CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • JULY 17, 2023

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

: **2023-619:** Approval of Minutes - Special Council Meeting Minutes June 29, 2023
June 29th meeting minutes.docx

: **2023-620:** City Council Minutes July 5, 2023
July 5 2023 Council minutes.docx

: **2023-621:** Special City Council Meeting Minutes - July 10, 2023
July 10 meeting minutes.docx

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2023-622:** City Manager Update - Possible Executive Session

: **2023-623:** Opiod Meeting Update

6. COMMITTEE REPORTS

: **2023-624:** Personnel Committee Report Update

: **2023-625:** Finance Committee Report
FinanceCommitteeReport_12Jul2023.pdf

: **2023-626:** Parks and Recreation Report

7. CITY MANAGER REPORT

: **2023-627:** Seminary Street - Potter's Field Update

: **2023-628:** Vacant Structures/Building Code Revisions

8. POLICE CHIEF REPORT

: **2023-646:** Police Department June Statistic Report
Police Statistics - June 2023.pdf

9. UNFINISHED BUSINESS

: **2023-629:** Sheetz Signal Agreement Resolution
Sheetz Cover Letter.pdf
Sheetz Resolution.pdf

: **2023-630:** ARPA Updates: CTUB
Trail request.pdf
01272023 CTUB APPLICATION-FOR-ARPA-FUNDS.pdf
CTUB Evitts area.pdf

: **2023-631:** ARPA Updates: Community Markets
Application ARPA Community Markets 02-17-203.pdf

10. NEW BUSINESS

: **2023-608:** Public Hearing - Stone Spring Bond Initiation Approval
1. Staff Report.pdf
2. Application.pdf
3. Master Bond Amount.pdf
4. Phase 1 Bond Amount.pdf
5. Kimley-Horn Review.pdf
6. Final Plat.pdf

: **2023-632:** Candidate Selection for Jefferson County's Municipal Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Representative
HEPMPO Vacancy Position Letter.pdf

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

: **2023-634:** Special Activities Permit - VFW Outdoor Dining Event
VFW2023OutdoorDiningLetter.pdf

: **2023-635:** FY2024 - General Fund Revision #1
FY2024 General Fund Budget Revision #1 7-17-2023.pdf
FY2024 General Fund Budget Revision #1 State Sheet 7-17-2023.pdf
GF Budget Resolution Revision #1 - Council July 17, 2023.doc

: **2023-636:** FY2024 - Coal Severance Revision #1
FY2024 Coal Fund Budget Revision #1 7-17-2023.pdf
FY2024 Coal Severance Fund Budget Revision #1 State Sheet 7-17-2023.pdf
CS Budget Resolution Revision #1 - Council July 17, 2023.doc

: **2023-638:** Happy Retreat Presentation by SGA

: **2023-639:** CT Now Remaining Funds Allocated to Charles Street Mural Balance

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2023-637:** Travel Policy Revisions - Refer to Personnel
Travel Policy Revisions.pdf

: **2023-644** Article 111 and Article 745 Referred to Ordinance Committee
Article 111.pdf

Article 745.pdf

12. APPROVAL OF BILLS

: **2023-645:** Payment of Bills - July 17, 2023
CAPITAL RESERVE COUNCIL REPORT 2023 7 14.pdf
GENERAL FUND COUNCIL REPORT-PAID BY CREDIT CARD 2023 7 17.pdf
PARKS & REC COUNCIL REPORT 2023 07 17.pdf
SALES TAX COUNCIL REPORT 2023 07 17.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, MONDAY, AUGUST 7, 2023

: **2023-640:** CTUB Minutes June 28, 2023
2023.06.28 UB MINUTES.pdf

: **2023-641:** Swearing-In Code Enforcement
Cheryl Peterson - Code Enforcement Officer.pdf

: **2023-642:** Sheetz Signal Agreement
Sheetz Resolution.pdf

: **2023-643:** Edward Ankers - Police Commission Swearing-In
Ankers Letter.pdf

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

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-619: Approval of Minutes - Special Council Meeting Minutes June 29, 2023

Approval of Minutes - Special City Council Meeting Minutes - June 29, 2023 5:00PM

ATTACHMENTS:

- June 29th meeting minutes.docx

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • June 29, 2023

Special Meeting **Council Chambers** **5:00 PM**

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

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

Ms. Alissa Meeks, Community Development Coordinator/Interim City Clerk was also in attendance.

2. NEW BUSINESS

2023-580: Candidate Interviews - Executive Session

The Council entered into Executive Session.

The following candidates were interviewed by Council for the open City Manager position:

Mr. Peter Olson

Mr. Adam Ward

Mr. John Whitmore

Mr. William Lademan

Mayor Trainor declared the Council out of Executive Session

3. ADJOURNMENT

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-620: City Council Minutes July 5, 2023

City Council Minutes July 5, 2023

ATTACHMENTS:

- July 5 2023 Council minutes.docx

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • July 5, 2023

Regular Meeting **661 South George Street Conference Room** **7:00 PM**

CALL TO ORDER

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

Ms. Alissa Meeks, Community Development Director/Interim City Clerk; Ms. Elizabeth Cook, Business Development/Downtown Coordinator; and Chief Chris Kutcher, Charles Town Police Department, were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2023-583: Approval of Minutes

The following change was made to the June 21, 2023, City Council Meeting minutes:

Packet page 5; Ward Reports: Ward #3, Ms. Philabaum's report: remove the word "**praying**" and add "**violating the noise ordinance**" to read: "She also expressed her displeasure concerning a group of people violating the noise ordinance during the community singalong at West Virginia Fest."

Hearing no other changes or corrections, Mayor Trainor declared the minutes approved.

3. PUBLIC COMMENT

No one signed up for public comment.

4. WARD REPORTS

Ward #1

Ms. Ricketts had nothing to report.

Mr. Kratovil had nothing to report.

Ward #2

Mr. Hynes reported that construction continues in Ward 2, including the Sheetz gas station on the corner of Augustine Avenue and Route 340.

Mr. Tester had nothing to report.

Ward #3

Ms. Rodd had nothing to report.

Ms. Philabaum requested that the July 17, 2023, City Council agenda include referral of City Ordinance Article 111 – Rules of Council to the Ordinance Committee for consideration to remove Ward Reports from the Order of Business at regular council meetings.

Ward #4

Mr. George had nothing to report.

Ms. Twyford thanked Jefferson County for the fireworks display that was held at Sam Michael's Park.

5. MAYOR'S REPORT

Mayor Trainor reported that he contacted Mr. Bob Franks, Sheetz Engineering Permit Project Manager, who informed him that the Sheetz Traffic Signal Agreement with the City and the West Virginia Department of Highways will be forwarded to the City for signature after Sheetz review and approval.

He also reported that he attended the Charles Town Utility Board meeting and a meeting with Dan Ryan builders.

6. COMMITTEE REPORTS

2023-586: Personnel Committee Report - City Manager Search Executive Session

This agenda item was discussed during executive session.

7. CITY MANAGER REPORT

Ms. Meeks reported that the Finance Department has hired an employee to fill the FY2024 authorized cashier position, who began employment on July 5, 2023. She also reported that Ms. Cheryl Peterson, the current permit technician, was promoted to the City's Code Enforcement Officer. The now vacant permit technician position has been advertised.

8. POLICE CHIEF REPORT

Chief Kutcher reported the following:

- The Charles Town Police Department responded to 11 calls to service related to fireworks complaints over the 4th of July weekend.

  Officer Hinkle initiated a traffic stop on July 1, 2023, where a search of the vehicle yielded 19 pounds of marijuana. The driver and passenger are out of state residents who were charged with intent to deliver an illegal substance.

- That there was a major accident near the Patrick Henry Blvd/US Route 340 intersection, resulting in severe personnel injuries and the death of a family pet.

9. UNFINISHED BUSINESS

There was no unfinished business.

10. NEW BUSINESS

2023-588: City Manager Selection - Possible Executive Session

Mr. Hynes moved to enter into Executive Session. Mr. George seconded the motion, and there were no objections. Mayor Trainor declared the Council in Executive Session.

Mayor Trainor declared the Council out of Executive Session.

Mr. Hynes moved to direct the Personnel Committee chair to schedule two additional interviews for the open City Manager position to be held on Monday, July 10, 2023, 6:00PM and 7:00PM at the 661 South George Street facility's conference room. Mr. Tester seconded the motion, and it passed unanimously.

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

2023-585: Visitor Center Establishment Location - Possible Executive Session

Council ruled that this issue did not require an Executive Session

Ms. Rodd moved to direct staff to prepare an addendum to the Rouss Hall Lease based on the Jefferson Arts Council's June 19, 2023 letter for Council consideration no later than the August 7, 2023 regular City Council meeting. Mr. Tester seconded the motion, and it passed by a 7-1 vote.

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

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

2023-603: Payment of Bills - July 5, 2023

Mr. Kratovil moved to approve the payment of the bills. Mr. Tester seconded the motion.

Mr. Hynes questioned the accounting details of the proposed payment to S&K Enterprises, LLC for tree removal at Happy Retreat. As such he requested that the motion be amended to exclude that payment until the accounting question is resolved, there were no objections.

Hearing no other objections, Mayor Trainor declared the bills approved for payment.

13. ADJOURNMENT

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

14. INFORMATION ONLY - NEXT MEETINGS:

Special City Council Meeting – Monday, July 10, 2023, at 6:00PM -- South George Street Conference Room

City Council Meeting – Monday, July 17, 2023, at 7:00PM – City Hall Council Chambers

2023-589: Fairview Farms Mayor's Select Committee

2023-590: Food Truck Report

2023-592: Resolution of Construction Appeals Board

2023-593: Statement of Council Standing Committee Appointments

15. NOTICE: The Public May View the meeting via Zoom by using the following link:

https://us02web.zoom.us/j/87826689843?pwd=VUxKNjhUMTcvc0pTc2pobWI2enlTUT09

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-621: Special City Council Meeting Minutes - July 10, 2023

Special City Council Meeting Minutes - July 10, 2023

ATTACHMENTS:

- July 10 meeting minutes.docx

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • July 10, 2023

Special Meeting **661 South George Street Conference Room** **6:00 PM**

1. CALL TO ORDER

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

Ms. Alissa Meeks, Community Development Director and Interim City Clerk was also in attendance.

2. NEW BUSINESS

2023-607: City Manager Candidate Interviews - Executive Session

The Council entered into Executive Session.

The following candidates were interviewed by Council for the open City Manager position:

Mr. Seth Rivard

Mr. John Nissel.

Mayor Trainor declared the Council out of Executive Session.

Mr. George moved to authorize Mayor Trainor to negotiate a contract with the desired candidate and to schedule an introductory meeting with city staff. Mr. Tester seconded the motion, and it passed unanimously.

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

3. ADJOURNMENT

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-622: City Manager Update - Possible Executive Session

City Manager Update - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-623: Opiod Meeting Update

Opiod Meeting Update

ATTACHMENTS:

2023-624: Personnel Committee Report Update

Personnel Committee Report Update

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-625: Finance Committee Report

Finance Committee Report

ATTACHMENTS:

- FinanceCommitteeReport_12Jul2023.pdf

City of Charles Town Finance Committee Report
12 July 2023 Meeting

Drafted by: Bob Trainor - Chairman

Call to Order ooa 10:08AM

1. **Persons present:** Finance Committee Members Ms. Julie Philabaum, Mr. Jeff Hynes, and Mr. Bob Trainor; Finance Director, Ms. Breanna Andrews; and Community Development Director – Interim City Clerk, Ms. Alissa Meeks

2. Unfinished Business

2.1: Parks and Recreation Budget Discussion – The Committee discussed the advantages of an updated FY2024 Parks and Rec budget to facilitate the City's budget planning and accounting procedures.

Recommendations to the City Council: Request that the Board of Parks and Recreation prepare and submit to the Council their FY2024 budget.

2.2: Red-Line Travel Policy – Purchase Card use and Per Diem Issuance – The Committee discussed updates to the City's Employee Handbook (Rev 10 Feb 2022) regarding the policy for Travel Expenses (4.11 – Travel Expenses section), specifically, guidelines for emergency travel.

Recommendations to the City Council: Forward recommendations, attachment (1), to Personnel Committee for review.

3. New Business

3.1: Chairman Report & Updates

- Information Technology improvements – discussed staff efforts to update the City's website as well as upgrading out of warranty computer hardware.
- Temporary personnel options for the Finance Director position.

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

3.2: Account Balances as of June 30, 2023

Staff presented to the Committee the City's account balances as of 30 Jun 2023, included as attachment (2).

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

3.3: Business & Occupation Tax – Proposed Exemption Provision in Article 745

Background:

Agenda item 2022-136 – B&O Tax Waiver Request, was an agenda item at the regular October 17, 2023 City Council meeting. The waiver request was for Alvarez Contractors Inc., who are working on behalf of the Charles Town Utility Board on the Waste Treatment Plant Renewal and Replacement Project. At that time, Mr. Hynes moved to refer the B&O Tax Waiver request to the Finance Committee, Mr. George seconded the motion and t passed unanimously.

The Finance Committee took up this issue at their regular December 6, 2022 meeting and tabled the specific request pending approval of a Charles Town policy to govern consideration of B&O tax reduction or elimination for projects that have a widespread benefit to the City and/or its residents.

Update:

The Committee reviewed a proposed change to Charles Town Codified Code Article 745 – Business and Occupation Tax. Specifically, the insertion of a new section to the ordinance – ***745.16A – OPTIONAL EXEMPT ACTIVITIES***. This proposed section provides general activity and circumstance guidance for the City Council to consider when determining if the City's B&O rates should be reduced or eliminated, for a specified time period for projects, contracts, or businesses benefiting the City.

Recommendations to the City Council: Review the proposed changes to Article 745, included as attachment (3), and refer it to the Ordinance Committee with specific Council guidance.

3.4: Signature Cards – Update with new committee member

New Finance Committee member, Ms. Julie Philabaum, filled out the required paperwork for signature authorization, which is expected within 2 or 3 weeks.

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

3.5 FY2023 General Operating, Coal Severance, and Capital Budget preliminary final balance.

Staff presented the Committee with the City's FY2023 preliminary budget balances thru 30 June 2023, available electronically as attachment (4a thru 4c).

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

3.6 FY2024 General Fund Revision #1

Staff presented the Committee with the first General Budget revision for FY2024, available electronically as attachment (5a). Generally, the revision increases the budget carryover, anticipated decreases in gaming and video lottery income due to the US-340 road closures this fall, and updates various expenditure estimates.

Recommendations to the City Council: Review and approve the General Fund Revision #1 for FY2024 that will be included in the City Council's 17 July 2023 meeting agenda.

3.7 FY2024 Coal Severance Revision #1

Staff presented the Committee with the first Coal Severance revision for FY2024, available electronically as attachment (5b)., increasing the total revenues to $140,702.

Recommendations to the City Council: Review and approve the Coal Severance Revision #1 for FY2024 that will be included in the City Council's 17 July 2023 meeting agenda.

3.8 Part Time Inspector Funding Request

Staff briefed the Committee on the City's Community Development Department's plan to use contracted building inspector services to cover inspections when the City Building Inspector is absent. The request to add $10.5K to the Operating Budget's Building Inspections – 436 category is included in Revision #1 of the General Fund.

Recommendations to the City Council: Review and approve this request as part of the General Fund Revision #1 for FY2024 that will be included in the City Council's 17 July 2023 meeting agenda.

4. Information Items

The next Finance Committee meeting is tentatively scheduled for 9 August 2023 at 10:00AM

5. Tabled Items

Update Banking Signature Cards – This item was tabled until after the Council elections and a new City Manager is seated.

6. Pending Items

There are no pending items.

7. The meeting was adjourned ooa 12:05PM

4.11 **Travel Expenses**

The purpose of this policy is to define employee travel rules and the authority for incurring and approving travel expenses.

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved City business trips. City travel is limited to business activities for which other means of communication are inadequate and for which prior approval of the employee's supervisor has been received.

Personal Vehicles

All employees using their own vehicle for City business must maintain insurance coverage as required by law and a valid driver's license. Travel between the employee's home and primary office is not considered to be City business.

Employees are not authorized to use personal vehicles for City business travel without written authorization from the City Manager. Employees will be reimbursed for personal vehicle use at the standard IRS mileage rate. The City Manager or his/her designee must authorize any deviation from this policy.

Travel Expenses

The City Council sets parameters on the expenditure of City funds to ensure that public funds are spent in an appropriate manner. Advance written approval from your supervisor is required before travel arrangements are made. The City pays a per diem rate for meals and incidental expenses and the actual amounts incurred for all other appropriate expenses when employees are on travel assignments. The per diem rate for meals and incidental expenses will be based on the current US General Services Administration (GSA) rate schedule for the destination at the time of travel. Any travel that requires lodging that is more costly than the pre-approved GSA rate must receive written approval from the City Manager or his/her designee before scheduling the lodging. The employee must demonstrate that lodging in the area is not available at or below the pre-approved GSA rate. Employees may receive an advance payment of the per diem for meals and incidentals with the approval of the supervisor at least one week prior to the date of travel. If any portion of the travel is cancelled or postponed after the employee has received an advance for per diem, the proportional share of per diem resulting from the cancellation or postponement must be repaid to the City within two weeks of the original travel date. Should there be a need for emergency travel for employees, the one week minimum per diem request period is not applicable. When possible, the City shall accommodate the approved emergency travel advance per diem payment request up to 48 hours prior to the date of travel. In the event that the advanced per diem payment request cannot be processed by the employee's date of travel, the employee shall be required to keep all receipts related to meals and incidental expenses. The City shall reimburse the employee for all actual meals and incidental expenses, not to exceed the GSA per diem allowance rates for the travel location and date. City purchase/credit cards shall not be used for meals and incidental expenses.

If you have any questions about appropriate expenses covered by the City, please discuss with the City Manager or his/her designee. Examples of typical expenses include the following:

- Airline tickets.
- Meals and incidentals.
- Lodging.
- Car rental, bus, taxi, parking.

• Associated gratuities.
• Other expenses necessary to achieve the business purposes.

Family Members
The City will pay the travel expenses of spouses or other family members only when their presence is deemed necessary to the business purpose of the trip and when approved in advance in writing by the City Manager.

4.12 **Business Expenses**
The purpose of this policy is to define approved non-travel employee business expenses and the authority for incurring and approving such expenses.
Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes.
If you have any questions regarding approved expenses or the authority to incur such expenses, please discuss with the City Manager or his/her designee.
Technical and Training Seminars/Conferences
The City pays for expenses associated with attendance at work related classes and seminars that enhance job-related skills. Prior written approval must be obtained from the employee's supervisor. Please note that the City will not pay the employee the per diem meal rate for meals that are included as part of the conference, seminar, or training session.
Employee Reporting
Employees are to report their approved expenses on the standard Expense Report Form and must include a description of the expense, its business purpose, date, place, and the participants.
4.13 **Use of City Credit and Purchase Cards**
Every employee in the possession of a City credit or purchase card will adhere to the strictest guidelines of responsibility for the proper protection and use of that card.
Employees must adhere to all relevant rules, regulations, and policies established for the use of such cards by the City and the WV State
Auditor's office. City card purchases under $250 do not require prior approval. City card purchases over this amount must receive prior approval from your supervisor or the City Manager.
All sales receipts generated by use of the City's card must be turned in monthly to the accounting department using the appropriate P-Card accounting form.
City cards are not to be used for personal reasons. Use of the City card is restricted to approved, business-related expenses.
Any unauthorized purchases made with a City card will be the cardholder's responsibility. Any such purchase will be reimbursed to the City by the employee within 30 days.
Lost or stolen City cards must be reported immediately to your supervisor. Failure to follow this policy may result in disciplinary action up to and including termination. Infractions are also subject to other discipline as outlined in the WV Auditor's program rules.

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Attachment (1)
Page 2 of 2

City of Charles Town Bank and Investment Accounts
As of June 30, 2023

Revised: July 11, 2023

Account	Fund	March 31, 2023 Account Balance	*June 30, 2023 Account Balance*	Near-Term Expenditures	UNRESTRICTED FUNDS Unencumbered Balance	RESTRICTED FUNDS Unencumbered Balance	Comments
Charles Town Building Commission	Bldg Commission	$ 154,617	$ 229,830	$ -	$ -	$ 229,830	Near-term expenditures (i.e. debt service) are paid from the BC fund and directly reimbursed through monthly lease payments from General Fund. Other funds restricted to BC purposes.
Residual Fund	Residual	$ 625,353	$ 677,514	$ -	$ 677,514	$ -	Savings account/emergency fund for the city. No planned expenditures.
Sales Tax	Sales Tax	$ 2,688,812	$ 3,138,925	$ 1,600,000	$ 1,538,925	$ -	$1.6 million committed to debt service (CWH and Annex reimb) and general operating costs for fiscal year 2024
Federal Equitable Fund	Investigative	$ 93,179	$ 99,629	$ -	$ -	$ 99,629	Funds restricted for limited police activities per DOJ guidelines.
General Fund	General	$ 5,472,671	$ 4,712,111	$ 3,212,111		$ 1,500,000	General fund for operations; assumes complete draw down in near-term. $1.5 million ARPA funding held in General Fund for grant matching
Coal Severance Tax Revenue Fund	Coal Severance	$ 119,327	$ 126,373	$ -	$ -	$ 126,373	Special revenue fund used for select projects; saving for longer-term park project.
CWH Landlord, LLC	CWH Landlord	$ 631,464	$ 632,645	$ 125,000	$ 507,645	$ -	Unrestricted revenues from the sale of federal historic tax credits; near-term expenditures are to begin design of city hall renovations.
American Rescue Plan Account	ARPA Fund	$ 8,883	$ 8,895	$ -	$ 8,895	$ -	Funds from the 2021 American Rescue Plan Act; both tranches have been transferred to the General Fund as of 01/06/2023 to execute the Standard Allowance Revenue Loss Replacement election Council made in April 2022. Balance is banking interest generated since account inception.
Housing Rehab Program	CDBG	$ 63,479	$ 63,513	$ -	$ -	$ 63,513	Funds restricted to housing rehab services.
Investigation Account - CTPD	Investigative	$ 43,897	$ 31,096	$ -	$ -	$ 31,096	Funds for police use -- Federal Equitable Recorded unde separate bank account
Employees Fund CTPD	Employees Fund	$ 962	$ 964	$ -	$ -	$ 964	Funds for police use
Capital Reserve Fund	Capital Reserve	$ 2,471,724	$ 2,726,939		$ -	$ 2,726,939	Near term funding for capital projects approved in FY24 CIP budget (minus capital expenses already paid, and repaving expenses paid from other account).
Summit Broker Buster - Repaving	Capital Reserve	$ 909,148	$ 954,034		$ -	$ 954,034	Savings account for future road resurfacing projects; all street improvements budgeted for FY2023 have been paid
EPA/RLF Fund	Capital Reserve	$ 174,340	$ 182,084	$ -	$ 182,084	$ -	EPA project completed but account remains open because it is a depository for federal overtime funds for drug task force (those funds later transferred to GRF) and is used to manage cash flow for reimbursable grants.
Board of Park & Recreation	Parks & Rec	$ 88,640	$ 81,803	$ 81,803	$ -	$ -	Operating account for the city's parks programs
Board of Park & Recreation - CIP	Parks & Rec	$ 4,541	$ 5,145		$ -	$ 5,145	Account dedicated to Parks & Rec Donations/Contributions for future Parks CIP (tennis courts, pool, etc.)
Debt Service Reserve (B.C.)	Bldg Commission	$ 47,724	$ 47,730	$ -	$ 47,730	$ -	Established in 2010 at the same time the Building Commission established the Sinking Fund for a 1999 bond issuance. Bond has been repaid, funds to be consolidated with Repaving fund by end of calendar year 2023
1999 Series Revenue Bond Interest & Sinking Fund (B.C)	Bldg Commission	$ 304,890	$ 304,928	$ -	$ 304,928	$ -	Account includes original deposit of $52k to establish fund and additional deposits from street fees and interest earnings. Now that bond is paid, funds are "unrestricted" and can be combined with the Repaving fund.
Board of Trustees Police Pension Relief Fund	Police Pension	$ 47,853	$ 50,905	$ 50,905	$ -	$ -	Funds used to support pension beneficiaries (includes regular contributions from the general fund to this account and accident report pymts).

Attachment (2)
Page 1 of 2

City of Charles Town Bank and Investment Accounts
As of June 30, 2023

Revised: July 11, 2023

Account	Fund	March 31, 2023 Account Balance	*June 30, 2023 Account Balance*	Near-Term Expenditures	UNRESTRICTED FUNDS Unencumbered Balance	RESTRICTED FUNDS Unencumbered Balance	Comments
Bond Escrow Fund	Bond Escrow	$ 182,721	$ 183,063	$ -	$ -	$ 183,063	Account is used to deposit funds from developers and held until projects are completed. Current funds are for the Samuel Street Station and Tate Manor projects.
Total Bank Accounts		$ 14,134,223	$ 14,258,124	$ 5,069,819	$ 3,267,720	$ 5,920,585	
					$ -		
Fidelity Police Pension Fund #6846	Police Pension	$ 470,735	$ 479,414	$ -	$ -	$ 479,414	Investment fund for restricted use; future pension payments
Fidelity City Residual Fund #9959	Residual	$ 667,834	$ 687,509	$ -	$ 687,509	$ -	Investment fund for budget stabilization.
					$ -		
Total Bank Accounts plus two Investment Accounts		$ 15,272,792	$ 15,425,047	$ 5,069,819	$ 3,955,229	$ 6,399,999	

Attachment (2)
Page 2 of 2

and includes (i) the tax imposed in Section 745.06 of this article and (ii) similar gross receipts taxes paid to other municipalities or other local government units (other than State governments) within the United States.

(2) "Extracting tax" means a gross receipts tax imposed by a municipality or other local government unit on the act or privilege of engaging in the business as a producer of natural resource products and includes (i) the tax imposed in Section 745.05 of this article and (ii) similar gross receipts taxes paid to other municipalities or other local government units within the United States (other than State governments) within the United States.

(3) "Gross receipts tax" means a tax which (i) is imposed on or measured by the gross volume of business in terms of gross receipts or in other terms and in the determination of which deductions allowed would not constitute the tax an income tax or value added tax and (ii) which is not, pursuant to law or custom, separately stated from the sales price.

(c) If imposition of the municipality's tax would place an undue burden upon interstate commerce or violate constitutional requirements, a taxpayer shall be allowed a credit to the extent necessary to preserve the validity of the tax under this article, and still apply the tax to as much of the taxpayer's activities as may be subject to the municipality's taxing authority.

(Passed 7-19-10.)

745.16 EXEMPT ACTIVITIES.

The provisions of this article shall not apply to:

(a) Insurance companies which pay the State of West Virginia a tax upon premiums; provided, that such exemption shall not extend to that part of gross income of insurance companies which is received for the use of real property, other than property in which any such company maintains its office or offices, in the municipality, whether such income is in the form of rentals or royalties; ‘

(b) Nonprofit cemetery companies organized and operated for the exclusive benefit of their members;

(c) Fraternal societies, organizations and associations organized and operated for the exclusive benefit of their members and not for profit; provided, that this exemption shall not extend to that part of gross income arising from the sale of alcoholic liquor, food and related services of such fraternal societies, organizations and associations which are licensed as private clubs under the provisions of West Virginia Code §§ 60-7-1 et seq.;

(d) Corporations, associations and societies organized and operated exclusively for religious or charitable purposes;

(e) Production credit associations, organized under the provisions of the federal Farm Credit Act of 1933; provided, that the exemption of this section shall not apply to

corporations or cooperative associations organized under the provisions of West Virginia Code §§ 19-4-1 et seq.;

(f) Any credit union organized under the West Virginia Code; provided, that the exemptions of this section shall not apply to corporations or cooperative associations organized under the provisions of West Virginia Code §§ 19-4-1 et seq.; and

(g) Gross income derived from advertising service rendered in the business of radio and television broadcasting.

745.16A OPTIONAL EXEMPT ACTIVITIES.

The City Council reserves the right to modify the provisions of this article, if approved by the majority of the City Council, by reducing or eliminating, for a specified time period and/or for a specific project, the Business and Occupation tax in the following scenarios:

(a) Any activity associated with a municipality initiated/ taxpayer funded project that directly benefits a significant portion of Charles Town's residents, and in which the taxes rendered under this article would likely result in higher rates to those residents for existing services as well as higher project costs for the municipality; and

(b) To promote long-term business growth within the city limits, in which estimated resulting increased revenues and services resulting is deemed beneficial to Charles Town and residents. Long term business growth is defined in the following ways:

a. The business and/or organization must be committed to maintaining operations in Charles Town for at least 5 years.

~~a.~~ The business and/or organization must contribute, at minimum, 10 new employment opportunities for the local job market.

b. The business and/or organization must contribute to the local sales and service tax collections at a rate that is proportionately higher than the estimated business and occupation tax collections for the exemption period.

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(Passed 7-19-10.)

745.17 TAX CUMULATIVE.

The tax, interest and penalty imposed by this article shall be in addition to all other licenses, taxes and other revenue measures levied or collected by the municipality as a condition precedent to the right of any person to engage or continue in any business, profession, trade, calling or other activity within this municipality. A person exercising a privilege taxable under this article, subject to the payment of all licenses and charges which are conditions precedent to exercising the privileges taxed, may exercise the privilege in

2023-626: Parks and Recreation Report

Parks and Recreation Report

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-627: Seminary Street - Potter's Field Update

Potter's Field Update

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-628: Vacant Structures/Building Code Revisions

Ordinances 1759 and 1705 updates

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-646: Police Department June Statistic Report

ATTACHMENTS:

- Police Statistics - June 2023.pdf

Charles Town Police Department
Monthly Stat Report

June 2023

911 Hangup	3	Missing Child	
Abandoned Vehicle	4	Motorist Assist	1
Alarm	22	MVA w/ Entrapment	
Animal Complaint	1	MVA Hit and Run	3
Assault	1	MVA No Injury	19
ATV Complaint	1	MVA Major Incident	
Be on the Lookout	2	MVA w/ Injury	7
Breaking and Entering	1	Open Door	
Breaking and Entering Vehicle	7	Out of Car (Investigation/Mtg/Court)	4
Building Check	14	Overdose	
Burlary	1	Overdose-Death	
Capias Recalled by Court	18	Panhandling	2
Capias Service	5	Parking Complaint	15
Court/Bailiff Duty	3	Public Assist (In Person Contact)	17
Destruction of Property	2	Public Service (Phone Contact)	84
Directed Patrol	143	Pursuit	1
Disabled Vehicle	6	Reckless Driver	1
Disturbance	43	Road Patrol	
Dog Locked in Vehicle		Robbery	
Domestic Battery		Shoplifting	1
Drug Activity	5	Special Event/Detail	1
DUI	3	Stolen Vehicle	2
EMS Assist	5	Suspicious Activity	3
Fingerprinting	1	Suspicious Mail	1
Fire Assist	1	Suspicious Person	2
Fireworks Complaint	1	Suspicious Vehicle	6
Follow Up	24	Theft	1
Found Property	6	Threats	
Fraud	2	Traffic Hazzard	9
Funeral Escort	1	Transport	1
Gunshots Heard	2	Trespassing	2
Hardcopy Check	4	Unattended Death	1
Internet Crimes against Child	1	Vehicle Fire	
Illegal Burn	1	VIN Verification	
Information		Warrant Service	7
Injured Animal	2	Welfare Check	23
Intoxicated Person	3	Wires Down	1
Juvenile Complaint	4	**Total calls of service**	**558**

Assists/Back-Ups:	Ranson	**21**		Sheriffs Dept.	**20**
	Harpers Ferry			State Police	**3**
	Shepherdstown			Other (not including CTPD)	**3**
				Total Assists	**47**

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	15	7	17	4	1	0	0	**22**
Total Charges	26	12	32	4	2	0	0	**38**
Citations:								**200**
- Moving								**92**
- Nonmoving								**90**
- Criminal								**10**
- S Ticket (Parking)								**8**
Stops	104	62	122	15	25	3	1	**166**
Warnings:								**76**
Stops	42	34	55	13	7	0	1	**76**
Total	**161**	103	**194**	**32**	**33**	**3**	**2**	
Incident Report								**66**
Parking								
- Citations								**338**
-Warnings								**44**

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

June 2023

	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Burglary							
Grand Larceny	1		1				
Malicious Assault							
Malicious Wounding							
Attempted Murder 1st Degree							
Murder 1st Degree							
Petit Larceny	2		2				
Robbery - Attempted							
Robbery - Armed							
Robbery 2nd Degree							
Sexual Assault 1st Degree							
Shoplifting		5	5				
Shoplifting 2nd Offense							
Shoplifting 3rd Offense							
Strangulation							
TOTAL	**3**	**5**	**8**	**0**	**0**	**0**	**0**
PART II OFFENSE							
Assault							
Attempted Disarm of Police Officer							
Attempted to Defeat Drug/Alcohol Screening Test							
Battery	3		2	1			
Battery on Law Enforcement							
Breaking and Entering Auto	3		3				
Bond Violation							
Capias Served	3	2	4	1			
Child Abuse Resulting in Injury							
Child Neglect Creating Risk of Injury							
Computer Fraud							
Conspiracy							
Conspiracy to Distribute MDMA							
Conspiracy to Breaking and Entering							
Conspiracy to Possess w/Intent to Deliver Acid/LSD							
Conspiracy to Commit Petit Larceny							
Contributing to the Deliquency of a Child		1	1				
Cultivation of Marijuana							
Deadly Weapon on School Property							
Delivery of Controlled Substance							
Destruction of Property							
Disorderly Conduct							
Disruption of School							
Distribution of Crack Cocaine							
Disturbing the Peace							
Domestic Assault	1		1				
Domestic Battery							
Domestic Battery 2nd Offense							
Domestic Battery 3rd Offense							
Driving Revoked for DUI							
Driving Revoked for DUI 2nd							
Driving Revoked for DUI 3rd							
Driving Revoked Non DUI Admin							
DUI	1				1		
DUI 2nd							
DUI 3rd							
DUI Aggravated	1		1				
DUI Causing Bodily Injury							
DUI - Drugs							

Charles Town Police Department

Monthly Stat Report

Charges by Offense/Gender/Race

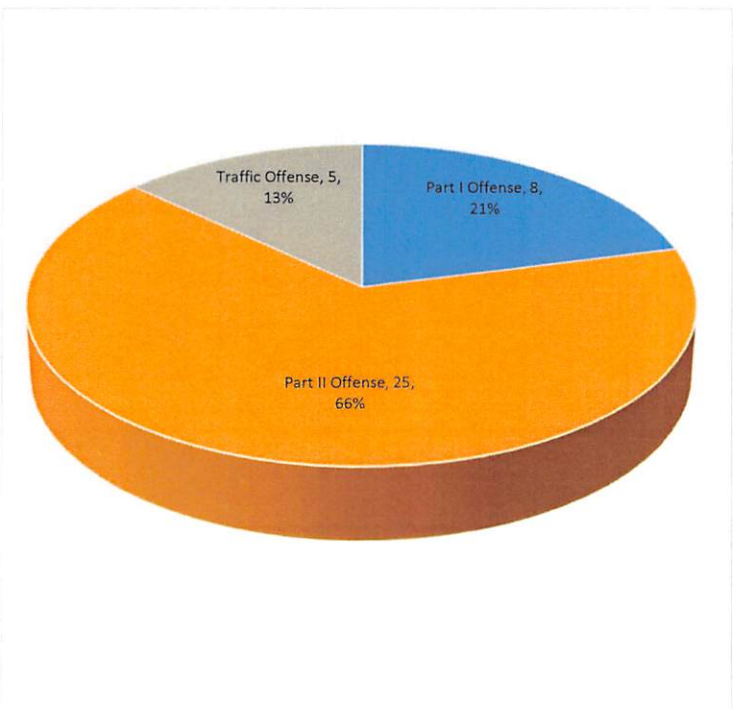
DUI - Drugs 2nd Offense							
DUI w/ Minor							
Entering without Breaking	1		1				
Failure to Register for Child Abuse Registry							
False Alarm of Fire							
False Reporting of an Emergency							
Felon in Possession of Firearm							
Fingerprint Refusal							
Fleeing on Foot							
Fleeing while DUI							
Fleeing with Property Damage							
Fleeing with Reckless Indifference							
Fugitive From Justice	1		1				
Incest							
Interfering with Emergency Communication							
Interlock Violation							
Littering							
Non-Consensual Disclosure of Private Intimate Images							
Obstructing an Officer		1	1				
Obtain Money, Property, Services by False Pretense							
Open Container							
Open Container in Vehicle							
Pedestrian in Roadway							
Pimping							
Possession Deadly Weapon by Minor							
Possession of Alcohol Under 21							
Possession of Controlled Substance							
Possession of Gabapentin							
Possession of Heroin							
Possession of Marijuana	1	1	1	1			
Possession of Methamphetamine	1		1				
Possession of Oxycodone w/out Prescription							
Possession of Stolen Property							
Possession of Vape Product under 18							
Possession w/ Intent to Deliver Cocaine							
Possession w/ Intent to Deliver Fentanyl							
Possession w/ Intent to Deliver Marijuana		1		1			
Possession w/ Intent to Deliver MDMA (Molly)							
Probation Violation							
Prohibited Person in Poss of Firearm							
Prostitution							
Prostitution 2nd Offense							
Providing Alcohol to Under 21							
Public Intoxication							
Reckless Driving							
Resisting Arrest							
Sexual Abuse 1st Degree							
Sexual Assault 2nd Degree							
Threats of Terroristic Acts							
Transfer Receive Stolen Property	2		2				
Trespassing							
Unlawful Taking of Vehicle	1		1				
Underage Possession of Firearm (Federal Warrant)							
Uttering							
Violation of Protection Order							
TOTAL	**19**	**6**	**20**	**4**	**1**	**0**	**0**

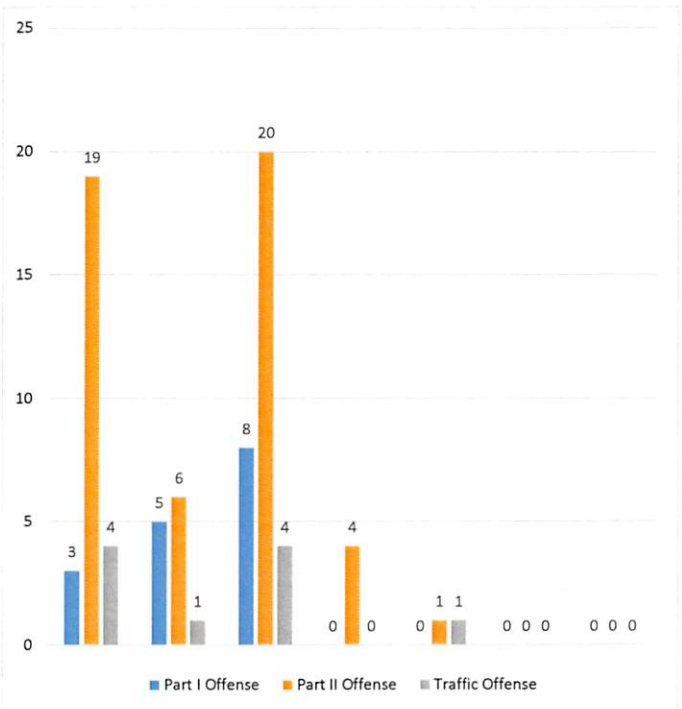
Charles Town Police Department

Monthly Stat Report

Charges by Offense/Gender/Race

TRAFFIC OFFENSE							
Cell Phone Violation							
Child Safety Restraint Violation							
Defective Equipment							
Driving Suspended							
Driving Suspended 2nd Offense							
Driving Suspended 3rd Offense							
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							
Fail to Yield to Emergency Vehicle							
Following to Closely							
Improper Backing							
Improper Registration							
Instruction Permit Violation							
Left of Center	1				1		
No Insurance/No Proof of Insurance		1	1				
No Motorcycle Endorsement							
No Parking Violation							
No Seatbelt							
No White Bicycle Light							
Passing on Right							
Red Light Violation							
Speeding	1		1				
Too Fast for Conditions	1		1				
TOTAL	**4**	**1**	**4**	**0**	**1**	**0**	**0**
TOTAL CHARGES	**26**	**12**	**32**	**4**	**2**	**0**	**0**





Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-3-16	Expired Registration	34
17A-3-1a.(a)	Fail To Obtain WV Registration 30days	1
17A-9-2	No Or Expired Registration	18
17A-9-3	Improper Registration	1
17B-2-1	No Operators	1
17B-2-1a(b)	Failure To Obtain WV Operator's	2
17B-4-3(a)	Driving Suspended/2nd/3rd	1
17B-4-3a	Driving Suspended or Revoked	5
17C-12-5	Stop Sign Violation	1
17C-13-3	Parking Violation	8
17C-14-15	Use Handheld Communication Device	3
17C-14-9a	Approaching Emergency Vehicle	1
17C-15-49	Seatbelts Required	1
17C-16-9	No Or Expired MVI	30
17C-3-4	Fail To Obey Traffic Control Device	5
17C-3-5	Fail To Obey Traffic Light	12
17C-4-4	Duty Upon Striking Unattended Vehicle	1
17C-4-6	Fail To Report Crash >$1,000	1
17C-5-2(f)	Aggravated DUI >.15	1
17C-6-1(a)	Too Fast For Conditions	1
17C-6-1a	Failure To Maintain Control	6
17C-6-1b	Speeding	44
17C-7-4	Passing On Right-Off Road	1
17C-7-5	Passing On Left Unsafely	1
17C-7-8	One Way And Traffic Island Violation	1
17C-9-1	Fail Yield At Intersection	1
17D-2A-3	No Insurance	4
17D-2A-4	No Proof Of Insurance	6
CTPD171.07	Failure To Appear For Trial (CAPIAS)	5
CTPD531.03	Possession Of Marijuana <15gms	2
ctpd521.06(a)(1)	Public Intoxication	1
Report Totals		**200**

Report Includes:

All dates of issue between `00:00:00 06/01/23` and `23:59:59 06/30/23`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

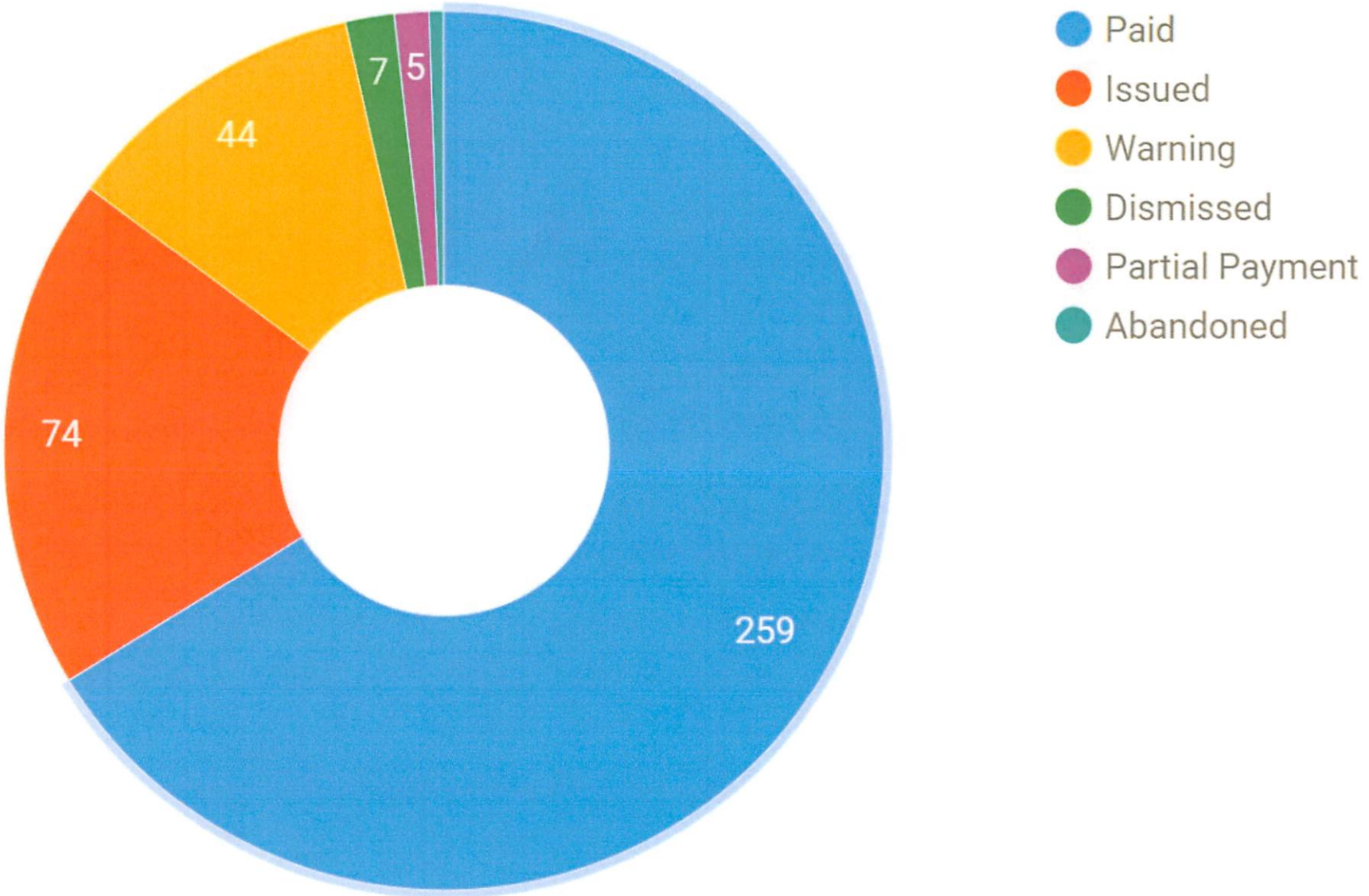
Charles Town Police Department

Total Traffic Warning Report, by Violation

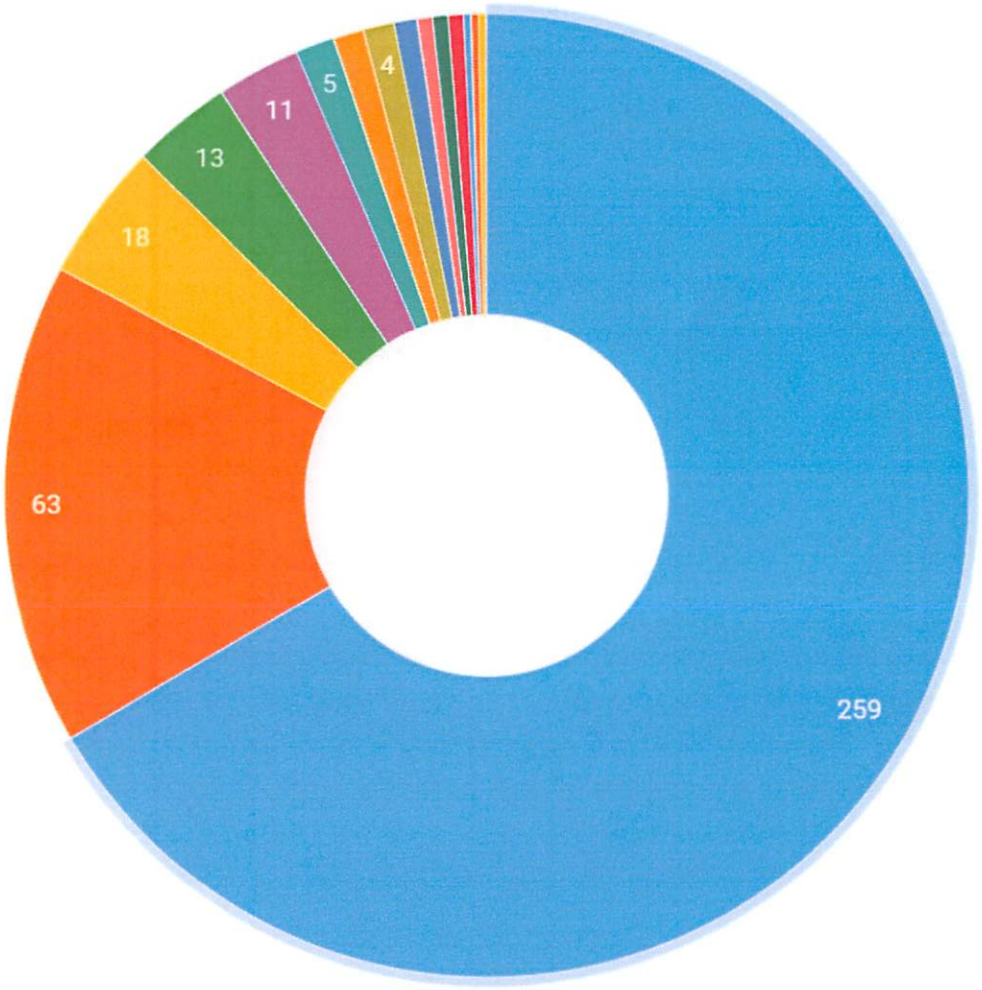
Violation	Description	Total
17A-3-15	Improper Display Of Registration	6
17A-3-16	Expired Registration	12
17A-9-2	No Or Expired Registration	4
17C-14-14	Littering From Motor Vehicle	1
17C-14-15	Use Handheld Communication Device	1
17C-15-1	Unsafe-Improperly Equipped Vehicle	5
17C-15-28	Unapproved Lamps Or Equipment	1
17C-15-36(a)	Window Tint Violation	2
17C-2-3(c)	Fail To Obey Officer Directing Traffic	1
17C-3-4	Fail To Obey Traffic Control Device	10
17C-3-5	Fail To Obey Traffic Light	3
17C-6-1a	Failure To Maintain Control	7
17C-6-1b	Speeding	22
17C-9-3	Fail To Yield-Thru Highway	1
	Report Totals:	**76**

Report Includes:
All dates between `00:00:00 06/01/23` and `23:59:59 06/30/23`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

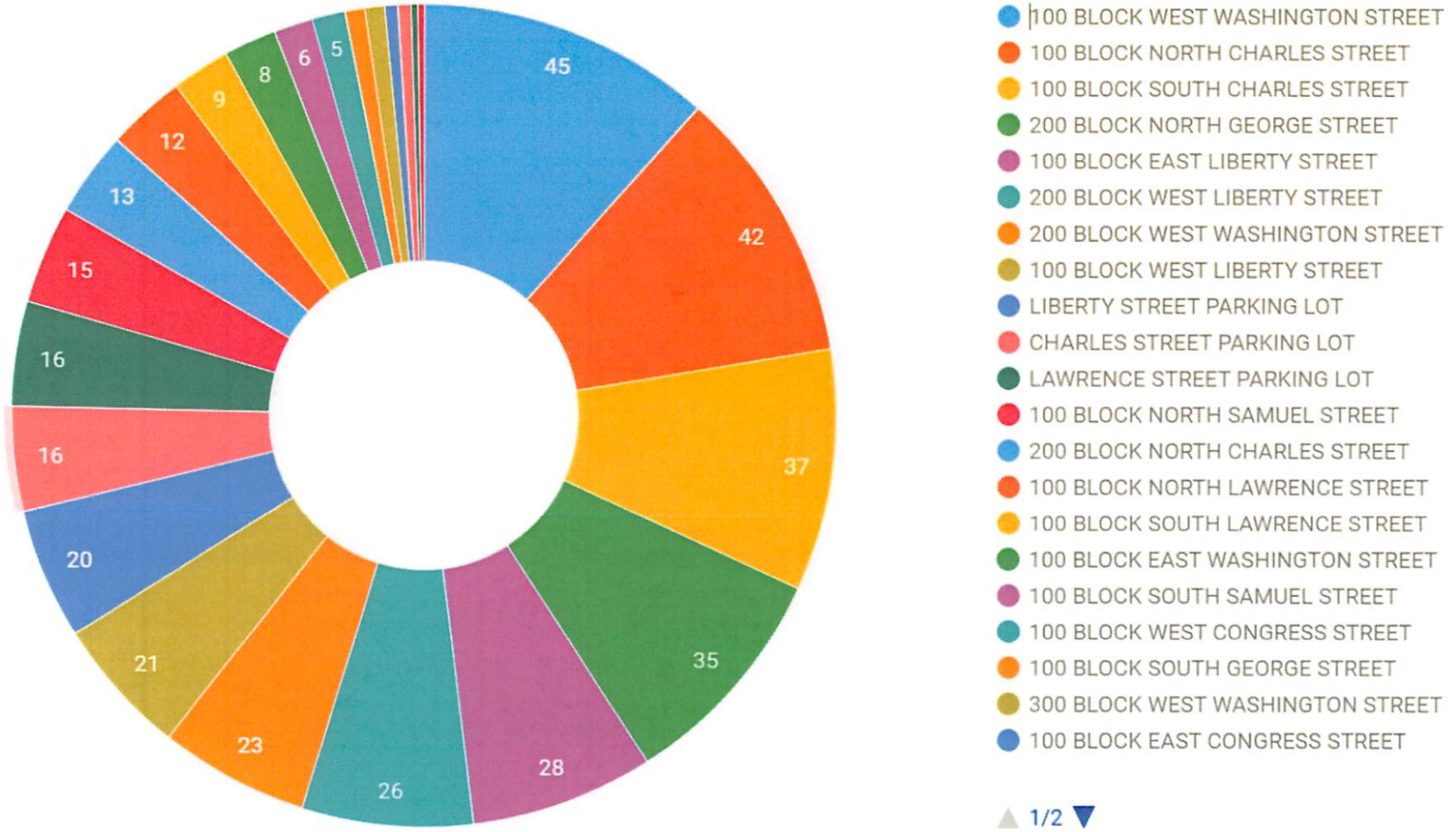
Tickets By Status (Jun. 2023)



Tickets By Violation (Jun. 2023)



- Expired Meter
- Exceed 2 Hour Free Parking
- Permit Parking Only/Pay by App Violation (Liberty Street Lot)
- Accessible Parking Violation
- Parking Permit Violation
- Improper Manner of Parking
- Ten Minute Take Away Parking
- Wrong Direction
- Designated No Parking Zone Violation
- Fire Hydrant Violation
- Loading/Unloading Zone Violation
- Parked within 20 feet of a Crosswalk
- More than 18" from Curb
- Immobilization Device (Booting) Fee
- Yellow/Red Painted Curbs or Streets Violation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42
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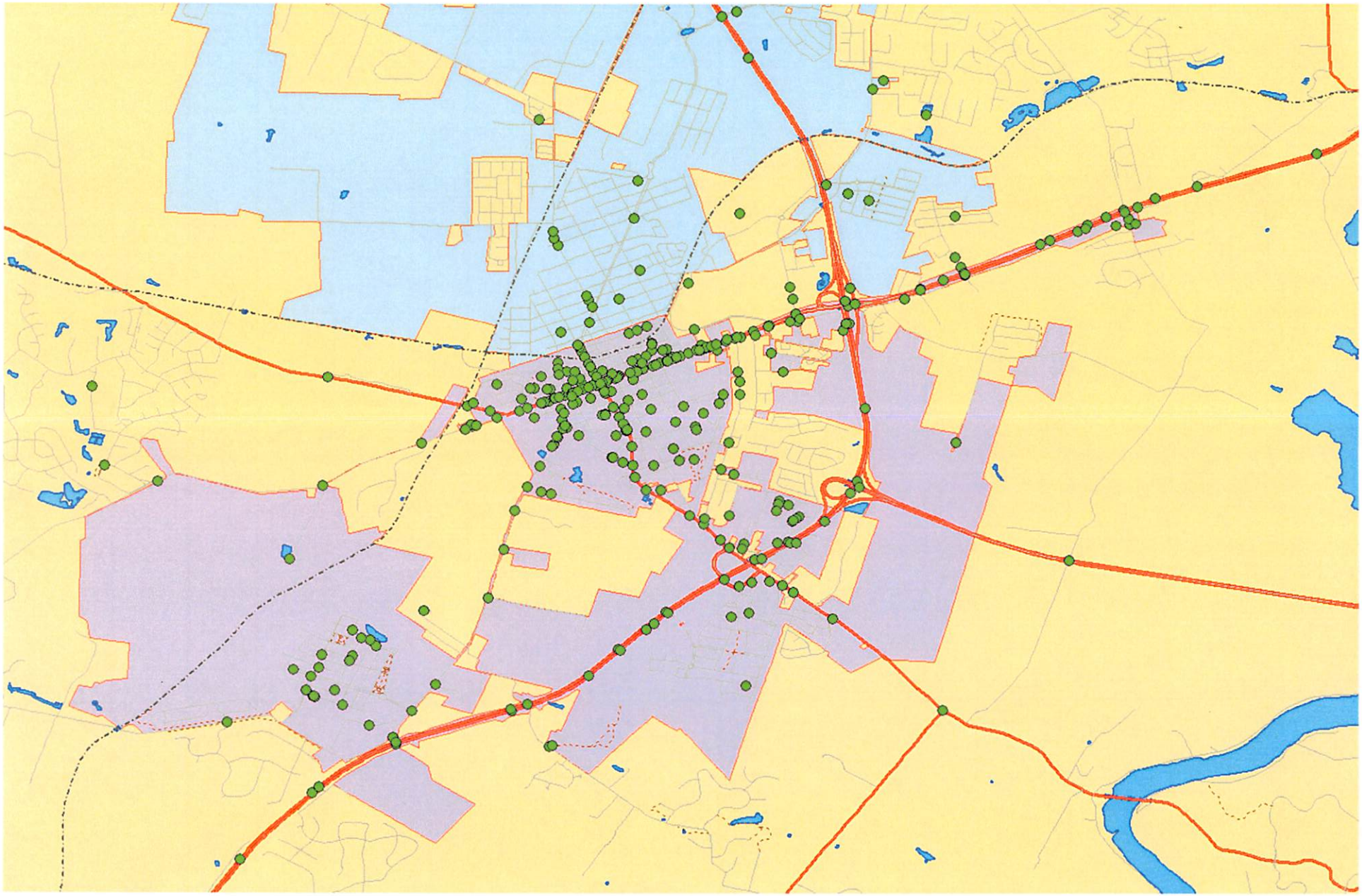
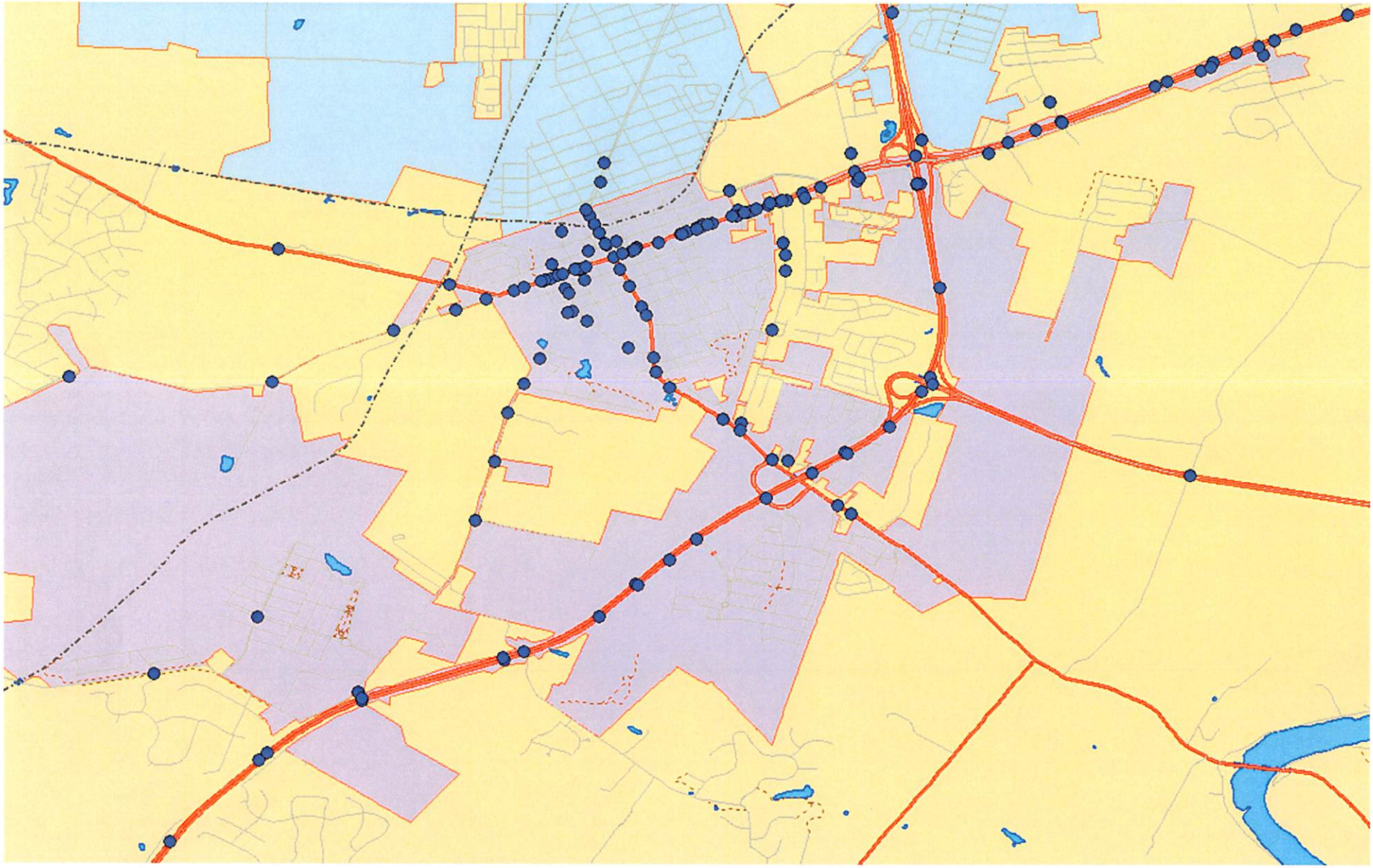
100 BLOCK WEST WASHINGTON STREET
100 BLOCK NORTH CHARLES STREET
100 BLOCK SOUTH CHARLES STREET
200 BLOCK NORTH GEORGE STREET
100 BLOCK EAST LIBERTY STREET
200 BLOCK WEST LIBERTY STREET
200 BLOCK WEST WASHINGTON STREET
100 BLOCK WEST LIBERTY STREET
LIBERTY STREET PARKING LOT
CHARLES STREET PARKING LOT
LAWRENCE STREET PARKING LOT
100 BLOCK NORTH SAMUEL STREET
200 BLOCK NORTH CHARLES STREET
100 BLOCK NORTH LAWRENCE STREET
100 BLOCK SOUTH LAWRENCE STREET
100 BLOCK EAST WASHINGTON STREET
100 BLOCK SOUTH SAMUEL STREET
100 BLOCK WEST CONGRESS STREET
100 BLOCK SOUTH GEORGE STREET
300 BLOCK WEST WASHINGTON STREET
100 BLOCK EAST CONGRESS STREET
1/2

June 2023 – All CTPD Calls



June 2023 – All CTPD Traffic Stops



City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-629: Sheetz Signal Agreement Resolution

Sheetz Signal Agreement Resolution

ATTACHMENTS:

- Sheetz Cover Letter.pdf
- Sheetz Resolution.pdf

RECEIVED
JUL 10 2023
BY:

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

Gregory L. Bailey, P.E.
Interim
State Highway Engineer

Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways

June 28, 2023

Mr. Robert Franks
Sheetz, Inc.
5700 6th Avenue
Altoona, Pennsylvania 16602

Dear Mr. Franks:

Enclosed is a revised proposed three-party agreement between the West Virginia Division of Highways (DOH), the City of Charles Town, and Sheetz, Inc. for the installation of a new traffic signal at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and the proposed Sheetz development approach, including a signalized crosswalk across Augustine Avenue, and the modification of an existing traffic signal at the intersection of US 340 (Berryville Pike) with CR 340/18 (Augustine Avenue) in Charles Town, Jefferson County.

The agreement sets forth the joint responsibilities of Sheetz, Inc., the City of Charles Town, and the Division of Highways regarding traffic signals. All four copies of the agreement should be executed, forwarded to the City for their execution, and returned to this office for final execution by the Division of Highways. The date of the agreement will be the date it is executed by the Division; therefore, *the date space at the top of the first page of the agreement is to be left blank.* After the appropriate officials of the Division have affixed the necessary signatures, we will return one fully executed agreement for your files.

Should you have any questions regarding this matter, please contact this office at (304) 558-3063.

Sincerely,

Ted J. Whitmore, P.E.
Director –
Traffic Engineering Division

TJW:Mp

Enclosures

RESOLUTION OF THE COUNCIL OF THE CITY OF CHARLES TOWN, WEST VIRGINIA, AUTHORIZING EXECUTION OF AN AGREEMENT WITH THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, WITH REGARD TO ESTABLISHMENT AND MAINTENANCE OF A TRAFFIC SIGNAL SYSTEM WITHIN THE MUNICIPAL LIMITS OF THE CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA.

BE IT RESOLVED BY THE CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA, AS FOLLOWS:

1. That the Mayor of the City of Charles Town, West Virginia, a Municipal Corporation, be and is hereby authorized to execute, to have acknowledged, and to have delivered on behalf of said City, an agreement, a copy of which is attached hereto and made a part hereof, with the West Virginia Department of Transportation, Division of Highways, with regard to the establishment and maintenance of a traffic signal system within the Corporate Limits of said City; and
2. That the City Clerk and Recorder do properly attest the signature of said officials and affix the seal of the City to said agreement.

On motion made by _____ and seconded by _____, the City Council of Charles Town, West Virginia, does hereby approve and authorize the adoption of said Resolution.

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON
CITY OF CHARLES TOWN

I, _____, City Clerk and Recording Officer of said Municipality, do hereby certify that the foregoing are true copies from the records of order made and entered into by the Council of said Municipality on the _____ day of _____, 20____.

_____
City Clerk and Recording Officer

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 20___, by and between the **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS**, a State Agency, hereinafter referred to as "Division;" **SHEETZ, INC.**, hereinafter referred to as "Developer;" and the **CITY OF CHARLES TOWN**, a Municipal Corporation, hereinafter referred to as "City."

WITNESSETH

THAT WHEREAS, Developer is constructing a new access to serve the Sheetz development at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and proposed Sheetz access in Charles Town, Jefferson County, West Virginia; and,

WHEREAS, Division, Developer, and City are mutually agreed with respect to the installation of a new traffic signal at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and proposed Sheetz access, including a signalized crosswalk across Augustine Avenue, and the modification of an existing traffic signal at the intersection of US 340 (Berryville Pike) with CR 340/18 (Augustine Avenue) in Charles Town, Jefferson County, West Virginia; and

WHEREAS, due to the fact that the necessity for installing the new traffic signal and modifying the existing traffic signal at the above described locations arises from traffic flowing into and out of the Developer development and regulation of said traffic will benefit the patrons of said facilities, the Developer has indicated a desire to pay for the construction costs of installing and modifying such traffic signals, including a signalized crosswalk across Augustine Avenue, said contribution to be in the form of a donation to the State Road Fund to be conditioned upon use of the entire amount thus donated for purposes hereinafter set forth

WHEREAS, by Resolution bearing date of ___ day of _____, 20__, the Council of the City of Charles Town has authorized and directed proper authorities to execute, acknowledge, and deliver an agreement on behalf of said City, setting out terms and

conditions thereof, a copy of which Resolution is affixed to this agreement and made part hereof, and

WHEREAS, Division, Developer, and City are desirous of cooperating in adoption of said rules, regulations, stipulations, and conditions in order to establish their mutual responsibilities and obligations with regard to the future maintenance and operation of said traffic signals.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH, that for and in consideration of the mutual covenants herein entered into and mutual benefits to be derived by parties hereto, said Division, Developer, and City do hereby agree that the following will be the duties and responsibilities of each party, respectively.

DUTIES AND RESPONSIBILITIES OF THE DIVISION

The Division agrees:

1. To prepare plans and specifications necessary for a project for the construction of the installation of a new traffic signal at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and proposed Sheetz access and modification of an existing traffic signal at the intersection of US 340 (Berryville Pike) with CR 340/18 (Augustine Avenue), and to let a contract for the erection thereof, and to supervise the installation of the same.
2. To pay for the installation of a communications connection and pay the continuing service cost.
3. To program all intersection controllers.
4. To perform all major maintenance of the traffic signal system and communications system, excluding cleaning and/or replacement of LED signal indications at Division's sole expense and without cost or expense of any nature whatsoever to Developer or City.

DUTIES AND RESPONSIBILITIES OF DEVELOPER

Developer agrees:

1. To contribute upon being advised by the Division of the actual cost, a donation to the

State Road Fund a sum of money equal to one hundred percent (100%) of the construction costs of installing the new traffic signal at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and proposed Sheetz access and modification of the existing traffic signal at the intersection of US 340 (Berryville Pike) with CR 340/18 (Augustine Avenue), currently estimated to be three hundred twenty-five thousand dollars ($325,000).

2. That the terms of this agreement shall be binding upon successors and assigns.

DUTIES AND RESPONSIBILITIES OF THE CITY

The City agrees:

1. To perform properly all minor maintenance of the traffic signal, including cleaning and/or replacement of LED signal indications at the City's sole cost and without cost or expense of any nature to Developer or Division.
2. To pay for the continuing power costs of the traffic signals.
3. Not to alter in any way and not to remove any part of the traffic signal without prior approval by the Division.
4. To permit construction and maintenance on City property of any pole, foundation, signal and support or any other appurtenance necessary for completion of the project.
5. To enact any appropriate ordinances, resolutions, or regulations necessary to accomplish the purposes of this agreement and to enforce such ordinances, resolutions, and/or regulations.

IT IS FURTHER UNDERSTOOD AND AGREED UPON BETWEEN DIVISION AND DEVELOPER:

1. That the work agreed to be done by the Division in connection with the overall installation and modification of the aforesaid traffic signals shall be done in three phases, to wit:

a. The preparation of plans and specifications for a contract letting;

b. The advertising and acceptance of competitive bids on the contract;

c. The awarding of a contract for said traffic signals and the supervision of the construction thereof.

2. That the construction cost shall include contract bid amount, estimated contract administration and inspection cost of Division personnel assigned to the project, and the cost of materials supplied from the Division's inventory to expedite the completion of the contract. Division shall provide Developer with appropriate detail and/or back up information related to construction costs for which Developer is responsible under this Agreement.

3. That upon completion of the installation and modification of the traffic signals, all equipment, poles, and all other appurtenances, are and shall remain the property of Division.

4. That Developer has not had, does not have now, and shall not have in the future, any responsibility in respect to the planning, design, construction or maintenance of the installation and modification of said traffic signals.

5. That the Developer grants the Division or City the right and privilege to enter upon such portions of the Developer's property located near the intersections for the purpose of constructing and maintaining the traffic signals and their appurtenances.

6. This agreement shall be governed by and interpreted in accordance with the substantive laws of the State of West Virginia. Any civil action pursuant to this contract must be commenced and head in the State of West Virginia.

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

APPROVED AS TO FORM THIS
21 DAY June 2023
ATTORNEY LEGAL DIVISION
WEST VIRGINIA DEPARTMENT
OF TRANSPORTATION
DIVISION OF HIGHWAYS
2306084

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

By: _____
Jimmy Wriston, P.E.
Its: Secretary of Transportation / Commissioner of Highways

SHEETZ, INC.

By: _____

Its: VP of Store Development

CITY OF CHARLES TOWN
A Municipal Corporation

By: _____
Its: Mayor

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-630: ARPA Updates: CTUB

ARPA Updates: CTUB

ATTACHMENTS:

- Trail request.pdf
- 01272023 CTUB APPLICATION-FOR-ARPA-FUNDS.pdf
- CTUB Evitts area.pdf

Charles Town
Utility Board
661 S. George Street, Suite 101 Charles Town, WV 25414
Phone: (304) 725-2316 ♦ Fax: (304) 725-7150 ♦ Web: www.ctubwv.com

MEMORANDUM

To: **Charles Town City Council**

From: **Kristen Stolipher, Utility General Manager**

Date: **July 12, 2023**

Re: **Proposed Trail connector from Augustine Avenue to Washington Street along Evitt's Run**

The purpose of this memorandum is to summarize the request made by CTUB to the Charles Town City Council for supplemental funding for the 2022 Collection System Project to construct a trail connector from Augustine Avenue to Washington Street as shown on the attached exhibit. The trail will be constructed concurrently with the 2022 Collection System project. This project includes the construction of a linear sewage collector main that will run parallel with Evitt's Run which involves clearing of a heavily wooded area behind the Save-a-lot shopping center from Augustine Avenue to Washington Street. This effort makes it ideal for constructing a trail connector since a Contractor will be mobilized and can achieve efficiencies with construction of a trail system once the sewer line has been installed. The estimated cost of the sidewalk is $150,000. The following assumptions were made for the construction of the sidewalk:

For a 1,400 LF walking trail that is 6' wide:

Mobilization - $5,000
E&S Controls - $5,000
Clearing and Grubbing - $7,500
Strip Topsoil - $10,000
Grading - $7,500
2" Pavement on 6" CR stone (8,400 SF @ $50/SY) – $47,500.

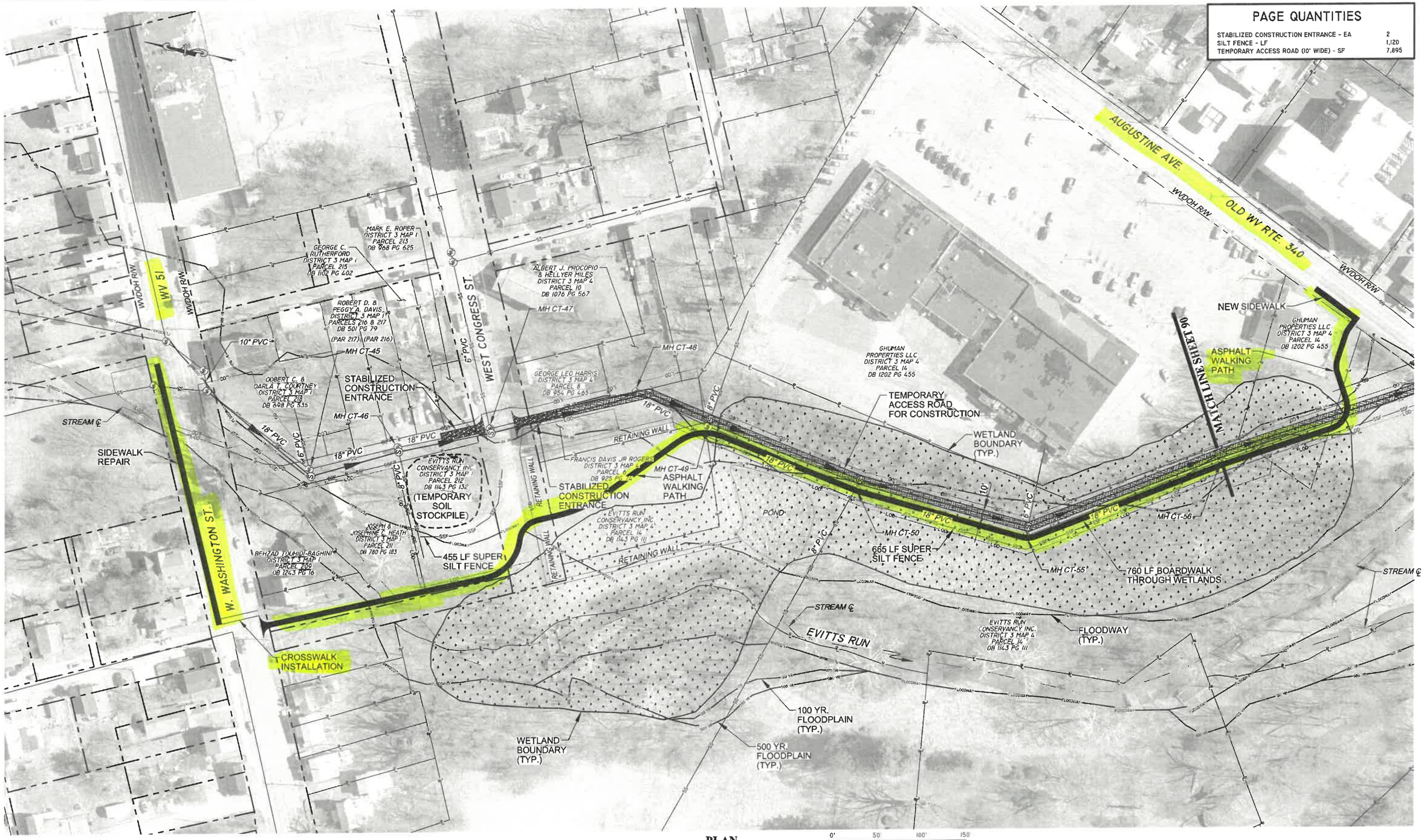
Including Contingencies, mark-ups, etc. the estimate is $150,000.

If the funding for this is approved, CTUB commits to engaging City Council, or designated committee, to participate in an initial scoping meeting as well as a 40% review of construction plans. In the alternative, if funding is not available, CTUB will move forward with the collection system project and stabilize the site upon completion of the project with no provisions for a trail connector.

CTUB has proposed the inclusion of a trail connector as part of the 2022 Collection System project as a mutually beneficial cooperation to achieve local funding in the project as well as accomplish pedestrian network goals that have been in the works for many years (attached City of Charles Town Comprehensive Plan Future Pedestrian Network Improvements and West End Trail Plan).

PAGE QUANTITIES

STABILIZED CONSTRUCTION ENTRANCE - EA	2
SILT FENCE - LF	1,120
TEMPORARY ACCESS ROAD (10' WIDE) - SF	7,895



PLAN

0' 50' 100' 150'

PLAN SCALE: 1" = 50'

RK&K
P: 304.788.3370
159 Plaza Drive | Keyser, WV 26726
Engineers | Construction Managers | Planners | Scientists
www.rkk.com
Responsive People | Creative Solutions

PROJECT NO.	19339.019
DATE	MAY 10, 2023
DESIGNED	RAD
DRAWN	RAS
CHECKED	JWC

REVISIONS

CHARLES TOWN UTILITY BOARD
661 S. GEORGE ST.
CHARLES TOWN, WV 25414

2022 COLLECTION SYSTEM PROJECT

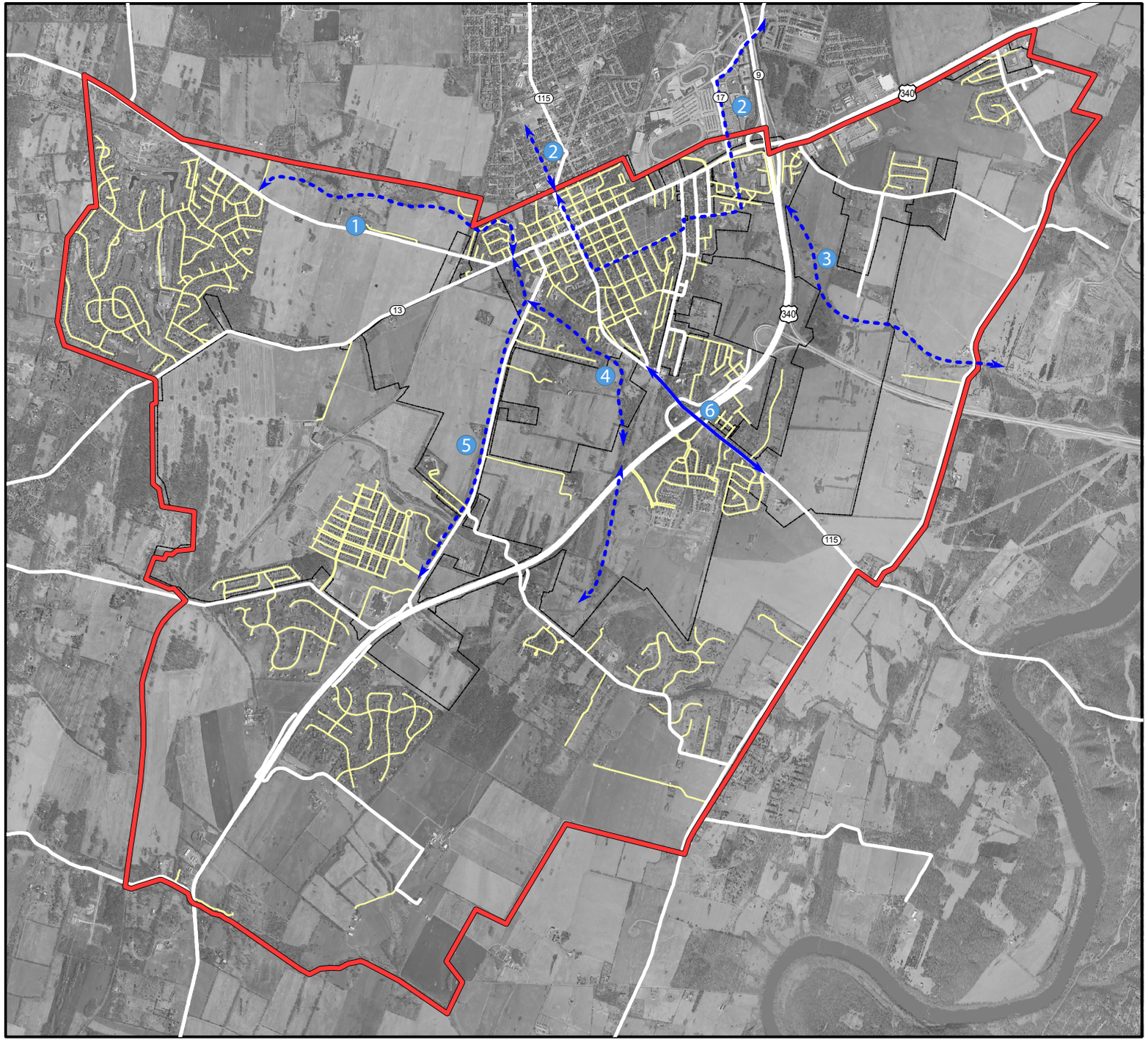
EVITTS RUN INTERCEPTOR IMPACT PLAN AND E&S PLAN SHEET 2 OF 2

SHEET NO. 91 OF 105

DRAWING NO. 8-5

\\AD.RKK.COM\PSIC\CLOUD\PROJECTS\2019\19339_CTUBONCALL\19339.019 2021 COLLECTION SYSTEM PROJECT\ACAD\DRAWINGS\09-EVITTS-RUN-PRO GRAVITY E&S PLAN.DWG

Future Bicycle and Pedestrian Network Improvements



Proposed Transportation Improvement

- New Bicycle & Pedestrian Path
- Complete Streets Improvements

Additional Map Elements

- State Road
- Local Road
- Urban Growth Boundary (UGB)
- City Boundary

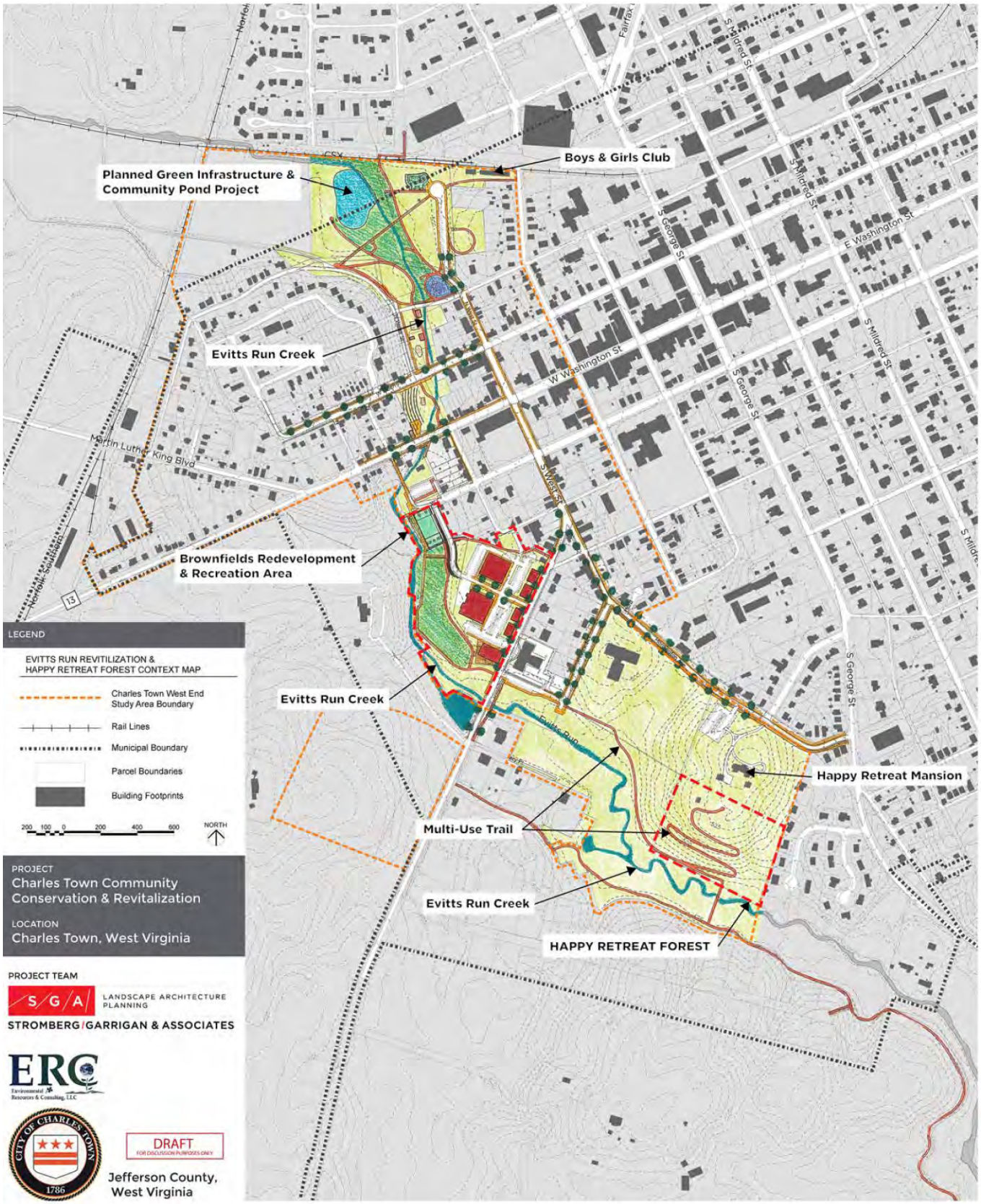
Improvement Description

1. Evitts Run Trail Connection to the West End as envisioned in the West End Master Plan
2. New connections to existing networks in Ranson and the Route 9 Bike Trail
3. Cattail Run Trail to expand recreational access to natural resources
4. Evitts Run Trail connecting Evitts Run Park and Willingham Knolls Park
5. Augustine Avenue multi-use path
6. Complete streets improvements on S. George Street from S. Samuel Street to Crosswinds Drive

0 0.5 1 2 Miles

N

Map created by the City of Charles Town Department of Community Development 2/1/2018


Planned Green Infrastructure & Community Pond Project
Boys & Girls Club
Evitts Run Creek
Brownfields Redevelopment & Recreation Area
Evitts Run Creek
Multi-Use Trail
Evitts Run Creek
Happy Retreat Mansion
HAPPY RETREAT FOREST
W Washington St
E Washington St
S George St
S Mildred St
Martin Luther King Blvd
Norfolk Southern
CSX
Fairfax
S Wesley St
Evitts Run
LEGEND
EVITTS RUN REVITILIZATION & HAPPY RETREAT FOREST CONTEXT MAP
Charles Town West End Study Area Boundary
Rail Lines
Municipal Boundary
Parcel Boundaries
Building Footprints
200 100 0 200 400 600
NORTH
PROJECT
Charles Town Community Conservation & Revitalization
LOCATION
Charles Town, West Virginia
PROJECT TEAM
S/G/A
LANDSCAPE ARCHITECTURE PLANNING
STROMBERG/GARRIGAN & ASSOCIATES
ERG
Environmental Resources & Consulting, LLC
CITY OF CHARLES TOWN 1786
DRAFT
FOR DISCUSSION PURPOSES ONLY
Jefferson County, West Virginia

APPLICATION FOR AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FROM CHARLES TOWN'S ALLOCATION

(DEADLINE FOR FINAL APPLICATIONS - JANUARY 27, 2023 BY 5:00 PM)

CONTACT INFORMATION

NAME OF APPLICANT ORGANIZATION: Charles Town Utility Board

NAME OF PRIMARY CONTACT: Kristen Stolipher

ORGANIZATION MAILING ADDRESS: 661 S. George Street, Ste. 101

Charles Town,	West Virginia	25438
CITY	STATE	ZIP

WEBSITE ADDRESS: www.ctubwv.com

EMAIL ADDRESS: kstolipher@ctubwv.com

TELEPHONE: 304-724-7080

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.

The project includes installation of a multi-use trail along the 2022 CTUB Collection System Project gravity sewer line corridor. The trail will connect Evitt's Run Park at Washington Street to the Perry Fields Nature Park to Augustine Avenue. The trail will consist of existing sidewalk improvements, 760 feet of boardwalk through wetlands, and 695 feet of asphalt path.

A map of the proposed project has been included with this application.

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

- ☐ Address Negative Economic Impacts
- ☒ Capital Expenditures for Community Revitalization, Economic Stimulus, Response, and Recovery
- ☐ Housing Assistance
- ☒ Water, Sewer, or Broadband Infrastructure
- ☐ Community and Social Services
- ☒ Support Public Health
- ☐ Other

3. Purpose and key anticipated outcomes (if your organization is seeking funds to address Negative Economic Impacts, you must demonstrate that either your organization was specifically harmed by the pandemic and that the recovery funds will help address those impacts, or that your organization serves or will serve community members or groups negatively affected by the COVID-19 Pandemic).

This purpose of this project is to combine a proposed sewer collection system project area to construct a trail that will benefit the citizens of Charles Town. Not only will the proposed trail benefit the community through health and well-being opportunities it will provide connectivity it will provide for significant cost savings if the trail can be constructed at the same time as the CTUB sewer collection system project.

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.

Grant funding from the City of Charles Town for a portion of the capital costs of this project will enable the construction of a trail for all of the citizens in the area at a lower cost. The ability to receive local ARPA monies is important to IJDC and would be included within our grant request to the State. A partnership to construct a trail during the construction of our 2022 Collection System project will reduce the cost of the trail and minimize the disruption in this area by completing both projects at the same time.

5. Total project budget.

The construction cost is estimated to be $150,000.00.

6. Amount of ARPA 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.*

The request is for funds to construct a linear trail system as part of the CTUB Sewer collection system project in the area between Augustine Avenue and Washington Street along Evitts Run. The sewer collection system project is anticipated to be bid in the 1st or 2nd quarter of 2023.

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

CTUB will be contributing $2,000,000.00 in internal funds from Capacity Improvement fees and operating cash towards the project. CTUB also intends to request Economic Enhancement Grant funds from the WV Infrastructure and Jobs Development Council for the project in the amount of $1,700,000.00.

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

The source of matching funds will be committed from internal operating cash as well as Capacity Improvement fees.

9. Describe how the COVID-19 pandemic has necessitated this request.

The COVID-19 pandemic resulted in significant funds to be made available for public utility water and sewer infrastructure costs. This funding has resulted in an opportunity to improve utility service as well as public health and community revitalization efforts.

10. Provide a project timeline that includes the number of months to complete the project after an award (Funds must be obligated by December 31, 2024, and expended by December 31, 2026).

The sewer collection system project is anticipated to be bid no later than the 2nd quarter of 2023 with a completion date of September 2024.

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

- Rummel, Klepper, Kahl, LLP (RK&K) - Provide professional engineering services for the construction project; which includes design, permitting, bidding phase assistance, and inspection phase services throughout construction.
- John Kunkle, CPA - Provide professional accounting services related to the project.
- Hoy Shingleton - Provide professional legal services related to the project.
- Steptoe & Johnson, Bond Counsel - Provide services related to the construction project financing.

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

The project will continue to be sustainable in perpetuity once the grant award has been exhausted. CTUB remains committed to the cooperative maintenance of the sewer and trail easement with the City of Charles Town.

ORGANIZATIONAL INFORMATION

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

Our mission is to provide reliable water and sewer services that protect public health and the environment with financial accountability, regional stewardship, and superior customer service.

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

The Charles Town Utility Board (CTUB) was created in 1998 by the City of Charles Town City Council upon the issuance of Combined Waterworks and Sewerage System Revenue Bonds under Article 147 of the Codified Ordinances of the City. The Waterworks and Sewerage System of the City was combined into a single undertaking (the "System"). The supervision, management, control and operation of the System is vested in the Charles Town Utility Board (the "Utility Board").

CTUB owns and operates a potable water treatment, storage and distribution system and a sewerage collection and treatment system. We provide water and sanitary sewer service within the corporate boundaries of the City of Charles Town, Ranson, and in unincorporated areas of Jefferson County.

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

- John Barkley, City of Charles Town City Manager, Manager
- Keith Pierson, City of Ranson Mayor, Vice Chairman
- Thomas Stocks, Treasurer
- Jefferson Whitten, Board Member
- Kristen Stolipher, Utility General Manager
- April Shultz, Assistant Utility Manager

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

Kristen Stolipher - Manages the project and works directly with our engineering firm, RK&K. April Shultz - Assists with the financial components of the project.

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).

N/A

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.

CTUB is in the process of requesting additional grant funding from the WV Infrastructure and Jobs Development Council in the amount of $1,700,000.00 for the combined project.

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 US Treasury Guidelines regarding the eligible uses of American Rescue Plan State and Local Fiscal Recovery 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.

Kristi Stolipher _____ 1/27/23

Signature of Applicant _____ Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

☐ Eligible for ARPA Funding ☐ Not-Eligible for ARPA Funding

Accounting Manager Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

City Council Meeting Date: _____

Amount of Funding: $ 150,000.00

Application Revised: November 21, 2022 – Due by 5:00 PM on January 27, 2023

ARPA CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
SUPPLEMENTAL INFORMATION

The U.S. Department of Treasury issued its Final Rule for the American Rescue Plan Act's (ARPA) Coronavirus State and Local Fiscal Recovery Funds on January 6, 2022. The Final Rule contains new details regarding the use of funds to respond to acute pandemic needs, fill revenue shortfalls for state and local governments, address the negative economic impacts of the pandemic, revitalize neighborhoods and business districts, and support the communities and populations hardest-hit by the COVID-19 crisis. Organizations interested in seeking a share of Charles Town's local recovery funds should review these additional details on eligibility before submitting a request.

In the Final Rule, Treasury has added "nonprofits" in most cases whenever "small businesses" are mentioned as eligible for funding. Some units of governments were using the omission of "nonprofits" in these eligible use areas as reasons to not support nonprofit organizations. The updated guidance confirms that, in most every instance, when small businesses are eligible for support, so are nonprofits, because nonprofits are businesses too.

ELIGIBLE PROJECTS

Support Public Health Response and Building Stronger Communities Through Investments in Housing and Neighborhoods. The Final Rule enumerates a broader set of uses in response to the public health crisis.

These investments may include construction and improvement of parks, public plazas, outdoor recreation spaces, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, projects that increase access to healthy foods, streetlights, neighborhood cleanup, rehabilitation of blighted properties, demolition of abandoned or vacated properties, and other projects that revitalize public spaces.

Address Negative Economic Impacts. The Final Rule recognizes that the pandemic caused certain populations to be "impacted" or "disproportionately impacted". Eligible uses may include rehiring public sector workers, workforce training, health insurance coverage, providing aid to households facing food, housing, or other financial insecurity, offering small business assistance, supporting nonprofit organizations, extending support for industries and businesses hardest hit by the crisis including the tourism/travel/hospitality sector, and engaging in community revitalization activities.

Please note that when providing recovery funds to address negative economic impacts, applicants must demonstrate that the specific organizations aided, or the class of organizations aided, were actually harmed by the COVID health emergency and/or its negative economic impacts and must confirm that the recovery funds will help address those impacts. Further, the recovery fund assistance provided to businesses, non-profits, or households must be reasonably proportional to the extent and type of harm experienced and not "grossly disproportionate" to the type or extent of COVID harm experienced.

The Final Rule designates two categories to help determine if a small business is in an industry that has been impacted due to the COVID-19 public health emergency. These include:

- Industries in the travel, tourism, or hospitality sectors; and
- Any industry outside the above sectors that have experienced at least 8% employment loss from pre-pandemic levels or is experiencing comparable or worse economic impacts as the national travel, tourism, and hospitality sectors as of January 6, 2022.

Assistance to Small Businesses and Non-Profits. To assess which small businesses and non-profits were impacted, the City may consider a variety of factors ranging from financial insecurity to increased costs. Eligible uses include loans, grants, in-kind assistance, or technical assistance to help mitigate financial hardship. The Final Rule further clarifies that recovery funds may be provided to a small business or non-profit even when that sub-recipient organization is not itself financially harmed by the pandemic but is serving beneficiaries who are impacted.

Capital Expenditures for Public Health or Economic Response. The Final Rule clarifies and expands the use of recovery funds for capital expenditures. Projects eligible for capital expenditures include funding for public facilities, schools, health and medical facilities, telemedicine facilities, COVID testing or vaccination sites, testing lab and equipment, emergency operations centers and equipment, public health data systems and technology, emergency response equipment, congregate living facilities, incarceration settings, homeless shelters, affordable housing, and other such expenditures. Depending on the amount of recovery funds invested, the City may be required to submit a written justification in advance of an award.

Water, Sewer, and Broadband Infrastructure. In addition to clean drinking water and wastewater projects, the Final Rule confirms that stormwater management infrastructure, lead pipe testing and replacement, and other remedial activities are also permitted uses for the funds. Necessary investments include projects that are required to maintain a level of service that, at minimum, meets applicable health-based standards or establishes or improves broadband service to underserved populations to reach adequate levels to permit a household to work or attend school, and that are unlikely to be met with private sources of funds. The standards for underserved areas in which funds may be invested for reliable broadband services have been made more flexible, allowing investment in areas with service levels below 100 megabits per second (Mbps) download and 20 Mbps upload speeds.

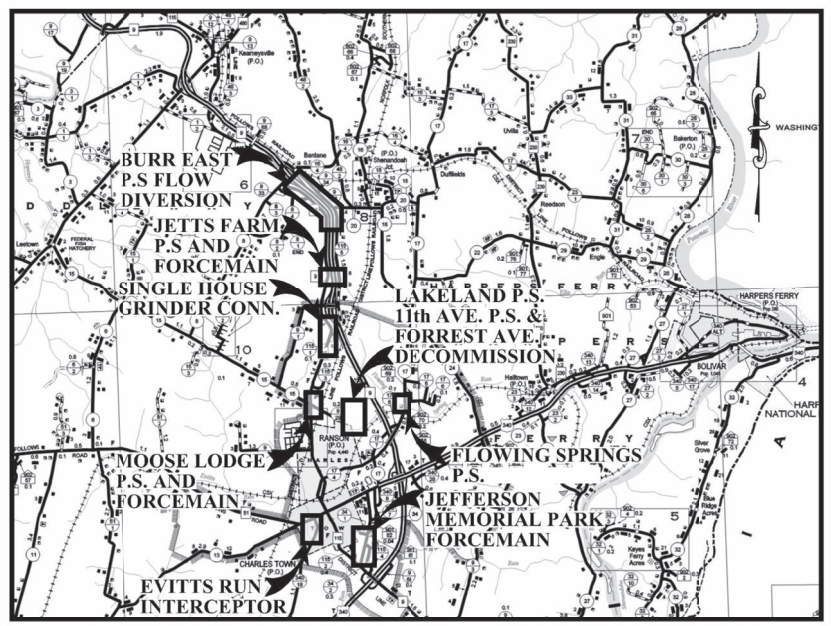
COPY NO.___

CHARLES TOWN UTILITY BOARD

2022 COLLECTION SYSTEM PROJECT



LOCATION MAP - JEFFERSON COUNTY



VICINITY MAP - CITIES OF CHARLES TOWN & RANSON

CHARLES TOWN UTILITY BOARD
BOARD MEMBERS:

JOHN BARKLEY	CHAIRMAN
KEITH PIERSON	VICE CHAIRMAN
THOMAS STOCKS	TREASURER
JEFFERSON WHITTEN	BOARD MEMBER
KRISTEN STOLIPHER	BOARD MEMBER

CHARLES TOWN UTILITY BOARD

UTILITY MANAGER
DATE: _____

RK&K
P: 304.788.3370
159 Plaza Drive | Keyser, WV 26726
Engineers | Construction Managers | Planners | Scientists
www.rkk.com
Responsive People | Creative Solutions

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE THE LAWS OF THE STATE OF WEST VIRGINIA, LICENSE NO. 17949, EXPIRATION DATE: 12/31/22.

NOTE:
REFER TO SPECIFICATIONS PRIOR TO CONSTRUCTION. PLANS AND SPECIFICATIONS MUST BE READ TOGETHER TO KNOW FULLY WHAT MUST BE BUILT.

ALL DOCUMENTS INCLUDING DRAWINGS AND SPECIFICATIONS FURNISHED BY ENGINEER PURSUANT TO THIS AGREEMENT ARE INSTRUMENTS OF HIS SERVICES IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY THE OWNER OR OTHERS ON EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT SPECIFIC WRITTEN VERIFICATION OR ADAPTATION BY ENGINEER WILL BE AT OWNER'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO ENGINEER, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS ENGINEER FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES INCLUDING ATTORNEYS' FEES ARISING OUT OF OR RESULTING THEREFROM. ANY SUCH VERIFICATION OR ADAPTATION PERFORMED BY THE ENGINEER AT THE OWNER'S REQUEST WILL ENTITLE ENGINEER TO FURTHER COMPENSATION AT RATES TO BE AGREED UPON BY OWNER AND ENGINEER.

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4	G-4	SHEET INDEX
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PRELIMINARY
NOT FOR CONSTRUCTION

NOVEMBER 30, 2022

RK&K
P: 304.788.3370
159 Plaza Drive | Keyser, WV 26726
Engineers | Construction Managers | Planners | Scientists
www.rkk.com
Responsive People | Creative Solutions

PROJECT NO.	19339.019
DATE	NOVEMBER 30, 2022
DESIGNED	RAD
DRAWN	RAS
CHECKED	JWC

REVISIONS

CHARLES TOWN UTILITY BOARD 661 S. GEORGE ST. CHARLES TOWN, WV 25414

2022 COLLECTION SYSTEM PROJECT

TITLE PAGE

SHEET NO. 1 OF 104

DRAWING NO. G-1

\\AD.RKK.COM\FS\CLOUD\PROJECTS\2019\19339_CTUBONCALL\19339.019 2021 COLLECTION SYSTEM PROJECT\ACAD\DRAWINGS\100-TITLEPAGE.DWG

PAGE QUANTITIES

SILT FENCE - LF	639
TEMPORARY ACCESS ROAD (10' WIDE) - SF	2,490

MATCH LINE SHEET

MH CT-55

18" SAN. SEWER

18" SAN. SEWER

MH CT-56

WETLAND BOUNDARY (TYP.)

GHUMAN PROPERTIES LLC DISTRICT 3 MAP 4 PARCEL 14 DB 1202 PG 455

GHUMAN PROPERTIES LLC DISTRICT 3 MAP 4 PARCEL 14.5 DB 1202 PG 455

48" RCP STORM SEWER UNDER SIDEWALK

ABANDONED 10" SAN. SEWER

18" PVC

TEMPORARY ACCESS ROAD FOR CONSTRUCTION

268 LF SILT FENCE

EVITTS RUN CONSERVANCY INC. DISTRICT 3 MAP 4 PARCEL 14.2 DB 1143 PG 111

WETLAND BOUNDARY (TYP.)

STREAM ℄

EVITTS RUN

100 YR. FLOODPLAIN (TYP.)

500 YR. FLOODPLAIN (TYP.)

OLD WV RTE. 340

CURB

MH CT57

STONE WALL

AUGUSTINE AVE.

EXIST. 18" SAN. SEWER IN 30" STEEL CASING PIPE

EXIST. 12" SAN. SEWER

MH CT102

ROBERT K. TRITT DISTRICT 3 MAP 4 PARCEL 62 DB 986 PG 460

CHARLES TOWN ASSOCIATES OF CHARLES TOWN LP DISTRICT 3 MAP 4 PARCEL 62.1 DB 998 PG 659

ABANDONED 15" SAN. SEWER

MH CHT13

PP 18" SAN. SEWER

MH CHT13A

MH CT58

EXIST. 12" SAN. SEWER

EXIST. 30' WIDE SANITARY SEWER EASEMENT

371 LF SILT FENCE

MH CT60

MH CT61

WEIRWICK TRANSFER PUMP STATION

MH

STREAM ℄

CHARLES TOWN BOARD OF PARK & RECREATION COMM DISTRICT 3 MAP 5A PARCEL (PARK) DB 1240 PG 252

FLOODWAY (TYP.)

PBM LLC DISTRICT 3 MAP 5 PARCEL 41.3 DB 1240 PG 247

PLAN

PLAN SCALE: 1" = 50'

0' 50' 100' 150'

\\AD.RKK.COM\FS1\CLOUDPROJECTS\2019\19339_CTUBONCALL\19339.019 2021 COLLECTION SYSTEM PROJECT\ACAD\DRAWINGS\090-091-EVITTS-RUN-PRO GRAVITY E&S PLAN.DWG

RK&K

P: 304.788.3370
159 Plaza Drive | Keyser, WV 26726
Engineers | Construction Managers | Planners | Scientists
www.rkk.com
Responsive People | Creative Solutions

PROJECT NO.	19339.019
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REVISIONS

CHARLES TOWN UTILITY BOARD 661 S. GEORGE ST. CHARLES TOWN, WV 25414

2022 COLLECTION SYSTEM PROJECT

EVITTS RUN INTERCEPTOR IMPACT PLAN AND E&S PLAN SHEET 1 OF 2

SHEET NO. 90 OF 104

DRAWING NO. 8-4

PAGE QUANTITIES

STABILIZED CONSTRUCTION ENTRANCE - EA	2
SILT FENCE - LF	1,120
TEMPORARY ACCESS ROAD (10' WIDE) - SF	7,895

WV 51
WVDOH RW
W. WASHINGTON ST.
WEST CONGRESS ST.
6" PVC
AUGUSTINE AVE.
OLD WV RTE. 340
MARK E. ROPER
DISTRICT 3 MAP 1
PARCEL 213
DB 968 PG 625
GEORGE C. RUTHERFORD
DISTRICT 3 MAP 1
PARCEL 215
DB 1102 PG 402
ROBERT D. & PEGGY A. DAVIS
DISTRICT 3 MAP 1
PARCELS 216 & 217
DB 501 PG 79
(PAR 217) (PAR 216)
ODBERT C. & DARLA T. COURTNEY
DISTRICT 3 MAP 1
PARCEL 218
DB 698 PG 535
BEHZAD TOUHIDI-BAGHINI
DISTRICT 3 MAP 1
PARCEL 209
DB 1243 PG 16
JOSEPH B. & JOSEPHINE C. HEATH
DISTRICT 3 MAP 1
PARCEL 211
DB 788 PG 183
ALBERT J. PROCOPIO & HELLYER MILES
DISTRICT 3 MAP 4
PARCEL 10
DB 1076 PG 567
GEORGE LEO HARRIS
DISTRICT 3 MAP 4
PARCEL 8
DB 954 PG 465
FRANCIS DAVIS JR ROGERS
DISTRICT 3 MAP 4
PARCEL 6
DB 925 PG 74
EVITTS RUN CONSERVANCY INC.
DISTRICT 3 MAP 1
PARCEL 212
DB 1143 PG 132
EVITTS RUN CONSERVANCY, INC.
DISTRICT 3 MAP 4
PARCEL 14
DB 1143 PG 111
EVITTS RUN CONSERVANCY INC.
DISTRICT 3 MAP 4
PARCEL 16
DB 1143 PG 111
GHUMAN PROPERTIES LLC
DISTRICT 3 MAP 4
PARCEL 14
DB 1202 PG 455
GHUMAN PROPERTIES LLC
DISTRICT 3 MAP 4
PARCEL 16
DB 1202 PG 455
MH CT-45
MH CT-46
MH CT-47
MH CT-48
MH CT-49
MH CT-50
MH CT-55
MH CT-56
10" PVC
8" PVC
18" PVC
STABILIZED CONSTRUCTION ENTRANCE
STABILIZED CONSTRUCTION ENTRANCE
(TEMPORARY SOIL STOCKPILE)
455 LF SILT FENCE
665 LF SILT FENCE
RETAINING WALL
POND
STREAM ℄
TEMPORARY ACCESS ROAD FOR CONSTRUCTION
WETLAND BOUNDARY (TYP.)
FLOODWAY (TYP.)
100 YR. FLOODPLAIN (TYP.)
500 YR. FLOODPLAIN (TYP.)
MATCHLINE SHEET

PLAN

0' 50' 100' 150'

PLAN SCALE: 1" = 50'

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PROJECT NO.	19339.019
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REVISIONS

CHARLES TOWN UTILITY BOARD
661 S. GEORGE ST.
CHARLES TOWN, WV 25414

2022 COLLECTION SYSTEM PROJECT

EVITTS RUN INTERCEPTOR IMPACT PLAN AND E&S PLAN SHEET 2 OF 2

SHEET NO. 91 OF 104

DRAWING NO. 8-5

\\AD.RKK.COM\FS\CLOUD\PROJECTS\2015\19339.CTUBONCALL\19339.019 2021 COLLECTION SYSTEM PROJECT\ACAD\DRAWINGS\090-09-EVITTS-RUN-PRO GRAVITY E&S PLAN.DWG

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-631: ARPA Updates: Community Markets

ARPA Updates: Community Markets

ATTACHMENTS:

- Application ARPA Community Markets 02-17-203.pdf

APPLICATION FOR AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FROM CHARLES TOWN'S ALLOCATION

(DEADLINE FOR FINAL APPLICATIONS - JANUARY 27, 2023 BY 5:00 PM)

CONTACT INFORMATION

NAME OF APPLICANT ORGANIZATION: Community Markets Inc.

NAME OF PRIMARY CONTACT: Mark Peiffer

ORGANIZATION MAILING ADDRESS: 203 S George St

CITY, STATE, ZIP: Charles Town, WV 25414

WEBSITE ADDRESS: www.communitymarketsinc.org

EMAIL ADDRESS: mark.peiffer@communitymarketsinc.org

TELEPHONE: (703) 789-1879

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.

See Attached Document.

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

- ☐ Address Negative Economic Impacts
- ☐ Capital Expenditures for Community Revitalization, Economic Stimulus, Response, and Recovery
- ☐ Housing Assistance
- ☐ Water, Sewer, or Broadband Infrastructure
- ☐ Community and Social Services
- ☒ Support Public Health
- ☐ Other

3. Purpose and key anticipated outcomes (if your organization is seeking funds to address Negative Economic Impacts, you must demonstrate that either your organization was specifically harmed by the pandemic and that the recovery funds will help address those impacts, or that your organization serves or will serve community members or groups negatively affected by the COVID-19 Pandemic).

See Attached Document.

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.

See Attached Document.

5. Total project budget.

See Attached Document.

6. Amount of ARPA 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.*

See Attached Document.

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

See Attached Document.

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

See Attached Document.

9. Describe how the COVID-19 pandemic has necessitated this request.

See Attached Document.

10. Provide a project timeline that includes the number of months to complete the project after an award (Funds must be obligated by December 31, 2024, and expended by December 31, 2026).

See Attached Document.

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

See Attached Document.

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

See Attached Document.

ORGANIZATIONAL INFORMATION

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

See Attached Document.

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

See Attached Document.

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

See Attached Document.

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

See Attached Document.

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).

See Attached Document.

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.

See Attached Document.

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 US Treasury Guidelines regarding the eligible uses of American Rescue Plan State and Local Fiscal Recovery 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.

Mark Peiffer _____ 01/26/2023

Signature of Applicant Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

☐ Eligible for ARPA Funding ☐ Not-Eligible for ARPA Funding

Accounting Manager Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

City Council Meeting Date: _____

Amount of Funding: $_____

Application Revised: November 21, 2022 – Due by 5:00 PM on January 27, 2023

ARPA CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
SUPPLEMENTAL INFORMATION

The U.S. Department of Treasury issued its Final Rule for the American Rescue Plan Act's (ARPA) Coronavirus State and Local Fiscal Recovery Funds on January 6, 2022. The Final Rule contains new details regarding the use of funds to respond to acute pandemic needs, fill revenue shortfalls for state and local governments, address the negative economic impacts of the pandemic, revitalize neighborhoods and business districts, and support the communities and populations hardest-hit by the COVID-19 crisis. Organizations interested in seeking a share of Charles Town's local recovery funds should review these additional details on eligibility before submitting a request.

In the Final Rule, Treasury has added "nonprofits" in most cases whenever "small businesses" are mentioned as eligible for funding. Some units of governments were using the omission of "nonprofits" in these eligible use areas as reasons to not support nonprofit organizations. The updated guidance confirms that, in most every instance, when small businesses are eligible for support, so are nonprofits, because nonprofits are businesses too.

ELIGIBLE PROJECTS

Support Public Health Response and Building Stronger Communities Through Investments in Housing and Neighborhoods. The Final Rule enumerates a broader set of uses in response to the public health crisis.

These investments may include construction and improvement of parks, public plazas, outdoor recreation spaces, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, projects that increase access to healthy foods, streetlights, neighborhood cleanup, rehabilitation of blighted properties, demolition of abandoned or vacated properties, and other projects that revitalize public spaces.

Address Negative Economic Impacts. The Final Rule recognizes that the pandemic caused certain populations to be "impacted" or "disproportionately impacted". Eligible uses may include rehiring public sector workers, workforce training, health insurance coverage, providing aid to households facing food, housing, or other financial insecurity, offering small business assistance, supporting nonprofit organizations, extending support for industries and businesses hardest hit by the crisis including the tourism/travel/hospitality sector, and engaging in community revitalization activities.

Please note that when providing recovery funds to address negative economic impacts, applicants must demonstrate that the specific organizations aided, or the class of organizations aided, were actually harmed by the COVID health emergency and/or its negative economic impacts and must confirm that the recovery funds will help address those impacts. Further, the recovery fund assistance provided to businesses, non-profits, or households must be reasonably proportional to the extent and type of harm experienced and not "grossly disproportionate" to the type or extent of COVID harm experienced.

The Final Rule designates two categories to help determine if a small business is in an industry that has been impacted due to the COVID-19 public health emergency. These include:

- Industries in the travel, tourism, or hospitality sectors; and
- Any industry outside the above sectors that have experienced at least 8% employment loss from pre-pandemic levels or is experiencing comparable or worse economic impacts as the national travel, tourism, and hospitality sectors as of January 6, 2022.

Assistance to Small Businesses and Non-Profits. To assess which small businesses and non-profits were impacted, the City may consider a variety of factors ranging from financial insecurity to increased costs. Eligible uses include loans, grants, in-kind assistance, or technical assistance to help mitigate financial hardship. The Final Rule further clarifies that recovery funds may be provided to a small business or non-profit even when that sub-recipient organization is not itself financially harmed by the pandemic but is serving beneficiaries who are impacted.

Capital Expenditures for Public Health or Economic Response. The Final Rule clarifies and expands the use of recovery funds for capital expenditures. Projects eligible for capital expenditures include funding for public facilities, schools, health and medical facilities, telemedicine facilities, COVID testing or vaccination sites, testing lab and equipment, emergency operations centers and equipment, public health data systems and technology, emergency response equipment, congregate living facilities, incarceration settings, homeless shelters, affordable housing, and other such expenditures. Depending on the amount of recovery funds invested, the City may be required to submit a written justification in advance of an award.

Water, Sewer, and Broadband Infrastructure. In addition to clean drinking water and wastewater projects, the Final Rule confirms that stormwater management infrastructure, lead pipe testing and replacement, and other remedial activities are also permitted uses for the funds. Necessary investments include projects that are required to maintain a level of service that, at minimum, meets applicable health-based standards or establishes or improves broadband service to underserved populations to reach adequate levels to permit a household to work or attend school, and that are unlikely to be met with private sources of funds. The standards for underserved areas in which funds may be invested for reliable broadband services have been made more flexible, allowing investment in areas with service levels below 100 megabits per second (Mbps) download and 20 Mbps upload speeds.

Charles Town American Rescue Plan Act Grant

PROJECT SUMMARY

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.

The Local Food Connection Program will make food grown by local farmers available to the Charles Town community and surrounding communities, with a special focus on SNAP recipients, through an online eCommerce store, a weekly farmers market, and periodic Food Box Giveaways. Community Markets Inc., a community-driven nonprofit based in Charles Town, will lead the Program and partner with local farmers and other organizations such as Saint James Catholic Church. A refrigerated trailer will be used to deliver local food from farms to the weekly farmers market, where products will be sold, and pre-orders picked up. The farmers market will be held at Saint James Catholic Church each Friday evening from April through November. For the past two years the St. Isidore Market has successfully sold local food both online and in-person with an average gross monthly revenue of $2,400, operating mainly by word of mouth. The St. Isidore Market web store will be rebranded by BES Technology, Inc. and launched in April of this year under the direction of Community Markets Inc. This season, the farmers market will diversify products sold as well as attract new customers from the community. A portion of the market's sales will go towards purchasing food from local farmers to be distributed to families during Food Box Giveaways approximately 4-6 times per year. The market will be equipped to accept SNAP payment, so SNAP users will be able to buy healthy and local food at a convenient location within Charles Town. The Local Food Connection Program will bring the farm to the community through an eCommerce store and in-person market experience, giving each member of the community, especially food-insecure families, ready access to fresh and healthy locally sourced food.

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

See Application.

3. Purpose and key anticipated outcomes (if your organization is seeking funds to address Negative Economic Impacts, you must demonstrate that either your organization was specifically harmed by the pandemic and that the recovery funds will help address those impacts, or that your organization serves or will serve community members or groups negatively affected by the COVID-19 Pandemic).

The purpose of the Local Food Connection Program is to increase access to healthy food grown by farmers in Jefferson and surrounding counties, thus increasing food security for needy families in and around Charles Town. The anticipated outcomes for the Program are threefold:

1) Reach 500 households in 2023 with fresh and local food with a focus on expanding healthy food access to families receiving SNAP benefits.

2) Source at least 80% of products sold through the online store from local producers within a one-hour drive of Charles Town, WV.

3) Connect at least 10 producers to the Local Food Connection Program by June 30, 2023, and sell their produce and farm goods on the Community Markets online store.

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.

The Local Food Connection Program will serve both food-insecure families and producers in and around Charles Town and Jefferson County. Community Markets will accept SNAP, giving individuals and families greater food security by enabling use of their SNAP benefits at the St. Isidore Farmers Market. Area producers will also benefit from the Program by receiving revenue from SNAP benefits that would otherwise be used at a business not owned locally. Farmers will also benefit from the Program by selling their farm products online to a new market that would otherwise not be accessible to them. Through the Local Food Connection Program, both Charles Town and surrounding communities will be served.

5. Total project budget.

$40,000 – Refrigerated Trailer, trailer modifications & customization, WV tags, and title

$10,000 – St. Isidore Farmers Market Website Redesign: user interface changes to accommodate SNAP, order fulfillment instructions, updated banner on landing page, and Community Markets Inc. rebrand of each web page

Total Budget: $50,000

6. Amount of ARPA 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.

Community Markets is requesting $50,000 to pay for purchasing a refrigerated trailer as well as a rebrand of the St. Isidore Farmers Market Website. A prioritized list is provided in case the project can only be partially funded.

Fully Funded: $50,000

$40,000 – Refrigerated Trailer, trailer modifications & customization, WV tags, and title

$10,000 – St. Isidore Website Redesign: user interface changes to accommodate SNAP, order fulfillment instructions, updated banner on landing page, and Community Markets rebrand of each web page.

Partial Funding Scenario 1: $40,000

$40,000 – Refrigerated Trailer, trailer modifications & customization, WV tags, and title.

Partial Funding Scenario 2: $10,000

$10,000 – St. Isidore Farmers Market Website Redesign: user interface changes to accommodate SNAP, order fulfillment instructions, updated banner on landing page, and Community Markets rebrand of each web page.

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

$49,000 – Annual salary and fringe benefits of Community Markets Inc. staff

$16,000 – ($500/week x 32 weeks) Estimated value of renting St. James parking lot

$7,680 – (2 Volunteers/week x 4 hrs/Volunteer x$30/hr x 32 weeks) Estimated value of St. Isidore volunteer hours

$15,360 – (1 truck x $120/truck x 4 hrs/week x 32 weeks) Estimated value of truck rental used to haul trailer + etc.

Total estimated matching funds: $88,040

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

B.E.S. Technology Inc. donates the annual salary and fringe benefits of Community Markets Inc. staff to Community Markets Inc.

Saint James Catholic Church is donating the parking lot for the farmers market to operate in and the truck that will be used to tow the refrigerated trailer.

Volunteers that will help run the St. Isidore Farmers Market will be supplied by Community Markets Inc. and will come from the local community.

9. Describe how the COVID-19 pandemic has necessitated this request.

What the COVID-19 pandemic showed us is the need for a resilient local food supply chain that is not dependent on inputs from outside of the Charles Town community. While grocery stores were closed, shoppers turned to online stopping to buy food. When national supply chains faltered, causing empty shelves at grocery stores, people looked to their local farmers to feed them. The Local Food Connection Program will feature local food on an eCommerce platform which supports a strong local food supply chain by making local farmers accessible to the community. Outreach by Community Markets will give farmers that don't have the time or technology to bring their products online the opportunity to do so through partnering with Community Markets. Online ordering allows for contactless pick up at a safe pick-up location. Were another pandemic or ripple in the food supply chain to happen, the Community Markets eCommerce store would continue to operate and redouble its efforts to delivery healthy and clean local food to Charles Town and surrounding communities.

10. Provide a project timeline that includes the number of months to complete the project after an award (Funds must be obligated by December 31, 2024 and expended by December 31, 2026).

The Community Markets online store will launch by April 2023 and remain open through November 2023 when the growing season ends in West Virginia. The refrigerated trailer will be purchased by March 2023. The rebranding of the St. Isidore website will be completed by March 31, 2023.

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

Saint James Catholic Church is the primary partner of Community Markets Inc. for the Local Food Connection Program. Saint James will provide many in-kind donations to the Program, such as: the venue space, located within the Crosswinds neighborhood, for the weekly farmers market to operate, and a truck that will be used to tow the refrigerated trailer to and from farms. B.E.S. Technology is a major funder of the Program and will cover office space and equipment costs, and the Community Markets Inc. Program Manager's salary including fringe benefits. All farmers and vendors that sell through the eCommerce website are partners. Current farmers set to sell through the Program are Cedar Ridge Hydroponics with more to be added in the coming weeks.

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

The Local Food Connection Program will be sustained beyond the Charles Town APRA grant award through the revenues provided by the eCommerce store and farmers' market. A small transaction fee will be attached to each order which will help pay for the online store's improvement and maintenance. Additional grant funding will be sought to grow and expand the Program's impact.

ORGANIZATIONAL INFORMATION

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

Community Markets Inc. is a 501(c)(3) nonprofit organization whose mission is to connect locally grown food to families in need. The goal of Community Markets is to have locally sourced and nutrient-dense food on every West Virginian's table.

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

Community Markets Inc. was founded in March 2021 by Paul Buede, Guido Ellsworth, and Rev. Mr. David Galvin who made up the original Board of Directors. Paul and the Board desired to create a way to strengthen West Virginian communities by focusing on increasing food security and access to WV-grown produce and food products. One program started by Community Markets, the Food Box Giveaway Program, is designed to fulfill that goal. Begun in September 2022, the Food Box Giveaway provides food boxes to Appalachian families in need. Each food box features fresh food grown by local farmers. The Program harnesses the local community's ability to feed itself by raising money to purchase locally grown food that is distributed back to the community. Since the Program began it has distributed three hundred food boxes and fed over nine hundred people.

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

Paul Buede, Board President

Guido Ellsworth, Board Vice President & Treasurer

The Rev. Mr. David Galvin, Board Secretary

Michael Azar, Board Member.

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

Mark Peiffer, Program Manager, Administration, logistics, and coordination of the Local Food Connection Program which includes managing the St. Isidore Farmers Market.

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).

N/A

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.

An application is pending through the Diocese of Wheeling-Charleston Diocesan Ministries Grant for $38,000 to purchase a second refrigerated trailer to support further outreach of the program.

Community Markets Inc.
Statement of Activity
January - December 2023

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Total
Revenue													
Grants		50,000.00		5,000.00				35,000.00				10,000.00	100,000.00
eCommerce Store/Farmers Market				2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00		19,200.00
Total Revenue	**$ 0.00**	**$ 50,000.00**	**$ 0.00**	**$ 7,400.00**	**$ 2,400.00**	**$ 2,400.00**	**$ 2,400.00**	**$ 37,400.00**	**$ 2,400.00**	**$ 2,400.00**	**$ 2,400.00**	**$ 10,000.00**	**$ 119,200.00**
Expenditures													
Legal & Professional Services													0.00
Web Design													0.00
Total Legal & Professional Services	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Office Supplies & Software			50.00			50.00			50.00			50.00	200.00
Program Expenditures	1,000.00			3,000.00			3,000.00			3,000.00			10,000.00
Taxes & Licenses					25.00								25.00
Total Expenditures	**$ 1,000.00**	**$ 0.00**	**$ 50.00**	**$ 3,000.00**	**$ 25.00**	**$ 50.00**	**$ 3,000.00**	**$ 0.00**	**$ 50.00**	**$ 3,000.00**	**$ 0.00**	**$ 50.00**	**$ 10,225.00**
Net Revenue	**-$ 1,000.00**	**$ 50,000.00**	**-$ 50.00**	**$ 4,400.00**	**$ 2,375.00**	**$ 2,350.00**	**-$ 600.00**	**$ 37,400.00**	**$ 2,350.00**	**-$ 600.00**	**$ 2,400.00**	**$ 9,950.00**	**$ 108,975.00**

Management Report

Community Markets, Inc.
For the period ended December 31, 2021

Prepared on
January 25, 2023

Table of Contents

Statement of Activity 3

Statement of Financial Position 4

Statement of Activity

January - December 2021

	Total
REVENUE	
Non-Profit Revenue	20,000.00
Total Revenue	**20,000.00**
EXPENDITURES	
Advertising & Marketing	32.36
Legal & Professional Services	99.00
Taxes & Licenses	35.00
Total Expenditures	**166.36**
NET REVENUE	**$19,833.64**

Statement of Financial Position

As of December 31, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
BF BUS 0001 - 1	19,833.64
Total Bank Accounts	**19,833.64**
Total Current Assets	**19,833.64**
TOTAL ASSETS	**$19,833.64**
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Retained Earnings	
Net Revenue	19,833.64
Total Equity	**19,833.64**
TOTAL LIABILITIES AND EQUITY	**$19,833.64**

Management Report

Community Markets, Inc.
For the period ended December 31, 2022

Prepared on
January 25, 2023

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Statement of Activity

January - December 2022

	Total
REVENUE	
Non-Profit Revenue	25,986.25
Total Revenue	**25,986.25**
EXPENDITURES	
Legal & Professional Services	238.50
Web Design	15,143.85
Total Legal & Professional Services	**15,382.35**
Office Supplies & Software	103.37
Program Expenditures	969.24
Taxes & Licenses	25.00
Total Expenditures	**16,479.96**
NET REVENUE	**$9,506.29**

Statement of Financial Position

As of December 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
BF BUS 0001 - 1	29,339.93
Total Bank Accounts	**29,339.93**
Total Current Assets	**29,339.93**
TOTAL ASSETS	**$29,339.93**
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Retained Earnings	19,833.64
Net Revenue	9,506.29
Total Equity	**29,339.93**
TOTAL LIABILITIES AND EQUITY	**$29,339.93**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-608: Public Hearing - Stone Spring Bond Initiation

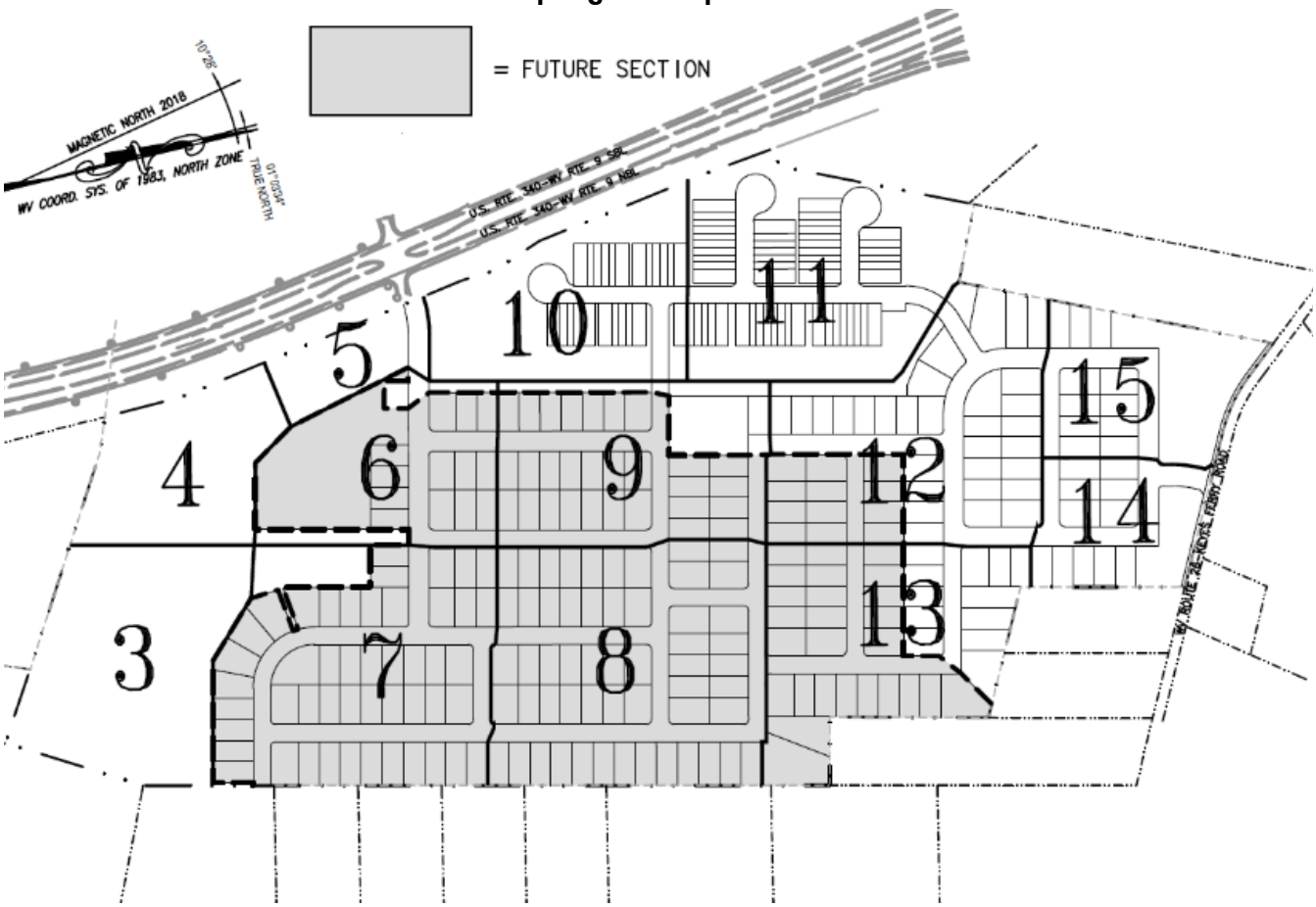
ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Master Bond Amount.pdf
- 4. Phase 1 Bond Amount.pdf
- 5. Kimley-Horn Review.pdf
- 6. Final Plat.pdf

Bond Initiation Request

Date: For the July 17, 2023 City Council meeting
Applicant: Stanley Martin Homes LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond initiation in the amount of $12,633,605.45

Stone Spring Development



BACKGROUND

The applicant, Stanley Martin Homes LLC, has submitted a bond initiation request for the Stone Spring housing development. The applicant is requesting a master bond initiation in the amount of $12,633,605.45. This amount will cover both performance bond issues (road paving, street lights, etc.) and land disturbance requirements (such as silt fencing).

The Phase One amount (covering areas **not** shaded in the image above) bond initiation amount is for $5,029,592.24. This is part of the overall $12.6 million master bond.

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

Performance 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 May 24, 2023 meeting, the City's Bond Committee discussed the application and recommended approval of the Performance Bond and Land Disturbance bonds as presented.

PLANNING COMMISSION

The Planning Commission held a public hearing on June 26, 2023. There was no public comment. The Commission voted to recommend **approval** of the bond as presented.

RECOMMENDATION

The Planning Commission, City Engineer, City Staff have reviewed the bond initiation request and recommend the bond initiation request be **approved**.

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 April 28, 2023

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

☐ Bond | Reallocation ☐ Bond | Release**

3. PROJECT NAME Stone Spring Subdivision

Address Keyes Ferry Road & Route 340

4. APPLICANT'S NAME* Stanley Martin Homes, LLC

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

Telephone Number (703) 636-9232 Fax Number (___)

Email Address webersj@stanleymartin.com

5. PROPERTY OWNER'S NAME Springfield Partners, LLC

Address 59 Franklin Street, Annapolis, MD 21401

Telephone Number (301) 758-4541 Fax Number (___)

Email Address tbaum@conduitstpartners.com

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

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

Bond Request No._____

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

Initiation of Bond for Stone Spring Subdivision.

7. A) CURRENT BOND AMOUNT_____

B) PROPOSED BOND AMOUNT $12,633,605.45

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

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
15	1	451	745	NR Neighborhood Residential

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

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

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

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

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

Date of As-Builts _____ Prepared By _____

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

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

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

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

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

DocuSign Envelope ID: BB565BB4-21E0-44D6-85EE-030C39564A52

Bond Request No._____

APPLICANT CERTIFICATION

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

Signature of Applicant _____ Date 4/25/2023

Signature of Property Owner (If different than Applicant)

_____ Date 4/25/2023 | 4:20 PM EDT

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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:	Stone Springs Subdivision
PREPARED BY:	Integrity Federal Services
DATE OF SUBMISSION	4/28/2023

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	1	$3,000.00					
Job Sign	EA	$1,150.00	1	$1,150.00					
SURVEYING									
Steel Pipe Property Corner Marker Incl. Survey	EA	$275.00	673	$185,075.00					
R.O.W. MONUMENTS SURVEYED IN PLACE									
RM -- 1	EA	$825.00		$0.00					
RM -- 2	EA	$575.00		$0.00					
EARTHWORK EXCAVATION									
Regular Bulk used as Fill	CY	$3.86	156,567	$604,348.62					
Rock, Rip	CY	$17.30		$0.00					
Rock, Blast	CY	$38.48		$0.00					
BORROW MATERIAL									
Buy, Load, Haul 10 Mi. Select Material	CY	$28.90	117,425	$3,393,589.73					
Fill and Compaction of On-site Borrow	CY	$5.95		$0.00					
UNSUITABLE MATERIAL									
Load and Haul, 20 mi R/T	CY	$21.95		$0.00					
Dump Charge	CY	$37.50		$0.00					
Site Grading	SY	$0.75		$0.00					
CLEAR & GRUB									
Light	AC	$6,675.00	3.05	$20,358.75					
Moderate	AC	$9,750.00		$0.00					

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Heavy	AC	$12,250.00		$0.00					
Very Heavy	AC	$14,250.00		$0.00					
			LANDSCAPING						
Seeding	SY	$0.77	48,981	$37,715.37					
Sodding	SY	$3.64		$0.00					
			PLANTING SHRUBS						
18”	EA	$40.00		$0.00					
24”	EA	$70.00		$0.00					
			TREES						
6’ – 8’ (1-2 in. Caliper)	EA	$400.00	631	$252,400.00					
8’ – 10’ (2.5-3 in. Caliper)	EA	$700.00		$0.00					
Tree Protection	LF	$9.00		$0.00					
			MISCELLANEOUS SITE IMPROVEMENTS						
RETAINING WALLS									
Timber Wall (Less Than 6 ft)	LF	$325.00		$0.00					
Dry Rubble RW-1 (H=6’)	LF	$450.00		$0.00					
Mortared Rubble RW-1A (H=6’)	LF	$535.00		$0.00					
Concrete Gravity RW-2 (H=6’)	LF	$339.00		$0.00					
Concrete Gravity RW-3 (H=6’)	LF	$378.00		$0.00					
FENCING									
Std. Fence (H=5’) FR-5	LF	$9.31		$0.00					
Farm Fence (H=5’) FR-3A	LF	$10.90		$0.00					
Chain Link Fence (H=6’)FR 2-B	LF	$14.52		$0.00					
Board Fence (H=6’)	LF	$19.35		$0.00					

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
TOT LOTS									
Tot Lot	EA	$16,495.00		$0.00					
			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		$0.00					
More than 1,500 CY (Blasting)	CY	$90.00		$0.00					
Less than 1,500 CY (Hoe Ram)	CY	$135.00		$0.00					
More than 1,500 CY (Hoe Ram)	CY	$110.00		$0.00					
Trench De-watering									
Trench De-watering	LF	$2.95		$0.00					
			RCP CLASS III ROUND T & G W/MASTIC						
12" Pipe (RCP III)									
0' – 8' Cut	LF	$44.50		$0.00					
8' – 14' Cut	LF	$62.50		$0.00					
Add cost for Class IV	LF	$0.85		$0.00					
O-Ring	LF	$5.50		$0.00					
15" Pipe (RCP III)									
0' – 10' Cut	LF	$49.75		$0.00					
10' – 16'	LF	$77.50		$0.00					
Add Cost for Class IV	LF	$0.95		$0.00					
O-Ring	LF	$5.50		$0.00					
18" Pipe (RCP III)									
0' – 10' Cut	LF	$50.00		$0.00					
10' – 16' Cut	LF	$80.00		$0.00					

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		$0.00					
O-Ring	LF	$7.00		$0.00					
21" Pipe (RCP III)									
0' – 10' Cut	LF	$57.50		$0.00					
10' – 16' Cut	LF	$87.50		$0.00					
Add Cost for Class IV	LF	$2.75		$0.00					
O-Ring	LF	$13.00		$0.00					
24" Pipe (RCP III)									
0' – 10' Cut	LF	$67.50		$0.00					
10' – 16' Cut	LF	$95.00		$0.00					
Add Cost for Class IV	LF	$3.15		$0.00					
O-Ring	LF	$14.00		$0.00					
27" Pipe (RCP III)									
0' – 10' Cut	LF	$60.00		$0.00					
10' – 16' Cut	LF	$95.00		$0.00					
Add Cost for Class IV	LF	$4.00		$0.00					
O-Ring	LF	$15.00		$0.00					
30" Pipe (RCP III)									
0' – 10' Cut	LF	$82.50		$0.00					
10' – 16' Cut	LF	$125.00		$0.00					
Add Cost for Class IV	LF	$6.00		$0.00					
O-Ring	LF	$17.25		$0.00					
33" Pipe (RCP III)									
0' – 12' Cut	LF	$115.00		$0.00					
10' – 18' Cut	LF	$160.00		$0.00					
Add Cost for Class IV	LF	$6.50		$0.00					
O-Ring	LF	$21.95		$0.00					
36" Pipe (RCP III)									
0' – 12' Cut	LF	$120.00		$0.00					

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
12’ – 18’ Cut	LF	$175.00		$0.00					
Add Cost for Class IV	LF	$7.75		$0.00					
O-Ring	LF	$22.75		$0.00					
42” Pipe (RCP III)									
0’ – 12’ Cut	LF	$140.00		$0.00					
12’ – 18’ Cut	LF	$200.00		$0.00					
Add Cost for Class IV	LF	$12.00		$0.00					
O-Ring	LF	$35.45		$0.00					
48” Pipe (RCP III)									
0’ – 12’ Cut	LF	$155.00		$0.00					
12’ – 18’ Cut	LF	$215.00		$0.00					
Add Cost for Class IV	LF	$12.50		$0.00					
O-Ring	LF	$43.35		$0.00					
54” Pipe (RCP III)									
0’ – 12’ Cut	LF	$190.00		$0.00					
12’ – 18’ Cut	LF	$275.00		$0.00					
Add Cost for Class IV	LF	$18.75		$0.00					
O-Ring	LF	$44.45		$0.00					
60” Pipe (RCP III)									
0’ – 12’ Cut	LF	$225.00	434	$97,650.00					
12’ – 18’ Cut	LF	$335.00	31	$10,385.00					
Add Cost for Class IV	LF	$22.50		$0.00					
O-Ring	LF	$48.65		$0.00					
ELLIPTICAL PIPE – RCP CLASS III									
23” X 14” (18” Equiv-RCP III									
0’ – 10’ Cut	LF	$75.00		$0.00					
10’ – 16’ Cut	LF	$110.00		$0.00					
Add Cost for Class IV	LF	$16.45		$0.00					
O-Ring	LF	$43.35		$0.00					

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
30" X 19" (24" Equiv-RCP III)									
0' – 10' Cut	LF	$90.00		$0.00					
10' – 16' Cut	LF	$130.00		$0.00					
Add Cost for Class IV	LF	$5.95		$0.00					
O-Ring	LF	$43.35		$0.00					
38" X 24" (30" Equiv-RCP III)									
0' – 10' Cut	LF	$120.00		$0.00					
10' – 16' Cut	LF	$167.50		$0.00					
Add Cost for Class IV	LF	$8.45		$0.00					
O-Ring	LF	$51.35		$0.00					
45" X 29" (36" Equiv-RCP III)									
0' – 10' Cut	LF	$165.00		$0.00					
10' – 16' Cut	LF	$235.00		$0.00					
Add Cost for Class IV	LF	$11.35		$0.00					
O-Ring	LF	$53.35		$0.00					
53" X 34" (42" Equiv-RCP III)									
0' – 12' Cut	LF	$210.00		$0.00					
10' – 18' Cut	LF	$300.00		$0.00					
Add Cost for Class IV	LF	$15.35		$0.00					
O-Ring	LF	$58.95		$0.00					
72"									
0' – 12' Cut	LF	$255.00	307	$78,285.00					
10' – 18' Cut	LF	$375.00		$0.00					
Add Cost for Class IV	LF	$18.35	307	$5,633.45					
O-Ring	LF	$69.95		$0.00					
HDPE PIPE									
8" Pipe									
0'-8' Cut	LF	$28.65		$0.00					
8'-14' Cut	LF	$43.15		$0.00					

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
12" Pipe									
0'-8' Cut	LF	$38.95		$0.00					
8'-14' Cut	LF	$57.75		$0.00					
15" Pipe									
0'-8' Cut	LF	$50.25	5525	$277,631.25					
8'-16' Cut	LF	$74.85	1432	$107,185.20					
18" Pipe									
0'-8' Cut	LF	$66.00	1123	$74,118.00					
8'-16' Cut	LF	$98.55	428	$42,179.40					
24" Pipe									
0'-8' Cut	LF	$76.90	1025	$78,822.50					
8'-16' Cut	LF	$115.25	319	$36,764.75					
30" Pipe									
0'-8' Cut	LF	$91.33	1620	$147,954.60					
8'-16' Cut	LF	$137.27	123	$16,884.21					
36" Pipe									
0'-8' Cut	LF	$101.68	978	$99,443.04					
8'-16' Cut	LF	$152.33	109	$16,603.97					
42" Pipe									
0'-8' Cut	LF	$113.99	262	$29,865.38					
8'-16' Cut	LF	$171.00		$0.00					
48" Pipe									
0'-8' Cut	LF	$129.55		$0.00					
8'-16' Cut	LF	$195.66		$0.00					
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	2	$1,130.00				
21”	EA	$645.00		$0.00				
24”	EA	$755.00		$0.00				
27”	EA	$1,065.00		$0.00				
30”	EA	$1,195.00	1	$1,195.00				
36”	EA	$1,765.00	1	$1,765.00				
42”	EA	$1,795.00	1	$1,795.00				
48”	EA	$2,135.00		$0.00				
54”	EA	$2,795.00		$0.00				
60”	EA	$3,455.00	2	$6,910.00				
ENDWALLS								
EW-1(Pre-cast) Round Pipe Size								
15”	EA	$800.00	1	$800.00				
18”	EA	$1,337.00		$0.00				
24”	EA	$2,021.00		$0.00				
30”	EA	$2,133.00	1	$2,133.00				
36”	EA	$2,366.00	8	$18,928.00				
EW-1 Cast in Place [Round Pipe Size]								
15”	EA	$852.00		$0.00				
18”	EA	$1,053.00		$0.00				
24”	EA	$1,495.00		$0.00				
30”	EA	$2,144.00		$0.00				
36”	EA	$2,383.00		$0.00				
EW-1A (Pre-Cast) Elliptical Pipe Size								
23” X 14” (18”)	EA	$695.00		$0.00				
30” X 19” (24”)	EA	$969.00		$0.00				
38” X 24” (30”)	EA	$1,165.00		$0.00				
45” X 29” (36”)	EA	$1,445.00		$0.00				

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		$0.00					
EW-1A (Cast in Place) Elliptical Pipe Size									
23" X 14" (18")	EA	$667.00		$0.00					
30" X 19" (24")	EA	$939.00		$0.00					
38" X 24" (30")	EA	$1,247.00		$0.00					
45" X 29" (36")	EA	$1,618.00		$0.00					
53" X 34" (42")	EA	$2,109.00		$0.00					
EW-2 (PreCast) Round Pipe Size									
42"	EA	$5,445.00		$0.00					
48"	EA	$5,695.00		$0.00					
54"	EA	$6,660.00		$0.00					
60"	EA	$7,140.00	8	$57,120.00					
72"	EA	$7,990.00	6	$47,940.00					
84"	EA	$9,490.00		$0.00					
EW-2 (Cast in Place) Round Pipe Size									
42"	EA	$4,723.00		$0.00					
48"	EA	$6,039.00		$0.00					
54"	EA	$6,972.00		$0.00					
60"	EA	$8,179.00		$0.00					
72"	EA	$10,713.00		$0.00					
84"	EA	$12,288.00		$0.00					
(EW-6PC) [Double Pipe] Pipe Size									
2-15"	EA	$999.00		$0.00					
2-18"	EA	$1,235.00		$0.00					
2-24"	EA	$1,510.00		$0.00					
2-30"	EA	$2,165.00		$0.00					
2-36"	EA	$2,647.00		$0.00					
			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	11	$41,250.00					
Depth below 6'	VF	$163.00	24	$3,912.00					
Standard Precast Manhole Std Frame & Cover (MH-2)									
6' Depth	EA	$3,100.00		$0.00					
Depth below 6'	VF	$177.00		$0.00					
Additional Cost (Amounts in parentheses to be added to the above unit costs)									
Watertight Fr/Cover (Add 110)	EA	$579.00		$0.00					
Heavy Duty Fr/Cover (Add 82)	EA	$599.00		$0.00					
			DROP INLETS						
Cast in Place 48"									
Drop Inlet (DI-1) 12" – 24" Pipe0-10 VF	EA	$3,697.00	1	$3,697.00					
Drop Inlet (DI-1A) 12" – 24" Pipe 10-20 VF	EA	$5,593.00	4	$22,372.00					
Drop Inlet (DI-2) 12" – 24" Pipe0-10 VF, 10' throat	EA	$6,911.00		$0.00					
Drop Inlet (DI-2A) 12" – 24" Pipe 10-20 VF, 10' throat	EA	$8,833.00		$0.00					
			CURB DROP INLETS						
Curb Drop Inlet (DI-3A)									
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$4,088.00		$0.00					
Curb Drop Inlet (DI-3AA)									
12"-30" Pipe (Invert Depth (H) =8'-20') Inlet Length 2'-6"	EA	$5,357.00		$0.00					
Curb Drop Inlet (DI-3B & DI-12) 12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length									
4'	EA	$4,279.00		$0.00					

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
6’	EA	$4,573.00	104	$475,592.00					
8’	EA	$4,889.00	19	$92,891.00					
10'	EA	$5,052.00	30	$151,560.00					
12’	EA	$5,227.00	8	$41,816.00					
16’	EA	$5,543.00		$0.00					
20’	EA	$5,859.00		$0.00					
Curb Drop Inlet (DI-3BB) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
4’	EA	$4,276.00		$0.00					
6’	EA	$4,848.00		$0.00					
8’	EA	$5,429.00		$0.00					
10'	EA	$5,732.00		$0.00					
12’	EA	$6,011.00		$0.00					
16’	EA	$6,296.00		$0.00					
20’	EA	$6,599.00		$0.00					
Curb Drop Inlet (DI-3C) 12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
6’	EA	$4,013.00		$0.00					
8’	EA	$4,588.00		$0.00					
10'	EA	$4,893.00		$0.00					
12’	EA	$5,178.00		$0.00					
16’	EA	$5,766.00		$0.00					
20’	EA	$6,339.00		$0.00					
Curb Drop Inlet (DI-3CC) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
6’	EA	$4,746.00		$0.00					
8’	EA	$5,293.00		$0.00					
10'	EA	$5,627.00		$0.00					
12’	EA	$5,988.00		$0.00					
16’	EA	$6,772.00		$0.00					
20’	EA	$7,465.00		$0.00					

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		$0.00					
Curb Drop Inlet (DI-3DD)									
12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length 2’-6”	EA	$4,367.00		$0.00					
Curb Drop Inlet (DI-3E) 12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
4’	EA	$4,093.00		$0.00					
8’	EA	$4,756.00		$0.00					
10’	EA	$5,724.00		$0.00					
12'	EA	$5,833.00		$0.00					
16’	EA	$6,072.00		$0.00					
20’	EA	$6,709.00		$0.00					
Curb Drop Inlet (DI-3EE) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
6’	EA	$7,562.00		$0.00					
8’	EA	$7,869.00		$0.00					
10'	EA	$7,999.00		$0.00					
12’	EA	$8,166.00		$0.00					
16’	EA	$8,471.00		$0.00					
20’	EA	$8,767.00		$0.00					
Curb Drop Inlet (DI-3F) 12”-30” Pipe Inlet Length (Invert Depth (H)=0’-8’)									
6’	EA	$3,765.00		$0.00					
8’	EA	$4,419.00		$0.00					
10’	EA	$4,749.00		$0.00					
12’	EA	$5,085.00		$0.00					
16’	EA	$5,742.00		$0.00					
20’	EA	$6,395.00		$0.00					
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		$0.00					
8’	EA	$8,288.00		$0.00					
10'	EA	$8,480.00		$0.00					
12’	EA	$8,669.00		$0.00					
16’	EA	$9,047.00		$0.00					
20’	EA	$9,446.00		$0.00					
Curb Drop Inlet (DI-4A) 36”–48” Pipe (Invert Depth (H)=0’-8’) Inlet Length									
4’	EA	$4,868.00		$0.00					
Curb Drop Inlet (DI-4AA) 36”–48” Pipe (Invert Depth (H)=0’-8’) Inlet Length									
4'	EA	$6,817.00		$0.00					
Curb Drop Inlet (DI-4B) 36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
6’	EA	$5,172.00		$0.00					
8’	EA	$5,499.00		$0.00					
10'	EA	$5,698.00		$0.00					
12’	EA	$5,870.00		$0.00					
16’	EA	$6,221.00		$0.00					
20’	EA	$6,571.00		$0.00					
Curb Drop Inlet (DI-4BB) 36”-48” Pipe (Invert Depth (H) =8’-20') Inlet Length									
6’	EA	$10,292.00		$0.00					
8’	EA	$10,643.00		$0.00					
10'	EA	$10,810.00		$0.00					
12’	EA	$10,974.00		$0.00					
16’	EA	$11,309.00		$0.00					
20’	EA	$11,669.00		$0.00					
Curb Drop Inlet (DI-4C) 36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
8’	EA	$5,612.00		$0.00					
10'	EA	$5,794.00		$0.00					
12’	EA	$5,968.00		$0.00					
16’	EA	$6,315.00		$0.00					

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
20’	EA	$6,657.00		$0.00					
Curb Drop Inlet (DI-4CC) 36”-48” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
8’	EA	$13,371.00		$0.00					
10'	EA	$13,693.00		$0.00					
12’	EA	$14,097.00		$0.00					
16’	EA	$14,712.00		$0.00					
20’	EA	$15,365.00		$0.00					
Curb Drop Inlet (DI-4D)									
36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length 4'	EA	$4,933.00		$0.00					
Curb Drop Inlet (DI-4DD)									
36”-48” Pipe (Invert Depth (H) =8’-16’) Inlet Length 4'	EA	$9,455.00		$0.00					
Curb Drop Inlet (DI-4E) 36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
6'	EA	$5,267.00		$0.00					
8’	EA	$5,605.00		$0.00					
10'	EA	$5,896.00		$0.00					
12'	EA	$6,233.00		$0.00					
16’	EA	$6,996.00		$0.00					
20’	EA	$7,695.00		$0.00					
Curb Drop Inlet (DI-4EE) 36”-48” Pipe (Invert Depth (H) =8’-16’) Inlet Length									
6’	EA	$9,165.00		$0.00					
8’	EA	$9,495.00		$0.00					
10'	EA	$9,839.00		$0.00					
12’	EA	$10,167.00		$0.00					
16’	EA	$10,838.00		$0.00					
20’	EA	$11,483.00		$0.00					
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		$0.00				
10'	EA	$6,209.00		$0.00				
12’	EA	$6,568.00		$0.00				
16’	EA	$7,259.00		$0.00				
20’	EA	$7,963.00		$0.00				
Curb Drop Inlet (DI-4FF) 36”-48” Pipe (Invert Depth (H) =8’-16’) Inlet Length								
8’	EA	$8,866.00		$0.00				
10'	EA	$9,147.00		$0.00				
12’	EA	$9,435.00		$0.00				
16’	EA	$9,997.00		$0.00				
20’	EA	$10,584.00		$0.00				
Median Drop Inlets - CIP								
Median Drop Inlet **(DI-6A)** 12”-24” Pipe Inlet (H=8’)	EA	$4,205.00		$0.00		$0.00		
Median Drop Inlet **(DI-6B)** 12”-24” Pipe Inlet (H=8’)	EA	$4,267.00		$0.00		$0.00		
Median Drop Inlet **(DI-6C)** 30”-48” Pipe Inlet (H=10’)	EA	$5,589.00		$0.00		$0.00		
Median Drop Inlet **(DI-6D)** 30”-48” Pipe Inlet (H=10’)	EA	$5,692.00		$0.00		$0.00		
Median Drop Inlet **(DI-7)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$5,748.00		$0.00		$0.00		
Median Drop Inlet **(DI-7A)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$6,338.00		$0.00		$0.00		
Median Drop Inlet **(DI-7B)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$6,797.00		$0.00		$0.00		

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		$0.00				
Standard Yard Inlet **(YI-1)** 12"-48" Pipe (Invert Depth (H)=0'-8') Inlet Length 4'(No Aprons)	EA	$4,749.00		$0.00				
Add Yard Inlet Apron	THROAT	$255.00		$0.00				
Standard Yard Inlet **(YI-3)** 12"-48" Pipe (Invert Depth (H)=0'-8') Inlet Length 4'(No Aprons)	EA	$5,127.00		$0.00				
Add Yard Inlet Apron	THROAT	$255.00		$0.00				
CULVERTS								
Single Box Culvert (BC-1A) Fills to 25'								
4' X 4'	LF	$336.00		$0.00				
5' x 5"	LF	$410.00		$0.00				
6' X 6'	LF	$498.00		$0.00				
8' X 8'	LF	$699.00		$0.00				
10' X 10'	LF	$845.00		$0.00				
Double Box Culvert (BC-2b) Fills to 25'								
4' X 4'	LF	$566.00		$0.00				
5' x 5"	LF	$705.00		$0.00				
6' X 6'	LF	$854.00		$0.00				
8' X 8'	LF	$1,148.00		$0.00				
10' X 10'	LF	$1,411.00		$0.00				
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		$0.00				
12' X 8'	LF	$1,144.00		$0.00				
12' X 10'	LF	$1,239.00		$0.00				
12' X 12'	LF	$1,348.00		$0.00				
Triple Box Culvert (BC-3B) Fills to 25'								
4' X 4'	LF	$779.00		$0.00				
5' x 5"	LF	$965.00		$0.00				
6' X 6'	LF	$1,211.00		$0.00				
8' X 8'	LF	$1,633.00		$0.00				
10' X 10'	LF	$2,488.00		$0.00				
Quadruple Box Culvert (BC-4B) Fills to 25'								
4' X 4'	LF	$987.00		$0.00				
5' x 5"	LF	$1,225.00		$0.00				
6' X 6'	LF	$1,523.00		$0.00				
8' X 8'	LF	$1,497.00		$0.00				
10' X 10'	LF	$2,835.00		$0.00				
Standard Wing for Box Culvert (1 Side Only) Height of Box								
4'	EA	$675.00		$0.00				
5'	EA	$995.00		$0.00				
6'	EA	$1,337.00		$0.00				
8'	EA	$2,489.00		$0.00				
10'	EA	$3,315.00		$0.00				
Standard Wing for Oversized Box Culvert(BBC-W) Height of Box								
6'	EA	$1,351.00		$0.00				
8'	EA	$2,189.00		$0.00				
10'	EA	$3,269.00		$0.00				
12'	EA	$4,763.00		$0.00				
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	1	$735.00					
42"- 60" Pipe	EA	$1,125.00		$0.00					
Casing Pipe, Bore and Jack (3/8" wall)									
22" ID (6"-8" Carrier Pipe)	LF	$411.00		$0.00					
24" ID (10" Carrier Pipe)	LF	$451.00		$0.00					
30" ID (12" Carrier Pipe)	LF	$569.00		$0.00					
Plug Pipe									
6" –12" Pipe	EA	$142.00		$0.00					
15"-36" Pipe	EA	$323.00		$0.00					
42"- 60" Pipe	EA	$522.00		$0.00					
Pavement Edge Pipe									
Standard Pipe Underdrain	LF	$19.00		$0.00					
Riprap									
Dry, Class I, 18"	SY	$47.87	990	$47,391.30					
Dry, Class II, 18"	SY	$51.46		$0.00					
Grouted, Class I, 18"	SY	$69.97		$0.00					
Filter Fabric									
Class I	SY	$3.50	990	$3,465.00					
Class II	SY	$3.00		$0.00					
Class III	SY	$2.25		$0.00					
Gabions (No excavation)									
Mattress	CY	$130.00		$0.00					
Revetment	CY	$164.33		$0.00					
Wall	CY	$212.25		$0.00					
Paved Ditch (4" Thick)									
Concrete (Non-reinforced)	SY	$62.00		$0.00					
Bituminous Concrete(4")	SY	$30.00		$0.00					
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		$0.00				
STREET CONSTRUCTION								
ROADS AND PARKING								
Soil Stabilization	**Inches**							
Cement 6%	SY/Inch Depth	$2.70		$0.00				
Depth (in Inches):								
Lime 6%	SY/Inch Depth	$1.89		$0.00				
Depth (in Inches):								
Subbase, Aggregated Material								
Base Type I	SY/Inch Depth	$1.75		$0.00				
Depth (in Inches):								
Bituminous Concrete								
Base Course	SY/Inch Depth	$5.59	50,410	$2,254,335.20				
Depth (in Inches):	8							
Intermediate Course	SY/Inch Depth	$5.49	46,692	$769,017.24				
Depth (in Inches):	3							
Top Course	SY/Inch Depth	$5.49	46,692	$512,678.16				
Depth (in Inches):	2							
Prime Coat	SY	$1.10		$0.00				
Tack Coat	SY	$1.10		$0.00				
Driveway Restoration								
4” Concrete & 4” Gravel	SY	$79.95		$0.00				

BOND ESTIMATE						BOND REDUCTION		City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
2” S-5 & 7 6” Gravel	SY	$31.96		$0.00				
Shoulders, Type I								
Aggregated Base, 4”	SY	$11.50	655	$7,532.50				
Concrete Curbing								
Curb & Gutter CG6 & CG7	LF	$22.50	28,466	$640,485.00				
Curb Cut, CG-12 Detectable Surf.	EA	$569.00	55	$31,295.00				
Entrances/Driveways								
Commercial Entrance CG-11	SY	$52.88		$0.00				
Commercial Entrance CG-13	SY	$64.67		$0.00				
Residential Driveway Apron	SY	$51.79	325	$16,831.75				
Guardrails								
Std. Blocked-out W beam (GR2)	LF	$42.50		$0.00				
Std. W beam, Weak Post GR8	LF	$28.50	1113	$31,720.50				
Terminal, GR-6 (L=12’-6”)	EA	$2,929.00		$0.00				
Terminal, GR-7 (L=6’-3”)	EA	$2,659.00		$0.00				
Type I, GR-8 Terminal (L=25’)	EA	$1,399.00	2	$2,798.00				
Type II, GR-8 Terminal (L=13’-6”)	EA	$695.00		$0.00				
Terminal, MB-4 (L=37’-6”)	EA	$3,495.00		$0.00				
Type I, MB-5 Terminal (L=27’-1)	EA	$2,925.00		$0.00				
Type II, MB-5 Terminal (L=13’-6)	EA	$1,675.00	2	$3,350.00				
Miscellaneous								
Trash enclosure - Brick 6' high	LF	$325.00		$0.00				
Reinforced Concrete Pad 6" to 8"	SY	$62.00		$0.00				
Striping 4" width (VDOT Type	LF	$2.25	2,032	$4,572.00				

BOND ESTIMATE						BOND REDUCTION		City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
B)								
Concrete Wheel Stops	EA	$70.00		$0.00				
Parking Lot Striping	EA	$50.00	24	$1,200.00				
Sign Island	EA	$850.00		$0.00				
Traffic Barricade	LF	$43.45		$0.00				
Street Name Signs	EA	$435.00	32	$13,920.00				
Traffic Control Signs	EA	$375.00	51	$19,125.00				
Street Light (pole, bracket, light)	EA	$4,285.00	42	$179,970.00				
SIDEWALKS AND TRAILS								
Sidewalk								
Concrete 4” w/WWF, No base	SY	$45.23		$0.00				
Bitum. Conc, 2” w/4” Base	SY	$30.00	11,603	$348,090.00				
4” Conc, No Reinf., No Base	SY	$41.00		$0.00				
HANDRAIL								
Handrail 3 Rail 1-1/4” #4 Finish	LF	$96.50		$0.00				
Wood Chip Trail								
Trails(Incl Excavation & Grading) Wood chip, 4’ wide	SY	$17.69		$0.00				
Bituminous Trail								
6’ to 10' wide	SY	$49.25		$0.00				
CRITICAL SLOPE STABILIZATION								
Paved Flume	SY	$67.00		$0.00				
Stmwtr Conc Channel-Excav	SY	$7.75		$0.00				
ADD Grass Lined-seeded	SY	$5.37		$0.00				
ADD Grass Lined-sodded	SY	$10.89		$0.00				
Outlet Protection								
Non-grouted Riprap 18”	SY	$52.00		$0.00				
Concrete 4”	SY	$53.50		$0.00				

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
Level Spreader	SY	$4.44		$0.00				
Struc Streambank Protection								
Non-grouted Riprap 18"	SY	$58.00		$0.00				
Gabions	CY	$147.00		$0.00				
Vegetative Erosion Control								
Sodding incl Fertilizing – Banks	SY	$7.77		$0.00				
Sodding incl Fertilizing – Flat	SY	$5.36		$0.00				
Seeding incl Fertilizing	SY	$2.44		$0.00				
Soding W/Soil Treat & Watering	SY	$3.25		$0.00				
Seeding W/Soil Treat & Watering	SY	$6.46		$0.00				
Straw Mulch w/Tack	SY	$1.40		$0.00				
Jute Mesh	SY	$1.77		$0.00				
			SPECIAL ITEMS					
FEMA Processing LOMR/CLOMR	EA	$7,500.00		$0.00				
As Built (Record Drawings)	EA	$9,500.00	1	$9,500.00				
SWM/BMP POND	LS	See Note 1	1	$125,000.00				
SIGNALIZATION	LS	See Note 2						
Subtotal								

TOTAL ESTIMATE OF COMPLETED WORK:	$ -	0%	
TOTAL:	$		11,485,095.87
+10% CONTINGENCIES	$		1,148,509.59
GRAND TOTAL:	$		12,633,605.45
+4% INFLATION FACTOR	$		505,344.22



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:	Stone Springs Subdivision - Phase 1
PREPARED BY:	Integrity Federal Services
DATE OF SUBMISSION	5/26/2023

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	1	$3,000.00					
Job Sign	EA	$1,150.00	1	$1,150.00					
SURVEYING									
Steel Pipe Property Corner Marker Incl. Survey	EA	$275.00	145	$39,875.00					
R.O.W. MONUMENTS SURVEYED IN PLACE									
RM -- 1	EA	$825.00		$0.00					
RM -- 2	EA	$575.00		$0.00					
EARTHWORK EXCAVATION									
Regular Bulk used as Fill	CY	$3.86	56,364	$217,565.04					
Rock, Rip	CY	$17.30		$0.00					
Rock, Blast	CY	$38.48		$0.00					
BORROW MATERIAL									
Buy, Load, Haul 10 Mi. Select Material	CY	$28.90		$0.00					
Fill and Compaction of On-site Borrow	CY	$5.95	56,364	$335,365.80					
UNSUITABLE MATERIAL									
Load and Haul, 20 mi R/T	CY	$21.95		$0.00					
Dump Charge	CY	$37.50		$0.00					
Site Grading	SY	$0.75		$0.00					
CLEAR & GRUB									
Light	AC	$6,675.00	3.05	$20,358.75					
Moderate	AC	$9,750.00		$0.00					

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Heavy	AC	$12,250.00		$0.00					
Very Heavy	AC	$14,250.00		$0.00					
			LANDSCAPING						
Seeding	SY	$0.77	48,981	$37,715.37					
Sodding	SY	$3.64		$0.00					
			PLANTING SHRUBS						
18”	EA	$40.00		$0.00					
24”	EA	$70.00		$0.00					
			TREES						
6’ – 8’ (1-2 in. Caliper)	EA	$400.00	330	$132,000.00					
8’ – 10’ (2.5-3 in. Caliper)	EA	$700.00		$0.00					
Tree Protection	LF	$9.00		$0.00					
			MISCELLANEOUS SITE IMPROVEMENTS						
RETAINING WALLS									
Timber Wall (Less Than 6 ft)	LF	$325.00		$0.00					
Dry Rubble RW-1 (H=6')	LF	$450.00		$0.00					
Mortared Rubble RW-1A (H=6')	LF	$535.00		$0.00					
Concrete Gravity RW-2 (H=6')	LF	$339.00		$0.00					
Concrete Gravity RW-3 (H=6')	LF	$378.00		$0.00					
FENCING									
Std. Fence (H=5’) FR-5	LF	$9.31		$0.00					
Farm Fence (H=5’) FR-3A	LF	$10.90		$0.00					
Chain Link Fence (H=6’)FR 2-B	LF	$14.52		$0.00					
Board Fence (H=6’)	LF	$19.35		$0.00					

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TOT LOTS									
Tot Lot	EA	$16,495.00		$0.00					
			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		$0.00					
More than 1,500 CY (Blasting)	CY	$90.00		$0.00					
Less than 1,500 CY (Hoe Ram)	CY	$135.00		$0.00					
More than 1,500 CY (Hoe Ram)	CY	$110.00		$0.00					
Trench De-watering									
Trench De-watering	LF	$2.95		$0.00					
			RCP CLASS III ROUND T & G W/MASTIC						
12" Pipe (RCP III)									
0' – 8' Cut	LF	$44.50		$0.00					
8' – 14' Cut	LF	$62.50		$0.00					
Add cost for Class IV	LF	$0.85		$0.00					
O-Ring	LF	$5.50		$0.00					
15" Pipe (RCP III)									
0' – 10' Cut	LF	$49.75		$0.00					
10' – 16'	LF	$77.50		$0.00					
Add Cost for Class IV	LF	$0.95		$0.00					
O-Ring	LF	$5.50		$0.00					
18" Pipe (RCP III)									
0' – 10' Cut	LF	$50.00		$0.00					
10' – 16' Cut	LF	$80.00		$0.00					

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Add Cost for Class IV	LF	$2.00		$0.00					
O-Ring	LF	$7.00		$0.00					
21" Pipe (RCP III)									
0' – 10' Cut	LF	$57.50		$0.00					
10' – 16' Cut	LF	$87.50		$0.00					
Add Cost for Class IV	LF	$2.75		$0.00					
O-Ring	LF	$13.00		$0.00					
24" Pipe (RCP III)									
0' – 10' Cut	LF	$67.50		$0.00					
10' – 16' Cut	LF	$95.00		$0.00					
Add Cost for Class IV	LF	$3.15		$0.00					
O-Ring	LF	$14.00		$0.00					
27" Pipe (RCP III)									
0' – 10' Cut	LF	$60.00		$0.00					
10' – 16' Cut	LF	$95.00		$0.00					
Add Cost for Class IV	LF	$4.00		$0.00					
O-Ring	LF	$15.00		$0.00					
30" Pipe (RCP III)									
0' – 10' Cut	LF	$82.50		$0.00					
10' – 16' Cut	LF	$125.00		$0.00					
Add Cost for Class IV	LF	$6.00		$0.00					
O-Ring	LF	$17.25		$0.00					
33" Pipe (RCP III)									
0' – 12' Cut	LF	$115.00		$0.00					
10' – 18' Cut	LF	$160.00		$0.00					
Add Cost for Class IV	LF	$6.50		$0.00					
O-Ring	LF	$21.95		$0.00					
36" Pipe (RCP III)									
0' – 12' Cut	LF	$120.00		$0.00					

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ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
12’ – 18’ Cut	LF	$175.00		$0.00					
Add Cost for Class IV	LF	$7.75		$0.00					
O-Ring	LF	$22.75		$0.00					
42” Pipe (RCP III)									
0’ – 12’ Cut	LF	$140.00		$0.00					
12’ – 18’ Cut	LF	$200.00		$0.00					
Add Cost for Class IV	LF	$12.00		$0.00					
O-Ring	LF	$35.45		$0.00					
48” Pipe (RCP III)									
0’ – 12’ Cut	LF	$155.00		$0.00					
12’ – 18’ Cut	LF	$215.00		$0.00					
Add Cost for Class IV	LF	$12.50		$0.00					
O-Ring	LF	$43.35		$0.00					
54” Pipe (RCP III)									
0’ – 12’ Cut	LF	$190.00		$0.00					
12’ – 18’ Cut	LF	$275.00		$0.00					
Add Cost for Class IV	LF	$18.75		$0.00					
O-Ring	LF	$44.45		$0.00					
60” Pipe (RCP III)									
0’ – 12’ Cut	LF	$225.00	434	$97,650.00					
12’ – 18’ Cut	LF	$335.00	31	$10,385.00					
Add Cost for Class IV	LF	$22.50		$0.00					
O-Ring	LF	$48.65		$0.00					
ELLIPTICAL PIPE – RCP CLASS III									
23” X 14” (18” Equiv-RCP III									
0’ – 10’ Cut	LF	$75.00		$0.00					
10’ – 16’ Cut	LF	$110.00		$0.00					
Add Cost for Class IV	LF	$16.45		$0.00					
O-Ring	LF	$43.35		$0.00					

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ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
30" X 19" (24" Equiv-RCP III)									
0' – 10' Cut	LF	$90.00		$0.00					
10' – 16' Cut	LF	$130.00		$0.00					
Add Cost for Class IV	LF	$5.95		$0.00					
O-Ring	LF	$43.35		$0.00					
38" X 24" (30" Equiv-RCP III)									
0' – 10' Cut	LF	$120.00		$0.00					
10' – 16' Cut	LF	$167.50		$0.00					
Add Cost for Class IV	LF	$8.45		$0.00					
O-Ring	LF	$51.35		$0.00					
45" X 29" (36" Equiv-RCP III)									
0' – 10' Cut	LF	$165.00		$0.00					
10' – 16' Cut	LF	$235.00		$0.00					
Add Cost for Class IV	LF	$11.35		$0.00					
O-Ring	LF	$53.35		$0.00					
53" X 34" (42" Equiv-RCP III)									
0' – 12' Cut	LF	$210.00		$0.00					
10' – 18' Cut	LF	$300.00		$0.00					
Add Cost for Class IV	LF	$15.35		$0.00					
O-Ring	LF	$58.95		$0.00					
72"									
0' – 12' Cut	LF	$255.00	307	$78,285.00					
10' – 18' Cut	LF	$375.00		$0.00					
Add Cost for Class IV	LF	$18.35	307	$5,633.45					
O-Ring	LF	$69.95		$0.00					
HDPE PIPE									
8" Pipe									
0'-8' Cut	LF	$28.65		$0.00					
8'-14' Cut	LF	$43.15		$0.00					

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ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
12" Pipe									
0'-8' Cut	LF	$38.95		$0.00					
8'-14' Cut	LF	$57.75		$0.00					
15" Pipe									
0'-8' Cut	LF	$50.25	2718	$136,579.50					
8'-16' Cut	LF	$74.85		$0.00					
18" Pipe									
0'-8' Cut	LF	$66.00	520	$34,320.00					
8'-16' Cut	LF	$98.55	213	$20,991.15					
24" Pipe									
0'-8' Cut	LF	$76.90	238	$18,302.20					
8'-16' Cut	LF	$115.25		$0.00					
30" Pipe									
0'-8' Cut	LF	$91.33	1000	$91,330.00					
8'-16' Cut	LF	$137.27		$0.00					
36" Pipe									
0'-8' Cut	LF	$101.68	666	$67,718.88					
8'-16' Cut	LF	$152.33	35	$5,331.55					
42" Pipe									
0'-8' Cut	LF	$113.99	134	$15,274.66					
8'-16' Cut	LF	$171.00		$0.00					
48" Pipe									
0'-8' Cut	LF	$129.55		$0.00					
8'-16' Cut	LF	$195.66		$0.00					
STORM STRUCTURES									
END SECTIONS									
End Section (ES-1), Concrete Pipe Size									
15”	EA	$485.00	1	$485.00					

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ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
18”	EA	$565.00	2	$1,130.00				
21”	EA	$645.00		$0.00				
24”	EA	$755.00		$0.00				
27”	EA	$1,065.00		$0.00				
30”	EA	$1,195.00	1	$1,195.00				
36”	EA	$1,765.00	1	$1,765.00				
42”	EA	$1,795.00	1	$1,795.00				
48”	EA	$2,135.00		$0.00				
54”	EA	$2,795.00		$0.00				
60”	EA	$3,455.00	2	$6,910.00				
ENDWALLS								
EW-1(Pre-cast) Round Pipe Size								
15”	EA	$800.00	1	$800.00				
18”	EA	$1,337.00		$0.00				
24”	EA	$2,021.00		$0.00				
30”	EA	$2,133.00	1	$2,133.00				
36”	EA	$2,366.00	8	$18,928.00				
EW-1 Cast in Place [Round Pipe Size]								
15”	EA	$852.00		$0.00				
18”	EA	$1,053.00		$0.00				
24”	EA	$1,495.00		$0.00				
30”	EA	$2,144.00		$0.00				
36”	EA	$2,383.00		$0.00				
EW-1A (Pre-Cast) Elliptical Pipe Size								
23” X 14” (18”)	EA	$695.00		$0.00				
30” X 19” (24”)	EA	$969.00		$0.00				
38” X 24” (30”)	EA	$1,165.00		$0.00				
45” X 29” (36”)	EA	$1,445.00		$0.00				

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ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
53" X 34" (42")	EA	$1,840.00		$0.00					
EW-1A (Cast in Place) Elliptical Pipe Size									
23" X 14" (18")	EA	$667.00		$0.00					
30" X 19" (24")	EA	$939.00		$0.00					
38" X 24" (30")	EA	$1,247.00		$0.00					
45" X 29" (36")	EA	$1,618.00		$0.00					
53" X 34" (42")	EA	$2,109.00		$0.00					
EW-2 (PreCast) Round Pipe Size									
42"	EA	$5,445.00		$0.00					
48"	EA	$5,695.00		$0.00					
54"	EA	$6,660.00		$0.00					
60"	EA	$7,140.00	8	$57,120.00					
72"	EA	$7,990.00	6	$47,940.00					
84"	EA	$9,490.00		$0.00					
EW-2 (Cast in Place) Round Pipe Size									
42"	EA	$4,723.00		$0.00					
48"	EA	$6,039.00		$0.00					
54"	EA	$6,972.00		$0.00					
60"	EA	$8,179.00		$0.00					
72"	EA	$10,713.00		$0.00					
84"	EA	$12,288.00		$0.00					
(EW-6PC) [Double Pipe] Pipe Size									
2-15"	EA	$999.00		$0.00					
2-18"	EA	$1,235.00		$0.00					
2-24"	EA	$1,510.00		$0.00					
2-30"	EA	$2,165.00		$0.00					
2-36"	EA	$2,647.00		$0.00					
			MANHOLES						

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ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Standard Brick Manhole Std Frame & Cover (MH-1)									
6' Depth	EA	$3,750.00	5	$18,750.00					
Depth below 6'	VF	$163.00	11	$1,793.00					
Standard Precast Manhole Std Frame & Cover (MH-2)									
6' Depth	EA	$3,100.00		$0.00					
Depth below 6'	VF	$177.00		$0.00					
Additional Cost (Amounts in parentheses to be added to the above unit costs)									
Watertight Fr/Cover (Add 110)	EA	$579.00		$0.00					
Heavy Duty Fr/Cover (Add 82)	EA	$599.00		$0.00					
			DROP INLETS						
Cast in Place 48"									
Drop Inlet (DI-1) 12" – 24" Pipe0-10 VF	EA	$3,697.00		$0.00					
Drop Inlet (DI-1A) 12" – 24" Pipe 10-20 VF	EA	$5,593.00	3	$16,779.00					
Drop Inlet (DI-2) 12" – 24" Pipe0-10 VF, 10' throat	EA	$6,911.00		$0.00					
Drop Inlet (DI-2A) 12" – 24" Pipe 10-20 VF, 10' throat	EA	$8,833.00		$0.00					
			CURB DROP INLETS						
Curb Drop Inlet (DI-3A)									
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$4,088.00		$0.00					
Curb Drop Inlet (DI-3AA)									
12"-30" Pipe (Invert Depth (H) =8'-20') Inlet Length 2'-6"	EA	$5,357.00		$0.00					
Curb Drop Inlet (DI-3B & DI-12) 12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length									
4'	EA	$4,279.00		$0.00					

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6’	EA	$4,573.00	39	$178,347.00					
8’	EA	$4,889.00	10	$48,890.00					
10'	EA	$5,052.00	11	$55,572.00					
12’	EA	$5,227.00	7	$36,589.00					
16’	EA	$5,543.00		$0.00					
20’	EA	$5,859.00		$0.00					
Curb Drop Inlet (DI-3BB) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
4’	EA	$4,276.00		$0.00					
6’	EA	$4,848.00		$0.00					
8’	EA	$5,429.00		$0.00					
10'	EA	$5,732.00		$0.00					
12’	EA	$6,011.00		$0.00					
16’	EA	$6,296.00		$0.00					
20’	EA	$6,599.00		$0.00					
Curb Drop Inlet (DI-3C) 12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
6’	EA	$4,013.00		$0.00					
8’	EA	$4,588.00		$0.00					
10'	EA	$4,893.00		$0.00					
12’	EA	$5,178.00		$0.00					
16’	EA	$5,766.00		$0.00					
20’	EA	$6,339.00		$0.00					
Curb Drop Inlet (DI-3CC) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
6’	EA	$4,746.00		$0.00					
8’	EA	$5,293.00		$0.00					
10'	EA	$5,627.00		$0.00					
12’	EA	$5,988.00		$0.00					
16’	EA	$6,772.00		$0.00					
20’	EA	$7,465.00		$0.00					

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Curb Drop Inlet (DI-3D)									
12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length 2’-6”	EA	$3,633.00		$0.00					
Curb Drop Inlet (DI-3DD)									
12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length 2’-6”	EA	$4,367.00		$0.00					
Curb Drop Inlet (DI-3E) 12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
4’	EA	$4,093.00		$0.00					
8’	EA	$4,756.00		$0.00					
10’	EA	$5,724.00		$0.00					
12'	EA	$5,833.00		$0.00					
16’	EA	$6,072.00		$0.00					
20’	EA	$6,709.00		$0.00					
Curb Drop Inlet (DI-3EE) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
6’	EA	$7,562.00		$0.00					
8’	EA	$7,869.00		$0.00					
10'	EA	$7,999.00		$0.00					
12’	EA	$8,166.00		$0.00					
16’	EA	$8,471.00		$0.00					
20’	EA	$8,767.00		$0.00					
Curb Drop Inlet (DI-3F) 12”-30” Pipe Inlet Length (Invert Depth (H)=0’-8’)									
6’	EA	$3,765.00		$0.00					
8’	EA	$4,419.00		$0.00					
10’	EA	$4,749.00		$0.00					
12’	EA	$5,085.00		$0.00					
16’	EA	$5,742.00		$0.00					
20’	EA	$6,395.00		$0.00					
Curb Drop Inlet (DI-3FF) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length									

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

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20’	EA	$6,657.00		$0.00					
Curb Drop Inlet (DI-4CC) 36”-48” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
8’	EA	$13,371.00		$0.00					
10’	EA	$13,693.00		$0.00					
12’	EA	$14,097.00		$0.00					
16’	EA	$14,712.00		$0.00					
20’	EA	$15,365.00		$0.00					
Curb Drop Inlet (DI-4D)									
36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length 4'	EA	$4,933.00		$0.00					
Curb Drop Inlet (DI-4DD)									
36”-48” Pipe (Invert Depth (H) =8’-16’) Inlet Length 4'	EA	$9,455.00		$0.00					
Curb Drop Inlet (DI-4E) 36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
6’	EA	$5,267.00		$0.00					
8’	EA	$5,605.00		$0.00					
10’	EA	$5,896.00		$0.00					
12'	EA	$6,233.00		$0.00					
16’	EA	$6,996.00		$0.00					
20’	EA	$7,695.00		$0.00					
Curb Drop Inlet (DI-4EE) 36”-48” Pipe (Invert Depth (H) =8’-16’) Inlet Length									
6’	EA	$9,165.00		$0.00					
8’	EA	$9,495.00		$0.00					
10'	EA	$9,839.00		$0.00					
12’	EA	$10,167.00		$0.00					
16’	EA	$10,838.00		$0.00					
20’	EA	$11,483.00		$0.00					
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		$0.00				
10'	EA	$6,209.00		$0.00				
12’	EA	$6,568.00		$0.00				
16’	EA	$7,259.00		$0.00				
20’	EA	$7,963.00		$0.00				
Curb Drop Inlet (DI-4FF) 36”-48” Pipe (Invert Depth (H) =8’-16’) Inlet Length								
8’	EA	$8,866.00		$0.00				
10'	EA	$9,147.00		$0.00				
12’	EA	$9,435.00		$0.00				
16’	EA	$9,997.00		$0.00				
20’	EA	$10,584.00		$0.00				
Median Drop Inlets - CIP								
Median Drop Inlet **(DI-6A)** 12”-24” Pipe Inlet (H=8’)	EA	$4,205.00		$0.00		$0.00		
Median Drop Inlet **(DI-6B)** 12”-24” Pipe Inlet (H=8’)	EA	$4,267.00		$0.00		$0.00		
Median Drop Inlet **(DI-6C)** 30”-48” Pipe Inlet (H=10’)	EA	$5,589.00		$0.00		$0.00		
Median Drop Inlet **(DI-6D)** 30”-48” Pipe Inlet (H=10’)	EA	$5,692.00		$0.00		$0.00		
Median Drop Inlet **(DI-7)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$5,748.00		$0.00		$0.00		
Median Drop Inlet **(DI-7A)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$6,338.00		$0.00		$0.00		
Median Drop Inlet **(DI-7B)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$6,797.00		$0.00		$0.00		

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		$0.00					
Standard Yard Inlet **(YI-1)** 12"-48" Pipe (Invert Depth (H)=0'-8') Inlet Length 4'(No Aprons)	EA	$4,749.00		$0.00					
Add Yard Inlet Apron	THROAT	$255.00		$0.00					
Standard Yard Inlet **(YI-3)** 12"-48" Pipe (Invert Depth (H)=0'-8') Inlet Length 4'(No Aprons)	EA	$5,127.00		$0.00					
Add Yard Inlet Apron	THROAT	$255.00		$0.00					
CULVERTS									
Single Box Culvert (BC-1A) Fills to 25'									
4' X 4'	LF	$336.00		$0.00					
5' x 5"	LF	$410.00		$0.00					
6' X 6'	LF	$498.00		$0.00					
8' X 8'	LF	$699.00		$0.00					
10' X 10'	LF	$845.00		$0.00					
Double Box Culvert (BC-2b) Fills to 25'									
4' X 4'	LF	$566.00		$0.00					
5' x 5"	LF	$705.00		$0.00					
6' X 6'	LF	$854.00		$0.00					
8' X 8'	LF	$1,148.00		$0.00					
10' X 10'	LF	$1,411.00		$0.00					
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		$0.00				
12' X 8'	LF	$1,144.00		$0.00				
12' X 10'	LF	$1,239.00		$0.00				
12' X 12'	LF	$1,348.00		$0.00				
Triple Box Culvert (BC-3B) Fills to 25'								
4' X 4'	LF	$779.00		$0.00				
5' x 5"	LF	$965.00		$0.00				
6' X 6'	LF	$1,211.00		$0.00				
8' X 8'	LF	$1,633.00		$0.00				
10' X 10'	LF	$2,488.00		$0.00				
Quadruple Box Culvert (BC-4B) Fills to 25'								
4' X 4'	LF	$987.00		$0.00				
5' x 5"	LF	$1,225.00		$0.00				
6' X 6'	LF	$1,523.00		$0.00				
8' X 8'	LF	$1,497.00		$0.00				
10' X 10'	LF	$2,835.00		$0.00				
Standard Wing for Box Culvert (1 Side Only) Height of Box								
4'	EA	$675.00		$0.00				
5'	EA	$995.00		$0.00				
6'	EA	$1,337.00		$0.00				
8'	EA	$2,489.00		$0.00				
10'	EA	$3,315.00		$0.00				
Standard Wing for Oversized Box Culvert(BBC-W) Height of Box								
6'	EA	$1,351.00		$0.00				
8'	EA	$2,189.00		$0.00				
10'	EA	$3,269.00		$0.00				
12'	EA	$4,763.00		$0.00				
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	1	$735.00					
42"- 60" Pipe	EA	$1,125.00		$0.00					
Casing Pipe, Bore and Jack (3/8" wall)									
22" ID (6"-8" Carrier Pipe)	LF	$411.00		$0.00					
24" ID (10" Carrier Pipe)	LF	$451.00		$0.00					
30" ID (12" Carrier Pipe)	LF	$569.00		$0.00					
Plug Pipe									
6" –12" Pipe	EA	$142.00		$0.00					
15"-36" Pipe	EA	$323.00		$0.00					
42"- 60" Pipe	EA	$522.00		$0.00					
Pavement Edge Pipe									
Standard Pipe Underdrain	LF	$19.00		$0.00					
Riprap									
Dry, Class I, 18"	SY	$47.87	957	$45,811.59					
Dry, Class II, 18"	SY	$51.46		$0.00					
Grouted, Class I, 18"	SY	$69.97		$0.00					
Filter Fabric									
Class I	SY	$3.50	957	$3,349.50					
Class II	SY	$3.00		$0.00					
Class III	SY	$2.25		$0.00					
Gabions (No excavation)									
Mattress	CY	$130.00		$0.00					
Revetment	CY	$164.33		$0.00					
Wall	CY	$212.25		$0.00					
Paved Ditch (4" Thick)									
Concrete (Non-reinforced)	SY	$62.00		$0.00					
Bituminous Concrete(4")	SY	$30.00		$0.00					
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		$0.00				
STREET CONSTRUCTION								
ROADS AND PARKING								
Soil Stabilization	**Inches**							
Cement 6%	SY/Inch Depth	$2.70		$0.00				
Depth (in Inches):								
Lime 6%	SY/Inch Depth	$1.89		$0.00				
Depth (in Inches):								
Subbase, Aggregated Material								
Base Type I	SY/Inch Depth	$1.75		$0.00				
Depth (in Inches):								
Bituminous Concrete								
Base Course	SY/Inch Depth	$5.59	28,010	$1,252,607.20				
Depth (in Inches):	8							
Intermediate Course	SY/Inch Depth	$5.49	24,292	$400,089.24				
Depth (in Inches):	3							
Top Course	SY/Inch Depth	$5.49	24,292	$266,726.16				
Depth (in Inches):	2							
Prime Coat	SY	$1.10		$0.00				
Tack Coat	SY	$1.10		$0.00				
Driveway Restoration								
4” Concrete & 4” Gravel	SY	$79.95		$0.00				

BOND ESTIMATE						BOND REDUCTION		City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
2” S-5 & 7 6” Gravel	SY	$31.96		$0.00				
Shoulders, Type I								
Aggregated Base, 4”	SY	$11.50	655	$7,532.50				
Concrete Curbing								
Curb & Gutter CG6 & CG7	LF	$22.50	12,492	$281,070.00				
Curb Cut, CG-12 Detectable Surf.	EA	$569.00	19	$10,811.00				
Entrances/Driveways								
Commercial Entrance CG-11	SY	$52.88		$0.00				
Commercial Entrance CG-13	SY	$64.67		$0.00				
Residential Driveway Apron	SY	$51.79	142	$7,354.18				
Guardrails								
Std. Blocked-out W beam (GR2)	LF	$42.50		$0.00				
Std. W beam, Weak Post GR8	LF	$28.50	1113	$31,720.50				
Terminal, GR-6 (L=12’-6”)	EA	$2,929.00		$0.00				
Terminal, GR-7 (L=6’-3”)	EA	$2,659.00		$0.00				
Type I, GR-8 Terminal (L=25’)	EA	$1,399.00	2	$2,798.00				
Type II, GR-8 Terminal (L=13’-6”)	EA	$695.00		$0.00				
Terminal, MB-4 (L=37’-6”)	EA	$3,495.00		$0.00				
Type I, MB-5 Terminal (L=27’-1)	EA	$2,925.00		$0.00				
Type II, MB-5 Terminal (L=13’-6)	EA	$1,675.00	2	$3,350.00				
Miscellaneous								
Trash enclosure - Brick 6' high	LF	$325.00		$0.00				
Reinforced Concrete Pad 6" to 8"	SY	$62.00		$0.00				
Striping 4" width (VDOT Type	LF	$2.25		$0.00				

BOND ESTIMATE						BOND REDUCTION		City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
B)								
Concrete Wheel Stops	EA	$70.00		$0.00				
Parking Lot Striping	EA	$50.00	24	$1,200.00				
Sign Island	EA	$850.00		$0.00				
Traffic Barricade	LF	$43.45		$0.00				
Street Name Signs	EA	$435.00	17	$7,395.00				
Traffic Control Signs	EA	$375.00	29	$10,875.00				
Street Light (pole, bracket, light)	EA	$4,285.00	20	$85,700.00				
SIDEWALKS AND TRAILS								
Sidewalk								
Concrete 4” w/WWF, No base	SY	$45.23		$0.00				
Bitum. Conc, 2” w/4” Base	SY	$30.00	4,891	$146,730.00				
4” Conc, No Reinf., No Base	SY	$41.00		$0.00				
HANDRAIL								
Handrail 3 Rail 1-1/4” #4 Finish	LF	$96.50		$0.00				
Wood Chip Trail								
Trails(Incl Excavation & Grading) Wood chip, 4’ wide	SY	$17.69		$0.00				
Bituminous Trail								
6’ to 10' wide	SY	$49.25		$0.00				
CRITICAL SLOPE STABILIZATION								
Paved Flume	SY	$67.00		$0.00				
Stmwtr Conc Channel-Excav	SY	$7.75		$0.00				
ADD Grass Lined-seeded	SY	$5.37		$0.00				
ADD Grass Lined-sodded	SY	$10.89		$0.00				
Outlet Protection								
Non-grouted Riprap 18”	SY	$52.00		$0.00				
Concrete 4”	SY	$53.50		$0.00				

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
Level Spreader	SY	$4.44		$0.00				
Struc Streambank Protection								
Non-grouted Riprap 18"	SY	$58.00		$0.00				
Gabions	CY	$147.00		$0.00				
Vegetative Erosion Control								
Sodding incl Fertilizing – Banks	SY	$7.77		$0.00				
Sodding incl Fertilizing – Flat	SY	$5.36		$0.00				
Seeding incl Fertilizing	SY	$2.44		$0.00				
Soding W/Soil Treat & Watering	SY	$3.25		$0.00				
Seeding W/Soil Treat & Watering	SY	$6.46		$0.00				
Straw Mulch w/Tack	SY	$1.40		$0.00				
Jute Mesh	SY	$1.77		$0.00				
			SPECIAL ITEMS					
FEMA Processing LOMR/CLOMR	EA	$7,500.00		$0.00				
As Built (Record Drawings)	EA	$9,500.00	1	$9,500.00				
SWM/BMP POND	LS	See Note 1	1	$125,000.00				
SIGNALIZATION	LS	See Note 2						
Subtotal								

TOTAL ESTIMATE OF COMPLETED WORK:	$ -	0%	
TOTAL:		$4,572,357.22	
+10% CONTINGENCIES	$	457,235.72	
GRAND TOTAL:	$	5,029,592.94	
+4% INFLATION FACTOR	$	201,183.72	

Kimley»Horn

Memorandum

To: Jason P. Gerhart
Project Manager
Integrity Federal Services
148 S. Queen Suite 201
Martinsburg, WV 25401

From: Mark Phillips, P.E.
Alex Bachy

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

Date: May 15, 2023

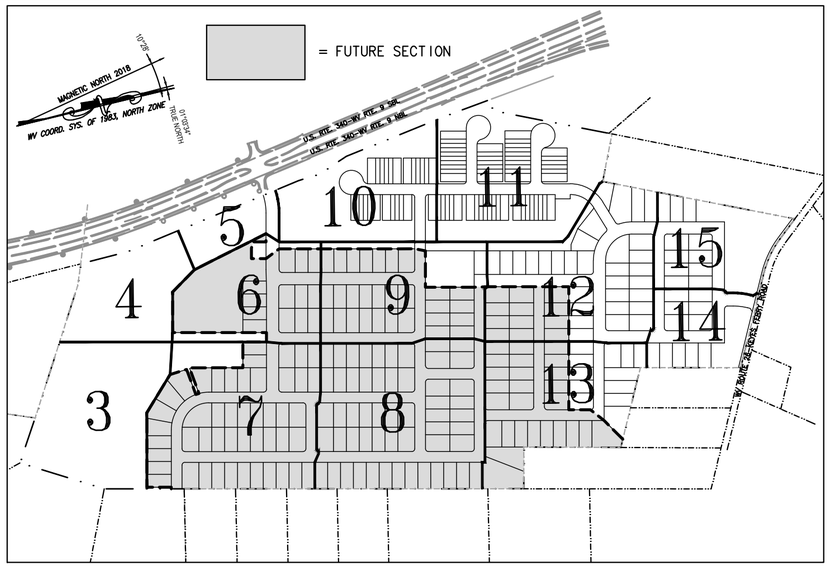
Subject: Stone Spring Subdivision Bond Initiation Review

This memorandum summarizes our review of the Bond Initiation request for Stone Springs (dated January 2023, prepared by Integrity Federal Services) for a proposed subdivision development including 248 single-family detached units, 77 townhouses, and 3 commercial lots, approximately 98.88 acres. The site is currently a working farm and is zoned Neighborhood Residential. The Bond is for $12,633,605.45 using the Preliminary Subdivision/Land Development Plat dated January 2023. Kimley-Horn's review of this application is limited to the Bond Initiation Application provided. Based upon our review we have no comments.

Thank you for the opportunity to review this Bond Initiation 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

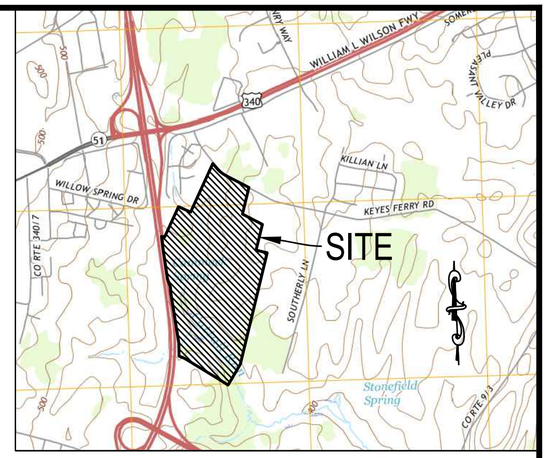


SHEET LAYOUT MAP

SCALE: 1" = 500'

NOTES:

1. THE PROPERTY DELINEATED ON THIS PLAT IS SHOWN ON JEFFERSON COUNTY, CHARLES TOWN CORPORATION, MAP 15 AS PARCEL 1.
2. THE PROPERTY LOCATED IN DISTRICT 03 AND SHOWN ON MAP 15 AS PARCEL 1 IS IN THE NAME OF SPRINGFIELD PARTNERS, LLC BY DEED RECORDED IN DEED BOOK 1249, PAGE 647 OF THE LAND RECORDS OF JEFFERSON COUNTY, WV.
3. NO TITLE REPORT FURNISHED.
4. THE PROPERTY SHOWN ON THIS PLAT IS LOCATED IN FLOOD ZONE X (UNSHADED), AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD, ACCORDING TO COMMUNITY PANEL 54037C0137E OF THE FEMA FLOOD INSURANCE RATE MAP FOR JEFFERSON COUNTY, WEST VIRGINIA, DATED DECEMBER 18, 2009.
5. THE CURRENT NATIONAL WETLANDS INVENTORY MAP DOES NOT SHOW WETLANDS/SENSITIVE AREAS ON THE SUBJECT PROPERTY.
6. ALL KNOWN EXISTING AND PROPOSED EASEMENTS AND RIGHTS-OF-WAY FOR THIS SECTION ARE SHOWN HEREIN. THERE ARE FUTURE EASEMENTS AND/OR RIGHTS-OF-WAY PROPOSED TO CONNECT WITH ADJOINING PROPERTIES.
7. A BLANKET EASEMENT SHALL BE GIVEN TO THE APPROPRIATE PUBLIC SERVICE DISTRICT IN ALL SUBDIVISION RIGHTS-OF-WAY FOR THE PURPOSE OF CONSTRUCTION AND MAINTENANCE OF WATER AND/OR SEWER LINES AND FACILITIES.
8. PRIVATE WELLS AND/OR PRIVATE SEPTIC SYSTEMS FOR DOMESTIC USE ARE PROHIBITED WHERE CENTRAL WATER AND/OR SANITARY SEWER SERVICE IS AVAILABLE.
9. UNLESS OTHERWISE NOTED, BUILDING SETBACKS ARE AS FOLLOWS:
   FRONT: 25 FEET
   SIDE: 10 FEET
   REAR: 20 FEET
11. LOT ACCESS IS LIMITED TO INTERIOR ROADS ONLY.
12. ALL RESIDENTIAL AND NON-RESIDENTIAL BUILDING LOTS SHALL HAVE STABILIZED CONSTRUCTION ENTRANCES INSTALLED PRIOR TO BEGINNING CONSTRUCTION ON THE LOT.
13. A COMMON INTEREST OWNERSHIP AGREEMENT MUST BE ESTABLISHED TO PROVIDE FOR THE MAINTENANCE OF COMMONLY OWNED LAND. THIS COMMON INTEREST OWNERSHIP AGREEMENT MUST BE DEVELOPED IN ACCORDANCE WITH THE UNIFORM COMMON INTEREST OWNERSHIP ACT OF WEST VIRGINIA.
14. SERVICE LATERALS TO INDIVIDUAL LOTS OR SITES SHALL BE INSTALLED PRIOR TO CONSTRUCTION OF THE FINISHED ROAD PAVEMENT SURFACE.
15. SECTION 1 INCLUDES:
   -SINGLE-FAMILY LOTS 148-156, 184-192 AND 202-248
   -TOWNHOUSE LOTS V1-V77
   -COMMERCIAL LOTS 2 AND 3
   -OPEN SPACE PARCELS A AND B
   -COMMON AREA
   -ROAD RIGHT-OF-WAY
   -ROAD IMPROVEMENT ESM'T PARCEL (ALONG KEYES FERRY ROAD)
   -STREAM VALLEY PARK DEDICATION
16. FUTURE SECTION INCLUDES:
   -SINGLE-FAMILY LOTS 1-147, 157-183 AND 193-201
   -COMMERCIAL LOT 1
   -ROAD RIGHT-OF-WAY



VICINITY MAP

SCALE: 1" = 2000'

ACCEPTANCE STATEMENT: OWNER/DEVELOPER
SPRINGFIELD PARTNERS, LLC
108 NORTH GEORGE STREET, 3RD FLOOR
CHARLES TOWN, WV 25414

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

THE OWNER AND 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 PRELIMINARY PLAT.

_____ DATE: _____
SPRINGFIELD PARTNERS, LLC

_____ DATE: _____
STANLEY MARTIN HOMES

THIS 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

LIST OF APPROVALS:

CITY OF CHARLES TOWN WATER AVAILABILITY LETTER:
DATED: 03/30/23

CITY OF CHARLES TOWN SEWER AVAILABILITY LETTER:
DATED: 03/30/23

WV DEPARTMENT OF HIGHWAYS
PERMIT # _____
DATE: _____

STATE HEALTH PERMITS
PERMIT #: 21703
DATE: 05/17/23
PERMIT #: 21703
DATE: 05/17/23

JEFFERSON COUNTY ADDRESSING
APPROVED: ✓

WV NPDES PERMIT
APPROVED: 03/22/23
PERMIT #WVR111983

SHEET INDEX

SHEET 1	COVER SHEET
SHEET 2	CURVE AND LINE TABLE, MONUMENT TABLE, LEGEND AND DETAIL
SHEETS 3-15	SINGLE-FAMILY LOTS, TOWNHOUSE LOTS, COMMERCIAL LOTS, STREET DEDICATION, OPEN SPACE PARCELS, STREAM VALLEY PARK DEDICATION, DEDICATION OF VARIOUS EASEMENTS
SHEET 16	SECTION LAYOUT MAP

SECTION 1 AREA TABULATION:

SINGLE-FAMILY LOTS (65)	495,888	SQ. FT. OR	11.38402 AC.
TOWNHOUSE LOTS (77)	233,408	SQ. FT. OR	5.35831 AC.
COMMERCIAL LOTS (2)	131,781	SQ. FT. OR	3.02527 AC.
RIGHT-OF-WAY	349,366	SQ. FT. OR	8.02034 AC.
ROAD IMPROVEMENT ESM'T PARCEL	7,478	SQ. FT. OR	0.17167 AC.
OPEN SPACE PARCELS (OSP) (2)	440,735	SQ. FT. OR	10.11788 AC.
COMMON AREA	38,464	SQ. FT. OR	0.88301 AC.
STREAM VALLEY PARK DEDICATION	707,731	SQ. FT. OR	16.24727 AC.
TOTAL AREA	2,404,851	SQ. FT. OR	55.20778 AC.

FUTURE SECTION AREA TABULATION:

SINGLE-FAMILY LOTS (183)	1,371,145	SQ. FT. OR	31.47715 AC.
COMMERCIAL LOTS (1)	124,195	SQ. FT. OR	2.85112 AC.
RIGHT-OF-WAY	407,886	SQ. FT. OR	9.36377 AC.
TOTAL AREA	1,903,226	SQ. FT. OR	43.69206 AC.

TOTAL SITE AREA TABULATION:

SECTION 1 TOTAL AREA	2,404,851	SQ. FT. OR	55.20778 AC.
FUTURE SECTION TOTAL AREA	1,903,226	SQ. FT. OR	43.69206 AC.
TOTAL SITE AREA	4,308,077	SQ. FT. OR	98.89984 AC.

SURVEYOR'S CERTIFICATE:

I, DENNIS R. MALONEY, JR., A PROFESSIONAL SURVEYOR IN THE STATE OF WEST VIRGINIA HEREBY CERTIFY THAT THE PLAN SHOWN AND DESCRIBED HEREON IS A TRUE AND CORRECT SURVEY TO THE ACCURACY REQUIRED BY THE CITY OF CHARLES TOWN, AND THAT THE MONUMENTS HAVE BEEN PLACED AS SHOWN HEREON.

_____
DENNIS R. MALONEY, JR., P.S. No. 2392 DATE

DENNIS R. MALONEY JR. LICENSED No. 2392 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

PRELIMINARY

OWNER/DEVELOPER

SPRINGFIELD PARTNERS, LLC
108 NORTH GEORGE STREET, 3RD FLOOR
CHARLES TOWN, WV 25414

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

FINAL PLAT
OF
STONE SPRING SECTION 1

DEED BOOK 1249, PAGE 647
TAX MAP 15 – PARCEL 1 – CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA
SCALE: AS NOTED DATE: APRIL 30, 2023

Gordon
William H. Gordon Associates, Inc.
ENGINEERS • SURVEYORS • LAND PLANNERS • LANDSCAPE ARCHITECTS
148 South Queen Street, Suite 201
Martinsburg, West Virginia 25401
(304) 725-8456

2665-0206		CAD	ACAD FILE: 2665-0206_RP01.DWG	SHEET 1 OF 16

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CURVE TABLE

CURVE	ARC LENGTH	RADIUS	DELTA	TANGENT	CHORD	CHORD BEARING
C1	174.80'	440.00'	22°45'42"	88.57'	173.65'	S51°17'08"E
C2	178.77'	450.00'	22°45'42"	90.58'	177.60'	S51°17'08"E
C3	82.19'	340.50'	13°49'51"	41.30'	82.00'	S20°27'19"W
C4	21.21'	13.50'	90°00'00"	13.50'	19.09'	N58°32'23"E
C5	59.56'	178.50'	19°07'00"	30.06'	59.28'	S03°58'53"W
C6	18.23'	13.50'	77°21'52"	10.81'	16.88'	N33°06'19"E
C7	181.47'	178.50'	58°14'52"	99.45'	173.75'	S42°39'49"W
C8	21.21'	13.50'	90°00'00"	13.50'	19.09'	N58°32'23"E
C9	33.55'	25.00'	76°52'47"	19.84'	31.08'	S38°01'13"E
C10	253.31'	56.50'	256°52'47"	71.18'	88.51'	S51°58'47"W
C11	21.21'	13.50'	90°00'00"	13.50'	19.09'	N31°27'37"W
C12	21.21'	13.50'	90°00'00"	13.50'	19.09'	N58°32'23"E
C13	33.55'	25.00'	76°52'47"	19.84'	31.08'	S38°01'13"E
C14	253.31'	56.50'	256°52'47"	71.18'	88.51'	S51°58'47"W
C15	21.21'	13.50'	90°00'00"	13.50'	19.09'	N31°27'37"W
C16	33.55'	25.00'	76°52'47"	19.84'	31.08'	N51°58'47"E
C17	253.31'	56.50'	256°52'47"	71.18'	88.51'	S38°01'13"E
C18	21.21'	13.50'	90°00'00"	13.50'	19.09'	S58°32'23"W
C19	21.21'	13.50'	90°00'00"	13.50'	19.09'	N31°27'37"W
C20	20.42'	13.00'	90°00'00"	13.00'	18.38'	N58°32'23"E
C21	107.65'	330.50'	18°39'43"	54.30'	107.17'	N85°47'28"W
C22	83.63'	269.50'	17°46'44"	42.15'	83.29'	N85°20'59"W
C23	21.21'	13.50'	90°00'00"	13.50'	19.09'	N31°27'37"W
C24	274.89'	175.00'	90°00'00"	175.00'	247.49'	S31°27'37"E
C25	21.21'	13.50'	90°00'00"	13.50'	19.09'	S31°27'37"E
C26	21.21'	13.50'	90°00'00"	13.50'	19.09'	S31°27'37"E
C27	21.21'	13.50'	90°00'00"	13.50'	19.09'	S31°27'37"E
C28	21.21'	13.50'	90°00'00"	13.50'	19.09'	S31°27'37"E
C29	67.47'	279.50'	13°49'51"	33.90'	67.31'	S20°27'19"W
C30	21.21'	13.50'	90°00'00"	13.50'	19.09'	S58°32'23"W
C31	21.21'	13.50'	90°00'00"	13.50'	19.09'	N31°27'37"W
C32	21.21'	13.50'	90°00'00"	13.50'	19.09'	N58°32'23"E
C33	21.21'	13.50'	90°00'00"	13.50'	19.09'	S31°27'37"E
C34	21.21'	13.50'	90°00'00"	13.50'	19.09'	S58°32'23"W
C35	21.21'	13.50'	90°00'00"	13.50'	19.09'	N31°27'37"W
C36	21.21'	13.50'	90°00'00"	13.50'	19.09'	N58°32'23"E
C37	190.85'	121.50'	90°00'00"	121.50'	171.83'	S31°27'37"E
C38	130.63'	128.50'	58°14'52"	71.59'	125.08'	S42°39'49"W
C39	18.73'	13.50'	79°29'48"	11.23'	17.26'	N68°27'51"W
C40	148.74'	178.50'	47°44'40"	79.00'	144.48'	S52°35'17"E
C41	21.21'	13.50'	90°00'00"	13.50'	19.09'	N31°27'37"W
C42	21.21'	13.50'	90°00'00"	13.50'	19.09'	N31°27'37"W
C43	21.21'	13.50'	90°00'00"	13.50'	19.09'	N58°32'23"E
C44	21.21'	13.50'	90°00'00"	13.50'	19.09'	S31°27'37"E
C45	21.21'	13.50'	90°00'00"	13.50'	19.09'	S58°32'23"W
C46	21.21'	13.50'	90°00'00"	13.50'	19.09'	N31°27'37"W
C47	21.21'	13.50'	90°00'00"	13.50'	19.09'	N58°32'23"E
C48	21.21'	13.50'	90°00'00"	13.50'	19.09'	S31°27'37"E
C49	21.21'	13.50'	90°00'00"	13.50'	19.09'	S58°32'23"W
C50	21.21'	13.50'	90°00'00"	13.50'	19.09'	N31°27'37"W
C51	21.21'	13.50'	90°00'00"	13.50'	19.09'	N58°32'23"E
C52	21.21'	13.50'	90°00'00"	13.50'	19.09'	S31°27'37"E

CURVE TABLE

CURVE	ARC LENGTH	RADIUS	DELTA	TANGENT	CHORD	CHORD BEARING
C53	21.21'	13.50'	90°00'00"	13.50'	19.09'	S58°32'23"W
C54	21.21'	13.50'	90°00'00"	13.50'	19.09'	N31°27'37"W
C55	21.21'	13.50'	90°00'00"	13.50'	19.09'	N58°32'23"E
C56	21.21'	13.50'	90°00'00"	13.50'	19.09'	S31°27'37"E
C57	21.21'	13.50'	90°00'00"	13.50'	19.09'	S58°32'23"W
C58	21.21'	13.50'	90°00'00"	13.50'	19.09'	N31°27'37"W
C59	21.21'	13.50'	90°00'00"	13.50'	19.09'	N58°32'23"E
C60	21.21'	13.50'	90°00'00"	13.50'	19.09'	S31°27'37"E
C61	21.21'	13.50'	90°00'00"	13.50'	19.09'	S58°32'23"W
C62	21.21'	13.50'	90°00'00"	13.50'	19.09'	N31°27'37"W
C63	21.21'	13.50'	90°00'00"	13.50'	19.09'	N58°32'23"E
C64	21.21'	13.50'	90°00'00"	13.50'	19.09'	S31°27'37"E
C65	21.21'	13.50'	90°00'00"	13.50'	19.09'	S58°32'23"W
C66	21.21'	13.50'	90°00'00"	13.50'	19.09'	N31°27'37"W
C67	21.21'	13.50'	90°00'00"	13.50'	19.09'	N58°32'23"E
C68	21.21'	13.50'	90°00'00"	13.50'	19.09'	S31°27'37"E
C69	21.21'	13.50'	90°00'00"	13.50'	19.09'	S58°32'23"W
C70	21.21'	13.50'	90°00'00"	13.50'	19.09'	N31°27'37"W
C71	21.21'	13.50'	90°00'00"	13.50'	19.09'	N58°32'23"E
C72	196.35'	125.00'	90°00'00"	125.00'	176.78'	S31°27'37"E
C73	17.67'	13.50'	74°58'26"	10.35'	16.43'	N51°01'36"E
C74	3.54'	13.50'	15°01'34"	1.78'	3.53'	S83°58'24"E
C75	25.85'	25.00'	59°14'24"	14.21'	24.71'	S46°50'25"E
C76	7.70'	25.00'	17°38'24"	3.88'	7.67'	S08°24'02"E
C77	230.59'	56.50'	233°50'33"	111.27'	100.75'	S63°29'54"W
C78	22.72'	56.50'	23°02'15"	11.51'	22.56'	S64°56'30"E
C79	3.54'	13.50'	15°01'34"	1.78'	3.53'	N68°56'50"W
C80	17.67'	13.50'	74°58'26"	10.35'	16.43'	N23°56'50"W
C81	17.67'	13.50'	74°58'26"	10.35'	16.43'	N51°01'36"E
C82	3.54'	13.50'	15°01'34"	1.78'	3.53'	S83°58'24"E
C83	4.29'	25.00'	9°49'45"	2.15'	4.28'	S71°32'45"E
C84	29.26'	25.00'	67°03'03"	16.56'	27.62'	S33°06'21"E
C85	3.54'	13.50'	15°01'34"	1.78'	3.53'	N68°56'50"W
C86	17.67'	13.50'	74°58'26"	10.35'	16.43'	N23°56'50"W
C87	4.52'	25.00'	10°22'11"	2.27'	4.52'	N18°43'28"E
C88	29.02'	25.00'	66°30'36"	16.39'	27.42'	N57°09'52"E
C89	250.81'	56.50'	254°20'38"	74.51'	90.04'	S36°45'08"E
C90	2.50'	56.50'	2°32'10"	1.25'	2.50'	N14°48'28"E
C91	46.78'	175.00'	15°18'57"	23.53'	46.64'	S05°52'54"W
C92	15.02'	175.00'	4°55'02"	7.51'	15.01'	S04°14'05"E
C93	60.30'	175.00'	19°44'30"	30.45'	60.00'	S16°33'51"E
C94	60.30'	175.00'	19°44'30"	30.45'	60.00'	S36°18'21"E
C95	60.30'	175.00'	19°44'30"	30.45'	60.00'	S56°02'52"E
C96	32.20'	175.00'	10°32'30"	16.14'	32.15'	S71°11'22"E
C97	179.33'	121.50'	84°34'08"	110.50'	163.49'	S34°10'33"E
C98	11.52'	121.50'	5°25'52"	5.76'	11.51'	S10°49'27"W
C99	53.18'	178.50'	17°04'10"	26.79'	52.98'	S37°15'02"E
C100	51.50'	178.50'	16°31'48"	25.93'	51.32'	S54°03'01"E
C101	44.07'	178.50'	14°08'42"	22.15'	43.96'	S69°23'16"E
C102	11.52'	125.00'	5°16'43"	5.76'	11.51'	S73°49'15"E
C103	184.83'	125.00'	84°43'17"	113.98'	168.45'	S28°49'15"E

LINE TABLE

LINE	BEARING	DISTANCE
L1	N18°04'21"W	19.80'
L2	N27°22'14"E	11.62'
L3	N13°32'23"E	26.98'
L4	N13°32'23"E	26.98'
L5	N27°22'14"E	12.83'
L6	N72°00'51"E	17.90'
L7	N31°27'37"W	15.76'
L8	S36°50'24"W	44.79'
L9	S13°32'23"W	12.50'
L10	N76°27'37"W	57.56'
L11	S58°32'23"W	20.00'
L12	S36°02'23"W	20.00'
L13	S26°57'04"W	60.95'
L15	N32°12'49"W	28.96'
L16	N31°27'34"W	28.49'
L17	S87°27'19"E	15.27'
L18	N43°49'24"E	104.36'
L19	S83°18'24"W	159.90'
L20	N48°29'37"W	400.00'
L21	N58°38'08"W	154.02'
L22	N17°39'39"W	67.22'
L23	S52°00'55"W	60.22'
L24	S13°32'23"W	32.50'
L25	N76°27'37"W	284.00'
L26	S13°32'23"W	32.50'
L27	N13°32'23"E	32.50'
L28	N76°27'41"W	2.21'
L29	N13°32'23"E	62.19'
L30	N13°32'23"E	68.00'
L31	S76°27'37"E	47.93'
L32	N13°32'19"E	11.12'
L33	N09°00'51"W	118.54'
L34	N03°32'24"W	71.35'
L35	N18°38'39"E	84.79'
L36	N73°50'37"E	32.81'
L37	N59°43'58"E	37.30'
L38	N45°37'19"E	33.20'
L39	S76°27'37"E	94.05'
L40	N18°02'05"W	24.59'
L41	S35°02'36"E	30.92'
L42	S26°23'09"E	16.50'
L43	N58°32'23"E	14.34'
L44	S31°27'37"E	14.34'
L45	N32°46'48"E	38.77'
L46	N53°38'35"W	35.45'

LINE TABLE

LINE	BEARING	DISTANCE
L47	N36°21'25"E	10.18'
L48	N35°24'04"W	17.96'
L49	N52°50'35"W	122.98'
L50	N72°57'31"W	40.63'
L51	N48°05'20"W	56.54'
L52	N48°05'20"W	58.37'
L53	N72°57'31"W	39.77'
L54	N52°50'35"W	129.60'
L55	N35°24'04"W	14.44'
L56	S36°21'25"W	4.24'
L57	N53°38'35"W	34.32'
L58	N45°36'16"W	46.00'
L59	N22°24'45"W	10.44'
L60	N24°35'15"E	160.20'
L61	N20°24'45"W	1.46'
L62	S13°32'23"W	12.50'
L63	S38°03'48"W	20.00'
L64	N07°17'53"W	98.72'
L65	N03°10'41"W	79.99'
L66	N58°32'23"E	28.49'
L67	S63°38'10"W	32.10'
L68	N62°07'22"E	30.92'
L69	N51°43'33"W	52.90'
L70	N58°32'23"E	28.49'
L71	N62°07'22"E	30.92'
L72	N25°01'43"E	115.82'
L73	N13°35'20"E	25.00'
L74	S76°27'37"E	119.50'
L75	N61°56'11"W	93.18'
L76	S25°01'43"W	119.36'
L77	N31°27'37"W	28.49'
L78	S24°56'18"W	120.35'
L79	S18°46'05"W	153.00'
L80	N31°27'37"W	35.86'
L81	N45°36'16"W	188.10'
L82	N80°38'10"E	126.51'
L83	N44°32'37"W	98.04'
L84	N31°30'50"W	59.66'
L85	S25°21'21"W	115.88'
L86	N13°32'23"E	1.86'
L87	N49°57'23"W	85.74'
L88	N12°08'40"W	28.34'
L89	N76°18'10"W	10.99'
L90	S64°38'45"E	28.39'

CONTROL MONUMENTS

POINT	NORTHING	EASTING	FULL DESCRIPTION
324	291,087.003	2,439,344.463	CONC MON
334	291,867.930	2,440,456.190	CONC MON
337	292,453.029	2,440,397.084	CONC MON
340	293,083.044	2,440,177.089	CONC MON
344	293,225.742	2,440,042.824	CONC MON
353	293,215.087	2,439,628.764	CONC MON
356	292,721.334	2,439,514.175	CONC MON
359	292,440.804	2,439,259.875	CONC MON
363	292,431.720	2,439,026.369	CONC MON
368	292,178.798	2,439,008.825	CONC MON
382	291,208.031	2,439,102.433	CONC MON
396	291,548.600	2,440,327.862	CONC MON
399	291,167.410	2,440,016.464	CONC MON
401	291,666.595	2,439,837.869	CONC MON
435	292,024.161	2,439,593.854	CONC MON
443	292,276.958	2,439,727.246	CONC MON
471	292,826.845	2,440,042.878	CONC MON
472	292,925.877	2,439,631.634	CONC MON
505	290,575.350	2,439,850.635	CONC MON
518	290,448.492	2,440,110.166	CONC MON
539	291,039.123	2,440,256.603	CONC MON
578	292,164.770	2,440,327.668	CONC MON
651	291,590.207	2,439,106.470	CONC MON
674	291,858.938	2,439,119.755	CONC MON
783	291,789.553	2,439,598.503	CONC MON
803	291,670.854	2,440,091.413	CONC MON
806	291,877.499	2,440,202.890	CONC MON
830	291,971.632	2,440,025.554	CONC MON
852	292,490.692	2,440,027.119	CONC MON
872	292,617.486	2,439,744.059	CONC MON
897	293,086.626	2,439,918.748	CONC MON
923	290,987.309	2,439,959.208	CONC MON
1008	291,020.234	2,439,630.274	CONC MON
1024	292,113.255	2,439,232.426	CONC MON

LEGEND:

○ RE-BAR FD	= RE-BAR & CAP FOUND
○ PKNF	= P.K. NAIL FOUND
○	= 36"X $\frac{5}{8}$" RE-BAR & CAP TO BE SET, UNLESS OTHERWISE NOTED
■	= 4"X4" CONCRETE MONUMENT TO BE SET
AC.	= ACRES
BRL	= BUILDING RESTRICTION LINE
D.B., PG.	= DEED BOOK, PAGE
DRN.	= DRAINAGE
DIST.	= DISTRICT
ESM'T	= EASEMENT
EX.	= EXISTING
OSP	= OPEN SPACE PARCEL
PAR.	= PARCEL
P.C., SL.	= PLAT CABINET, SLIDE
R.O.W.	= RIGHT-OF-WAY
SWM	= STORM WATER MANAGEMENT
SQ. FT.	= SQUARE FEET
SAN. SEW.	= SANITARY SEWER
STM.	= STORM
TOT	= TOTAL
	= FUTURE SECTION

LEGEND:

- TRACT BOUNDARY
- ADJACENT PROPERTY LINE
- EXISTING RIGHT-OF-WAY LINE
- PROPOSED PROPERTY LINE
- PROPOSED RIGHT-OF-WAY LINE
- PROPOSED BUILDING RESTRICTION LINE
- PROPOSED EASEMENT LINE

DENNIS R. MALONEY JR. LICENSED No. 730 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

PRELIMINARY

OWNER/DEVELOPER

SPRINGFIELD PARTNERS, LLC
108 NORTH GEORGE STREET, 3RD FLOOR
CHARLES TOWN, WV 25414

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

FINAL PLAT
OF
STONE SPRING SECTION 1

DEED BOOK 1249, PAGE 647
TAX MAP 15 – PARCEL 1 – CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA
SCALE: N/A DATE: APRIL 30, 2023

Gordon
William H. Gordon Associates, Inc.
ENGINEERS • SURVEYORS • LAND PLANNERS • LANDSCAPE ARCHITECTS
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MATCHLINE – SEE SHEET 4

MATCHLINE SEE SHEET 6

MATCHLINE SEE SHEET 7

N/F WILSON
CTD MI0 P8
D.B. 933 PG. 469

PALUSTRINE WETLANDS (TYP.)

PERENNIAL STREAM

STREAM

N38°38'01"W 647.28'

JEFFERSON COUNTY LIMITS

CHARLES TOWN CITY LIMITS

N:289850.00
E:2439650.00

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

N45°09'33"W 207.65' (TOT)

STREAM VALLEY PARK DEDICATION
707731 SQ. FT.
16.24726 AC.

N/F LANGLET
CTCD MI5 P8.1
D.B. 1030 PG. 343

N57°43'08"W 221.38'

PERENNIAL STREAM

STREAM

N:289250.00
E:2440050.00

N76°27'37"W 347.78' (TOT)

MATCHLINE – SEE SHEET 7

S30°37'52"W 410.82'

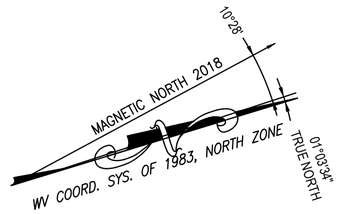
N:289850.00
E:2440050.00

312.32'

S13°32'23"W 1954.07" (TOT)

N/F LANGLET
CTCD MI5 P7
D.B. 1030 PG. 343

N/F LANGLET
CTCD MI5 P4.8
D.B. 1030 PG. 343



50' 25' 0 50' 100' 150'

GRAPHIC SCALE: 1"=50'

DENNIS R. MALONEY JR. LICENSED No. 1383 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

PRELIMINARY

OWNER/DEVELOPER

SPRINGFIELD PARTNERS, LLC
108 NORTH GEORGE STREET, 3RD FLOOR
CHARLES TOWN, WV 25414

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

FINAL PLAT
OF
STONE SPRING SECTION 1

DEED BOOK 1249, PAGE 647
TAX MAP 15 – PARCEL 1 – CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA
SCALE: 1" = 50' DATE: APRIL 30, 2023

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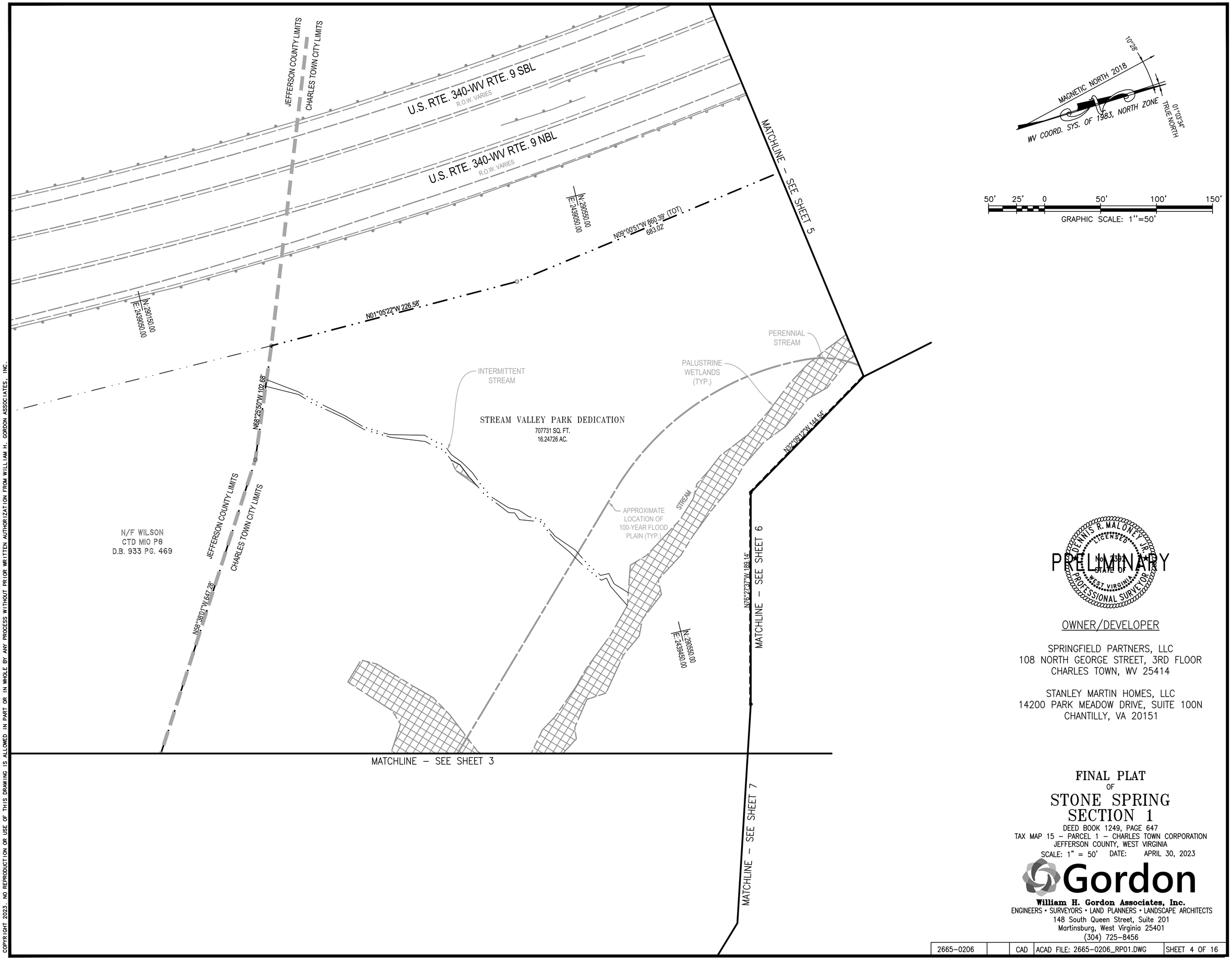
William H. Gordon Associates, Inc.
ENGINEERS • SURVEYORS • LAND PLANNERS • LANDSCAPE ARCHITECTS
148 South Queen Street, Suite 201
Martinsburg, West Virginia 25401
(304) 725-8456

2665-0206		CAD	ACAD FILE: 2665-0206_RP01.DWG	SHEET 3 OF 16



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DENNIS R. MALONEY JR. LICENSED No. 739 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

PRELIMINARY

OWNER/DEVELOPER

SPRINGFIELD PARTNERS, LLC
108 NORTH GEORGE STREET, 3RD FLOOR
CHARLES TOWN, WV 25414

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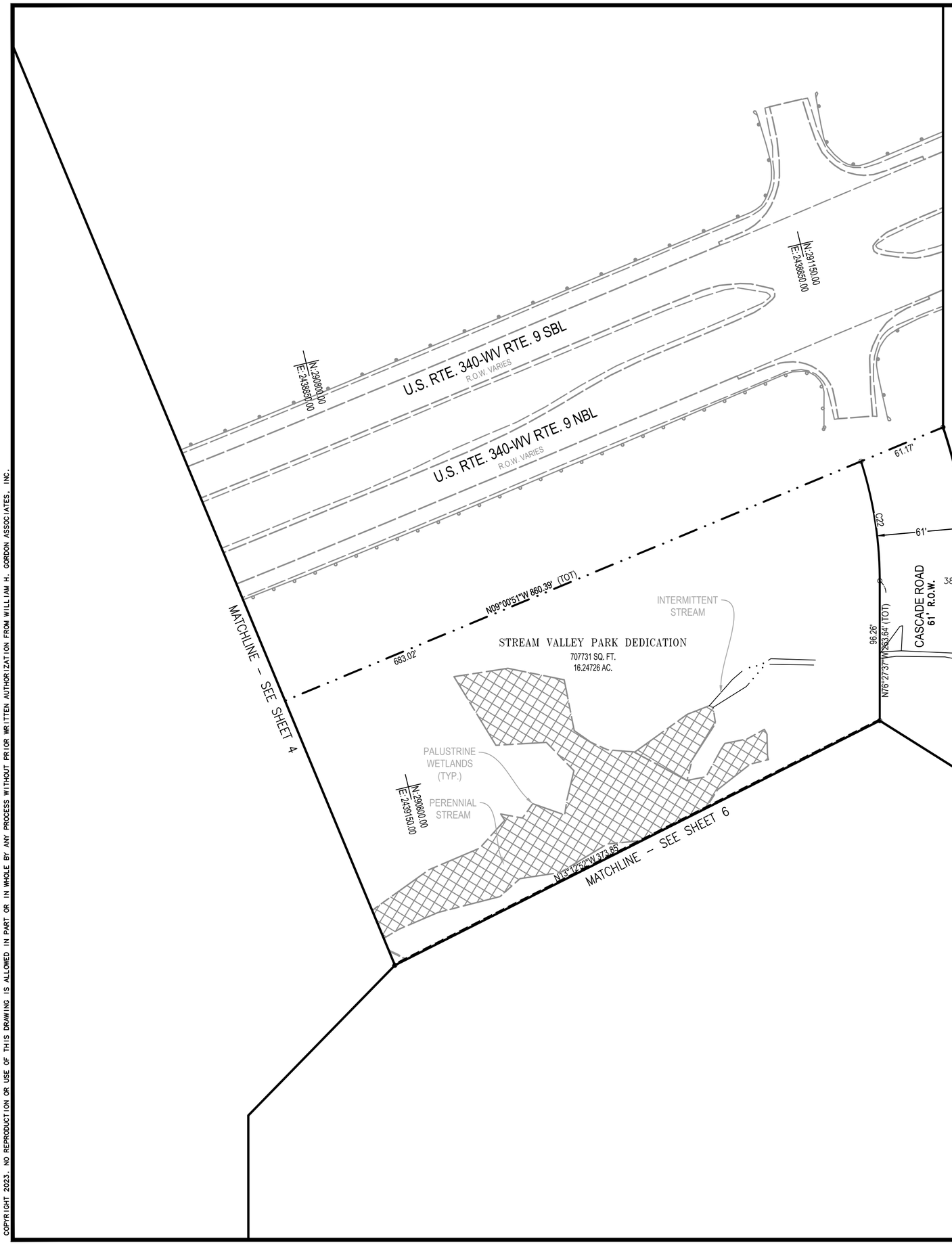

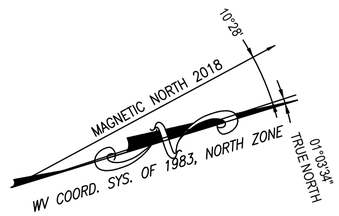

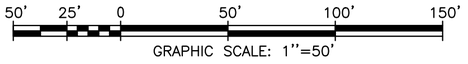

PRELIMINARY

DENNIS R. MALONEY JR. LICENSED No. 2392 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

OWNER/DEVELOPER

SPRINGFIELD PARTNERS, LLC
108 NORTH GEORGE STREET, 3RD FLOOR
CHARLES TOWN, WV 25414

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JEFFERSON COUNTY, WEST VIRGINIA
SCALE: 1" = 50' DATE: APRIL 30, 2023

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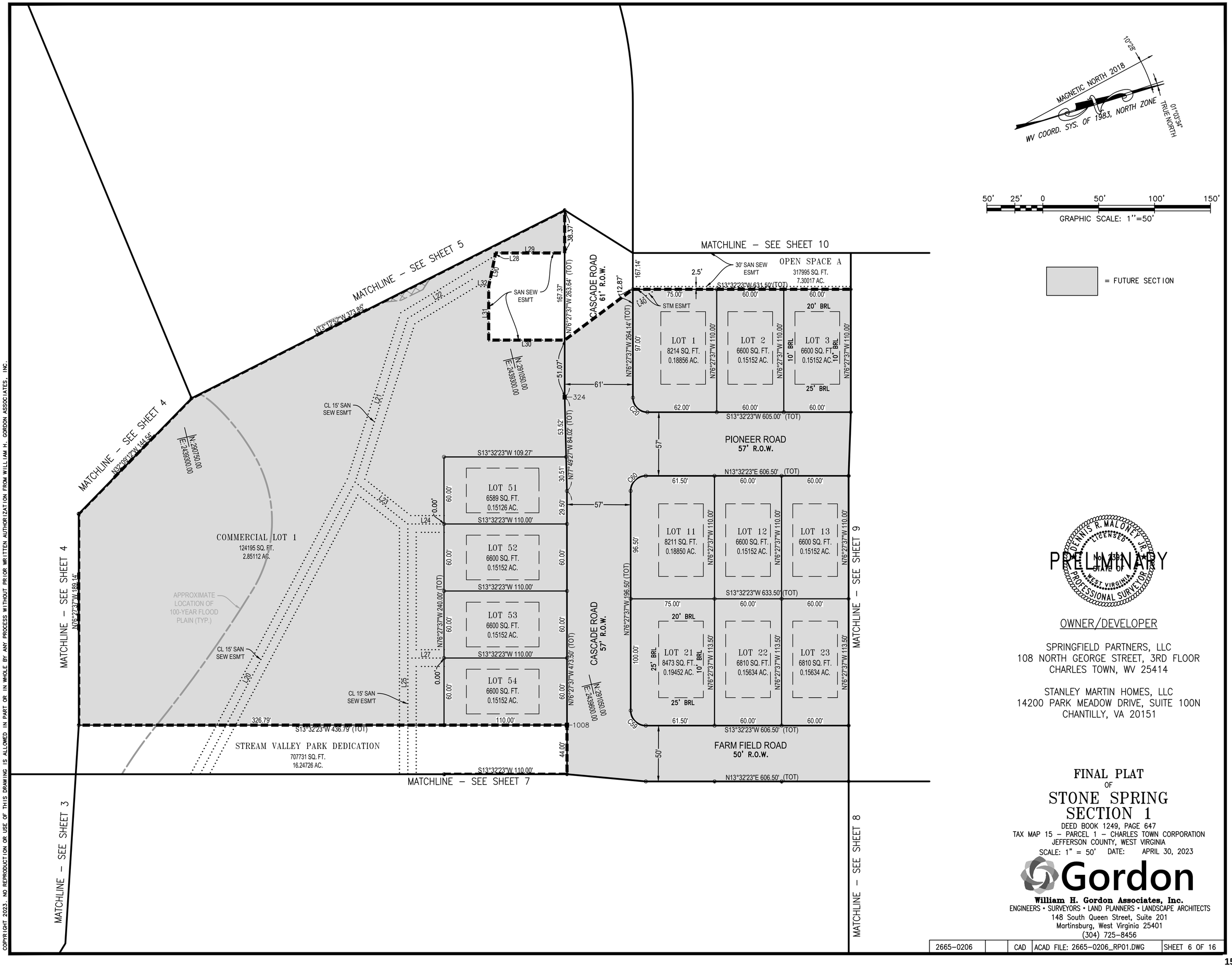

50' 25' 0 50' 100' 150'

GRAPHIC SCALE: 1"=50'

= FUTURE SECTION

PRELIMINARY

DENNIS R. MALONEY JR. LICENSED No. 19817 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

OWNER/DEVELOPER

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MATCHLINE SEE SHEET 4

MATCHLINE – SEE SHEET 6

MATCHLINE SEE SHEET 9

MATCHLINE – SEE SHEET 8

MATCHLINE – SEE SHEET 3

FARM FIELD ROAD
50' R.O.W.

CASCADE ROAD
57' R.O.W.

MAYVIEW STREET
50' R.O.W.

HOLCOMB LANE
50' R.O.W.

UPLAND ROAD
50' R.O.W.

MAYVIEW STREET
50' R.O.W.

STREAM VALLEY PARK DEDICATION
707731 SQ. FT.
16.24726 AC.

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

CL 15' SAN SEW ESM'T

20' STM ESM'T

CL 20' STM ESM'T

STM ESM'T

LOT 55 6600 SQ. FT. 0.15152 AC.
LOT 56 6600 SQ. FT. 0.15152 AC.
LOT 57 8473 SQ. FT. 0.19452 AC.
LOT 58 6810 SQ. FT. 0.15634 AC.
LOT 59 6810 SQ. FT. 0.15634 AC.
LOT 60 6810 SQ. FT. 0.15634 AC.
LOT 61 9497 SQ. FT. 0.21802 AC.
LOT 62 10839 SQ. FT. 0.24883 AC.
LOT 63 9495 SQ. FT. 0.21798 AC.
LOT 64 9515 SQ. FT. 0.21844 AC.
LOT 65 8095 SQ. FT. 0.18584 AC.
LOT 66 6810 SQ. FT. 0.15634 AC.
LOT 67 6810 SQ. FT. 0.15634 AC.
LOT 68 6810 SQ. FT. 0.15634 AC.
LOT 69 6810 SQ. FT. 0.15634 AC.
LOT 70 12369 SQ. FT. 0.28394 AC.
LOT 71 6810 SQ. FT. 0.15634 AC.
LOT 72 6810 SQ. FT. 0.15634 AC.
LOT 73 6810 SQ. FT. 0.15634 AC.
LOT 74 6810 SQ. FT. 0.15634 AC.
LOT 75 6810 SQ. FT. 0.15634 AC.
LOT 76 6810 SQ. FT. 0.15634 AC.
LOT 77 8871 SQ. FT. 0.20364 AC.
LOT 85 8869 SQ. FT. 0.20360 AC.
LOT 86 6810 SQ. FT. 0.15634 AC.
LOT 87 6810 SQ. FT. 0.15634 AC.
LOT 88 6810 SQ. FT. 0.15634 AC.
LOT 89 6810 SQ. FT. 0.15634 AC.
LOT 90 6810 SQ. FT. 0.15634 AC.
LOT 91 6810 SQ. FT. 0.15634 AC.
LOT 92 6810 SQ. FT. 0.15634 AC.
LOT 93 8871 SQ. FT. 0.20364 AC.
LOT 31 8473 SQ. FT. 0.19452 AC.
LOT 32 6810 SQ. FT. 0.15634 AC.
LOT 33 6810 SQ. FT. 0.15634 AC.
LOT 41 8473 SQ. FT. 0.19452 AC.
LOT 42 6810 SQ. FT. 0.15634 AC.
LOT 43 6810 SQ. FT. 0.15634 AC.
LOT 101 9656 SQ. FT. 0.22166 AC.
LOT 102 7410 SQ. FT. 0.17011 AC.
LOT 103 7410 SQ. FT. 0.17011 AC.
LOT 104 7410 SQ. FT. 0.17011 AC.
LOT 105 7410 SQ. FT. 0.17011 AC.
LOT 106 7410 SQ. FT. 0.17011 AC.
LOT 107 7410 SQ. FT. 0.17011 AC.
LOT 108 7410 SQ. FT. 0.17011 AC.
LOT 109 7410 SQ. FT. 0.17011 AC.
LOT 110 7410 SQ. FT. 0.17011 AC.

CHARLES TOWN CITY LIMITS
JEFFERSON COUNTY LIMITS

N/F LANGLET
CTCD MI5 P4.8
D.B. 1030 PG. 343

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

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

N/F ROLL
CTD M9 P4.15
D.B. 489 PG. 43

10°28'
MAGNETIC NORTH 2018
01°03'34" TRUE NORTH
WV COORD. SYS. OF 1983, NORTH ZONE

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

= FUTURE SECTION

PRELIMINARY

DENNIS R. MALONEY JR. LICENSED No. 1392 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

OWNER/DEVELOPER

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108 NORTH GEORGE STREET, 3RD FLOOR
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FINAL PLAT
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MATCHLINE SEE SHEET 6

MATCHLINE SEE SHEET 12

MATCHLINE – SEE SHEET 7

MATCHLINE – SEE SHEET 13

MATCHLINE – SEE SHEET 9

FARM FIELD ROAD
50' R.O.W.

OSGOOD ROAD
50' R.O.W.

MAYVIEW STREET
50' R.O.W.

ATWATER ROAD
50' R.O.W.

FORTUNA ROAD
50' R.O.W.

HOLCOMB LANE
50' R.O.W.

UPLAND ROAD
50' R.O.W.

CHARLES TOWN CITY LIMITS

JEFFERSON COUNTY LIMITS

N/F ROLL
CTD M9 P4.15
D.B. 489 PG. 43

N/F GESSFORD
CTD M9 P4.18
D.B. 1015 PG. 542

N/F KOSKI
CTD M9 P4.10
D.B. 562 PG. 686

LOT 34 6810 SQ. FT. 0.15634 AC.
LOT 35 6810 SQ. FT. 0.15634 AC.
LOT 36 6810 SQ. FT. 0.15634 AC.
LOT 37 6810 SQ. FT. 0.15634 AC.
LOT 38 6810 SQ. FT. 0.15634 AC.
LOT 39 6810 SQ. FT. 0.15634 AC.
LOT 40 8871 SQ. FT. 0.20364 AC.
LOT 44 6810 SQ. FT. 0.15634 AC.
LOT 45 6810 SQ. FT. 0.15634 AC.
LOT 46 6810 SQ. FT. 0.15634 AC.
LOT 47 6810 SQ. FT. 0.15634 AC.
LOT 48 6810 SQ. FT. 0.15634 AC.
LOT 49 6810 SQ. FT. 0.15634 AC.
LOT 50 8871 SQ. FT. 0.20364 AC.
LOT 78 8871 SQ. FT. 0.20364 AC.
LOT 79 6810 SQ. FT. 0.15634 AC.
LOT 80 6810 SQ. FT. 0.15634 AC.
LOT 81 6810 SQ. FT. 0.15634 AC.
LOT 82 6810 SQ. FT. 0.15634 AC.
LOT 83 6810 SQ. FT. 0.15634 AC.
LOT 84 8871 SQ. FT. 0.20364 AC.
LOT 94 8871 SQ. FT. 0.20364 AC.
LOT 95 6810 SQ. FT. 0.15634 AC.
LOT 96 6810 SQ. FT. 0.15634 AC.
LOT 97 6810 SQ. FT. 0.15634 AC.
LOT 98 6810 SQ. FT. 0.15634 AC.
LOT 99 6810 SQ. FT. 0.15634 AC.
LOT 100 8871 SQ. FT. 0.20364 AC.
LOT 130 6810 SQ. FT. 0.15634 AC.
LOT 131 8871 SQ. FT. 0.20364 AC.
LOT 132 8871 SQ. FT. 0.20364 AC.
LOT 133 6810 SQ. FT. 0.15634 AC.
LOT 134 6810 SQ. FT. 0.15634 AC.
LOT 135 6810 SQ. FT. 0.15634 AC.
LOT 136 8871 SQ. FT. 0.20364 AC.
LOT 141 6810 SQ. FT. 0.15634 AC.
LOT 142 8871 SQ. FT. 0.20364 AC.
LOT 143 8871 SQ. FT. 0.20364 AC.
LOT 144 6810 SQ. FT. 0.15634 AC.
LOT 145 6810 SQ. FT. 0.15634 AC.
LOT 146 6810 SQ. FT. 0.15634 AC.
LOT 147 8871 SQ. FT. 0.20364 AC.
LOT 111 7410 SQ. FT. 0.17011 AC.
LOT 112 7410 SQ. FT. 0.17011 AC.
LOT 113 7410 SQ. FT. 0.17011 AC.
LOT 114 7410 SQ. FT. 0.17011 AC.
LOT 115 7410 SQ. FT. 0.17011 AC.
LOT 116 7410 SQ. FT. 0.17011 AC.
LOT 117 7410 SQ. FT. 0.17011 AC.
LOT 118 7410 SQ. FT. 0.17011 AC.
LOT 119 7410 SQ. FT. 0.17011 AC.
LOT 120 7410 SQ. FT. 0.17011 AC.
LOT 121 7410 SQ. FT. 0.17011 AC.
LOT 122 7410 SQ. FT. 0.17011 AC.
LOT 123 7410 SQ. FT. 0.17011 AC.

N13°32'23"E 606.50' (TOT)
S13°32'23"W 606.50' (TOT)
S13°32'23"W 633.50' (TOT)
S76°27'37"E 200.00' (TOT)
N13°32'23"E 430.00' (TOT)
S13°32'23"W 457.00' (TOT)
S13°32'23"W 430.00' (TOT)
S13°32'23"W 200.00' (TOT)
N13°32'23"E 200.00' (TOT)
N13°32'23"E 1397.50' (TOT)
S13°32'23"W 1954.07' (TOT)
S13°32'23"W 113.50'
N76°27'37"W 113.50'
N76°27'37"W 783.19' (TOT)
S76°27'37"E 534.45' (TOT)
N76°27'37"W 378.50' (TOT)
S76°27'37"E 546.50' (TOT)
N76°27'37"W 337.00' (TOT)
N76°27'37"W 310.00' (TOT)
S76°27'37"E 310.00' (TOT)
N76°27'37"W 200.00' (TOT)
S76°27'37"E 180.95' (TOT)
N76°27'37"W 123.50'
S13°32'23"W 123.50'

25' BRL
20' BRL
10' BRL
20' STM ESM'T
STM ESM'T
50'
100.00'
78.50'
65.00'
60.00'
L72
L71
L68
L67
L66
L65
L64
L63
L62
L61
C61
C62
C63
C64
C65
C66
C67
C68
C33
C34
C35
C42
C43
C55
C56
401
396
399
830
803
806
334
8.63'
7.09'
1.67'
1.88'
6.64'
6.95'
10.27'
12.50'
N: 291275.00
E: 2439015.00
N: 291015.00
E: 2439385.00

10°28'
MAGNETIC NORTH 2018
WV COORD. SYS. OF 1983, NORTH ZONE
01°03'34"
TRUE NORTH

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

= FUTURE SECTION

DENNIS R. MALONEY JR.
LICENSED
No. 1380
STATE OF
WEST VIRGINIA
PROFESSIONAL SURVEYOR

PRELIMINARY

OWNER/DEVELOPER

SPRINGFIELD PARTNERS, LLC
108 NORTH GEORGE STREET, 3RD FLOOR
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JEFFERSON COUNTY, WEST VIRGINIA
SCALE: 1" = 50' DATE: APRIL 30, 2023

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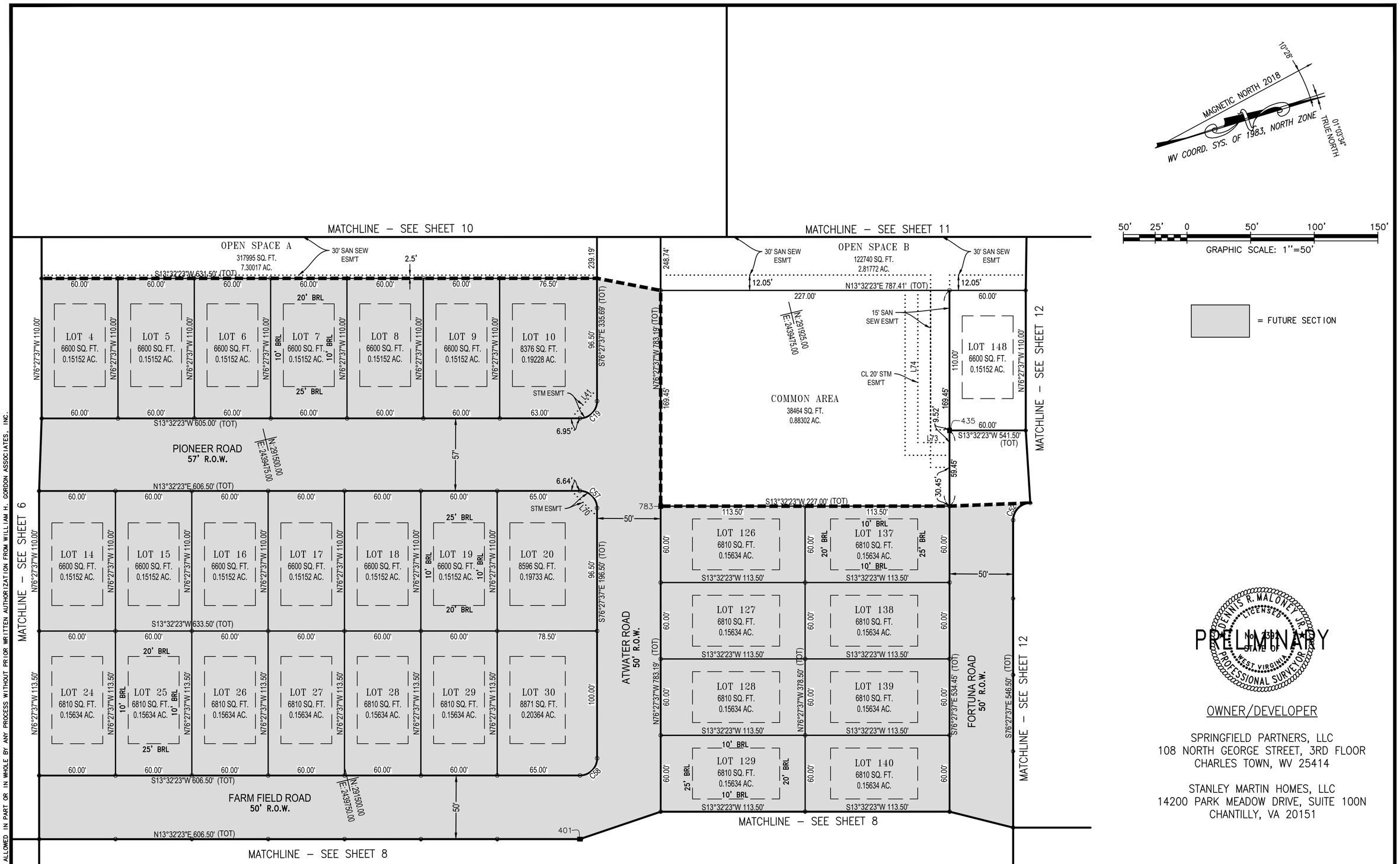

PRELIMINARY

DENNIS R. MALONEY JR. LICENSED No. 1393 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

OWNER/DEVELOPER

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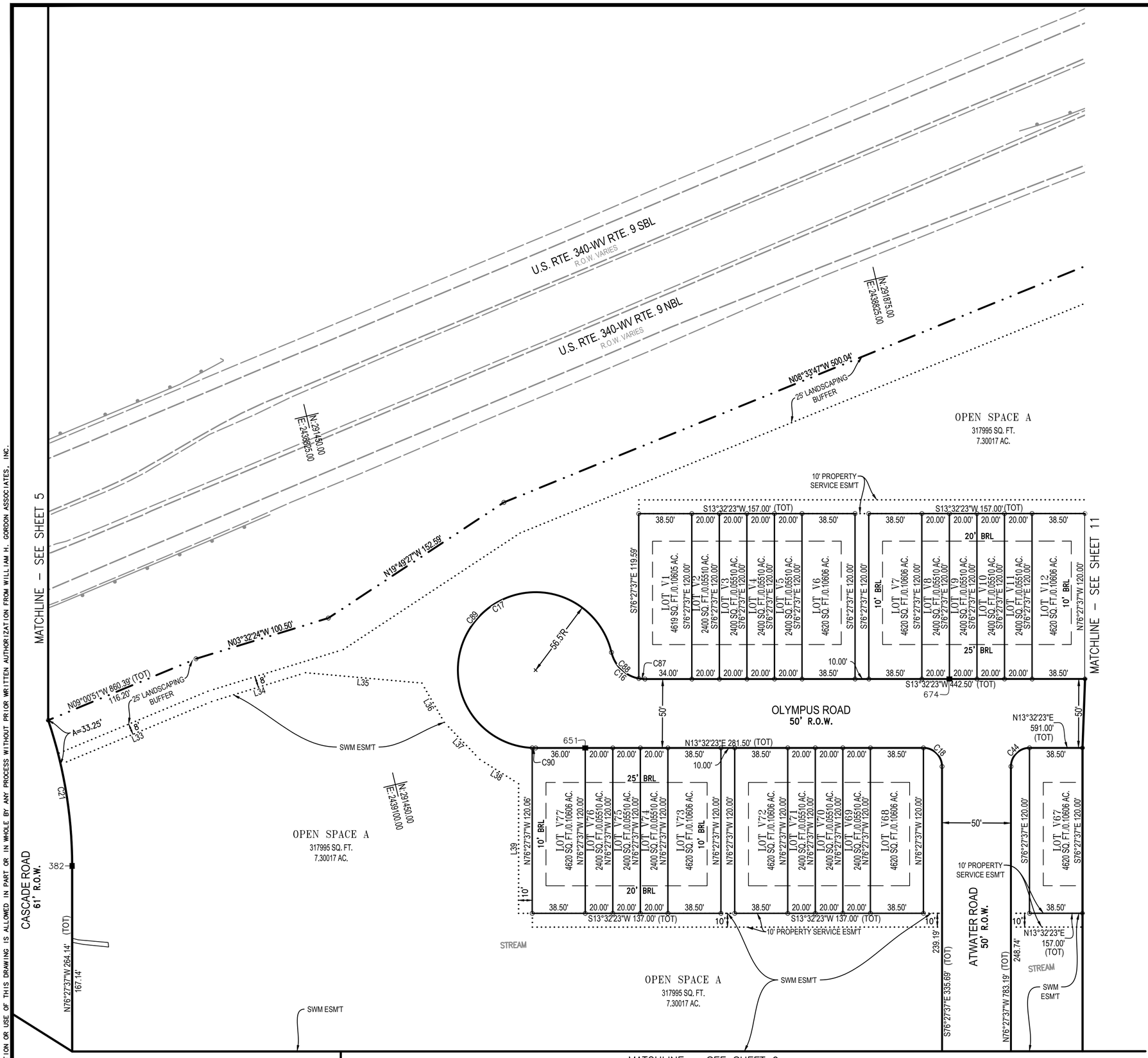

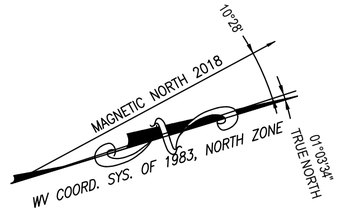



PRELIMINARY

DENNIS R. MALONEY, JR. LICENSED No. 1383 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

OWNER/DEVELOPER

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U.S. RTE. 340-WV RTE. 9 SBL
R.O.W. VARIES

U.S. RTE. 340-WV RTE. 9 NBL
R.O.W. VARIES

10°28'
MAGNETIC NORTH 2018
WV COORD. SYS. OF 1983, NORTH ZONE
01°03'34"
TRUE NORTH

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

N/F CITY OF CHARLESTOWN
CTD MI5 P9.7
D.B. H30 PG. 404

N:292600.00
E:2438925.00

N06°43'42"W 226.66'
25' LANDSCAPING BUFFER
N08°33'47"W 500.04'
S79°54'29"E 63.83'
N24°34'43"E 568.30'

OPEN SPACE A
317995 SQ. FT.
7.30017 AC.

10' PROPERTY SERVICE ESM'T
CL 15' W/L ESM'T
EX. 10' CITY OF CHARLES TOWN PERMANENT UTILITY ESM'T (D.B. 1178, PG. 567)

N:292175.00
E:2438925.00

C14 56.5'R
C10 56.5'R
C113
A=121.60'

S13°32'23"W 120.00'
LOT V22 4440 SQ. FT./0.10193 AC.
LOT V21 2400 SQ. FT./0.05510 AC.
LOT V20 2400 SQ. FT./0.05510 AC.
LOT V19 2400 SQ. FT./0.05510 AC.
LOT V18 2400 SQ. FT./0.05510 AC.
LOT V17 2400 SQ. FT./0.05510 AC.
LOT V16 2400 SQ. FT./0.05510 AC.
LOT V15 2400 SQ. FT./0.05510 AC.
LOT V14 2400 SQ. FT./0.05510 AC.
LOT V13 4619 SQ. FT./0.10605 AC.
S13°32'23"W 119.54'
123.00'
S13°32'23"W 442.50' (TOT)
N76°27'37"W 120.00'
S76°27'37"E 235.50' (TOT)
S76°27'37"E 246.60' (TOT)
10' PROPERTY SERVICE ESM'T

ARTEMIS ROAD
50' R.O.W.

N13°32'23"E 119.63'
LOT V23 4619 SQ. FT./0.10605 AC.
N13°32'23"E 120.00'
LOT V24 2400 SQ. FT./0.05510 AC.
LOT V25 2400 SQ. FT./0.05510 AC.
LOT V26 2400 SQ. FT./0.05510 AC.
LOT V27 2400 SQ. FT./0.05510 AC.
LOT V28 2400 SQ. FT./0.05510 AC.
LOT V29 4619 SQ. FT./0.10605 AC.
10' BRL
25' BRL
20' BRL
STM ESM'T
N76°27'37"W 169.23' (TOT)
S76°27'37"E 177.00' (TOT)
S13°32'23"W 119.54'
S13°32'23"W 223.00'
N:292175.00
E:2439200.00

OLYMPUS ROAD
50' R.O.W.

S13°32'23"W 124.51'
LOT V39 4653 SQ. FT./0.10681 AC.
LOT V38 2400 SQ. FT./0.05510 AC.
LOT V37 2400 SQ. FT./0.05510 AC.
LOT V36 2400 SQ. FT./0.05510 AC.
LOT V35 2400 SQ. FT./0.05510 AC.
LOT V34 2400 SQ. FT./0.05510 AC.
LOT V33 2400 SQ. FT./0.05510 AC.
LOT V32 2400 SQ. FT./0.05510 AC.
LOT V31 2400 SQ. FT./0.05510 AC.
LOT V30 4619 SQ. FT./0.10605 AC.
N13°32'23"E 120.00'
S76°27'37"E 237.00' (TOT)
S76°27'37"E 211.39' (TOT)

APOLLO ROAD
50' R.O.W.

C76 N13°32'23"E 107.72'
LOT V40 4541 SQ. FT./0.10425 AC.
LOT V41 2399 SQ. FT./0.05508 AC.
LOT V42 2399 SQ. FT./0.05508 AC.
LOT V43 2399 SQ. FT./0.05508 AC.
LOT V44 2400 SQ. FT./0.05509 AC.
LOT V45 4619 SQ. FT./0.10604 AC.
N76°27'37"W 132.02' (TOT)
S76°29'00"E 157.00' (TOT)
S13°32'23"W 119.54'
S13°32'23"W 120.46'
359

OPEN SPACE A
317995 SQ. FT.
7.30017 AC.
10' PROPERTY SERVICE ESM'T
20' STM ESM'T
STREAM

CHARLES TOWN CITY LIMITS
JEFFERSON COUNTY LIMITS
S65°25'17"E 225.80'

N/F GATESTONE INC.
CTD M9 P11
D.B. 665 PG. 633

N24°34'43"E 911.50' (TOT)
55.34'

A=47.64'
A=35.56'

N13°32'23"E 591.00' (TOT)
LOT V66 2400 SQ. FT./0.05510 AC. S76°27'37"E 120.00'
LOT V65 2400 SQ. FT./0.05510 AC. S76°27'37"E 120.00'
LOT V64 2400 SQ. FT./0.05510 AC. S76°27'37"E 120.00'
LOT V63 2400 SQ. FT./0.05510 AC. S76°27'37"E 120.00'
LOT V62 4620 SQ. FT./0.10606 AC. S76°27'37"E 120.00'
LOT V61 4620 SQ. FT./0.10606 AC. S76°27'37"E 120.00'
LOT V60 2400 SQ. FT./0.05510 AC. S76°27'37"E 120.00'
LOT V59 2400 SQ. FT./0.05510 AC. S76°27'37"E 120.00'
LOT V58 2400 SQ. FT./0.05510 AC. S76°27'37"E 120.00'
LOT V57 2400 SQ. FT./0.05510 AC. S76°27'37"E 120.00'
LOT V56 2400 SQ. FT./0.05510 AC. S76°27'37"E 120.00'
LOT V55 2400 SQ. FT./0.05510 AC. S76°27'37"E 120.00'
LOT V54 4620 SQ. FT./0.10606 AC. S76°27'37"E 120.00'
LOT V53 4620 SQ. FT./0.10606 AC. S76°27'37"E 120.00'
LOT V52 2400 SQ. FT./0.05510 AC. S76°27'37"E 120.00'
LOT V51 2400 SQ. FT./0.05510 AC. S76°27'37"E 120.00'
LOT V50 2400 SQ. FT./0.05510 AC. S76°27'37"E 120.00'
LOT V49 2400 SQ. FT./0.05510 AC. S76°27'37"E 120.00'
LOT V48 2400 SQ. FT./0.05510 AC. S76°27'37"E 120.00'
LOT V47 2400 SQ. FT./0.05510 AC. S76°27'37"E 120.00'
LOT V46 4620 SQ. FT./0.10606 AC. S76°27'37"E 120.00'
10' BRL
25' BRL
20' BRL
N13°32'23"E 157.00' (TOT)
N13°32'23"E 197.00' (TOT)
N13°32'23"E 197.00' (TOT)
N13°32'23"E 69.83'
N76°27'37"W 20.00'
N76°27'37"W 100.00'
10' PROPERTY SERVICE ESM'T

OPEN SPACE B
122740 SQ. FT.
2.81772 AC.
SWM ESM'T
STREAM

MATCHLINE – SEE SHEET 10
MATCHLINE – SEE SHEET 12
MATCHLINE – SEE SHEET 9

PRELIMINARY
DENNIS R. MALONEY JR. LICENSED No. 1392 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

OWNER/DEVELOPER

SPRINGFIELD PARTNERS, LLC
108 NORTH GEORGE STREET, 3RD FLOOR
CHARLES TOWN, WV 25414

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

FINAL PLAT
OF
STONE SPRING SECTION 1

DEED BOOK 1249, PAGE 647
TAX MAP 15 – PARCEL 1 – CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA
SCALE: 1" = 50' DATE: APRIL 30, 2023

Gordon
William H. Gordon Associates, Inc.
ENGINEERS • SURVEYORS • LAND PLANNERS • LANDSCAPE ARCHITECTS
148 South Queen Street, Suite 201
Martinsburg, West Virginia 25401
(304) 725-8456

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N/F GATESTONE INC.
CTD M9 P11
D.B. 665 PG. 633

MAGNETIC NORTH 2018
10°28'
WV COORD. SYS. OF 1983, NORTH ZONE
01°03'34" TRUE NORTH

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

= FUTURE SECTION

MATCHLINE – SEE SHEET 11

OPEN SPACE A
317995 SQ. FT.
7.30017 AC.

OPEN SPACE B
122740 SQ. FT.
2.81772 AC.

CL 15' SAN SEW ESM'T

EX. 10' CITY OF CHARLES TOWN PERMANENT UTILITY ESM'T (D.B. 1178, PG. 567)

OLYMPUS ROAD
50' R.O.W.

LOT 241
8934 SQ. FT.
0.20511 AC.

LOT 242
10336 SQ. FT.
0.23728 AC.

LOT 243
16193 SQ. FT.
0.37174 AC.

LOT 244
9366 SQ. FT.
0.21502 AC.

LOT 245
8664 SQ. FT.
0.19890 AC.

ANGUS ROAD
57' R.O.W.

LOT 214
11684 SQ. FT.
0.26823 AC.

LOT 220
8471 SQ. FT.
0.19447 AC.

LOT 221
6810 SQ. FT.
0.15634 AC.

LOT 215
6600 SQ. FT.
0.15152 AC.

LOT 222
6810 SQ. FT.
0.15634 AC.

LOT 216
6600 SQ. FT.
0.15152 AC.

LOT 223
6810 SQ. FT.
0.15634 AC.

LOT 217
6600 SQ. FT.
0.15152 AC.

LOT 224
6810 SQ. FT.
0.15634 AC.

LOT 218
6600 SQ. FT.
0.15152 AC.

LOT 225
6810 SQ. FT.
0.15634 AC.

LOT 219
8211 SQ. FT.
0.18850 AC.

LOT 226
8473 SQ. FT.
0.19452 AC.

MATCHLINE – SEE SHEET 15
DOVE ROAD
50' R.O.W.

MATCHLINE – SEE SHEET 14

HOLLY ROAD
57' R.O.W.

MATCHLINE – SEE SHEET 11

LOT 149
6600 SQ. FT.
0.15152 AC.

LOT 150
6600 SQ. FT.
0.15152 AC.

LOT 151
6600 SQ. FT.
0.15152 AC.

LOT 152
6600 SQ. FT.
0.15152 AC.

LOT 153
6600 SQ. FT.
0.15152 AC.

LOT 154
6600 SQ. FT.
0.15152 AC.

LOT 155
6600 SQ. FT.
0.15152 AC.

LOT 156
8289 SQ. FT.
0.19029 AC.

TIPTON ROAD
57' R.O.W.

FORTUNA ROAD
50' R.O.W.

MATCHLINE – SEE SHEET 9

LOT 157
8473 SQ. FT.
0.19452 AC.

LOT 166
8473 SQ. FT.
0.19452 AC.

LOT 175
8473 SQ. FT.
0.19452 AC.

LOT 184
8548 SQ. FT.
0.19624 AC.

LOT 158
6810 SQ. FT.
0.15634 AC.

LOT 167
6810 SQ. FT.
0.15634 AC.

LOT 176
6810 SQ. FT.
0.15634 AC.

LOT 185
6870 SQ. FT.
0.15771 AC.

LOT 159
6810 SQ. FT.
0.15634 AC.

LOT 168
6810 SQ. FT.
0.15634 AC.

LOT 177
6810 SQ. FT.
0.15634 AC.

LOT 186
6870 SQ. FT.
0.15771 AC.

LOT 160
6810 SQ. FT.
0.15634 AC.

LOT 169
6810 SQ. FT.
0.15634 AC.

LOT 178
6810 SQ. FT.
0.15634 AC.

LOT 187
6870 SQ. FT.
0.15771 AC.

EMPIRE LANE
50' R.O.W.

MATCHLINE – SEE SHEET 13

PRELIMINARY

DENNIS R. MALONEY JR. LICENSED No. 15391 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

OWNER/DEVELOPER

SPRINGFIELD PARTNERS, LLC
108 NORTH GEORGE STREET, 3RD FLOOR
CHARLES TOWN, WV 25414

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

FINAL PLAT
OF
STONE SPRING SECTION 1

DEED BOOK 1249, PAGE 647
TAX MAP 15 – PARCEL 1 – CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA
SCALE: 1" = 50' DATE: APRIL 30, 2023

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MATCHLINE – SEE SHEET 12

MATCHLINE – SEE SHEET 9

MATCHLINE – SEE SHEET 14

FORTUNA ROAD
50' R.O.W.

EMPIRE LANE
50' R.O.W.

ANGUS ROAD
50' R.O.W.

VERNON STREET
50' R.O.W.

LOT 161
6810 SQ. FT.
0.15634 AC.

LOT 162
6810 SQ. FT.
0.15634 AC.

LOT 163
6810 SQ. FT.
0.15634 AC.

LOT 164
6810 SQ. FT.
0.15634 AC.

LOT 165
8871 SQ. FT.
0.20364 AC.

LOT 170
6810 SQ. FT.
0.15634 AC.

LOT 171
6810 SQ. FT.
0.15634 AC.

LOT 172
6810 SQ. FT.
0.15634 AC.

LOT 173
6810 SQ. FT.
0.15634 AC.

LOT 174
8871 SQ. FT.
0.20364 AC.

LOT 179
6810 SQ. FT.
0.15634 AC.

LOT 180
6810 SQ. FT.
0.15634 AC.

LOT 181
6810 SQ. FT.
0.15634 AC.

LOT 182
6810 SQ. FT.
0.15634 AC.

LOT 183
8871 SQ. FT.
0.20364 AC.

LOT 188
6870 SQ. FT.
0.15771 AC.

LOT 189
6870 SQ. FT.
0.15771 AC.

LOT 190
6870 SQ. FT.
0.15771 AC.

LOT 191
6870 SQ. FT.
0.15771 AC.

LOT 192
8949 SQ. FT.
0.20544 AC.

LOT 193
9656 SQ. FT.
0.22166 AC.

LOT 194
7410 SQ. FT.
0.17011 AC.

LOT 195
7411 SQ. FT.
0.17013 AC.

LOT 196
7423 SQ. FT.
0.17040 AC.

LOT 197
7439 SQ. FT.
0.17077 AC.

LOT 198
7455 SQ. FT.
0.17114 AC.

LOT 199
7471 SQ. FT.
0.17151 AC.

LOT 200
7487 SQ. FT.
0.17188 AC.

LOT 201
14008 SQ. FT.
0.32157 AC.

LOT 202
12459 SQ. FT.
0.28601 AC.

LOT 203
7926 SQ. FT.
0.18195 AC.

LOT 204
8810 SQ. FT.
0.20224 AC.

LOT 205
9693 SQ. FT.
0.22253 AC.

LOT 206
8988 SQ. FT.
0.20635 AC.

LOT 207
6900 SQ. FT.
0.15840 AC.

LOT 208
6900 SQ. FT.
0.15841 AC.

LOT 124
22609 SQ. FT.
0.51903 AC.

LOT 125
14143 SQ. FT.
0.32468 AC.

CHARLES TOWN CITY LIMITS

JEFFERSON COUNTY LIMITS

N/F J. RUSSELL FRITTS INC.
CTD #9 P1.5
D.B. 649 PG. 312

N/F FLUHARTY
CTD M9 PG. 5
D.B. 960 PG. 380

N/F LANAGAN
CTD M9 P1.2
D.B. 856 PG. 1

N/F FEAGANS
CTD M9 P4.9
D.B. 1062 PG. 460

N/F KOSKI
CTD M9 P4.10
D.B. 562 PG. 686

MAGNETIC NORTH 2018
10°28'
WV COORD. SYS. OF 1983, NORTH ZONE
01°03'34"
TRUE NORTH

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

= FUTURE SECTION

PRELIMINARY

DENNIS R. MALONEY JR.
LICENSED
No. 1383
STATE OF
WEST VIRGINIA
PROFESSIONAL SURVEYOR

OWNER/DEVELOPER

SPRINGFIELD PARTNERS, LLC
108 NORTH GEORGE STREET, 3RD FLOOR
CHARLES TOWN, WV 25414

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

FINAL PLAT
OF
STONE SPRING SECTION 1

DEED BOOK 1249, PAGE 647
TAX MAP 15 – PARCEL 1 – CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA
SCALE: 1" = 50' DATE: APRIL 30, 2023

William H. Gordon Associates, Inc.
ENGINEERS • SURVEYORS • LAND PLANNERS • LANDSCAPE ARCHITECTS
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Martinsburg, West Virginia 25401
(304) 725-8456

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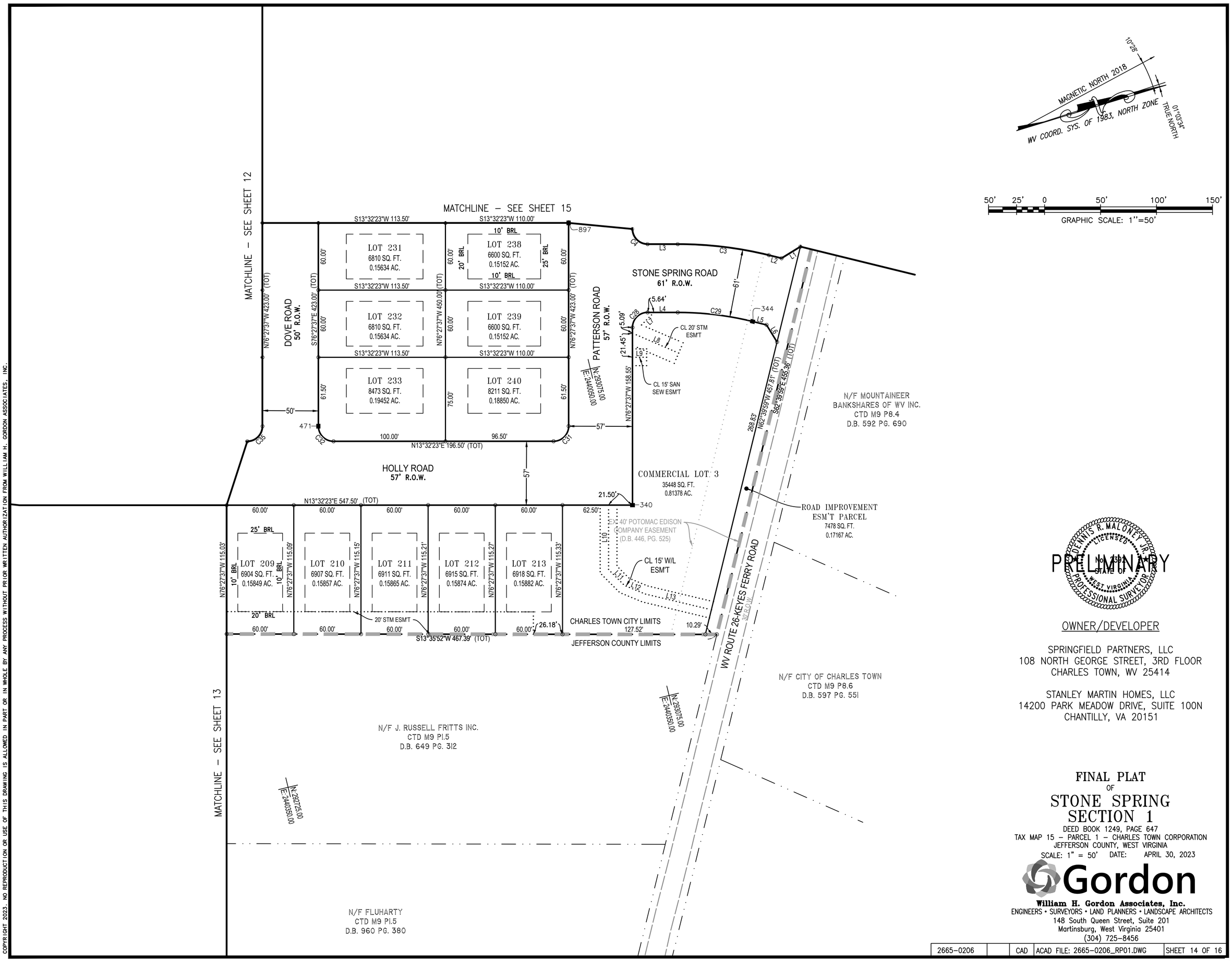

PRELIMINARY

DENNIS R. MALONEY JR. LICENSED No. 1383 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

OWNER/DEVELOPER

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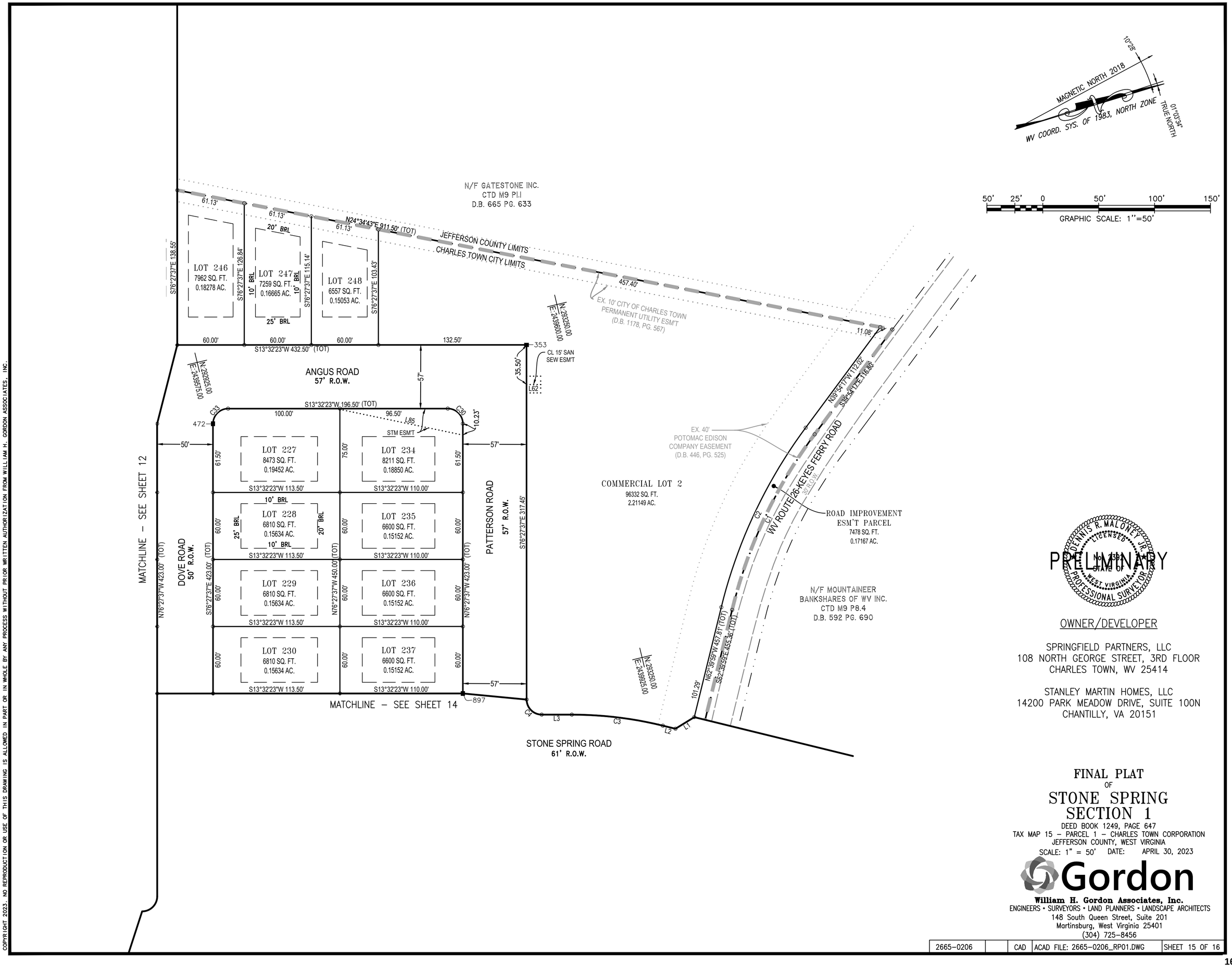

PRELIMINARY

DENNIS R. MALONEY JR. LICENSED No. 1351 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

OWNER/DEVELOPER

SPRINGFIELD PARTNERS, LLC
108 NORTH GEORGE STREET, 3RD FLOOR
CHARLES TOWN, WV 25414

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

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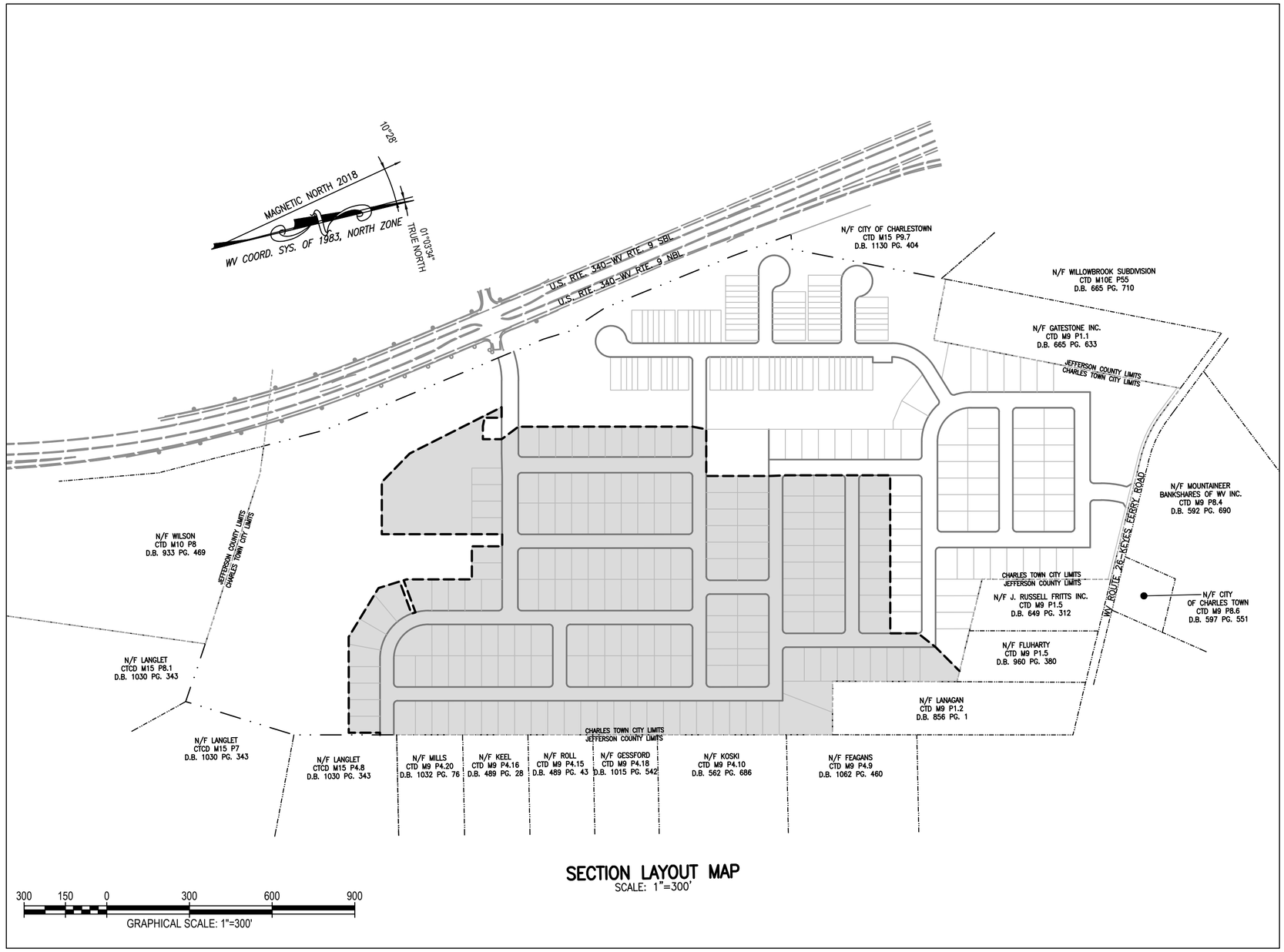

SECTION LAYOUT MAP
SCALE: 1"=300'

= FUTURE SECTION

PRELIMINARY

DENNIS R. MALONEY, JR. LICENSED No. 1383 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

OWNER/DEVELOPER

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108 NORTH GEORGE STREET, 3RD FLOOR
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2665-0206		CAD	ACAD FILE: 2665-0206_RP01.DWG	SHEET 16 OF 16

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

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

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

ATTACHMENTS:

- HEPMPO Vacancy Position Letter.pdf

JEFFERSON COUNTY COMMISSION
124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 Fax: (304) 725-7916
Web: www.jeffersoncountywv.org

PRESIDENT
Steve Stolipher

VICE PRESIDENT
Vacant

COMMISSIONER
Tricia Jackson

COMMISSIONER
Jennifer Krouse

COMMISSIONER
Jane Tabb

July 10, 2023

The Honorable Robert Trainor, Mayor
City of Charles Town
101 E. Washington St.
Charles Town, WV 25414

Dear Mayor Trainor:

This letter is in regards to a municipal appointment to the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO). The HEPMPO Interstate Council currently has a vacant position on its Board to be filled by a representative from one of the five municipalities, specifically an elected official. As HEPMPO's Bylaws state the Jefferson County Commission shall appoint this representative, please contact the Commission in writing via US Mail or email to submit your nominee(s) for an appointee to the Hagerstown Eastern Panhandle Metropolitan Planning Organization Council. The Commission will be making a selection during their regularly scheduled meeting on Thursday, August 3, 2023. Please contact me should you have any questions.

For the Commission,

Jessica James
Assistant Deputy County Administrator

County Administrator
Makayla Zoppilli

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

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

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

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

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

Special Activities Permit - VFW Outdoor Dining Event

ATTACHMENTS:

- VFW2023OutdoorDiningLetter.pdf

City of Charles Town

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

MAYOR
Robert M. Trainor

CITY COUNCIL
Elizabeth Ricketts
James Kratovil
Jeff Hynes
Kevin Tester
Julie Philabaum
Priscilla Rodd
Michael George
Rikki Twyford

CITY CLERK
Alissa Meeks

July 17, 2023

WV Alcohol Beverage Control Administration
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302

To Whom It May Concern,

I am writing on behalf of the City of Charles Town to provide consent for an outdoor dining space application at 116 E. Liberty Street, Charles Town, WV. This property is owned by the VFW Post 3522. The outdoor dining space and consumption of alcohol will be exclusively contained on private property and not in the city right-of-way. This consent is good from July 18, 2023- June 30, 2024.

If you have any questions regarding the city's support for the outdoor dining permit, please feel free to reach out to our Downtown Coordinator, Liz Cook. She can be reached by phone at 304-270-0174, or ecook@charlestownwv.us.

Thank you for your assistance with this request.

Sincerely,

Robert M. Trainor
Mayor

c: Liz Cook, Business Development and Downtown Coordinator
Randy Delawder VFW Post 3522 the

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-635: FY2024 - General Fund Revision #1

The FY23 Carryover for the General Fund is $3,542,779, $700,235 higher than the projected carryover. Attached is a document containing the FY23 preliminary balances at 6-30-2023 with FY24 proposed revisions, the State's revision worksheet as a
summary of the proposed revisions, and the revision resolution. *There will need to be an additional revision to the carryover once all FY23 revenues have been accrued (video lottery, liquor tax, ad valorem, B&O tax, etc.)*

Proposed Motion:

Move to approve the proposed FY24 budget revisions to the general fund budget for submission to the WV State Auditor.

ATTACHMENTS:

- FY2024 General Fund Budget Revision #1 7-17-2023.pdf
- FY2024 General Fund Budget Revision #1 State Sheet 7-17-2023.pdf
- GF Budget Resolution Revision #1 - Council July 17, 2023.doc

the city of Charles Town, WV

FY2024 Proposed Revision #1 General Fund Operating Budget
City Council - July 17, 2023 Draft (V8.0)

					7-11-2023 v7.0		
	REVENUES	**FY22 Actual**	**FY23 Approved 5-15-2023**	**FY23 Thru Jun 30 2023**	**FY24 Approved**	**FY2024 Proposed Revision #1**	
1	Carryover	$ 419,851	$ 2,226,685	$ 2,226,685	2,842,544	3,542,779	$700K additional carryover based off preliminary balances
2	Taxes Ad Valorem	$ 1,246,119	$ 1,305,380	$ 1,280,360	1,509,901	1,509,901	Rate of 11.83 for FY24
3	Supplemental Taxes	$ 26,060	$ 28,000	$ 33,672	25,000	25,000	
4	Tax Loss Restoration	$ 890	$ -	$ 969	-	-	
5	Interest as Penalty - Ad Valorem	$ 8,708	$ 9,500	$ 9,130	10,000	10,000	
6	Gas & Oil Severance Tax	$ 37,998	$ 12,000	$ -	12,000	12,000	
7	Utility Tax	$ 246,464	$ 200,000	$ 252,472	225,000	225,000	
8	B&O Tax	$ 1,384,233	$ 1,100,000	$ 854,751	1,100,000	1,100,000	Balance Through 7/11/2023; collections should continue through August 31 and then be accrued to FY23, resulting in another revision to carry over balance
9	Liquor Tax	$ 23,477	$ 15,000	$ 18,146	20,000	20,000	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.
10	Animal Control Tax	$ 1,617	$ 1,800	$ 1,642	1,600	1,600	
11	Hotel/Motel Tax	$ 183,960	$ 155,000	$ 180,914	150,000	150,000	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)
12	Court Cost Fees	$ 244,667	$ 250,000	$ 250,521	250,000	250,000	
13	Parking Violations	$ 37,590	$ 30,000	$ 38,138	29,000	29,000	Revised based on new program details and current year performance.
14	Business Licenses	$ 21,387	$ 20,000	$ 22,038	22,000	22,000	
15	Building Permits	$ 248,671	$ 450,000	$ 494,886	150,000	150,000	Building activity increasing/expected to remain strong through FY2024 with new development projects on the horizon and increases in the permit fee structure.
16	Franchise Tax	$ 79,800	$ 80,000	$ 56,436	80,000	80,000	Two Cable Franchisees; working with Shentel/GloFiber on franchisee compliance
17	Interstate/International Registration Plan	$ 69,604	$ 60,000	$ 59,427	60,000	60,000	
18	Emergency Service Fees	$ 1,672	$ 1,600	$ 1,579	1,700	1,700	Revenue from utility bills for EMS (5 cents)
19	Parks & Rec Fees	$ 1,672	$ 1,600	$ 1,579	1,700	1,700	Revenue from utility bills for parks and recreation (5 cents)
20	Parking Meters	$ 43,227	$ 50,000	$ 60,339	50,000	50,000	Based on new program details - including permits
21	Rent and Concession Revenue	$ 49,111	$ 50,000	$ 44,014	50,000	50,000	CTUB rental of 661 space ($30k total); CW Hall Revenue is recorded as Due to Building Commission/CWH Landlord, so revising down to reflect true flow of revenues
22	Zoning Fees	$ 26,410	$ 30,000	$ 28,456	7,500	7,500	
23	Street Fees	$ 130,434	$ 125,000	$ 123,131	130,000	130,000	Revenue from utility bills for street improvements ($4 per month); pending fee decision from Council
24	State Gov't Grants	$ 5,940	$ 6,000	$ 5,940	6,000	6,000	Could be substantially higher with aggressive strategy for ARPA funds
26	Federal Grants	$ -	$ 15,000	$ -	56,666	56,666	Could be substantially higher with aggressive strategy for ARPA funds
27	Contributions from Other Funds (Sales Tax)	$ 1,557,615	$ 1,000,000	$ 1,000,000	1,600,000	1,600,000	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets); FY23 approved number was $626.3K lower than actual collections due to surplus from other funding sources; FY2024 proposes using full Sales Tax Collection estimates to supplement operational revenues
28	Contribution from Other Funds (ARPA Revenue Loss Allowance)	$ 1,332,522	$ 1,332,523	$ 1,332,523	-	-	
29	Transfers to the Rainy Day Fund	$ -	$ -	$ -	-	-	
30	Gaming Income	$ 260,183	$ 225,000	$ 241,110	250,000	175,000	revised down due to status of road/bridge closures that may impact Casino traffic
31	Interest Income - Operating Acct	$ 10,768	$ 30,000	$ 36,192	15,000	15,000	

32	Misc. Reimbursements	$ 111,872	$ 100,000	$ 111,897	110,000	110,000	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.
33	Insurance Claims	$ 3,248	$ 24,000	$ 23,638	-	-	2019 Ford CTPD Insurance Claim
34	Refunds and Rebates	$ 3,844	$ 100	$ 100	-	-	
35	Filing Fees	$ -	0	300	-	-	No fees, as no election in FY24
36	Video Lottery	$ 782,893	$ 700,000	$ 818,592	675,000	450,000	revised down due to status of road/bridge closures that may impact Casino traffic
37	Miscellaneous Rev	$ 10,930	$ 37,500	$ 43,904	10,000	10,000	Special permit fees; miscellaneous revenue; sale of assets, etc. - CW Hall Revenue is recorded as Due to Building Commission/CWH Landlord, so revising down to reflect true flow of revenues
38	Special Events	$ 30,614	$ -	$ 40,841	18,000	18,000	
39	**Total Revenues**	**$ 8,613,438**	**$ 9,671,688**	**$ 9,694,320**	**9,468,611**	**9,868,846**	
40							
41	**DEPARTMENT LINE ITEMS**	**FY 22**	**FY 23**	**FY23 Thru Dec.**	**FY24 Approved**	**FY24 REV#1**	**NOTES AND EXPLANATIONS**
42	**Economic Development - 402**	**FY 22 Actual**	**FY23 Approved**	**Thru June '23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
43	Salaries	$ -	$ -	$ -	62,500	62,500	Recording DownTown Coordinator in Economic Development instead of lumped in with P&Z
44	FICA	$ -	$ -	$ -	4,800	4,800	
45	Group Insurance	$ -	$ -	$ -	8,000	8,000	
46	Retirement	$ -	$ -	$ -	5,600	5,600	
47	OPEB	$ -	$ -	$ -	2,000	2,000	
48	Telephone	$ -	$ -	$ -	750	750	
49	Travel	$ -	$ -	$ -	2,500	2,500	Mainstreet Conference, Economic Devlopment Conference Travel
50	Advertising/Legal Publications	$ -	$ -	$ -	500	500	
51	Training	$ -	$ -	$ -	2,500	2,500	Mainstreet Conference, Economic Devlopment Conference
52	Dues & Subscriptions	$ -	$ -	$ -	2,000	2,000	Adobe Cloud, Survey Subscription, Apple Music, WVEDC, LightTheCity
53	Professional Services	$ -	$ -	$ -	2,000	2,000	
54	Insurance and Bonds	$ -	$ -	$ -	4,500	4,500	
55	Departmental Supplies	$ -	$ -	$ -	1,000	1,000	
56	Auto Supplies	$ -	$ -	$ -	500	500	
57	**Total Economic Development**	**$ -**	**$ -**	**$ -**	**$ 99,150**	**$ 99,150**	
58							
59	**Federal Grants - 403**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
60	Professional Services	$ -		$ -	-	-	Expenses included in city hall budget for grant writing services.
61	Departmental Supplies	$ -		$ -	-	-	
62	**Total Federal Grants**	**$ -**		**$ -**	**-**	**-**	
63							
64	**Mayor's Office - 409**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	
65	Salary	$ 12,500	$ 12,500	$ 12,500	12,500	12,500	
66	FICA	$ 956	$ 1,000	$ 956	1,000	1,000	
67	Telephone	$ -		$ -	-	-	
68	Travel	$ 1,681	$ 1,750	$ 881	2,000	2,000	WVML Participation, etc.
69	Training & Education	$ 270	$ 750	$ 284	1,000	1,000	WVML Participation, etc.
70	Advertising/Legal Publications	$ -	$ -	$ -	-	-	
71	Insurance & Bonds	$ 911	$ 1,000	$ 871	1,000	1,000	
72	Departmental Supplies	$ 2,109	$ 200	$ 65	250	250	

41	DEPARTMENT LINE ITEMS	FY 22	FY 23	FY23 Thru Dec.	FY24 Approved	FY24 REV#1	NOTES AND EXPLANATIONS
73	Contracted Services	$ -	$ -	$ -	-	-	
74	Contributions	$ -	$ 2,000	$ -	2,000	2,000	Funding for Mayor's Community Sponsorship Program
75	**Total Mayor's Office**	**$ 18,428**	**$ 19,200**	**$ 15,556**	**19,750**	**19,750**	
76							
77	**Council - 410**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
78	Salaries	$ 33,967	$ 34,800	$ 34,800	40,000	40,000	8 Seats at $5K per member
79	FICA	$ 2,598	$ 2,700	$ 2,662	3,100	3,100	
80	Travel	$ 462	$ 3,000	$ 1,956	5,000	5,000	More interest in training and travel from current Council
81	Advertising/Legal Publications	$ -	$ -	$ -	-	-	
82	Training & Education	$ 3,125	$ 3,000	$ 2,128	3,000	3,000	More interest in training and travel from current Council
83	Professional Services	$ -	$ -	$ -	-	-	
84	Insurance & Bonds	$ 2,376	$ 3,200	$ 2,425	3,200	3,200	Travelers insurance;
85	Departmental Supplies	$ 1,017	$ 1,000	$ 549	1,000	1,000	
86	**Total Council**	**$ 43,545**	**$ 47,700**	**$ 44,519**	**55,300**	**55,300**	
87							
88	**City Manager - 412**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
89	Salaries	$ 141,128	$ 237,500	$ 231,201	190,600	190,600	City Manager, Executive Assistant (40% of time supporting Court Clerk - but full cost reflected in CM account)
90	FICA	$ 10,705	$ 17,000	$ 15,848	14,600	14,600	
91	Group Insurance	$ 7,706	$ 8,000	$ 5,616	10,000	10,000	
92	Retirement	$ 14,525	$ 13,000	$ 12,145	17,200	17,200	
93	OPEB	$ 731	$ 2,500	$ 1,846	2,000	2,000	
94	Telephone	$ 330	$ 500	$ 205	500	500	
95	Travel	$ 4,138	$ 6,000	$ 5,701	1,500	1,500	WVML conferences, etc.
96	Advertising and Postage	$ 2,244	$ 2,500	$ 1,761	300	300	
97	Training & Education	$ 438	$ -	$ -	1,500	1,500	WV Municipal League
98	Dues & Subscriptions	$ 1,194	$ 500	$ 180	1,500	1,500	ICMA and WVML fees
99	Professional Services	$ 524	$ 250	$ 1,510	250	250	
100	Insurance & Bonds	$ 13,722	$ 15,000	$ 12,066	15,000	15,000	
101	Contracted Services	$ -	$ -	$ -	-	-	
102	Departmental Supplies	$ 169	$ 500	$ 572	750	750	
103	Auto Supplies	$ 70	$ -	$ -	100	100	
104	**Total City Manager**	**$ 197,623**	**$ 303,250**	**$ 288,650**	**255,800**	**255,800**	
105							
106	**Treasurer - 413**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
107	Salaries	$ 138,793	$ 169,000	$ 153,747	216,800	216,800	Finance Director and three (3) Accounting Clerks
108	FICA	$ 10,536	$ 12,000	$ 12,036	16,600	16,600	
109	Group Insurance	$ 20,522	$ 20,000	$ 21,986	25,000	25,000	
110	Retirement	$ 14,208	$ 13,600	$ 14,795	19,520	19,520	
111	OPEB Other	$ 2,207	$ 6,350	$ 3,499	5,000	5,000	
112	Telephone	$ -		$ -	750	750	
113	Travel	$ -	$ 100	$ -	1,000	1,000	
114	Postage and Printing	$ -	$ -	$ -	$ 50	$ 50	
115	Advertising/Legal Publications	$ 1,172	$ 1,500	$ 1,280	1,000	1,000	
116	Training & Education	$ 288	$ 2,500	$ 1,585	5,000	5,000	GFOA Conferences and trainings, training for new hire

41	DEPARTMENT LINE ITEMS	FY 22	FY 23	FY23 Thru Dec.	FY24 Approved	FY24 REV#1	NOTES AND EXPLANATIONS
117	Dues & Subscriptions	$ 191	$ 450	$ 382	500	500	GFOA dues, Adobe Subscription
118	Professional Services	$ 1,151	$ 2,000	$ 1,900	2,500	2,500	Police Pension Report, CWH Trial Balance services
119	Audit Costs	$ 64,200	$ 42,000	$ 41,700	40,000	40,000	
120	Insurance & Bonds	$ 10,872	$ 12,000	$ 10,555	14,000	14,000	
121	Contracted Services	$ -	$ -	$ -	-	-	
122	Departmental Supplies	$ 1,295	$ 1,500	$ 738	1,500	1,500	
123	Auto Supplies	$ -	$ -	$ -	-	-	
124	**Total Treasurer**	**$ 265,434**	**$ 283,000**	**$ 264,204**	**349,220**	**349,220**	
125							
126	**Court Clerk - 415**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
127	Salaries	$ 51,261	$ 57,767	$ 51,579	57,775	57,775	Municipal Court Clerk position
128	FICA	$ 3,892	$ 4,200	$ 3,946	4,450	4,450	
129	Group Insurance	$ 11,120	$ 10,700	$ 10,990	12,000	12,000	
130	Retirement	$ 5,245	$ 4,900	$ 4,868	5,200	5,200	
131	OPEB	$ 894	$ 3,000	$ 1,656	1,750	1,750	
132	Travel	$ 268	$ 1,500	$ -	1,000	1,000	Court clerk training
133	Advertising and Postage	$ 440	$ 700	$ 465	700	700	
134	Training & Education	$ 555	$ 750	$ 540	800	800	State and National Court Clerk's Association
135	Dues & Subscriptions	$ -	$ 100	$ -	100	100	Election and Municipal Clerk membership dues
136	Professional Services	$ -	$ 100	$ -	100	100	
137	Insurance & Bonds	$ 4,479	$ 4,000	$ 3,904	4,500	4,500	
138	Contracted Services	$ 25	$ -	$ 25	100	100	
139	Departmental Supplies	$ 423	$ 1,000	$ 536	1,000	1,000	
140	**Total Court Clerk**	**$ 78,602**	**$ 88,717**	**$ 78,508**	**89,475**	**89,475**	
141							
142	**Police Judges - 416**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
143	Salaries	$ 18,662	$ 30,700	$ 23,542	32,000	32,000	Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $2k for special judge
144	FICA	$ 1,428	$ 2,400	$ 1,801	2,400	2,400	
145	Travel	$ -	$ 500	$ -	500	500	WV State mandated annual training for magistrates & judges
146	Training & Education	$ -	$ 500	$ -	1,000	1,000	WV State mandated annual training for magistrates & judges
147	Dues and Subscriptions	$ -	$ 100	$ -	100	100	
148	Professional Services	$ 1,558	$ 2,100	$ -	1,000	1,000	
149	Insurance	$ 1,607	$ 2,500	$ 2,230	2,500	2,500	
150	Departmental Supplies	$ -	$ -	$ -	-	-	
151	**Total Police Judges**	**$ 23,254**	**$ 38,800**	**$ 27,573**	**39,500**	**39,500**	
152							
153	**City Attorney - 417**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
154	Professional Services	$ 212,494	$ 200,000	$ 200,505	175,000	200,000	Cost for outside legal counsel - add $25K
155	**Total Attorney**	**$ 212,494**	**$ 200,000**	**$ 200,505**	**175,000**	**200,000**	
156							
157	**Enforcement Agency - 425**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	Notes and Explanations
158	Salaries	$ -	$ -	$ -	48,755	55,000	New: Hiring a Code Enforcement Officer / Building Inspector Trainee ; revising for actual salary now that employee is hired

41	DEPARTMENT LINE ITEMS	FY 22	FY 23	FY23 Thru Dec.	FY24 Approved	FY24 REV#1	NOTES AND EXPLANATIONS
159	FICA	$ -	$ -	$ -	3,730	4,208	revising to reflect actual FICA expense now that staff is hired
160	Group Insurance	$ -	$ -	$ -	6,000	6,000	
161	Retirement	$ -	$ -	$ -	4,388	5,000	revising to reflect actual retirement expense now that staff is hired
162	OPEB	$ -	$ -	$ -	1,000	1,650	revising to reflect actual OPEB expense now that staff is hired
163	Telephone	$ -	$ -	$ -	-	-	
164	Travel	$ -	$ -	$ -	-	-	
165	Advertising/Legal Publications	$ -	$ -	$ -	2,000	2,000	Vacant Property notifications/mailings
166	Training	$ -	$ -	$ -	2,500	2,500	Cross Training/Certifications in Inspection
167	Dues & Subscriptions	$ -	$ -	$ -	-	-	
168	Insurance and Bonds	$ -	$ -	$ -	3,800	3,800	
169	Contracted Services - Nuisance Property Expenses	$ -	$ -	$ -	50,000	50,000	Nuisance Property Expenditures historically funded out of CIP, but expense was moved to General Operating budget to reflect ongoing and not capital expenses.
170	Departmental Supplies	$ -	$ -	$ -	2,000	2,000	
171	Auto Supplies	$ -	$ -	$ -	500	1,000	For code enforcement vehicle
172	**Total Enforcement Agency**	**$ -**	$ -	**$ -**	**124,673**	**133,158**	
173							
174	**Regional Dev Authority - 435**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
175	Dues & Subscriptions	$ 1,946	$ 3,600	$ 3,524	5,500	5,500	Fee increasing in FY23 per Region 9
176	**Total Regional Dev. Authority**	**$ 1,946**	**$ 3,600**	**$ 3,524**	**5,500**	**5,500**	
177	**Total City Administration**	**1,464,852**	**1,598,067**	**1,498,895**	**1,629,815**	**1,669,815**	
178							
179	**Building Inspections - 436**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
180	Salaries	$ 35,086	$ 23,500	$ 21,860	73,800	73,800	Full Time Inspector Englebert
181	FICA	$ 2,664	$ 1,800	$ 1,672	5,650	5,650	
182	Group Insurance	$ 62	$ 60	$ 56	500	500	
183	Retirement	$ 3,599	$ 2,100	$ 2,053	6,650	6,650	
184	Telephone	$ 344	$ 100	$ 81	750	750	
185	Travel	$ -	$ -	$ -	500	500	
186	R&M to Auto	$ -	$ -	$ -	500	500	
187	Advertising	$ -	$ -	$ -	-	-	
188	Training & Education	$ -	$ -	$ -	1,000	1,000	Training to maintain licensing/accreditation; conference registrations
189	Dues & Subscriptions	$ -	$ -	$ -	2,500	2,500	WV Building Officials annual dues; Adobe subscription
190	Professional Services	$ -	$ -	$ -	500	10,500	Additional Funding for part time inspector if needed
191	Insurance & Bonds	$ 2,747	$ 3,000	$ 2,432	6,000	6,000	
192	Departmental Supplies	$ -	$ 500	$ 462	4,000	4,000	Inspection Equipment (Current Inspector using personal equipment)
193	Auto Supplies	$ -	$ -	$ -	1,000	1,000	Gas, oil, tires
194	Uniform	$ -	$ -	$ -	-	-	
195	**Total Building Inspections**	**$ 44,502**	**$ 31,060**	**$ 28,617**	**103,350**	**113,350**	
196							
197	**Planning & Zoning - 437**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
198	Salaries	$ 175,930	$ 292,475	$ 257,182	210,000	210,000	Permits Technician; Community Development Director ; City Planner
199	FICA	$ 13,220	$ 21,200	$ 20,474	16,500	16,500	
200	Group Insurance	$ 26,131	$ 26,000	$ 26,391	25,000	25,000	
201	Retirement	$ 17,955	$ 24,950	$ 24,203	18,900	18,900	

41	DEPARTMENT LINE ITEMS	FY 22	FY 23	FY23 Thru Dec.	FY24 Approved	FY24 REV#1	NOTES AND EXPLANATIONS
202	OPEB	$ 3,397	$ 10,000	$ 6,543	6,000	6,000	
203	Telephone	$ 290	$ 700	$ 106	500	500	
204	Travel	$ 1,671	$ 5,000	$ 4,053	2,000	2,000	State planning conferences
205	Postage	$ 904	$ 1,250	$ 856	1,000	1,000	
206	Advertising/Legal Publications	$ 1,026	$ 4,500	$ 3,594	3,500	3,500	
207	Training & Education	$ 895	$ 4,000	$ 1,899	3,000	3,000	State planning conferences
208	Dues & Subscriptions	$ 2,200	$ 5,000	$ 4,908	2,000	2,000	APA annual dues; Adobe subscriptions; Property Software;
209	Professional Services	$ 2,650	$ 5,000	$ 2,627	5,000	5,000	
210	Insurance & Bonds	$ 14,989	$ 21,000	$ 19,313	20,000	20,000	
211	Contracted Services	$ 29,661	$ 50,000	$ 38,156	30,000	60,000	Kimley-Horn Engineering Services Support to p&z; etc.
212	Contracted Services - City Trees	$ 6,152	$ 12,000	$ 1,696	12,000	12,000	
213	Departmental Supplies	$ 5,023	$ 6,000	$ 4,717	4,000	4,000	
214	Computer Software / Tech	$ -	$ -	$ -	11,000	11,000	MyPermitNow Monthly Fees (previously paid out of Capital Funding)
215	**Total Planning and Zoning**	**$ 302,094**	**$ 489,075**	**$ 416,718**	**370,400**	**400,400**	
216	**Total City Bldg Inspection and P&Z**	**$ 346,596**	**$ 520,135**	**$ 445,335**	**$ 697,573**	**$ 746,058**	
217							
218	**Elections - 438**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
219	Printing	$ -	$ -		-	-	
220	Advertising	$ -	$ 750	$ 199	-	-	Elections in spring of 2021 and 2023; no elections anticipated in FY2024 but subject to change with Charter conversations
221	Contracted Services	$ -	$ 10,000	$ 4,340	-	-	
222	Departmental Supplies	$ -	$ 10,000	$ 2,158	-	-	
223	**Total Elections**	**$ -**	**$ 20,750**	**$ 6,697**	**-**	**-**	
224							
225	**City Hall - 440**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
226	Salaries	$ 154,525	$ 115,000	$ 102,390	96,400	96,400	Funds Operations Director (VACANT)
227	FICA	$ 12,179	$ 12,300	$ 8,598	7,400	7,400	
228	Group Insurance	$ 22,361	$ 15,000	$ 14,123	12,600	12,600	
229	Retirement	$ 15,855	$ 11,000	$ 10,101	8,700	8,700	
230	OPEB	$ 1,788	$ 5,000	$ 3,128	4,000	4,000	
231	Telephone	$ 21,391	$ 22,500	$ 21,708	22,000	22,000	Server based phone system
232	Utilities	$ 20,682	$ 21,000	$ 20,038	21,000	21,000	Water, sewer, electric, heating oil - Increasing to reflect inflation effects on utility costs
233	Travel	$ 316	$ 500	$ 517	750	750	
234	R&M Building & Grounds	$ 1,097	$ 3,000	$ 9,202	10,000	10,000	Exterior Repairs, Security Upgrades (Cameras in lobby), minor interior upgrades to accommodate increased staffing with lack of office space
235	R&M Equipment	$ 878	$ 2,000	$ 137	1,000	1,000	Equipment rentals required for city hall maintenance
236	R&M Auto	$ -	$ 1,000	$ -	1,000	1,000	Maintenance of city hall vehicles
237	Postage	$ 2,982	$ 3,500	$ 2,561	3,500	3,500	
238	Building & Equipment Rental	$ 245,810	$ 250,000	$ 244,756	250,000	250,000	Annual rent for CH ($120); monthly for CW Hall ($200,004 annual); and CTUB portion of 661 S. George ($30,600); another $20k for equipment rental (printers, postage machine).

41	DEPARTMENT LINE ITEMS	FY 22	FY 23	FY23 Thru Dec.	FY24 Approved	FY24 REV#1	NOTES AND EXPLANATIONS
239	Training and Education	$ 600	$ 500	$ 300	500	500	
240	Advertising/Legal Publications	$ 4,900	$ 5,000	$ 3,820	5,000	5,000	
241	Dues & Subscriptions	$ 6,193	$ 4,000	$ 3,010	4,000	4,000	Chamber of Commerce, Spirit Jefferson & the Journal; WVML Fees; Home Rule Board Fees; Amazon Fees
242	Professional Services	$ 3,150	$ 3,000	$ 2,813	2,000	2,000	
243	Insurance & Bonds	$ 12,759	$ 15,000	$ 11,155	12,000	12,000	
244	Contracted Services	$ 58,942	$ 70,000	$ 68,021	101,600	101,600	Cleaning; grant/consulting services; Plan-It Payroll; IT Services previously paid from Capital Reserve ($50K); Equipment Maintenance Contract
245	Bank Charges	$ 15,684	$ 27,000	$ 24,530	20,000	35,000	Fees related to acceptance of credit cards and online payments; RECOMMEND FUTURE PROJECT OF PASSING FEES ON TO CUSTOMERS FOR CC AND E-CK TRANSACTIONS, AS WELL AS RFP FOR MOST COST EFFECTIVE MERCHANT SERVICE PROVIDER
246	Other Fees/Taxes	$ 1,224	$ 1,500	$ 1,337	2,000	2,000	
247	Departmental Supplies	$ 9,029	$ 11,000	$ 8,951	11,000	11,000	
248	Computer Software/Tech	$ -	$ 5,000	$ 4,680	43,320	43,320	**Tyle Tech/Incode Annual Fees; PSI Business License/B&O platform; Granicus Fees; Zoom Fees**
249	Special Emergency Expense	$ 11,180	$ 10,000	$ 9,982	-	-	
250	Auto Supplies	$ -	$ -	$ -	500	500	Oil, Gas for 2 City Vehicles
251	**Total City Hall**	**$ 623,526**	**$ 613,800**	**$ 575,856**	**640,270**	**655,270**	
252							
253	**Contributions/Transfers - 444**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
254	Contributions - "But For" Organizations	$ 60,000	$ 60,000	$ 60,000	-	-	Annual But-For Contributions issued January/February of each year, budgeted for in Contingencies line until process finalized
255	Contributions - Revive Grant	$ 10,000	$ 38,500	$ 8,500	20,000	50,000	Unspent Revive! Funding rolled over to FY24
256	Contributions - Façade Improvement Program	*$ 11,500*	$ 20,000	$ 10,377	15,000	24,622	Unspent FIP Funding rolled over to FY24
257	Contributions - Homeless Solutions	$ -	$ 25,000	$ -	25,000	50,000	Rollover FY23 budget alottment to accommodate County Homelessness position funding commitment
258	Contributions - Nuisance Property Expenses	$ 23,993	$ 50,000	$ 16,891	-	-	Nuisance Property Expenditures historically funded out of CIP, but expense was moved to General Operating budget to reflect ongoing and not capital expenses. MOVING EXPENSE TO CODE ENFORCEMENT, HENCE 0 BUDGETED
259	Contribution - Community Awards	$ 322,500	$ -	$ -	$ -	842,544	Council Approved ARPA grant payouts for community grant requests in FY22 - second round of community grant fundings totaling $172,000, this revision provides the funding for those awardees as well as additional funding room for a third round (if other use identified, will need to do another revision)
260	Contributions - Sidewalk Improvement Program	$ -	$ 20,000	$ 5,000	15,000	15,000	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest
261	**Total Contributions/Transfers**	**$ 427,993**	**$ 213,500**	**$ 100,768**	**75,000**	**982,166**	
262							
263	**Parking - 571**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**

41	DEPARTMENT LINE ITEMS	FY 22	FY 23	FY23 Thru Dec.	FY24 Approved	FY24 REV#1	NOTES AND EXPLANATIONS
264	Salaries	$ 33,011	$ 34,100	$ 30,110	36,100	36,100	
265	FICA	$ 2,504	$ 2,600	$ 2,303	2,800	2,800	
266	Group Insurance	$ 11,026	$ 11,000	$ 8,232	10,000	10,000	
267	Retirement	$ 3,349	$ 3,100	$ 2,814	3,300	3,300	
268	OPEB	$ 894	$ 1,500	$ 990	1,500	1,500	
269	Utilities	$ 1,024	$ 1,000	$ 1,099	1,100	1,100	
270	R&M Equipment	$ -	$ 1,500	$ -	3,000	3,000	
271	Advertising/Legal Publication	$ -	$ 1,500	$ 1,271	-	-	
272	Postage and Printing	$ 116	$ 800	$ 126	500	500	New parking brochure;
273	Building & Equipment Rental	$ 1,700	$ 1,700	$ 1,700	1,700	1,700	Rental fee for parking lot at the Legion; confirm final year of payment
274	Insurance & Bonds	$ 2,614	$ 3,000	$ 2,376	3,000	3,000	
275	Contracted Services	$ -	$ 800	$ -	500	500	
276	Departmental Supplies	$ 1,866	$ 5,000	$ 3,515	6,000	6,000	
277	Uniforms	$ -	$ 1,500	$ 1,906	500	500	
278	Computer Software/Tech	$ -	$ -	$ -	4,000	4,000	**United Public Safety Annual Fees**
279	**Total Parking**	**$ 58,105**	**$ 69,100**	**$ 56,442**	**74,000**	**74,000**	
280							
281	**Contingencies - 699**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
282	Other Contributions	$ 366,514	$ 383,433	$ -	478,456	478,456	Placeholders for 8.7% COLA ($236,228); 3% retirement benefit ($82,921); $50,000 is for emergency snow costs; funding for one COPS grant position in CTPD ($57,452 payroll, taxes, retirement); $60,000 for But-For funding considerations; actual amount for WVSAO reporting is $777,781
283	**Total Contingencies**	**$ 366,514**	**$ 383,433**	**$ -**	**478,456**	**478,456**	
284							
285	**Police Department - 700**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
286	Salaries	$ 1,178,546	$ 1,336,995	$ 1,178,123	1,377,483	1,377,483	17 sworn personnel (15 officers, 1 Chief, 1 SRO); and 2 admin staff; includes shift differential; longevity; uniform; and holiday/overtime (all other overtime is in separate line item)
287	FICA	$ 29,730	$ 35,000	$ 31,053	35,345	35,345	
288	Group Insurance	$ 128,536	$ 125,000	$ 115,935	135,000	135,000	
289	Retirement	$ 128,644	$ 120,000	$ 119,464	136,568	136,568	
290	Police Pension	$ 57,558	$ 60,000	$ 58,937	60,000	60,000	
291	Overtime	$ 93,297	$ 138,000	$ 114,410	140,000	140,000	Includes court/investigations/events/training/etc;
292	OPEB	$ 13,444	$ 40,000	$ 38,560	35,000	40,000	
293	Telephone	$ 45,955	$ 48,000	$ 45,307	45,000	50,000	4 cell phones; in car wifi/CAD; internet; fax; office phones
294	Utilities	$ 40,453	$ 45,000	$ 32,937	42,500	42,500	Electric/power; cable/Comcast; water and sewer, etc.
295	Travel	$ 4,387	$ 5,000	$ 2,712	5,000	5,000	CALEA accreditation, in-service training (16 sworn), Perdmin
296	R&M Building & Grounds	$ 3,650	$ 2,000	$ 534	2,000	2,000	
297	R&M Equipment	$ 275	$ 3,000	$ -	3,500	3,500	In-car and body cameras; zebra printers; fire safety; etc.
298	R&M Auto	$ 32,642	$ 40,000	$ 39,438	40,000	50,000	23 +/- vehicles to keep operational; auto service (oil changes, tire rotations, wipers, normal wear and tear), etc.
299	Postage	$ 925	$ 1,500	$ 1,208	1,500	1,500	Capias letters, parking late/boot notices, error notirces in traffic tickets, certified mail for evidence submission, etc.
300	Building & Equipment Rental	$ 97,452	$ 100,000	$ 97,488	97,500	100,000	Building rent calculated at $7,892 per month (another $2,500 per month is paid by CTUB and accounted for in the city hall budget); balance is for copier, etc.

41	DEPARTMENT LINE ITEMS	FY 22	FY 23	FY23 Thru Dec.	FY24 Approved	FY24 REV#1	NOTES AND EXPLANATIONS
301	Advertising/Legal Publications	$ 5,438	$ 10,000	$ 5,022	7,500	7,500	Legal notices, asset forfeiture notices; possible officer vacancy.
302	Training & Education	$ 16,490	$ 12,000	$ 14,245	14,000	20,000	16 in-service hours (16 sworn = 256 hours)+ 8 hours supervisory (6 sworn = 48 hours); CALEA accreditation manager's training; Defense Tactics instructor, baton instructor, new detective crime scene management; tuition reimbursement
303	Dues & Subscriptions	$ 3,857	$ 2,000	$ 638	5,500	5,500	CALEA Accreditation Fee $4595, WVCOP Dues, IACP, SRO, Journel
304	Professional Services	$ 11,397	$ 6,300	$ 750	7,500	7,500	Miscellaneous legal services; hiring assistance; etc.
305	Insurance & Bonds	$ 100,832	$ 100,000	$ 90,545	110,000	110,000	Travelers
306	Contracted Services	$ 46,722	$ 40,000	$ 42,208	92,500	92,500	Alarm monitoring; cleaning; generator; pest control; $50K in IT monthly services
307	Bank Charges	$ 25			250	250	
308	Departmental Supplies	$ 16,712	$ 32,500	$ 18,012	30,000	30,000	Office supplies; etc.; additional funds for ammunition (qualification 2 times per year; 9mm, .223, slug, bird shot); etc.
309	Special Emergency Expense	$ 6,628	$ 3,200	$ 3,125	-	-	
310	Auto Supplies	$ 59,083	$ 57,500	$ 53,950	60,000	65,000	Gas and tires only; increased by $5K to account for rising costs of auto supplies
311	Computer Software/Tech	$ -	$ 23,700	$ 16,074	25,000	25,000	CAD maintenace; CALEA and PowerDMS, Guardian, PD website; $2500 for Report Beam (City's share); Police One Academy $1800; $3700 for body camera software licenses(bt)
312	Uniforms	$ 11,364	$ 13,500	$ 11,051	15,000	15,000	FY24 2 current officer/ 4 new hires $9000 Bullistic Vest (DOJ Bullet Proof Vest Grant 50% reimbursement), New hire uniforms Class A, Badges, Pins, Leather Gear, boots, Jackets, etc.
313	**Total Police Dept**	**$ 2,134,042**	**$ 2,400,195**	**$ 2,131,725**	**2,523,646**	**2,557,146**	
314							
315	**Police-Special Duty Crossing Guard - 704**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
316	Salaries	$ 22,209	$ 25,000	$ 26,208	24,500	27,500	Funding for 6 crossing guards; No COLA ; expenses reimbursed by BOE
317	FICA	$ 1,699	$ 2,000	$ 2,005	2,000	2,100	
318	Advertising/Legal Publications	$ -	$ -	$ -	-	-	
319	Insurance & Bonds	$ 1,735	$ 1,750	$ 1,555	1,750	1,750	
320	Departmental Supplies	$ 45	$ 500	$ 492	200	500	Stop signs
321	Uniforms	$ 61	$ 300	$ 125	300	300	Reflective jackets and vests
322	**Total Police - Special Duty Crossing Guard**	**$ 25,749**	**$ 29,550**	**$ 30,386**	**28,750**	**32,150**	
323	**Total Police and Crossing Guards**	**$ 2,159,790**	**$ 2,429,745**	**$ 2,162,110**	**2,552,396**	**2,589,296**	
324							
325	**Dog Warden - 707**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
326	Contributions	$ 1,617	$ 1,800	$ -	1,600	1,600	City passes along the dog tag fees to the County
327	**Total Dog Warden**	**$ 1,617**	**$ 1,800**	**$ -**	**1,600**	**1,600**	
328							
329	**Streets - 750**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
330	Salaries	$ 202,293	$ 226,000	$ 213,985	233,800	233,800	Includes maintenance supervisor and three crew members
331	FICA	$ 15,073	$ 18,000	$ 16,370	17,900	17,900	
332	Group Insurance	$ 18,250	$ 22,500	$ 17,594	25,000	25,000	
333	Retirement	$ 20,461	$ 21,050	$ 20,091	21,500	21,500	
334	OPEB	$ 1,887	$ 8,000	$ 4,644	6,000	6,000	
335	Telephone	$ 2,125	$ 3,500	$ 1,363	3,000	3,000	Field staff equipped with cell phones
336	Utilities	$ 94,982	$ 100,000	$ 100,137	100,000	110,000	Electric (street lights), water, sewer, and internet

41	DEPARTMENT LINE ITEMS	FY 22	FY 23	FY23 Thru Dec.	FY24 Approved	FY24 REV#1	NOTES AND EXPLANATIONS
337	Travel	$ -	$ 1,500	$ -	1,000	1,000	Maintain certifications; other skill enhancement training as required/proposed
338	R&M Buildings & Grounds	$ 9,353	$ 13,300	$ 7,970	14,000	14,000	General maintenance of city buildings.
339	R&M Equipment	$ 16,866	$ 25,000	$ 24,217	15,000	30,000	Regular maintenance of fleet equipment, primary expense is street sweeper repairs
340	R&M Auto	$ 4,400	$ 7,500	$ 5,406	7,500	7,500	Regular maintenance of department vehicles.
341	Building & Equipment Rental	$ -	$ 250	$ -	1,000	1,000	Equipment rented as required to maintain various city buildings.
342	Advertising/Legal Publications/Postage	$ -	$ 250	$ -	250	250	Spring and Fall Cleanup. Additional city sponsored projects as required.
343	Training & Education	$ 1,050	$ 1,000	$ -	500	500	Maintain certifications; other skill enhancement training as required/proposed
344	Dues & Subscriptions	$ 188	$ 500	$ 138	500	500	
345	Professional Services	$ -	$ 300	$ 220	-	-	
346	Insurance & Bonds	$ 16,890	$ 19,000	$ 14,891	19,000	19,000	
347	Contracted Services	$ 39,170	$ 45,000	$ 36,776	50,000	50,000	4-yr snow average is just over $33,100 (update for last year); recent high of $106,900 in FY14; additional $50k for snow held in reserve in the contingency account (699).
348	Departmental Supplies	$ 22,272	$ 15,000	$ 6,072	12,000	12,000	
349	Computer Software / Tech	$ -	$ -	$ -	6,000	6,000	**GoGov Work Order Software cost**
350	Auto Supplies	$ 24,333	$ 25,000	$ 22,289	23,000	25,000	Other city vehicle maintenance.
351	Uniforms	$ 8,400	$ 10,000	$ 9,862	10,000	13,000	Cintas service cost increase
352	**Total Streets**	**$ 497,991**	**$ 562,650**	**$ 502,026**	**566,950**	**596,950**	
353							
354	**Visitor's Center - 901**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
355	Utilities	$ 3,659	$ 4,500	$ 4,384	3,000	3,000	Utilities are for Rouss Hall, where Visitors Center was previously located.
356	R&M Building & Grounds	$ -	$ -	$ -	-	-	
357	Contracted Services	$ -	$ -	$ -	-	-	
358	Contributions	$ 85,900	$ 85,000	$ 93,571	75,000	75,000	Includes half of hotel/motel collections. Another $18k in in-kind services provided as rent space in CW hall (non-cash expense).
359	**Total Visitor's Center**	**$ 89,559**	**$ 89,500**	**$ 97,955**	**78,000**	**78,000**	
360							
361	**Fairs/Festivals - 903**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
362	Bldg & Equip Rental	$ 986	$ -	$ 90	1,000	1,000	
363	Advertising/Legal Publications	$ 1,566	$ -	$ 1,447	1,500	1,500	
364	Contracted Services	$ 10,830	$ -	$ 18,644	13,000	13,000	
365	Departmental Supplies	$ 13,212	$ 30,000	$ 14,558	15,000	15,000	
366	Contributions	$ 2,700	$ 5,000	$ 3,300	4,500	4,500	Car show contribution
367	**Total Fairs/Festivals**	**$ 29,295**	**$ 35,000**	**$ 38,038**	**35,000**	**35,000**	
368							
369	**Transfers - 960/698 SAO**	**FY 22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
370	Transfers to Capital Reserve - Table Games	$ 1,052,463	$ 617,500	$ 986,335	575,680	575,680	FY21 - gaming/lottery transfer. FY22 - gaming/lottery transfer. FY23 budget transfer includes lottery money (gaming and video); FY2024 proposed is the gaming/lottery estimated amounts less expenses previously paid in Capital Reserve (SIP, FIP, Revive, Nuisance, Homelessness, Software/Tech Operating fees and services).
371	Transfers to Capital Reserve - ONE TIME FUNDING	$ -	$ -	$ -	-	1,500,000	One time transfer to Capital Reserve to fund high priority projects and satisfy grant matches
372	Transfers to Capital Reserve - Repaving	$ 129,567	$ 125,000	$ 121,869	130,000	130,000	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures

41	DEPARTMENT LINE ITEMS	FY 22	FY 23	FY23 Thru Dec.	FY24 Approved	FY24 REV#1	NOTES AND EXPLANATIONS
373	Transfers Out - Primarily Parks & Rec	$ 128,400	$ 126,500	$ 135,071	112,500	112,500	Beginning in FY20, appropriations includes hotel/motel tax, plus additional money to support parks programming ($37.5K proposed supplemental for FY24).
374	**Total Transfers**	**$ 1,310,430**	**$ 869,000**	**$ 1,243,275**	**818,180**	**2,318,180**	
375							
376	**General Government - 975**	**FY22 Actual**	**FY23 Approved**	**Thru Jun'23**	**FY24 Approved**	**FY24 REV#1**	**Notes and Explanations**
377	Contributions	$ -	$ 2,342,544	$ -	2,342,544	-	$1.5 million transfer to Capital Reserve (line item 371), with remaining $842K moved to community contributions to fund round two awardees and placehold until further expenditures identified
378	**Total General Government**	**$ -**	**$ 2,342,544**	**$ -**	**$ 2,342,544**	**$ -**	
379							
380		**FY22 Actual**	**FY 23 Approved 5-15-2023**	**FY23 Thru June 30 2023**	**FY24 Approved**	**FY24 REV#1**	**Provides for comparable year-over-year comparision of operating costs**
381	**Total Expenses**	**$ 6,752,740**	**$ 9,135,224**	**$ 6,151,540**	**$ 9,349,514**	**$ 9,569,521**	
382							
383	**Surplus or Deficit**	$ 1,860,698	$ 536,464	$ 3,542,780	$ 119,097	299,326	

LGSD BR (Ver. 2020)

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER
Fiscal Year Ending: 2024
Fund: 1
Revision Number: 1
Pages: 1 of 2

The City of Charles Town
GOVERNMENT ENTITY

101 E Washington St
STREET OR PO BOX

Charles Town — CITY — 25414 ZIP CODE

Municipality
Government Type

Person To Contact Regarding Request:
Name: Robert Trainor
Phone: 304-725-2311
Fax: 304-725-1014
Email: btrainor@charlestownwv.us

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	1,342,544	700,235		2,042,779
376	Gaming Income	250,000		75,000	175,000
397	Video Lottery	675,000		225,000	450,000
	#N/A				
	#N/A				
	#N/A				
	NET INCREASE/(DECREASE) Revenues (ALL PAGES)		400,235		

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
417	City Attorney	175,000	25,000		200,000
425	Enforcement Agency	124,673	8,485		133,158
436	Building Inspection	103,350	10,000		113,350
437	Planning & Zoning	370,400	30,000		400,400
440	City Hall	640,270	15,000		655,270
444	Contributions / Transfers to Other Funds	75,000	907,166		982,166
698	Transfers/Reimb. (Audit Findings)	705,680	1,500,000		2,205,680
699	Contingencies*	597,553	180,228		777,781
700	Police Department	2,523,646	33,500		2,557,146
704	Police-Special Duty	28,750	3,400		32,150
	NET INCREASE/(DECREASE) Expenditures		400,235		

APPROVED BY THE STATE AUTHORITY

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

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

EXPENDITURES (CONT'D) The City of Charles Town

LGSD: BR The City of Charles Town CONTROL NUMBER: 2024 (FY) 1 (FUND) 1 (REV#)

BUDGET REVISION REQUEST-SUPPLEMENT

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
750	Streets and Highways	566,950	30,000		596,950
975	General Government	2,342,544		2,342,544	
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
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	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
		NET INCREASE/(DECREASE) Expenditures (this page)			-2,312,544

RESOLUTION – GENERAL FUND

At a regular session of the municipal council, held July 17, 2023, the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the City of Charles Town for the General Fund. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the municipal council does hereby direct the General Fund budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on General Fund Budget Revision #1, a copy of which is entered as part of this record.

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

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

WHEREUPON, the Presiding Officer, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the City Clerk is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-636: FY2024 - Coal Severance Revision #1

Attached is a resolution and budget revision document for submission to the WV State Auditor amending the FY2024 Coal Severance budget to reflect the actual carryover as of June 30, 2023. The previous estimate of $104,112 was the forecasted amount required to establish the budget.

Proposed Motion:
Move to revise the FY24 Coal Severance budget to increase the assigned carryover from an estimated $104,112 to an actual $125,702.

ATTACHMENTS:
- FY2024 Coal Fund Budget Revision #1 7-17-2023.pdf
- FY2024 Coal Severance Fund Budget Revision #1 State Sheet 7-17-2023.pdf
- CS Budget Resolution Revision #1 - Council July 17, 2023.doc

the city of Charles Town, WV

FY2024 Coal Severance Budget Revision #1
City Council 7-17-2023

REVENUES	FY22 ACTUAL	FY23 BUDGET	BALANCE THRU 6/30/2023	FY24 Approved	FY24 Revised	FY 24 NOTES
Carryover	$ 73,959	$ 94,112	$ 102,735	$ 104,112	$ 125,702	
Coal Severance	$ 25,531	$ 10,000	$ 22,967	$ 15,000	$ 15,000	
Interest	$ -	$ -	$ 671	$ -	$ -	
Total Revenues	**$ 99,490**	**$ 104,112**	**$ 125,702**	**$ 119,112**	**$ 140,702**	

DEPARTMENT LINE ITEMS	FY22 ACTUAL	FY23 BUDDGET	BALANCE THRU 6/30/2023	FY24 Approved	FY24 Revised	FY 24 NOTES AND EXPLANATIONS
Parks and Recreation						**Notes and Explanations**
Parks and Recreation - Capital	$ -	$ -	$ -	$ -	-	Saving funds for new pool/splash pad or other park amenity
Total Parks and Recreation	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	

Surplus	**$ 99,490**	**$ 104,112**	**$ 125,702**	**$ 119,112**	**$ 140,702**	

LGSD BR (Ver. 2020)

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER
Fiscal Year Ending: FY24
Fund: 2
Revision Number: 1
Pages: 1 of 1

City of Charles Town
GOVERNMENT ENTITY

Person To Contact Regarding Request:
Name: Robert Trainor
Phone: 304-725-2311
Fax: 304-725-1014
Email: btrainor@charlestownwv.us

101 E. Washington Street
STREET OR PO BOX

Charles Town | 25414
CITY | ZIP CODE

Municipality
Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	104,112	21,590		125,702
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			21,590		

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
979	Culture and Recreation	119,112	21,590		140,702
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			21,590		

APPROVED BY THE STATE AUDITOR

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

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION – COAL SEVERANCE

At a regular session of the municipal council, held July 17, 2023, the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the City of Charles Town for the Coal Severance Fund. The following resolution was offered.:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the municipal council does hereby direct the Coal Severance budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on Coal Severance Fund Budget Revision #1, a copy of which is entered as part of this record.

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

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

WHEREUPON, the Presiding Officer, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the City Clerk is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-638: Happy Retreat Presentation by SGA

Happy Retreat Presentation by SGA

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-639: CT Now Remaining Funds Allocated to Charles Street Mural Balance

CT Now Remaining Funds Allocated to Charles Street Street Mural Balance - $1,605.34

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Revision
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-637: Travel Policy Revisions - Refer to Personnel

Travel Policy Revisions

ATTACHMENTS:

- Travel Policy Revisions.pdf

***4.11* Travel Expenses**

The purpose of this policy is to define employee travel rules and the authority for incurring and approving travel expenses.

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved City business trips. City travel is limited to business activities for which other means of communication are inadequate and for which prior approval of the employee's supervisor has been received.

Personal Vehicles

All employees using their own vehicle for City business must maintain insurance coverage as required by law and a valid driver's license. Travel between the employee's home and primary office is not considered to be City business.

Employees are not authorized to use personal vehicles for City business travel without written authorization from the City Manager. Employees will be reimbursed for personal vehicle use at the standard IRS mileage rate. The City Manager or his/her designee must authorize any deviation from this policy.

Travel Expenses

The City Council sets parameters on the expenditure of City funds to ensure that public funds are spent in an appropriate manner. Advance written approval from your supervisor is required before travel arrangements are made. The City pays a per diem rate for meals and incidental expenses and the actual amounts incurred for all other appropriate expenses when employees are on travel assignments. The per diem rate for meals and incidental expenses will be based on the current US General Services Administration (GSA) rate schedule for the destination at the time of travel. Any travel that requires lodging that is more costly than the pre-approved GSA rate must receive written approval from the City Manager or his/her designee before scheduling the lodging. The employee must demonstrate that lodging in the area is not available at or below the pre-approved GSA rate. Employees may receive an advance payment of the per diem for meals and incidentals with the approval of the supervisor at least one week prior to the date of travel. If any portion of the travel is cancelled or postponed after the employee has received an advance for per diem, the proportional share of per diem resulting from the cancellation or postponement must be repaid to the City within two weeks of the original travel date. Should there be a need for emergency travel for employees, the one week minimum per diem request period is not applicable. When possible, the City shall accommodate the approved emergency travel advance per diem payment request up to 48 hours prior to the date of travel. In the event that the advanced per diem payment request cannot be processed by the employee's date of travel, the employee shall be required to keep all receipts related to meals and incidental expenses. The City shall reimburse the employee for all actual meals and incidental expenses, not to exceed the GSA per diem allowance rates for the travel location and date. City purchase/credit cards shall not be used for meals and incidental expenses.

If you have any questions about appropriate expenses covered by the City, please discuss with the City Manager or his/her designee. Examples of typical expenses include the following:

- Airline tickets.
- Meals and incidentals.
- Lodging.
- Car rental, bus, taxi, parking.

• Associated gratuities.
• Other expenses necessary to achieve the business purposes.

Family Members
The City will pay the travel expenses of spouses or other family members only when their presence is deemed necessary to the business purpose of the trip and when approved in advance in writing by the City Manager.

4.12 **Business Expenses**
The purpose of this policy is to define approved non-travel employee business expenses and the authority for incurring and approving such expenses.
Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes.
If you have any questions regarding approved expenses or the authority to incur such expenses, please discuss with the City Manager or his/her designee.
Technical and Training Seminars/Conferences
The City pays for expenses associated with attendance at work related classes and seminars that enhance job-related skills. Prior written approval must be obtained from the employee's supervisor. Please note that the City will not pay the employee the per diem meal rate for meals that are included as part of the conference, seminar, or training session.
Employee Reporting
Employees are to report their approved expenses on the standard Expense Report Form and must include a description of the expense, its business purpose, date, place, and the participants.
4.13 **Use of City Credit and Purchase Cards**
Every employee in the possession of a City credit or purchase card will adhere to the strictest guidelines of responsibility for the proper protection and use of that card.
Employees must adhere to all relevant rules, regulations, and policies established for the use of such cards by the City and the WV State
Auditor's office. City card purchases under $250 do not require prior approval. City card purchases over this amount must receive prior approval from your supervisor or the City Manager.
All sales receipts generated by use of the City's card must be turned in monthly to the accounting department using the appropriate P-Card accounting form.
City cards are not to be used for personal reasons. Use of the City card is restricted to approved, business-related expenses.
Any unauthorized purchases made with a City card will be the cardholder's responsibility. Any such purchase will be reimbursed to the City by the employee within 30 days.
Lost or stolen City cards must be reported immediately to your supervisor. Failure to follow this policy may result in disciplinary action up to and including termination. Infractions are also subject to other discipline as outlined in the WV Auditor's program rules.

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Attachment (1)
Page 2 of 2

corporations or cooperative associations organized under the provisions of West Virginia Code §§ 19-4-1 et seq.;

(f) Any credit union organized under the West Virginia Code; provided, that the exemptions of this section shall not apply to corporations or cooperative associations organized under the provisions of West Virginia Code §§ 19-4-1 et seq.; and

(g) Gross income derived from advertising service rendered in the business of radio and television broadcasting.

745.16A OPTIONAL EXEMPT ACTIVITIES.

The City Council reserves the right to modify the provisions of this article, if approved by the majority of the City Council, by reducing or eliminating, for a specified time period and/or for a specific project, the Business and Occupation tax in the following scenarios:

(a) Any activity associated with a municipality initiated/ taxpayer funded project that directly benefits a significant portion of Charles Town's residents, and in which the taxes rendered under this article would likely result in higher rates to those residents for existing services as well as higher project costs for the municipality; and

(b) To promote long-term business growth within the city limits, in which estimated resulting increased revenues and services resulting is deemed beneficial to Charles Town and residents. Long term business growth is defined in the following ways:

a. The business and/or organization must be committed to maintaining operations in Charles Town for at least 5 years.

~~a.~~ The business and/or organization must contribute, at minimum, 10 new employment opportunities for the local job market.

b. The business and/or organization must contribute to the local sales and service tax collections at a rate that is proportionately higher than the estimated business and occupation tax collections for the exemption period.

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(Passed 7-19-10.)

745.17 TAX CUMULATIVE.

The tax, interest and penalty imposed by this article shall be in addition to all other licenses, taxes and other revenue measures levied or collected by the municipality as a condition precedent to the right of any person to engage or continue in any business, profession, trade, calling or other activity within this municipality. A person exercising a privilege taxable under this article, subject to the payment of all licenses and charges which are conditions precedent to exercising the privileges taxed, may exercise the privilege in

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-644 Article 111 and Article 745 Referred to Ordinance Committee

Article 111 and Article 745 Referred to Ordinance Committee

ATTACHMENTS:

- Article 111.pdf
- Article 745.pdf

ARTICLE 111

Council

111.01 Rules of Council.
111.02 Expenditure of public funds.
111.03 Severability.

CROSS REFERENCES

Open meeting law - see W. Va. Code Art. 6-9A
Composition - see W. Va. Code 8-5-7
Oath - see W. Va. Code 8-5-8
Term - see W. Va. Code 8-5-9
Vacancies - see W. Va. Code 8-5-10
Proceedings - see W. Va. Code Art. 8-9
General powers - see W. Va. Code Art. 8-12
Adoption of rules - see W. Va. Code 8-12-5(45)

111.01 RULES OF COUNCIL.

(a) Time and Place of Meetings.

(1) Regular meetings. The regular meetings of Council shall generally be held at the Council Chambers located at 101 East Washington Street, on the first and third Mondays, unless otherwise scheduled, in each month at 7:00 p.m. A list of regular meeting dates will be available on the exterior City Hall bulletin board and website. If Council shall determine that the Council Chambers in City Hall are not or will not, for any reason, be an appropriate place for the holding of a meeting, the Council may, upon motion, second and majority vote, designate another place open to the public within the City for the holding of such meeting. Council may also hold remote meetings when special circumstances warrant such action but only after a motion, second, and majority vote. As with all public meetings, all Council members must be able to hear and be heard by other members and the proceedings must be accessible to the public so they can observe the Council in action.

(2) Special meetings. A special meeting is a separate Council session held at a different date and time than a regular meeting and may be called by the Mayor, the Presiding Officer of Council in the event of a mayoral vacancy, or any three (3) members of Council. The purpose for holding a special meeting is to address matters that arise between regular meetings and require action by Council before the next regularly scheduled meeting. Notice of time, place, and purpose of the meeting, including a clear and specific description of any proposed action to be taken by Council, must be provided to all members at least three (3) days, excluding weekends and legal holidays, prior to the special meeting. A special meeting notice will be issued along with an agenda announcing any special meeting.

(b) Attendance. Members of Council are expected to be physically present for regular meetings but may attend up to four (4) regular meetings remotely during any fiscal year, provided appropriate technology is available that enables them to hear and be heard by other members of Council. Any member attending a meeting remotely after the four (4) approved regular meetings will only be able to observe the work of Council and may not participate as a member in discussion or any votes.

(c) Council may waive, via a resolution, the four (4) regular meeting limit on remote participation for all members when extenuating circumstances arise and more flexibility is needed to promote the orderly conduct of Council business.

(d) Agendas.

(1) The City Clerk shall prepare a written agenda for all scheduled meetings which shall consist of items submitted by the Mayor, City Council members, and the City Manager.

(2) The agenda shall be posted on the exterior bulletin board for City meetings located at 105 South George Street and on the City website three (3) days prior to the scheduled meeting. Revisions to the posted agenda can be made, however, the amended agenda must be made available at least two (2) days in advance of the scheduled meeting. For purposes of calculating the number of days in any notice period contained in these rules Saturdays, Sundays, and legal holidays are excluded.

(e) Presiding Officer.

(1) The Presiding Officer must be physically present in the meeting room to take the chair unless all of Council is meeting remotely.

(2) The Mayor shall take the chair at the hour appointed for Council to meet, and having called the members to order, shall preserve decorum and enforce a strict observance of these rules.

(3) In the physical absence of the Mayor, unless all of Council is meeting remotely, the Mayor Pro-Tempore shall take the chair and assume all duties as appointed the Mayor. In the physical absence of both the Mayor and Mayor Pro-Tempore, unless all of Council is meeting remotely, and a quorum still being in attendance, the present members will elect the chair and that member will assume the duties appointed to the Mayor.

(4) Upon the opening of an agenda item, the Presiding Officer shall introduce or cause to be introduced each item on the Council agenda prior to a motion, debate, and vote on the item.

(5) The Presiding Officer can remove any member of the public attending a scheduled meeting of Council that is disruptive, to the extent that orderly conduct of the meeting is compromised, from the meeting with the assistance of a member of the Police Department upon proper direction.

(f) Filing of Papers to Be Introduced at Council Meetings and Actions of the City Clerk. In order to promote the orderly conduct of the business of Council and the timely preparation of an accurate agenda, the following rules are hereby established:

(1) The Mayor, members of Council, and the City Manager must notify the City Clerk of any item for placement on an agenda at least four (4) days prior to the meeting for which action is intended.

(2) Every effort should be made to submit all meeting materials that are actionable, including but not limited to ordinances, resolutions, petitions, reports, communications, and other documents, to the office of the City Clerk not later than 12:00 noon one (1) day, excluding holidays and weekends, immediately preceding the day of the meeting at which it is intended to be considered.

(3) The written agenda and all related and supporting documentation for consideration at the intended meeting shall be distributed by the City Clerk to the Mayor and Council.

(4) Nothing herein shall be construed to prohibit any member of Council, at the proper order of business, from introducing or submitting any ordinance, resolution, petition, committee report or communication during any regular meeting. Unless it is determined to be an emergency item, official action on any item presented to Council in this manner is prohibited until proper placement on the next Council agenda.

(g) Order of Business at Regular Meetings.

(1) The order of business for each regular meeting shall be:

A. Call to Order
B. Moment of Silence and Pledge of Allegiance
C. Approval of the Minutes
D. Public Comments
E. Reports
F. Unfinished Business
G. New Business
H. Appointments to Committees/Commissions
I. Referrals to Committees/Commissions
J. Approval of Bills
K. Adjournment

(2) The Presiding Officer may order that any agenda item be repositioned as to provide for a more efficient meeting.

(h) Parliamentary Rules of Order. These rules of Council, the Charles Town City Charter, state law and other rules duly adopted by Council shall govern Council. In all cases not provided for, the Presiding Officer shall decide, subject to an appeal by a member of Council which shall then be determined by the rules of parliamentary usage comprised in the most recent edition of "Robert's Rules of Order."

(i) Members of Public Speaking Before Council.

(1) A member of Council may ask the floor for a member of the public to speak before Council, which said motion is non-debatable. Upon such request, the presiding officer shall inquire of the councilmember the subject matter of the inquiry. Council, by majority vote, shall determine whether or not the person shall be allowed to address Council. Any person addressing Council shall be allowed no more than five (5) minutes to address their remarks, unless by majority vote, Council allows a longer period of time.

(2) A maximum of twenty (20) minutes shall be set aside at the beginning of each meeting of the Council to permit members of the public, without leave of Council, to address the Council on any matter pertaining to the City's business with a maximum of five (5) minutes per person. Any member of the public wishing to address the Council shall first register with the City Clerk, or designated representative for such purpose, not earlier than fifteen (15) minutes before the beginning of the meeting setting forth their name, the group, if any, on whose behalf they wish to speak, their address and the subject matter which they wish to speak. For those attending the Council meeting, a sign-up sheet will be available to those who wish to register to speak. Members of the public attending the meeting remotely, must still provide the same information to register to speak but may do so in an email or through the chat function available for remote attendees. Registration for remote attendees will follow the same schedule for those attending in person. Individuals present at the meeting will be invited to speak first. If members of the public are still waiting to speak after the twenty (20) minute time period has expired Council may hold an additional public comment period for twenty (20) minutes upon completion of business if so, decided by Council by majority vote. Nothing in this section shall affect the ability of a member of Council to request that a member of the public be allowed to speak pursuant to Section 111.01(i).

(j) Making Entries in the Minute Book. No remarks, voting explanations or words spoken in debate by any member of Council shall be reproduced in the journal except by unanimous consent of the members of the Council present.

(k) Committees.

(1) Standing committees shall be appointed by Council, and Select Committees by the Mayor, unless otherwise ordered.

(2) Standing committees shall be as follows:

A. Finance -the Committee's duties include but are not limited to proposing changes to the City's fiscal, budgetary, and investment policies; reviewing and recommending to Council operating, capital, and coal severance budgets and budget revisions; and authorizing the execution of contracts within approved budget levels.

B. Infrastructure - the Committee's duties include but are not limited to reviewing and recommending policies to Council related to public streets, curbs, stormwater, sidewalks, broadband, and electric/gas utilities.

C. Ordinance - the Committee's duties include but are not limited to reviewing and recommending to Council proposed additions and deletions to the City's codified ordinances and related policies.

D. Personnel - the Committee's duties include but are not limited to reviewing and recommending proposed changes to the City's personnel policies and facilitating Council actions related to the hiring, evaluation, and termination of the City Manager.

(3) Select committees shall be created and dissolved at the discretion of the Mayor.

(4) Reports of committees shall be in writing and shall specify such action as the committee may recommend for adoption by Council.

(l) When a Member Abstains from Voting. No member shall vote on any question before the City Council if directly and immediately interested therein other than as a citizen of the City of Charles Town; however, no member may abstain from voting without, prior to discussion, having stated their reason for not participating and having obtained a ruling from the presiding officer excusing them from doing so.

(m) Recission, Amendment, and Suspension of Rules. No rule of the Council shall be suspended for a single item in any case except by unanimous consent of the Council members present remotely or in person provided, that no rule shall be suspended if compliance wherewith is made mandatory by state law, the City Charter, or another ordinance of the City of Charles Town. (Ord. 2022-002. Passed 2-22-22.)

111.02 EXPENDITURE OF PUBLIC FUNDS.

(a) Council shall approve the fiscal policies and procedures of the City which will govern the expenditure of funds, which shall include provisions for the Mayor, or the Mayor Pro-Tempore in the absence of the Mayor, to authorize the expenditure of funds in the event of a declared emergency.

(b) The City Manager or designee shall present expenditures for payment and shall attest to their accuracy and budgetary compliance to Council.

(c) Failure to comply with this section by any employee may be sufficient cause for suspension without pay or termination of employment pursuant to the City's personnel policies.

(Ord. 2022-002. Passed 2-22-22.)

111.03 SEVERABILITY.

If any provision of this article is held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not otherwise affect or invalidate the other provisions hereto, all of which are hereby declared, and shall be construed, to be separate and severable. (Ord. 2022-002. Passed 2-22-22.)

ARTICLE 745

Business and Occupation Tax

745.01 Short title.
745.02 Purpose and intent.
745.03 Definitions.
745.04 Imposition of tax.
745.05 Natural resource production.
745.06 Manufacturing.
745.07 Selling tangible property.
745.08 Public service or utility business.
745.09 Contracting.
745.10 Amusements.
745.11 Service business or calling not otherwise classified.
745.12 Rentals and royalties.
745.13 Banking and other financial businesses.
745.14 Health maintenance organizations.
745.15 Person taxable on multiple activities; credits.
745.16 Exempt activities.
745.17 Tax cumulative.
745.18 Administration generally.
745.19 Returns; computation and payment of tax.
745.20 Taxpayer records.
745.21 Tax return information confidentiality.
745.22 Erroneous computation of tax.
745.23 Investigations.
745.24 Assessments.
745.25 Notice of assessment; petition for reassessment.
745.26 Hearing procedure; decision; review.
745.27 Injunction.
745.28 Unpaid tax a lien; delinquency notice filing and release.
745.29 Successor liability.
745.30 Revocation, nonrenewal of licenses and permits.
745.31 Settlement agreements and compromises.
745.32 Additional administrative provisions concerning contracting.
745.33 Claims for refunds or credit.
745.34 Interest and penalty; criminal liability.
745.35 Severability.
745.36 Repeal of the business franchise tax.
745.37 Effective date.

CROSS REFERENCES

Authority to tax - see W.Va. Code 8-13-5
Business and occupation tax - see W.Va. Code Art. 11-13
Collection of taxes - see W.Va. Code 8-13-15 et seq.

745.01 SHORT TITLE.

This article shall be known as the "City of Charles Town Municipal Business and Occupation Tax Ordinance." (Passed 7-19-10.)

745.02 PURPOSE AND INTENT.

The purpose of this article is to impose a municipal business and occupation tax pursuant to West Virginia Code § 8-13-5 to the fullest extent allowable under the operative laws of the State of West Virginia and the United States unless a more restrictive application is required by an express limitation set forth in this article.

(Passed 7-19-10.)

745.03 DEFINITIONS.

For purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section unless a different meaning is clearly required by the context in which the term is used:

(a) Banking business. The term "banking business or financial organization" means any bank, banking association, trust company, industrial loan company, small loan company, or licensee, building and loan association, savings and loan association, credit union, finance company, investment company, investment broker or dealer, and any other similar business organization at least ninety percent (90%) of the assets of which consists of intangible personal property and at least ninety percent (90%) of the gross receipts of which consists of dividends, interest and other charges derived from the use of money or credit.

(b) Business. The term "business" means all activities engaged in or caused to be engaged in with the object of gain or economic benefit, either direct or indirect. The production of raw materials or manufactured products which are used or consumed in the main business shall be deemed a business engaged in taxable in the class for which it falls.

(c) Contracting. The term "contracting" means the furnishing of work, or both materials and work, in the fulfillment of a contract for the construction, alteration, repair, decoration or improvement of a new or existing building or structure, or any part thereof, or for the alteration, improvement or development of real property.

(d) Gross Income. The term "gross income" generally means the gross receipts of the taxpayer, other than a banking or financial business, received as compensation for personal services and the gross receipts of the taxpayer derived from trade, business, commerce or sales and the value proceeding or accruing from the sale of tangible property, real or personal, or service, or both, and all receipts by reason of the investment of the capital of the business engaged in, including interest, discount, rentals, royalties, fees, reimbursed costs or expenses or other emoluments however designated and without any deductions on account of the cost of property sold, the cost of materials used, labor costs, taxes, royalties, interest and discount paid, or sums paid to independent contractors, subcontractors or persons furnishing services or property used in the operation of any business to produce gross income, or any other expense whatsoever. "Gross income" of a banking or financial business is specified in Section 745.13 of this article.

(e) Gross proceeds of sales. The term "gross proceeds of sales" means the value actually proceeding from the sale of tangible property without any deduction on account of the cost of property sold or expenses of any kind. The words "gross income" and "gross proceeds of sales" shall not be construed to include cash discounts allowed and taken on sales; the proceeds of sale of goods, wares or merchandise returned by customers when the sale price is refunded either in cash or by credit; or the sale price of any article accepted as part payment on any new article sold, if the full sale price of the new article is included in the" gross income" or "gross proceeds of sales"; excise taxes imposed by the State; money or other property received or held by a professional person for the sole use and benefit of a client or another person or money received by the taxpayer on behalf of a bank or other financial institution for repayment of a debt of another; and excise taxes imposed by the federal government upon the consumer, not manufacturer, and which are held in trust by the vendor as agent for the federal government.

(f) Municipality. The term "municipality" means the City of Charles Town.

(g) Person. The terms "person" and "company" are used interchangeably in this article and mean and include any individual, firm, copartnership, joint adventure, association, corporation, limited liability company, trust, estate or any other group or combination acting as a unit, and the plural as well as the singular number. The word "it" shall also include the pronouns "he" and "she".

(h) Retail sales. The terms "retail sales" and "selling at retail" mean all sales other than wholesale sales, including but not limited to sales to persons for use in any activity not subject to the tax imposed by this article, all sales of real property, and sales to consumers.

(i) Sale. The terms "sale" and "sales" mean any transfer of the ownership of or title to property, whether for money or in exchange for other property.

(j) Services. The term "service business or calling" includes all activities engaged in for other persons for a consideration, which involve the rendering of a service as distinguished from the production or

sale of tangible property, but shall not include the services rendered by an employee to his employer.

(k) Tax year. The terms "tax year" and "taxable year" mean as the period commencing July 1 and ending June 30. For the purpose of this article the taxable year shall be divided into two semi-annual periods. The first period shall be from July 1st through December 31st. The second period shall be from January 1st through June 30th.

(l) Taxpayer. The term "taxpayer" means any person liable for any tax hereunder.

(m) Treasurer. The term "treasurer" means the municipality's treasurer and his or her agents, delegates or representatives.

(n) Wholesale sales. The terms "selling at wholesale" and "wholesale sales" mean only:

(1) Sales of tangible personal property for the purpose of resale in the form of tangible personal property,

(2) Sales of machinery, supplies or materials which are to be directly consumed by the purchaser in the conduct of any business or activity which is subject to the tax imposed by this article, or

(3) Sales of tangible personal property to the United States of America, its agencies and instrumentalities, or to the State of West Virginia, its institutions and political subdivisions.

(Passed 7-19-10.)

745.04 IMPOSITION OF TAX.

(a) There are hereby levied and imposed and shall be collected annual privilege taxes, against the persons, on account of the business and other activities and in the amounts to be determined by the application of rates against values or gross income or gross proceeds as set forth in Sections 745.05 through 745.14 of this article, inclusive.

(b) If any person liable for any tax under Section 745.05 or 745.06 of this article shall ship or transport its products, or any part thereof, out of the municipality without making sale of such products, the value of the products in the condition or form in which they exist immediately before transportation out of the municipality shall be the basis for the assessment of the tax imposed in those sections. Gross income included in the measure of the tax under Section 745.05 or 745.06 of this article, shall neither be added nor deducted in computing the tax levied under the other sections of this article. In determining value, however, as regards sales from one to another of affiliated companies or persons, or under other circumstances where the relation between the buyer and the seller is such that the gross proceeds from the sale are not indicative of the true value of the subject matter of the sale, the value upon which such privilege tax shall be levied shall correspond as nearly as possible to the gross proceeds from the sale of similar products of like quality or character where no common interest exists between the buyer and the seller but where the circumstances or conditions are otherwise similar.

(c) The municipal business and occupation tax is imposed on each person engaged in privileges taxable under this article if such person is engaged in purposive revenue generating activities within the municipality's limits and such person has sufficient contacts to sustain the municipality's taxing jurisdiction. By way of example (but not limitation), if a person's activities within the municipality contributes to the establishment and maintenance of a market, such contacts are considered to be sufficient to sustain the municipality's taxing jurisdiction assuming federal constitutional nexus standards are satisfied.

(Passed 7-19-10.)

745.05 NATURAL RESOURCE PRODUCTION.

(a) Upon every person engaging or continuing within the municipality in the business of severing, extracting, mining, quarrying, reducing to possession and/or producing for sale, profit or commercial use any natural resource products, the amount of such tax shall be equal of the value of the articles produced as shown by the gross proceeds derived from the sale thereof by the producer, except as hereinafter provided, multiplied by the respective rates as follows: Coal, one percent (1.00%); limestone or sandstone quarried or mined, one and one-half percent (1.50%); oil or blast furnace slag, three percent (3.00%); natural gas in excess of the value of five thousand dollars ($5,000.00), six percent (6.00%); sand, gravel or other mineral products, not quarried or mined, three percent (3.00%); timber one and one-half percent (1.50%), and other natural resource products, two percent (2.00%).

(b) The measure of this tax is the value of the entire production in the municipality, regardless of the place of sale or the fact that delivery may be made to points outside the municipality.

(c) A person exercising privileges taxable under this section and using or consuming the natural resources so produced in his business or transferring or delivering the natural resources as any royalty paid, in kind, or the

like, shall be deemed to be engaged in the business of producing natural resources and shall be required to make returns on account of the production of the business, showing the gross proceeds or equivalent in accordance with uniform and equitable rules for determining the value upon which privilege taxes shall be levied, corresponding as nearly as possible to the gross proceeds from the sale of similar products of like quality or character by other taxpayers.

(d) Persons who produce natural resources outside the municipality and who make sale of those products within the municipality shall not pay the tax imposed by this section but shall pay the tax imposed by Section 745.07 of this article for the privilege of selling such products within the municipality.

(e) A person exercising any privilege taxable under this section and engaging in the business of selling its natural resource products in the municipality shall be required to make returns of the gross proceeds of such sales and pay the tax imposed in Section 745.07 of this article for the privilege of engaging in the business of selling such natural resource products in the municipality. (Passed 7-19-10.)

745.06 MANUFACTURING.

(a) Upon every person engaging or continuing within the municipality in the business of manufacturing, compounding or preparing for sale, profit or commercial use, either directly or through the activity of others, in whole or part, any article or articles, substance or substances, commodity or commodities, or newspaper publishing (including all gross income or proceeds of sale from circulation and advertising), the amount of the tax shall be equal to the value of the article, substance, commodity or newspaper manufactured, compounded or prepared for sale, as shown by the gross proceeds derived from the sale thereof by the manufacturer or person compounding or preparing the same, except as otherwise provided, multiplied by a rate of eighteen one-hundredths percent (0.18%).

(b) The measure of the tax in this section is the value of the entire product manufactured, compounded or prepared in the municipality for sale, profit or commercial use, regardless of the place of sale or the fact that deliveries may be made to points outside the municipality. It is further provided, however, that in those instances in which the same person partially manufactures, compounds or prepares products within the municipality and partially manufactures, compounds or prepares such products outside the municipality, the measure of tax under this section shall be that proportion of the sales price of the product that the payroll costs of manufacturing within the municipality bears to the entire payroll costs of manufacturing the product.

(c) If any person shall ship or transport its products or any part thereof out of the State without making sale of such products, the value of the products in the condition or form in which they exist immediately before transportation out of the State shall be the basis for the assessment of the tax imposed. The treasurer may prescribe equitable and uniform rules of ascertaining such value; provided that, in the absence of such rules, the person manufacturing the products within the municipality shall report the value in a consistent and reasonable manner.

(d) The dressing and processing of food intended for human consumption by a person, or the cooking and serving of food by a restaurant which food is to be sold in the municipality by such person, shall not be considered manufacturing or compounding or preparing for sale, but the sale of these products shall be reported under Section 745.07 of this article either as wholesale or retail sale, as the case may be.

(e) Persons who manufacture, compound or prepare products outside the municipality and who make sale of such product within the municipality shall not pay the tax imposed by this section but shall pay tax imposed by Section 745.07 of this article for the privilege of selling such product within the municipality.

(f) A person exercising any privilege taxable under this section and engaging in the business of selling its product in the municipality shall be required to make returns of the gross proceeds of such sales and pay the tax imposed by this section at the rate set forth in Section 745.07 of this article for the privilege of engaging in the business of selling such manufactured goods in the municipality. (Passed 7-19-10.)

745.07 SELLING TANGIBLE PROPERTY.

(a) Upon every person engaging or continuing within the municipality in the business of selling any tangible property whatsoever, real or personal, including the sale of food in hotels, restaurants, cafeterias, confectioneries and other public eating houses and wholesale sales from a rolling stockpile, except sales of any person engaging or continuing in the business of horticulture, agriculture or grazing, or selling stocks, bonds, or other evidence of indebtedness, there is hereby levied, and shall be collected, a tax equal to five one-hundredths percent (0.05%) of the gross income of the business; except, therein the case of selling at wholesale, the tax shall be equal to five one-hundredths percent (0.05%) of the gross income of the business.

(Passed 1-20-15.)

(b) Gross income or gross proceeds of sales derived from sales within West Virginia that is not taxed or taxable by any other municipality are included in the measure of municipal business and occupation tax if the sales are either directed from a location within the municipality or the taxpayer's principal West Virginia office is located in the municipality. Without limiting the generality of the foregoing, when the taxpayer has only one (1) office location and this office is located within the municipality and its activities elsewhere in West Virginia are neither taxed nor taxable by another municipality, the gross income or gross proceeds from those activities are taxable by this municipality.

(c) Persons domiciled outside the municipality who solicit sales within the municipality and sell tangible personal property within the municipality are doing business in the municipality, irrespective of the domicile of such persons and irrespective of whether or not such persons maintain a permanent place of business in the municipality and irrespective of how a sales order is transmitted or processed. If an order is placed in connection with solicitation by a representative (regardless whether there is an employment or agency relationship or whether acting as an independent contractor) who solicits orders within the municipality, and the tangible personal property is to be delivered in the municipality, then the gross proceeds of such sales are included in the measure of the tax imposed by this article.

(Passed 7-19-10.)

745.08 PUBLIC SERVICE OR UTILITY BUSINESS.

Upon every person engaging or continuing within the municipality in any public service or utility business, except railroad, railroad car, express, pipeline, telephone and telegraph companies, water carriers by steamboat or steamship and motor carriers, there is levied, and shall be collected, taxes on account of the business engaged in equal to the gross income of the business multiplied by the respective rates as follows: electric light and power companies, four percent (4.00%) on sales and demand charges for domestic and commercial lighting and three percent (3.00%) on sales and demand charges for all other purposes; natural gas companies, three percent (3.00%); and upon all other public service or utility business, two percent (2.00%). The measure of this tax shall not include gross income derived from commerce between the State and other states of the United States. The measure of the tax under this section shall include only gross income received from the supplying of public service. The gross income of the taxpayer from any other activity shall be included in the measure of the tax imposed upon such other activity by the appropriate section of this article.

(Passed 7-19-10.)

745.09 CONTRACTING.

Upon every person engaging or continuing within the Municipality in the business of contracting, the tax shall be equal to two percent (2.00%) of the gross income of the business.

(Passed 4-21-15.)

745.10 AMUSEMENTS.

Upon every person engaging or continuing within the municipality in the business of operating a theater, opera house, moving picture show, vaudeville, amusement park, carnival, circus, dance hall skating rink, racetrack, radio broadcasting station or any other place at which amusements are offered to the public, the tax shall be equal to fourteen one-hundredths percent (0.14%) of the gross income of the business.

(Passed 7-19-10.)

745.11 SERVICE BUSINESS OR CALLING NOT OTHERWISE CLASSIFIED.

(a) Upon every person engaging or continuing within the municipality in any service business or calling not otherwise specifically taxed under this article, there is hereby levied, and shall be collected, a tax equal to twenty-three one-hundredths percent (0.23%) of the gross income of any such business.

(b) Gross income or gross proceeds of sales derived from services within West Virginia that is not taxed or taxable by any other municipality are included in the measure of tax under this article if the services are either directed from a location in the municipality or the taxpayer's principal West Virginia office is located in the municipality. Without limiting the generality of the foregoing, when a taxpayer has only one (1) office location and this office is located within the municipality and its activities elsewhere in West Virginia are neither taxed nor taxable by another municipality, the gross income or gross proceeds from those activities are taxable by this municipality. (Passed 7-19-10.)

745.12 RENTALS AND ROYALTIES.

Upon every person engaging or continuing within the municipality in the business of furnishing any real or tangible personal property which has a tax situs in the municipality, or any interest therein, for hire, loan, lease or otherwise, whether the return is in the form of rentals, royalties, fees or otherwise, the tax shall be thirty one-hundredths percent (0.30%) of the gross income of any such activity. The term "tangible personal property", as used herein, shall not include money or public securities.
(Passed 7-19-10.)

745.13 BANKING AND OTHER FINANCIAL BUSINESSES.

Upon every person engaging or continuing within the municipality in the business of banking or financial business, the tax shall be equal to twenty-three one-hundredths percent (0.23%) of the gross income received from interest, premiums, discounts, dividends, service fees or charges, commissions, fines, rents from real or tangible personal property, however denominated, royalties; charges for bookkeeping or data processing, receipts from check sales, charges or fees, and receipts from the sale of tangible personal property; provided, that gross income shall not include (a) interest received on the obligations of the United States, its agencies and instrumentalities; (b) interest received on the obligations of this or any other state, territory or possession of the United States, or any political subdivision of any of the foregoing or of the District of Columbia; or (c) interest received on investments or loans primarily secured by first mortgages or deeds of trust on residential property occupied by nontransients; provided further, that all interest derived on activities exempt under (c) above shall be reported, as to amounts, on the return of a person taxable under the provision of this section.
(Passed 7-19-10.)

745.14 HEALTH MAINTENANCE ORGANIZATIONS.

The rate of tax on the activity of a health maintenance organization holding a certificate of authority under the provisions of West Virginia Code §§ 33-25A-1 et seq. shall not exceed one half of one percent (0.50%) to be applied solely to that portion of gross income received from the Medicaid program pursuant to Title XIX of the Social Security Act, the State employee programs administered by the public employee insurance agency pursuant to West Virginia Code §§ 5-16-1 et seq., and other federal programs, for health care items or services provided directly or indirectly by the health maintenance organization that is expended for administrative expenses; and shall not exceed one-half of one percent (0.50%) to be applied to the gross income received from enrollees, or from employers on behalf of enrollees, from sources other than Medicaid, State employee programs administered by the public employees insurance agency and other federal programs for health care items or services provided directly or indirectly by the health maintenance organization: Provided, That this tax rate limitation shall not extend to that part of the gross income of health maintenance organizations which is received from the use of real property other than property in which any such company maintains its office or offices in the municipality, whether such income is in the form of rentals or royalties.
(Passed 7-19-10.)

745.15 PERSONS TAXABLE ON MULTIPLE ACTIVITIES; CREDITS.

(a) A person taxable under Section 745.07 of this article with respect to selling products at wholesale in this municipality shall be allowed a non-refundable credit against the tax imposed on such wholesale sales pursuant to Section 745.07 for any (i) manufacturing taxes paid by such person with respect to the manufacturing of products so sold at wholesale in this municipality, and/or (ii) extracting taxes paid by such person with respect to the extracting of products so sold in this municipality or ingredients of products so sold at wholesale in this municipality.

(b) For purposes of this section:

(1) "Manufacturing tax" means a gross receipts tax imposed by a municipality or other local government unit on the act or privilege of engaging in the business as a manufacturer and includes (i) the tax imposed in Section 745.06 of this article and (ii) similar gross receipts taxes paid to other municipalities or other local government units (other than State governments) within the United States.

(2) "Extracting tax" means a gross receipts tax imposed by a municipality or other local government unit on the act or privilege of engaging in the business as a producer of natural resource products and includes (i) the tax imposed in Section 745.05 of this article and (ii) similar gross receipts taxes paid to other municipalities or other local government units within the United States (other than State governments) within the United States.

(3) "Gross receipts tax" means a tax which (i) is imposed on or measured by the gross volume of business in terms of gross receipts or in other terms and in the determination of which deductions allowed would not constitute the tax an income tax or value added tax and (ii) which is not, pursuant to law or custom, separately stated from the sales price.

(c) If imposition of the municipality's tax would place an undue burden upon interstate commerce or violate constitutional requirements, a taxpayer shall be allowed a credit to the extent necessary to preserve the validity of the tax under this article, and still apply the tax to as much of the taxpayer's activities as may be subject to the municipality's taxing authority.

(Passed 7-19-10.)

745.16 EXEMPT ACTIVITIES.

The provisions of this article shall not apply to:

(a) Insurance companies which pay the State of West Virginia a tax upon premiums; provided, that such exemption shall not extend to that part of gross income of insurance companies which is received for the use of real property, other than property in which any such company maintains its office or offices, in the municipality, whether such income is in the form of rentals or royalties; '

(b) Nonprofit cemetery companies organized and operated for the exclusive benefit of their members;

(c) Fraternal societies, organizations and associations organized and operated for the exclusive benefit of their members and not for profit; provided, that this exemption shall not extend to that part of gross income arising from the sale of alcoholic liquor, food and related services of such fraternal societies, organizations and associations which are licensed as private clubs under the provisions of West Virginia Code §§ 60-7-1 et seq.;

(d) Corporations, associations and societies organized and operated exclusively for religious or charitable purposes;

(e) Production credit associations, organized under the provisions of the federal Farm Credit Act of 1933; provided, that the exemption of this section shall not apply to corporations or cooperative associations organized under the provisions of West Virginia Code §§ 19-4-1 et seq.;

(f) Any credit union organized under the West Virginia Code; provided, that the exemptions of this section shall not apply to corporations or cooperative associations organized under the provisions of West Virginia Code §§ 19-4-1 et seq.; and

(g) Gross income derived from advertising service rendered in the business of radio and television broadcasting.

(Passed 7-19-10.)

745.17 TAX CUMULATIVE.

The tax, interest and penalty imposed by this article shall be in addition to all other licenses, taxes and other revenue measures levied or collected by the municipality as a condition precedent to the right of any person to engage or continue in any business, profession, trade, calling or other activity within this municipality. A person exercising a privilege taxable under this article, subject to the payment of all licenses and charges which are conditions precedent to exercising the privileges taxed, may exercise the privilege in this municipality for the tax year upon the condition that he shall pay the tax, interest and penalty imposed by this article.

(Passed 7-19-10.)

745.18 ADMINISTRATION GENERALLY.

The administration of this article is vested in and shall be exercised by the treasurer who shall prescribe forms and may promulgate from time to time reasonable rules, publications and instructions for the making of returns, and for ascertaining, assessment, collection and administration of tax, interest and penalty imposed hereunder.

(Passed 7-19-10.)

745.19 RETURNS; COMPUTATION AND PAYMENT OF TAX.

(a) The tax levied by this article shall be due and payable in semi-annual installments on or before the expiration of one month from the end of each semi-annual period in which they accrue. The taxpayer shall, within one month from the expiration of each semi-annual period, make a return reporting the computation of tax for which it is liable for each semi-annual period; sign and mail the completed return, together with any remittance due, to the location specified by the treasurer. The treasurer may allow return and payment under this section for periods other than semi-annual periods.

(b) On or before thirty-one (31) days after the end of the tax year, each person liable for the payment of tax under this article shall make a second semi-annual return, showing the gross proceeds of sale or gross income of business, trade, calling or activity, computing the amount of tax, interest and penalty chargeable against the person in accordance with the provisions of this article and transmit with the return a remittance in the sum required by this article, covering the remainder of the tax, interest and penalty chargeable against the person for the tax year, to such location or locations specified by the treasurer. Such returns shall be verified by the oath of the taxpayer, if made by an individual, or by the individual designated by a taxpayer that is an entity to take the oath on behalf of the taxpayer.

(c) All remittances and payments of tax, interest and penalty imposed by this article shall be made to the treasurer, in lawful money of the United States or by bank draft, certified check, cashier's check, or other commercially acceptable means specified by the treasurer, to be kept, deposited and accounted for as provided by law.

(Passed 7-19-10.)

745.20 TAXPAYER RECORDS.

Each person subject to this article shall maintain sufficient records for review by the treasurer as long as the contents of such records may be material in the administration of tax imposed by this article.

(Passed 7-19-10.)

745.21 TAX RETURN INFORMATION CONFIDENTIALITY.

(a) Except when required in an investigation or proceeding to ascertain or collect amount of tax, interest, penalty, refund or credit due, or pursuant to an exemption in W. Va. Code § 11-10-5d, it shall be unlawful for any officer, employee or agent of the municipality to divulge or make known in any manner the tax return, or any part thereof, of any person, or disclose information concerning the personal affairs of any individual or the business of any person, or disclose the amount of income or any particulars set forth or disclosed in any report, declaration or return required to be filed with the treasurer or otherwise obtained by the municipality in an investigation undertaken by the treasurer concerning the tax imposed by this article. Any person protected by the provisions of this article may, in writing, waive the confidentiality provisions of this section for such purpose and such period as he shall therein state. This section shall not be construed to prohibit the publication or release of statistics so classified as to prevent the identification of particular reports and the items thereof. Notwithstanding the foregoing, the treasurer may permit the proper officer, or his authorized representative or agent, of the United States or the State, or any political subdivision of the State, to inspect return information to or may furnish to such officer or representative a copy of any such return or any other tax return information, provided, that such other jurisdiction grants similar privileges to this municipality or if the other jurisdiction is a party of an intergovernmental agreement authorizing the exchange of such information.

(b) Any officer, employee or agent of the municipality or any former officer, employee or agent of the municipality who shall divulge facts or information obtained from returns or tax statements other than for the purpose of administering such tax shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not more than one thousand dollars ($1,000) or imprisonment for not more than one year, or both, together with costs of prosecution.

(c) Any officer, employee or agent of the municipality or any former officer, employee or agent of the municipality who shall make unauthorized disclosure of information received from the State Tax Commissioner under authority of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not more than one thousand dollars ($1,000) or imprisonment for not more than one year, or both, together with costs of prosecution.

(d) For purposes of this article, "unauthorized disclosure" means the release to any person of any tax information obtained by the municipality from the State Tax Commissioner unless the person receiving the information is the authorized counsel of the municipality and shall be using the information only for the purpose of administering the tax imposed by this article, Sales Tax from single location businesses, or Liquor Sales Tax; or the person who filed the return has authorized, in writing, its release, thereby waiving his right to secrecy.

(Passed 7-19-10.)

745.22 ERRONEOUS COMPUTATION OF TAX.

If any taxpayer shall make any error in computing the tax, interest and penalty under this article, the treasurer shall correct such error or reassess the proper amount of tax, interest and penalty, and notify the taxpayer of his or her action by mailing the taxpayer promptly a copy of the corrected assessment, and any additional tax,

interest and penalty for which such taxpayer may be liable shall be paid within fifteen (15) days after the receipt of such statement. If the amount already paid exceeds that which should have been paid on the basis of the tax so recomputed, the excess so paid shall be immediately refunded to the taxpayer upon the request of the treasurer and shall be payable out of any funds available for the purpose. The taxpayer may, at its election, apply an overpayment as credit upon tax subsequently accruing hereunder.
(Passed 7-19-10.)

745.23 INVESTIGATIONS.

(a) For the purpose of ascertaining the correctness of a tax return, claim or assessment or for the purpose of making an estimate of any taxpayer's liability for the tax administered under this article, the treasurer shall have the power to examine or cause to be examined any books, papers, records, memoranda and other documents or data bearing upon the matters required to be included in the return and may require the attendance of the person rendering the return or the attendance of any other person having knowledge of relevant matters. In connection therewith, the treasurer may take testimony and shall have the power to administer oaths.

(b) The treasurer has the power to issue subpoenas and subpoenas duces tecum to compel the attendance of witnesses and production of documents for the purpose of ascertaining the correctness of a return or claim or for performing an assessment or for any hearing held by the treasurer. In case of the failure or refusal of a witness to appear and testify or to produce evidence, the treasurer may invoke the aid of the circuit court of Jefferson County. Upon proper showing, the treasurer may apply for an order requiring the witness to appear and give testimony and produce evidence concerning the matter in question.
(Passed 7-19-10.)

745.24 ASSESSMENTS.

(a) If any person who is required by this article to do so shall fail or refuse to make a return, either in whole or part, or if the treasurer believes the tax imposed by this article has been insufficiently returned by any taxpayer, the treasurer may proceed to assess the tax and shall notify the person assessed of the amount of the tax, additional tax, interest and penalties so assessed.

(b) The treasurer may, at any time before the assessment becomes final, amend, in whole or in part, any assessment whenever the treasurer ascertains that such assessment is improper or incomplete in any material respect. The treasurer may, at any time within the period prescribed for assessment, make a supplemental assessment whenever the treasurer ascertains that any assessment is incorrect in any material respect.

(c) The amount of tax, interest and penalties imposed by this article shall be assessed within three (3) years after the date the second semi-annual return for the year in which such tax arose is filed by the taxpayer; provided, that in the case of a false or fraudulent return filed with the intent to evade the tax or in case no return is filed, an assessment may be made at any time. (Passed 7-19-10.)

745.25 NOTICE OF ASSESSMENT; PETITION FOR REASSESSMENT.

The treasurer shall give the taxpayer written notice of any assessment made pursuant to this article. Unless the taxpayer to whom the notice of assessment is given shall within thirty (30) days after service thereof file with the treasurer a petition for reassessment, the assessment shall become final and not subject to administrative or judicial review. A petition for reassessment must be in writing verified under oath by the taxpayer or his duly authorized agent having knowledge of the facts, setting forth with particularity the items of the assessment objected to, together with the reasons for the objections. The total amount of an assessment shall be due and payable on the day following the date upon which the assessment becomes final.
(Passed 7-19-10.)

745.26 HEARING PROCEDURE; DECISION; REVIEW.

(a) When a petition for reassessment or a petition for refund or credit is properly filed pursuant to this article within the time prescribed for such filing, the treasurer shall assign a time and a place for a hearing thereon and shall notify the petitioner of such hearing by written notice at least twenty (20) days in advance thereof. Such hearing shall be held within ninety (90) days from the date of filing the petition, unless continued by agreement of the parties or by the treasurer for sufficient cause.

(b) The hearing shall be informal and shall be conducted in an impartial manner by the Finance Committee of the municipality. The burden of proof shall be upon the taxpayer to show that the assessment or denial refund or credit is incorrect and contrary to law, in whole or in part.

(c) After such hearing, the Finance Committee of the municipality shall, within a reasonable time, give notice in writing to the taxpayer of their decision. An appeal may be taken by the taxpayer of the Finance Committee's decision to the council of the municipality.

(d) An appeal may be taken by the taxpayer to the Circuit Court of Jefferson County within thirty (30) days after service of the council's administrative decision issued pursuant to this section.
(Passed 7-19-10.)

745.27 INJUNCTION.

After any delinquency shall have continued sixty (60) days, the treasurer may proceed in the Circuit Court of Jefferson County to obtain an injunction restraining the further exercise of the privilege until full payment shall have been made of all tax, interest and penalty due under this article. In any proceeding under this section, upon judgment or decree for the municipality, the municipality shall be awarded its costs.
(Passed 7-19-10.)

745.28 UNPAID TAX A LIEN; DELINQUENCY NOTICE FILING AND RELEASE.

Any tax, interest and penalties due and payable under this article shall be a debt due the municipality and shall constitute a lien on the real and personal property of the taxpayer. The treasurer, for the more effective collection of the tax, interest and penalty imposed by this article, may file with the Clerk of the Jefferson County Commission a certified notice of lien for delinquent taxes, interest and penalty under this article for recordation. If a lien has been recorded respecting a delinquency, upon full payment of all delinquent tax, interest and penalty, the treasurer shall attest to the fact and amount of payment, and shall forward a certificate of release to the taxpayer. Upon presentment and payment of the recording fee by the taxpayer, the Clerk of the Jefferson County Commission shall record such certificate in the book in which releases are recorded.
(Passed 7-19-10.)

745.29 SUCCESSOR LIABILITY.

The tax, interest and penalty imposed by this article shall be a continuing lien upon the property of any person subject to the provisions hereof who shall sell out its business or stock of goods, or shall quit business, and such person shall be required to make the return provided for in this article within thirty (30) days after the date it sold out its business or stock of goods, or quit business, and its successor in business shall be required to withhold a sufficient amount of the purchase money to cover the amount of such tax, interest and penalty due and unpaid until such time as the former owner shall produce a receipt from the treasurer showing that all tax, interest and penalty has been paid. If the purchaser of a business or stock of goods fails to withhold purchase money as hereby provided, and the tax, interest and penalty shall be due and unpaid after the thirty-day period allowed, the successor shall be personally liable for the payment of the tax, interest and penalty accrued and unpaid on account of the operation of the business by the former owner. (Passed 7-19-10.)

745.30 REVOCATION, NON-RENEWAL OF LICENSES AND PERMITS.

(a) The treasurer has the authority to revoke, deny and prevent any and all licenses and permits issued by the municipality in the event a licensee or permittee fails or refuses to file any return required hereby or fails or refuses to pay any delinquent tax, interest or penalty due and owing to the municipality.

(b) In the event of such a revocation or denial, the treasurer will provide written notice to the affected person at least five (5) days prior to the contemplated revocation or denial and such notice shall be served by certified mail. The notice shall indicate the time and the place of a revocation/denial review meeting, the general grounds of said contemplated action, and shall advise the affected person of its rights to appear at said hearing in person and represented by legal counsel, and to be heard orally upon the merits of the person's defense. The treasurer may request legal advice from the City Attorney, and adopt such procedures for its decorum and the dispatch of business at such hearings as the treasurer may regard advisable. The revocation decision of the treasurer will be final.

(c) Each license or permit that has been revoked or denied pursuant to this section may be issued or re-issued upon payment of all delinquent tax, interest or penalty due and owing to the municipality and satisfaction of all relevant licensing conditions otherwise imposed by the municipality. (Passed 7-19-10.)

745.31 SETTLEMENT AGREEMENTS AND COMPROMISES.

The treasurer, with approval of the City Manager, is authorized to enter into an agreement in writing with any person relating to the liability of such person in respect of the tax, interest and penalty imposed by this article for any taxable period. If such a closing agreement is duly made and entered into, such agreement shall be final and

conclusive for the periods covered except upon a showing of fraud, malfeasance or misrepresentation of a material fact. The treasurer, with approval of the City Manager, may compromise all or part of any administrative determination or civil case concerning tax, interest and penalty or otherwise arising under the provisions of this article. (Passed 7-19-10.)

745.32 ADDITIONAL ADMINISTRATIVE PROVISIONS CONCERNING CONTRACTING.

(a) Without limiting the generality of the administrative and collection powers granted to the treasurer in this article, the treasurer is also empowered to require any person engaging or continuing within the municipality in the business of contracting to furnish a list of the names, addresses and amounts paid by them to any subcontractors employed and suppliers of materials used upon any job or to do any work within the municipality. The treasurer may also require every person engaging or continuing within the municipality in the business of contracting who is a nonresident of the State to pay or guarantee the payment of the amount of the tax imposed by this article for the privilege of engaging in the business of contracting within the municipality, such payment of such tax to be based upon the amount of the building permit issued by the municipality for the work to be performed by such person, as a condition precedent to the issuance of such building permit. In lieu of such prior payment in cash of such tax any such nonresident may guarantee the payment of such privilege tax provided for herein by delivering to the municipality a bond, with good and adequate surety, payable to the municipality, and conditioned to pay such tax on or before the estimated date of the completion of the work to be performed by such person within the municipality.

(b) Any person engaging a contractor or subcontractor within this municipality shall withhold payment in sufficient amount to cover taxes assessed by this article in the final settlement of such contracts until the receipt of a certificate from the treasurer to the effect that all taxes levied and accrued under this article against the contractor have been paid. If any person fails to withhold as provided herein and the contractor or subcontractor fails to timely pay such tax, such person shall be personally liable for the payment of such taxes, and the same shall be recoverable by the treasurer by appropriate legal proceedings.
(Passed 7-19-10.)

745.33 CLAIMS FOR REFUND OR CREDIT.

(a) Any taxpayer claiming to have overpaid any tax, interest or penalty imposed by this article shall file its claim with the treasurer within three (3) years after the due date of the return in respect of which the tax was imposed, and not thereafter.

(b) If, as a result of the claim, the treasurer shall be of the opinion that the tax, interest or penalty, or any part thereof, was overpaid, the treasurer shall refund the same to the taxpayer. If the treasurer denies the claim, the taxpayer may within thirty (30) days after notice of denial file with the treasurer a petition for refund or credit, which shall be heard in accordance with Section 745.27 of this article. A taxpayer's failure to abide by express procedures contained in this section precludes taxpayer's right to any refund or credit of tax, interest and penalties paid or collected under this article. (Passed 7-19-10.)

745.34 INTEREST AND PENALTY; CRIMINAL LIABILITY.

(a) If any person fails to make the return or any semi-annual installment required by this article, or makes its return but fails to remit, in whole or in part, the proper amount of tax, there shall be added to the amount of tax unpaid, from the date such tax should have been paid, a penalty in the amount of twenty-five (25.00%) percent of the tax due for the period of such failure or delinquency. Such tax and penalty shall bear interest at the rate of twelve percent (12.00%) per annum from the due date of the payment until paid. Additionally, whoever engages in any activity contrary to the provisions of this article shall, in addition to paying the tax imposed by this article, penalty and interest, be subject to an additional penalty of fifty dollars ($50.00) for each month or fraction thereof during which he has been in default of said tax. It shall be the duty of the treasurer to collect the full amount of the tax, penalty and interest imposed. Upon the recommendation of the municipality's Finance Committee, for good cause shown, and upon the request by the person, the municipality may abate and forgive the penalty and interest, or both, in whole or in part.

(b) Interest and penalties may be collected in the same manner as the tax imposed by this article.

(c) Any person who shall willfully, and with intent to evade, refuse to pay all or any part of the tax imposed by this article shall be guilty of a misdemeanor. If the amount of the unpaid tax shall be less than one thousand dollars ($1,000), such person shall, in addition to such tax, penalties and interest as is owed, be fined not less than one hundred dollars ($100.00) nor more than five hundred dollars ($500.00), and if the amount of the unpaid tax shall be one thousand dollars ($1,000) or more, such person shall, in addition to such tax, penalties and interest as is owed, be fined not less than one hundred dollars ($100.00) nor more than one thousand dollars ($1,000), or imprisoned not more than thirty days, or be both fined and imprisoned as herein provided. Each day or part thereof that any violation continues shall be deemed to constitute a distinct and separate offense and be punishable accordingly.

(d) Whoever knowingly makes a false statement in any tax form or application shall be fined not less than two hundred dollars ($200.00) nor more than one thousand dollars ($1,000). Each false statement, whether made with or without other false statements on any one or more applications shall constitute a separate offense. And, whoever shall knowingly make a false statement in two separate "tax filings", whether or not said applications shall have been filed consecutively, and whether or not said person shall have been previously convicted thereof, shall be fined not less than five hundred dollars ($500.00) nor more than one thousand dollars ($1,000) and imprisoned not more than six months, or both.

(Passed 7-19-10.)

745.35 SEVERABILITY.

If any provision of this article is held unconstitutional or invalid, on its face or as applied, the remaining provisions of this article shall remain in full force and effect; and to this end, the provisions of this article are declared to be severable.

(Passed 7-19-10.)

745.36 REPEAL OF THE BUSINESS FRANCHISE TAX.

The Business Franchise Tax heretofore enacted by the City of Charles Town in 1970 remains repealed. (Passed 7-19-10.)

745.37 EFFECTIVE DATE.

The effective date of this article shall be July, 2010.

(Passed 7-19-10.)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-645: Payment of Bills - July 17, 2023

ATTACHMENTS:

- CAPITAL RESERVE COUNCIL REPORT 2023 7 14.pdf
- GENERAL FUND COUNCIL REPORT-PAID BY CREDIT CARD 2023 7 17.pdf
- PARKS & REC COUNCIL REPORT 2023 07 17.pdf
- SALES TAX COUNCIL REPORT 2023 07 17.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADVANTAGE TECHNOLOGY LLC	7/14/23	CH-INSTALL LOBBY CAMERAS	CAPITAL RESERVE	GENERAL GOVERNMENT	1,000.00
	7/14/23	CH- DOOR CONTROLLER	CAPITAL RESERVE	GENERAL GOVERNMENT	577.50
	7/14/23	CH-KEY FOBS,DOOR CONTROLLE	CAPITAL RESERVE	GENERAL GOVERNMENT	234.00
	7/14/23	CH-KEY FOBS,DOOR CONTROLLE	CAPITAL RESERVE	GENERAL GOVERNMENT	243.10
	7/14/23	CH-KEY FOBS,DOOR CONTROLLE	CAPITAL RESERVE	GENERAL GOVERNMENT	154.57
	7/14/23	CH-KEY FOBS,DOOR CONTROLLE	CAPITAL RESERVE	GENERAL GOVERNMENT	4,070.00
	7/14/23	JUNE2023 MONTHLY AGREEMENT	CAPITAL RESERVE	GENERAL GOVERNMENT	1,992.15
	7/14/23	JUNE2023 MONTHLY AGREEMENT	CAPITAL RESERVE	GENERAL GOVERNMENT	1,465.40
	7/14/23	JUNE 2023 TECH SERVICE	CAPITAL RESERVE	GENERAL GOVERNMENT	1,815.00
	7/14/23	JUNE 2023 TECH SERVICE	CAPITAL RESERVE	GENERAL GOVERNMENT	783.75
	7/14/23	PD TECH SERVICES- 6/30	CAPITAL RESERVE	GENERAL GOVERNMENT	332.50
				TOTAL:	12,667.97
ALPHA ASSOCIATES, INCORPORATED	7/14/23	AUGUSTINE AVE-TRAIL-DESIGN	CAPITAL RESERVE	CULTURE & RECREATION	7,240.68
				TOTAL:	7,240.68

FUND TOTALS		
200	CAPITAL RESERVE	19,908.65
	GRAND TOTAL:	19,908.65

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: CAP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 7/14/2023 THRU 7/14/2023

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
10-42 TACTICAL LLC	7/14/23	SERGEANT STRIPES/CORP STRI	GENERAL FUND	POLICE DEPARTMENT	80.00
	7/14/23	SERGEANT STRIPES/CORP STRI	GENERAL FUND	POLICE DEPARTMENT	40.00
	7/14/23	SERGEANT STRIPES/CORP STRI	GENERAL FUND	POLICE DEPARTMENT	120.00
	7/14/23	SERGEANT STRIPES/CORP STRI	GENERAL FUND	POLICE DEPARTMENT	40.00
	7/14/23	SERGEANT STRIPES/CORP STRI	GENERAL FUND	POLICE DEPARTMENT	10.00
	7/14/23	KNOTT-4 UNDERVEST,8 PATCHE	GENERAL FUND	POLICE DEPARTMENT	109.98
	7/14/23	KNOTT-4 UNDERVEST,8 PATCHE	GENERAL FUND	POLICE DEPARTMENT	119.98
	7/14/23	KNOTT-4 UNDERVEST,8 PATCHE	GENERAL FUND	POLICE DEPARTMENT	24.00
	7/14/23	KNOTT-4 UNDERVEST,8 PATCHE	GENERAL FUND	POLICE DEPARTMENT	11.45
				TOTAL:	555.41
ADVANCED AUTO AUTHORITY SERVICES	7/14/23	CAR#7 OIL CHANGE	GENERAL FUND	POLICE DEPARTMENT	94.44
				TOTAL:	94.44
BOLAND TRANE SERVICES INC	7/14/23	JULY23 HVAC SER 661 GEORGE	GENERAL FUND	POLICE DEPARTMENT	457.00
				TOTAL:	457.00
CINTAS	7/14/23	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	194.33
				TOTAL:	194.33
COMCAST CORPORATION	7/14/23	CITY HALL INTERNET 7/9-8/8	GENERAL FUND	CITY HALL	248.39
	7/14/23	661 INTERNET SERV 7/3-8/2/	GENERAL FUND	POLICE DEPARTMENT	303.35
	7/14/23	MAINT SHOP INTERNET 7/7-8/	GENERAL FUND	STREETS & HIGHWAYS	93.30
				TOTAL:	645.04
CREAMERS AUTO SERVICE CENTER, LLC	7/14/23	CAR#8 OIL CHANGE,TIRE ROTA	GENERAL FUND	POLICE DEPARTMENT	102.90
	7/14/23	CAR#21 STATE INSPECTION	GENERAL FUND	POLICE DEPARTMENT	13.80
				TOTAL:	116.70
CHARLES TOWN UTILITY BOARD	7/14/23	661S GEORGE ST SER 5/15-6/	GENERAL FUND	NON-DEPARTMENTAL	96.20
	7/14/23	108N GEORGE ST SER 5/15-6/	GENERAL FUND	CITY HALL	100.13
	7/14/23	105S GEORGE ST SERV 5/15-6	GENERAL FUND	CITY HALL	108.95
	7/14/23	661S GEORGE ST SER 5/15-6/	GENERAL FUND	POLICE DEPARTMENT	195.33
	7/14/23	34 N WATER ST SERV5/15-6/1	GENERAL FUND	STREETS & HIGHWAYS	71.94
				TOTAL:	572.55
DELTA DENTAL OF PENNSYLVANIA	7/14/23	AUGUST 2023 DENTAL PREMIUM	GENERAL FUND	NON-DEPARTMENTAL	447.76
	7/14/23	AUGUST 2023 DENTAL PREMIUM	GENERAL FUND	ECONOMIC DEVELOPMENT	22.18
	7/14/23	AUGUST 2023 DENTAL PREMIUM	GENERAL FUND	TREASURER'S OFFICE	66.54
	7/14/23	AUGUST 2023 DENTAL PREMIUM	GENERAL FUND	CITY CLERK'S OFFICE	22.18
	7/14/23	AUGUST 2023 DENTAL PREMIUM	GENERAL FUND	ENFORCEMENT AGENCY	22.18
	7/14/23	AUGUST 2023 DENTAL PREMIUM	GENERAL FUND	BUILDING INSPECTION	22.18
	7/14/23	AUGUST 2023 DENTAL PREMIUM	GENERAL FUND	PLANNING & ZONING	44.36
	7/14/23	AUGUST 2023 DENTAL PREMIUM	GENERAL FUND	CITY HALL	0.00
	7/14/23	AUGUST 2023 DENTAL PREMIUM	GENERAL FUND	PARKING	22.18
	7/14/23	AUGUST 2023 DENTAL PREMIUM	GENERAL FUND	POLICE DEPARTMENT	332.70
	7/14/23	AUGUST 2023 DENTAL PREMIUM	GENERAL FUND	STREETS & HIGHWAYS	66.54
				TOTAL:	1,068.80
EASTERN PANHANDLE REGIONAL PLANNING &	7/14/23	FY24 REGION 9 ASSESSMENT	GENERAL FUND	REGIONAL DEV AUTHORITY	5,335.56
				TOTAL:	5,335.56
FIRST-CITIZENS BANK & TRUST CO	7/14/23	3RD FLOOR COPIER RENTAL JU	GENERAL FUND	CITY HALL	110.00
				TOTAL:	110.00
FRONTIER, INC.	7/14/23	CITY&PD PHONE SERV 7/4-8/3	GENERAL FUND	CITY HALL	1,492.57

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/14/23	RH-108N GEORGE 6/25-7/24/2	GENERAL FUND	CITY HALL	42.86
	7/14/23	CITY&PD PHONE SERV 7/4-8/3	GENERAL FUND	POLICE DEPARTMENT	1,492.58
	7/14/23	PD RINGDOWN 6/22/23-7/21/2	GENERAL FUND	POLICE DEPARTMENT	51.17
				TOTAL:	3,079.18
FRONTIER COMMUNICATIONS CORP	7/14/23	661 PD PHONE SER 7/10-8/9	GENERAL FUND	POLICE DEPARTMENT	1,160.21
				TOTAL:	1,160.21
JEFFERSON COUNTY EMERGENCY COMMUNICATI	7/14/23	CAD MOBILE DATA 4/6/23-5/5	GENERAL FUND	POLICE DEPARTMENT	479.36
	7/14/23	CAD MOBILE DATA 4/6/23-5/5	GENERAL FUND	POLICE DEPARTMENT	31.77
	7/14/23	CAD MOBILE DATA 4/6/23-5/5	GENERAL FUND	POLICE DEPARTMENT	26.58
				TOTAL:	537.71
JEFFERSON COUNTY SOLID WASTE AUTHORITY	7/14/23	JUNE 2023 WASTE LOADS	GENERAL FUND	STREETS & HIGHWAYS	23.56
				TOTAL:	23.56
JEFFERSON PUBLISHING COMPANY, INC.	7/14/23	6/28 NPH STANLEY MARTIN HO	GENERAL FUND	PLANNING & ZONING	33.26
	7/14/23	6/28 NPH STROMBERG,GARRIGA	GENERAL FUND	PLANNING & ZONING	29.58
	7/14/23	6/7 WEEKLY EVENT CALENDAR	GENERAL FUND	CITY HALL	69.50
	7/14/23	6/14 WEEKLY EVENT CALENDAR	GENERAL FUND	CITY HALL	69.50
	7/14/23	6/21 WEEKLY EVENT CALENDAR	GENERAL FUND	CITY HALL	69.50
	7/14/23	6/28 WEEKLY EVENT CALENDAR	GENERAL FUND	CITY HALL	69.50
				TOTAL:	340.84
JUSTIN TRAWICK	7/14/23	2023 WV FEST MUSICIAN	GENERAL FUND	FAIR ASSOC/FESTIVAL	1,500.00
				TOTAL:	1,500.00
LINCOLN NATIONAL LIFE INSURANCE COMPAN	7/14/23	AUGUST 2023 LIFE INS PREMI	GENERAL FUND	ECONOMIC DEVELOPMENT	45.04
	7/14/23	AUGUST 2023 LIFE INS PREMI	GENERAL FUND	CITY MANAGER'S OFFICE	46.52
	7/14/23	AUGUST 2023 LIFE INS PREMI	GENERAL FUND	TREASURER'S OFFICE	137.75
	7/14/23	AUGUST 2023 LIFE INS PREMI	GENERAL FUND	CITY CLERK'S OFFICE	37.67
	7/14/23	AUGUST 2023 LIFE INS PREMI	GENERAL FUND	ENFORCEMENT AGENCY	0.00
	7/14/23	AUGUST 2023 LIFE INS PREMI	GENERAL FUND	BUILDING INSPECTION	70.08
	7/14/23	AUGUST 2023 LIFE INS PREMI	GENERAL FUND	PLANNING & ZONING	167.27
	7/14/23	AUGUST 2023 LIFE INS PREMI	GENERAL FUND	CITY HALL	0.00
	7/14/23	AUGUST 2023 LIFE INS PREMI	GENERAL FUND	PARKING	35.18
	7/14/23	AUGUST 2023 LIFE INS PREMI	GENERAL FUND	POLICE DEPARTMENT	758.18
	7/14/23	AUGUST 2023 LIFE INS PREMI	GENERAL FUND	STREETS & HIGHWAYS	161.56
				TOTAL:	1,459.25
MARKL SUPPLY COMPANY, INC.	7/14/23	CHIEF&NEWLIN- HOLSTERS	GENERAL FUND	POLICE DEPARTMENT	143.50
				TOTAL:	143.50
MCKINNEY'S AUTO REPAIR & TOWING	7/14/23	#15 REPLACE CABIN AIR FILT	GENERAL FUND	POLICE DEPARTMENT	76.50
				TOTAL:	76.50
MELISSA SEGURA	7/14/23	COURT TRANSLATOR 7/5&7/11	GENERAL FUND	POLICE DEPARTMENT	150.00
				TOTAL:	150.00
ONE TIME VENDOR JACQUELYN AYALA	7/14/23	JACQUELYN AYALA:	GENERAL FUND	NON-DEPARTMENTAL	350.00
				TOTAL:	350.00
POTOMAC EDISON COMPANY, INC.	7/14/23	661 ELECTRIC SERV 6/6-7/5/	GENERAL FUND	NON-DEPARTMENTAL	1,083.56
	7/14/23	RH 108N GEORGE SER 6/2-6/2	GENERAL FUND	CITY HALL	158.00
	7/14/23	661 ELECTRIC SERV 6/6-7/5/	GENERAL FUND	POLICE DEPARTMENT	2,199.95
				TOTAL:	3,441.51

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PURCHASE POWER	7/14/23	POSTAGE REFILL 6/13/23	GENERAL FUND	CITY HALL	200.00
				TOTAL:	200.00
STAPLES ADVANTAGE	7/14/23	PACK OF WHITE CARDSTOCK	GENERAL FUND	PLANNING & ZONING	63.99
	7/14/23	2 SPEAKER, 5 BOXES COPY PA	GENERAL FUND	PLANNING & ZONING	30.20
	7/14/23	CARDSTOCK, 12PK PAD OF PAP	GENERAL FUND	PLANNING & ZONING	25.71
	7/14/23	2 SPEAKER, 5 BOXES COPY PA	GENERAL FUND	CITY HALL	244.95
	7/14/23	CARDSTOCK, 12PK PAD OF PAP	GENERAL FUND	CITY HALL	10.59
	7/14/23	PAPER TOWELS,TOILET PAPER	GENERAL FUND	CITY HALL	868.43
	7/14/23	DOOR HANGERS	GENERAL FUND	STREETS & HIGHWAYS	43.49
				TOTAL:	1,287.36
SUSTAINABLE STRATEGIES DC	7/14/23	JUNE2023 BASE RETAINER FEE	GENERAL FUND	CITY HALL	2,400.00
				TOTAL:	2,400.00
T-MOBILE	7/14/23	CELL SERV 5/21/23-6/20/23	GENERAL FUND	NON-DEPARTMENTAL	7.64
	7/14/23	CELL SERV 5/21/23-6/20/23	GENERAL FUND	PLANNING & ZONING	17.72
	7/14/23	CELL SERV 5/21/23-6/20/23	GENERAL FUND	CITY HALL	48.52
	7/14/23	CELL SERV 5/21/23-6/20/23	GENERAL FUND	POLICE DEPARTMENT	35.44
	7/14/23	CELL SERV 5/21/23-6/20/23	GENERAL FUND	STREETS & HIGHWAYS	53.16
				TOTAL:	162.48
LYLE C TABB & SONS, INC.	7/14/23	BOX RENTAL FEES JUNE 2023	GENERAL FUND	STREETS & HIGHWAYS	2,150.00
				TOTAL:	2,150.00
TIAA, FSB	7/14/23	2ND FLR COPIER RENTAL	GENERAL FUND	CITY HALL	221.15
				TOTAL:	221.15
TROPHIES R US, INC.	7/14/23	2023 CAR SHOW TROPHIES/PLA	GENERAL FUND	FAIR ASSOC/FESTIVAL	4,636.45
				TOTAL:	4,636.45
U.S. BANK	7/14/23	JUNE2023 CORP P-CARD PURCH	GENERAL FUND	NON-DEPARTMENTAL	10,008.01
	7/14/23	JUNE2023 GAS P-CARD PURCHA	GENERAL FUND	NON-DEPARTMENTAL	3,775.20
	7/14/23	JUNE2023 AP P-CARD PURCHAS	GENERAL FUND	NON-DEPARTMENTAL	5,435.59
				TOTAL:	19,218.80
UNITED WAY OF THE EASTERN PANHANDLE, I	7/14/23	TEEN COURT FEES JUNE 2023	GENERAL FUND	NON-DEPARTMENTAL	547.29
				TOTAL:	547.29
WASTE MANAGEMENT	7/14/23	34N WATER ST TRASH SER 7/2	GENERAL FUND	STREETS & HIGHWAYS	302.87
				TOTAL:	302.87

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
001 GENERAL FUND	52,538.49
GRAND TOTAL:	52,538.49

TOTAL PAGES: 4

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET:	01-City of Charles Town
VENDOR:	All
CLASSIFICATION:	All
BANK CODE:	Include: AP1
ITEM DATE:	0/00/0000 THRU 99/99/9999
ITEM AMOUNT:	99,999,999.00CR THRU 99,999,999.00
GL POST DATE:	0/00/0000 THRU 99/99/9999
CHECK DATE:	7/14/2023 THRU 7/14/2023

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	7/14/23	JMP PORTA POTTY SERV	PARKS & REC	PARKS & REC		265.00
					TOTAL:	265.00
CBP ENTERPRISES	7/14/23	JUNE23 MOWING EVITTS RUN	PARKS & REC	PARKS & REC		960.00
	7/14/23	JUNE23 MOWING HAPPY RETREA	PARKS & REC	PARKS & REC		920.00
	7/14/23	JUNE23 MOWING CRAIG HILL	PARKS & REC	PARKS & REC		705.00
	7/14/23	JUNE23 MOWING JEFF MEM PAR	PARKS & REC	PARKS & REC		1,580.00
	7/14/23	JUNE23 MOWING WILLINGHAM K	PARKS & REC	PARKS & REC		1,180.00
					TOTAL:	5,345.00
CHARLES TOWN UTILITY BOARD	7/14/23	22 WATER ST SER 5/15-6/15	PARKS & REC	PARKS & REC		55.41
	7/14/23	JMP WATER SER 5/15-6/15	PARKS & REC	PARKS & REC		1,203.66
					TOTAL:	1,259.07
FRONTIER, INC	7/14/23	JMP PHONE SERV JULY 2023	PARKS & REC	PARKS & REC		70.55
					TOTAL:	70.55
POTOMAC EDISON COMPANY, INC	7/14/23	JMP ELECTRIC SERV MAY 2023	PARKS & REC	PARKS & REC		27.27
	7/14/23	JMP ELECTRIC SERV MAY 2023	PARKS & REC	PARKS & REC		587.98
	7/14/23	JMP ELECTRIC SERV MAY 2023	PARKS & REC	PARKS & REC		5.15
	7/14/23	JMP ELECTRIC SERV MAY 2023	PARKS & REC	PARKS & REC		5.21
	7/14/23	JMP ELECTRIC SERV MAY 2023	PARKS & REC	PARKS & REC		9.74
	7/14/23	JMP MEMORIAL 6/7-7/6	PARKS & REC	PARKS & REC		7.18
					TOTAL:	642.53

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

207	PARKS & REC	7,582.15
	GRAND TOTAL:	7,582.15

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 03-CT BOARD OF P&R
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PARK1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 7/14/2023 THRU 7/14/2023

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
CITY OF CHARLES TOWN GENERAL FUND	7/14/23	FY24 BUDGET XFR 1ST HALF	SALES TAX	INVALID DEPARTMENT	800,000.00
				TOTAL:	800,000.00

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

008	SALES TAX	800,000.00
	GRAND TOTAL:	800,000.00

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: ST1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 7/14/2023 THRU 7/14/2023

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-640: CTUB Minutes June 28, 2023

CTUB Minutes June 28, 2023

ATTACHMENTS:

- 2023.06.28 UB MINUTES.pdf

Charles Town Utility Board
Regular Board Meeting
June 28, 2023

The Charles Town Utility Board held a regular meeting on June 28, 2023 at 4:00 P.M. Members of the Board present were Robert Trainor, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; Jeff Whitten, Board Member and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; Ashley Stottlemyer, Secretary; and Robert Rodecker, Legal Counsel.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of May 24, 2023 Regular Meeting Minutes

The Chairman called for changes or corrections to the May 24, 2023 regular meeting minutes.

Action: **With no objections from the Board, the minutes were approved as presented.**

PUBLIC COMMENT

The Board received a public comment from Nicola Bastian and Elizabeth Ricketts.

OLD BUSINESS

PSC Case Updates - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

Action: **This item was moved to the end of the meeting.**

Locust Hill Golf Course Agreement

Mrs. Stolipher provided a draft agreement as a follow up to the previous discussion on the purchase of ultra sound units within two of the Locust Hill ponds. Per the provided draft agreement, CTUB would only be responsible for a third of the total costs of the two units totaling $3,894.10. Also expressed in the draft agreement, the golf course has agreed to be the responsible party for maintenance of these units. Mr. Rodecker and the golf course have reviewed the agreement and had no concerns.

Action: **Motion made by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved the agreement as presented and the purchase of the units as detailed within the agreement.**

NEW BUSINESS

GDF

- Renewal and Replacement Project Resolution No. 8 - Contractor Pay

Mrs. Stolipher included the contractor application for payment no. 8 in the amount of $872,756.88 for work completed.

Action: **Motion made by Mr. Stocks, second by Mr. Pierson, the Board unanimously approved the Contractor Pay Application No. 8.**

- Potomac Farms Evaluation

Mrs. Stolipher received a request from Alan Marchun with the local Health Department regarding the Potomac Farms water system and a high-level evaluation of what it would entail to provide water service to this system. The Potomac Farms system is located near the Glen Haven water system currently operated by

CTUB. GDF drafted an assessment which summarized the Potomac Farms water system and evaluated CTUB's options to provide water service. Chris Eckenrode provided a brief review of his findings. The Board provided discussions. There were no objections from the Board to provide the assessment to Mr. Marchun at the local Health Department for review.

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

Wendy's Pump Station Upgrades

Mrs. Stolipher provided this project was included in the Collections System Project with an initial estimate from RK&K of $100,000.00 to complete, but was always anticipated to be completed in-house. After contacting local contractors for bids, Mrs. Stolipher received a quote from Alvarez for $39,987.00 and Snyder Environmental for $74,450.00 to complete the upgrades. She also mentioned the replacement pumps were purchased in 2022 for $29,900.00. Mrs. Stolipher provided the project will be paid for through capacity improvement fees and funds from the Renewal and Replacement account without impacting customer rates.

Action: **Motion by Mr. Whitten, second by Mr. Pierson, the Board unanimously approved the quote from Alverez to perform the Wendy's Pump Station upgrades.**

Collection System Project - Easement Acquisition Proposal

As RK&K finalized the project design and needed easements for the project, it was determined the task would be too extensive for staff to handle. Mrs. Stolipher received a proposal from ERM to assist with the acquisition of permanent and temporary easements for the project totaling $102,135.00 which does not include the costs for the actual easements. The Board provided discussions.

Action: **Motion by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the ERM proposal for easement acquisition totaling $102,135.00.**

Stonecrest and Aspen Greens Agreement

Mrs. Stolipher briefed the Board on an agreement between Stonecrest and Aspen Greens to provide access for a gravity line connection of the Stonecrest subdivision through the Aspen Greens property rather than constructing a pump station. Stonecrest would construct the gravity line, but would like to be reimbursed for the costs associated with this construction. Representatives from the developer of Stonecrest, DR Horton, were in the audience to discuss with the Board reimbursement options, including the possibility of an additional capacity improvement fee. After a lengthy discussion, the Board agreed to send a letter of support to the developer of Aspen Greens for a gravity line as the best option, with no mention of reimbursement options. Mr. Rodecker will work with Mrs. Stolipher to draft a letter for the Board to review.

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

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher briefed the Board on this month's sewer and water efforts including an upcoming presentation by Gannett Fleming on the Class Cost of Service Study at the next board meeting, the continuing efforts of the lead and copper inventory and possible informational public briefings, and the valve assessment program kick-off. She also mentioned a total of 165 hydrants were flushed this cycle and staff has begun hydrant painting.

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

Chairman Report

The Chairman mentioned the City is in the final stages of the interview process and a new City Manager should be hired within the next couple of weeks.

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

APPROVAL OF BILLS

June 28, 2023

Action: **With no objections from the Board, the payment of the bills were approved.**

EXECUTIVE SESSION

PSC Case Updates - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

Action: **Motion by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved convening into Executive Session at 5:43 P.M. to discuss PSC case updates.**

Executive session was over at 6:11 P.M.

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, July 12, 2023 at 4:00 P.M. at 661 S. George Street.

There being no further business at this time, the Board adjourned the meeting at 6:11 P.M.

Robert M. Trainor
Chairman

Ashley Stottlemyer
Secretary

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-641: Swearing-In Code Enforcement

Swearing-In Code Enforcement

ATTACHMENTS:

- Cheryl Peterson - Code Enforcement Officer.pdf

State of West Virginia
City of Charles Town

COUNTY OF JEFFERSON

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

I, **Cheryl Peterson,** do solemnly swear that I will faithfully discharge and perform the duties of the position of Code Enforcement Officer to the best of my skill, judgment, and according to law.

Cheryl Peterson

The above oath was taken and subscribed before Robert M. Trainor, Mayor of the City of Charles Town, on this 12th day of July 2023.

Robert M. Trainor
Mayor

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-642: Sheetz Signal Agreement

Sheetz Signal Agreement

ATTACHMENTS:

- Sheetz Resolution.pdf

RESOLUTION OF THE COUNCIL OF THE CITY OF CHARLES TOWN, WEST VIRGINIA, AUTHORIZING EXECUTION OF AN AGREEMENT WITH THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, WITH REGARD TO ESTABLISHMENT AND MAINTENANCE OF A TRAFFIC SIGNAL SYSTEM WITHIN THE MUNICIPAL LIMITS OF THE CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA.

BE IT RESOLVED BY THE CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA, AS FOLLOWS:

1. That the Mayor of the City of Charles Town, West Virginia, a Municipal Corporation, be and is hereby authorized to execute, to have acknowledged, and to have delivered on behalf of said City, an agreement, a copy of which is attached hereto and made a part hereof, with the West Virginia Department of Transportation, Division of Highways, with regard to the establishment and maintenance of a traffic signal system within the Corporate Limits of said City; and
2. That the City Clerk and Recorder do properly attest the signature of said officials and affix the seal of the City to said agreement.

On motion made by _____ and seconded by _____, the City Council of Charles Town, West Virginia, does hereby approve and authorize the adoption of said Resolution.

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON
CITY OF CHARLES TOWN

I, _____, City Clerk and Recording Officer of said Municipality, do hereby certify that the foregoing are true copies from the records of order made and entered into by the Council of said Municipality on the _____ day of _____, 20____.

_____
City Clerk and Recording Officer

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 20___, by and between the **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS**, a State Agency, hereinafter referred to as "Division;" **SHEETZ, INC.**, hereinafter referred to as "Developer;" and the **CITY OF CHARLES TOWN**, a Municipal Corporation, hereinafter referred to as "City."

WITNESSETH

THAT WHEREAS, Developer is constructing a new access to serve the Sheetz development at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and proposed Sheetz access in Charles Town, Jefferson County, West Virginia; and,

WHEREAS, Division, Developer, and City are mutually agreed with respect to the installation of a new traffic signal at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and proposed Sheetz access, including a signalized crosswalk across Augustine Avenue, and the modification of an existing traffic signal at the intersection of US 340 (Berryville Pike) with CR 340/18 (Augustine Avenue) in Charles Town, Jefferson County, West Virginia; and

WHEREAS, due to the fact that the necessity for installing the new traffic signal and modifying the existing traffic signal at the above described locations arises from traffic flowing into and out of the Developer development and regulation of said traffic will benefit the patrons of said facilities, the Developer has indicated a desire to pay for the construction costs of installing and modifying such traffic signals, including a signalized crosswalk across Augustine Avenue, said contribution to be in the form of a donation to the State Road Fund to be conditioned upon use of the entire amount thus donated for purposes hereinafter set forth

WHEREAS, by Resolution bearing date of ___ day of _____, 20__, the Council of the City of Charles Town has authorized and directed proper authorities to execute, acknowledge, and deliver an agreement on behalf of said City, setting out terms and

conditions thereof, a copy of which Resolution is affixed to this agreement and made part hereof, and

WHEREAS, Division, Developer, and City are desirous of cooperating in adoption of said rules, regulations, stipulations, and conditions in order to establish their mutual responsibilities and obligations with regard to the future maintenance and operation of said traffic signals.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH, that for and in consideration of the mutual covenants herein entered into and mutual benefits to be derived by parties hereto, said Division, Developer, and City do hereby agree that the following will be the duties and responsibilities of each party, respectively.

DUTIES AND RESPONSIBILITIES OF THE DIVISION

The Division agrees:

1. To prepare plans and specifications necessary for a project for the construction of the installation of a new traffic signal at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and proposed Sheetz access and modification of an existing traffic signal at the intersection of US 340 (Berryville Pike) with CR 340/18 (Augustine Avenue), and to let a contract for the erection thereof, and to supervise the installation of the same.
2. To pay for the installation of a communications connection and pay the continuing service cost.
3. To program all intersection controllers.
4. To perform all major maintenance of the traffic signal system and communications system, excluding cleaning and/or replacement of LED signal indications at Division's sole expense and without cost or expense of any nature whatsoever to Developer or City.

DUTIES AND RESPONSIBILITIES OF DEVELOPER

Developer agrees:

1. To contribute upon being advised by the Division of the actual cost, a donation to the

State Road Fund a sum of money equal to one hundred percent (100%) of the construction costs of installing the new traffic signal at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and proposed Sheetz access and modification of the existing traffic signal at the intersection of US 340 (Berryville Pike) with CR 340/18 (Augustine Avenue), currently estimated to be three hundred twenty-five thousand dollars ($325,000).

2. That the terms of this agreement shall be binding upon successors and assigns.

DUTIES AND RESPONSIBILITIES OF THE CITY

The City agrees:

1. To perform properly all minor maintenance of the traffic signal, including cleaning and/or replacement of LED signal indications at the City's sole cost and without cost or expense of any nature to Developer or Division.
2. To pay for the continuing power costs of the traffic signals.
3. Not to alter in any way and not to remove any part of the traffic signal without prior approval by the Division.
4. To permit construction and maintenance on City property of any pole, foundation, signal and support or any other appurtenance necessary for completion of the project.
5. To enact any appropriate ordinances, resolutions, or regulations necessary to accomplish the purposes of this agreement and to enforce such ordinances, resolutions, and/or regulations.

IT IS FURTHER UNDERSTOOD AND AGREED UPON BETWEEN DIVISION AND DEVELOPER:

1. That the work agreed to be done by the Division in connection with the overall installation and modification of the aforesaid traffic signals shall be done in three phases, to wit:

a. The preparation of plans and specifications for a contract letting;

b. The advertising and acceptance of competitive bids on the contract;

c. The awarding of a contract for said traffic signals and the supervision of the construction thereof.

2. That the construction cost shall include contract bid amount, estimated contract administration and inspection cost of Division personnel assigned to the project, and the cost of materials supplied from the Division's inventory to expedite the completion of the contract. Division shall provide Developer with appropriate detail and/or back up information related to construction costs for which Developer is responsible under this Agreement.

3. That upon completion of the installation and modification of the traffic signals, all equipment, poles, and all other appurtenances, are and shall remain the property of Division.

4. That Developer has not had, does not have now, and shall not have in the future, any responsibility in respect to the planning, design, construction or maintenance of the installation and modification of said traffic signals.

5. That the Developer grants the Division or City the right and privilege to enter upon such portions of the Developer's property located near the intersections for the purpose of constructing and maintaining the traffic signals and their appurtenances.

6. This agreement shall be governed by and interpreted in accordance with the substantive laws of the State of West Virginia. Any civil action pursuant to this contract must be commenced and head in the State of West Virginia.

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

APPROVED AS TO FORM THIS
21 DAY June 2023
ATTORNEY LEGAL DIVISION
WEST VIRGINIA DEPARTMENT
OF TRANSPORTATION
DIVISION OF HIGHWAYS
2306084

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

By: _____
Jimmy Wriston, P.E.
Its: Secretary of Transportation / Commissioner of Highways

SHEETZ, INC.

By: _____

Its: VP of Store Development

CITY OF CHARLES TOWN
A Municipal Corporation

By: _____
Its: Mayor

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/17/23
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-643: Edward Ankers - Police Commission Swearing-In

Edward Ankers - Police Commission Swearing-In

ATTACHMENTS:

- Ankers Letter.pdf

OFFICE OF THE MAYOR
ROBERT M. TRAINOR

The Golden Rule City

July 1, 2023

Edward A. Ankers, Jr.
635 South Samuel Street
Charles Town, WV 25414

Dear Mr. Ankers:

You are hereby appointed as the Mayor's selection to the City of Charles Town Police Civil Service Commission, per West Virginia Code §8-14-7. Your term as Commissioner will commence on the first day of July 2023 and continue through the thirtieth day of June 2027.

Thank you for your willingness to continue serving in this crucially important position.

Sincerely,

Robert M. Trainor

cc: Chris Kutcher, Charles Town Chief of Police
Charles Town City Councilmembers