
O-Ring	LF	$22.40		$0.00		$0.00		0		0%	

27" Pipe (RCP III)											
0'- 10' Cut	LF	$123.20		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$195.03		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$6.40		$0.00		$0.00		0		0%	
O-Ring	LF	$24.00		$0.00		$0.00		0		0%	
30" Pipe (RCP III)											
0'- 8' Cut	LF	$169.40		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$256.66		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$9.60		$0.00		$0.00		0		0%	
O-Ring	LF	$27.60		$0.00		$0.00		0		0%	
33" Pipe (RCP III)											
0'- 10' Cut	LF	$240.00		$0.00		$0.00		0		0%	
10'-16'	LF	$333.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$13.50		$0.00		$0.00		0		0%	
O-Ring	LF	$45.80		$0.00		$0.00		0		0%	
36" Pipe (RCP III)											
0'-10' Cut	LF	$249.60		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$363.92		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$12.40		$0.00		$0.00		0		0%	
O-Ring	LF	$36.40		$0.00		$0.00		0		0%	
42" Pipe (RCP III)											
0'- 8' Cut	LF	$289.54		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$413.46		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$19.20		$0.00		$0.00		0		0%	
O-Ring	LF	$56.72		$0.00		$0.00		0		0%	
48" Pipe (RCP III)											
0'-10' Cut	LF	$320.52		$0.00		$0.00		0		0%	
10'-16'	LF	$442.31		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$20.00		$0.00		$0.00		0		0%	
O-Ring	LF	$69.36		$0.00		$0.00		0		0%	
54" Pipe (RCP III)											
0' - 10' Cut	LF	$420.00		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$541.38		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$30.00		$0.00		$0.00		0		0%	
O-Ring	LF	$70.96		$0.00		$0.00		0		0%	
60" Pipe (RCP III)											
0'-10' Cut	LF	$420.00		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$498.48		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$36.00		$0.00		$0.00		0		0%	
O-Ring	LF	$77.84		$0.00		$0.00		0		0%	
ELLIPTICAL PIPE - RCP CLASS III											
23"x14" (18" Equiv- RCP III)											
0'10' Cut	LF	$190.00		$0.00		$0.00		0		0%	
10'-16' Cut	LF	$278.60		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$41.60		$0.00		$0.00		0		0%	
O-Ring	LF	$109.80		$0.00		$0.00		0		0%	
30"x19" (24" Equiv- RCP III)											

0'10' Cut	LF	$190.00		$0.00			$0.00		0		0%	
10'-16' Cut	LF	$329.25		$0.00			$0.00		0		0%	
Add cost for Class IV	LF	$15.07		$0.00			$0.00		0		0%	
O-Ring	LF	$109.79		$0.00			$0.00		0		0%	
38"x24" (30" Equiv- RCP III)												
0'10' Cut	LF	$190.00		$0.00			$0.00		0		0%	
10'-16' Cut	LF	$423.78		$0.00			$0.00		0		0%	
Add cost for Class IV	LF	$21.38		$0.00			$0.00		0		0%	
O-Ring	LF	$129.92		$0.00			$0.00		0		0%	
45"x29" (36" Equiv- RCP III)												
0'10' Cut	LF	$370.00		$0.00			$0.00		0		0%	
10'-16' Cut	LF	$526.88		$0.00			$0.00		0		0%	
Add cost for Class IV	LF	$25.45		$0.00			$0.00		0		0%	
O-Ring	LF	$119.63		$0.00			$0.00		0		0%	
53"X 34" (42" Equiv-RCP III)												
0'12' Cut	LF	$370.00		$0.00			$0.00		0		0%	
10'-18' Cut	LF	$528.36		$0.00			$0.00		0		0%	
Add cost for Class IV	LF	$38.87		$0.00			$0.00		0		0%	
O-Ring	LF	$149.26		$0.00			$0.00		0		0%	
60"x38" (48" Equiv- RCP III)												
0'12' Cut	LF	$370.00		$0.00			$0.00		0		0%	
10'-18' Cut	LF	$543.90		$0.00			$0.00		0		0%	
Add cost for Class IV	LF	$46.46		$0.00			$0.00		0		0%	
O-Ring	LF	$177.11		$0.00			$0.00		0		0%	
HDPE PIPE												
8" Pipe												
0'-8' Cut	LF	$50.00		$0.00			$0.00		0		0%	
8'-14' Cut	LF	$75.30		$0.00			$0.00		0		0%	
12" Pipe												
0'-8' Cut	LF	$67.50		$0.00			$0.00		0		0%	
8'-14' Cut	LF	$100.04		$0.00			$0.00		0		0%	
15" Pipe												
0'-8' Cut	LF	$87.08	2625	$228,585.00		2625	$228,585.00		2625		100%	
8'-16' Cut	LF	$129.65	1432	$185,658.80		1432	$185,658.80		1432		100%	
18" Pipe												
0'-8' Cut	LF	$114.33	603	$68,940.99		603	$68,940.99		603		100%	
8'-16' Cut	LF	$170.69	215	$36,698.35		215	$36,698.35		215		100%	
24" Pipe												
0'-8' Cut	LF	$132.62	787	$104,371.94		787	$104,371.94		787		100%	
8'-16' Cut	LF	$197.61	319	$63,037.59		319	$63,037.59		319		100%	
30" Pipe												
0'-8' Cut	LF	$157.42	405	$63,755.10		405	$63,755.10		405		100%	
8'-16' Cut	LF	$236.13	123	$29,043.99		123	$29,043.99		123		100%	
36" Pipe												
0'-8' Cut	LF	$200.00	74	$14,800.00		74	$14,800.00		74		100%	
8'-16' Cut	LF	$298.00		$0.00			$0.00		0		0%	
42" Pipe												

0'-8' Cut	LF	$224.20	128	$28,697.60		128	$28,697.60		128		100%	
8'-16' Cut	LF	$334.06		$0.00			$0.00		0		0%	
48" Pipe												
0'-8' Cut	LF	$253.35		$0.00			$0.00		0		0%	
8'-16' Cut	LF	$377.49		$0.00			$0.00		0		0%	
STORM STRUCTURES												
END SECTIONS												
End Sections (ES-1), Concrete Pipe Size												
15"	EA	$1,389.00		$0.00			$0.00		0		0%	
18"	EA	$1,583.46		$0.00			$0.00		0		0%	
21"	EA	$1,805.14		$0.00			$0.00		0		0%	
24"	EA	$2,057.86		$0.00			$0.00		0		0%	
27"	EA	$2,345.97		$0.00			$0.00		0		0%	
30"	EA	$2,674.40	1	$2,674.40		1	$2,674.40		1		100%	
36"	EA	$3,048.82		$0.00			$0.00		0		0%	
42"	EA	$3,558.50		$0.00			$0.00		0		0%	
48"	EA	$4,056.69		$0.00			$0.00		0		0%	
54"	EA	$4,624.63		$0.00			$0.00		0		0%	
60"	EA	$5,272.07		$0.00			$0.00		0		0%	
ENDWALLS												
EW-1 (Pre-Cast) Round Pipe Size												
15"	EA	$2,433.00		$0.00			$0.00		0		0%	
18"	EA	$2,724.96		$0.00			$0.00		0		0%	
24"	EA	$3,051.96		$0.00			$0.00		0		0%	
30"	EA	$3,418.19		$0.00			$0.00		0		0%	
36"	EA	$3,828.37		$0.00			$0.00		0		0%	
EW-1 Cast in Place [Round Pipe Size]												
15"	EA	$2,591.15		$0.00			$0.00		0		0%	
18"	EA	$2,902.08		$0.00			$0.00		0		0%	
24"	EA	$3,250.33		$0.00			$0.00		0		0%	
30"	EA	$3,640.37		$0.00			$0.00		0		0%	
36"	EA	$4,077.22		$0.00			$0.00		0		0%	
EW-1A (Pre-Cast) Elliptical Pipe Size												
23" X 14" (18")	EA	$1,335.00		$0.00			$0.00		0		0%	
30" X 19" (24")	EA	$1,495.20		$0.00			$0.00		0		0%	
38 X 24" (30")	EA	$1,879.50		$0.00			$0.00		0		0%	
45 X 29" (36")	EA	$2,105.04		$0.00			$0.00		0		0%	
53" X 34" (42")	EA	$2,791.50		$0.00			$0.00		0		0%	
EW-1A (Cast in Place) Elliptical Pipe Size												
23" X 14" (18")	EA	$1,318.50		$0.00			$0.00		0		0%	
30" X 19" (24")	EA	$1,318.50		$0.00			$0.00		0		0%	
38 X 24" (30")	EA	$2,257.00		$0.00			$0.00		0		0%	
45 X 29" (36")	EA	$2,257.00		$0.00			$0.00		0		0%	
53" X 34" (42")	EA	$3,217.50		$0.00			$0.00		0		0%	
EW-2 (PreCast) Round Size Pipe Size												
42"	EA	$8,324.00		$0.00			$0.00		0		0%	
48"	EA	$9,322.88		$0.00			$0.00		0		0%	

54"	EA	$10,441.63		$0.00		$0.00		0		0%	
60"	EA	$11,694.62		$0.00		$0.00		0		0%	
72"	EA	$12,675.50		$0.00		$0.00		0		0%	
84"	EA	$14,196.56		$0.00		$0.00		0		0%	
EW-2 (Cast in Place) Round Size Pipe Size											
42"	EA	$9,255.50		$0.00		$0.00		0		0%	
48"	EA	$10,366.16		$0.00		$0.00		0		0%	
54"	EA	$11,610.10		$0.00		$0.00		0		0%	
60"	EA	$13,003.31		$0.00		$0.00		0		0%	
72"	EA	$15,747.00		$0.00		$0.00		0		0%	
84"	EA	$17,636.64		$0.00		$0.00		0		0%	
EW-6PC [Double Pipe] Pipe Size											
2-15"	EA	$2,123.00		$0.00		$0.00		0		0%	
2-18"	EA	$2,377.76		$0.00		$0.00		0		0%	
2-24"	EA	$2,663.09		$0.00		$0.00		0		0%	
2-30"	EA	$4,096.00		$0.00		$0.00		0		0%	
2-36"	EA	$4,587.52		$0.00		$0.00		0		0%	
MANHOLES											
Standard Brick Manhole Std Frame & Cover (MH-1)											
6' Depth	EA	$6,048.00	6	$36,288.00	6	$36,288.00		6		100%	
Depth Below 6'	VF	$230.00	14	$3,220.00	14	$3,220.00		14		100%	
Standard Precast Manhole Std Frame & Cover (MH-2)		$5,337.00		$0.00		$0.00		0		0%	
Additional Cost (Amount in parentheses to be added to the above unit costs)											
Watertight Fr/Cover (Add 110)	EA	$579.00		$0.00		$0.00		0		0%	
Heavy Duty Fr/ Cover (Add 82)	VF	$599.00		$0.00		$0.00		0		0%	
Drop Inlets											
Cast in Place 48"											
Drop Inlet (DI-1) 12"-24" Pipe0-10 VF	EA	$7,690.00	2	$15,380.00	2	$15,380.00		2		100%	
Drop Inlet (DI-1A) 12"-24" Pipe10-20 VF	EA	$7,690.00		$0.00		$0.00		0		0%	
Drop Inlet (DI-2A) 12"-24" Pipe0-10 VF, 10' throat	EA	$9,458.70		$0.00		$0.00		0		0%	
Drop Inlet (DI-2A) 12"-24" Pipe10-20 VF, 10' throat	EA	$11,634.20		$0.00		$0.00		0		0%	
Curb Drop Inlets											
Curb Drop Inlet (DI-3A)											
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$7,460.00		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3AA)											
12"-30" Pipe (Invert Depth (H) =8'-	**EA**	$9,772.60		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3B) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
4'	EA	$7,758.40		$0.00		$0.00		0		0%	
6'	EA	$8,534.24	60	$512,054.40	60	$512,054.40		60		100%	
8'	EA	$9,387.66	9	$84,488.94	9	$84,488.94		9		100%	
10'	EA	$10,326.43	19	$196,202.17	19	$196,202.17		19		100%	

12'	EA	$11,359.07	6	$68,154.42		6	$68,154.42		6		100%	
16'	EA	$12,494.98		$0.00			$0.00		0		0%	
20'	EA	$13,744.48		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3BB) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length												
4'	EA	$7,680.82		$0.00			$0.00		0		0%	
6'	EA	$8,448.90		$0.00			$0.00		0		0%	
8'	EA	$9,293.79		$0.00			$0.00		0		0%	
10'	EA	$10,223.17		$0.00			$0.00		0		0%	
12'	EA	$11,245.48		$0.00			$0.00		0		0%	
16'	EA	$12,370.03		$0.00			$0.00		0		0%	
20'	EA	$13,607.03		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3C) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length												
6'	EA	$7,204.61		$0.00			$0.00		0		0%	
8'	EA	$7,925.07		$0.00			$0.00		0		0%	
10'	EA	$8,717.57		$0.00			$0.00		0		0%	
12'	EA	$9,589.33		$0.00			$0.00		0		0%	
16'	EA	$10,548.26		$0.00			$0.00		0		0%	
20'	EA	$11,603.09		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3CC) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length												
6'	EA	$8,573.48		$0.00			$0.00		0		0%	
8'	EA	$9,430.83		$0.00			$0.00		0		0%	
10'	EA	$10,373.91		$0.00			$0.00		0		0%	
12'	EA	$11,411.30		$0.00			$0.00		0		0%	
16'	EA	$12,552.43		$0.00			$0.00		0		0%	
20'	EA	$13,807.68		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3D)												
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$6,430.11		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3DD)												
12"-30" Pipe (Invert Depth	**EA**	$7,587.53		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3E) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length												
4'	EA	$7,460.00		$0.00			$0.00		0		0%	
8'	EA	$7,982.20		$0.00			$0.00		0		0%	
10'	EA	$8,540.95		$0.00			$0.00		0		0%	
12'	EA	$9,138.82		$0.00			$0.00		0		0%	
16'	EA	$9,778.54		$0.00			$0.00		0		0%	
20'	EA	$10,463.04		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3EE) 12"-30" Pipe (Invert Depth (H) = 8'-20') Inlet Length												
6'	EA	$11,509.34		$0.00			$0.00		0		0%	
8'	EA	$12,314.99		$0.00			$0.00		0		0%	
10'	EA	$13,177.04		$0.00			$0.00		0		0%	
12'	EA	$14,099.44		$0.00			$0.00		0		0%	
16'	EA	$15,086.40		$0.00			$0.00		0		0%	
20'	EA	$16,142.44		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3F) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length												
6'	EA	$6,855.74		$0.00			$0.00		0		0%	
8'	EA	$7,335.64		$0.00			$0.00		0		0%	

10'	EA	$7,849.14		$0.00			$0.00		0		0%	
12'	EA	$8,398.58		$0.00			$0.00		0		0%	
16'	EA	$8,986.48		$0.00			$0.00		0		0%	
20'	EA	$9,615.53		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3FF) 12"-30" Pipe (Invert Depth (H) = 8'-20') Inlet Length												
6'	EA	$14,671.28		$0.00			$0.00		0		0%	
8'	EA	$15,698.27		$0.00			$0.00		0		0%	
10'	EA	$16,797.15		$0.00			$0.00		0		0%	
12'	EA	$17,972.95		$0.00			$0.00		0		0%	
16'	EA	$19,231.06		$0.00			$0.00		0		0%	
20'	EA	$20,577.23		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4A) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length												
4'	**EA**	$10,020.00		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4AA) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length												
4'	**EA**	$10,020.00		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4B) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length												
6'	EA	$8,802.77		$0.00			$0.00		0		0%	
8'	EA	$9,418.96		$0.00			$0.00		0		0%	
10'	EA	$10,078.29		$0.00			$0.00		0		0%	
12'	EA	$10,783.77		$0.00			$0.00		0		0%	
16'	EA	$11,538.64		$0.00			$0.00		0		0%	
20'	EA	$12,346.34		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4BB) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length												
6'	EA	$17,429.48		$0.00			$0.00		0		0%	
8'	EA	$18,649.55		$0.00			$0.00		0		0%	
10'	EA	$19,955.02		$0.00			$0.00		0		0%	
12'	EA	$21,351.87		$0.00			$0.00		0		0%	
16'	EA	$22,846.50		$0.00			$0.00		0		0%	
20'	EA	$24,445.75		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4C) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length												
8'	EA	$9,418.96		$0.00			$0.00		0		0%	
10'	EA	$10,078.29		$0.00			$0.00		0		0%	
12'	EA	$10,783.77		$0.00			$0.00		0		0%	
16'	EA	$11,538.64		$0.00			$0.00		0		0%	
20'	EA	$12,346.34		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4CC) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length												
8'	EA	$22,417.13		$0.00			$0.00		0		0%	
10'	EA	$23,986.33		$0.00			$0.00		0		0%	
12'	EA	$25,665.38		$0.00			$0.00		0		0%	
16'	EA	$27,461.95		$0.00			$0.00		0		0%	
20'	EA	$29,384.29		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4D)												
36"-48" Pipe (Invert Depth (H) =8'16') Inlet Length 4'	EA	$8,279.27		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4DD)												
36"-48" Pipe (Invert Depth (H)	**EA**	$16,392.95		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4E) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length												

6'	EA	$9,016.12		$0.00		$0.00		0		0%	
8'	EA	$9,647.25		$0.00		$0.00		0		0%	
10'	EA	$10,322.56		$0.00		$0.00		0		0%	
12'	EA	$11,045.14		$0.00		$0.00		0		0%	
16'	EA	$11,818.30		$0.00		$0.00		0		0%	
20'	EA	$12,645.58		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-4EE) 36"-48" Pipe (Invert Depth (H) = 8'-16') Inlet Length											
6'	EA	$15,688.06		$0.00		$0.00		0		0%	
8'	EA	$16,786.22		$0.00		$0.00		0		0%	
10'	EA	$17,961.26		$0.00		$0.00		0		0%	
12'	EA	$19,218.54		$0.00		$0.00		0		0%	
16'	EA	$20,563.84		$0.00		$0.00		0		0%	
20'	EA	$22,003.31		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-4F) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
8'	EA	$10,040.36		$0.00		$0.00		0		0%	
10'	EA	$10,743.18		$0.00		$0.00		0		0%	
12'	EA	$11,495.20		$0.00		$0.00		0		0%	
16'	EA	$12,299.87		$0.00		$0.00		0		0%	
20'	EA	$13,160.86		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-4FF) 36"-48" Pipe (Invert Depth (H) = 8'-16') Inlet Length											
8'	EA	$15,140.86		$0.00		$0.00		0		0%	
10'	EA	$16,200.72		$0.00		$0.00		0		0%	
12'	EA	$17,334.77		$0.00		$0.00		0		0%	
16'	EA	$18,548.20		$0.00		$0.00		0		0%	
20'	EA	$19,846.57		$0.00		$0.00		0		0%	
Median Drop Inlets - CIP											
Median Drop Inlets (DI-6A) 12"-24"Pipe Inlet (H=8')	EA	$6,032.00		$0.00		$0.00		0		0%	
Median Drop Inlets (DI-6B) 12"-24"Pipe Inlet (H=8')	EA	$6,080.00		$0.00		$0.00		0		0%	
Median Drop Inlets (DI-6C) 30"-48"Pipe Inlet (H=10')	EA	$7,737.50		$0.00		$0.00		0		0%	
Median Drop Inlets (DI-6D) 30"-48"Pipe Inlet (H=10')	EA	$7,805.00		$0.00		$0.00		0		0%	
Median Drop Inlets (DI-7) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00		$0.00		0		0%	
Median Drop Inlets (DI-7A) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00		$0.00		0		0%	
Median Drop Inlets (DI-7B) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00		$0.00		0		0%	
MISCELLANEOUS INLETS											
Median Drop Inlets (DI-5) Type III Top 12"-42" Pipe Inlet (H=8')	EA	$6,569.08		$0.00		$0.00		0		0%	

Standard Yard Inlet (YI-1) 12"-48" Pipe (Invert Depth (H)= 0'-8') Inlet Length 4' (No Aprons)		$5,969.49		$0.00		$0.00		0		0%	
Add Yard Inlet Apron	THROAT	$320.54		$0.00		$0.00		0		0%	
Standard Yard Inlet (YI-1) 12"-48" Pipe (Invert Depth (H)= 0'-8') Inlet Length 4' (No Aprons)	EA	$6,444.64		$0.00		$0.00		0		0%	
Add Yard Inlet Apron	THROAT	$320.54		$0.00		$0.00		0		0%	
Culverts											
Single Box Culvert (BC-1A) Fills to 25'											
4' X 4'	LF	$473.00		$0.00		$0.00		0		0%	
5' X 5'	LF	$563.00		$0.00		$0.00		0		0%	
6' X 6'	LF	$689.00		$0.00		$0.00		0		0%	
8' X 8'	LF	$944.00		$0.00		$0.00		0		0%	
10' X 10'	LF	$1,159.00		$0.00		$0.00		0		0%	
Double Box Culvert (BC-2b) Fills to 25'											
4' X 4'	LF	$792.40		$0.00		$0.00		0		0%	
5' X 5'	LF	$987.00		$0.00		$0.00		0		0%	
6' X 6'	LF	$1,195.60		$0.00		$0.00		0		0%	
8' X 8'	LF	$1,607.20		$0.00		$0.00		0		0%	
10' X 10'	LF	$1,975.40		$0.00		$0.00		0		0%	
Oversized Single Box Culvert (BBC-1) Fills to 25'											
12' X 6'	LF	$1,488.50		$0.00		$0.00		0		0%	
12' X 8'	LF	$1,488.50		$0.00		$0.00		0		0%	
12' X 10'	LF	$1,771.50		$0.00		$0.00		0		0%	
12' X 12'	LF	$1,771.50		$0.00		$0.00		0		0%	
Triple Box Culvert (BC-3B) Fills to 25'											
4' X 4'	LF	$1,129.55		$0.00		$0.00		0		0%	
5' X 5'	LF	$1,399.25		$0.00		$0.00		0		0%	
6' X 6'	LF	$1,755.95		$0.00		$0.00		0		0%	
8' X 8'	LF	$2,367.85		$0.00		$0.00		0		0%	
10' X 10'	LF	$3,607.60		$0.00		$0.00		0		0%	
Quadruple Box Culvert (BC-4B) Fills to 25'											
4' X 4'	LF	$1,431.15		$0.00		$0.00		0		0%	
5' X 5'	LF	$1,776.25		$0.00		$0.00		0		0%	
6' X 6'	LF	$2,208.35		$0.00		$0.00		0		0%	
8' X 8'	LF	$2,170.65		$0.00		$0.00		0		0%	
10' X 10'	LF	$4,110.75		$0.00		$0.00		0		0%	
Standard Wing for Box Culvert (1 Side Only) Height of Box											
4'	EA	$926.50		$0.00		$0.00		0		0%	
5'	EA	$1,390.00		$0.00		$0.00		0		0%	
6'	EA	$1,853.50		$0.00		$0.00		0		0%	
8'	EA	$3,426.50		$0.00		$0.00		0		0%	
10'	EA	$4,558.00		$0.00		$0.00		0		0%	
Standard Wing for Box Culvert (BBC-W) Height of Box											

6'	EA	$1,817.00		$0.00			$0.00		0		0%	
8'	EA	$3,007.50		$0.00			$0.00		0		0%	
10'	EA	$4,497.50		$0.00			$0.00		0		0%	
12'	EA	$6,567.00		$0.00			$0.00		0		0%	
MISCELLANEOUS STORM												
Connection to Existing Structure												
15"-36" Pipe	EA	$1,584.00	2	$3,168.00		2	$3,168.00		2		100%	
42"-60" Pipe	EA	$1,584.00	1	$1,584.00		1	$1,584.00		1		100%	
Casing Pipe, Bore and Jack (3/8" wall)												
22" ID (6"-8" Carrier Pipe)	LF	$885.71		$0.00			$0.00		0		0%	
24" ID (10" Carrier Pipe)	LF	$971.91		$0.00			$0.00		0		0%	
30" ID (12" Carrier Pipe)	LF	$1,226.20		$0.00			$0.00		0		0%	
Plug Pipe												
6"-12" Pipe	EA	$444.50		$0.00			$0.00		0		0%	
15"-36" Pipe	EA	$444.50		$0.00			$0.00		0		0%	
42"-60" Pipe	EA	$574.50		$0.00			$0.00		0		0%	
Pavement Edge Pipe												
Standard Pipe Underdrain	LF	$20.50		$0.00			$0.00		0		0%	
RipRap												
Dry, Class I, 18"	SY	$82.00	30	$2,460.00		30	$2,460.00		30		100%	
Dry, Class II, 18"	SY	$82.00		$0.00			$0.00		0		0%	
Grouted, Class I, 18"	SY	$84.00		$0.00			$0.00		0		0%	
Filter Fabric												
Class I	SY	$4.13	30	$123.90		30	$123.90		30		100%	
Class II	SY	$4.13		$0.00			$0.00		0		0%	
Class III	SY	$4.13		$0.00			$0.00		0		0%	
Gabions (No excavations)												
Mattress	CY	$237.50		$0.00			$0.00		0		0%	
Revetment	CY	$237.50		$0.00			$0.00		0		0%	
Wall	CY	$237.50		$0.00			$0.00		0		0%	
Paved Ditch (4" Thick)												
Concrete (Non-reinforced)	SY	$94.50		$0.00			$0.00		0		0%	
Bituminous Concrete (4")	SY	$43.50		$0.00			$0.00		0		0%	
Sodded Ditch												
Sodded Ditch(Incl Fine Grading)	SY	$15.03		$0.00			$0.00		0		0%	
STREET CONSTRUCTION												
ROADS AND PARKING												
Soil Stabilization												
Cement 6%	SY/ Inch	$20.00		$0.00			$0.00		0		0%	
Depth (in Inches):	Depth					0						
Lime 6%	SY/ Inch	$14.00		$0.00			$0.00		0		0%	
Depth (in Inches):	Depth					0						
Subbase, Aggregated Material												
Base Type I	SY/ Inch	$12.95		$0.00			$0.00		0		0%	
Depth (in Inches):	Depth					0						
Bituminous Concrete												

Base Course	SY/ Inch	$7.00	22400	$1,254,400.00	22400	$1,254,400.00		22400		100%	
Depth (in Inches):	Depth	8			8						
Intermediate Course	SY/ Inch	$7.00	22400	$470,400.00	22400	$470,400.00		22400		100%	
Depth (in Inches):	Depth	3			3						
Top Course	SY/ Inch	$7.00	22400	$313,600.00		$0.00		0		0%	
Depth (in Inches):	Depth	2			2						
Prime Coat	SY	$1.38		$0.00		$0.00		0		0%	
Tack Coat	SY	$1.38		$0.00		$0.00		0		0%	
Driveway Restoration											
4” Concrete & 4” Gravel	SY	$75.00		$0.00		$0.00		0		0%	
2” S-5 & 7 6” Gravel	SY	$29.98		$0.00		$0.00		0		0%	
Shoulders, Type I											
Aggregated Base, 4”	SY	$15.00		$0.00		$0.00		0		0%	
Concrete Curbing											
Curb & Gutter CG6 & CG7	LF	$31.50	15526	$489,069.00	15526	$489,069.00		15526		100%	
Curb Cut, CG-12 DetectableSurf.	EA	$1,044.00	36	$37,584.00		$0.00		0		0%	
Entrances/ Driveways											
Commercial Entrance CG-11	SY	$87.00		$0.00		$0.00		0		0%	
Commercial Entrance CG-13	SY	$87.00		$0.00		$0.00		0		0%	
Residential Driveway Apron	EA	$2,254.50	183	$412,573.50		$0.00		0		0%	
Guardrails											
Std. Blocked-out W beam(GR2)	LF	$53.50		$0.00		$0.00		0		0%	
Std. W beam, Weak Post GR8	LF	$53.50		$0.00		$0.00		0		0%	
Terminal, GR-6 (L=12’-6”)	EA	$3,880.50		$0.00		$0.00		0		0%	
Terminal, GR-7 (L=6’-3”)	EA	$3,880.50		$0.00		$0.00		0		0%	
Type I, GR-8 Terminal (L=25’)	EA	$3,580.50		$0.00		$0.00		0		0%	
Type II, GR-8 Terminal(L=13’-6”)	EA	$1,701.00		$0.00		$0.00		0		0%	
Terminal, MB-4 (L=37’-6”)	EA	$3,580.50		$0.00		$0.00		0		0%	
Type I, MB-5 Terminal(L=27’-1)	EA	$3,580.50		$0.00		$0.00		0		0%	
Type II, MB-5 Terminal(L=13’-6)	EA	$1,701.00		$0.00		$0.00		0		0%	
Miscellaneous											
Trash enclosure - Brick 6' high	LF	$7,336.50		$0.00		$0.00		0		0%	
Reinforced Concrete Pad 6" to 8"	SY	$150.00		$0.00		$0.00		0		0%	
Striping 4" width (VDOT Type	LF	$2.50		$0.00		$0.00		0		0%	
B)											
Concrete Wheel Stops	EA	$90.00		$0.00		$0.00		0		0%	
Parking Lot Striping	EA	$50.00		$0.00		$0.00		0		0%	
Sign Island	EA	$850.00		$0.00		$0.00		0		0%	
Traffic Barricade	EA	$133.50		$0.00		$0.00		0		0%	
Street Name Signs	EA	$594.50	15	$8,917.50	15	$8,917.50		15		100%	
Traffic Control Signs	EA	$512.00	22	$11,264.00	22	$11,264.00		22		100%	
Street Light (pole, bracket,light)	EA	$5,938.00	22	$130,636.00		$0.00		0		0%	
SIDEWALKS AND TRAILS											
Sidewalk											
Concrete 4” w/WWF, No base	SY	$58.50		$0.00		$0.00		0		0%	
Bitum. Conc, 2” w/4” Base	SY	$42.00	6773	$284,466.00		$0.00		0		0%	

4” Conc, No Reinf., No Base	SY	$58.50		$0.00		$0.00		0		0%	
HANDRAIL											
Handrail 3 Rail 1-1/4” #4 Finish	LF	$143.00		$0.00		$0.00		0		0%	
Wood Chip Trail											
Trails(Incl Excavation &	SY	$77.00		$0.00		$0.00		0		0%	
Grading) Wood chip, 4’ wide	SY	$21.00		$0.00		$0.00		0		0%	
Bituminous Trail											
6’ to 10' wide	SY	$22.00		0		$0.00		0		0%	
CRITICAL SLOPE STABILIZATION											
Paved Flume	SY	$100.00		$0.00		$0.00		0		0%	
Stmwtr Conc Channel-Excav	SY	$97.00		$0.00		$0.00		0		0%	
ADD Grass Lined-seeded	SY	$19.00		$0.00		$0.00		0		0%	
ADD Grass Lined-sodded	SY	$26.00		$0.00		$0.00		0		0%	
Outlet Protection											
Non-grouted Riprap 18”	SY	$87.00		$0.00		$0.00		0		0%	
Concrete 4”	SY	$70.00		$0.00		$0.00		0		0%	
Level Spreader	SY	$5.77		$0.00		$0.00		0		0%	
Struc Streambank Protection											
Non-grouted Riprap 18”	SY	$87.00		$0.00		$0.00		0		0%	
Gabions	CY	$255.00		$0.00		$0.00		0		0%	
Vegetative Erosion Control											
Sodding incl Fertilizing –Banks	SY	$9.00		$0.00		$0.00		0		0%	
Sodding incl Fertilizing – Flat	SY	$9.00		$0.00		$0.00		0		0%	
Seeding incl Fertilizing	SY	$3.00		$0.00		$0.00		0		0%	
Soding W/Soil Treat &Watering	SY	$9.00		$0.00		$0.00		0		0%	
Seeding W/Soil Treat &Watering	SY	$3.00		$0.00		$0.00		0		0%	
Straw Mulch w/Tack	SY	$2.00		$0.00		$0.00		0		0%	
Jute Mesh	SY	$2.00		$0.00		$0.00		0		0%	
SPECIAL ITEMS											
FEMA ProcessingLOMR/CLOMR	EA	$10,240.00		$0.00		$0.00		0		0%	
As Built (Record Drawings)	EA	$12,967.50	1	$12,967.50	1	$12,967.50		1		100%	
SWM/BMP POND	LS	$0.00		$0.00		$0.00		0		0%	
SIGNALIZATION	LS	$0.00		$0.00		$0.00		0		0%	

EFFECTIVE PERIOD OF BOND (IN MONTHS)	**24**
TOTAL ESTIMATE OF COMPLETED WORK	**$12,424,702.01**
+ 10% CONTINGENCY	**$1,242,470.20**
GRAND TOTAL	**$13,667,172.21**
FINAL PRICE (+ 4% ANNUAL INTEREST)	**$14,782,413.46**

EFFECTIVE PERIOD OF BOND (IN MONTHS)	**24**
TOTAL BOND REDUCTION REQUEST	**$11,027,969.27**
+ 10% CONTINGENCY	**$1,102,796.93**
GRAND TOTAL	**$12,130,766.20**
FINAL BOND REDUCTION REQUEST (+4% ANNUAL INTEREST)	**$13,120,636.72**

TOTAL ESTIMATED - BOND REMAINING	**$1,661,776.74**

Kimley»Horn

Memorandum

To: Stanley Martin Homes, LLC
12200 Park Meadow Drive,
Suite 100 N Chantilly, VA 20152

From: Mark Phillips, P.E.

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

Date: February 20, 2025

Subject: Stone Spring Phase 2 Performance Bond Reduction Request

This memorandum summarizes our review of the Bond Reduction Request for the Stone Spring Subdivision – Phase 2 (dated February 13, 2025, prepared by Stanley Martin Homes). This application request a bond reduction in the amount of $13,120,636.72 on an overall Bond valued at $14,782,413.46. The request is based on the approved plan and plat for Stone Spring Phase 2, an As-Built of the current site development and a site visit to observe built conditions on February 20, 2025 by Kimley-Horn.

Based on our review of the Phase 2 As-Built Plans, Site Visit, and the City Bond Estimate spreadsheet we have no comments on the Bond reduction request amount of $13,120,636.72. Thank you for the opportunity to review this Bond Reduction Request. Please feel free to contact us at 703-870-3631 should you have any questions.

KIMLEY-HORN & ASSOCIATES, INC.



Mark Phillips, P.E.
Project Manager, Associate

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-372: Plan for Filling Ward 3 Council Vacancy

ATTACHMENTS:

- Ward 3 vacancy schedule.pdf
- Ward 3 Vacancy - Newspaper - 2025.pdf

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

WARD 3 COUNCIL VACANCY APPOINTMENT TIMELINE

Vacancy Notice – Advertise on the website and in the June 5, June 12, and June 19, 2025, editions of The Spirit (see attached advertisement)

Schedule a City Council Workshop for July 7, 2025, at 6:00PM to interview applicants.

Place an agenda item on July 7, 2025, City Council regular meeting agenda to appoint a candidate to Ward 3.

Administer the Oath of Office to the chosen candidate at the July 21, 2025, meeting.

THE CITY OF CHARLES TOWN
OPPORTUNITY TO SERVE

WARD 3 – CITY COUNCIL MEMBER

The City of Charles Town is seeking persons interested in filling the position of Ward 3 Councilmember for a term ending in June 2027. Application instructions and a map of the City's wards can be found on the City's website (www.charlestownwv.us) under the drop-down menu: **GOVERNMENT – MAYOR AND COUNCIL**. The primary duties of a Councilmember include attending City Council meetings, proposing and reviewing actions of Council, and serving on committees. A Councilmember is paid $5,000 per year to perform these duties. The City Council generally meets on the first and third Mondays of each month at 7 PM.

Those interested in applying for this position must submit a letter of interest and other supporting materials by June 27, 2024 to Alissa Meeks at ameeks@charlestownwv.us. For more information about this opportunity, please contact Ms. Meeks at 304 724-3253.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-373: Jefferson County Development Authority Representative Update

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-376: Discussion of FY2026 Congressional Directed Spending

ATTACHMENTS:

- Congressional Spending Projects.pdf

City of Charles Town
Federal Funding Status / FY25 & FY26
Congressional Spending Projects
March 17, 2025

CURRENT & FUTURE GRANTS

1. **Grants secured & underway:** If you want a list of the current grants secured and underway in Charles Town, Financial Director Lori Nice has a spreadsheet. For grants are under obligation/cooperative agreement (contract), they should be safe from current White House/agency reviews.

2. **Review of awarded-but-not-obligated grants:** However, there are several Charles Town grants which are not obligated and may be subject to review, particularly a new level of review from U.S. DOT to ensure conformity with White House culture issues – but also to scrutinize projects that involve climate change and bicycling issues, which could affect Charles Town. We will have to work with WVDOH to determine whether our projects are snagged in this review or not, and may need to work with the WV congressional delegation to move them toward obligation.

   a. The $219,027 U.S. DOT "Carbon Reduction Program Grant" being flowed through WV DOT for the upgrade of the Congress/Lawrence sidewalks/crossings.
   b. Phase 2 and Phase 3 of the Augustine Trail are not under obligation yet.

3. **Future Grant Opportunities:** Most federal grants (and state pass-throughs of federal funding) that we have seen from the pre-COVID period, plus the fifth/final year of Bipartisan Infrastructure Law grant funding in this coming 2025-2026 period, should continue. There will be a sharp deemphasis on equity and environmental justice, climate emissions reductions, electric vehicles, renewable energy, and related issues. Charles Town can and should stay the course on its grants development. We will see what happens to grant programs under the still-coming FY2026 period; we should have a sense by the Fall 2025. Upcoming grants that we may be seeking based on staff and council decisions:

   a. T-Mobile Hometown grants for Charles Washington Office restoration or other projects;
   b. U.S. DOT / WV DOT Transportation Alternatives Program grants for sidewalks & streetscapes;
   c. National Park Service, Land & Water Conservation Fund grants for any of the Charles Town parks;
   d. National Park Service Save America's Treasures grants for historic structure restoration;
   e. WV Department of Environmental Protection, Dilapidated and Abandoned Property (DLAP) grants;
   f. The U.S. Economic Development Administration has new funding for travel, tourism and outdoor recreation that could support the heritage tourism economy;
   g. The Appalachian Regional Commission could potentially provide POWER Grant funding for improvements to the 100 Block of E. Washington Street, Library/Museum initiative, Happy Retreat, or other projects.
   h. National Endowment for the Arts grants could fund public and outdoor arts, festivals, and other artistic and cultural projects.

FY25 & FY26 Congressional Community Projects

1. **FY2025 Congressionally-Directed Grants died on March 14**. These presumably will be "first in line" for upcoming FY26 earmarks:

   - $360,000 "Stormwater Master Plan" grant from U.S. EPA (35% match)
   - $250,000 "West End Connector" transportation planning, design & engineering grant from Federal Highway Administration (20% match)
   - $135,000 to Jefferson County NAACP for African American Cemeteries, from HUD Economic Development Initiative (no match)

2. **FY26**: Must first determine which of those FY25 projects should be re-submitted, then consider other projects. Important for delegation from Charles Town to come to Washington, DC in April for meetings about these projects.

   - Happy Retreat parking lot/hardscape/ADA -- $2.65 million HUD EDI grant (no match)
   - Charles Washington Office – Save America's Treasures earmark (50% match)
   - West Side Community Center (purchasing Roper Rec Center and Martin Delaney Center, plus some capital upgrade money) – Perhaps $1.5 million HUD EDI (no match)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-402: Charles Town Augustine Avenue Phase II Agreement and Resolution

Augustine Avenue Phase II Agreement and Resolution

ATTACHMENTS:

- Charles Town Augustine Avenue Phase II Package.pdf
- Resolution for Augustine Trail Phase 2.docx

Docusign Envelope ID: A7B0B0D0-3666-4CED-89B1-D230954A4B12

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways
1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

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

March 20, 2025

Ms. Alissa Meeks
Director of Community Development
City of Charles Town
101 East Washington Street
Charles Town, West Virginia 25414

Dear Ms. Meeks:

The enclosed proposed Agreement is for the Charles Town Augustine Avenue – Phase II Congressionally Directed Spending (CDS) project (State Project: U319-CHA/RL-4. 00) in Jefferson County. Please review the proposed Agreement carefully as it will indicate the manner in which your project will be funded.

If this proposed Agreement is acceptable, please sign and return, along with your Resolution and the required Sponsor's match in the amount of $350,000.00. *Do not date the front page, paragraph one*, as this date will be entered when the Agreement is fully executed. Once the Agreement is fully executed, you will receive a copy for your files.

Should you have any questions, please contact Mr. Oliver, Project Manager, by phone at (304) 205-6207 or email at Kyle.J.Oliver@wv.gov. Correspondence can be mailed to West Virginia Division of Highways, Planning Division, Building 6, Room 220, 1900 Kanawha Boulevard, East, Charleston, West Virginia 25305.

Sincerely,

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

STR:Ot

Enclosures

Docusign Envelope ID: A7B0B0D0-3666-4CED-89B1-D230954A4B12

WEST VIRGINIA

DEPARTMENT OF TRANSPORTATION

DIVISION OF HIGHWAYS

AGREEMENT

STATE PROJECT: U319-CHA/RL-4. 00

FEDERAL PROJECT: TAP-2025(043)D CONSTRUCTION

CHARLES TOWN AUGUSTINE AVENUE PHASE II

CONGRESSIONALLY DIRECTED SPENDING

JEFFERSON COUNTY

THIS AGREEMENT, executed, made and entered into this _____ day of _____, 20_____, by and between the **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS**, hereinafter called **"DEPARTMENT"** and the **CITY OF CHARLES TOWN**, hereinafter called **"SPONSOR".**

WITNESSETH that,

WHEREAS, DEPARTMENT and **SPONSOR** have determined that a project for Charles Town Augustine Avenue Phase II is an eligible project for funding under the special Congressionally Directed Spending, Federal Fiscal Year 2023; and

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WHEREAS, DEPARTMENT desires to cooperate with **SPONSOR** in accomplishing the project; and

WHEREAS, by Resolution bearing the date of the _____ day of_____, 20_____, the **CITY OF CHARLES TOWN** directed the proper authorities to execute, acknowledge and deliver this Agreement, a copy of which Resolution is affixed hereto and made a part hereof; and

WHEREAS, **SPONSOR**, has received FFY 2023 Congressionally Directed Spending Funding; and

NOW, THEREFORE, it is mutually agreed as follows:

A. That **DEPARTMENT**, in coordination with the **SPONSOR,** and their consultant, shall develop a scope of work that may include the following elements:

1. **SPONSOR'S** consultant will develop design plans and provide them to **SPONSOR** and **DEPARTMENT** for review;
2. **SPONSOR'S** consultant will develop the entire design plans, specifications, and estimate (PS&E) package (and any other bid related documentation) and submit it to the **DEPARTMENT** for review and approval. **DEPARTMENT** will submit to the Federal Highway Administration (FHWA) for review and approval;
3. **SPONSOR'S** consultant will prepare construction documents that will include construction cost opinion for the project area upon the completion of the design development stage. The construction

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documents shall include existing conditions, demolition layout, grading, site utilities (primarily storm drainage), details for construction;

4. **SPONSOR'S** consultant will provide responses to technical questions from **DEPARTMENT** during the bidding process.

B. That **SPONSOR'S** consultant will submit such designs to **DEPARTMENT** and **SPONSOR** for review and written approval prior to any construction. The **DEPARTMENT** will advertise and award the project and oversee the construction/inspection. The **DEPARTMENT** will then contract with a qualified contractor for the construction of those project elements approved with the Construction plan, which may include:

1. Construction and reconstruction of Americans with Disabilities Act (ADA)-compliant sidewalks from Page-Jackson School Road to Washington Patriots Drive along Augustine Avenue in the City of Charles Town;
2. Drainage improvements as necessitated by the project; and
3. Installing landscaping and other pedestrian amenities.

The above-described scope of work is to hereafter be referred to as **"PROJECT"**.

Docusign Envelope ID: A7B0B0D0-3666-4CED-89B1-D230954A4B12

C. The project funding shall be divided between the project Design and Construction Phases and administered by the **DEPARTMENT** with separate state authorizations for each phase.

The total eligible project cost for the Construction Phase set forth in this Agreement is one million seven hundred fifty thousand dollars ($1,750,000.00). Of this amount, one million four hundred thousand dollars ($1,400,000.00) will come from Congressionally Directed Spending (CDS) funds at eighty percent (80%). The **SPONSOR** shall be responsible for the remaining twenty percent (20%) match of three hundred fifty thousand dollars ($350,000.00).

SPONSOR will also be responsible, at the one hundred percent (100%) level, for all costs in excess of the total eligible project costs as set by this Agreement.

Table 1.0 presents the project funding breakdown.

D. That **SPONSOR** shall provide for, or cause to be provided for, the future maintenance of **PROJECT** for a period of no less than ten (10) years once the work under this Agreement is completed. Further, it is acknowledged and agreed that all future maintenance of project elements constructed under this Agreement will be the sole responsibility of **SPONSOR**.

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E. That using funds from the Transportation Alternatives (TA) or Recreational Trails Program (RTP) for the design of the project, **SPONSOR** must agree that the design plans will be utilized in the construction of a completed project within ten (10) years of the design funding authorization. The United States Code of Federal Regulations 23 CFR 630.112©(2) requires repayment of all federal funds used in the design and development of a project where construction has not been initiated with ten (10) years of authorization of funds used for design.

F. That the **DEPARTMENT** will be the lead agency and will charge the necessary labor, materials, and equipment necessary to complete the **PROJECT** directly to the federal authorization. It is also acknowledged and agreed that the funding for the **PROJECT** is limited, and that project costs may not exceed the amount agreed upon in Item C of this Agreement without a Supplemental Agreement outlining the amount of funding to be added and the source of that funding.

G. That to assure budgetary constraints are observed, prior to advertising the **PROJECT** for construction, a meeting between the **DEPARTMENT** and **SPONSOR** will be conducted to determine the amount of **PROJECT** funding remaining in the account and to determine the work elements to be performed. Both **the DEPARTMENT** and **SPONSOR** must agree, in writing, to the construction work elements to be performed prior to the **PROJECT** being advertised.

Docusign Envelope ID: A7B0B0D0-3666-4CED-89B1-D230954A4B12

H. That when using a contractor, the **DEPARTMENT** will comply, and ensure compliance, with established provisions of the Federal Davis-Bacon Act Wage Codes.

I. That the following attachment(s) is incorporated herein and made a part hereof as though fully set out herein: Attachment A-1 – "Transportation Alternatives Grant Program General Clauses and Covenants (October 29, 2015)" and FHWA-1273 "Required Contract Provisions Federal-Aid Construction Contracts". **DEPARTMENT** and Federal Highway Administration attachment guidelines shall apply if applicable.

IN WITNESS WHEREOF, the parties hereto have caused their respective names to be signed by their duly authorized officers.

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION,
DIVISION OF HIGHWAYS

Secretary of Transportation / Commissioner of Highways

(signature) *(title)*

CITY OF CHARLES TOWN

(signature) *(title)*

Distribution:
City of Charles Town
Planning Division
Legal Division

APPROVED AS TO FORM ON
2/24/2025
ATTORNEY LEGAL DIVISION
WEST VIRGINIA DEPARTMENT
OF TRANSPORTATION.
DIVISION OF HIGHWAYS

NUMBER: 2502067

Docusign Envelope ID: A7B0B0D0-3666-4CED-89B1-D230954A4B12

TABLE 1.0 CHARLES TOWN AUGUSTINE AVENUE PHASE II
FUNDING BREAKDOWN
FFY 2023
STATE PROJECT: U319-CHA/RL-4. 00
FEDERAL PROJECT: TAP-2025(043)D (CONSTRUCTION)

FUNDING TYPE	FEDERAL FUNDS	SPONSOR MATCHING FUNDS	TOTAL
CONSTRUCTION PHASE TAP-2025(043)D			
FFY 2023 CDS Funds	$1,400,000.00	$350,000.00	$1,750,000.00
Total Construction Funds	$1,400,000.00	$350,000.00	$1,750,000.00

Matching funds to be provided by Sponsor

CDS - Congressionally Directed Spending, FFY 2023

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ATTACHMENT A-1

TRANSPORTATION ALTERNATIVES GRANT PROGRAM

GENERAL CLAUSES AND COVENANTS

(October 29, 2015)

1. The **SPONSOR,** by signature on the attached Agreement, confirms that it has: the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including meeting the responsible charge responsibilities) to manage federal assistance; funds sufficient to pay the non-Federal share of project costs and to ensure proper planning, management and completion of the project described in this Agreement.

2. The **SPONSOR** shall not begin work, or cause any work to begin, for which costs the **SPONSOR** intends to seek reimbursement, until such time that the **SPONSOR** receives written notice to proceed from the **DEPARTMENT.**

3. The **SPONSOR** is responsible for **PROJECT** oversight and inspection (i.e. have a person in responsible charge, defined as a full-time public employee who is accountable for a project. This person is expected to be able to perform the following duties and functions: Administers inherently governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of Federal-aid projects; maintains familiarity of day to day project operations, including project safety issues; makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements; visits and reviews the project on a frequency that is commensurate with the magnitude and complexity of the project; reviews financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse; and directs project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation and is aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff

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at all stages of the project) including materials procurement and control during any and all phases of construction, as well as for obtaining all necessary permits. **SPONSOR** shall provide and maintain competent and adequate supervision at the construction site to ensure that the completed work conforms with the **DEPARTMENT** approved plans and specifications and shall furnish progress reports and/or such other information as may be required by **DEPARTMENT** as well as maintaining/retaining project documentation concerning vendor selection, material acquisition, consultant procurement and contractor selection.

4. The **SPONSOR** shall indemnify and hold harmless the **DEPARTMENT**, its officers and employees from any and all suits, claims, liability, losses, liens and demands, fines, costs, criminal and civil penalties, causes of action or any other obligation, including but not limited to attorney's fees and costs of investigations, arising out of or in any manner connected with the work performed by the **SPONSOR**, its agents, employees or contractors, under this Agreement, during or any time after such work is being or has been performed, including (without limitation) liability involving bodily injury, death, property damage or any violation or alleged violation of any Federal, State or local law or regulation, except for any liability or damages due to the willful or intentional unlawful acts or the negligence of the **DEPARTMENT** or its employees.

5. The **SPONSOR**, unless otherwise noted in the attached agreement, shall erect a sign, made of a durable material, at least four foot by eight foot (4' x 8') in size, at the site of the **PROJECT** where it can be viewed by persons in the area of the **PROJECT**. It will, at minimum, contain the following information in letters clearly legible:

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(NAME OF PROJECT)

This project includes funding from the Federal Highway Administration's Transportation Alternatives Program administered by the West Virginia Department of Transportation, Division of Highways

Transportation Alternatives Funds

$_____

Such sign is to be placed at the site immediately following the **SPONSOR'S** receipt of notice to proceed for construction and remain at the site until the **PROJECT'S** final inspection by the **DEPARTMENT**.

6. The **SPONSOR** shall establish safeguards to prohibit employees from using their positions for a purpose that constitutes, or presents the appearance of, either personal or organizational conflict of interest, or personal gain.

7. The **SPONSOR** shall comply with and ensure compliance with all Federal Statutes relating to the Anti-Lobbying Requirement, Pub. L. 101-121, Section 319, 31 U.S.C. § 1352, that prohibits the recipient, or any lower tier subrecipients, of a Federal contract, grant, loan or cooperative Agreement from expending Federal funds to pay any person for influencing or attempting to influence a Federal agency or the Congress in connection with the awarding of any Federal contract, the making of any Federal grant or loan or the entering into of any cooperative Agreement.

8. The **SPONSOR** agrees to establish a proper accounting system in accordance with generally accepted accounting standards or agency directives, and shall be responsible for insuring that its consultant(s) and/or contractor(s)/subcontractor(s) maintain all books, document papers, records, supporting cost proposals, accounting records, employees time cards, payroll

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records and other evidence pertaining to costs incurred in the **PROJECT** and is to make such materials available at all reasonable times during the contract period and for four (4) years after the date of **DEPARTMENT'S** closing of the project, for inspection and/or audit by **DEPARTMENT**, Federal Highway Administration, or any other authorized representative of either the State or Federal government.

9. The **SPONSOR**, unless otherwise noted in the attached Agreement, agrees to begin the **PROJECT** within nine (9) months of, and complete said **PROJECT** within two (2) years after, the date the Notice to Proceed is issued by the **DEPARTMENT.** Failure to meet this deadline, without good and acceptable cause, may cancel the **DEPARTMENT'S** participation in said **PROJECT**, at the sole discretion of **DEPARTMENT,** and any remaining funds may be forfeited by the **SPONSOR**; repayment of the **PROJECT'S** Federal share may also be required. It is the express responsibility of the **SPONSOR** to inform the **DEPARTMENT**, in an expeditious manner, if any condition(s) arise which may result in this deadline not being met.

10. The **SPONSOR** acknowledges that construction contracts are required to be advertised and awarded to the lowest responsible and responsive bidder through the competitive bidding process, while consulting services are to be chosen by solicitation of letter of qualifications, interview of candidate, and selection based on qualification, rather than price per the **DEPARTMENT'S** consultant selection procedures. Any usage of a **SPONSOR'S** consultant's selection process or deviation from these processes requires prior written approval by **DEPARTMENT**. In addition, the **SPONSOR** acknowledges and agrees that no contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with Executive Orders 12549 and 12689, "Debarment and Suspension" and 49 CFR 29.

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11. The **SPONSOR** must retain a copy of all newspaper advertisements for requests for proposals for consultant and/or contractor/subcontractor bids, and a copy of all proposals and bids received for consideration. The documents must be kept on file by the **SPONSOR** pending Final Audit by **DEPARTMENT**. In addition, copies of these documents shall be provided to **DEPARTMENT** as generated as part of the **DEPARTMENT'S** project record.

12. The **SPONSOR** must retain a copy of the contract for the consultant(s) and/or contractor(s)/subcontractor(s) chosen. To ensure compliance with requirements, all bid documents and request for proposal/consultant documents must be kept on file by the **SPONSOR** pending Final Audit by the **DEPARTMENT.** In addition, copies of these documents shall be provided to the **DEPARTMENT** as generated as part of the **DEPARTMENT'S** project record.

13. The **SPONSOR,** if it is a non-Federal entity and has received seven hundred fifty thousand dollars ($750,000) or more in Federal funds in the prior fiscal year, shall furnish to the **DEPARTMENT** a single or program-specific audit conducted for that year in accordance with the provisions of the Office of Management and Budget Circular No. A-133.

14. The **SPONSOR** shall notify the **DEPARTMENT**, at least thirty (30) days in advance, of any ceremonies or "ribbon-cutting" celebrations commemorating the **PROJECT.**

15. The **SPONSOR** shall recognize both the **DEPARTMENT** and the Federal Highway Administration in all press releases, announcements, brochures, websites and/or literature concerning the **PROJECT**.

16. **SPONSOR** shall ensure that:

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a. No person, on the grounds of age, race, religion, color, sex, national origin, or disability shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the use of said **PROJECT**.

b. Discrimination against the public shall not be practiced in accommodations operated within the area of use.

c. The property shall be used in compliance with all other requirements imposed by the **DEPARTMENT** pursuant to Title 49, CFR, Part 21, including amendments.

17. The **SPONSOR** shall comply, and ensure compliance by its consultant(s) and contractor(s)/subcontractor(s), with the provisions of the West Virginia Prevailing Wage Code regarding labor standards for Federally assisted construction, the Copeland "Anti-Kickback" Act (40 U.S.C. § 276C and 18 U.S.C. § 874), the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), "Equal Employment Opportunity" Executive Orders 11246 and 11375 and 41 CFR 60, the Drug Free Workplace Act of 1988, the "Buy American" requirements concerning the purchase of steel for Federally funded projects (23 CFR 635.410 (b), Worker Visibility Regulations that require that all persons working within the right-of-way of a Federal Aid Highway wear highly visible safety apparel that meets the Performance Class 2 or 3 requirements of ANSI/ISEA 107-204 publication entitled, "American National Standard for High-Visibility Safety Apparel and Headwear," and if applicable Davis-Bacon Act Wage Codes (40 U.S.C. §§ 276a to 276a-7).

18. The **SPONSOR** shall notify and shall furnish **PROJECT** plans to utilities known to have facilities within the **PROJECT** limits and/or affected by the **PROJECT**; and shall arrange for any necessary relocation or adjustment of affected utilities.

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19. The **SPONSOR** shall ensure that all property and/or right-of-way necessary to construct this **PROJECT** shall be acquired in accordance with all applicable Federal and State laws, policies and procedures, which include but are not limited to Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Pub. L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

20. The **SPONSOR** shall comply with, and ensure compliance by its consultant(s) and contractor(s)/subcontractor(s) with, all Federal statutes, executive orders, rules, and regulations regarding the "Americans With Disabilities Act," 28 CFR 35 and 29 CFR 1830 and with the "General Prohibitions Against Discrimination," 28 CFR 35 and all other regulations under Title II of "The Americans With Disabilities Act" which are applicable.

21. The **SPONSOR** shall comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234) which requires recipients in a special flood hazard area to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

22. It is the policy of the **DEPARTMENT** that Disadvantaged and Women-owned Business Enterprises shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds.

23. The **DEPARTMENT** shall review the **PROJECT'S** applicability to both Federal Highway Administration and State requirements for a Federally funded project and if the **PROJECT** qualifies, will complete the appropriate documents for compliance with the National Environmental Policy Act (NEPA).

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24. The **SPONSOR** shall adhere to all existing agreements with State and Federal resource agencies that relate to National Environmental Policy Act (NEPA) compliance. Any special provisions and/or mitigation measures will be strictly followed and monitoring may be required.

25. The **SPONSOR** shall be responsible for any additional documentation, actions, or permits necessary for compliance with the NEPA and the 106 process, which include but are not limited to documentation, actions, or permits involving: historic and archaeological surveys, 4(f) statements, noise assessment and abatement, air quality impact assessment and abatement, water quality impact assessment and abatement, hazardous waste/underground toxic assessment and abatement, navigable stream impact assessment and mitigation, wetland impact assessment and mitigation, endangered species impact assessment and mitigation, wild and scenic river impact assessment and mitigation, and/or any other environmental, cultural, or natural impact statement and mitigation as applicable.

26. The **SPONSOR**, in consultation with the **DEPARTMENT**, shall secure all necessary approvals, permits and licenses from all other governmental agencies as may be required to complete the **PROJECT**. This obligation shall include the responsibility for the preparation or revision of environmental impact statements, environmental assessments, environmental reports or other documents required by law and/or environmental litigation; and the defense of environmental litigation resulting from the planning, design and/or construction of the **PROJECT**. At the **DEPARTMENT'S** request, the **SPONSOR** shall furnish to the **DEPARTMENT**, prior to advertising and letting **PROJECT**, evidence of the approvals, permits, licenses and approved environmental documents.

27. The **SPONSOR** shall comply with and ensure compliance by its consultant(s) and contractor(s)/subcontractor(s) with, all applicable standards, executive orders or regulations, if applicable, issued pursuant to the Clean Air Act (42

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U.S.C. §§ 7401 et. seq.), the Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et. seq.), and the Energy Policy and Conservation Act (Pub. L. 94-163).

28. The **SPONSOR** shall administer all contracts/subcontracts and be responsible for insuring that all work shall be performed and purchases made in a manner satisfactory to the **DEPARTMENT** and in accordance with the established practices and procedures of the **DEPARTMENT,** and all Federal and State laws, rules, regulations, executives orders, policies and procedures which include, but are not limited to, those included in the Transportation Alternatives Program Application Package, the Federal Aid Policy Guide 23 CFR 633A and entitled "PART 633 – REQUIRED CONTRACT PROVISIONS", and the Rules and Regulations of the West Virginia Department of Transportation, Division of Highways, Series I Section 8 entitled Procurement Procedures for Negotiated Contracts, as applicable.

29. The **SPONSOR** acknowledges and agrees that the **DEPARTMENT** and the Federal Highway Administration reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for governmental purpose(s):

a) the copyright of any work developed under this grant, subgrant or contract under this grant or subgrant; and

b) any rights of copyright to which a grantee, subgrantee, consultant, or contractor acquires or purchases ownership with support from this grant.

30. The **DEPARTMENT** shall bear one hundred percent (100%) of all administrative costs incurred by the **DEPARTMENT**, such as reviewing and processing invoices from the **SPONSOR**.

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31. The **SPONSOR** acknowledges and agrees that the future sale, lease, transfer of title or modification in use of any property either purchased with, or receiving improvements funded through, this Agreement and occurring within the specified maintenance term requires prior approval by the **DEPARTMENT** and/or the Federal Highway Administration and could require repayment, by the **SPONSOR**, of Federal funds involved.

32. The **SPONSOR** acknowledges and agrees that failure to adhere to and comply with, and ensure compliance by its consultant(s), contractor(s) and subcontractor(s) with any item in the attached Project Agreement may result in the repayment, by the **SPONSOR**, of any and all Federal funds expended on the project. It will be at the sole discretion of the Federal Highway Administration and/or the **DEPARTMENT** to determine if the violation warrants repayment and the amount to be repaid. Prior to any obligation of repayment, the **SPONSOR** shall be provided with a written notice of any alleged violation and allowed a reasonable opportunity to cure said violation.

33. By entering into this Agreement the **SPONSOR** assures and certifies, with respect to this **PROJECT**, that it will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this project. Performance under this Agreement shall be governed by and in compliance with the following requirements as applicable to the type of organization of the **SPONSOR**. The applicable provisions to the Agreement include but are not limited to the following:

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SUBJECT	USC	CFR	OTHER LAWS	Applicability			
				Construction Contracts NHS	Construction Contracts Non-NHS	Highway Construction or "Service Contracts"	
Prohibition Against Use of Local Hiring Preferences (FHWA-1273 - Sec 1-6)		635.117(b)		Yes	Yes		No
Prohibition Against the Use of Convict Labor (FHWA-1273 - Sec 1-6)	23 USC 114(b)	23CFR 635.117(a)		Yes	Yes**		No
Nondiscrimination (FHWA-1273 - Sec II)	23USC 140, 23 USC 324, 49 USC 322, 42 USC 12101-12213, 42 USC 3601-3619	23 CFR 200, 23 CFR 230D, 23 CFR 635.17 28 CFR 35 29 CFR 1630 41 CFR 60 49 CFR 21, 23 28 CFR 50.3 49 CFR 25	"The Civil Rights Act of 1964, Title VI "The Age Discrimination and Employment Act of 1967 "The Age Discrimination of 1975 "The American Disabilities Act of 1990	Yes	Yes		Yes
Non-segregated Facilities (FHWA-1273 - Sec III)		23 CFR 633A 41 CFR 60.1.8	Title VI	Yes	Yes		Yes
Payment of Predetermined	23 USC 113,	23 CFR 635, 309(f),	Davis-Bacon Act Copeland	Yes	**		**

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SUBJECT	USC	CFR	OTHER LAWS	Applicability		
				Construction Contracts		Non-Highway Construction or "Service Contracts"'
				NHS	Non-NHS	
Minimum Wage (FHWA-1273 - Sec IV)	**40 USC 276 (a) & (c)**	**29 CFR 1, 3, 5**	**Anti-Kickback Act**			
Statements and Payrolls (FHWA-1273 - Sec V)	**40 USC 276 (a) & (c), 18 USC 874**	**23 CFR 635.118 29 CFR 3, 5**	**Davis-Bacon Act Copeland Anti-Kickback Act**	**Yes**	**	**
Record of Material, Supplies and Labor (FHWA 47) (FHWA-1273 - Sec VI)		**23 CFR 635.126**		**Yes	**No**	**No**
Subletting or Assigning the Contract (FHWA-1273 - Sec VII)		**23 CFR 635.116**		**Yes**	**No**	**No**
Safety: Accident Prevention (OSHA compliance) (FHWA-1273 - Sec VIII)	**40 USC 333**	**23 CFR 635.108 29 CFR 1926**	**OSHA**	**Yes**	**Yes**	**Yes**
False Statements Concerning Highway Projects (FHWA-1273 - Sec IX)	**18 USC 1020**	**23 CFR 633A, 23 CFR 635.119**		**Yes**	**Yes**	**Yes**
Implementation of the Clean Air Act and Federal Water	**33 USC 1251 42 USC**	**23 CFR 633A**		**Yes**	**Yes**	**Yes**

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SUBJECT	USC	CFR	OTHER LAWS	Applicability			
				Construction Contracts NHS	Construction Contracts Non-NHS	Highway Construction or "Service Contracts"	Non-Construction Contracts
Pollution Control Act (FHWA-1273 - Sec X)	1857	40 CFR 15					
Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (FHWA-1273 - Sec X1)		23 CFR 635.112(g) 49 CFR 29		Yes	Yes	Yes	
Certification Regarding the Use of Contract Funds for Lobbying (FHWA-1273 - Sec X11)	49 USC 322A	23 CFR 635.112(g) 49 CFR 20 49 CFR 29		Yes	Yes	Yes	
Appalachian Contract Employment Preference	40 USC Appendix 201	23 CFR 633B	Appalachian Regional Development Act	**	**	**	
Buy America	STAA Section 165 ISTEA Section 1041(a) & 1048(b)	23 CFR 635.410		Yes	Yes	**Yes	
Disadvantaged Business Enterprise	23 USC 140(b)	23 CFR 200 & 230B, C, D 49 CFR Part 26 (DBE) 49 CFR Part		**Yes	**Yes	**Yes	

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SUBJECT	USC	CFR	OTHER LAWS	Applicability		
				Construction Contracts		Non-Highway Construction or "Service Contracts"
				NHS	Non-NHS	
		21 (Title V1)				
Indian Preference on Federal-aid Projects (Labor & Employment)	23 USC 140 42 USC 2000e-2i	23 CFR 635.117		**	**	**
Non-Collusion Certification	23 USC 112	23 CFR 635.112(f)		Yes	Yes	No
On-the-Job Training	23 USC 140(a) & (b)	23 CFR 230A		Yes	**	**
Standardized Changed Conditions Contract Clauses	23 USC 112(e)	23 CFR 635.109		Yes	Yes	No
Drug - Free Workplace		49 CFR 29		**	**	**
Publicly Owned Equipment		23 CFR 635.106	OMB Circular A-87	Yes	Yes	No
Contractor Purchased Equipment for State Ownership	23 USC 302	23 CFR 140 49 CFR Part 18 49 CFR Section 18.3		Yes	Yes	No
Equipment Rental Rates		48 CFR Part 31	OMB Circular A-87 FAPG NS 23	Yes	Yes	No

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SUBJECT	USC	CFR	OTHER LAWS	Applicability			
				Construction Contracts		Non-Construction or "Service Contracts"	Highway Contracts
			CFR 635.120		NHS	Non-NHS	
Foreign Contractor and Supplier Restriction		49 CFR 30		Yes	Yes		No
Prohibition Against Convict Produced Materials	23 USC 114(b) (2)	23 CFR 635.417		Yes	**		No
Patented / Proprietary Products	23 USC 112	23 CFR 635.411		Yes	Yes		No
State Preference	23 USC 112	23 CFR 635.409		Yes	Yes		No
State Owned / Furnished/ Designated Materials	23 USC 112	23 CFR 635.407		Yes	Yes		No
Public Agencies in Competition with the Private Sector	23 USC 112	23 CFR 635.112(e)		Yes	Yes		No
Salvage Credits		49 CFR 18.36		Yes	Yes		No
Warranty		23 CFR 635.413		Yes	No		No

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SUBJECT	USC	CFR	OTHER LAWS	Applicability			
				Construction Contracts NHS	Construction Contracts Non-NHS	Non-Highway Construction or "Service Contracts"	
Alternate Bids		23 CFR 635.411(b)		Yes	No		No
Incentive / Disincentive Clauses		23 CFR 635.127(d,f)		Yes	No		No
Standard Specifications and Plans		23 CFR 630B		Yes	No		No
Engineer's Estimate		23 CFR 630B		Yes	No		No
Method of Construction (low bid for construction contracts)	23 USC 112(a) & (b)	23 CFR 635.104 49 CFR 18.36		Yes	Yes		No
Owner Force Account / Cost Effective Justification		23 CFR 635B		Yes	Yes		No
Bonding and Prequalification		23 CFR 635.110		Yes	Yes**		No
Advertising for Bids	23 USC 112	23 CFR 635.112(d) (e) (f) (g) (h), 49 CFR 18.36		Yes	**		No

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SUBJECT	USC	CFR	OTHER LAWS		Applicability	
				Construction Contracts NHS	Non-Highway Construction or "Service Contracts" Non-NHS	
Bid Opening and Tabulation		23 CFR 635.113(a)		Yes	**	No
Bid Analysis and Award of Contract	23 USC 112	23 CFR 635.114		Yes	**	No
Contract Time		23 CFR 635.121		Yes	No	No
Change Orders		23 CFR 635.120-121		Yes	No	No
Claims		23 CFR 635.124		Yes	No	No
Liquidated Damages		23 CFR 635.127		Yes	No	No
Progress Payments		23CFR 635.122		Yes	No	No
Project Supervision and Staffing	23 USC 114 & 302	23 CFR 635.105		Yes	Yes	No
Subcontracting		23 CFR 635.116		Yes	No	No
Suspension and Debarment		49 CFR 29		Yes	Yes	Yes

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SUBJECT	USC	CFR	OTHER LAWS	Applicability		
				Construction Contracts		Non-Highway Construction or "Service Contracts"
				NHS	Non-NHS	
Termination of Contracts		**23 CFR 635.125**		**Yes**	**No**	**No**
Audits	**23 USC 112(b) (2) (c)**	**49 CFR 18.26; and 48 CFR 31, Federal Acquisitions Regulations**	**OMB Circular A-133**	**Yes**	**Yes**	**Yes**
Records Retention		**49 CFR 18**		**Yes**	**Yes**	**Yes**

City of Charles Town

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

RESOLUTION 2025-002

RESOLUTION AUTHORIZING THE CITY TO ENTER INTO A TRANSPORTATION ALTERNATIVES PROJECT AGREEMENT WITH THE WEST VIRGINIA DIVISION OF HIGHWAYS FOR PHASE II CONSTRUCTION OF THE AUGUSTINE AVENUE TRAIL.

WHEREAS, in 2022, the City of Charles Town "City" and further identified as "Sponsor" entered into an Original Agreement with the West Virginia Department of Transportation, Division of Highways, known as the "Department" for the participation of both the Sponsor and Department to design and construct the Charles Town Augustine Trail Phase I; and

WHEREAS, the Department and Sponsor have determined Augustine Avenue Phase II is an eligible project for funding under the special Congressionally Directed Spending, and the Sponsor has received funding from Fiscal Year 2023 Congressionally Directed Spending; and

WHEREAS, the total eligible project cost for Construction Phase II is $1,750,000.00 and of this amount, $1,400,000.00 will come from Congressionally Directed Spending funds at eighty percent (80%) and the Sponsor shall be responsible for the remaining twenty (20%) percent match of $350,000.00; and

WHEREAS, the Sponsor will be responsible at the one hundred percent (100%) level for all Phase II costs in excess of the total eligible project costs; and

WHEREAS, the Charles Town City Council has continually established and expressed the completion of the Augustine Trail System is a high priority project;

NOW, THEREFORE LET IT BE RESOLVED, that the City of Charles Town City Council approves the attached West Virginia Department of Transportation Division of Highways Agreement State Project: U319-CHA/RL-4.00 Federal Project: TAP-2025(043) D Construction and authorizes the Mayor of Charles Town to sign the agreement to immediately fund the phase II portion of the project.

Adopted the _____ day of _____, 2025.

_____
Robert Trainor
Mayor

_____
John Nissel
City Manager

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-405: Infrastructure Committee Vacancy

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-406: B&O Status - APUS - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-407: Real Estate Redevelopment - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-408: Jefferson County Parks and Recreation Fireworks Partnership Request

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-410: Charles Town Parks and Recreation Commission Discussion

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Referral
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-367: Zoning Inspections Referred to Ordinance Committee

The City's Codified Ordinances need revised to include provisions that incorporate language related to the City conducting "zoning inspections." The Zoning Code allows for "zoning inspections" but there is no provision in code that allows for enforceable life/safety mechanisms should there be an issue.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-404: Payment of Bills - April 7, 2025

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2025-04-07.pdf
- CAPITAL RESERVE COUNCIL REPORT 2025-04-07.pdf
- PARKS N REC COUNCIL REPORT 2025-04-07.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KERNS RONALD E	4/04/25	EVIDENCE TRANS&APPRAISAL	GENERAL FUND	POLICE DEPARTMENT	120.00
				TOTAL:	120.00
AARON C AMORE	4/04/25	RMBSMT SEEDS FOR SKATE PK	GENERAL FUND	PLANNING & ZONING	503.00
				TOTAL:	503.00
AMAZON	3/20/25	TR MECH PENCIL & REFILL	GENERAL FUND	TREASURER'S OFFICE	20.36
	3/20/25	TR ORGANIZERS	GENERAL FUND	TREASURER'S OFFICE	32.99
	3/20/25	TR ORGANIZERS	GENERAL FUND	TREASURER'S OFFICE	19.69
	3/20/25	TR ORGANIZERS	GENERAL FUND	TREASURER'S OFFICE	20.69
	3/20/25	TR 2 BANKER BOXES	GENERAL FUND	TREASURER'S OFFICE	114.16
	4/04/25	SCHUTZ PRINTER	GENERAL FUND	PLANNING & ZONING	69.99
	3/20/25	CH 100 PLASTIC CUP	GENERAL FUND	CITY HALL	31.98
	4/04/25	CH PATIO CHAIRS&TABL&UMBR	GENERAL FUND	CITY HALL	169.99
	4/04/25	CH WIRELESS CLICKER	GENERAL FUND	CITY HALL	21.24
				TOTAL:	501.09
APPLE VALLEY WASTE SERVICE, INC.	3/20/25	FEB25 CH&JMP TRASH SERV	GENERAL FUND	STREETS & HIGHWAYS	660.13
	3/20/25	FEB25 CH&JMP TRASH SERV	PARKS & REC	PARKS & REC	525.00
				TOTAL:	1,185.13
AVG INTERMEDIATE HOLDiNGS LLC	4/04/25	OVERPMNT BL RNWL 8048	GENERAL FUND	TREASURER'S OFFICE	455.00
				TOTAL:	455.00
BOLAND TRANE SERVICES INC	4/04/25	PD APRIL 25 HVAC SERV	GENERAL FUND	POLICE DEPARTMENT	457.00
	3/20/25	MARCH25 PD HVAC SERV	GENERAL FUND	POLICE DEPARTMENT	457.00
				TOTAL:	914.00
CASTO & HARRIS, INC.	4/04/25	MAY25 ELECTION BALLOT&KIT	GENERAL FUND	ELECTIONS	2,578.36
				TOTAL:	2,578.36
CHARLES TOWN PHARMACY	3/20/25	B&O PEN WAIVER	GENERAL FUND	TREASURER'S OFFICE	600.00
				TOTAL:	600.00
CITY OF CHARLES TOWN BOARD OF PARKS AN	4/04/25	MARCH25 HOTEL/MOTEL COL	GENERAL FUND	TRANSFERS	5,181.41
				TOTAL:	5,181.41
CITY OF CT CAPITAL RESERVE	4/04/25	FEB25 TBL GMS/GRNBR/LMTD	GENERAL FUND	TRANSFERS	18,766.25
	4/04/25	FEB25 TBL GMS/GRNBR/LMTD	GENERAL FUND	TRANSFERS	21.35
	4/04/25	FEB25 TBL GMS/GRNBR/LMTD	GENERAL FUND	TRANSFERS	1,239.23
	4/04/25	FEB25 TBL GMS/GRNBR/LMTD	GENERAL FUND	TRANSFERS	89,916.14
				TOTAL:	109,942.97
COMCAST CORPORATION	4/04/25	03/25 CH INTERNET	GENERAL FUND	CITY HALL	313.35
	4/04/25	MARCH 25 PD TV SERV	GENERAL FUND	POLICE DEPARTMENT	10.46
	3/20/25	MARCH 25 MD INTERNET SERV	GENERAL FUND	STREETS & HIGHWAYS	97.25
	4/04/25	APRIL 25 MD INTERNET SERV	GENERAL FUND	STREETS & HIGHWAYS	97.25
				TOTAL:	518.31
CREAMERS AUTO SERVICE CENTER, LLC	3/20/25	CAR#13 WV INSP	GENERAL FUND	POLICE DEPARTMENT	18.67
	3/20/25	CAR16 WV INSP	GENERAL FUND	POLICE DEPARTMENT	18.67
	4/04/25	CAR#8 OIL/BRAKES/BATTERIE	GENERAL FUND	POLICE DEPARTMENT	1,132.57
	4/04/25	CAR#8 OIL/BRAKES/BATTERIE	GENERAL FUND	POLICE DEPARTMENT	45.95
	4/04/25	CAR#12 OIL SERV& TIRE ROT	GENERAL FUND	POLICE DEPARTMENT	19.95
	4/04/25	CAR#12 OIL SERV& TIRE ROT	GENERAL FUND	POLICE DEPARTMENT	128.86
	4/04/25	CAR#5 HVAC HOSE REPAIR	GENERAL FUND	POLICE DEPARTMENT	231.25

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	1,595.92
CHARLES TOWN BUILDING COMMISSION	4/04/25	CWH, CTUB, PD RENT	GENERAL FUND	CITY HALL	16,667.00
	4/04/25	CWH, CTUB, PD RENT	GENERAL FUND	CITY HALL	2,550.00
	4/04/25	CWH, CTUB, PD RENT	GENERAL FUND	POLICE DEPARTMENT	7,840.98
				TOTAL:	27,057.98
CHARLES TOWN UTILITY BOARD	3/20/25	CH PD WATER SERV	GENERAL FUND	CITY HALL	107.33
	3/20/25	CH PD WATER SERV	GENERAL FUND	CITY HALL	100.67
	4/04/25	3/15/25 WATER SERV	GENERAL FUND	CITY HALL	100.67
	4/04/25	3/15/25 WATER SERV	GENERAL FUND	CITY HALL	109.78
	3/20/25	CH PD WATER SERV	GENERAL FUND	POLICE DEPARTMENT	305.15
	4/04/25	3/15/25 WATER SERV	GENERAL FUND	POLICE DEPARTMENT	292.47
	4/04/25	PD 2/28 WATER DELIV &CUP	GENERAL FUND	POLICE DEPARTMENT	90.92
	4/04/25	PD 2/28 WATER DELIV &CUP	GENERAL FUND	POLICE DEPARTMENT	39.13
	3/20/25	CH PD WATER SERV	GENERAL FUND	STREETS & HIGHWAYS	60.01
	4/04/25	3/15/25 WATER SERV	GENERAL FUND	STREETS & HIGHWAYS	80.56
				TOTAL:	1,286.69
EMPOWER RETIREMENT	3/21/25	1/17/25 DFCMP/ROTH	GENERAL FUND	NON-DEPARTMENTAL	9,192.97
				TOTAL:	9,192.97
ENVIRO-TECH PEST SERVICES INC	3/20/25	FEB 25 PD PEST SERV	GENERAL FUND	POLICE DEPARTMENT	85.75
				TOTAL:	85.75
EXECUTIVE EMERGENCY LIGHTING LLC	3/20/25	CAR#1 LIGHTING REPLCMNT	GENERAL FUND	POLICE DEPARTMENT	1,088.63
	4/04/25	CAR#5 WIRING REPAIR	GENERAL FUND	POLICE DEPARTMENT	253.13
	4/04/25	CAR#18&21 REPAIRS&USB HUB	GENERAL FUND	POLICE DEPARTMENT	150.00
				TOTAL:	1,491.76
FIRST-CITIZENS BANK & TRUST CO	4/04/25	4/25 2ND FLR PLOTTER	GENERAL FUND	CITY HALL	506.12
	4/04/25	4/25 1ST FLOOR COPIER	GENERAL FUND	CITY HALL	239.68
				TOTAL:	745.80
FRONTIER, INC.	3/20/25	3/25 RH ELVTR PHONE SERV	GENERAL FUND	CITY HALL	63.61
	4/04/25	MARCH/25 CH ELEVATOR	GENERAL FUND	CITY HALL	70.99
	4/04/25	3/25-4/24 RH ELVTR PHONE	GENERAL FUND	CITY HALL	63.61
	3/20/25	PD CC READER PHONE SERV	GENERAL FUND	POLICE DEPARTMENT	116.71
	4/04/25	FEB 25 PD ALARM LINE	GENERAL FUND	POLICE DEPARTMENT	67.21
	4/04/25	MARCH 25 PD ALARM SERV	GENERAL FUND	POLICE DEPARTMENT	67.21
				TOTAL:	449.34
GALLS, LLC	4/04/25	HINKLE/ZECHMAN NAME BADGE	GENERAL FUND	POLICE DEPARTMENT	36.99
	4/04/25	SKONEZNY 2 GLOVES	GENERAL FUND	POLICE DEPARTMENT	29.52
	4/04/25	GARZA BOOTS	GENERAL FUND	POLICE DEPARTMENT	122.95
	4/04/25	GARZA/COWELL/SKONEZNY UNI	GENERAL FUND	POLICE DEPARTMENT	361.14
	4/04/25	GARZA UNIFORM	GENERAL FUND	POLICE DEPARTMENT	91.01
				TOTAL:	641.61
GRIFFITH ENERGY SERVICES, INC	3/20/25	2/25 CH HTNG OIL DLVR	GENERAL FUND	CITY HALL	788.18
				TOTAL:	788.18
HIGH HORIZONS FARM INC	4/04/25	STRAW FOR SKATE PARK BED	GENERAL FUND	PLANNING & ZONING	120.00
				TOTAL:	120.00
HOWARD SPROUSE	4/04/25	COURT REFUND	GENERAL FUND	CITY CLERK'S OFFICE	25.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	25.00
IKEY	4/04/25	PD CRUISER KEYBOARD	GENERAL FUND	POLICE DEPARTMENT	422.00
				TOTAL:	422.00
JEFFERSON COUNTY COMMUNITY MINISTRIES	4/03/25	FY26 HOMELESS LIAISON SAL	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	11,098.00
	4/03/25	REVERSE FY26 HOMELESS LIAI	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	11,098.00-
				TOTAL:	0.00
JEFFERSON COUNTY COMMISSION	4/04/25	FY26 HOMELESS LIAISON SAL	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	11,098.00
				TOTAL:	11,098.00
JEFFERSON COUNTY CONVENTION & VISITOR'	4/04/25	MARCH 25 HOTEL/MOTEL COL	GENERAL FUND	VISITORS CENTER	5,181.41
				TOTAL:	5,181.41
JEFFERSON PUBLISHING COMPANY, INC.	4/04/25	NPH BZA ROPER 2/27	GENERAL FUND	PLANNING & ZONING	32.34
	4/04/25	NPH COA FUNTOPIA 2/27	GENERAL FUND	PLANNING & ZONING	40.62
	4/04/25	NPH COA CRAFTS 231 W WASH	GENERAL FUND	PLANNING & ZONING	46.14
	4/04/25	NPH DEMO 214 S WATER ST	GENERAL FUND	PLANNING & ZONING	136.30
	4/04/25	NPH BA2025-01 ROPER 3/27	GENERAL FUND	PLANNING & ZONING	33.26
	4/04/25	NPH JC SIDING&ROOFING	GENERAL FUND	PLANNING & ZONING	29.58
	4/04/25	CITY CM JOB AD	GENERAL FUND	CITY HALL	25.90
	4/04/25	NPH ART 907 OUTDOOR DNG	GENERAL FUND	CITY HALL	50.14
				TOTAL:	394.28
JOHNSON CONTROLS SECURITY SOLUTIONS	4/04/25	4/25-6/25 PD ALARM	GENERAL FUND	POLICE DEPARTMENT	1,471.30
				TOTAL:	1,471.30
KENT PARSONS FORD, INC	3/20/25	CAR#25 NEW BATTERY	GENERAL FUND	POLICE DEPARTMENT	229.90
				TOTAL:	229.90
KENTUCKY ASSOC CHIEFS OF POLICE	4/04/25	KUTCHER LE CONF REGISTRAT	GENERAL FUND	POLICE DEPARTMENT	250.00
				TOTAL:	250.00
RONALD E KERNS	4/04/25	TRAVEL PER DIEM 03/26-27	GENERAL FUND	POLICE DEPARTMENT	102.00
				TOTAL:	102.00
KIMLEY-HORN AND ASSOCIATES, INC.	3/20/25	GEORGE ST/HUNTFLD/AVALON	GENERAL FUND	PLANNING & ZONING	6,627.46
	4/04/25	PERMITS/BONDS THRU 2/28	GENERAL FUND	PLANNING & ZONING	11,771.68
				TOTAL:	18,399.14
CHRISTOPHER KUTCHER	4/04/25	TRAVEL PER DIEM MAY 5-9	GENERAL FUND	POLICE DEPARTMENT	306.00
				TOTAL:	306.00
MARLIN LEASING CORPORATION	4/04/25	MARCH25 CH&PD COPIER RENT	GENERAL FUND	CITY HALL	515.98
	4/04/25	MARCH25 CH&PD COPIER RENT	GENERAL FUND	POLICE DEPARTMENT	280.00
				TOTAL:	795.98
MCKINNEY'S AUTO REPAIR & TOWING	4/04/25	CAR#15 REAR WIPER BLADE	GENERAL FUND	POLICE DEPARTMENT	30.57
				TOTAL:	30.57
MELISSA SEGURA	4/04/25	3/18 COURT TRANSLTR SERV	GENERAL FUND	POLICE DEPARTMENT	75.00
	4/04/25	TRANSL SERV 4/2 DAY/CARRA	GENERAL FUND	POLICE DEPARTMENT	75.00
				TOTAL:	150.00
MILLENIUM INSURANCE GROUP INC	4/04/25	04/25 INS BROKER FEE	GENERAL FUND	CITY HALL	1,800.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	1,800.00
NVA	4/04/25	APRIL 25 VISION PREM	GENERAL FUND	NON-DEPARTMENTAL	148.86
	4/04/25	APRIL 25 VISION PREM	GENERAL FUND	ECONOMIC DEVELOPMENT	7.97
	4/04/25	APRIL 25 VISION PREM	GENERAL FUND	CITY MANAGER'S OFFICE	7.97
	4/04/25	APRIL 25 VISION PREM	GENERAL FUND	TREASURER'S OFFICE	31.88
	4/04/25	APRIL 25 VISION PREM	GENERAL FUND	CITY CLERK'S OFFICE	7.97
	4/04/25	APRIL 25 VISION PREM	GENERAL FUND	CITY ATTORNEY	7.97
	4/04/25	APRIL 25 VISION PREM	GENERAL FUND	ENFORCEMENT AGENCY	7.97
	4/04/25	APRIL 25 VISION PREM	GENERAL FUND	BUILDING INSPECTION	7.97
	4/04/25	APRIL 25 VISION PREM	GENERAL FUND	PLANNING & ZONING	23.91
	4/04/25	APRIL 25 VISION PREM	GENERAL FUND	CITY HALL	7.97
	4/04/25	APRIL 25 VISION PREM	GENERAL FUND	POLICE DEPARTMENT	127.52
	4/04/25	APRIL 25 VISION PREM	GENERAL FUND	STREETS & HIGHWAYS	15.94
				TOTAL:	403.90
ORACLE ELEVATOR HOLDCO INC. DEPT# 9901	3/21/25	2/1-7/31 RH ELEVATOR	GENERAL FUND	CITY HALL	957.30
				TOTAL:	957.30
PANSCH INVESTIGATIONS LLC	4/04/25	3 PRE-EMP POLYGRAPH EXAM	GENERAL FUND	POLICE DEPARTMENT	975.00
				TOTAL:	975.00
PATTON BUILDING SERVICES INC	3/20/25	FEB 25 CH&PD CLEANG SERV	GENERAL FUND	CITY HALL	933.50
	4/04/25	CH&PD 03/25 CLEANING SERV	GENERAL FUND	CITY HALL	933.50
	3/20/25	FEB 25 CH&PD CLEANG SERV	GENERAL FUND	POLICE DEPARTMENT	933.50
	4/04/25	CH&PD 03/25 CLEANING SERV	GENERAL FUND	POLICE DEPARTMENT	933.50
				TOTAL:	3,734.00
PEIA	4/02/25	APRIL 25 PEIA INS CONT	GENERAL FUND	NON-DEPARTMENTAL	4,619.28
	4/02/25	4/25 RHBT CONT	GENERAL FUND	NON-DEPARTMENTAL	115.70
	4/02/25	4/25 RHBT CONT	GENERAL FUND	NON-DEPARTMENTAL	137.70
	4/02/25	APRIL 25 PEIA INS CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	580.83
	4/02/25	4/25 RHBT CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	28.90
	4/02/25	APRIL 25 PEIA INS CONT	GENERAL FUND	CITY MANAGER'S OFFICE	3.96
	4/02/25	APRIL 25 PEIA INS CONT	GENERAL FUND	TREASURER'S OFFICE	1,165.62
	4/02/25	4/25 RHBT CONT	GENERAL FUND	TREASURER'S OFFICE	57.80
	4/02/25	APRIL 25 PEIA INS CONT	GENERAL FUND	CITY CLERK'S OFFICE	1,271.88
	4/02/25	4/25 RHBT CONT	GENERAL FUND	CITY CLERK'S OFFICE	28.90
	4/02/25	APRIL 25 PEIA INS CONT	GENERAL FUND	CITY ATTORNEY	1.98
	4/02/25	APRIL 25 PEIA INS CONT	GENERAL FUND	ENFORCEMENT AGENCY	580.83
	4/02/25	4/25 RHBT CONT	GENERAL FUND	ENFORCEMENT AGENCY	28.90
	4/02/25	APRIL 25 PEIA INS CONT	GENERAL FUND	BUILDING INSPECTION	1.98
	4/02/25	APRIL 25 PEIA INS CONT	GENERAL FUND	PLANNING & ZONING	1,854.69
	4/02/25	4/25 RHBT CONT	GENERAL FUND	PLANNING & ZONING	57.80
	4/02/25	APRIL 25 PEIA INS CONT	GENERAL FUND	CITY HALL	1,271.88
	4/02/25	4/25 RHBT CONT	GENERAL FUND	CITY HALL	28.90
	4/02/25	APRIL 25 PEIA INS CONT	GENERAL FUND	PARKING	1.98
	4/02/25	APRIL 25 PEIA INS CONT	GENERAL FUND	POLICE DEPARTMENT	15,766.85
	4/02/25	4/25 RHBT CONT	GENERAL FUND	POLICE DEPARTMENT	491.30
	4/02/25	APRIL 25 PEIA INS CONT	GENERAL FUND	STREETS & HIGHWAYS	1,813.32
	4/02/25	4/25 RHBT CONT	GENERAL FUND	STREETS & HIGHWAYS	57.80
				TOTAL:	29,968.78
POTOMAC EDISON 2	3/20/25	W WASH LIGHT POLL INSTALL	GENERAL FUND	STREETS & HIGHWAYS	1,440.59
				TOTAL:	1,440.59

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
POWERDMS, INC.	3/20/25	FY25 PD POLICY MANUEL SUB	GENERAL FUND	POLICE DEPARTMENT	4,005.01
				TOTAL:	4,005.01
DONALD B RICE TIRE CO INC	4/04/25	CAR#26 1 TIRE	GENERAL FUND	POLICE DEPARTMENT	148.60
				TOTAL:	148.60
S&K ENTERPRISES, LLC	3/20/25	224 E LIBERTY TREE REMOVL	GENERAL FUND	STREETS & HIGHWAYS	2,400.00
				TOTAL:	2,400.00
STAPLES ADVANTAGE INC	4/04/25	NEWMAN CHAIR MAT	GENERAL FUND	PLANNING & ZONING	73.49
	4/04/25	CH 3 REAMS COPY PAPER	GENERAL FUND	CITY HALL	127.47
	4/04/25	CH PEN, BATTRS&SHEET PROT	GENERAL FUND	CITY HALL	62.79
				TOTAL:	263.75
STERICYCLE INC	4/04/25	CH SHREDDING SERV	GENERAL FUND	CITY HALL	573.60
				TOTAL:	573.60
SUN LIFE	3/21/25	4/25 DENTAL PREM	GENERAL FUND	NON-DEPARTMENTAL	743.41
	3/21/25	4/25 DENTAL PREM	GENERAL FUND	ECONOMIC DEVELOPMENT	87.26
	3/21/25	4/25 DENTAL PREM	GENERAL FUND	CITY MANAGER'S OFFICE	163.94
	3/21/25	4/25 DENTAL PREM	GENERAL FUND	TREASURER'S OFFICE	303.15
	3/21/25	4/25 DENTAL PREM	GENERAL FUND	CITY CLERK'S OFFICE	80.26
	3/21/25	4/25 DENTAL PREM	GENERAL FUND	CITY ATTORNEY	120.56
	3/21/25	4/25 DENTAL PREM	GENERAL FUND	ENFORCEMENT AGENCY	64.72
	3/21/25	4/25 DENTAL PREM	GENERAL FUND	BUILDING INSPECTION	98.15
	3/21/25	4/25 DENTAL PREM	GENERAL FUND	PLANNING & ZONING	281.55
	3/21/25	4/25 DENTAL PREM	GENERAL FUND	CITY HALL	105.17
	3/21/25	4/25 DENTAL PREM	GENERAL FUND	PARKING	34.04
	3/21/25	4/25 DENTAL PREM	GENERAL FUND	POLICE DEPARTMENT	1,481.93
	3/21/25	4/25 DENTAL PREM	GENERAL FUND	STREETS & HIGHWAYS	250.23
				TOTAL:	3,814.37
SUNRISE MEDICAL LABORATORIES	4/04/25	GARZA NW HIRE MED CHK	GENERAL FUND	POLICE DEPARTMENT	171.70
	4/04/25	SKONEZNY NW HIRE MED CHCK	GENERAL FUND	POLICE DEPARTMENT	171.70
				TOTAL:	343.40
SUSTAINABLE STRATEGIES DC	3/20/25	FEB 25 GRANT RETAINER	GENERAL FUND	CITY HALL	2,400.00
	4/04/25	MARCH25 GRANT RETAINER	GENERAL FUND	CITY HALL	2,400.00
				TOTAL:	4,800.00
T&A CONTRACTORS	4/04/25	RMBSMT ERRNS PYMT 25-268	GENERAL FUND	PLANNING & ZONING	254.00
				TOTAL:	254.00
T-MOBILE	4/04/25	MARCH 25 CELL PHONE SERV	GENERAL FUND	ECONOMIC DEVELOPMENT	31.99
	4/04/25	MARCH 25 CELL PHONE SERV	GENERAL FUND	CITY MANAGER'S OFFICE	42.09
	4/04/25	MARCH 25 CELL PHONE SERV	GENERAL FUND	CITY ATTORNEY	17.85
	4/04/25	MARCH 25 CELL PHONE SERV	GENERAL FUND	ENFORCEMENT AGENCY	17.85
	4/04/25	MARCH 25 CELL PHONE SERV	GENERAL FUND	PLANNING & ZONING	61.45
	4/04/25	MARCH 25 CELL PHONE SERV	GENERAL FUND	CITY HALL	31.99
	4/04/25	MARCH 25 CELL PHONE SERV	GENERAL FUND	POLICE DEPARTMENT	140.10
	4/04/25	MARCH 25 CELL PHONE SERV	GENERAL FUND	STREETS & HIGHWAYS	58.85
				TOTAL:	402.17
LYLE C TABB & SONS, INC.	3/20/25	FEB25 BOX RENTAL FEE	GENERAL FUND	STREETS & HIGHWAYS	225.00
	4/04/25	MARCH BOX RENTAL FEE	GENERAL FUND	STREETS & HIGHWAYS	450.00
				TOTAL:	675.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TEK ADVISORS	3/20/25	FEB 25 TECH SERV	GENERAL FUND	CITY HALL	12,347.23
	4/04/25	SECURITY SOFT RENEWAL	GENERAL FUND	CITY HALL	760.44
	4/04/25	3/25 TECH SERV & NEW COMP	GENERAL FUND	CITY HALL	14,769.29
	4/04/25	3/25 TECH SERV & NEW COMP	CAPITAL RESERVE	GENERAL GOVERNMENT	19,467.94
				TOTAL:	47,344.90
THE HOBBIES SHOP	3/20/25	B&O PEN WAIVER	GENERAL FUND	TREASURER'S OFFICE	50.00
				TOTAL:	50.00
THE JOURNAL,MARTINSBURG	4/04/25	12/15-22 PD RECRTMNT AD	GENERAL FUND	POLICE DEPARTMENT	870.00
				TOTAL:	870.00
TARGET SOLUTIONS LEARNING, LLC	4/04/25	CY25 GUARDIAN TRCK SOFTW	GENERAL FUND	POLICE DEPARTMENT	65.46
				TOTAL:	65.46
VITAL SIGNS PLUS, INC.	4/04/25	BUS SIGN/VOTE & WVFEST BA	GENERAL FUND	ELECTIONS	50.00
	4/04/25	BUS SIGN/VOTE & WVFEST BA	GENERAL FUND	STREETS & HIGHWAYS	135.00
	4/04/25	BUS SIGN/VOTE & WVFEST BA	GENERAL FUND	FAIR ASSOC/FESTIVAL	30.00
				TOTAL:	215.00
W.B. MASON CO INC	4/04/25	OVERPMNT ON B&O ACT8510	GENERAL FUND	TREASURER'S OFFICE	150.00
				TOTAL:	150.00
WASTE MANAGEMENT INC	4/04/25	APRIL25 MD TRASH SERV	GENERAL FUND	STREETS & HIGHWAYS	321.33
				TOTAL:	321.33
WEST VIRGINIA TRACTOR COMPANY, INC.	4/04/25	BROOM HEAD FOR SWEEPER	GENERAL FUND	STREETS & HIGHWAYS	625.82
				TOTAL:	625.82
WIRELESS NETWORKS GROUP INC	3/20/25	JAN25 TRIBERG PRJCT	GENERAL FUND	PLANNING & ZONING	500.00
	3/20/25	FEB25 TRBRG& NGLEBE PRJCT	GENERAL FUND	PLANNING & ZONING	500.00
	3/20/25	FEB25 TRBRG& NGLEBE PRJCT	GENERAL FUND	PLANNING & ZONING	250.00
				TOTAL:	1,250.00

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

001	GENERAL FUND	292,669.89
200	CAPITAL RESERVE	19,467.94
207	PARKS & REC	525.00
	GRAND TOTAL:	312,662.83

TOTAL PAGES: 6

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: AP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 3/20/2025 THRU 4/04/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
EXECUTIVE EMERGENCY LIGHTING LLC	4/04/25	PD 4 UNITS UPLIFTING	CAPITAL RESERVE	PUBLIC SAFETY	80,087.97
				TOTAL:	80,087.97
GANTT'S EXCAVATING & CONTRACTING INC	4/04/25	E ACADEMY&S SAMUEL DRAINA	CAPITAL RESERVE	STREETS & TRANSPORTATI	40,855.00
				TOTAL:	40,855.00
GARLAND/DBS INC	4/04/25	CH NEW ROOF FINAL BILL	CAPITAL RESERVE	STREETS & TRANSPORTATI	6,395.96
				TOTAL:	6,395.96
GREENWAY ENGINEERING, INC.	4/04/25	3/25 LIBERTY CONST ADMINI	CAPITAL RESERVE	STREETS & TRANSPORTATI	666.25
				TOTAL:	666.25
TINT WIZARD	4/04/25	PD 3 TAHOE WRAPS	CAPITAL RESERVE	PUBLIC SAFETY	3,750.00
				TOTAL:	3,750.00
WEST VIRGINIA DIVISION OF HIGHWAYS	4/04/25	PHS 2 AUGUSTINE TRL MATCH	CAPITAL RESERVE	CULTURE & RECREATION	350,000.00
				TOTAL:	350,000.00

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

200	CAPITAL RESERVE	481,755.18
	GRAND TOTAL:	481,755.18

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: 4/04/2025 THRU 4/04/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
AC & T CO., INC	4/04/25	2/13-3/13 JMP PT SERV	PARKS & REC	PARKS & REC		289.00
					TOTAL:	289.00
CHET HINES	4/04/25	HR GRASS SEEDS& FERTILIZE	PARKS & REC	PARKS & REC		75.98
	4/04/25	HR GRASS SEED	PARKS & REC	PARKS & REC		106.00
					TOTAL:	181.98
CHRIS OTT	4/04/25	JUNIO TENNIS TEAM TSHIRTS	PARKS & REC	PARKS & REC		100.00
					TOTAL:	100.00
POTOMAC EDISON COMPANY, INC	3/28/25	03/25 JMP ELEC SERV	PARKS & REC	PARKS & REC		248.04
	3/28/25	03/25 JMP ELEC SERV	PARKS & REC	PARKS & REC		0.50
					TOTAL:	248.54
R&L LANDSCAPES, INC.	4/04/25	JMP SPRING CLEAN UP	PARKS & REC	PARKS & REC		2,500.00
					TOTAL:	2,500.00

========== FUND TOTALS ==========	
207 PARKS & REC	3,319.52
GRAND TOTAL:	3,319.52

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 03-CT BOARD OF P&R
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PARK1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 3/28/2025 THRU 4/04/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-411: Charles Town Police Department Statistical Report - February 2025

ATTACHMENTS:

- February CTPD Stats.pdf

Charles Town Police Department
Monthly Stat Report

February 2025

911 Hangup	1	Loose Dog	2
Abandoned Vehicle	4	Missing Child	1
Alarm	18	Motorist Assist	7
Animal Complaint		MVA w/ Entrapment	1
Assault	1	MVA Hit and Run	
Attempt to Locate	1	MVA No Injury	19
BOLO	2	MVA Into Structure	
Breaking and Entering		MVA w/ Injury	
Breaking and Entering Veh	2	Open Door	1
Building Check	57	Out of Car (Investigation/Meeting/Court)	6
Capias Recall by Court	30	Overdose	
Capias Service	28	Overdose-Death	1
Cardiac Arrest	1	Parking Complaint	3
Child Locked in Vehicle	2	Public Assist (In Person Contact)	27
Court/Bailiff Duty	3	Public Service (Phone Contact)	76
Crossing Guard Duties	1	Pursuit	
Destruction of Property	1	Rabid Animal	
Directed Patrol	288	Reckless Driver	4
Disabled Vehicle	5	Road Patrol	11
Disturbance	16	Robbery	
Domestic Battery	2	Shoplifting	
Drug Activity	7	Special Event/Detail	8
DUI	3	Suspicious Activity	2
EMS Assist	7	Suspicious Mail	
Fingerprinting	5	Suspicious Person	7
Fire Assist	5	Suspicious Vehicle	8
Fireworks Complaint	2	Terrorist Threats	
Follow Up	19	Theft	1
Foot Patrol	13	Threats	
Found Property	3	Traffic Hazzard	7
Fraud		Transport	
Gunshots Heard		Trespassing	
Harassment	2	Unattended Death	
Hardcopy Check	1	Vehicle Fire	
Information	1	VIN Verification	1
Indecent Activity		Warrant Service	14
Injured Animal		Welfare Check	9
Intoxicated Person	2	Wires Down	
Juvenile Complaint	1	**Total calls of service**	**750**

Assists/Back-Ups:	Ranson	**5**	Sheriffs Dept.	**14**	
	Harpers Ferry		State Police	**3**	
	Shepherdstown		Other (not including CTPD)	**5**	
			Total Assists	**27**	

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	19	18	32	3	1	0	1	**37**
Total Charges	30	21	45	4	1	0	1	**51**
Citations:								**208**
- Moving								**85**
- Nonmoving								**105**
- Criminal								**18**
- S Ticket (Parking)								**0**
Stops	102	76	129	19	25	3	2	**178**
Warnings:								**117**
Stops	73	44	91	14	8	2	2	**117**
Total	**194**	138	**252**	**36**	**34**	**5**	**5**	
Incident Report								**65**
Parking								
- Citations								**191**
-Warnings								**31**

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

February 2025

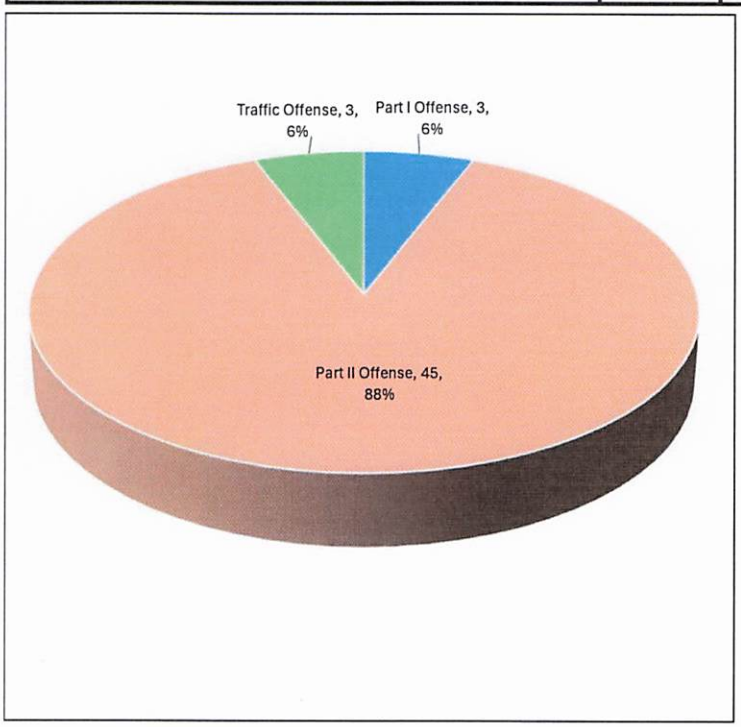
	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Burglary (Daytime)							
Burglary (Nighttime)							
Grand Larceny							
Malicious Assault							
Malicious Wounding							
Attempted Murder 1st Degree							
Murder 1st Degree							
Petit Larceny	3		3				
Robbery - Attempted							
Robbery							
Robbery 2nd Degree							
Sexual Assault 1st Degree							
Shoplifting							
Shoplifting 2nd Offense							
Shoplifting 3rd Offense							
Strangulation							
TOTAL	**3**	**0**	**3**	**0**	**0**	**0**	**0**
PART II OFFENSE							
Assault During Commission of Felony							
Attempted Fraudulent Schemes	1		1				
Attempted Obtaining Money by False Pretenses	1		1				
Battery	1	1	2				
Battery on Law Enforcement/EMS							
Bond Revocation							
Breaking and Entering Vehicle	1		1				
Capias Served	3	13	13	2			1
Child Abuse Resulting in Injury							
Child Neglect Creating Risk of Injury							
Conspiracy							
Conspiracy to Distribute Fentanyl							
Conspiracy to Distribute MDMA							
Conspiracy to Breaking and Entering							
Conspiracy to Possess w/Intent to Deliver Acid/LSD							
Conspiracy to Commit Petit Larceny							
Cruelty to Animals		1	1				
Cultivation of Marijuana							
Deadly Weapon on School Property							
Delivery of Controlled Substance							
Destruction of Property							
Destruction of Property - Felony							
Disorderly Conduct							
Distribution of Crack Cocaine							
Disturbing the Peace							
Domestic Assault							
Domestic Battery	2		2				
Domestic Battery 2nd Offense							
Domestic Battery 3rd Offense							
Driving Revoked for DUI		1		1			
Driving Revoked for DUI 2nd							
Driving Revoked for DUI 3rd	1		1				
Driving Revoked Non DUI Admin							
DUI	1		1				
DUI 2nd							
DUI 3rd							

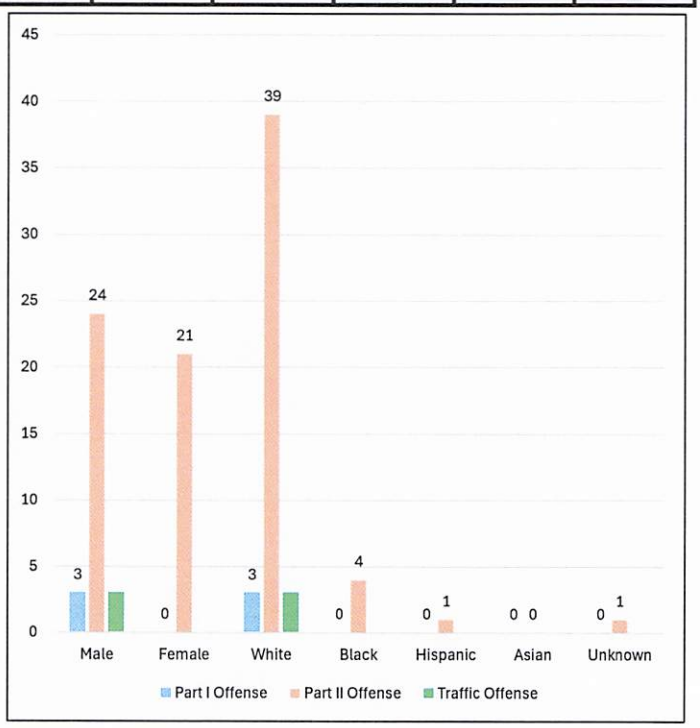
Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

DUI Aggravated	1		1				
DUI Causing Bodily Injury							
DUI - Drugs							
DUI - Drugs 2nd Offense							
DUI w/ Minor							
Embezzlement by Misuse Fiduciary Relationship							
Failure to Register for Child Abuse Registry							
False Alarm of Fire							
False Reporting of an Emergency							
Fleeing							
Fleeing on Foot							
FPO Violation							
Fraudulent Schemes							
Fugitive From Justice	1	1	2				
Incest							
Indecent Exposure							
Interfering with Emergency Communication							
Keeping Vicious Dog							
Mistreatment of Animal in Cruel Manner		3	3				
Obstructing an Officer							
Obtain Money, Property, Services by False Pretense							
Open Container							
Open Container in Vehicle							
Passing Stopped School Bus							
Phone Harassment							
Pimping							
Possession of Alcohol Under 21 yrs old							
Possession of Acetaminophen Hydrocodone							
Possession of Amphetamine							
Possession of Crack Cocaine							
Possession of Gabapentin							
Possession of Marijuana	3	1	2	1	1		
Possession of Methamphetamine	1		1				
Possession of Suboxone							
Possession of Vape Product under 18							
Possession w/ Intent to Deliver Alprazolam							
Possession of Stolen Property							
Possession w/ Intent to Distribute Marijuana	1		1				
Possession w/ Intent to Deliver MDMA (Molly)							
Possession w/ Intent to Deliver Fentanyl							
Probation Revocation	1		1				
Prohibited Person in Poss of Firearm							
Prostitution							
Prostitution 2nd Offense							
Providing Alcohol to Under 21							
Public Intoxication	1		1				
Reckless Driving							
Resisting Arrest							
Sexual Abuse 1st Degree							
Solicitation							
Theft of Utilities							
Transport Controlled Substance into the State	1		1				
Trespassing into Structure							
Unlawful Restraint	1		1				
Unlawful Taking of Vehicle	1		1				
Uttering	1		1				
Worthless Check							
TOTAL	**24**	**21**	**39**	**4**	**1**	**0**	**1**

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

TRAFFIC OFFENSE							
Cell Phone Violation							
Child Safety Restraint Violation							
Defective Equipment							
Driving Suspended	1		1				
Driving Suspended 2nd Offense							
Driving Suspended 3rd Offense	1		1				
Driving Too Fast for Conditions							
Exp/No MVI							
Expired/No Operators							
Expired/No Registration	1		1				
Fail to Keep Right							
Fail to Maintain Control							
Fail to Obey Traffic Control Device							
Fail to Obtain WV Operators							
Fail to Report Accident							
Failure to Yield At Intersection							
Following to Closely							
Improper Backing							
Improper Registration							
Leaving the Scene of Accident							
Left of Center							
No Insurance/No Proof of Insurance							
No Motorcycle Endorsement							
No Operators							
No Seatbelt							
One Way Violation							
Passing on Right							
Red Light Violation							
Speeding							
Speeding 3rd Offense							
TOTAL	**3**	**0**	**3**	**0**	**0**	**0**	**0**
TOTAL CHARGES	**30**	**21**	**45**	**4**	**1**	**0**	**1**





Charles Town Police Department

SRO Monthly Report

Washington High School / Charles Town Middle School / 2024-2025 / February 2025

INVOLVEMENTS:					
Alcohol Related	0	Fire/Shelter Drills	0	SRO Use of Force	0
Battery on School Employee	0	Found Property	0	Suspensions	11
Citizen Assist	8	Incident Reports	1	Threats	0
Directed Patrols	0	Juvenile Petitions	0	Tobacco Related	3
Disturbance	1	Marijuana Possession	0	Trespassing	0
Evacuations	0	Parental Contacts	3	Vandalism/Theft	0
Extra Curricular Activities	6	Parking Complaints	2	Vehicle Accident	1
Fights	3	Reckless Driver	4	Welfare Check	2
Fire Department Assist	0	Social Media Related	0	***Total Involvements***	***45***

Officer Notes/Misc. Information:

YOUTH SERVICES:	
Total Classes Taught:	0
Students in Class:	0
Topics Taught:	0
One on One Contacts:	7
Total Students Served:	33

Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-3-16	Expired Registration	30
17A-9-2	No Or Expired Registration	32
17B-2-1	No Operators	3
17B-2-3a	GDL License Violations	1
17B-4-3(a)	Driving Suspended/2nd/3rd	7
17B-4-3(b)	Driving Revoked For DUI/2nd/3rd	2
17B-4-3a	Driving Suspended or Revoked	1
17C-12-5	Stop Sign Violation	1
17C-12-7	Fail To Stop For School Bus	1
17C-15-49	Seatbelts Required	1
17C-16-9	No Or Expired MVI	33
17C-2-3(c)	Fail To Obey Officer Directing Traffic	1
17C-3-4	Fail To Obey Traffic Control Device	4
17C-3-5	Fail To Obey Traffic Light	10
17C-3-5(c)	Right on Red	1
17C-5-2(e)	Basic DUI <.15	1
17C-5-2(f)	Aggravated DUI >.15	1
17C-5-3	Reckless Driving	1
17C-6-1a	Failure To Maintain Control	1
17C-6-1b	Speeding	40
17C-7-4	Passing On Right-Off Road	3
17C-7-7	No Passing Zone	1
17C-7-8	One Way And Traffic Island Violation	1
17C-9-3	Fail To Yield-Thru Highway	1
17D-2A-3	No Insurance	4
17D-2A-4	No Proof Of Insurance	8
CTPD171.07	Failure To Appear For Trial (CAPIAS)	14
CTPD531.03	Possession Of Marijuana <15gms	4
Report Totals		**208**

Report Includes:
All dates of issue between `00:00:00 02/01/25` and `23:59:59 02/28/25`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

Charles Town Police Department

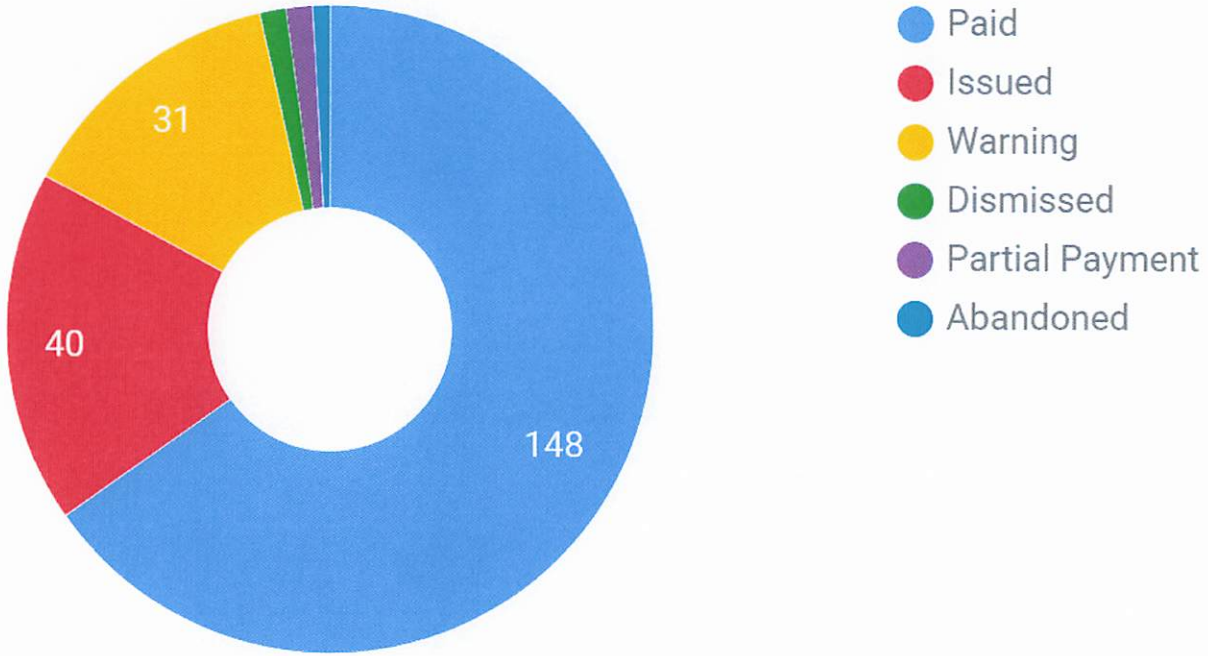
Total Traffic Warning Report, by Violation

Violation	Description	Total
17A-10-3a	Improper Use Of Antique Registration	1
17A-3-15	Improper Display Of Registration	15
17A-3-16	Expired Registration	14
17A-9-2	No Or Expired Registration	3
17B-2-1a(b)	Failure To Obtain WV Operator's	1
17C-14-15	Use Handheld Communication Device	2
17C-15-1	Unsafe-Improperly Equipped Vehicle	19
17C-15-19	Additional Lighting Equipment	1
17C-15-5	Tail Lamp Requirements	1
17C-16-9	No Or Expired MVI	4
17C-3-4	Fail To Obey Traffic Control Device	16
17C-3-5(c)	Right on Red	1
17C-5-3	Reckless Driving	1
17C-6-1(a)	Too Fast For Conditions	1
17C-6-1a	Failure To Maintain Control	2
17C-6-1b	Speeding	21
17C-7-10	Following Too Closely	2
17C-7-8	One Way And Traffic Island Violation	2
17C-8-8	Improper Stopping/Turning/Signaling	6
17C-9-1	Fail Yield At Intersection	3
CTPD349.15	Shortcutting Traffic Control Device	1
	Report Totals:	**117**

Report Includes:

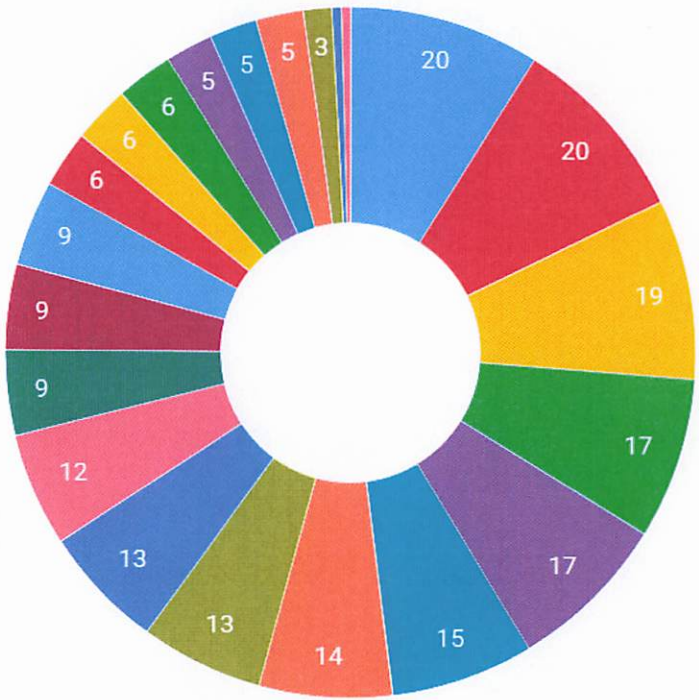
All dates between `00:00:00 02/01/25` and `23:59:59 02/28/25`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

City of Charles Town - Tickets By Status (Feb. 2025)



Data as of 3/17/2025, 12:00:00 AM

City of Charles Town - Tickets By Location (Feb. 2025)

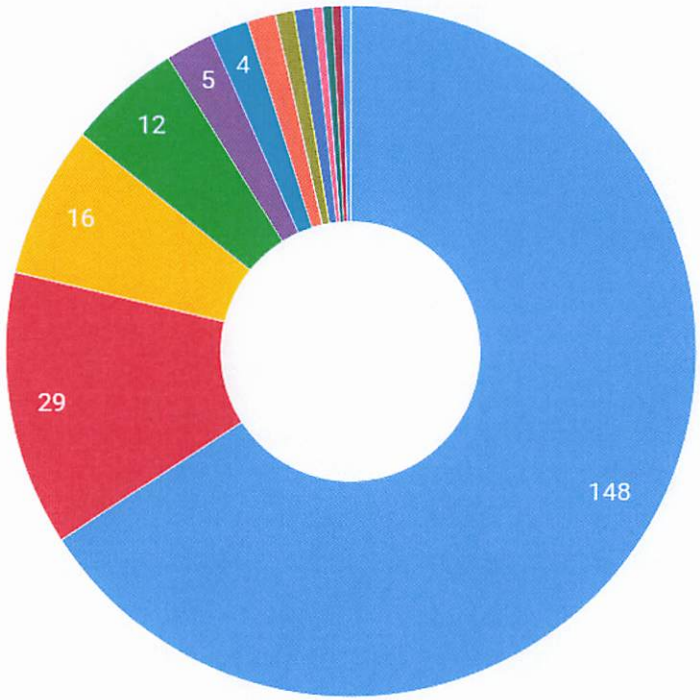


- 100 BLOCK WEST LIBERTY STREET
- 200 BLOCK NORTH GEORGE STREET
- LIBERTY STREET PARKING LOT
- 100 BLOCK NORTH LAWRENCE STREET
- 100 BLOCK NORTH CHARLES STREET
- 100 BLOCK WEST WASHINGTON STREET
- 200 BLOCK WEST LIBERTY STREET
- 100 BLOCK EAST LIBERTY STREET
- 200 BLOCK WEST WASHINGTON STREET
- 100 BLOCK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

1/2

Data as of 3/17/2025, 12:00:00 AM

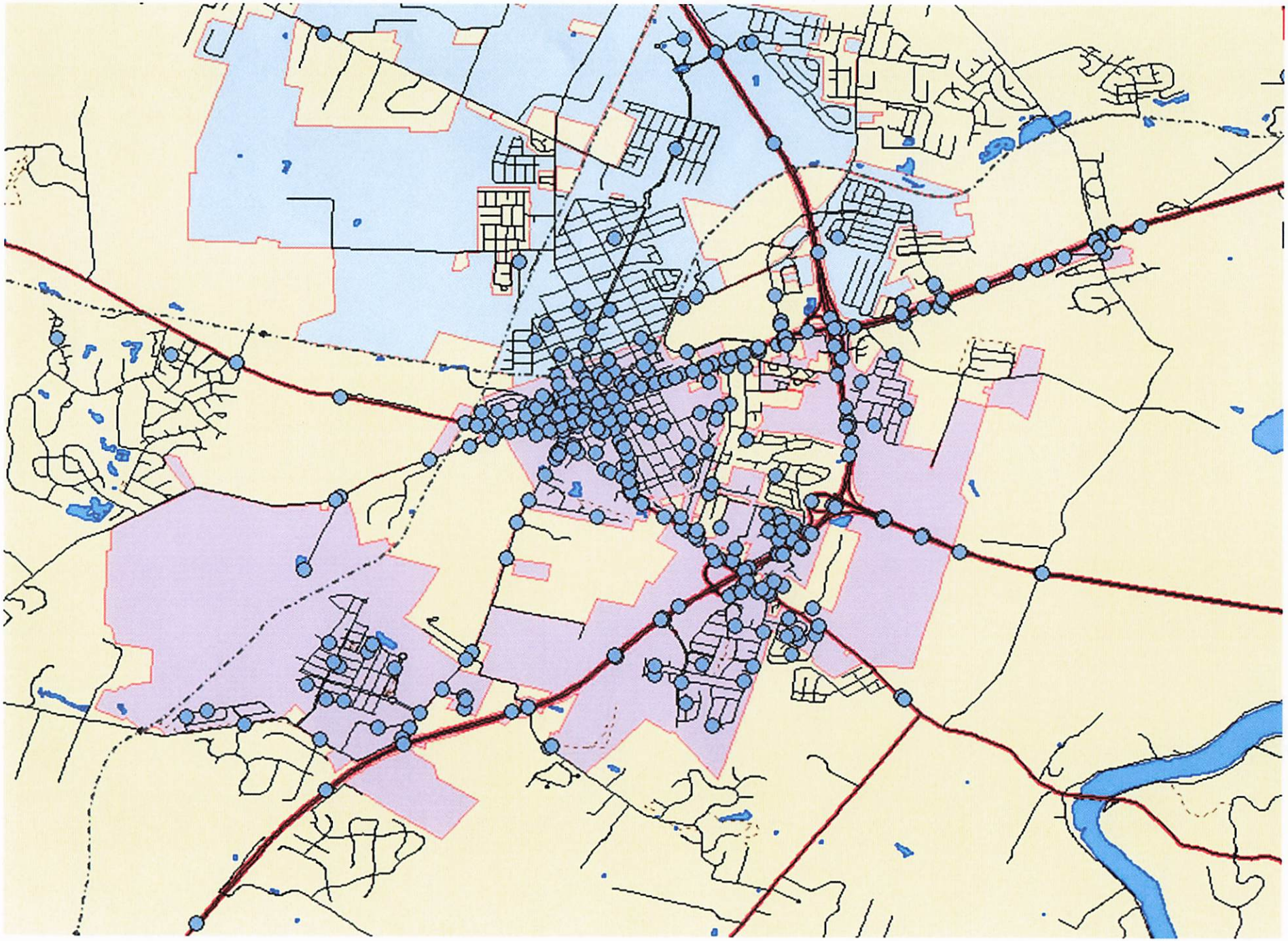
City of Charles Town - Tickets By Violation (Feb. 2025)



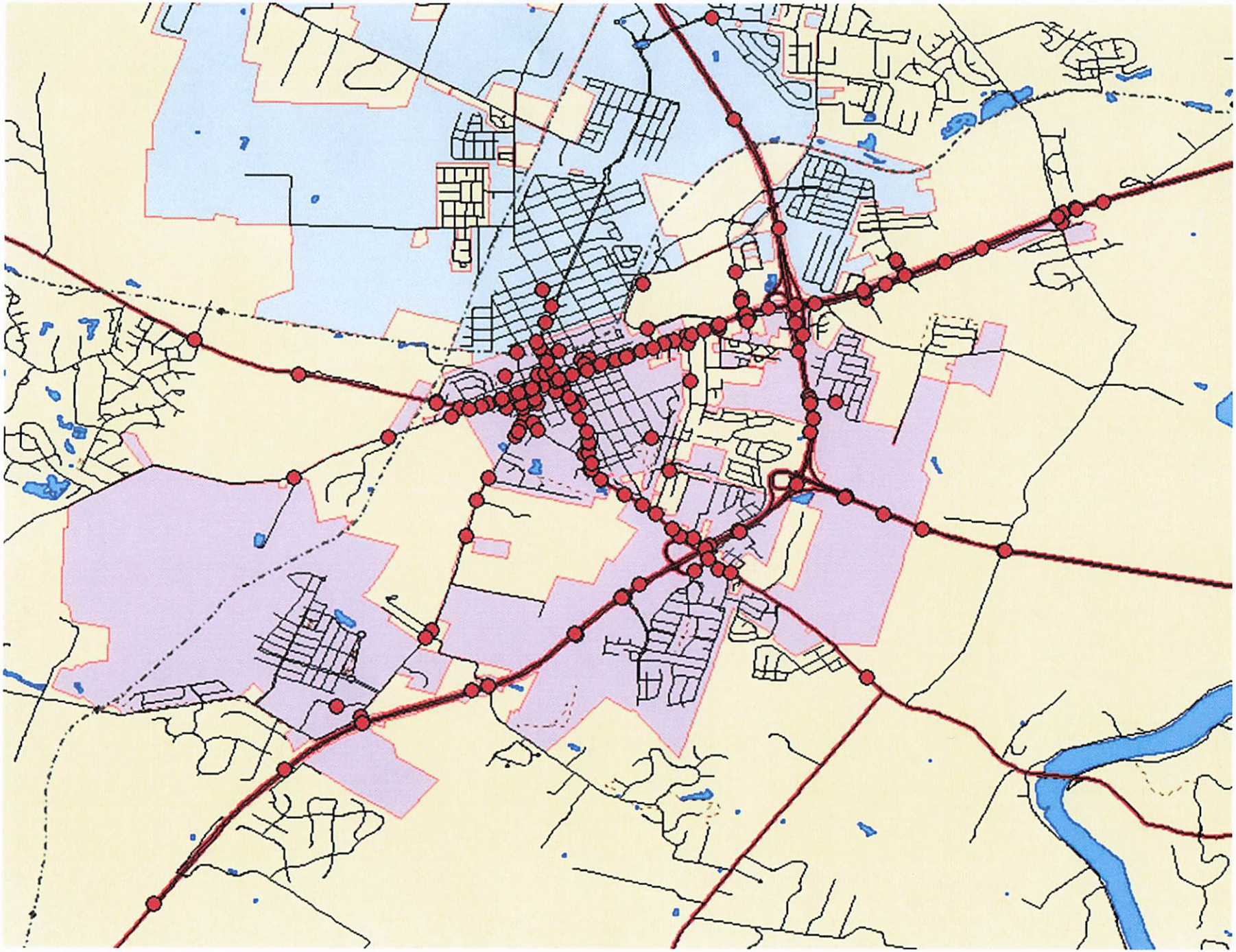
- Expired Meter
- Exceed 2 Hour Free Parking
- Permit Parking Only/Pay by App Violation (Liberty Street Lot)
- Parking Permit Violation
- Yellow/Red Painted Curbs or Streets Violation
- Accessible Parking Violation
- Ten Minute Take Away Parking
- Immobilization Device (Booting) Fee
- Loading/Unloading Zone Violation
- Right wheel more than 18" from right curb
- Parking between sidewalk and curb
- Exceed 4 Hour Free Parking- Accessible
- Improper Manner of Parking

Data as of 3/17/2025, 12:00:00 AM

February 2025 – All CTPD Calls



February 2025 – All CTPD Traffic Stops



City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/07/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-412: Charles Town Utility Board Meeting Minutes - March 12, 2025

ATTACHMENTS:
- 2025.03.12 UB MINUTES .pdf

Charles Town Utility Board
Regular Board Meeting
March 12, 2025

The Charles Town Utility Board held a regular meeting on March 12, 2025 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member; and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and Robert Rodecker, Legal Counsel (Zoom).

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of February 26, 2025 Minutes

The Chairman called for changes or corrections to the February 26, 2025 regular meeting minutes. With no objections from the Board, the minutes were approved.

PUBLIC COMMENT

The Board received a public comments Giuliana Broyna.

UNFINISHED BUSINESS

Discuss WV PSC Case 25-0263-W-C - Possible Executive Session WV State Code Section §6- 9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Mr. Rodecker provided a brief update on the complaint case with WV American Water in regards to service territory. The Board provided discussions.

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

Sidewinder Enterprises, LLC. Service Agreement for Mountain Pure Development Update

Mrs. Stolipher mentioned the agreement was submitted to the WV PSC and must respond to PSC staff's first data request by March 25th. The Board provided discussions and requested the PSC case information be added to the CTUB website. This item will also be added as a standing agenda item on future agendas to track the status.

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

NEW BUSINESS

Renewal & Replacement Project

Resolution No. 29 – Contractor Pay Application No. 29

Mrs. Stolipher included the contractor application for Payment No. 29 in the amount of $76,739.50 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 29.**

Change Order No. 7

Mrs. Stolipher provided Change Order No. 7 totaling $57,366.08 that included the FRP shelter AC unit upsize, the additional paving and prep, the UV building refeed, and the D4 hardware. The Board provided discussions. Mrs. Stolipher mentioned there is almost $200,000 left in contingency for the project with a month until substantial completion.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved Change Order No. 7.**

Certificate of Substantial Completion

Mrs. Stolipher included the Certificate of Substantial Completion for approval with a date of February 5, 2025.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the Certificate of Substantial Completion.**

2022 Sewer Collection System Project – Resolution No. 5 – CIF Payment #4

Mrs. Stolipher included the pay application for Resolution No. 5 in the amount of $7,736.10 for work completed.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved Resolution No. 5 – CIF Payment # 4.**

GDF WTP Chlorine Room Upgrade – Bid Phase and Construction Administration Services

As a follow-up to discussions at the last meeting, Mrs. Stolipher provided the Professional Engineering Proposal from GDF for the bid phase services and construction administration services for the water treatment chlorine room upgrades not to exceed 24,500.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the proposal from GDF for the project.**

PR Firm Selection

Mrs. Stolipher provided the selection committee interviewed three firms; Thrasher Engineering, Cooley Public Strategies and Edwards Management Consultants. Although not an easy decision, she mentioned the committee unanimously recommended to move forward with Cooley Public Strategies. Mrs. Stolipher proposed the Board give her direction to reach out to them for a proposal for services at $5000 per month through June to gage efforts and accomplishments before the new budget year. The committee provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved hiring Cooley Public Strategies at $5000 per month until the new budget year and then decided the budget for the new year for this item.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided staff is continuing to work with Edmonds on the Utility Cloud software, the March 17th CIF workshop with Rafetelis and City Council, and Eurofins has completed two of the four rounds of PFAS testing. She also mentioned staff is preparing for CTUB Day on May 9th for a tour of the wastewater plant. The Board also discussed possible tours for the public and middle school science classes as well.

Mrs. Stolipher mentioned she was invited to attend the March 18th Development Authority meeting to give an informational presentation on the Utility Board. Lastly, Mrs. Stolipher stated the single audit was prepared and submitted by Mrs. Shultz with no reportable findings or deficiencies.

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

Chairman Report

The Chairman provided no updates.

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

APPROVAL OF BILLS

March 12, 2025

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

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 4:41 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, March 26, 2025 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: 04/07/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-414: Scott Updike Tree Board Oath of Office

ATTACHMENTS:

- Oath - S. Updike 2025.pdf

CITY OF CHARLES TOWN, WEST VIRGINIA
CHARLES TOWN TREE BOARD
OATH OF OFFICE

I, **SCOTT UPDIKE,** do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and the laws of the City of Charles Town.

I, **SCOTT UPDIKE,** do solemnly swear that I will faithfully discharge and perform the duties of the position of Board Member for the City of Charles Town Tree Board to the best of my skill, ability, and judgment according to law.

Scott Updike

The above oath was taken and subscribed before the Mayor of Charles Town on this 17th day of March 2025.

Robert M. Trainor
Mayor