CITY OF CHARLES TOWN

CITY COUNCIL
AGENDA • MAY 19, 2025

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

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: **2025-564:** City Council Meeting Minutes - May 5, 2025
CityCouncilMeetingMinutes_5May2025_Draft_rmt.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2025-570:** Personnel Committee Report - May 12, 2025
Personnel Committee Report 5-12-25.pdf

7. CITY MANAGER REPORT

: City Manager Report - May 19, 2025
City Manager Report - May 19, 2025.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2025-567:** Memorandum of Understanding (MOU) with The Martinsburg Initiative - Police Social Worker Program
Agreement Martinsburg Initative_2025_Draft.pdf
Agreement Martinsburg Initative_2025_Draft Clean.pdf

: **2025-574:** B&O Status - APUS - Possible Executive Session

: **2025-575:** Real Estate Redevelopment - Possible Executive Session

10. NEW BUSINESS

: **2025-523:** CTPD Personnel Allowance Discussion - Possible Executive Session

: **2025-565:** City Manager Transition Plan - Possible Executive Session
Ord. 2022-001 - Article 147 Utility Board.pdf

: **2025-568:** "But For" Distribution for FY2025
But-for Historical Data.pdf
FY 2025 GF Revision #5.pdf

: **2025-576:** Capital Improvement Plan (CIP) Discussion

: **2025-579:** Transmission Presentation
CT City Council Transmission presentation.pdf

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2025-569:** New Parking Spaces on the 200 Block of E. Washington Street

12. APPROVAL OF BILLS

: **2025-577:** Payment of Bills - May 19, 2025
GEN FUND COUNCIL REPORT 2025-05-19.pdf
COUNCIL REPORT PCARD 05-19-25.pdf
CAPITAL RESERVE COUNCIL REPORT 2025-05-19.pdf
PARKS N REC COUNCIL REPORT 2025-05-19.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Election Canvass Meeting, May 28, 2025, at 7:00PM; Special Council Meeting/Election Certification Meeting, May 30, 2025, at 7:00PM; Regular Council Meeting, June 2, 2025, at 7:00PM

: **2025-571:** Tree City USA Letter from the Arbor Day Foundation
Arbor Day Foundation Letter.pdf

: **2025-572:** Council Select Committee on the Hill Farm Property, LLC Annexation Signed Letter
Council Select Committee on the Hill Farm Property, LLC Annexation.pdf

: **2025-573:** Council Select Committee on Memorializing the "Coloured" Graveyard Signed Letter
Council Select Committee on Coloured Grave Yard - signed 5-2025.pdf

: **2025-578:** Memorandum of Understanding (MOU) with Charles Town Now
CT NOW Study.pdf

: **2025-581:** Letter From Mr. Bill Seibert to US Postal Service
Letter from Mr. Bill Seibert to the US Postal Service.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: 05/19/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-564: City Council Meeting Minutes - May 5, 2025

Proposed Motion: Approve the City Council Meeting Minutes from the May 5, 2025, meeting.

ATTACHMENTS:

- CityCouncilMeetingMinutes_5May2025_Draft_rmt.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • May 5, 2025

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Bob Trainor	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Julie Philabaum	Councilmember	Present	
Micheal George	Councilmember	Present	
Andie Sugrue	Councilmember	Present	

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Mr. John Nissel, City Manager; Ms. Stephanie Grove, City Attorney; Ms. Alissa Meeks, Community Development Director; Ms. Cindy Rezmer, Operations Director; Ms. Lori Nice, Finance Director; Mr. James Newman, City Planner; Ms. Liz Cook, Business Development/Downtown Coordinator; and Lieutenant George Manning, Charles Town Police Department (CTPD) were also in attendance.

2. APPROVAL OF MINUTES

2025-515: City Council Special Council Meeting - April 15, 2025

There being no corrections, additions or changes, Mayor Trainor declared the April 15, 2025, Special Meeting minutes approved.

2025-516: City Council Meeting Minutes - April 21, 2025

There being no corrections, additions or changes, Mayor Trainor declared the April 21, 2025, minutes approved.

3. PUBLIC COMMENT

Ms. Ballard, on behalf of the American Legion Auxiliary Green-Copeland Unit 63, reported that the historical marker has been erected in front of 515 S. Samuel Street. A dedication ceremony will be held on May 18, 2025, at 3:00PM. She thanked the City for their monetary contribution [approved at the October 7, 2024, Council meeting].

4. WARD REPORTS

Ward #1

Mr. Kratovil had nothing to report.

Ms. Ricketts reported that the Tree Board held their Arbor Day and Cacapon Institute tree planting event on Saturday, May 3, 2025. Ms. Ricketts also offered her condolences to the families of those involved with the tragic severe weather accident.

Ward #2

Mr. Hynes had nothing to report.

Mr. Tester had nothing to report.

Ward #3

Ms. Philabaum had nothing to report.

Ward #4

Mr. George reported that the production of "Urine Town the Musical" at the Old Opera House will be presented this weekend; May 9-11, 2025.

Ms. Sugrue reported that the next scheduled "Walks About Nothing" will take place on Wednesday, May 7, 2025; they are planning a walk to Happy Retreat with Mr. Randy Hilton.

5. MAYOR'S REPORT

2025-519: 200 Block East Washington Parking Discussion

Mayor Trainor reported that the Charles Town Library requested up to 10 parking spots on the 200 block of East Washington Street be added to the Charles Town Parking District; five each on both sides of the street. He plans to include this request in a referral to the Ordinance Committee on the May 19, 2025, Council meeting agenda.

Mayor Trainor read into the record a letter written by Mr. Bill Seibert to Tammy Hull, Inspector General of the U.S. Postal Service (USPS), requesting USPS make essential repairs to the entrance of the post office on the corner of Washington and George Streets. He also read into the record a letter from the Arbor Day Foundation congratulating Charles Town on achieving 2024 Tree City USA status.

6. COMMITTEE REPORTS

2025-509: Ordinance Committee Report - April 22, 2025

Mr. Tester reviewed the Ordinance Committee Report with Council.

2025-510: Charles Town Parks and Recreation Commission Report - April 24, 2025

Ms. Ricketts reviewed the Parks and Recreation Commission Report with Council.

2025-511: Infrastructure Committee Report - April 28, 2025

Ms. Ricketts reviewed the Infrastructure Committee Report with Council.

2025-520: Finance Committee Report - April 30, 2025

Mayor Trainor reviewed the Finance Committee Report with Council.

7. CITY MANAGER REPORT

2025-531: City Manager's Report - May 5, 2025

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

8. POLICE CHIEF REPORT

Lieutenant Manning had nothing to report.

9. UNFINISHED BUSINESS

2025-366: Sidewalk Improvement Program (SIP) - Walkability Component

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

The following edits were proposed to the draft copy of the City of Charles Town Sidewalk Improvement Program policy:

Rename the program throughout the policy document from: **"City of Charles Town Sidewalk Improvement Program"** to: **"City of Charles Town Walkability Program."**

Packet page 36 [policy page 2] - Ineligible Projects, second paragraph, third line, end of sentence, add: **"...and remaining program funds are available."** To read: **"...at their first meeting in June, provided no eligible project applications have been received by close of business on the first working day of June and remaining program funds are available."**

Mr. George moved to approve the revised program with the noted changes. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2025-504: Charles Town Parks and Recreation Commission Discussion

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

Mr. Hynes moved to Table this agenda item until the June 16, 2025, Council meeting. Ms. Sugrue seconded the motion, and it passed by a 4-3 vote.

RESULT:	**APPROVED [4-3]**
MOVER:	Jeff Hynes
SECONDER:	Andie Sugrue
AYES:	Hynes, Philabaum, George, Sugrue
NAYS:	Kratovil, Ricketts, Tester

2025-506: Select Committee Letter for the Hill Farm Property, LLC Annexation

Ms. Philabaum moved to approve the Council Select Committee on the Hill Farm Property, LLC Annexation as presented. Mr. George seconded the motion.

Mr. Hynes requested [moved] to add Ms. Ann Paonessa, Chairman of the Planning Commission, to the Select Committee, and to remove

"Planning Commission Representative" from his role on the Committee. Ms. Ricketts seconded the motion, and it passed by unanimous vote.

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

The original motion passed by unanimous vote.

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

2025-522: B&O Status - APUS - Possible Executive Session

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

Ms. Sugrue excused herself from this agenda item due to possible conflict of interest.

Mayor Trainor declared Council in Executive Session.

Mayor Trainor declared Council out of Executive Session.

No Council action was taken on this agenda item after the Executive Session.

10. NEW BUSINESS

2025-507: Memorandum of Understanding (MOU) with The Martinsburg Initiative - Police Social Worker Program

Ms. Philabaum moved to Table this agenda item until the May 19, 2025, Council meeting and to send the presented draft MOU to Ms. Margaret Kursey, The Martinsburg Initiative, for review and feedback. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

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

2025-508: Memorandum of Understanding (MOU) with Charles Town Now - Possible Executive Session

This agenda item was discussed during agenda item 2025-522's Executive Session.

Mr. Hynes moved to approve the Memorandum of Understanding (MOU) with Charles Town Now with the discussed edits. Ms. Sugrue seconded the motion, and it passed by unanimous vote.

Note: Ms. Sugrue was present during this item's discussion.

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

2025-512: BR2025-03: Norborne Glebe Phase 11 - Bond Initiation

Mr. George moved to approve the performance bond in the amount of $1,886,150.95 for the Norborne Glebe housing development Phase 11. Ms. Philabaum seconded the motion, and it passed by unanimous vote.

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

2025-513: BR2025-04: Norborne Glebe Phase 12 - Bond Initiation

Mr. George moved to approve the performance bond in the amount of $2,818,431.50 for the Norborne Glebe housing development Phase 12. Ms. Philabaum seconded the motion, and it passed by unanimous vote.

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

2025-514: BR2025-05: Norborne Glebe Phase 13 - Bond Initiation

Mr. George moved to approve the performance bond in the amount of $3,008,819.37 for the Norborne Glebe housing development Phase 13. Ms. Philabaum seconded the motion, and it passed by unanimous vote.

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

2025-517: Ordinance Committee's Pending Ordinance List Discussion

Mr. Hynes moved to Table this agenda item until the August 4, 2025, Council meeting. Ms. Sugrue seconded the motion, and it passed by unanimous vote.

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

2025-518: Approval of Audit RFP

Mr. George moved to authorize staff to award the City's audit contract to Perry & Associates, CPA. Ms. Philabaum seconded the motion, and it passed by unanimous vote.

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

2025-521: Charles Town African American Cemetery Update/Council Committee Appointments

Mr. Hynes moved to approve the Council Select Committee on Memorializing the "Coloured" Graveyard at the Intersection of South Seminary and East Avis Streets as presented. Ms. Philabaum seconded the motion.

Ms. Sugrue and Mr. Tester requested to be added to the committee as Council representatives and there were no objections.

The motion, including adding Mr. Tester and Ms. Sugrue to the Committee, passed by unanimous vote.

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

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

2025-524: Payment of Bills - May 5, 2025

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

13. ADJOURNMENT

Mayor Trainor asked if there was any other business to come before the Council. Hearing none, he adjourned the meeting at 8:58PM.

14. INFORMATION ONLY - NEXT MEETING, Monday, May 19, 2025, at 7:00PM

2025-525: Signed Resolution with Division of Highways

2025-526: Arbor Day Proclamation

2025-527: Charles Town Utility Board Meeting Minutes - April 9, 2025

2025-528: City of Charles Town Finance Policy

2025-529: City of Charles Town Employee Handbook

2025-530: Article 907 - Outdoor Dining

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: 05/19/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-570: Personnel Committee Report - May 12, 2025

ATTACHMENTS:

- Personnel Committee Report 5-12-25.pdf

City of Charles Town Personnel Committee Report

May 12, 2025 Meeting

1. **CALL TO ORDER**

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

2. **UNFINISHED BUSINESS**

3. **NEW BUSINESS**

   2025-559: Benchmark Study Discussion

   Discussed timing of a benchmark study. Final capital project approval is needed. Staff will put together the Request for Proposal for June meeting. Council believes separate pay scales may be needed for CTUB and PD and a CTUB benchmark study would be separate and need approval by CTUB board. Staff will discuss with CTUB Utility Manager.

   2025-560: Vacation and Sick Leave Accrual Rates

   Staff requested that the council consider looking at the City's vacation and sick leave accrual rates to ensure they are competitive since County and State rates are higher. Council agreed that rates should be looked at but with a holistic approach as part of the benchmark study.

4. **STAFF UPDATE**

   New police officer hired 5/12/2025. City Hall fully staffed at 19. Will soon begin the hiring process for the 3 new FY26 positions to include Parks and Rec Manager, Long Term Planner and additional Maintenance Crew Member. City's insurance broker did market the health plan but other providers were double the cost of PEIA so PEIA will remain for FY26. Dental and Vision rates are locked in for another year. New Employee Handbook is available for employees on Bernie Portal where they can review and acknowledge electronically. Councilmembers Hynes and Tester requested more information on whether or not councilmembers are required to sign off on employee handbook. Staff will consult with City Attorney. Staff presented information from recruiting consultant that included a candidate profile, scoring matrix and timeline. All were accepted by Committee and next step is for recruiter to create the recruitment brochure.

5. **Meeting adjourned at 6:32pm**

6. **Next Personnel Committee meeting is scheduled for 5:00pm Jun 9 2025.**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/19/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

City Manager Report - May 19, 2025

ATTACHMENTS:

- City Manager Report - May 19, 2025.pdf

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

City Manager's Report
May 19, 2025

- Augustine Avenue update: Alissa Meeks
- Liberty Street Stormwater Remediation update: Cindy Rezmer
- Early elections are going well, and I want to thank all of our poll workers along with support staff for all of their efforts. The last day for early voting is Monday May 19th. Just a reminder that Election Day is on May 22nd.
- The footers for the pedestrian bridge at the Skate Park have been poured and construction on the bridge spans will begin shortly.
- New wood chips have been applied to both playgrounds at Jefferson Memorial Park. A big shout out to Jim Wysong and his crew for all their hard work.
- Election calendar.
  - May 9th Early Voting Begins
  - May 19th Early Voting Concludes
  - May 28th Canvass Election Results
  - May 30th Certify Election Results/Swear-in Mayor
  - June 2nd City Council Meeting/Swear-in newly elected Council

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/19/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-567: Memorandum of Understanding (MOU) with The Martinsburg Initiative - Police Social Worker Program

This agenda item was Tabled at the May 5, 2025, Council meeting and needs to be removed from the Table.

Proposed Motion:
Approve the Memorandum of Understanding with the Martinsburg Initiative, Inc.

ATTACHMENTS:
- Agreement Martinsburg Initative_2025_Draft.pdf
- Agreement Martinsburg Initative_2025_Draft Clean.pdf

AGREEMENT
POLICE SOCIAL WORK PROGRAM

This AGREEMENT is made this the ____day of _____, 2025, by THE MARTINSBURG INITIATIVE, INC. (TMI) and the CITY OF CHARLES TOWN (City) as follows:

WITNESSETH:

WHEREAS THE MARTINSBURG INITIATIVE, INC. (TMI) agrees to provide the CHARLES TOWN POLICE DEPARTMENT (CTPD) with a POLICE SOCIAL WORK PROGRAM (The Program) that will operate within the CTPD.

WHEREAS TMI and the City desire to set forth in the POLICE SOCIAL WORK PROGRAM AGREEMENT the specific terms and conditions of the services to be performed and provided by the POLICE SOCIAL WORKER (PSW) in the CTPD.

NOW, THEREFORE, THE PARTIES HERETO AGREE TO THE FOLLOWING:

1.0 Goals and Objectives. It is understood and agreed that TMI and the CITY officials share the following goals and objectives with regard to the Police Social Work Program in the CTPD:

1.1 The goal of the program is to provide an alternative police response to citizens with social service needs within the City.

1.2 PSW's are not sworn police officers and will not be required to handle any situation that calls for law enforcement action to be taken. PSW's are considered second responders, not first responders.

1.3 By sharing workspace with the PSW and CTPD, partnerships will be created between CTPD and the social service agencies in the region.

1.4 PSW will provide assistance with police responses to citizens with mental health and behavioral health conditions, housing, substance abuse/use, and/or other trauma-related/social service needs.

1.5 The program aims to bridge gaps between law enforcement response and the social needs of the citizens of Charles Town, so they are more likely to get the help and support they need, and less likely to be in repeated contact with law enforcement or incarceration.

1.6 The program will focus on the people most in need and will provide them with the resources that will help improve their quality of life.

2.0 Strategies to achieve these objectives by the PSW's.

2.1 Provide outreach, engagement, crisis intervention, and liaison support to those that are seen on a reoccurring basis, high utilizers.

2.2 Provide training to law enforcement officers on social service resources, trauma informed responses, other mental health topics, and any other related requested training.

2.3 Develop a procedure for identifying and screening people with social service needs and providing interventions.

2.4 Develop a network of working relationships with Jefferson County Day Report Center, WVU-East Jefferson Medical Center, Jefferson County DHHR, Recovery Resource Center, and other social services providers.

2.5 Follow-up with identified individuals in an effort to bridge gaps between police contacts and social services.

2.6 Maintain data on how the PSW is affecting those with social services needs in the City.

2.7 Coordinate public education events in the community.

2.8 Address psycho-social concerns of the community and connect to proper community resources.

3.0 Points of Contact. The PSW shall be employed by TMI and work primarily with the CTPD. The Chief of the Charles Town Police Department (Chief) or designee will be the primary contact for the PSW at CTPD.

4.0 Duty Hours. The maximum number of hours that a PSW shall be on duty in a work week shall be 40 hours. Specific PSW duty hours will generally be 9:00 a.m. to 5:00 p.m. These hours may vary by mutual agreement between the TMI director, and the Chief.

5.0 Dress Code. The PSW will be required to wear business attire while conducting official duties.

6.0 Supplies and Equipment. The CTPD agrees to commit the following resources to the program:

6.1 Allow access to the CTPD. The PSW will be provided with a workstation and have access to office supplies, copiers/scanner/fax, phone, computer/network connection, and any other equipment or resources as deemed appropriate by CTPD to support the objectives of the program.

6.2 CTPD will provide the PSW with an Identification Card that will be worn during normal duty hours.

7.0 Transportation. The PSW may not drive any of the CTPD department vehicles; however, the Chief or designee may allow the PSW as an authorized passenger for official business.

8.0 Access to Records. CTPD will allow the PSW access to those records that are necessary as part of their job function and for which they have authorized access. All records are deemed confidential and will not be shared outside of CTPD without authorization from the Chief or designee.

8.1 CTPD will consult with the Jefferson County Emergency Communications Center and our third-party IT vendor to grant access to its Computer Aided Dispatched (CAD) records for review by the PSW.

8.2 CTPD will allow access to crime analysis data and other identified data as needed for evaluation of crime trends and association with high utilizers of emergency services.

8.3 Provide the PSW with any necessary training to include CAD, CJIS Security training, etc.

8.4 TMI and the PSW agree to grant access to their records upon request.

9.0 Supervision. The PSW is an employee of TMI. In the performance of his/her duties the PSW will coordinate with the Chief or designee for day-to-day operational concerns, questions or duty responsibilities and will remain formally under the supervision of TMI Director. Anything of exceptional concern may be brought directly to the Chief or designee and/or the TMI's Director.

9.1 TMI Director, will communicate regularly to review operations and discuss any project-needed adjustments. PSW shall be responsible for complying with TMI's policies and procedures; however, PSW will be familiar with the standard operating procedures of CTPD.

9.2 Neither the PSW nor CTPD personnel are the agents of the other agency, nor shall they act as the agent of the other.

10.0 Roles and Responsibilities of the Police Social Worker (PSW). PSW will be making contact with people in need of social services both in the field and at the police department. PSW will conduct outreach as deemed necessary and interact with people with varying degrees of mental health issues, addition issues, housing needs, and other service needs.

10.1 At times, PSW will come in contact with people who have committed crimes. The decision on whether to arrest a person or get them into a social service facility/program will be made after discussion with the CTPD police officer. CTPD shall make the final decision on whether to arrest or not.

10.2 PSW is not expected to conduct criminal investigations and is not acting as an agent of CTPD during outreach in the community. However, if subpoenaed as a result of their coordinated efforts with CTPD, the PSW will be expected to testify and provide any necessary records pertaining to the prosecution of an offender.

10.3 PSWs are a support system that serve persons having exigent or emergency needs that require outside agency referrals including but not limited to sexual assaults, domestic violence and/or transport for FPO application, child abuse/neglect, elder abuse/neglect, overdoses, crimes involving children or police action in presence of children, violent crimes where the victim requires medical or emotional assistance, individuals needing referral for psychiatric assistance or evaluation/mental hygiene commit, suicide, individuals needing referral for alcohol or drug addition, runaway/missing juvenile, victim request services, death situations where surviving family members may require emotional assistance, homeless/indigent persons, families requiring intervention and assistance, assistance with protective orders, an alternative to or diversion from criminal justice system, advocacy needs of victims/witnesses of crime, and police-community liaison.

11.0 Referral Procedure. Residents of the City who have legitimate needs for social service intervention may be referred to the PSW by:

11.1 CTPD Incident Reports/Officer call responses – PSW will review calls for service from prior shifts and will determine who qualifies for social service intervention. If the call response is social service related, the PSW will conduct a follow-up response to include home visits, phone calls, email, etc.

11.2 Police Officer Request – Officers shall initiate formal requests for social service intervention by forwarding CTPD Incident Reports and other information onto the PSW.

11.3 Walk-in referrals – PSW will accept walk-in cases and referrals from CTPD officers who are familiar with recurring, problematic individuals and families in the community.

11.5 Outside social service agencies who are dealing with City residents with law enforcement or criminal justice involvement.

11.6 Community Partner Referrals (e.g. Jefferson County Courts, City of Charles Town Municipal Court, etc.)

11.7 Any victim or witness request social services assistance.

11.8 Any family or friend of a person receiving social service intervention.

12.0 Terms of Agreement. The initial term of this agreement will be the fiscal year beginning from July 1st to June 30th, 2026. A new agreement must be executed for each successive fiscal year.

13.0 Consideration. For and in consideration, ~~TMI agrees to pay the~~the police social worker program requires funding of $75,000.00 ($65,000.00 salary and fringe and $10,000.00 training and equipment), which TMI will seek to be secured through grants and other funding sources. ~~to cover the cost of employment of the PSW through various grant funding opportunities.~~

13.1 To help offset the expense of The Program, the City agrees to pay TMI the sum of approximately ???? per fiscal year, subject to approval of the Charles Town City Council.

13.2 TMI will serve as the fiscal agent for any grants or other outside funding sources.

14.0 Insurance and Indemnification. TMI agrees to purchase and maintain in full force and effect during the term of this agreement a general comprehensive liability insurance policy with coverage in an amount of not less than one million dollars ($1,000,000.00) for any acts or omissions that occur or claims that are made during the term of the agreement.

14.1 Each party shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any act, omission, or negligence of such indemnifying party or its agents, employees, contractors, subcontractors, or invitees. This indemnification obligation does not extend to any type of damages or compensation payable to the PSW under any workers' compensation acts, disability benefits, or other employee benefits. ~~The City agrees to hold TMI, its agents and employees free, harmless and indemnified from and against any and all claims, suits or causes of actions arising from or in any way out of the performance of the duties of the PSW or The Program.~~

15.0 Evaluation. It is mutually agreed that TMI shall evaluate annually The Program and the performance of the PSW of forms developed jointly by the parties.

16.0 Notices. Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid and addressed as follows:

Margaret Kursey, Director of Administration .
515 West Martin Street
Martinsburg, WV 25401

Christopher A. Kutcher, Chief of Police
Charles Town Police Department
661 South George Street, Suite 100
Charles Town, WV 25414

17.0 Good Faith. TMI-, the City, and their agents and employees agree to cooperate in a good faith in fulfilling the terms of this agreement. Unforeseen difficulties or questions will be resolved by negotiation between the Director of TMI and the Chief or their designees.

18.0 Modification. This document constitutes the full understanding of the parties and no terms, conditions, understanding or agreement purporting to modify or vary the terms of this document shall be binding unless hereinafter made in writing and signed by both parties to be changed.

19.0 Termination of Agreement. This agreement may be terminated by either party upon 45 days written notification that any other party has failed to substantially perform in accordance with the terms and conditions of this agreement. This agreement may be terminated without cause by either party upon 90 days written notification. Termination of this agreement may only be accomplished as provided herein.

IN WITNESS WHEREOF, the parties hereto have caused this Police Social Worker Program Agreement to be executed the day and year first written above.

THE MARTINSBURG INITIATIVE, INC.

_____

Margaret Kursey
Director, The Martinsburg Initiative

CITY OF CHARLES TOWN

_____

DRAFT

Robert M. Trainor
Mayor, City of Charles Town

CHARLES TOWN POLICE DEPARTMENT

_____

Christopher A. Kutcher
Chief, Charles Town Police Department

DRAFT

AGREEMENT
POLICE SOCIAL WORK PROGRAM

This AGREEMENT is made this the ____day of _____, 2025, by THE MARTINSBURG INITIATIVE, INC. (TMI) and the CITY OF CHARLES TOWN (City) as follows:

WITNESSETH:

WHEREAS THE MARTINSBURG INITIATIVE, INC. (TMI) agrees to provide the CHARLES TOWN POLICE DEPARTMENT (CTPD) with a POLICE SOCIAL WORK PROGRAM (The Program) that will operate within the CTPD.

WHEREAS TMI and the City desire to set forth in the POLICE SOCIAL WORK PROGRAM AGREEMENT the specific terms and conditions of the services to be performed and provided by the POLICE SOCIAL WORKER (PSW) in the CTPD.

NOW, THEREFORE, THE PARTIES HERETO AGREE TO THE FOLLOWING:

1.0 Goals and Objectives. It is understood and agreed that TMI and the CITY officials share the following goals and objectives with regard to the Police Social Work Program in the CTPD:

1.1 The goal of the program is to provide an alternative police response to citizens with social service needs within the City.

1.2 PSW's are not sworn police officers and will not be required to handle any situation that calls for law enforcement action to be taken. PSW's are considered second responders, not first responders.

1.3 By sharing workspace with the PSW and CTPD, partnerships will be created between CTPD and the social service agencies in the region.

1.4 PSW will provide assistance with police responses to citizens with mental health and behavioral health conditions, housing, substance abuse/use, and/or other trauma-related/social service needs.

1.5 The program aims to bridge gaps between law enforcement response and the social needs of the citizens of Charles Town, so they are more likely to get the help and support they need, and less likely to be in repeated contact with law enforcement or incarceration.

1.6 The program will focus on the people most in need and will provide them with the resources that will help improve their quality of life.

2.0 Strategies to achieve these objectives by the PSW's.

2.1 Provide outreach, engagement, crisis intervention, and liaison support to those that are seen on a reoccurring basis, high utilizers.

2.2 Provide training to law enforcement officers on social service resources, trauma informed responses, other mental health topics, and any other related requested training.

2.3 Develop a procedure for identifying and screening people with social service needs and providing interventions.

2.4 Develop a network of working relationships with Jefferson County Day Report Center, WVU-East Jefferson Medical Center, Jefferson County DHHR, Recovery Resource Center, and other social services providers.

2.5 Follow-up with identified individuals in an effort to bridge gaps between police contacts and social services.

2.6 Maintain data on how the PSW is affecting those with social services needs in the City.

2.7 Coordinate public education events in the community.

2.8 Address psycho-social concerns of the community and connect to proper community resources.

3.0 Points of Contact. The PSW shall be employed by TMI and work primarily with the CTPD. The Chief of the Charles Town Police Department (Chief) or designee will be the primary contact for the PSW at CTPD.

4.0 Duty Hours. The maximum number of hours that a PSW shall be on duty in a work week shall be 40 hours. Specific PSW duty hours will generally be 9:00 a.m. to 5:00 p.m. These hours may vary by mutual agreement between the TMI director, and the Chief.

5.0 Dress Code. The PSW will be required to wear business attire while conducting official duties.

6.0 Supplies and Equipment. The CTPD agrees to commit the following resources to the program:

6.1 Allow access to the CTPD. The PSW will be provided with a workstation and have access to office supplies, copiers/scanner/fax, phone, computer/network connection, and any other equipment or resources as deemed appropriate by CTPD to support the objectives of the program.

6.2 CTPD will provide the PSW with an Identification Card that will be worn during normal duty hours.

7.0 Transportation. The PSW may not drive any of the CTPD department vehicles; however, the Chief or designee may allow the PSW as an authorized passenger for official business.

8.0 Access to Records. CTPD will allow the PSW access to those records that are necessary as part of their job function and for which they have authorized access. All records are deemed confidential and will not be shared outside of CTPD without authorization from the Chief or designee.

8.1 CTPD will consult with the Jefferson County Emergency Communications Center and our third-party IT vendor to grant access to its Computer Aided Dispatched (CAD) records for review by the PSW.

8.2 CTPD will allow access to crime analysis data and other identified data as needed for evaluation of crime trends and association with high utilizers of emergency services.

8.3 Provide the PSW with any necessary training to include CAD, CJIS Security training, etc.

8.4 TMI and the PSW agree to grant access to their records upon request.

9.0 Supervision. The PSW is an employee of TMI. In the performance of his/her duties the PSW will coordinate with the Chief or designee for day-to-day operational concerns, questions or duty responsibilities and will remain formally under the supervision of TMI Director. Anything of exceptional concern may be brought directly to the Chief or designee and/or the TMI's Director.

9.1 TMI Director, will communicate regularly to review operations and discuss any project-needed adjustments. PSW shall be responsible for complying with TMI's policies and procedures; however, PSW will be familiar with the standard operating procedures of CTPD.

9.2 Neither the PSW nor CTPD personnel are the agents of the other agency, nor shall they act as the agent of the other.

10.0 Roles and Responsibilities of the Police Social Worker (PSW). PSW will be making contact with people in need of social services both in the field and at the police department. PSW will conduct outreach as deemed necessary and interact with people with varying degrees of mental health issues, addition issues, housing needs, and other service needs.

10.1 At times, PSW will come in contact with people who have committed crimes. The decision on whether to arrest a person or get them into a social service facility/program will be made after discussion with the CTPD police officer. CTPD shall make the final decision on whether to arrest or not.

10.2 PSW is not expected to conduct criminal investigations and is not acting as an agent of CTPD during outreach in the community. However, if subpoenaed as a result of their coordinated efforts with CTPD, the PSW will be expected to testify and provide any necessary records pertaining to the prosecution of an offender.

10.3 PSWs are a support system that serve persons having exigent or emergency needs that require outside agency referrals including but not limited to sexual assaults, domestic violence and/or transport for FPO application, child abuse/neglect, elder abuse/neglect, overdoses, crimes involving children or police action in presence of children, violent crimes where the victim requires medical or emotional assistance, individuals needing referral for psychiatric assistance or evaluation/mental hygiene commit, suicide, individuals needing referral for alcohol or drug addition, runaway/missing juvenile, victim request services, death situations where surviving family members may require emotional assistance, homeless/indigent persons, families requiring intervention and assistance, assistance with protective orders, an alternative to or diversion from criminal justice system, advocacy needs of victims/witnesses of crime, and police-community liaison.

11.0 Referral Procedure. Residents of the City who have legitimate needs for social service intervention may be referred to the PSW by:

11.1 CTPD Incident Reports/Officer call responses – PSW will review calls for service from prior shifts and will determine who qualifies for social service intervention. If the call response is social service related, the PSW will conduct a follow-up response to include home visits, phone calls, email, etc.

11.2 Police Officer Request – Officers shall initiate formal requests for social service intervention by forwarding CTPD Incident Reports and other information onto the PSW.

11.3 Walk-in referrals – PSW will accept walk-in cases and referrals from CTPD officers who are familiar with recurring, problematic individuals and families in the community.

11.5 Outside social service agencies who are dealing with City residents with law enforcement or criminal justice involvement.

11.6 Community Partner Referrals (e.g. Jefferson County Courts, City of Charles Town Municipal Court, etc.)

11.7 Any victim or witness request social services assistance.

11.8 Any family or friend of a person receiving social service intervention.

12.0 Terms of Agreement. The initial term of this agreement will be the fiscal year beginning from July 1st to June 30th, 2026. A new agreement must be executed for each successive fiscal year.

13.0 Consideration. For and in consideration, the police social worker program requires funding of $75,000.00 ($65,000.00 salary and fringe and $10,000.00 training and equipment), which TMI will seek to be secured through grants and other funding sources.

13.1 To help offset the expense of The Program, the City agrees to pay TMI the sum of approximately ???? per fiscal year, subject to approval of the Charles Town City Council.

13.2 TMI will serve as the fiscal agent for any grants or other outside funding sources.

14.0 Insurance and Indemnification. TMI agrees to purchase and maintain in full force and effect during the term of this agreement a general comprehensive liability insurance policy with coverage in an amount of not less than one million dollars ($1,000,000.00) for any acts or omissions that occur or claims that are made during the term of the agreement.

14.1 Each party shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any act, omission, or negligence of such indemnifying party or its agents, employees, contractors, subcontractors, or invitees. This indemnification obligation does not extend to any type of damages or compensation payable to the PSW under any workers' compensation acts, disability benefits, or other employee benefits.

15.0 Evaluation. It is mutually agreed that TMI shall evaluate annually The Program and the performance of the PSW of forms developed jointly by the parties.

16.0 Notices. Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid and addressed as follows:

Margaret Kursey, Director of Administration .
515 West Martin Street
Martinsburg, WV 25401

Christopher A. Kutcher, Chief of Police
Charles Town Police Department
661 South George Street, Suite 100
Charles Town, WV 25414

17.0 Good Faith. TMI, the City, and their agents and employees agree to cooperate in a good faith in fulfilling the terms of this agreement. Unforeseen difficulties or questions will be resolved by negotiation between the Director of TMI and the Chief or their designees.

18.0 Modification. This document constitutes the full understanding of the parties and no terms, conditions, understanding or agreement purporting to modify or vary the terms of this document shall be binding unless hereinafter made in writing and signed by both parties to be changed.

19.0 Termination of Agreement. This agreement may be terminated by either party upon 45 days written notification that any other party has failed to substantially perform in accordance with the terms and conditions of this agreement. This agreement may be terminated without cause by either party upon 90 days written notification. Termination of this agreement may only be accomplished as provided herein.

IN WITNESS WHEREOF, the parties hereto have caused this Police Social Worker Program Agreement to be executed the day and year first written above.

THE MARTINSBURG INITIATIVE, INC.

_____

Margaret Kursey
Director, The Martinsburg Initiative

CITY OF CHARLES TOWN

_____

Robert M. Trainor
Mayor, City of Charles Town

CHARLES TOWN POLICE DEPARTMENT

_____

DRAFT

Christopher A. Kutcher
Chief, Charles Town Police Department

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/19/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-574: B&O Status - APUS - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/19/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-575: Real Estate Redevelopment - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/19/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-523: CTPD Personnel Allowance Discussion - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/19/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-565: City Manager Transition Plan - Possible Executive Session

Proposed Motion: Approve the City Manager's Transition Plan

ATTACHMENTS:
- Ord. 2022-001 - Article 147 Utility Board.pdf

ARTICLE 147
Utility Board

147.01 Established.
147.02 Board of Directors composition.
147.03 Board of Director terms; vacancies; compensation.
147.04 Board of Directors organization; quorum; records; funds.
147.05 Powers and duties.
147.06 Budget; employees; bonds.
147.07 Financial reports and administrative supervision.
147.08 Amendment; repeal.
147.09 Severability.

147.01 ESTABLISHED.

(a) Upon the issuance of the bonds and reissuance of the combined Waterworks and Sewerage System Revenue Bonds, but only upon such issuance and reissuance, the Waterworks Board and the Sewer and Sanitation Board shall be simultaneously repealed and rescinded, the City of Charles Town Utility Board ("CTUB") shall be created and the heretofore separate Waterworks System and Sewerage System of the City of Charles Town ("City") shall be combined into a single undertaking (the "System").

(b) The governance and oversight of the System shall be vested in a Charles Town Utility Board of Directors ("Board of Directors").

(c) The supervision, management, control and operation of the System shall be vested in a CTUB Manager ("Manager") who shall be accountable to the Directors. The Manager will hire staff to operate and maintain the System.

147.02 BOARD OF DIRECTORS COMPOSITION.

(a) The Charles Town Utility Board of Directors shall consist of five members with full voting powers, four (4) of whom shall be appointed by the Charles Town City Council ("City Council") (such appointed directors being referred to herein as "Appointed Directors") and the other of whom shall be the then-serving Charles Town City Manager on an *ex officio* basis (the "Ex Officio Director"). No officer or employee of the City or CTUB, other than the City Manager, whether holding a paid or unpaid office, shall be eligible to be appointed a Director except as expressly provided in Section 147.02(a)(1) below. The Board of Directors structure shall be configured as follows:

(1) The Chair of the Board of Directors shall be the Charles Town City Manager. In the event of a vacancy in the position of Charles Town City Manager, City Council may appoint an individual to serve as the interim Director and Chair of the Board of Directors in the place and stead of the Ex Officio Director (the "Interim Director and Chair") until such time as a City Manager is duly appointed and has taken the oath of office. Notwithstanding any other provision to the contrary in this Article 147 and without limitation of who may be appointed, City Council may appoint any

member of City Council or other officer or employee of the City, excluding any officer or employee of CTUB, as the Interim Director and Chair. City Council may remove a person serving as Interim Director and Chair at any time and substitute another person meeting the criteria of this section in such role.

(2) Not less than one Director should possess a professional background and/or experience in water and/or sewer utilities that would benefit the Board of Directors. Such background includes but is not limited to: engineering with a background in water and/or sewer utilities; land development; construction; accountant; legal; or environmental protection.

(3) Not less than one Director shall be a resident of Charles Town and a ratepayer in the System.

(4) Since CTUB has acquired the Ranson sewer system and as such provides services to the City of Ranson, the City Council will consider the City of Ranson's recommendation(s) for an individual to serve as one of the Directors, using the following process:

A. The City of Ranson shall have the right to nominate not more than three (3) individuals who are residents of Ranson and who reside within the service territory of Ranson; or an individual who is employed by the City of Ranson, to serve as a Director.

B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the City of Ranson to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.

C. Although the City Council is not obligated to appoint any of the nominees as Director using the above method, it is the intention of this section to provide a seat on the Board of Directors that best represents the interests of the City of Ranson. City Council retains the discretion to appoint a Director at will if a suitable nominee is not presented.

(5) Since CTUB has acquired the Jefferson County Public Service District (JCPSD) system and as such provides services to those areas previously serviced by the JCPSD, the City Council will consider the Jefferson County Commission's ("Commission") recommendation(s) for an individual to serve as one of the Directors, using the following process:

A. The Commission shall have the right to nominate not more than three (3) individuals to serve as a Director, each of whom shall satisfy all of the following criteria:

1. Resident of Jefferson County, West Virginia;

2. Customer of the CTUB served by the assets of the former JCPSD Sewer System, or extensions thereof; and

3. Customer of the CTUB paying the same prevailing sewer rate charged to the customers of the former JCPSD Sewer System.

B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the Commission to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.

C. Although the City Council is not obligated to appoint any of the nominees as Director using the above method, it is the intention of this section to provide a seat on the Board of Directors that best represents the interests of Jefferson County residents who are former JCPSD rate payers and are currently served by CTUB. City Council retains the discretion to appoint a Director at will if a suitable nominee is not presented.

D. The Commission shall then have the right to appoint an individual to serve as the County Liaison ("Liaison") to the Board of Directors, the identity of which individual shall be at the sole and exclusive discretion of the Commission, and such individual as Liaison:

1. Shall not be voting member of the Board of Directors, nor have the right to make or second any motion at a meeting of the Board of Directors;

2. Shall have the right to engage in all discussion and debate at meetings of the Board of Directors, with the exception of any executive session under W.V. Code Section 6- 9A-1, et seq., as would any Director, and such right to engage in discussion and debate of the Board of Directors shall not be limited as would a member of the public; and

3. Shall receive all notices of meetings and documents and other materials provided to the Board of Directors either in anticipation of, or prior to, any meeting of the Directors, except to the extent any such documents or other materials relate to, or are in connection with, any issue which could be considered in executive session by the Board of Directors pursuant to W.V. Code Section 6-9A-1, et seq.

147.03 BOARD OF DIRECTORS TERMS; VACANCIES; COMPENSATION.

(a) The Mayor of the City shall notify all appointees of their appointment.

(b) In the event of a vacancy, and also within thirty (30) days after the expiration of the term of office of any Director, a successor shall be appointed by City Council. With respect to Appointed Directors, all vacancies shall be filled for the unexpired term only and all other appointments shall be for a term of four (4) years, to commence on the date following the scheduled expiration date of the previous term. The Board of Directors shall have the power to adopt bylaws, rules and regulations for its own governance. Any Appointed Director shall be eligible for reappointment upon the expiration of their term.

(c) The Appointed Directors (and any Interim Director and Chair that is then not serving as a member of City Council or other officer or employee of the City) shall each receive compensation for their services at the rate of fifty dollars ($50.00) per meeting attended, not to exceed one hundred fifty dollars ($150.00) per month, and in addition, shall be reimbursed for any and all actual expenses incurred in the performance of duties as ordered by the Directors. These amounts may be raised by an affirmative vote of seventy-five percent (75%) of the members of City Council, but any such change shall not take effect for a Director position until the beginning of the next full term following the effective date of the change in compensation.

(d) In the event that any Appointed Director is unable to fulfill the duties of his or her office for a period exceeding six (6) months, a majority of the remainder of the Directors will declare the office of such Director vacant and the City Council will thereupon fill such vacancy as otherwise provided for herein.

(e) Each Appointed Director shall be subject to removal by City Council by the recorded vote of a majority of City Council after a public hearing thereon. The decision of City Council as to such removal shall be final and not subject to review by any court, arbitrator, or other body, and each Director accepting such appointment shall acknowledge the finality of such decision. The Ex Officio Director shall be subject to removal only by removal from the position of City Manager.

147.04 BOARD OF DIRECTORS ORGANIZATION; QUORUM; RECORDS; FUNDS.

(a) As a critical link with City Council, the City Manager shall be the Chair of the Board of Directors except as expressly provided in Section 147.02(a)(1) above. Annually the Board of Directors shall organize by selecting one Director to act as Vice Chair. The Directors will also annually select a Secretary and Treasurer, who need not be a Director. The Secretary and Treasurer may be the same person. The Chair shall preside at all meetings when present and may call special meetings on their motion or shall when requested to do so by any two (2) Directors. The Vice Chair shall preside in the absence of the Chair.

(b) Three (3) Directors members shall constitute a quorum, but any action to be taken by the Directors must be approved by not less than three (3) members.

(c) The Secretary shall keep a certified or approved written record of the proceedings which shall be available for inspection as other municipal records.

(d) The Treasurer shall receive and disburse the funds of the System as directed by the Board of Directors.

147.05 POWERS AND DUTIES.

(a) The Board of Directors shall have the power to set all policies related to the governance, oversight, and operations of the System. The Board of Directors shall also have the power to recommend to City Council tariff changes, capital projects, and borrowings. The Manager and staff will assist the Board of Directors by providing technical advice on such matters to City Council. The Manager and staff will also be responsible for implementing policies and developing procedures to carry out the directives established by the Board of Directors.

(b) The Manager, accountable to the Board of Directors, will have full and complete authority for the supervision, management, control and operation of the System.

(c) All bills for water and sewer service shall be collected and accounted for by the Manager in the manner and form required by law, the Public Service Commission of West Virginia and the ordinances of the City, and all disbursements and accounts of the System shall be ordered paid out only upon approval of said Board of Directors; provided, however, that all such supervision, management and control of the System and the collection and accounting for bills for water and sewer service shall be consistent and in accordance with any ordinances pursuant to which the City may have authorized and issued any bonds from time to time outstanding, which by their terms are payable from and secured by the revenues of the System.

(d) After consultation with the Board of Directors, the Manager or staff designee shall have the power and authority to prepare, evaluate, and negotiate all contracts, agreements and other matters for the final review and approval of the Board of Directors as is necessary or proper for the effective governance, oversight, and operation of the System.

(e) Personnel policies, practices, and other matters affecting the Manager and staff shall, to the extent practicable and unless otherwise approved by City Council, be the same as those undertaken by the City, subject to the provisions of Section 147.06.

147.06 BUDGET; EMPLOYEES; BONDS.

(a) The Board of Directors shall employ, discharge, and fix the compensation of the Manager.

(b) The Board of Directors shall approve an annual budget for the efficient and effective operation of the System.

(c) The Chair and Treasurer, upon their appointment and taking office, shall furnish and file with the Charles Town City Clerk, a bond in an amount to be set by the Board of Directors from time to time, the cost of such bond to be payable from revenues of the System and such bond to be payable to the City and conditioned as to the faithful performance of their respective duties as are fixed by the Board of Directors.

147.07 FINANCIAL REPORTS AND ADMINISTRATIVE SUPERVISION.

(a) The Manager shall provide reports, at least annually, or as otherwise required by law, to the Mayor, the City Manager and City Council, indicating the System's financial condition. City Council may, from time to time, request more current financial statements showing the most recent quarterly financial condition of the System.

(b) The Manager shall also provide to the City Council audited financial statements of the System that have been reviewed with the Board of Directors, minutes of meetings of the Board of Directors, an annual budget for the System, and other information as may reasonably be requested. The Manager shall also make themself available to answer questions from City Council.

147.08 AMENDMENT; REPEAL.

(a) The City Council enacts this article for the assurance and protection of the ratepayers and for the purpose of assuring the holders of debt payable from the income and revenues of the System of an efficient operation and maintenance thereof.

(b) No amendment or repeal of this article shall be enacted unless approved by seventy-five percent (75%) of the members of City Council. Any such amendment or repeal shall otherwise be enacted in accordance with the rules and regulations of City Council.

147.09 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.

Passed on First Reading: February 14, 2022

Passed on Second Reading: February 22, 2022
(following Public Hearing)

ATTEST:

Robert M. Trainor
Mayor

Daryl Hennessy
City Manager/Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/19/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-568: "But For" Distribution for FY2025

ATTACHMENTS:

- But-for Historical Data.pdf
- FY 2025 GF Revision #5.pdf

CITY OF CHARLES TOWN
HISTORICAL DATA FOR BUT-FOR DONATIONS

ORGANIZATION	*FY 2008*	*FY 2009*	*FY 2010*	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*FY 2015*	*FY 2016*	*FY 2017*	*FY 2018*	*FY 2019*	*FY 2020*	*FY 2021*	*FY 2022*	*FY 2023*	*FY 2024*
Citizens Fire Company	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	-	10,000	10,000	10,000	10,000	10,000	10,000	-	-
Eastern Panhandle Transit Authority	-	90,000	10,000	8,000	10,000	10,000	10,000	10,000	-	9,000	9,000	9,000	9,000	9,000	4,000	25,000	-
Independent Fire Company	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	-	10,000	10,000	10,000	10,000	10,000	10,000	-	-
Jefferson County Community Ministries	-	-	-	3,000	14,000	15,000	15,000	15,000	-	10,000	10,000	10,000	15,000	15,000	20,000	20,000	-
Jefferson County Museum	-	-	-	-	-	-	-	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	-	-
Old Charles Town Library	10,000	10,000	10,000	7,500	10,750	11,500	10,000	10,000	-	10,000	10,000	10,000	15,000	15,000	15,000	15,000	-

the city of Charles Town, WV

FY 2025 General Fund Revision #5

	REVENUES	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes
30005	Unassigned Fund Balance (Carryover)	1,200,000	3,524,453					4,724,453	4,724,453	(0)	100%	$500K reserve for revenue/expense FY24 + $659,452 remaining Revenue/Loss balance	Bringing FY24 carryover into FY25 budget.		
30101	Taxes - Ad Valorem	1,688,544						1,688,544	1,644,508	44,036	97%				
30106	Supplemental Taxes	36,000						36,000	40,102	(4,102)	111%	Property taxes owed from previous years, but paid in the current fiscal year.			
30200	Interest as Penalty	10,000						10,000	11,494	(1,494)	115%				
30300	Gas & Oil Severence Tax	33,000						33,000	24,053	8,947	73%	5% severance tax on gross receipts at the well head of oil and natural gas. $66K appears to be for 2 years. Confirm when payments are received.			
30400	Utility Tax (2%)	200,000						200,000	252,003	(52,003)	126%				
30500	Business & Occupation (B&O) Tax	1,700,000		145,000	150,000			1,995,000	2,073,867	(78,867)	104%	$459K actuals in FY24 thru 2/29/2024. Collections should continue through August 31 then be accrued to FY24, resulting in another revision to carry over balance.		Transfer to 413-30 Treasurer Contracted Services for HDL collection services.	
30600	Liquor Tax	25,000						25,000	21,748	3,252	87%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.			
30700	Animal Control Tax	1,600						1,600	1,679	(79)	105%				
30800	Hotel/Motel Tax	200,000						200,000	134,534	65,466	67%	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)			
32000	Court Costs, Fees & Charges	260,000						260,000	204,394	55,606	79%				
3100	Parking Violation Revenue	40,000						40,000	30,261	9,739	76%	Revised based on new program details and current year performance.			
32500	Business License Revenue	30,000						30,000	116,844	(86,844)	389%				
32600	Building Permit Fees	550,000						550,000	589,790	(39,790)	107%	Building activity increasing/expected to remain strong through FY2025 with new development projects on the horizon and increases in permit fee structure.			
32800	Franchise Tax	75,000						75,000	47,146	27,854	63%	Two Cable Franchisees; working with Shentel/GloFiber on franchisee compliance			
33000	International Registration Plan (IRP) Fees	70,000						70,000	53,684	16,316	77%	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.			
33900	Emergency Service Fee	1,700						1,700	1,375	325	81%	Revenue from utility bills for EMS (5 cents)			
34000	Parks & Rec Fee	1,700						1,700	1,375	325	81%	Revenue from utility bills for parks and recreation (5 cents)			
34200	Parking Meter Revenues	44,000						44,000	44,771	(771)	102%	Revenue from parking meters and parking permits including ParkMobile app.			
34500	Rents & Concessions	60,000						60,000	71,046	(11,046)	118%	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			
35300	Zoning Fee	17,000						17,000	59,446	(42,446)	350%	Zoning applications			
35500	Street Improvement Fee	135,000						135,000	107,599	27,401	80%	Revenue from utility bills for street improvements ($4 per month); pending fee decision from Council			
36504	Federal Government Grants	41,667						41,667	-	41,667	0%	DOJ/COPS grant for additional police officer. $125,000 across 3 years.			
36600	State Government Grants	-						-	2,970	(2,970)					
36700	Other Grants					7,400		7,400	1,829	5,571					Tree Board Grant.
36900	Contributions from Other Funds - Sales Tax	1,000,000					50,000	1,050,000	750,000	300,000	71%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets).			Funds for 412-23 City Manager Professional Services.
37600	Gaming Income	250,000						250,000	174,317	75,683	70%	Gaming receipts average $19K to $23K per month in the 2nd Quarter 2024.			
37900	Gain/Loss - Sale of Fixed Assets	-						-	-	-					
38007	Interest Income (Operating Acct)	35,000						35,000	15,527	19,473	44%				
38100	Reimbursements	110,000						110,000	129,356	(19,356)	118%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.			
38200	Refunds - Overpayments	400						400	4,691	(4,291)	1173%				
38600	Insurance Claims	-						-	4,866	(4,866)					
39200	Property Rehabilitation	-						-	100	(100)					
38700	Filing Fees	325						325	675	(350)	208%	Filing Fees Revenue - Election in FY25. $50.00 per person.			
39700	Video Lottery	600,000						600,000	547,912	52,088	91%	Video lottery receipts average $13.4K to $22.2K per week.			
39900	Misc Revenue	10,000						10,000	5,980	4,020	60%	Yard waste stickers and fingerprints			
39902	Special Events - WV Fest	4,000						4,000	1,125	2,875	28%				
39903	Special Events - General	900						900	1,125	(225)	125%	Special activities fees			
39904	Special Events - CW Hall	8,500						8,500	5,050	3,450	59%				
39907	Special Events - Car Show	7,000						7,000	10,240	(3,240)	146%	Car show registration and sponsors.			
Total Revenues		**8,446,336**	**3,524,453**	**145,000**	**150,000**	**7,400**	**50,000**	**12,323,189**	**11,911,936**	**411,252**	**97%**				

DEPARTMENT LINE ITEMS											NOTES AND EXPLANATIONS			
Economic Development - 402	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes
03 Salaries	70,250			2,205			72,455	55,672	16,783	77%	Salary $68,844 plus 2.5% merit and holiday supplement.		Allowance for 3.2% COLA increases.	
04 FICA	5,374			180			5,554	4,259	1,295	77%	FICA @ 7.65%		Increase due to 3.2% COLA increases.	
05 Group Insurance	8,300			1,500			9,800	6,631	3,169	68%	Includes 14% premium increase projected by PEIA. $7,294 (Health Insurance), $540.48 (Life Insurance), Dental Ins ($266.16), Vision Ins ($111.00), EAP Premiums ($15.84)		Allowance for increase in health insurance.	
06 Retirement	6,323			1,045			7,368	5,296	2,072	72%	PERS II Employer Contribution 9%		Increase due to 3.2% COLA increases.	
09 OPEB	2,108						2,108	1,305	803	62%	Deferred Compensation Employer Contribution 3%			
11 Telephone	750						750	238	512	32%	Cell phone			
14 Travel	4,200						4,200	745	3,456	18%	2 National Conferences; airfare, lodging, per-diem			
20 Advertising/Legal Publications	-						-	26	(26)					
21 Training & Education	-						-	-	-		$2,500 rolled under City Manager's office.			
22 Dues & Subscriptions	2,000						2,000	910	1,090	46%	IEDC Membership, Survey Subscription, Adobe subscription			
23 Professional Services	1,000					2,000	3,000	-	3,000	0%	Engineering Services			Allowance for visual design for 100 Washington St. block.
26 Insurance and Bonds	5,000						5,000	3,144	1,856	63%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.			
30 Contracted Services							-	1,285						
41 Departmental Supplies	3,000						3,000	722	2,278	24%	Promotional items for events and City marketing and other departmental supplies.			
43 Auto Supplies	-						-	-	-					
Total Economic Development	**108,304**	**-**	**-**	**4,930**	**-**	**2,000**	**115,234**	**80,234**	**36,286**	**70%**				
Federal Grants - 403	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes
Professional Services	-						-	-	-					
Departmental Supplies	-						-	-	-					
Total Federal Grants	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**					
Mayor's Office - 409	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes
01 Salary	12,500						12,500	9,375	3,125	75%	Mayor's Salary			
04 FICA Tax Expense	1,000						1,000	717	283	72%				
11 Telephone	-						-	-	-					
14 Travel Expense	2,000						2,000	-	2,000	0%	WV Municipal League			
20 Advertising/Legal Publication	-						-	-	-					
21 Training & Education	1,000						1,000	-	1,000	0%				
26 Insurance & Bonds	1,000						1,000	686	314	69%				
41 Departmental Supplies	500						500	36	464	7%	$453.00 - Ceremonial Keys to the City and Coins			
68 Community Contributions	2,000						2,000	696	1,305	35%				
Total Mayor's Office	**20,000**	**-**	**-**	**-**	**-**	**-**	**20,000**	**11,510**	**8,490**	**58%**				
Council - 410	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes
01 Salaries	40,000						40,000	29,792	10,208	74%	Eight Council Members at $5,000 annual salary			
04 FICA Tax Expense	3,100						3,100	2,279	821	74%				
14 Travel Expense	4,800						4,800	-	4,800	0%	Conferences			
20 Advertising	-						-	-	-					
21 Training & Education	3,200						3,200	1,849	1,351	58%	Conference Registration ($450 per registration)			
26 Insurance & Bonds	3,200						3,200	2,197	1,003	69%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability			
41 Departmental Supplies	700						700	136	564	19%				
Total Council	**55,000**	**-**	**-**	**-**	**-**	**-**	**55,000**	**36,253**	**18,747**	**66%**				
City Manager - 412	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes
03 Salaries	180,000			5,525			185,525	139,074	46,451	75%	City Manager Salary ($120,000) + 2.5% Merit ($1,545) + Holiday Supplement ($500) Deputy City Clerk Salary (from $52,674 to $54,000) + 2.5% Merit ($695.25) + Holiday Supplement ($500) City Manager requesting promotion and salary increase for from Deputy City Clerk to City Clerk. Finance Committee approved dollar amount.		Allowance for 3.2% COLA increases.	
04 FICA Tax Expense	14,400	100		445			14,945	10,727	4,218	72%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.	Increase due to 3.2% COLA increases.	
05 Group Insurance	2,000			250			2,250	1,602	648	71%	Health, Dental, Vision, Life insurance, EAP		Allowance for increase in health insurance.	
06 Retirement	16,200			165			16,365	12,523	3,842	77%	9% Employer Contribution PERS I and II		Increase due to 3.2% COLA increases.	
08 Overtime		1,000			500		1,500	1,151	349	77%		Allocation for Deputy City Clerk overtime.		Allocation for additional Deputy City Clerk overtime.
09 OPEB	5,400			500			5,900	3,831	2,069	65%	3% Employer Contribution Deferred Compensation plan		Increase due to 3.2% COLA increases.	
11 Telephone	520						520	319	201	61%	Mobile phone service			
14 Travel Expense	1,500						1,500	-	1,500	0%	WVML Trip, City Clerk Election Training			
20 Advertising	-						-	-	-					
21 Training & Education	20,000	1,500			(500)		21,000	7,247	13,753	35%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500	$1500 allowance for City Attorney training.		Transfer to 412-08 Overtime.
22 Dues & Subscriptions	1,000						1,000	-	1,000	0%	Adobe subscriptions. ICMA and WVML Fees.			
23 Professional Services	-					50,000	50,000	-	50,000		Background checks for City Manager candidates. Not required this year.			Allowance for City Manager recruiting services.
26 Insurance & Bonds	15,000						15,000	10,778	4,222	72%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability			
41 Departmental Supplies	750						750	182	568	24%	Misc. Office Supplies			
43 Auto Supplies (Gas & Oil)	-						-	-	-		Gas is covered under travel expenses.			
Total City Manager	**256,770**	**2,600**	**-**	**6,885**	**-**	**50,000**	**316,255**	**187,433**	**128,822**	**59%**				

DEPARTMENT LINE ITEMS											NOTES AND EXPLANATIONS			
Treasurer - 413	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	235,000						235,000	174,442	60,558	74%	Director of Finance ($100,000), Accounting Clerk III ($44,762), Accounting Clerk II 0.5 FTE ($40,685), Accounting Clerk I ($37,500) plus 2.5% merit, holiday supplement, and overtime.			
04 FICA Tax Expense	18,800	200					19,000	13,551	5,449	71%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.		
05 Group Insurance	25,000			14,000			39,000	22,104	16,896	57%	Health, Dental, Vision, Life insurance, EAP		Allowance for increase in health insurance.	
06 Retirement	21,150						21,150	15,734	5,416	74%	9% Employer Contribution PERS I and II			
08 Overtime		2,000		1,000	1,000		4,000	2,691	1,309	67%		Allocation for Accounting Clerks I, II & III overtime.	OT allowance for the remainder of FY25.	Allocation for additional Accounting Clerks I, II & III overtime.
09 OPEB	7,050						7,050	4,757	2,293	67%	3% Employer Contribution Deferred Compensation plan			
11 Telephone	500						500	178	322	36%	Director of Finance Cell Phone			
12 Printing	-						-	-	-					
14 Travel Expense	4,000				(1,000)		3,000	745	2,255	25%	Director & Acct. Clerk III - WV Government Finance Officers Association Training			Transfer to 413-08 Overtime.
18 Postage	-						-	-	-		Transfer cost to City Hall and Pitney Bowes machine.			
20 Advertising/Legal Pubs	2,000						2,000	947	1,053	47%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.			
21 Training & Education	-						-	-	-		$4,000 Rolled into City Manager's budget			
22 Dues & Subscriptions	800						800	-	800	0%	Adobe subscription for Director & Accounting Clerk III			
23 Professional Services	2,500			500			3,000	2,989	11	100%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)		Increase due to Police Pension Annual Report expense being higher than expected.	
24 Audit Costs	42,000						42,000	17,400	24,600	41%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit			
26 Insurance & Bonds	15,000						15,000	12,015	2,985	80%	General Liability, Worker's Compensation, Umbrella			
30 Contracted Services	25,000			(500)			24,500	-	24,500	0%	Tyler Technologies - Incode Annual License Fee - $20,000 Business License Software Maintenance (Progressive Solutions) - $5,000			
30 B&O Collectrions - Contracted Services				150,000	(17,500)		132,500	112,358	20,142	85%			Increase for HDL collections services.	Transfer $15,000 to 413-38 Refunds and $2500 to 413.41 Supplies.
38 Refunds			145,000		15,000		160,000	149,295	10,705	93%				Allowance for additional B&O refunds.
41 Departmental Supplies	2,000				2,500		4,500	3,678	822	82%	Paper folder machine ($500)			Allowance for new credit card readers.
59 Capital Outlay	-						-	-	-					
Total Treasurer	**400,800**	**2,200**	**145,000**	**165,000**	**-**	**-**	**713,000**	**532,884**	**180,116**	**75%**				
Court Clerk - 415	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	62,000			1,907			63,907	48,908	14,999	77%	Court Clerk Salary: $59,996 plus 2.5% merit, and holiday supplement		Allowance for 3.2% COLA increases.	
04 FICA	4,960	100		155			5,215	3,785	1,430	73%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.	Increase due to 3.2% COLA increases.	
05 Group Insurance	12,529			6,000			18,529	13,281	5,248	72%	Health, Dental, Vision, Life insurance, EAP + 14% premium increase		Allowance for increase in health insurance.	
06 Retirement	5,580			140			5,720	4,404	1,316	77%	9% Employer Contribution PERS I and II		Increase due to 3.2% COLA increases.	
08 Overtime		1,000					1,000	570	430	57%		Allocation for Court Clerk overtime.		
09 OPEB	1,860						1,860	1,213	647	65%	3% Employer Contribution Deferred Compensation plan			
14 Travel	500						500	380	120	76%	Court Clerk training and Election training			
18 Postage	-				100		100	35	65					Allowance for City Clerk postage.
20 Advertising/Legal Publications	700				(500)		200	-	200	0%				Transfer to 415-38 Refunds.
21 Training & Education	-						-	-	-		$500 transferred to City Manager's budget. WVML training and Election training.			
22 Dues & Subscriptions	-						-	-	-					
23 Professional Services	-						-	-	-					
24 Audit Costs	-						-	-	-					
26 Insurance & Bonds	4,500						4,500	3,298	1,202	73%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella			
30 Contracted Services	25						25	25	-	100%	Flu shot			
38 Refunds					500		500	370						
41 Departmental Supplies	600				500		1,100	927	173	84%	Ink cartridges, paper stock			Additional allocation for printer ink.
Total Court Clerk	**93,254**	**1,100**	**-**	**8,202**	**600**	**-**	**103,156**	**77,196**	**25,830**	**75%**				
Police Judges - 416	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	32,000						32,000	19,874	12,126	62%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $2k for special judge.			
04 FICA	2,400						2,400	1,520	880	63%				
14 Travel	500						500	240	260	48%	WV State mandated annual training for magistrates & judges			
21 Training & Education	1,000						1,000	-	1,000	0%	WV State mandated annual training for magistrates & judges			
22 Dues and Subscriptions	100						100	-	100	0%				
23 Professional Services	1,000						1,000	-	1,000	0%				
26 Insurance & Bonds	2,500						2,500	1,757	743	70%				
41 Departmental Supplies	-						-	-	-					
Total Police Judges	**39,500**	**-**	**-**	**-**	**-**	**-**	**39,500**	**23,392**	**16,108**	**59%**				
City Attorney - 417	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries		150,000		(15,000)			135,000	93,860	41,140	70%		Salary $ plus 2.5% merit and holiday supplement.	Transfer to 417-23 Professional Services.	
04 FICA		12,000					12,000	7,180	4,820	60%		FICA @ 7.65%		
05 Group Insurance		13,000					13,000	1,051	11,949	8%		Health, Dental, Vision, and Life insurance.		
06 Retirement		13,500					13,500	8,052	5,448	60%		PERS II Employer Contribution 9%		
09 OPEB		4,500					4,500	2,800	1,700	62%		Deferred Compensation Employer Contribution 3%		
11 Telephone		2,000					2,000	122	1,878	6%		$1500 cell phone cost and $500 for monthly services.		
14 Travel		1,000					1,000	-	1,000	0%		Travel allowance for various trainings.		
20 Advertising/Legal Publications		1,000					1,000	-	1,000	0%		Allowance for legal publications.		
21 Training & Education							-	-	-			Rolled under City Manager's office.		
22 Dues & Subscriptions		1,500					1,500	-	1,500	0%		Allowance for legal subscriptions and memberships.		
23 Professional Services	225,000	(200,000)		15,000			40,000	23,531	16,469	59%	Cost for outside legal council.		Allowance for outside legal services for the remanider of FY25.	
26 Insurance and Bonds		5,000					5,000	902	4,098	18%		Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		
41 Departmental Supplies		500					500	226	274	45%		Miscellaneous office supplies.		
Total Attorney	**225,000**	**4,000**	**-**	**-**	**-**	**-**	**229,000**	**137,724**	**91,276**	**60%**				

DEPARTMENT LINE ITEMS											NOTES AND EXPLANATIONS			
Enforcement Agency - 425	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	56,000			1,700			57,700	43,379	14,321	75%	Code Enforcement Officer: $54,322.83 plus 2.5% merit and holiday supplement.		Allowance for 3.2% COLA increases.	
04 FICA	4,284			135			4,419	3,319	1,100	75%	FICA @ 7.65% of Salary		Increase due to 3.2% COLA increases.	
05 Group Insurance	1,140			7,500			8,640	6,159	2,481	71%	Includes 14% premium increase projected by PEIA. Current expenses include: Life Ins. ($545 per mo), Dental ($266 per mo), and Vision ($111 per mo).		Allowance for insurance for the remainder of FY25.	
06 Retirement	5,040			50			5,090	3,814	1,276	75%	PERS II Employer Contribution 9%		Increase due to 3.2% COLA increases.	
09 OPEB	1,680			355			2,035	1,474	561	72%	457(b) Deferred Compensation Employer Contribution (3%)		Increase due to 3.2% COLA increases.	
11 Telephone	750	1,500					2,250	1,962	288	87%		Allocation for new cell phone.		
14 Travel	3,000			(1,500)			1,500	-	1,500	0%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas		Transfer to 425-18 Postage.	
18 Postage	1,000			1,500			2,500	1,405	1,095	56%	Certified Mailings		Allowance for postage for the remainder of FY25.	
20 Advertising/Legal Publications	1,000						1,000	-	1,000	0%				
21 Training & Education	-						-	-	-		$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)			
22 Dues & Subscriptions	1,000						1,000	360	640	36%	Women in Code Enforcement (WICED) Membership Fees ($35) ICC Membership ($160/yr)			
26 Insurance and Bonds	3,800						3,800	2,721	1,079	72%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.			
30 Contracted Services	71,100				(20,000)		51,100		37,798	26%	Kimley-Horn Engineering Services / Nuisance Properties; discuss process w/council. Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.			Transfer to 437-30 P&Z Contracted Services.
30 Nuicance Properties-Contracted Services							-	13,302						
41 Departmental Supplies	3,000						3,000	2,434	566	81%	Office printer, building safety month supplies, jackets, boots, code books			
43 Auto Supplies	-						-	-	-		Under Maintenance budget			
Total Enforcement Agency	**152,794**	**1,500**	**-**	**9,740**	**(20,000)**	**-**	**144,034**	**80,328**	**63,706**	**56%**				

Regional Dev Authority - 435	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
22 Dues & Subscriptions	6,600						6,600	6,142	458	93%	Region 9 Assessment - Fees are going up			
Total Regional Dev. Authority	**6,600**	**-**	**-**	**-**	**-**	**-**	**6,600**	**6,142**	**458**	**93%**				
Total City Administration	**1,358,022**	**11,400**	**145,000**	**194,757**	**(19,400)**	**52,000**	**1,689,779**	**1,173,095**	**569,839**					

Building Inspections - 436	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	82,300			(25,000)			57,300	47,211	10,089	82%	Building Official/Inspector: $80,653.29 plus 2.5% merit plus holiday supplement		Transfer of funds to 436-23 Building Inspector Professional Services.	
04 FICA	6,296			(2,000)			4,296	3,612	684	84%	FICA @ 7.65% of Salary		Transfer of funds to 436-23 Building Inspector Professional Services.	
05 Group Insurance	1,650						1,650	780	870	47%	Dental/Life/Vision/EAP Premiums			
06 Retirement	7,100						7,100	4,083	3,017	58%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods			
09 OPEB	1,575						1,575	1,163	412	74%	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods			
11 Telephone	1,010						1,010	649	361	64%	Two lines; one is a hot spot. $84.18 per month x 12 months = $1,010.16 per year in actual costs			
14 Travel	3,000						3,000	823	2,177	27%	National ICC Conference; Women in Code Enforcement Training; airfare, lodging, meals, gas			
17 R&M Auto	-						-	-	-		Under Maintenance budget			
18 Postage	1,000						1,000	-	1,000	0%	Certified mailings for property Notice of Violations			
20 Advertising/Legal Publications	500			1,000			1,500	1,278	222	85%	Job posting costs			
21 Training & Education	-						-	-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.			
22 Dues & Subscriptions	1,000						1,000	665	335	67%	ICC membership dues; WICA subscription			
23 Professional Services	10,000	5,000		35,000	35,000		85,000	84,700	300	100%	To cover expenses associated with inspections; compliance.	Allowance for outsourcing inspections.	Increase for inspection services due to vacancy.	Increase for inspection services due to vacancy.
26 Insurance & Bonds	6,000						6,000	4,104	1,896	68%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.			
41 Departmental Supplies	3,000						3,000	2,678	322	89%	Mobile printer for vehicle, jackets, boots, building safety month			
43 Auto Supplies	-						-	-	-		Under Maintenance budget			
Total Building Inspections	**124,431**	**5,000**	**-**	**9,000**	**35,000**	**-**	**173,431**	**151,746**	**21,685**	**87%**				

Planning & Zoning - 437	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	243,000			7,420			250,420	189,889	60,531	76%	Director of Community Development: $96,937, City Planner/Zoning/Subdiv Administrator: $84,721, Permit Tech: $50,141 plus 2.5% step increase on 1/1/2025 for all three positions. Includes Holiday Supplement pay ($500 x 3 employees = $1,500) and summer intern ($5,250).		Allowance for 3.2% COLA increases.	
04 FICA	19,000	50		595			19,645	14,601	5,044	74%	FICA @ 7.65% of Salary	Increase due to additional overtime allocation.	Increase due to 3.2% COLA increases.	
05 Group Insurance	31,000			(9,000)			22,000	16,575	5,425	75%	Includes 14% increase projected by PEIA. Health/Dental/Life/Vision/EAP Premiums		Transfer of funds to 436-23 Building Inspector Professional Services.	
06 Retirement	23,085			130			23,215	16,653	6,562	72%	PERS II Employer Contribution (9%)		Increase due to 3.2% COLA increases.	
08 Overtime		500		1,500			2,000	971	1,029	49%		Allocation for Permit Tech. overtime.	OT allowance for the remainder of FY25.	
09 OPEB	7,290			670			7,960	3,663	4,297	46%	457(b) Deferred Comp Employer Contribution (3%).		Increase due to 3.2% COLA increases.	
11 Telephone	250				300		550	275	275	50%	Director's department cell phone			Increase due to cell phone data plan increase.
14 Travel	8,000				(800)		7,200	-	7,200	0%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Kim - MGO Conference			Transfer $300 to 437-11 Telephone and $500 to 437-38 Refunds
18 Postage	1,000						1,000	-	1,000	0%	Certified Mailings; Legal notices, yard sign postings			
20 Advertising/Legal Publications	4,500						4,500	901	3,599	20%	Advertising of BZA and public hearings for P/C meetings; hearing placards			
21 Training & Education	-						-	-	-		$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500;			
22 Dues & Subscriptions	3,000						3,000	405	2,595	13%	AICP Membership; Kim ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.			
23 Professional Services	5,000					3,000	8,000	1,556	6,444	19%	GIS Aerial imagery, Engineering Services, Background Checks			Allowance for annexation surveying services.
26 Insurance & Bonds	20,000						20,000	11,730	8,270	59%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.			
30 Contracted Services	30,000				30,000		60,000	45,744	14,256	76%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;			Increase due to additional engineering service needs.
31 Contracted Services - Tree Board	2,000				7,400		9,400	7,400	2,000	79%	To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.			Tree Board expenses covered by grant.
38 Refunds					500		500	364	136					Allowance for permit fee refunds.
41 Departmental Supplies	4,000						4,000	3,384	616	85%	Public hearing signs, office supplies, promotional supplies			
53 Computer Software / Tech	9,000						9,000	6,589	2,411	73%	MyPermit Now Monthly Fees			
59 Capital Outlay	-						-	-	-					
Total Planning and Zoning	**410,125**	**550**	**-**	**1,315**	**37,400**	**3,000**	**452,390**	**320,700**	**131,690**	**71%**				
Total City Bldg Inspection, P&Z, and Enforcement Agency	**795,654**	**7,050**	**-**	**24,985**	**52,400**	**5,000**	**880,089**	**633,007**	**253,367**					

Elections - 438	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
12 Printing	3,000						3,000	-	3,000	0%				
20 Advertising/Legal Publications	500						500	90	410	18%	Publish ballot multiple times			
23 Professional Services	-						-	-	-					
30 Contracted Services	5,000						5,000	-	5,000	0%	Poll workers for early voting and day of election.			
41 Departmental Supplies	2,000						2,000	539	1,461	27%	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers			
Total Elections	**10,500**	**-**	**-**	**-**	**-**	**-**	**10,500**	**629**	**9,871**	**6%**				

DEPARTMENT LINE ITEMS											NOTES AND EXPLANATIONS			
City Hall - 440	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
3 Salaries	95,000			2,960			97,960	74,496	23,464	76%	Director of Operations Salary: $92,500 + 2.5% Merit + Holiday Supplement		Allowance for 3.2% COLA increases.	
4 FICA Taxes	7,600			235			7,835	5,699	2,136	73%	FICA @ 7.65%		Increase due to 3.2% COLA increases.	
5 Group Insurance	16,500			3,500			20,000	13,901	6,099	70%	Health, Dental, Vision, Life, Employee Assistance Program		Allowance for increase in health insurance.	
6 Retirement	9,500			90			9,590	6,656	2,934	69%	9% Employer Contribution		Increase due to 3.2% COLA increases.	
9 OPEB	2,000			1,270			3,270	2,450	820	75%	3% Deferred Compensation Employer Contribution		Increase due to 3.2% COLA increases.	
11 Telephone	18,000						18,000	14,032	3,968	78%	WebEx Phone Services ($6,000), Internet Service ($3,012), Cell phone - Director ($384), Rouss Hall Phone Service ($7,200 per year/$600 per mo.) **Proposing upgrade to internet service. 1 Gbps with GloFiber. $1,900 per month, $22,800 per year. One time set up fee $1,900. $950 set up cost allocated to Police Dept, $950 set up cost allocated to City Hall. Please review quote in attachments.**			
13 Utilities	26,200				25,000		51,200	33,585	17,615	66%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer			Allowance for CWH electric and additional oil heat expenses.
14 Travel Expense	2,000						2,000	370	1,630	19%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD			
15 Repair & Main. Bldg & Grounds	12,000						12,000	2,639	9,361	22%	Elevator Services and City Hall maintenance.			
18 Postage	3,500	500					4,000	3,033	967	76%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection	Allowance for increase in postage costs.		
19 Bldg & Equipment Rental	250,000						250,000	173,468	76,532	69%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer			
20 Advertising/Legal Publications	5,000						5,000	2,704	2,296	54%	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements			
21 Training & Education	-						-	-	-		$2,000 transferred to City Manager's budget			
22 Dues & Subscriptions	3,500						3,500	508	2,992	15%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)			
23 Professional Services	25,000						25,000	16,867	8,133	67%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.			
26 Insurance & Bonds	17,000				1,000		18,000	16,119	1,881	90%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial			Allowance for additional insurance expense.
30 Contracted Services	181,404				20,000		201,404	140,044	61,360	70%	Sustainable Strategies (Grant Consultant, Matt Ward) - $28,800 ($2,400 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Printer & Copier Lease - $14,400 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $35,000 Payroll Processing Base Fees - $3,864 ADP Software Recurring Annual Fee - $19,440 Tek Advisors - Moving this out of Capital Budget and into Operating budget - $75,000 per year.			Allowance for additional technological expenses.
32 Bank Charges	29,000	31,000					60,000	39,509	20,491	66%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	Allocation for credit card merchant fees.		
37 Other Fees/Taxes	1,500				(1,000)		500	-	500	0%	Late fees			Transfer to 440-26.
41 Departmental Supplies	12,000	3,000			(600)		14,400	8,306	6,094	58%		Increase due to rising kitchen, cleaning, & office supplies		Transfer to 415-41 Court Clerk Supplies.
53 Computer Software / Tech	15,000						15,000	11,763	3,237	78%	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year			
Total City Hall	**731,704**	**34,500**	**-**	**8,055**	**44,400**	**-**	**818,659**	**566,149**	**252,510**	**69%**				

Contributions/Transfers - 444	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
68 Contributions - "But For" Organizations	60,000						60,000	-	60,000	0%	Citizens Fire Co. $95K and EPTA Requests $50K			
68 Community Awards	-					4,000	4,000	-	4,000					Allowance for fireworks contribution to JC P&R.
68 Contributions - Revive Grant	20,000						20,000	-	20,000	0%	Unspent Revive! Funding rolled over to FY24			
68 Contributions - Façade Improvement Program	15,000						15,000	5,000	10,000	33%				
68 Contributions - Homeless Solutions	25,000						25,000	13,902	11,098	56%	County Homelessness position funding commitment			
68 Contribution - Nuisance Property Expenses	-						-	-	-		Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.			
68 Contributions - Sidewalk Improvement Program	15,000						15,000	4,636	10,364	31%	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest			
Total Contributions/Transfers	**135,000**	**-**	**-**	**-**	**-**	**4,000**	**139,000**	**23,538**	**115,462**	**17%**				

Parking - 571	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	41,614						41,614	23,392	18,223	56%	Base salary, contingency, 2.5% merit, holiday supplement, and clothing allowance			
04 FICA Tax Expense	3,300	200					3,500	1,811	1,689	52%	FICA @ 7.65%	Increase due to additional overtime allocation.		
05 Group Insurance	9,300						9,300	403	8,897	4%	Health, Dental, Vision, Life, Employee Assistance Program			
06 Retirement Expense	3,600						3,600	2,226	1,374	62%	9% Employer Retirement Contribution			
08 Overtime		2,000					2,000	284	1,717	14%		Allocation for parking attendant overtime.		
09 OPEB	1,400						1,400	726	674	52%	3% Deferred Compensation Employer Contribution			
13 Utilities	1,200				250		1,450	1,073	377	74%	Electric Service			Allowance for City parking lot electric for the remainder of the year.
16 Repair & Main - Equipment	3,000				(250)		2,750	-	2,750	0%	Parking meter repairs and maintenance			Transfer to 571-13 Utilities.
18 Postage	500						500	8	492	2%				
19 Bldg & Equipment Rental	1,000						1,000	-	1,000	0%				
20 Advertising / Legal Publications	500						500	-	500	0%				
23 Professional Services	-						-	-	-					
26 Insurance & Bonds	3,000						3,000	2,015	985	67%	Prof Liability, Umbrella, Automobile, Worker's Comp			
30 Contracted Services	500						500	571	(71)	114%				
41 Departmental Supplies	5,000			(500)			4,500	4,058	442	90%	Office Supplies, Batteries, Handheld Printer Paper		Transfer of funds to 571-45 Uniforms.	
43 Auto Supplies (Gas/Oil)							-	77						
45 Uniforms	500			500			1,000	991	9	99%	Jacket, Uniform Shirt, Patches, Badge, etc.		Allowance for unexpected uniform expense due to filling a vacancy.	
53 Computer Software/Tech	4,000						4,000	-	4,000	0%	United Public Safety/T2 Annual Fees			
Total Parking	**78,414**	**2,200**	**-**	**-**	**-**	**-**	**80,614**	**37,634**	**43,058**	**47%**				

DEPARTMENT LINE ITEMS											NOTES AND EXPLANATIONS			
Contingencies - 699	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**Budget Balance**	**Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
Other Contributions	254,996	95,004		(207,027)	(103,000)	(9,000)	30,973	-	30,973	0%	Placeholder for 3.2% COLA ($84,900 plus $16,980 for FICA/Retirement Cont.); $50,000 for emergency snow costs. $41,667 for COPS grant for additional police officer.	Allowance for city wide unexpected expenses.	$91,277 allowance for city wide 3.2% COLA, FICA, and retirement. $75,750 transferred to city wide Group Insurance. $40,000 transferred to 750-13 Streets Utilities.	**REVISION #4** -$35,000 transferred to 436-23 Building Inspection Professional Services. $10,000 transferred to 437-30 P&Z Contracted Services. $25,000 transferred to 440-13 City Hall Utilities. $30,000 transferred to 440-30 City Hall Contracted Services. $13,000 transferred to 750-30 Maintenance Contracted Services. **REVISION #5** - $2000 transferred to 402-23 Economic Development Professional Services. $3000 transferred to 437-23 P&Z Professional Services. $4000 transferred to 444-68 Community Awards.
Total Contingencies	**254,996**	**95,004**	**-**	**(207,027)**	**(103,000)**	**(9,000)**	**30,973**	**-**	**30,973**	**0%**				
Police Department - 700	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	1,532,798	5,000		(30,000)			1,507,798	1,103,697	404,101	73%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. Seven (7) Patrolman ($52,998.40 - $55,681.60) Two (2) Patrolman First Class ($58,510.40 - $64,542.40) Three (3) Sergeants ($76,689.60 - $86,756.80) Two (2) Lieutenants ($93,246.40 - $95,576.00) Three (3) Corporals ($67,808 - $82,617.60) Three (3) Administrative personnel ($36,276.00 - $55,910.40) One (1) Chief ($134,650)	Allowance for additional promotions.	Transfer to 700-04 FICA.	
04 FICA	50,000	1,200		33,400			84,600	63,496	21,104	75%	FICA Tax at 7.65%	Increase due to additional overtime allocation.	Increase due to unexpected overtime.	
05 Group Insurance	180,000			40,000			220,000	155,120	64,880	71%	PEIA/Health insurance increase from $9K to $12K per month.		Allowance for increase in health insurance.	
06 Retirement	140,000						140,000	108,652	31,348	78%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)			
07 Police Pension	64,000						64,000	26,801	37,199	42%	Legacy CTPD Retirement System			
08 Overtime	150,000	10,000		50,000			210,000	188,827	21,173	90%		Allowance for unanticipated police overtime.	OT increase due to short staffed.	
09 OPEB	48,000						48,000	33,594	14,406	70%	457(b) Deferred Compensation 3%			
10 Prior Year SS Exemption Correction							-	(2,195)	2,195					
11 Telephone	48,500						48,500	19,080	29,420	39%				
13 Utilities	48,000						48,000	37,510	10,490	78%	Electric and Internet Service, increase in FY254.			
14 Travel	4,000						4,000	2,435	1,565	61%				
15 R&M Building & Grounds	2,200						2,200	358	1,842	16%	Lights, Paint, Air Filters, Electrical supplies, Batteries			
16 R&M Equipment	2,500			2,000			4,500	4,398	102	98%	Generator Service		Increase for unexpected annual generator maintenance.	
17 R&M Auto	45,000			(2,000)			43,000	34,407	8,593	80%	Oil changes, Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, Tires, etc.		Transfer of funds to 700-16.	
18 Postage	1,300						1,300	718	582	55%				
19 Building & Equipment Rental	100,000						100,000	57,764	42,236	58%				
20 Advertising/Legal Publications	5,600						5,600	3,198	2,403	57%	New Hire Ads 3-6 ads in local paper			
21 Training & Education	20,000						20,000	3,552	16,448	18%				
22 Dues & Subscriptions	2,000						2,000	1,283	717	64%	WVCOP Dues, IACP, SRO, Journal			
23 Professional Services	6,500						6,500	3,916	2,585	60%	Polygraph Exams, Physical Exams, Diagnostic Imaging			
26 Insurance & Bonds	105,000						105,000	76,576	28,424	73%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance			
30 Contracted Services	48,000						48,000	18,588	29,412	39%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.			
32 Bank Charges	250						250	-	250	0%				
37 Other Fees & Taxes	250						250	-	250	0%	661 George St. Ambulance Fees			
41 Departmental Supplies	40,000						40,000	19,500	20,500	49%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery			
43 Auto Supplies	65,000						65,000	41,285	23,715	64%	Gas for Police Vehicles			
45 Uniforms	20,000						20,000	8,160	11,840	41%				
53 Computer Software/Tech	29,000						29,000	28,090	910	97%	CAD, Guardian Tracking, Police One Academy, Powerdms, POSS-Essentials			
Total Police Dept	**2,757,898**	**16,200**	**-**	**93,400**	**-**	**-**	**2,867,498**	**2,038,810**	**828,688**	**71%**				
Police-Special Duty Crossing Guard - 704	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	34,803						34,803	22,834	11,969	66%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA.			
04 FICA Tax Expense	2,600						2,600	1,747	853	67%				
26 Insurance & Bonds	1,750						1,750	1,407	343	80%				
41 Departmental Supplies	250						250	-	250	0%	Stop signs			
45 Uniforms	500						500	-	500	0%	Reflective jackets and vests			
43 Auto Supplies (Gas & Oil)	-						-	-	-					
Total Police - Special Duty Crossing Guard	**39,903**	**-**	**-**	**-**	**-**	**-**	**39,903**	**25,988**	**13,915**	**65%**				
Total Police and Crossing Guards	**2,797,801**	**16,200**	**-**	**93,400**	**-**	**-**	**2,907,401**	**2,064,798**	**842,603**					
Dog Warden - 707	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
Contributions	1,600.00						1,600	-	1,600	0%	City passes along the dog tag fees to the County			
Total Dog Warden	**1,600.00**	**-**	**-**	**-**	**-**	**-**	**1,600**	**-**	**1,600**	**0%**				

DEPARTMENT LINE ITEMS											NOTES AND EXPLANATIONS			
Maintenance - 750	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	263,643						263,643	194,055	69,588	74%	Promote Maintenance Supervisor to Director; increase in salary from $73,418 to $80,000, plus three (3) Maintenance Staff: $66,454, $49,995 and $42,064 plus 5.0% Merit and Holiday Supplement.			
04 FICA Tax Expense	21,091	400					21,491	15,647	5,844	73%	FICA @ 7.65%	Increase due to additional overtime allocation.		
05 Group Insurance	26,000			3,000			29,000	20,471	8,529	71%	Health, Dental, Vision, Life, Employee Assistance Program		Allowance for increase in health insurance.	
06 Retirement	23,728						23,728	18,047	5,681	76%	9% Employer Contribution			
08 Overtime		5,000		7,500			12,500	10,482	2,018	84%		Overtime allowance for maintenance employees.	Allowance for remaining OT in FY25.	
09 OPEB	7,909						7,909	3,601	4,308	46%	3% Deferred Compensation Employer Contribution			
11 Telephone	3,000						3,000	2,219	781	74%	Field staff equipped with cell phones			
13 Utilities	100,000			40,000			140,000	104,586	35,414	75%	Electric (street lights), water, sewer, and internet		Allowance for utilities expenses for the remainder of FY25.	
14 Travel Expense	1,500						1,500	-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed			
15 R&M Buildings and Grounds	14,000	20,000			15,000		49,000	44,925	4,075	92%	General maintenance of city buildings.	Increase for elevator and HVAC repairs transfererd from capital outlay. This also includes repairs for Ortegas equipment per contract.		Increase for unexpected elevator and HVAC repairs.
16 R&M Equipment	15,000				(10,000)		5,000	1,397	3,603	28%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.			Transfer to 750-16 R&M Buildings & Grounds.
17 R&M Auto	7,000	3,000					10,000	4,208	5,792	42%	Regular maintenance of department vehicles.	Allocation for additional vehicle repair.		
19 R&M Bldg and Equip Rental	-						-	329	(329)		Equipment rented as required to maintain various city buildings.			
20 Advertising	-						-	-	-		Spring and Fall Cleanup. Additional city sponsored projects as required.			
21 Training & Education	-						-	-	-		Maintain certifications; other skill enhancement training as required/proposed			
22 Dues & Subscriptions	200	300					500	292	208	58%	Camera subscription and CDL License Fees	Additional allocation for CDL licenses.		
23 Professional Services	120	380					500	224	276	45%	CDL physicals	Additional allocation for CDL physicals.		
26 Insurance & Bonds	19,000						19,000	11,591	7,409	61%	Liability, Worker's Comp, Vehicle Insurance			
30 Contracted Services	50,000	5,000		(6,000)	15,000		64,000	52,615	11,385	82%	Trash Service, Box Rental Fees, Contractor for Tree Services, Snow Removal and Salt	Allowance for Happy Retreat Ash tree removal.	Transfer to 750-45 uniforms.	Increase for snow removal expenses.
41 Departmental Supplies	12,000	29,000			(9,000)		32,000	21,886	10,114	68%	General maintenance annual supplies.	$5000 for PPE and tree work tools. $9000 for street light replacement. $5000 for street signs and poles. $10,000 for Christmas wreaths transferred from Fairs/Festivals.		Transfer $5000 to 750-16 R&M Buildings & Grounds; $2000 to 750-45 Uniforms & $2000 to 750-30 Contracted services.
43 Auto Supplies (Gas, Oil & Tires)	23,000	5,000					28,000	15,859	12,141	57%	Other city vehicle maintenance.	$5000 tire expenses transferred from Capital Outlay.		
45 Uniforms	10,000	(5,000)		6,000	2,000		13,000	12,399	601	95%	Cintas service cost increase	Reduced due to termination of Cintas contract.	Allowance for purchase of new uniforms.	
53 Software/Tech	-						-	-	-			GoGov Work Order Software cost transferred from supplies.		
59 Capital Outlay	25,000	(25,000)					-	-	-		Elevator repairs, HVAC repairs, tires, various equipment.	$5000 transferred to Auto Supplies and $20,000 transferred to R&M Buildings and Grounds.		
Total Streets	**622,191**	**38,080**	**-**	**50,500**	**13,000**	**-**	**723,771**	**534,832**	**188,939**	**74%**				

Visitor's Center - 901	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
13 Utilities							-	-	-		Electric Service for Rouss Hall - moved to City Hall Utilities per State Auditor's budget			
15 R&M - Building & Grounds	-						-	-	-					
23 Professional Services	-						-	-	-					
30 Contracted Services	-						-	-	-					
41 Departmental Supplies	-						-	-	-					
66 Contributions	100,000						100,000	62,086	37,914	62%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center. Hotel/Motel Tax Revenue is trending 6% higher than FY24; primarily in August and January.			
Total Visitor's Center	**100,000**	**-**	**-**	**-**	**-**	**-**	**100,000**	**62,086**	**37,914**	**62%**				

DEPARTMENT LINE ITEMS											NOTES AND EXPLANATIONS			
Fairs/Festivals - 903	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
19 Bldg & Equipment Rental	-						-	-	-		No longer needed, we bought a generator.			
20 Advertising/Legal Publications	1,800	200					2,000	50	1,950	3%		Allowance for increase of Carlisle Ads costs.		
30 Contracted Services	30,000	6,000					36,000	5,018	30,982	14%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($4,300), Signage ($2,000), Inflatables ($2,000), Labor ($2,100), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($1,000), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Labor ($700) **Halloween** Labor ($146) **Christmas Parade** Labor ($146)	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Gaming Trailer ($1,000)		
38 Refunds							-	85	(85)					
41 Departmental Supplies	25,000	(3,000)					22,000	6,696	15,304	30%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($325), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs **Christmas Wreaths - $3,000**	**WV Fest** Water/cups ($1,500), Sinage ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($2000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500) **Christmas Wreathes** - Transferred to Maintenance.		
52 Computer Software	1,300						1,300	-	1,300	0%	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.			
68 Contributions	4,000						4,000	4,025	(25)	101%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.			
Total Fairs/Festivals	**62,100**	**3,200**	**-**	**-**	**-**	**-**	**65,300**	**15,874**	**49,426**	**24%**				
Transfers - 960/698 SAO	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
01 Transfers to Capital Reserve - Repaving	130,000						130,000	109,162	20,838	84%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures			
02 Transfers to Capital Reserve - One Time Funding	659,452	3,055,000					3,714,452	3,714,452	-	100%	$659,452 Revenue/Loss Allowance	$3,055,000 for Jefferson Memorial Park pool.		
03 Transfers Out - Parks & Rec	120,000						120,000	81,986	38,014	68%	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.			
04 Transfers to Residual Fund		263,319					263,319	263,319	-	100%		Transfer to Residual Fund to build up Rainy Day savings.		
11 Transfers to Capital Reserve - Table Games	850,000						850,000	645,471	204,530	76%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.			
Total Transfers	**1,759,452**	**3,318,319**	**-**	**-**	**-**	**-**	**5,077,771**	**4,814,389**	**263,382**	**95%**				
General Government - 975	**FY25 Requested**		**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
Contributions	-	-					-	-	-					
Total General Government	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**					
Total Expenses	**8,446,336**	**3,524,453**	**145,000**	**150,000**	**7,400**	**50,000**	**- 12,323,189**	**9,765,469**	**2,558,953**		**Provides for comparable year-over-year comparision of operating costs**			
Surplus or Deficit	**(0)**	**(0)**	**-**	**0**	**-**	**-**	**(0)**	**2,146,467**	**(2,147,700)**					

2025-576: Capital Improvement Plan (CIP) Discussion

The Council should schedule a workshop for a Saturday in July 2025.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/19/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-579: Transmission Presentation

ATTACHMENTS:

- CT City Council Transmission presentation.pdf



TRANSMISSION

City Council Presentation

5/19/2025

Energy & Transmission Terms



What is FERC?

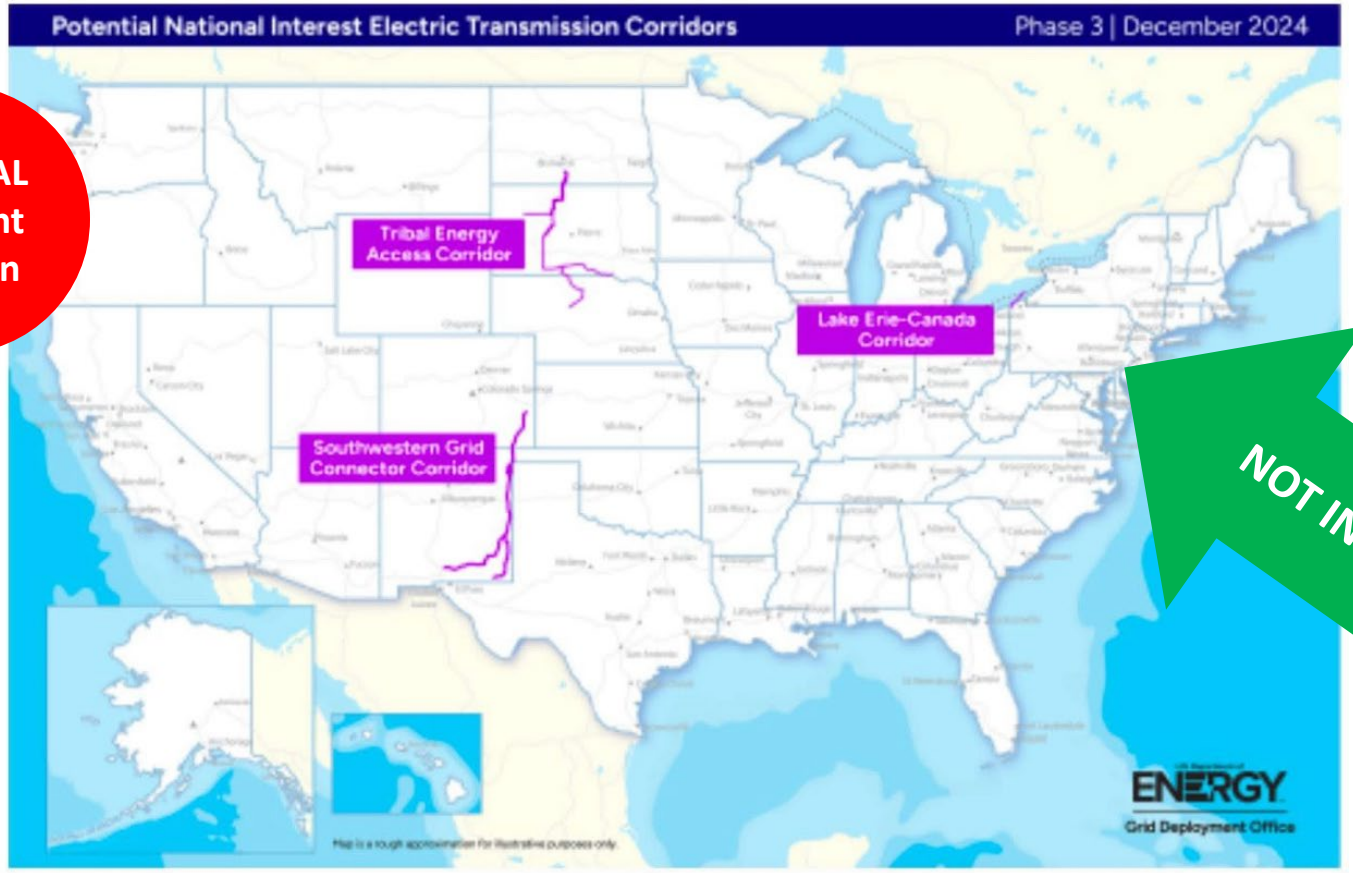
- An independent agency within the U.S. Department of Energy
- Established in 1977 (replaced the Federal Power Commission)
- Led by five commissioners appointed by the President
- Regulates interstate transmission of electricity, natural gas, and oil

FERC's Role in Transmission

- Ensures reliable, efficient, and sustainable energy infrastructure
- Approves rates for transmission of electricity in interstate commerce
- Regulates reliability standards for the bulk power system
- Issue permits within NIETCs

What is a NIETC?

A National Interest Electric Transmission Corridor (NIETC) is a geographic area designated by the U.S. Department of Energy (DOE) where electricity transmission constraints or congestion adversely affect consumers, and where development of new transmission would advance important national interests.

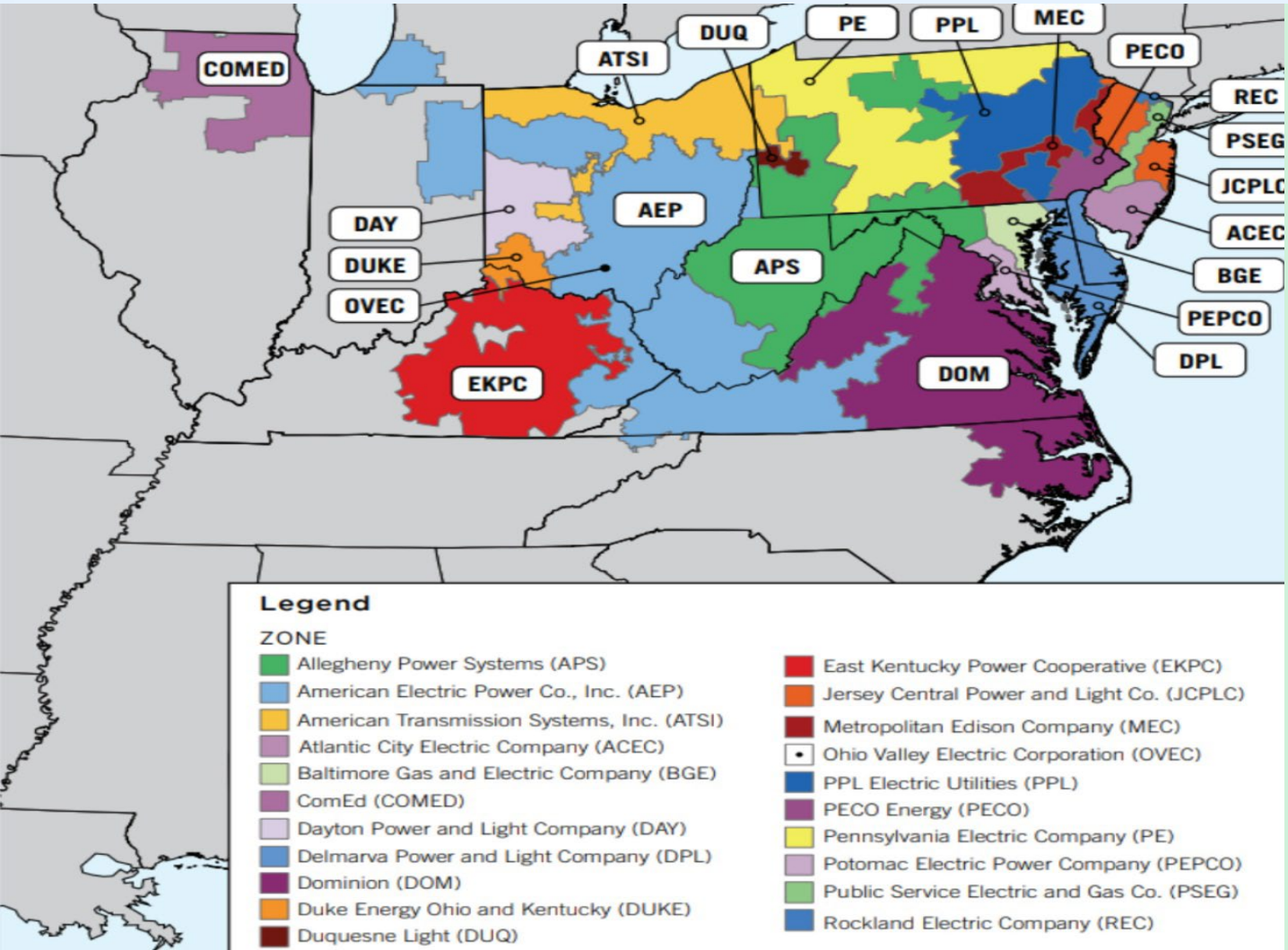


FEDERAL Eminent Domain

NOT IN OUR AREA!

What is PJM?

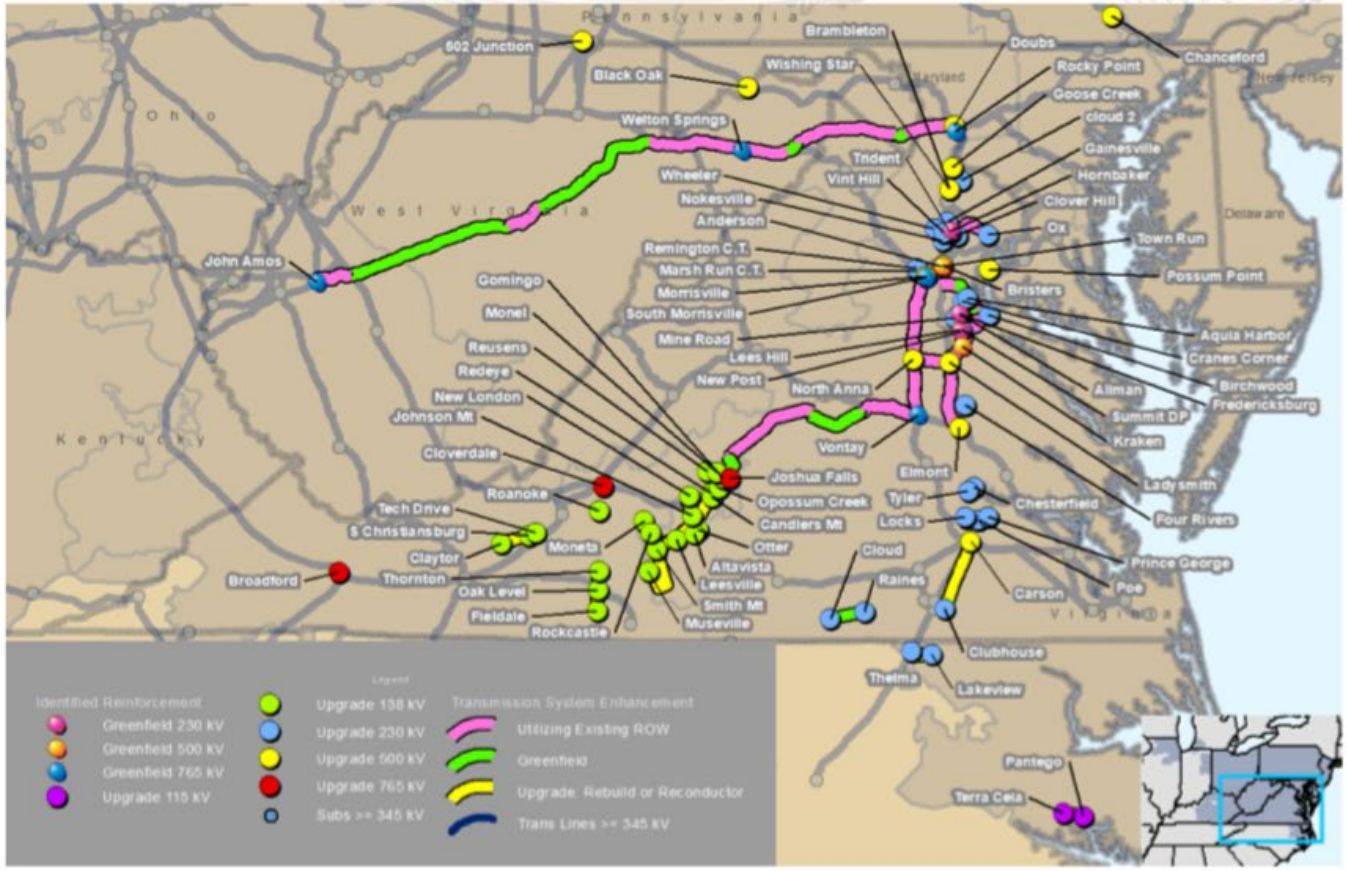
- PJM is a Regional Transmission Organization (RTO)
- Name originally stood for Pennsylvania-Jersey-Maryland Interconnection
- Founded in 1927, became an RTO in 1997



What does PJM do?

- **Approves a <u>conceptual</u> route** between two substations
- **Submits rates** to FERC for approval
- Operates high voltage transmission grid
- Manages utilities

TRNSRC Joint Proposal – 262
(ROW designation only, All kVs)



NOTE: *This map is only intended to illustrate the general electrical connectivity of the projects, and should not be relied upon for exact geographical substation locations or line routes.*

- Vague route shared at monthly **Transmission Expansion Advisory Committee (TEAC) monthly meeting.**
- Project 262 became Valley Link: connects **John Amos coal plant to the Doubs substation at Point of Rocks MD.**

Dominion-FirstEnergy-Transource Joint Proposals

2024 RTEP W1 Proposal Risk Assessments

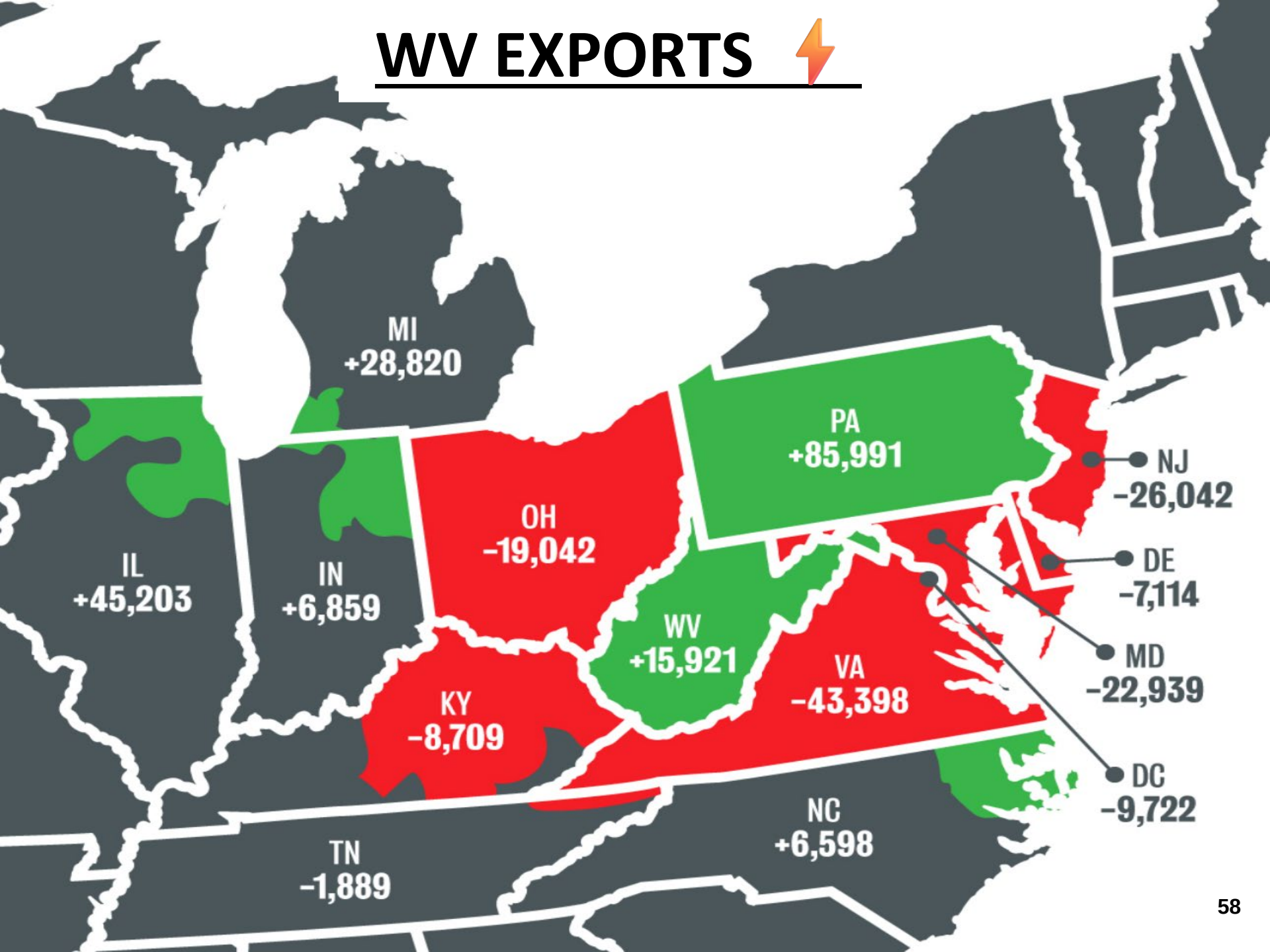
Applicable Proposal IDs for Joint Proposals	Proposal ID	Proposing Entity	Proposal Description	Proposal Cost Estimate	Independent Cost Estimate	Cost Estimate Risks	Cost Containment Risks	Schedule Risks	Constructability Risks	ROW/Land Acquisition Risks	Outage Coordination Risks	Proposing Entity Experience & Capability Risk	Proposed ISD	765 kV Ckt. Miles	500 kV Ckt. Miles	EHV Ckt. Total
262	708	TRAIL	Amos - Welton Springs - Point of Rocks 765 kV Line	$ 1,944,988,294.77	$ 2,117,592,291.77	Low	Medium-High	High	High	Medium-High	Low	Low	12/1/2029	261	0	261

Applicable Proposal IDs for Joint Proposals	Proposal ID	Proposing Entity	Proposal Description	Proposal Cost Estimate	Independent Cost Estimate
262	708	TRAIL	Amos - Welton Springs - Point of Rocks 765 kV Line	$ 1,944,988,294.77	$ 2,117,592,291.77

Cost Containment Risks	Schedule Risks	Constructability Risks	ROW/Land Acquisition Risks
Medium-High	High	High	Medium-High

PJM already knows that the transmission projects going through Jeff Co WV have **HIGH schedule risks, constructability risks, ROW / land acquisition risks, and cost containment risks**.

WV EXPORTS


MI
+28,820
IL
+45,203
IN
+6,859
OH
-19,042
PA
+85,991
NJ
-26,042
DE
-7,114
MD
-22,939
WV
+15,921
VA
-43,398
KY
-8,709
DC
-9,722
NC
+6,598
TN
-1,889

Misconceptions ❌

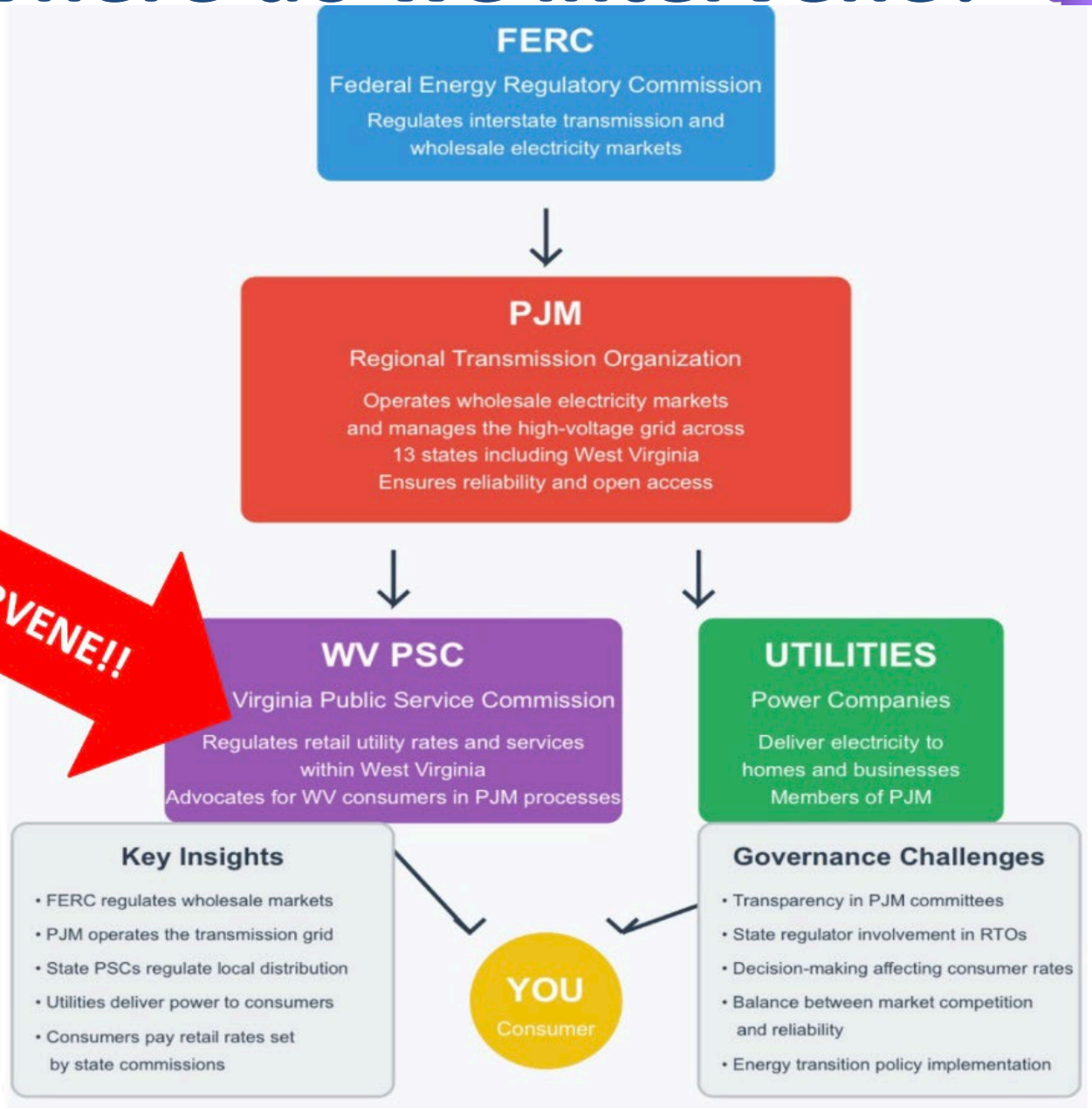
- FERC has **unlimited authority** over West Virginia & PSC

- PJM has **authority** over WV, PSC, and the JCC.
- MidAtlantic NIETC gives PJM **federal eminent domain**
- WV imports electrons from VA
- Transmission can be used by **Jefferson County data centers**
- Jefferson County can do **nothing to stop** this

The Reality ✅

- FERC approves **transmission rates.** FERC can lose. 2012 legal case Newman vs FERC in the DC courts
- PJM is an RTO and selects conceptual/vague route.
- **Mid Atlantic NIETC was cancelled** as of 12/16/2024.
- WV & PA are **energy exporters**
- New lines are **earmarked for No. VA** Jeff Co data centers have to make a load request to PJM
- Jefferson County residents & county commission can **intervene**

Where do we intervene? 🤷



WHAT IS THE WV PUBLIC SERVICE COMMISSION?

- Created in 1913 by the WV State Legislature
- Regulatory agency for utilities operating in West Virginia
- Three commissioners appointed by Governor (6-year terms)

UTILITIES REGULATED BY THE PSC

Electric | Natural Gas | Water/Sewer | Landline Phone

THE REGULATORY PROCESS

Utility Files Case
(Rate increase, project approval)

PSC Reviews Case
(Staff investigates)

Public Participation
(Hearings, comments)

PSC Makes Decision
(Approves, denies, modifies)

Utility Implements

Ratepayers Affected



Intervention



WHAT IS INTERVENTION?

Formal intervention gives ratepayers legal standing to participate in PSC cases and challenge utility projects that could impact service quality or rates.

1 MONITOR PSC FILINGS

- Visit the PSC website (www.psc.state.wv.us) to search for cases
- Sign up for email notifications for specific case numbers
- Review local newspapers for public notices about transmission projects

2 FILE PETITION TO INTERVENE

- Submit within deadline (typically 20-30 days after public notice)
- Include case number, your contact information, and why you're affected
- Explain your interest as a ratepayer (financial impact, environmental concerns, etc.)

3 PREPARE YOUR ARGUMENTS

Focus on the transmission project's impact on **homes, property, and farms.**

KEY CONTACTS:

- WV PSC: 1-800-344-5113
- Consumer Advocate Division

When Utilities Come Knocking

DON'T

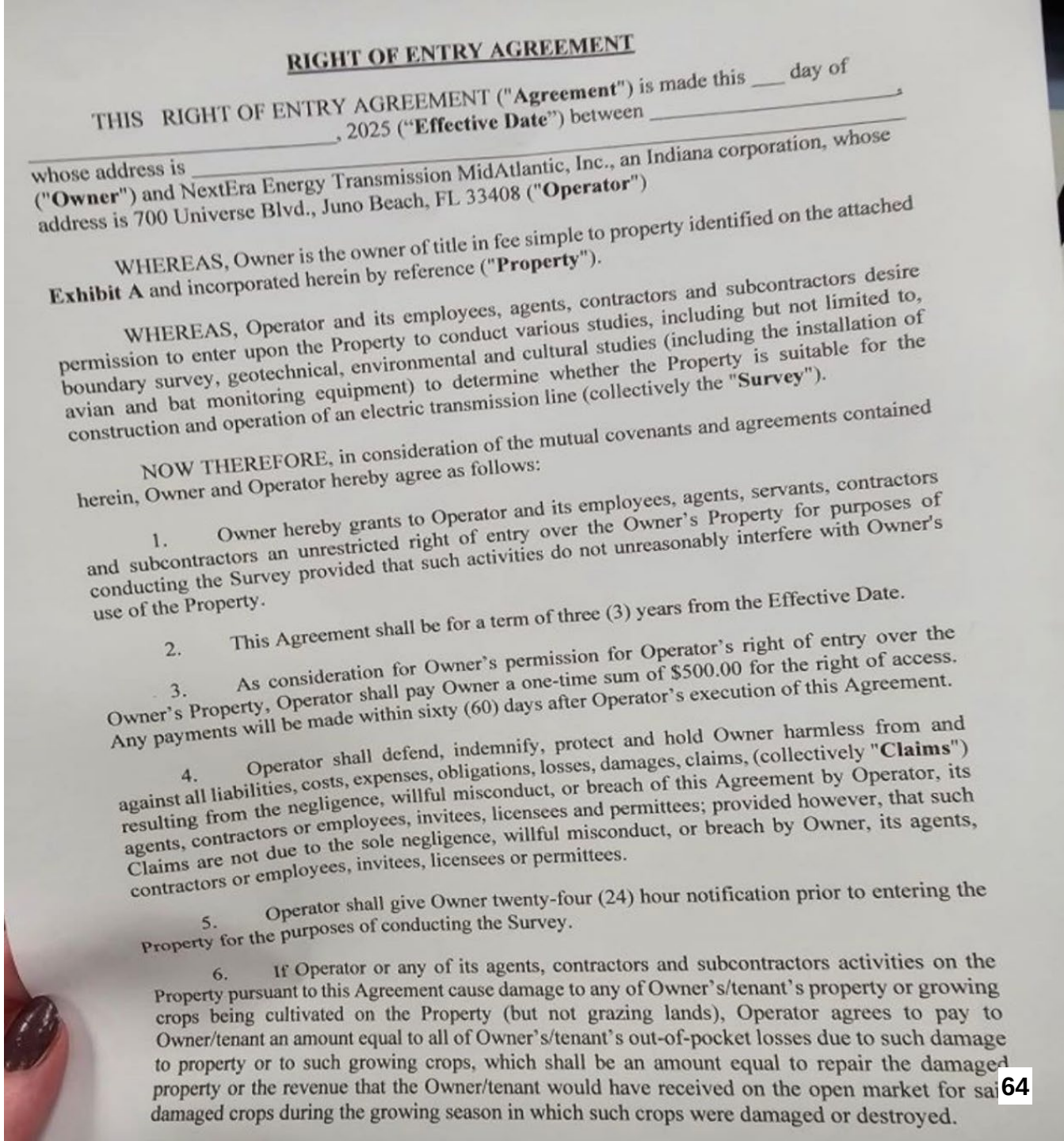
- Allow **outside of their rights of way** easement
- Allow **environmental surveys** (digging/drilling)
- Accept **payment** for surveys
- **Sign** anything

DO

- Ask for their **permit number**
- Ask for **letter notification by mail**
- **Schedule** the visit so you can be there

Right of Entry Agreement

Don't Sign!



Predatory Behavior

RIGHT OF ENTRY AGREEMENT

THIS RIGHT OF ENTRY AGREEMENT ("**Agreement**") is made this ___ day of _____, 2025 ("**Effective Date**") between _____, whose address is _____ ("**Owner**") and NextEra Energy Transmission MidAtlantic, Inc., an Indiana corporation, whose address is 700 Universe Blvd., Juno Beach, FL 33408 ("**Operator**")

WHEREAS, Owner is the owner of title in fee simple to property identified on the attached **Exhibit A** and incorporated herein by reference ("**Property**").

WHEREAS, Operator and its employees, agents, contractors and subcontractors desire permission to enter upon the Property to conduct various studies, including but not limited to, boundary survey, geotechnical, environmental and cultural studies (including the installation of avian and bat monitoring equipment) to determine whether the Property is suitable for the construction and operation of an electric transmission line (collectively the "**Survey**").

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, Owner and Operator hereby agree as follows:

1. Owner hereby grants to Operator and its employees, agents, servants, contractors and subcontractors an unrestricted right of entry over the Owner's Property for purposes of conducting the Survey provided that such activities do not unreasonably interfere with Owner's use of the Property.

2. This Agreement shall be for a term of three (3) years from the Effective Date.

3. As consideration for Owner's permission for Operator's right of entry over the Owner's Property, Operator shall pay Owner a one-time sum of $500.00 for the right of access. Any payments will be made within sixty (60) days after Operator's execution of this Agreement.

4. Operator shall defend, indemnify, protect and hold Owner harmless from and against all liabilities, costs, expenses, obligations, losses, damages, claims, (collectively "**Claims**") resulting from the negligence, willful misconduct, or breach of this Agreement by Operator, its agents, contractors or employees, invitees, licensees and permittees; provided however, that such Claims are not due to the sole negligence, willful misconduct, or breach by Owner, its agents, contractors or employees, invitees, licensees or permittees.

5. Operator shall give Owner twenty-four (24) hour notification prior to entering the Property for the purposes of conducting the Survey.

6. If Operator or any of its agents, contractors and subcontractors activities on the Property pursuant to this Agreement cause damage to any of Owner's/tenant's property or growing crops being cultivated on the Property (but not grazing lands), Operator agrees to pay to Owner/tenant an amount equal to all of Owner's/tenant's out-of-pocket losses due to such damage to property or to such growing crops, which shall be an amount equal to repair the damaged property or the revenue that the Owner/tenant would have received on the open market for sai damaged crops during the growing season in which such crops were damaged or destroyed.

Notification to Landowners

WV Code §24-2-11a(c) ***Amended in 2010 because of PATH***

- At least **thirty business days before the deadline set by the Public Service Commission to file a petition to intervene** with regard to the application, the **applicant shall serve notice by certified mail to all owners of surface real estate that lie within the preferred corridor of the proposed transmission line**. Notice received by a **named owner who is the recipient of record of the most recent tax bill that has been issued by the county sheriff's office for a parcel of land at the time of the filing of t**he application is sufficient notice regarding that parcel for purposes of this subsection.

3 Projects / 3 Separate Towers

MARL

- Approved by PJM?

  YES - 500kv

- Rates approved by FERC?

  Yes

- Completion date: 2027-2031

Valley Link

- Approved by PJM?

  YES - 765kv

- Rates approved by FERC?

  Yes

- Completion date: 2029

3rd Project

- Approved by PJM?

  Summer 2025

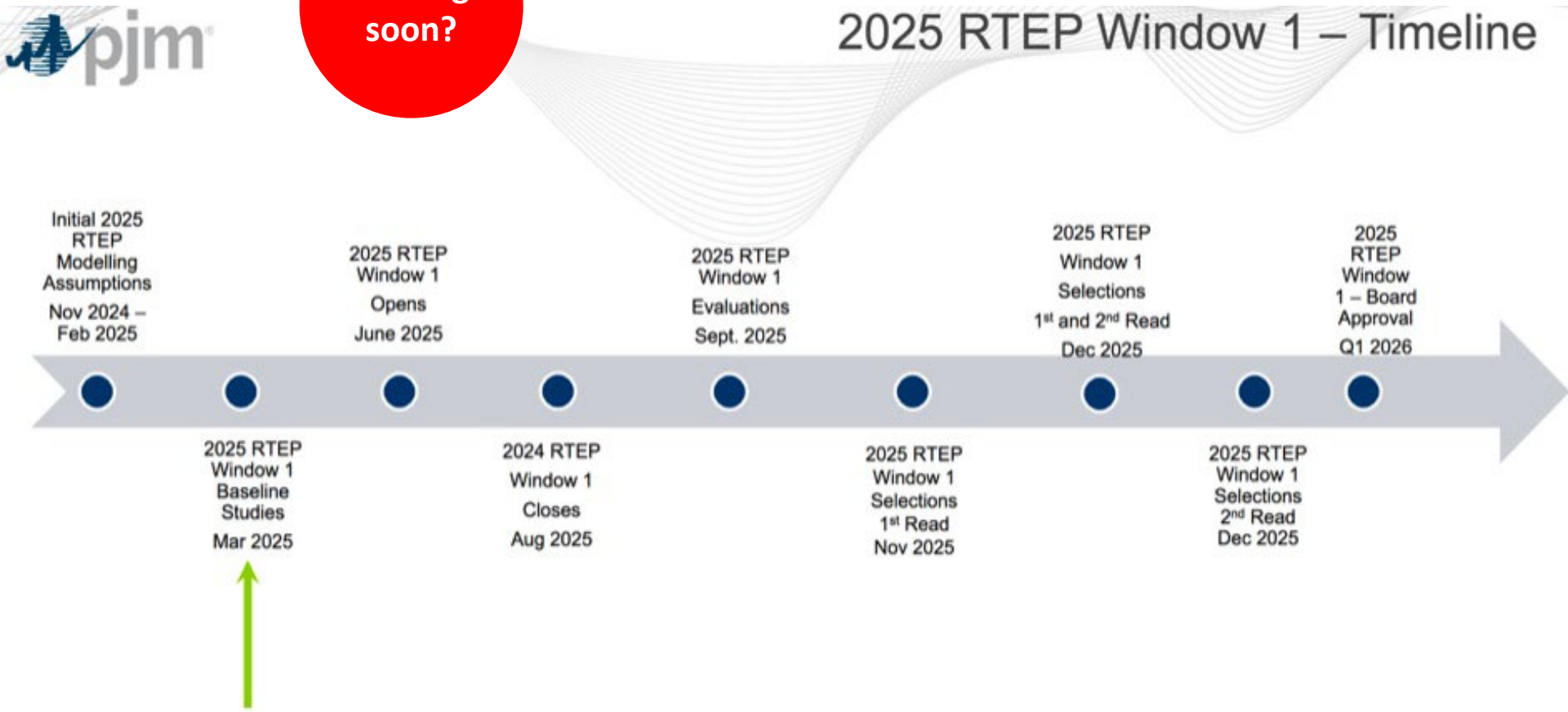
- Rates approved by FERC?

  No

- Completion date: TBA

3rd Project Pending Approval Summer 2025

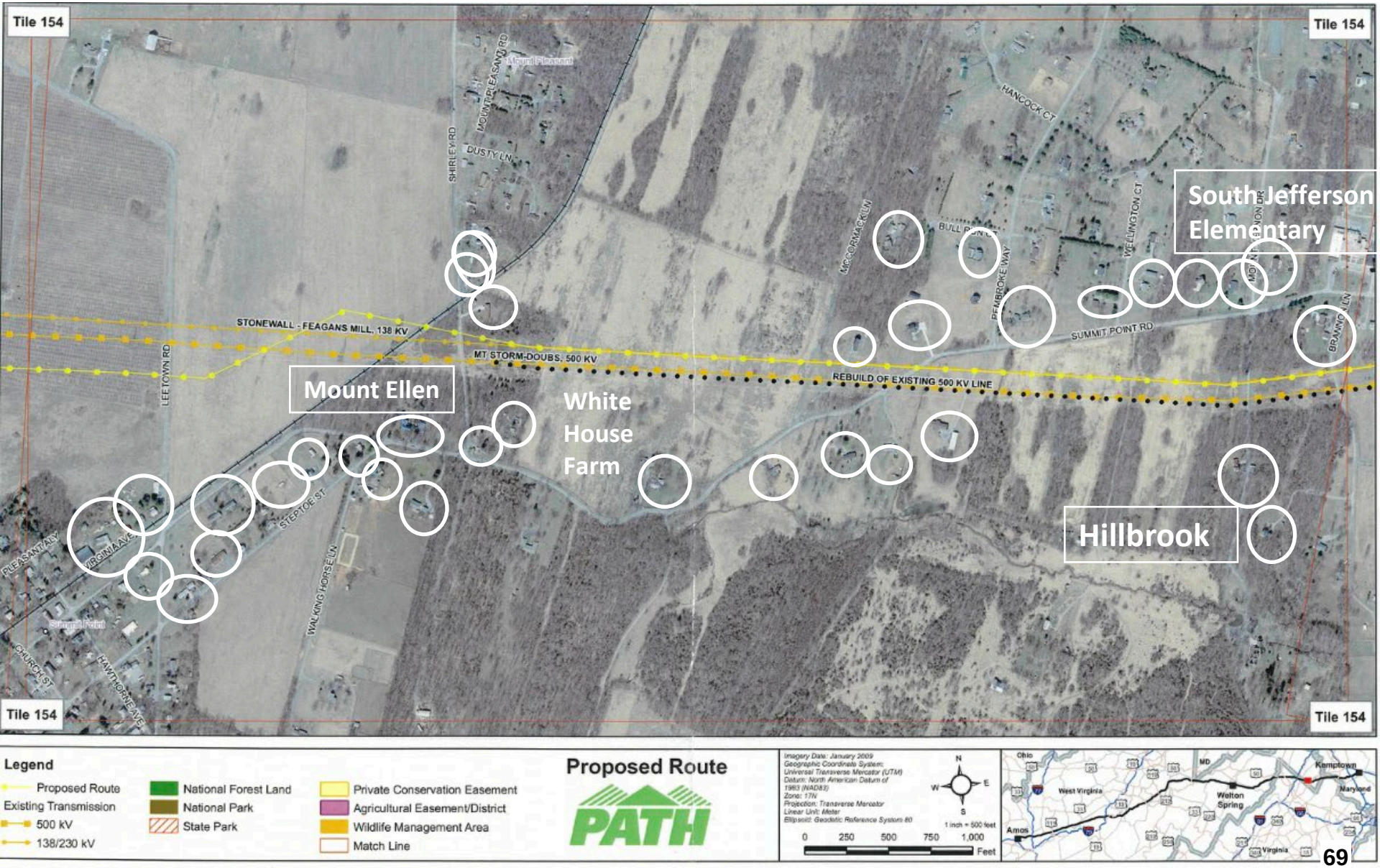
Coming soon?



Who Can Intervene?

- Landowners
- Ratepayers (WV Residents)
- Jefferson County Commission
- Delegates
- Charles Town City Council

Summit Point



Legend

- Proposed Route
- Existing Transmission
  - 500 kV
  - 138/230 kV
- National Forest Land
- National Park
- State Park
- Private Conservation Easement
- Agricultural Easement/District
- Wildlife Management Area
- Match Line

Proposed Route

PATH

Imagery Date: January 2009
Geographic Coordinate System: Universal Transverse Mercator (UTM)
Datum: North American Datum of 1983 (NAD83)
Zone: 17N
Projection: Transverse Mercator
Linear Unit: Meter
Ellipsoid: Geodetic Reference System 80

N W E S

1 inch = 500 feet

0 250 500 750 1,000 Feet

Ratepayers - Jeff Co/Eastern Panhandle

- **TRANSMISSION RATES ARE FERC JURISDICTIONAL (FERC HAS NO AUTHORITY OVER SITING OR PERMITTING)**
- **VALLEY LINK APPLIED TO FERC FOR A RATE FORMULA AND FINANCIAL INCENTIVES**
- **11.4% ROE, ABANDONMENT, EARNING MONEY DURING CONSTRUCTION, COLLECTING PAST EXPENDITURES**
- **UTILITY COMPANIES ARE IN IT FOR THE $$$$**







JCC & Delegates

- **Constituents: landowners & ratepayers**
- Jefferson County **residents**, **ratepayers**, **property values**, property **taxes**, **zoning**, **Comprehensive Plan** **in danger**
- Eastern Panhandle region gets **bad reputation** among homebuyers

The City of Charles Town

Willingham Knolls Park

4.2 ★ (27) · Park in Charles Town, West Virginia · Open

Overview | Photos | Trails | Reviews | About

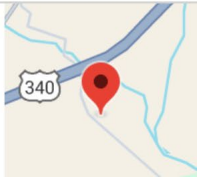




CALL DIRECTIONS SHARE SAVE

Dogs allowed

Charles Town, WV 25414



The City of Charles Town
Dec 19, 2024 ·

Exciting news from Charles Town Tree Board!
Charles Town Tree Board along with Potomac Conservancy and Trout Unlimited planted over 500 trees in two days at Evitts Run Park and Willingham Knolls!

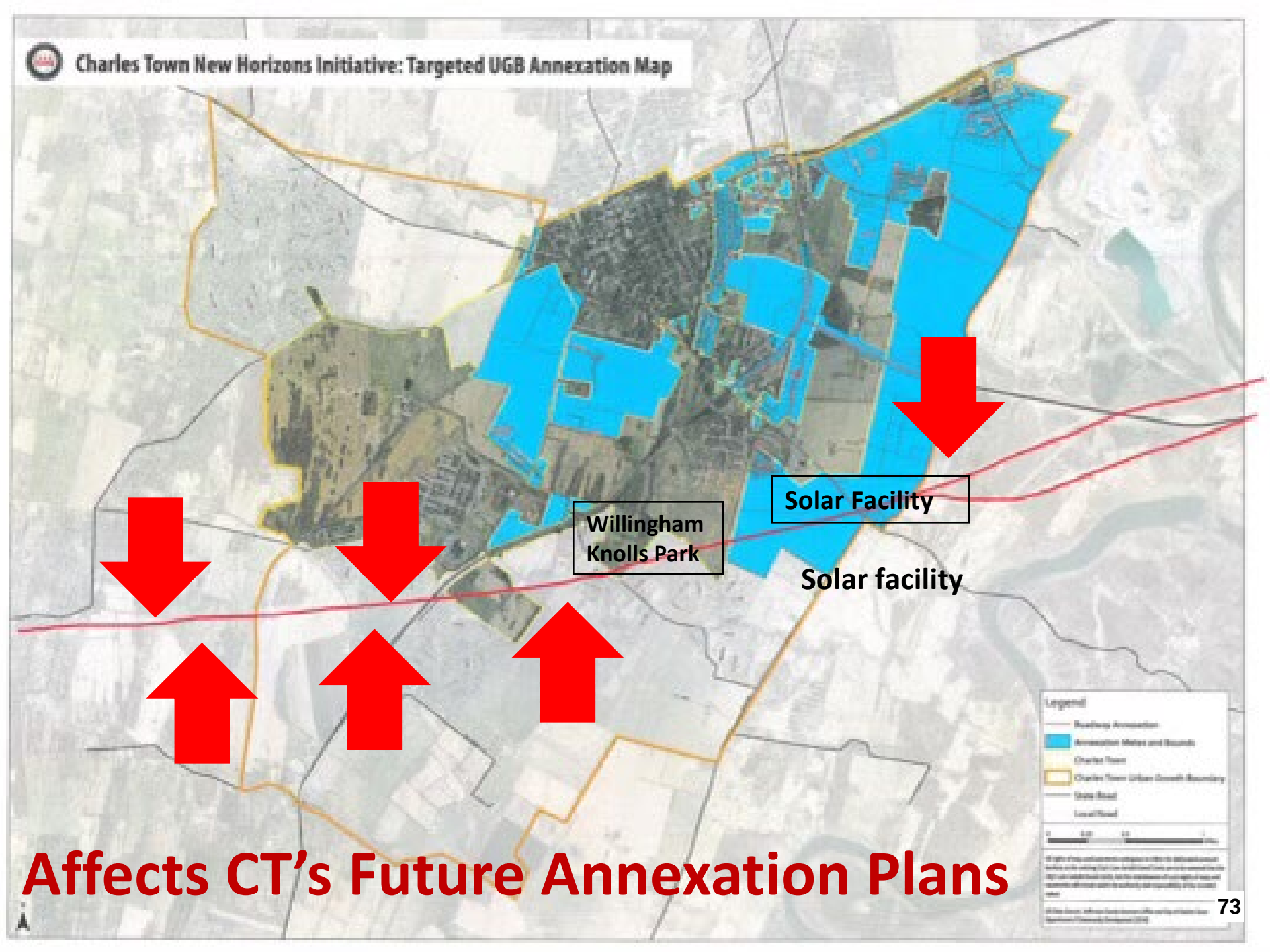








185 14 comments 13 shares



Affects CT's Future Annexation Plans

PLEASE INTERVENE - YOU DID IT BEFORE

City of Charles Town

BOARD OF PARKS & RECREATION COMMISSIONERS

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

Commissioners
Buffy Esquivel
Shannon Layton
Jean Lynn McDaniel
John Poole
Doug Vaira
Ann Paonessa
Geraldine Willingham

Staff
Joe Cosentini

February 24, 2009

West Virginia Public Service Commission
201 Brooks St.
P.O. Box 812
Charleston, WV 25301

NOIE PATH 08A

Dear Commissioners:

Enclosed please find a copy of Resolution 2009-01 adopted by the City of Charles Town's Parks & Recreation Commission at its meeting on February 24, 2009.

The resolution states City of Charles Town's Parks & Recreation Commission's oppositio to the routes proposed by Allegheny Energy and American Electric Power for the construction of the Potomac Appalachian Transmission Highline (PATH) through Willingham Knolls Park in the City of Charles Town, West Virginia.

We request that the Commission give consideration to our opposition to proposed routes th will negative impact the park and reduce our ability to provide an adequate level of service the citizens of Charles Town. We further request that this resolution become part of the permanent record for any application submitted for PATH.

Information or questions may be directed to Charles Town City Manager, Gary Rawlings, 304-725-2311 or gary@cityofcharlestownwv.us.

Sincerely,

Douglas Vaira
President
City of Charles Town Parks & Recreation Commission

cc:
Senator Robert C. Byrd
Senator John D. Rockefeller
Congresswoman Shelly Moore Capito
Governor Joe Manchin III
Senator John Unger
Senator Herb Snyder
Delegate Tiffany Lawrence
Delegate John Doyle
Delegate Robert Tabb
Jefferson County Commission

RECEIVED
2009 MAR 16 AM 8 43
W VA PUBLIC SERVICE COMMISSION
SECRETARY'S OFFICE

City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

MAYOR
Peggy A. Smith

CITY COUNCIL
Donald Clendening
MaryLois Gannon-Miller
Ruth McDaniel
Sandra Slusher McDonald
Ann Paonessa
Amy Schmitt
Michael Slover
Geraldine Willingham

CITY MANAGER
Gary Rawlings

CITY CLERK
Joe Cosentini

Resolution 2009-04

Resolution by the City Council of the City of Charles Town Opposing the Construction of PATH and its Proposed Routes in the City of Charles Town, Jefferson County, West Virginia

WHEREAS, Allegheny Energy and American Electric Power have notified the City of Charles Town of their intention to file an application with the West Virginia Public Service Commission to build a new interstate high-voltage transmission line known as the Potomac Appalachian Transmission Highline (PATH); and

WHEREAS, Allegheny Energy and American Electric Power have published maps with proposed routes in the southern part of Jefferson County, several of which enter into the City of Charles Town limits; and

WHEREAS, PATH is intended to deliver electricity to the Northeastern Corridor of the United States with little or no benefit to City customers of either Allegheny Energy or American Electric Power; and

WHEREAS, approval of PATH construction and/or proposed routes within the City will result in the construction of a 765-kV transmission line with minimum tower heights of approximately 180 ft. and right-of-ways of a minimum of 200 ft. wide in the City of Charles Town; and

WHEREAS, the construction and existence of said towers, procurement of required right-of-ways and long-term maintenance of such right-of-ways will negatively impact the citizens of the City of Charles town; and

WHEREAS, such negative impacts include the loss of private property by City residents for tower construction or required right-of-ways and decreased property values by residents living adjacent to or within sight of PATH; thereby resulting in lost tax revenue to the City and limiting its ability to provide adequate services to its citizens; and

WHEREAS, such negative impacts also include inconclusive and unknown health and environmental risks associated with the proximity of residents, schools and other public facilities to transmission lines, loss of existing vegetation for required right-of-ways and use of herbicides to maintain said right-of-ways; and

WHEREAS, the recent Economic Recovery and Reinvestment Act approved by the U.S. Congress provides funding for renewable transmission lines and other alternatives to the technology and construction proposed by PATH; and

WHEREAS, proposed routes extending the right-of-way on and throug Willingham Knolls Park threaten the City of Charles Town's Parks & Recreati Commission's ability to provide adequate services to citizens as stated in the City's

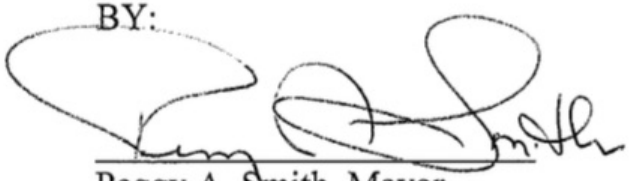
adopted Comprehensive Plan, Chapter 10: Parks and Open Space, will result in the loss of public parkland and severely compromise the value of the remaining acreage of parkland for passive recreational use; and

WHEREAS, recently annexed properties zoned for commercial growth to enhance and expand the City's economic growth will be negatively impacted by proposed routes for PATH;

NOW, THREFORE, BE IT RESOLVED, by the City Council of the City of Charles Town, Jefferson County, West Virginia does hereby oppose the construction of PATH within the boundaries of the City of Charles Town, WV.

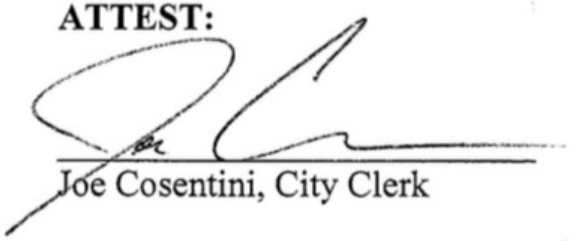
ADOPTED by City Council of the City of Charles Town at its regular meeting this 2nd day of March, 2009.

BY:



Peggy A. Smith, Mayor

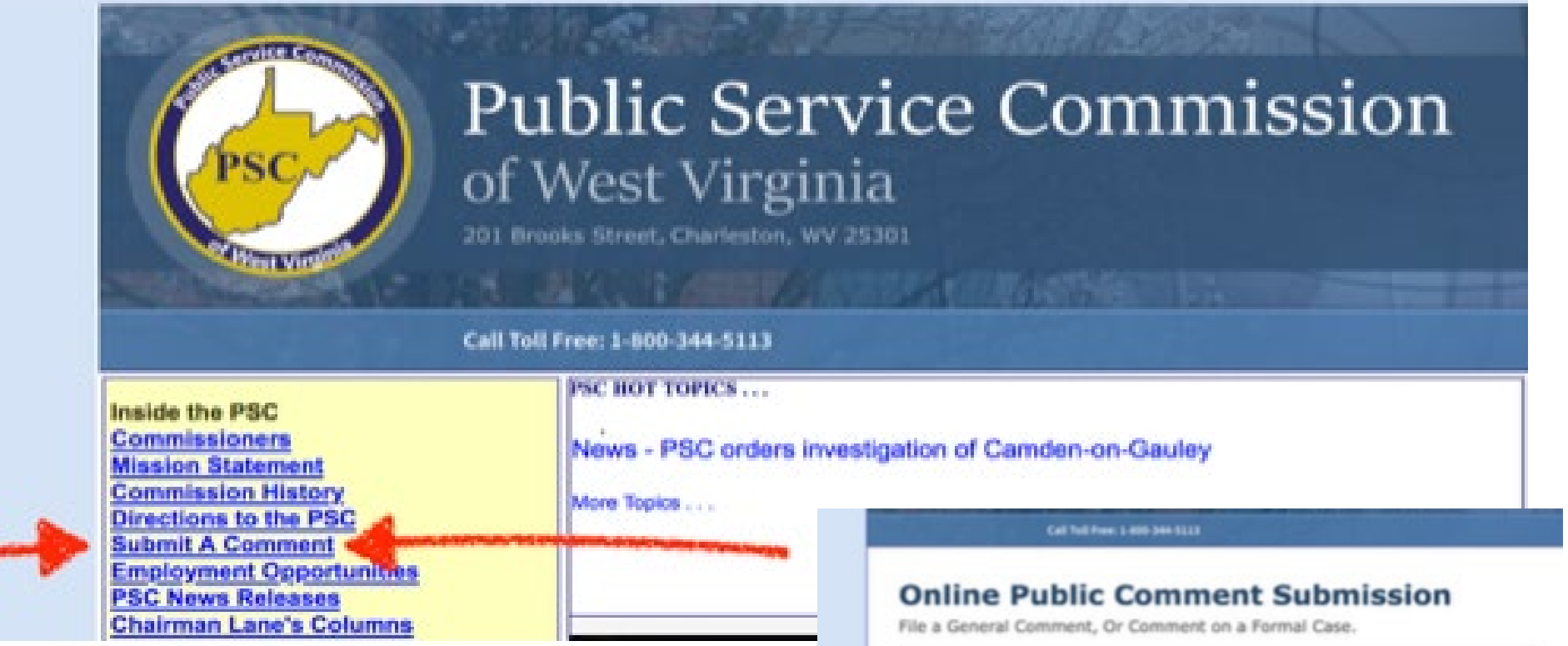
ATTEST:

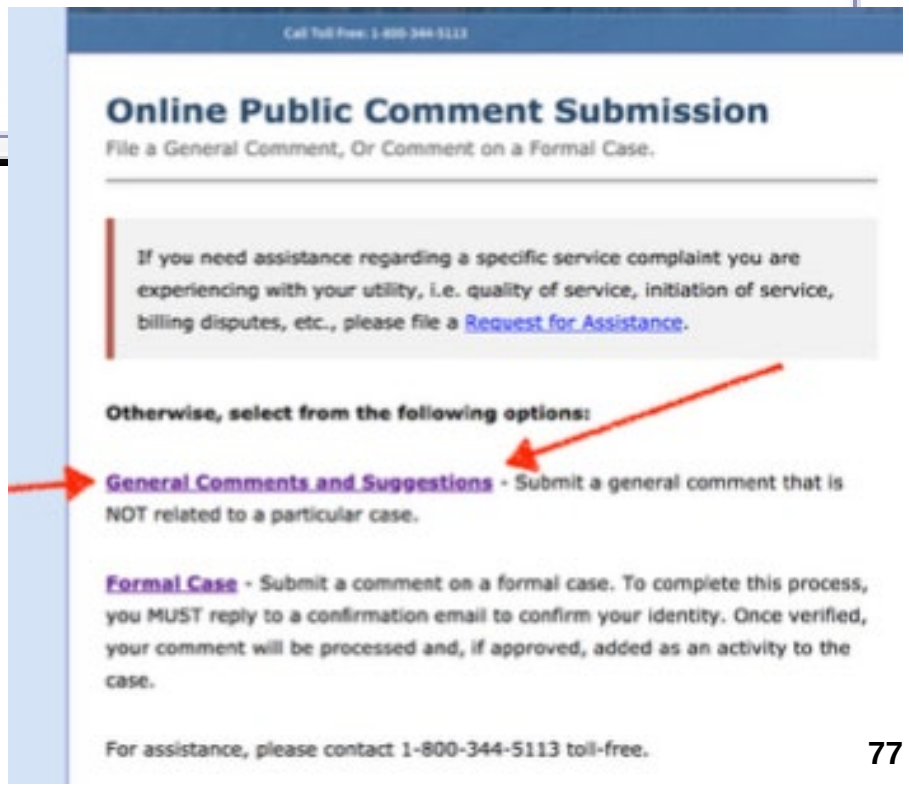


Joe Cosentini, City Clerk

WRITE THE PSC NOW!!

- Submit **GENERAL COMMENTS**
- State the **impacts** on Charles Town & Jeff Co
- These lines **aren't needed for WV** 🚫
- These projects will 🔺 **RAISE** electric bills 💵
- VALLEY LINK and MARL reps are trying to gain access to people's land & get them to sign away their rights **before they've properly filed with the PSC!!**





WWW.PSC.STATE.WV.US
SUBMIT A COMMENT
GENERAL COMMENTS AND SUGGESTIONS

QUESTIONS?

If you have further questions or follow up, please ask us!

JOIN US ON FACEBOOK

PJM Interconnection Transmission Proposal 2023

Keryn Newman
keryn@stoppathwv.com

Mary Gee
mgeeturtle@gmail.com

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/19/25
Department: City Council
Category: Referral
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-569: New Parking Spaces on the 200 Block of E. Washington Street

Proposed Motion: Move to refer this agenda item to the Ordinance Committee.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/19/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-577: Payment of Bills - May 19, 2025

Proposed Motion: Approve the May 19, 2025, bills for payment.

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2025-05-19.pdf
- COUNCIL REPORT PCARD 05-19-25.pdf
- CAPITAL RESERVE COUNCIL REPORT 2025-05-19.pdf
- PARKS N REC COUNCIL REPORT 2025-05-19.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BOLAND TRANE SERVICES INC	5/16/25	MAY25 PD HVAC SERVICE	GENERAL FUND	POLICE DEPARTMENT	457.00
				TOTAL:	457.00
CITY OF CHARLES TOWN BOARD OF PARKS AN	5/16/25	APRIL25 HOTEL/MOTEL COLL	GENERAL FUND	TRANSFERS	6,384.16
				TOTAL:	6,384.16
CITY OF CHARLES TOWN -- CAPITAL RESERV	5/16/25	APRIL 25 REPAVING	GENERAL FUND	TRANSFERS	13,793.59
	5/16/25	MARCH25 REPAVING	GENERAL FUND	TRANSFERS	14,546.26
				TOTAL:	28,339.85
CITY OF CT CAPITAL RESERVE	5/16/25	3/25 TBL GM/GRNBR/VD LOT	GENERAL FUND	TRANSFERS	21,957.55
	5/16/25	3/25 TBL GM/GRNBR/VD LOT	GENERAL FUND	TRANSFERS	18.39
	5/16/25	3/25 TBL GM/GRNBR/VD LOT	GENERAL FUND	TRANSFERS	1,499.17
	5/16/25	3/25 TBL GM/GRNBR/VD LOT	GENERAL FUND	TRANSFERS	73,694.76
				TOTAL:	97,169.87
CHARLES TOWN BUILDING COMMISSION	5/16/25	MAY25 CWH/CTUB/PD RENT	GENERAL FUND	CITY HALL	16,667.00
	5/16/25	MAY25 CWH/CTUB/PD RENT	GENERAL FUND	CITY HALL	2,550.00
	5/16/25	MAY25 CWH/CTUB/PD RENT	GENERAL FUND	POLICE DEPARTMENT	7,840.98
				TOTAL:	27,057.98
DR ACQUISITIONS LLC	5/16/25	REZNG FEE REIMBURSMENT	GENERAL FUND	PLANNING & ZONING	575.00
				TOTAL:	575.00
EMPOWER RETIREMENT	5/07/25	3/28/2025 DFCMP/ROTH	GENERAL FUND	NON-DEPARTMENTAL	4,758.18
	5/07/25	3/28/2025 DFCMP/ROTH	GENERAL FUND	NON-DEPARTMENTAL	3,047.47
	5/07/25	3/28/2025 DFCMP/ROTH	GENERAL FUND	NON-DEPARTMENTAL	1,191.22
				TOTAL:	8,996.87
FIRST-CITIZENS BANK & TRUST CO	5/16/25	CH 3RD FLOOR COPIER	GENERAL FUND	CITY HALL	110.00
				TOTAL:	110.00
FIVE-O TRAINING	5/16/25	PD OFFICER TRAINING	GENERAL FUND	POLICE DEPARTMENT	500.00
				TOTAL:	500.00
FRONTIER, INC.	5/16/25	MAY 25 CWH FIRE ALARM#1	GENERAL FUND	CITY HALL	71.03
	5/16/25	4/25-5/24 RH ELEVATOR PHN	GENERAL FUND	CITY HALL	63.44
	5/16/25	MAY 25 RH FIRE ALRM SERV	GENERAL FUND	CITY HALL	195.99
				TOTAL:	330.46
HIRE LEVEL HCM INC	5/07/25	MAR14 COUNCIL PAYROLL INV	GENERAL FUND	CITY HALL	82.60
	5/07/25	3/14/25 PAYROLL SERVICES	GENERAL FUND	CITY HALL	272.14
	5/07/25	MAR 25 CITY PAYROLL INV	GENERAL FUND	CITY HALL	337.79
	5/07/25	3/14/25 MAYOR COUNCIL INV	GENERAL FUND	CITY HALL	82.60
	5/07/25	4/15/25 MAYOR/COUNCIL INV	GENERAL FUND	CITY HALL	125.87
	5/07/25	APRIL 25 COUNCIL INVOICE	GENERAL FUND	CITY HALL	125.87
	5/07/25	4/11/25 CITY PAYROLL INV	GENERAL FUND	CITY HALL	329.25
	5/07/25	4/25/25 CITY PAYROLL INV	GENERAL FUND	CITY HALL	324.06
				TOTAL:	1,680.18
JEFFERSON COUNTY EMERGENCY COMMUNICATI	5/16/25	FEB25 CAD MOBILE DATA	GENERAL FUND	POLICE DEPARTMENT	503.65
	5/16/25	FY25 NETMOTION LICENSNG	GENERAL FUND	POLICE DEPARTMENT	1,385.50
				TOTAL:	1,889.15
JEFFERSON COUNTY SOLID WASTE AUTHORITY	5/16/25	DISPOSAL OF 10 MONITORS	GENERAL FUND	STREETS & HIGHWAYS	100.00
				TOTAL:	100.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JEFFERSON COUNTY CONVENTION & VISITOR'	5/16/25	APRIL25 HOTEL/MOTEL COLL	GENERAL FUND	VISITORS CENTER	6,384.17
				TOTAL:	6,384.17
ROBERT E. JONES, M.D.	5/16/25	M PALMER ACADEMY PHYSICAL	GENERAL FUND	POLICE DEPARTMENT	220.00
				TOTAL:	220.00
JOSHUA SKONEZNY	5/16/25	ACADEMY PT 4/28-29	GENERAL FUND	POLICE DEPARTMENT	102.00
				TOTAL:	102.00
KIMLEY-HORN AND ASSOCIATES, INC.	5/16/25	4/25PERMT& INQURIES RSPON	GENERAL FUND	PLANNING & ZONING	4,918.29
				TOTAL:	4,918.29
KONICA MINOLTA BUSINESS SOLUTIONS INC	5/16/25	MAY25 CH&PD WEBEX SERV	GENERAL FUND	CITY HALL	380.24
	5/16/25	MAY25 CH&PD WEBEX SERV	GENERAL FUND	POLICE DEPARTMENT	465.95
				TOTAL:	846.19
MARLIN LEASING CORPORATION	5/16/25	04/25 CH&PD COPIER RENTAL	GENERAL FUND	CITY HALL	515.98
	5/16/25	04/25 CH&PD COPIER RENTAL	GENERAL FUND	POLICE DEPARTMENT	280.00
				TOTAL:	795.98
MCKINNEY'S AUTO REPAIR & TOWING	5/16/25	CAR#28 OIL SERV	GENERAL FUND	POLICE DEPARTMENT	139.05
	5/16/25	CAR#18 OIL SERV	GENERAL FUND	POLICE DEPARTMENT	110.55
				TOTAL:	249.60
MELISSA SEGURA	5/16/25	TR TRANSLATOR SERV BL CAL	GENERAL FUND	TREASURER'S OFFICE	75.00
	5/16/25	COURT TRANSLATOR SERV 5/7	GENERAL FUND	POLICE DEPARTMENT	75.00
				TOTAL:	150.00
MOTOROLA SOLUTIONS, INC.	5/16/25	PD RADAR BATTERIES	GENERAL FUND	POLICE DEPARTMENT	348.36
				TOTAL:	348.36
PEIA	5/05/25	MAY25 PEIA INS CONT	GENERAL FUND	NON-DEPARTMENTAL	4,831.58
	5/05/25	5/25 RHBT CONT	GENERAL FUND	NON-DEPARTMENTAL	115.70
	5/05/25	5/25 RHBT CONT	GENERAL FUND	NON-DEPARTMENTAL	147.90
	5/05/25	MAY25 PEIA INS CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	580.83
	5/05/25	5/25 RHBT CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	28.90
	5/05/25	MAY25 PEIA INS CONT	GENERAL FUND	CITY MANAGER'S OFFICE	3.96
	5/05/25	MAY25 PEIA INS CONT	GENERAL FUND	TREASURER'S OFFICE	1,165.62
	5/05/25	5/25 RHBT CONT	GENERAL FUND	TREASURER'S OFFICE	57.80
	5/05/25	MAY25 PEIA INS CONT	GENERAL FUND	CITY CLERK'S OFFICE	1,271.88
	5/05/25	5/25 RHBT CONT	GENERAL FUND	CITY CLERK'S OFFICE	28.90
	5/05/25	MAY25 PEIA INS CONT	GENERAL FUND	CITY ATTORNEY	1.98
	5/05/25	MAY25 PEIA INS CONT	GENERAL FUND	ENFORCEMENT AGENCY	580.83
	5/05/25	5/25 RHBT CONT	GENERAL FUND	ENFORCEMENT AGENCY	28.90
	5/05/25	MAY25 PEIA INS CONT	GENERAL FUND	BUILDING INSPECTION	1.98
	5/05/25	MAY25 PEIA INS CONT	GENERAL FUND	PLANNING & ZONING	1,854.69
	5/05/25	5/25 RHBT CONT	GENERAL FUND	PLANNING & ZONING	57.80
	5/05/25	MAY25 PEIA INS CONT	GENERAL FUND	CITY HALL	1,271.88
	5/05/25	5/25 RHBT CONT	GENERAL FUND	CITY HALL	28.90
	5/05/25	MAY25 PEIA INS CONT	GENERAL FUND	PARKING	1.98
	5/05/25	MAY25 PEIA INS CONT	GENERAL FUND	POLICE DEPARTMENT	16,824.55
	5/05/25	5/25 RHBT CONT	GENERAL FUND	POLICE DEPARTMENT	549.10
	5/05/25	MAY25 PEIA INS CONT	GENERAL FUND	STREETS & HIGHWAYS	1,813.32
	5/05/25	5/25 RHBT CONT	GENERAL FUND	STREETS & HIGHWAYS	57.80
				TOTAL:	31,306.78

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PITNEY BOWES BANK INC PURCHASE POWER	5/16/25	4/25 POSTAGE REFILL	GENERAL FUND	CITY HALL	200.00
				TOTAL:	200.00
POTOMAC EDISON COMPANY, INC.	5/05/25	4/25 CWH 2D FLR ELEC SERV	GENERAL FUND	CITY HALL	683.64
	5/05/25	4/25 CWH 2D FLR ELEC SERV	GENERAL FUND	CITY HALL	0.50
	5/05/25	04/25 RH 2D FLR OFFICE EL	GENERAL FUND	CITY HALL	154.36
	5/05/25	04/25 RH 2D FLR OFFICE EL	GENERAL FUND	CITY HALL	0.50
	5/05/25	APRIL25 RH ELEC SERV	GENERAL FUND	CITY HALL	229.12
	5/05/25	APRIL25 RH ELEC SERV	GENERAL FUND	CITY HALL	0.50
	5/13/25	04/25 ELEC SERV	GENERAL FUND	CITY HALL	96.90
	5/13/25	04/25 ELEC SERV	GENERAL FUND	CITY HALL	271.25
	5/13/25	04/25 ELEC SERV	GENERAL FUND	CITY HALL	150.07
	5/13/25	04/25 ELEC SERV	GENERAL FUND	CITY HALL	142.26
	5/13/25	04/25 ELEC SERV	GENERAL FUND	CITY HALL	34.48
	5/13/25	04/25 ELEC SERV	GENERAL FUND	CITY HALL	278.49
	5/13/25	04/25 ELEC SERV	GENERAL FUND	CITY HALL	0.50
	5/13/25	04/25 ELEC SERV	GENERAL FUND	PARKING	107.61
	5/05/25	APRIL25 PD&CTUB ELEC SERV	GENERAL FUND	POLICE DEPARTMENT	2,561.72
	5/05/25	APRIL25 PD&CTUB ELEC SERV	GENERAL FUND	POLICE DEPARTMENT	1,280.86
	5/05/25	APRIL25 PD&CTUB ELEC SERV	GENERAL FUND	POLICE DEPARTMENT	0.50
	5/05/25	APRIL 25 CRSSWDS ELEC SER	GENERAL FUND	STREETS & HIGHWAYS	176.90
	5/05/25	APRIL 25 CRSSWDS ELEC SER	GENERAL FUND	STREETS & HIGHWAYS	0.50
	5/13/25	04/25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	244.56
	5/13/25	04/25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	3,396.08
	5/13/25	04/25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	4,837.79
	5/13/25	04/25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	166.69
	5/13/25	04/25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	37.18
	5/13/25	04/25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	212.42
	5/13/25	04/25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	190.34
	5/13/25	04/25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	39.10
	5/13/25	04/25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	26.26
	5/13/25	04/25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	178.10
	5/13/25	04/25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	663.70
				TOTAL:	16,162.88
SOUTH CENTRAL PLANNING & DEVELOPMENT C	5/16/25	APRIL 25 PERMIT SOFTWARE	GENERAL FUND	PLANNING & ZONING	730.00
				TOTAL:	730.00
SUN LIFE	5/13/25	JUNE25 DENAL/LIFE CONT	GENERAL FUND	NON-DEPARTMENTAL	723.40
	5/13/25	JUNE25 DENAL/LIFE CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	84.07
	5/13/25	JUNE25 DENAL/LIFE CONT	GENERAL FUND	CITY MANAGER'S OFFICE	160.75
	5/13/25	JUNE25 DENAL/LIFE CONT	GENERAL FUND	TREASURER'S OFFICE	290.39
	5/13/25	JUNE25 DENAL/LIFE CONT	GENERAL FUND	CITY CLERK'S OFFICE	77.07
	5/13/25	JUNE25 DENAL/LIFE CONT	GENERAL FUND	CITY ATTORNEY	117.37
	5/13/25	JUNE25 DENAL/LIFE CONT	GENERAL FUND	ENFORCEMENT AGENCY	61.53
	5/13/25	JUNE25 DENAL/LIFE CONT	GENERAL FUND	BUILDING INSPECTION	94.96
	5/13/25	JUNE25 DENAL/LIFE CONT	GENERAL FUND	PLANNING & ZONING	271.98
	5/13/25	JUNE25 DENAL/LIFE CONT	GENERAL FUND	CITY HALL	101.98
	5/13/25	JUNE25 DENAL/LIFE CONT	GENERAL FUND	PARKING	34.04
	5/13/25	JUNE25 DENAL/LIFE CONT	GENERAL FUND	POLICE DEPARTMENT	1,649.84
	5/13/25	JUNE25 DENAL/LIFE CONT	GENERAL FUND	STREETS & HIGHWAYS	243.85
				TOTAL:	3,911.23
SUSTAINABLE STRATEGIES DC	5/16/25	APRIL25 GRANT RETAINER	GENERAL FUND	CITY HALL	2,400.00
				TOTAL:	2,400.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
T2 SYSTEMS INC	5/16/25	UPSAFETY LICENSE& DATA PL	GENERAL FUND	PARKING	3,408.00
				TOTAL:	3,408.00
LYLE C TABB & SONS, INC.	5/16/25	APRIL25 BOX RNTL&TOP SOIL	GENERAL FUND	STREETS & HIGHWAYS	150.00
	5/16/25	APRIL25 BOX RNTL&TOP SOIL	PARKS & REC	PARKS & REC	900.00
				TOTAL:	1,050.00
TEK ADVISORS	5/16/25	APRIL25 TECH SERV&TYLERCL	GENERAL FUND	CITY HALL	10,629.19
	5/16/25	APRIL25 TECH SERV&TYLERCL	CAPITAL RESERVE	GENERAL GOVERNMENT	641.25
				TOTAL:	11,270.44
UNITED WAY OF THE EASTERN PANHANDLE, I	5/16/25	APRIL25 TEEN COURT FEES	GENERAL FUND	NON-DEPARTMENTAL	383.29
				TOTAL:	383.29
US BANK	5/07/25	APRIL 25 FLEET PMNT	GENERAL FUND	NON-DEPARTMENTAL	5,610.50
	5/08/25	APRIL25 AP PMNT	GENERAL FUND	NON-DEPARTMENTAL	2,528.56
	5/13/25	APRIL 25 CH/PD PCARD PMNT	GENERAL FUND	NON-DEPARTMENTAL	14,547.52
				TOTAL:	22,686.58
VERIZON WIRELESS	5/16/25	MAY 25 BI HOTSPOT	GENERAL FUND	BUILDING INSPECTION	20.02
				TOTAL:	20.02
WISE GUYS POLICE TRAINING & SERVICES L	5/16/25	PD CAR RADAR CALIBRATION	GENERAL FUND	POLICE DEPARTMENT	765.00
				TOTAL:	765.00
WV PERS (CPRB)	5/07/25	FEB 2025 MPFRS PAYMENT	GENERAL FUND	NON-DEPARTMENTAL	7,228.16
	5/07/25	FEB 2025 PERS PAYMENT	GENERAL FUND	NON-DEPARTMENTAL	27,092.72
				TOTAL:	34,320.88
WV STATE TREASURER'S OFFICE	5/05/25	APRIL25 MUNICIPAL CRT FE	GENERAL FUND	NON-DEPARTMENTAL	4,160.96
				TOTAL:	4,160.96

FUND TOTALS		
001	GENERAL FUND	318,839.92
200	CAPITAL RESERVE	641.25
207	PARKS & REC	900.00
	GRAND TOTAL:	320,381.17

TOTAL PAGES: 4

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: AP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 5/05/2025 THRU 5/16/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1000BULBS.COM	5/13/25	CWH/ PARADISE ALLEYLIGHT B	GENERAL FUND	STREETS & HIGHWAYS	64.06
				TOTAL:	64.06
7-ELEVEN	5/07/25	CAR#27 FUEL 4/21	GENERAL FUND	POLICE DEPARTMENT	47.19
	5/07/25	CAR#27 FUEL 4/27	GENERAL FUND	POLICE DEPARTMENT	47.34
	5/07/25	CAR#5 FUEL 4/02	GENERAL FUND	POLICE DEPARTMENT	52.67
	5/07/25	CAR#5 FUEL 4/09	GENERAL FUND	POLICE DEPARTMENT	46.31
	5/07/25	CAR#4 FUEL 4/02	GENERAL FUND	POLICE DEPARTMENT	74.67
	5/07/25	CAR#4 FUEL 4/13	GENERAL FUND	POLICE DEPARTMENT	67.27
	5/07/25	CAR# 18 FUEL 4/11	GENERAL FUND	POLICE DEPARTMENT	45.00
	5/07/25	CAR#4 FUEL 4/15	GENERAL FUND	POLICE DEPARTMENT	25.00
	5/07/25	CAR#4 FUEL 4/23	GENERAL FUND	POLICE DEPARTMENT	26.00
	5/07/25	CAR#4 FUEL 4/24	GENERAL FUND	POLICE DEPARTMENT	27.00
	5/07/25	CAR#21 FUEL 4/17	GENERAL FUND	POLICE DEPARTMENT	35.00
	5/07/25	CAR#21 FUEL 4/25	GENERAL FUND	POLICE DEPARTMENT	38.00
	5/07/25	CAR#28 FUEL 4/02	GENERAL FUND	POLICE DEPARTMENT	54.00
	5/07/25	CAR#28 FUEL 4/03	GENERAL FUND	POLICE DEPARTMENT	52.01
	5/07/25	CAR#28 FUEL 4/4	GENERAL FUND	POLICE DEPARTMENT	33.00
	5/07/25	CAR#28 FUEL 4/9	GENERAL FUND	POLICE DEPARTMENT	52.01
	5/07/25	CAR#28 FUEL 4/09	GENERAL FUND	POLICE DEPARTMENT	44.19
	5/07/25	CAR#26 FUEL 4/02	GENERAL FUND	POLICE DEPARTMENT	39.34
	5/07/25	CAR#26 FUEL 4/20	GENERAL FUND	POLICE DEPARTMENT	34.45
	5/07/25	CAR#26 FUEL 4/22	GENERAL FUND	POLICE DEPARTMENT	72.76
	5/07/25	CAR#26 FUEL 4/24	GENERAL FUND	POLICE DEPARTMENT	35.70
	5/13/25	CAR#24 FUEL 4/07	GENERAL FUND	POLICE DEPARTMENT	14.00
	5/07/25	BI JEEP FUEL 04/09	GENERAL FUND	STREETS & HIGHWAYS	36.79
	5/13/25	2016 CHEVY FUEL 4/8	GENERAL FUND	STREETS & HIGHWAYS	104.53
	5/13/25	2016 CHEVY FUEL 4/16	GENERAL FUND	STREETS & HIGHWAYS	102.49
				TOTAL:	1,206.72
ADT SECURITY SERVICES, INC.	5/08/25	RH YEARLY SECURITY SERV FE	GENERAL FUND	CITY HALL	657.72
				TOTAL:	657.72
AIR FILTERS UNLIMITED	5/13/25	PD AIR FILTERS HVAC	GENERAL FUND	STREETS & HIGHWAYS	242.19
				TOTAL:	242.19
AMAZON	5/08/25	12 BINDERS & 5 SETTAB DIVI	GENERAL FUND	CITY MANAGER'S OFFICE	46.07
	5/08/25	STICKY NOTES 3X3 & 4X4	GENERAL FUND	ENFORCEMENT AGENCY	16.54
	5/08/25	MEEKS LAPTOP CHARGER	GENERAL FUND	PLANNING & ZONING	15.03
	5/08/25	CH SOAP DISPENSER	GENERAL FUND	CITY HALL	83.00
	5/13/25	LENS WIPES & VELCRO	GENERAL FUND	PARKING	50.65
	5/13/25	PK CLNG WIPES/CRDBRD/PLSTC	GENERAL FUND	PARKING	126.67
	5/13/25	PK CLNG WIPES/CRDBRD/PLSTC	GENERAL FUND	PARKING	30.39
	5/13/25	PD DESK ORGANIZER	GENERAL FUND	POLICE DEPARTMENT	46.99
	5/13/25	PD COPY PAPER	GENERAL FUND	POLICE DEPARTMENT	118.82
	5/13/25	PD NITRILE GLVS& ID CARDS	GENERAL FUND	POLICE DEPARTMENT	69.98
	5/13/25	PD NITRILE GLVS& ID CARDS	GENERAL FUND	POLICE DEPARTMENT	126.05
	5/13/25	PD DRY ERASER BOARD	GENERAL FUND	POLICE DEPARTMENT	81.30
	5/13/25	PD 3 TASER HOLDERS	GENERAL FUND	POLICE DEPARTMENT	186.15
	5/13/25	PD TAPE/GALLON ZIPLOCK BAG	GENERAL FUND	POLICE DEPARTMENT	14.78
	5/13/25	RETURNED BELTS	GENERAL FUND	POLICE DEPARTMENT	42.00-
	5/13/25	SKNOEZNY SWTSHRT/SWTPNTS/S	GENERAL FUND	POLICE DEPARTMENT	90.68
	5/13/25	RETURNED ERASER BOARD	GENERAL FUND	POLICE DEPARTMENT	81.30-
	5/13/25	DRY ERASE BOARD	GENERAL FUND	POLICE DEPARTMENT	81.12
	5/13/25	CABLE ADPTRS FOR NEW CRUIS	GENERAL FUND	POLICE DEPARTMENT	115.80
	5/13/25	WV FEST GAME SYST	GENERAL FUND	FAIR ASSOC/FESTIVAL	196.09

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/13/25	WV FEST WATER DISPENSERS	GENERAL FUND	FAIR ASSOC/FESTIVAL	99.03
				TOTAL:	1,471.84
AMERICAN PLANNING ASSOCIATION	5/13/25	YEARLY MBRSHP J NEWMAN	GENERAL FUND	PLANNING & ZONING	551.00
				TOTAL:	551.00
ANTHEM SPORTS	5/13/25	VOLLEYBALL NET	PARKS & REC	PARKS & REC	43.68
				TOTAL:	43.68
APPLE	5/13/25	MAY25 MUSIC SUBCRPTN	GENERAL FUND	ECONOMIC DEVELOPMENT	21.35
				TOTAL:	21.35
BP	5/07/25	CAR#3 FUEL 4/4	GENERAL FUND	POLICE DEPARTMENT	67.56
	5/07/25	CAR#3 FUEL 4/06	GENERAL FUND	POLICE DEPARTMENT	32.75
	5/07/25	CAR#3 FUEL 4/118	GENERAL FUND	POLICE DEPARTMENT	63.05
	5/07/25	CAR#3 FUEL 4/23	GENERAL FUND	POLICE DEPARTMENT	63.67
	5/07/25	CAR#3 FUEL 4/27	GENERAL FUND	POLICE DEPARTMENT	63.67
	5/07/25	CAR#6 FUEL 4/05	GENERAL FUND	POLICE DEPARTMENT	79.00
	5/07/25	CAR#29 FUEL 4/7	GENERAL FUND	POLICE DEPARTMENT	57.00
	5/07/25	CAR#29 FUEL 4/07	GENERAL FUND	POLICE DEPARTMENT	56.00
	5/07/25	CAR#29 FUEL 4/14	GENERAL FUND	POLICE DEPARTMENT	55.50
	5/07/25	CAR#29 FUEL 4/16	GENERAL FUND	POLICE DEPARTMENT	60.00
	5/07/25	CAR#29 FUEL 4/21	GENERAL FUND	POLICE DEPARTMENT	75.00
	5/07/25	CAR#29 FUEL 4/26	GENERAL FUND	POLICE DEPARTMENT	49.50
	5/07/25	CAR#29 FUEL 4/28	GENERAL FUND	POLICE DEPARTMENT	56.00
	5/07/25	CAR#5 FUEL 4/04	GENERAL FUND	POLICE DEPARTMENT	58.83
	5/07/25	CAR#5 FUEL 4/6	GENERAL FUND	POLICE DEPARTMENT	58.30
	5/07/25	CAR#5 FUEL 4/10	GENERAL FUND	POLICE DEPARTMENT	46.93
	5/07/25	CAR#5 FUEL 4/11	GENERAL FUND	POLICE DEPARTMENT	35.50
	5/07/25	CAR#5 FUEL 4/12	GENERAL FUND	POLICE DEPARTMENT	57.37
	5/07/25	CAR#5 FUEL 4/16	GENERAL FUND	POLICE DEPARTMENT	49.53
	5/07/25	CAR#5 FUEL 4/18	GENERAL FUND	POLICE DEPARTMENT	57.91
	5/07/25	CAR#5 FUEL 4/23	GENERAL FUND	POLICE DEPARTMENT	47.58
	5/07/25	CAR#5 FUEL 4/24	GENERAL FUND	POLICE DEPARTMENT	56.44
	5/07/25	CAAR# 25 FUEL 4/07	GENERAL FUND	POLICE DEPARTMENT	37.84
	5/07/25	CAAR# 25 FUEL 4/14	GENERAL FUND	POLICE DEPARTMENT	48.31
	5/07/25	CAAR# 25 FUEL 4/29	GENERAL FUND	POLICE DEPARTMENT	50.69
				TOTAL:	1,383.93
BUCA D'ORO RISTORANTE	5/13/25	COOK MEAL MAINST CONF 4/05	GENERAL FUND	ECONOMIC DEVELOPMENT	38.10
				TOTAL:	38.10
CDW-G	5/13/25	E-TICKET PRINTER PAPER	GENERAL FUND	POLICE DEPARTMENT	323.26
				TOTAL:	323.26
CENTURION INC	5/13/25	SKATE PARK RAMPS	CAPITAL RESERVE	CULTURE & RECREATION	5,254.70
				TOTAL:	5,254.70
CITY OF CHARLES TOWN GENERAL FUND	5/13/25	CC READER TEST	GENERAL FUND	CITY HALL	1.00
	5/13/25	CC READER TEST	GENERAL FUND	CITY HALL	1.00
	5/13/25	CC READER TEST	GENERAL FUND	CITY HALL	1.00
				TOTAL:	3.00
CMA'S TOYOTA CHEVROLET OF MARTINSBURG	5/13/25	CAR#1 OIL SERV& TIRE ROTAT	GENERAL FUND	POLICE DEPARTMENT	134.94
	5/13/25	CAR#1 OIL SERV& TIRE ROTAT	GENERAL FUND	POLICE DEPARTMENT	29.95
				TOTAL:	164.89

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CREAMERS AUTO SERVICE CENTER, LLC	5/08/25	CAR#4 OIL SERV&TIRE MOUNT	GENERAL FUND	POLICE DEPARTMENT	110.45
	5/08/25	CAR#4 OIL SERV&TIRE MOUNT	GENERAL FUND	POLICE DEPARTMENT	160.92
				TOTAL:	271.37
THE DANDELION	5/13/25	COOK MEAL MAIN ST CONF 4/9	GENERAL FUND	ECONOMIC DEVELOPMENT	35.24
				TOTAL:	35.24
DOGWASTEDEPOT.COM	5/13/25	DOG WASTE BAGS	PARKS & REC	PARKS & REC	284.31
				TOTAL:	284.31
EAST MARKET GARAGE	5/13/25	COOK MEAL MAIN ST CONF 4/0	GENERAL FUND	ECONOMIC DEVELOPMENT	39.00
				TOTAL:	39.00
EMEDCO	5/13/25	PORTABLE POLE&BASE	GENERAL FUND	STREETS & HIGHWAYS	139.74
				TOTAL:	139.74
FILTERBUY	5/13/25	CWH AIR FILTERS HVAC	GENERAL FUND	STREETS & HIGHWAYS	562.46
	5/13/25	RH AIR FILTERS HVAC	GENERAL FUND	STREETS & HIGHWAYS	43.08
	5/13/25	TAX REFUND	GENERAL FUND	STREETS & HIGHWAYS	2.82-
				TOTAL:	602.72
FRONTIER, INC.	5/08/25	4/25-5/24 CWHALL ALARM#2	GENERAL FUND	CITY HALL	161.04
	5/08/25	4/25-5/24 CWHALL ALARM#2	GENERAL FUND	CITY HALL	4.83
				TOTAL:	165.87
CANOPY BY HILTON	5/13/25	COOK HTL MAIN ST CONF 4/6-	GENERAL FUND	ECONOMIC DEVELOPMENT	209.49
				TOTAL:	209.49
HOLIDAY INN EXPRESS & SUITES - NEW CAS	5/13/25	BOOKING ERROR	GENERAL FUND	POLICE DEPARTMENT	107.00
	5/13/25	SKONEZNY TRIP TO PD ACADEM	GENERAL FUND	POLICE DEPARTMENT	119.84
				TOTAL:	226.84
HOME DEPOT INC	5/13/25	CH & MD WATER	GENERAL FUND	CITY HALL	64.95
	5/13/25	ANT KILLER	GENERAL FUND	STREETS & HIGHWAYS	5.97
	5/13/25	RIVER PEBBLE	GENERAL FUND	STREETS & HIGHWAYS	23.52
	5/13/25	MEASURING WHEEL	GENERAL FUND	STREETS & HIGHWAYS	69.97
	5/13/25	CH & MD WATER	GENERAL FUND	STREETS & HIGHWAYS	9.28
	5/13/25	CH LOCKPLATE 3RD FLR	GENERAL FUND	STREETS & HIGHWAYS	41.63
	5/13/25	SOAP/CWH, CAULK MD SHOP	GENERAL FUND	STREETS & HIGHWAYS	9.98
	5/13/25	SOAP/CWH, CAULK MD SHOP	GENERAL FUND	STREETS & HIGHWAYS	10.98
	5/13/25	JMP CONCRETE- BB	PARKS & REC	PARKS & REC	451.92
	5/13/25	JMP BB CONCRETE	PARKS & REC	PARKS & REC	95.68
	5/13/25	JMP BB 5 BAGS CONCRETE	PARKS & REC	PARKS & REC	29.90
				TOTAL:	813.78
JL CONCEPTS	5/13/25	CAR#1 TINT FLM FOR LIGHTS	GENERAL FUND	POLICE DEPARTMENT	42.95
				TOTAL:	42.95
KWIK GOAL	5/13/25	SOCCER NETS	PARKS & REC	PARKS & REC	467.51
				TOTAL:	467.51
LIBERTY GET N GO	5/07/25	CAR12 FUEL 4/21	GENERAL FUND	POLICE DEPARTMENT	60.51
	5/07/25	CAR#29 FUEL 4/19	GENERAL FUND	POLICE DEPARTMENT	37.02
	5/13/25	2023 TRUCK FUEL 4/24	GENERAL FUND	STREETS & HIGHWAYS	96.69
	5/13/25	GAS CAN	GENERAL FUND	STREETS & HIGHWAYS	13.27
	5/13/25	WEED EATER FUEL 4/1	GENERAL FUND	STREETS & HIGHWAYS	8.91

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/13/25	SWEEPER FUEL 4/4	GENERAL FUND	STREETS & HIGHWAYS	117.81
	5/13/25	SWEEPER FUEL 4/8	GENERAL FUND	STREETS & HIGHWAYS	90.80
	5/13/25	WEED EATER FUEL CAN 4/3	GENERAL FUND	STREETS & HIGHWAYS	16.96
	5/13/25	2017 F350 FUEL 4/4	GENERAL FUND	STREETS & HIGHWAYS	88.62
	5/13/25	SKAG FUEL 4/8	GENERAL FUND	STREETS & HIGHWAYS	21.71
	5/13/25	BOBCAT FUEL 4/9	GENERAL FUND	STREETS & HIGHWAYS	77.53
	5/13/25	2017 F350 FUEL 4/16	GENERAL FUND	STREETS & HIGHWAYS	85.09
	5/13/25	DUMP TRUCK FUEL 4/23	GENERAL FUND	STREETS & HIGHWAYS	133.47
	5/13/25	2016 CHEVY FUEL 3/31	GENERAL FUND	STREETS & HIGHWAYS	102.85
	5/13/25	2016 CHEVY FUEL 4/24	GENERAL FUND	STREETS & HIGHWAYS	109.76
				TOTAL:	1,061.00
LOWES	5/13/25	COLD PATCH FR POTHOLE RPR	GENERAL FUND	STREETS & HIGHWAYS	335.12
				TOTAL:	335.12
MARATHON	5/07/25	CAR#21 FUEL 4/28	GENERAL FUND	POLICE DEPARTMENT	36.01
				TOTAL:	36.01
MARTINS FUEL	5/07/25	CAR# 15 FUEL 4/02	GENERAL FUND	POLICE DEPARTMENT	45.60
	5/07/25	CAR# 15 FUEL 4/18	GENERAL FUND	POLICE DEPARTMENT	38.30
	5/07/25	CAR# 15 FUEL 4/24	GENERAL FUND	POLICE DEPARTMENT	33.70
	5/13/25	CAR#1 FUEL4/08	GENERAL FUND	POLICE DEPARTMENT	66.03
	5/13/25	CAR#1 FUEL 4/11	GENERAL FUND	POLICE DEPARTMENT	48.11
	5/13/25	CAR#1 FUEL 4/18	GENERAL FUND	POLICE DEPARTMENT	66.59
	5/13/25	CAR#1 FUEL 4/24	GENERAL FUND	POLICE DEPARTMENT	67.74
				TOTAL:	366.07
MILLER'S TWIST	5/13/25	COOK MEAL MAIN ST CONF 04/	GENERAL FUND	ECONOMIC DEVELOPMENT	7.26
				TOTAL:	7.26
NAPA	5/13/25	2016 2500 TRCK WPR/OIL/FLT	GENERAL FUND	STREETS & HIGHWAYS	12.70
	5/13/25	2016 2500 TRCK WPR/OIL/FLT	GENERAL FUND	STREETS & HIGHWAYS	30.48
	5/13/25	OIL/OIL FLTR/WASHER FLUID	GENERAL FUND	STREETS & HIGHWAYS	4.84
	5/13/25	OIL/OIL FLTR/WASHER FLUID	GENERAL FUND	STREETS & HIGHWAYS	18.62
	5/13/25	OIL FILTER	GENERAL FUND	STREETS & HIGHWAYS	3.41
	5/13/25	OIL, OIL FILTER	GENERAL FUND	STREETS & HIGHWAYS	12.90
	5/13/25	LIGHT BULBS	GENERAL FUND	STREETS & HIGHWAYS	5.91
				TOTAL:	88.86
SAVE-A-LOT	5/13/25	PROPANE FOR TORCH	GENERAL FUND	STREETS & HIGHWAYS	19.99
				TOTAL:	19.99
SHEETZ	5/07/25	CAR12 FUEL 4/02	GENERAL FUND	POLICE DEPARTMENT	64.36
	5/07/25	CAR21 FUEL 4/07	GENERAL FUND	POLICE DEPARTMENT	43.01
	5/07/25	CAR12 FUEL 4/9	GENERAL FUND	POLICE DEPARTMENT	58.21
	5/07/25	CAR12 FUEL 4/29	GENERAL FUND	POLICE DEPARTMENT	61.12
	5/07/25	CAR#29 FUEL 4/02	GENERAL FUND	POLICE DEPARTMENT	29.59
	5/07/25	CAR#29 FUEL 4/03	GENERAL FUND	POLICE DEPARTMENT	26.27
	5/07/25	CAR#29 FUEL 4/4	GENERAL FUND	POLICE DEPARTMENT	30.87
	5/07/25	CAR#29 FUEL 4/05	GENERAL FUND	POLICE DEPARTMENT	36.23
	5/07/25	CAR#29 FUEL 4/9	GENERAL FUND	POLICE DEPARTMENT	31.84
	5/07/25	CAR#29 FUEL 4/10	GENERAL FUND	POLICE DEPARTMENT	46.59
	5/07/25	CAR#29 FUEL 4/11	GENERAL FUND	POLICE DEPARTMENT	25.02
	5/07/25	CAR#29 FUEL 4/12	GENERAL FUND	POLICE DEPARTMENT	30.74
	5/07/25	CAR#29 FUEL 4/16	GENERAL FUND	POLICE DEPARTMENT	27.25
	5/07/25	CAR#29 FUEL 4/17	GENERAL FUND	POLICE DEPARTMENT	37.29

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/07/25	CAR#29 FUEL 418	GENERAL FUND	POLICE DEPARTMENT	29.05
	5/07/25	CAR#29 FUEL 4/23	GENERAL FUND	POLICE DEPARTMENT	30.75
	5/07/25	CAR#29 FUEL 4/24	GENERAL FUND	POLICE DEPARTMENT	27.58
	5/07/25	CAR#29 FUEL 4/25	GENERAL FUND	POLICE DEPARTMENT	20.65
	5/07/25	CAR#29 FUEL 4/26	GENERAL FUND	POLICE DEPARTMENT	28.24
	5/07/25	CAR#9 FUEL 3/31	GENERAL FUND	POLICE DEPARTMENT	43.43
	5/07/25	CAR#29 FUEL 4/07	GENERAL FUND	POLICE DEPARTMENT	44.51
	5/07/25	CAR#29 FUEL 4/09	GENERAL FUND	POLICE DEPARTMENT	28.08
	5/07/25	CAR#29 FUEL 4/11	GENERAL FUND	POLICE DEPARTMENT	45.26
	5/07/25	CAR#29 FUEL 4/24	GENERAL FUND	POLICE DEPARTMENT	41.03
	5/07/25	CAR#4 FUEL 4/4	GENERAL FUND	POLICE DEPARTMENT	66.13
	5/07/25	CAR#4 FUEL 4/8	GENERAL FUND	POLICE DEPARTMENT	90.00
	5/07/25	CAR#4 FUEL 4/10	GENERAL FUND	POLICE DEPARTMENT	73.10
	5/07/25	CAR#4 FUEL 4/17	GENERAL FUND	POLICE DEPARTMENT	67.00
	5/07/25	CAR#4 FUEL 4/25	GENERAL FUND	POLICE DEPARTMENT	66.37
	5/07/25	CAR#18 FUEL 4/12	GENERAL FUND	POLICE DEPARTMENT	28.50
	5/07/25	CAR#18 FUEL 4/17	GENERAL FUND	POLICE DEPARTMENT	30.00
	5/07/25	CAR#18 FUEL4/18	GENERAL FUND	POLICE DEPARTMENT	25.00
	5/07/25	CAR#18 FUEL 4/19	GENERAL FUND	POLICE DEPARTMENT	24.50
	5/07/25	CAR#18 FUEL 4/28	GENERAL FUND	POLICE DEPARTMENT	34.00
	5/07/25	CAR#18 FUEL 4/26	GENERAL FUND	POLICE DEPARTMENT	31.00
	5/07/25	CAR# 21 FUEL 4/11	GENERAL FUND	POLICE DEPARTMENT	30.00
	5/07/25	CAAR# 25 FUEL 4/01	GENERAL FUND	POLICE DEPARTMENT	51.77
	5/07/25	CAAR# 25 FUEL 4/22	GENERAL FUND	POLICE DEPARTMENT	44.89
	5/07/25	CAR#28 FUEL 4/16	GENERAL FUND	POLICE DEPARTMENT	52.01
	5/07/25	CAR#28 FUEL 4/23	GENERAL FUND	POLICE DEPARTMENT	51.15
	5/07/25	CAR#28 FUEL 4/25	GENERAL FUND	POLICE DEPARTMENT	50.13
	5/07/25	CAR#26 FUEL 4/14	GENERAL FUND	POLICE DEPARTMENT	35.93
	5/07/25	CAR#26 FUEL 4/22	GENERAL FUND	POLICE DEPARTMENT	33.50
	5/07/25	CAR#26 FUEL 4/29	GENERAL FUND	POLICE DEPARTMENT	42.55
	5/07/25	CAR# 15 FUEL 4/9	GENERAL FUND	POLICE DEPARTMENT	46.40
	5/07/25	CAR#19 FUEL 4/01	GENERAL FUND	POLICE DEPARTMENT	38.54
	5/07/25	CAR#19 FUEL 4/06	GENERAL FUND	POLICE DEPARTMENT	36.06
	5/07/25	CAR#19 FUEL 4/08	GENERAL FUND	POLICE DEPARTMENT	38.99
	5/07/25	CAR# 19 FUEL 4/14	GENERAL FUND	POLICE DEPARTMENT	30.38
	5/07/25	CAR# 19 FUEL 4/16	GENERAL FUND	POLICE DEPARTMENT	39.81
	5/07/25	CAR# 19 FUEL 4/23	GENERAL FUND	POLICE DEPARTMENT	41.66
	5/07/25	CAR# 19 FUEL 4/29	GENERAL FUND	POLICE DEPARTMENT	40.60
	5/13/25	CAR#24 FUEL 4/01	GENERAL FUND	POLICE DEPARTMENT	36.50
	5/13/25	TRAX FUEL 4/16	GENERAL FUND	STREETS & HIGHWAYS	30.22
	5/07/25	BI JEEP FUEL 03/31	GENERAL FUND	STREETS & HIGHWAYS	34.33
	5/07/25	BI JEEP FUEL 04/16	GENERAL FUND	STREETS & HIGHWAYS	37.89
	5/07/25	BI JEEP FUEL 4/24	GENERAL FUND	STREETS & HIGHWAYS	39.53
	5/13/25	2023 CHEVY FUEL 4/9	GENERAL FUND	STREETS & HIGHWAYS	108.82
				TOTAL:	2,414.23
SOUTHERN STATES INC	5/13/25	WATER SOFTNER CWH	GENERAL FUND	STREETS & HIGHWAYS	84.90
	5/13/25	PRUNING TOOLS/ MD SHOP	GENERAL FUND	STREETS & HIGHWAYS	58.98
	5/13/25	JMP TELEPHONE POLL	PARKS & REC	PARKS & REC	210.00
	5/13/25	JMP TELEPHONE POLL	PARKS & REC	PARKS & REC	184.99
				TOTAL:	538.87
STAPLES ADVANTAGE INC	5/08/25	PAPER REAM/LYSOL/FORKS	GENERAL FUND	CITY HALL	84.98
	5/08/25	PAPER REAM/LYSOL/FORKS	GENERAL FUND	CITY HALL	8.34
	5/08/25	PAPER REAM/LYSOL/FORKS	GENERAL FUND	CITY HALL	3.85
	5/08/25	CH TISSUE BOXES	GENERAL FUND	CITY HALL	54.96

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	152.13
SUNOCO	5/13/25	COOK FUEL 4/9 MAIN ST CONF	GENERAL FUND	ECONOMIC DEVELOPMENT	29.54
	5/07/25	CAR#3 FUEL 4/15	GENERAL FUND	POLICE DEPARTMENT	27.70
	5/07/25	CAR#3 FUEL 4/17	GENERAL FUND	POLICE DEPARTMENT	23.88
	5/13/25	STAUBS TRUCK FURL 4/14	GENERAL FUND	STREETS & HIGHWAYS	47.84
	5/13/25	CONCRETE MIXER FUEL 4/18	GENERAL FUND	STREETS & HIGHWAYS	2.15
				TOTAL:	131.11
SYMBOLARTS LLC	5/08/25	PVC BADGE VELCRO PATCH	GENERAL FUND	POLICE DEPARTMENT	775.50
				TOTAL:	775.50
THE MARKET BAKERY	5/13/25	COOK MEAL MAIN ST CONF 4/0	GENERAL FUND	ECONOMIC DEVELOPMENT	8.45
				TOTAL:	8.45
TOWN MART CITGO	5/13/25	E COOK FUEL 4/6	GENERAL FUND	ECONOMIC DEVELOPMENT	19.50
	5/07/25	CAR#2 FUEL 4/4	GENERAL FUND	POLICE DEPARTMENT	43.65
	5/07/25	CAR#2 FUEL 4/16	GENERAL FUND	POLICE DEPARTMENT	33.99
	5/07/25	CAR#2 FUEL 4/24	GENERAL FUND	POLICE DEPARTMENT	25.74
	5/07/25	CAR#27 FUEL 4/7	GENERAL FUND	POLICE DEPARTMENT	49.56
	5/07/25	CAR12 FUEL 3/30	GENERAL FUND	POLICE DEPARTMENT	59.36
	5/07/25	CAR12 FUEL 4/1	GENERAL FUND	POLICE DEPARTMENT	50.33
	5/07/25	CAR12 FUEL 4/7	GENERAL FUND	POLICE DEPARTMENT	62.63
	5/07/25	CAR12 FUEL 4/13	GENERAL FUND	POLICE DEPARTMENT	55.52
	5/07/25	CAR12 FUEL 4/15	GENERAL FUND	POLICE DEPARTMENT	56.76
	5/07/25	CAR12 FUEL 4/23	GENERAL FUND	POLICE DEPARTMENT	52.97
	5/07/25	CAR12 FUEL 4/28	GENERAL FUND	POLICE DEPARTMENT	53.91
	5/07/25	CAR#29 FUEL 4/16	GENERAL FUND	POLICE DEPARTMENT	6.27
	5/07/25	CAR#12 FUEL 4/16	GENERAL FUND	POLICE DEPARTMENT	47.84
	5/07/25	CAR#26 FUEL 3/31	GENERAL FUND	POLICE DEPARTMENT	35.06
	5/07/25	CAR# 19 FUEL 4/15	GENERAL FUND	POLICE DEPARTMENT	27.22
	5/07/25	CAR# 19 FUEL 4/22	GENERAL FUND	POLICE DEPARTMENT	38.65
	5/13/25	CAR#24 FUEL 4/28	GENERAL FUND	POLICE DEPARTMENT	24.00
	5/13/25	STAUBS TRUCK FUEL 4/3	GENERAL FUND	STREETS & HIGHWAYS	73.68
	5/13/25	STAUBS TRUCK FUEL 4/28	GENERAL FUND	STREETS & HIGHWAYS	77.51
	5/13/25	SCAG MOWER FUEL 4/22	GENERAL FUND	STREETS & HIGHWAYS	29.09
				TOTAL:	923.24
TRANSUNION	5/13/25	MARCH 25 INVESTIGATION SUB	GENERAL FUND	POLICE DEPARTMENT	100.00
				TOTAL:	100.00
TRI COUNTY RENTALS, INC	5/13/25	CONCRETE MIXER RENTAL	PARKS & REC	PARKS & REC	80.50
				TOTAL:	80.50
US BANK	5/08/25	PAPER STATEMENT FEE	GENERAL FUND	CITY HALL	12.00
	5/08/25	AP PCARD PAPER STMT FEE	GENERAL FUND	CITY HALL	12.00
				TOTAL:	24.00
US POSTAL SERVICE	5/13/25	CM 306 W WASHINGTON ST	GENERAL FUND	ENFORCEMENT AGENCY	10.99
	5/13/25	CM 421&423 E 1ST	GENERAL FUND	ENFORCEMENT AGENCY	10.99
	5/13/25	CM 315 E WASHINGTON ST	GENERAL FUND	ENFORCEMENT AGENCY	9.68
	5/13/25	CM 325 N LAWRENCE STREET	GENERAL FUND	ENFORCEMENT AGENCY	11.26
	5/13/25	CM 229 UNION RIDGE	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	5/13/25	CM 120 S CHURCH	GENERAL FUND	ENFORCEMENT AGENCY	9.96
				TOTAL:	62.84

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WALMART INC	5/13/25	PK PITCHERS	GENERAL FUND	PARKING	29.82
	5/13/25	MD SHOP COFFEE	GENERAL FUND	STREETS & HIGHWAYS	29.28
				TOTAL:	59.10
WASTE MANAGEMENT INC	5/08/25	MAY 25 MD WASTE SERV	GENERAL FUND	STREETS & HIGHWAYS	321.33
				TOTAL:	321.33
WINCHESTER EQUIPMENT CO, INC.	5/13/25	BOBCAT PARTS	GENERAL FUND	STREETS & HIGHWAYS	817.50
				TOTAL:	817.50
ZOOM.US	5/13/25	APRIL 25 ONLINE MTNG SUBSC	GENERAL FUND	ECONOMIC DEVELOPMENT	52.43
				TOTAL:	52.43

========== FUND TOTALS ==========	
001 GENERAL FUND	15,997.61
200 CAPITAL RESERVE	5,254.70
207 PARKS & REC	1,848.49
GRAND TOTAL:	23,100.80

TOTAL PAGES: 7

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PCARD
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: 5/07/2025 THRU 5/13/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SMOOTS, LLC	5/16/25	PATIO & GRAVE MARKER INST	CAPITAL RESERVE	STREETS & TRANSPORTATI	8,703.12
				TOTAL:	8,703.12

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

200	CAPITAL RESERVE	8,703.12
	GRAND TOTAL:	8,703.12

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: 5/16/2025 THRU 5/16/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
CBP ENTERPRISES	5/16/25	04/25 ER MOWING	PARKS & REC	PARKS & REC		710.00
	5/16/25	04/25 HR MOWING	PARKS & REC	PARKS & REC		690.00
	5/16/25	04/25 CRAIG HILL MOVING	PARKS & REC	PARKS & REC		705.00
	5/16/25	04/25 JMP MOWING	PARKS & REC	PARKS & REC		1,185.00
	5/16/25	04/25 WKP MOWING	PARKS & REC	PARKS & REC		885.00
					TOTAL:	4,175.00
CHET HINES	5/16/25	HR MOWER FUEL	PARKS & REC	PARKS & REC		9.68
	5/16/25	HR ROUND UP	PARKS & REC	PARKS & REC		43.12
					TOTAL:	52.80
GRANT COUNTY MULCH INC	5/16/25	JMP PLAYGRD MULCH DELIVER	PARKS & REC	PARKS & REC		2,785.50
	5/16/25	JMP PLAYGRD MULH DELIVERY	PARKS & REC	PARKS & REC		2,614.50
					TOTAL:	5,400.00
JOHN DEERE FINANCIAL	5/16/25	HR PHYTOSANITARY PRDCTS	PARKS & REC	PARKS & REC		18.99
	5/16/25	HR PHYTOSANITARY PRDCTS	PARKS & REC	PARKS & REC		25.99
	5/16/25	HR PHYTOSANITARY PRDCTS	PARKS & REC	PARKS & REC		25.19
	5/16/25	HR PHYTOSANITARY PRDCTS	PARKS & REC	PARKS & REC		27.99
					TOTAL:	98.16
POTOMAC EDISON COMPANY, INC	5/05/25	4/25 JMP ELEC SERV	PARKS & REC	PARKS & REC		11.57
	5/05/25	4/25 JMP ELEC SERV	PARKS & REC	PARKS & REC		0.50
					TOTAL:	12.07

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

207	PARKS & REC	9,738.03
	GRAND TOTAL:	9,738.03

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: 5/05/2025 THRU 5/16/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/19/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-571: Tree City USA Letter from the Arbor Day Foundation

ATTACHMENTS:
- Arbor Day Foundation Letter.pdf

Arbor Day Foundation™
211 N. 12th St.
Lincoln, NE 68508
arborday.org

Mayor Robert Trainor
101 E Washington St
Charles Town, WV 25414

Dear Mayor Robert Trainor,

On behalf of the Arbor Day Foundation, I'm happy to extend my warmest congratulations to Charles Town on successfully achieving 2024 Tree City USA status. This well-deserved recognition is a testament to your community's unwavering commitment to the planting, care, and celebration of trees.

In an era where cities and towns are facing increasing challenges related to air quality, public health, and climate resilience, nurturing urban forests has never been more important. By prioritizing tree stewardship, you've not only helped enhance Charles Town's beauty and livability, but you've also invested in a healthier, more sustainable future for your residents.

The Arbor Day Foundation's Tree City USA program has a long legacy of supporting a nationwide network of passionate organizers and tireless tree planters. Since 1976, we've connected with more than 3,500 communities of all sizes to create and maintain green spaces. While we may all work in different corners of the country, we are all working in unison to create positive change through trees.

To be named a Tree City USA is to be part of something bigger.

Whether Charles Town is newer to the Tree City USA recognition program, or you've been part of our network for decades, we hope you are as excited as we are to share this accomplishment with your local media and your residents. To that end, we've included a press release for you to distribute at your convenience. A digital copy of the press release and other materials can be found in the Tree City USA Resource Center online at **arborday.org/TreeCitytoolkit**.

Once again, congratulations on this outstanding achievement and thank you for your dedication to Charles Town's tree canopy. We believe cities that take care of their trees, take care of their people.

Best Regards,

Dan Lambe
Chief Executive of the Arbor Day Foundation

RECYCLED PAPER RECYCLABLE
PRINTED WITH SOY INK

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/19/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-572: Council Select Committee on the Hill Farm Property, LLC Annexation Signed Letter

ATTACHMENTS:

- Council Select Committee on the Hill Farm Property, LLC Annexation.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
James Kratovil
Elizabeth Ricketts
Jeff Hynes
Kevin Tester
Julie Philabaum
Micheal George
Andie Sugrue

CITY MANAGER
John Nissel

May 5, 2025

Re: Council Select Committee on the Hill Farm Property, LLC Annexation

Dear Council members,

Please be advised that a Council Select Committee has been commissioned to perform the following:

1. Provide support to City staff with negotiations between the City and the principals of the Agreement.
2. Provide recommendations to City staff regarding possible revisions to the Agreement.
3. Assist in establishing the terms of negotiation to include in the Conditions of Annexation between the City and the LLC entity.

The following personnnel are hereby appointed to the Select Committee:

- Mr. Jeff Hynes, Ward 2 representative
- Mr. James Kratovil, Ward 1 representative
- Mr. John Nissel, City Manager
- Ms. Alissa Meeks, Assistant City Manager/Director of Community Development
- Mr. James Newman, City Planner
- Ms. Ann Paonessa, Chairman of the Planning Commission

All Committee meetings will conform with applicable City ordinances, rules and regulations.

John Nissel
City Manager

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/19/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-573: Council Select Committee on Memorializing the "Coloured" Graveyard Signed Letter

ATTACHMENTS:

- Council Select Committee on Coloured Grave Yard - signed 5-2025.pdf

City of Charles Town

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

May 5, 2025

MAYOR
Robert M. Trainor

CITY COUNCIL

James Kratovil

Elizabeth Ricketts

Jeff Hynes

Kevin Tester

Julie Philabaum

Micheal George

Andie Sugrue

CITY MANAGER

John Nissel

Re: Council Select Committee on memorializing the "Coloured" Grave Yard at the intersection of South Seminary and East Avis Streets

Dear Council members,

Please be advised that a Council Select Committee has been commissioned to conduct research on the historic African-American grave yard at the intersection of South Seminary and East Avis Streets and to provide the Council with recommendations as to how to best memorialize grave yard and the individuals interred there. Among the goals of the Select Committee are but are not limited to the following:

1) Identify the extent of the grave yard;
2) Preserve as much of the grave yard as possible;
3) Research and document the history of the grave yard, including the individuals interred there and the grave yard's relationship to other African-American cemeteries and burial sites in the County; and
4) Provide the Council with recommendations for properly memorializing the grave yard the individuals buried therein, including estimated expenses and recommended fiscal sources.

The following persons are hereby appointed to the Select Committee:

- Mr. Kevin Tester, Council Member
- Ms. Andie Sugrue, Council Member
- Ms. Priscilla Rodd - Former Charles Town Council Representative
- Pastor Paul Brown – President of the Black Clergy Association
- Ms. Ann Nawaz – Jefferson County National Association for the Advancement of Colored People (NAACP)
- Ms. Linda Downing Ballard – Associate member of the Jefferson County Black History Preservation Society
- Ms. Addison Reese – Jefferson County Historic Landmark Commission
- Ms. Delores Foster – Harpers Ferry/Bolivar Historic Town Foundation
- Reverand Timothy Robinson – Zion Baptist Church

The following persons will provide support to the Select Committee:

- Ms. Cindy Rezmer – City of Charles Town
- Ms. Lori Wysong – Director, Jefferson County Museum
- Ms. Kristen Stolipher – General Manager, Charles Town Utility Board

All Committee meetings will conform with applicable ordinances, rules, and regulations.

John Nissel
City Manager

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/19/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-578: Memorandum of Understanding (MOU) with Charles Town Now

ATTACHMENTS:

- CT NOW Study.pdf

Memorandum of Understanding Between
The City of Charles Town and
Charles Town Now

This Memorandum of Understanding ("MOU") is entered into and executed this 5th day of May, 2025 ("Effective Date"), by and between the CITY OF CHARLES TOWN, a municipal corporation, acting by and through its City Manager as authorized by its City Council (hereinafter referred to as "City"), and Charles Town Now (hereinafter referred to as "CTN") acting by and through its President of the Board, and provides as follows:

Whereas, continued economic development of the Downtown Historic Core is one of the City's key initiatives; and,

Whereas, Downtown Charles Town is the community's historic, social, and economic center; and

Whereas, Downtown Charles Town is a historic resource, and the work of CTN ensures that downtown buildings are occupied and creates additional resources for new and existing businesses to invest in the local building stock; and

Whereas, the Downtown Historic Core is an economic generator for the City as a whole because local businesses reinvest more time and money directly into the local economy; and

Whereas, the City is facing relocation of the Jefferson County Commission offices from the Downtown Core, vacating multiple parcels within this critical economic generating area; and

Whereas, vacant buildings in a downtown area have the potential to create blight and economic instability of the area as a whole; and

Whereas, the relocation of the County office also provides a rare opportunity to recruit new investors that will complement and expand the downtown core's strengths and existing businesses, maximizing the full potential of the area; and

Whereas, CTN is in the process of engaging a firm to perform a market study analysis for the downtown core that will include the current county buildings as well as a real estate development plan for those buildings, which plan will outline the types of development that can be supported in and will augment the existing downtown core; and

Whereas, the City works collaboratively with CTN to foster economic development, investment, and growth within the downtown area, participating actively with planning and development activities of the same; and

Now, therefore the parties do hereby agree to the following:

Purpose: The purpose of this Memorandum of Understanding is to outline the obligations of the City and CTN as it relates to the Real Estate Redevelopment Study (hereinafter "Study") for the f buildings currently occupied by the Jefferson County Commission.

City Responsibilities:

1) The City will provide CTN with an allocation of up to $70,000.00 to engage a consultant (hereinafter "the Consultant") to complete the Real Estate Redevelopment Study as outlined in Attachment A of this Agreement

2) The City will designate at least one representative to communicate the City's position and priorities as it relates to economic development and re-development in the Downtown Core area.

CTN Responsibilities:

1) CTN will contract with the Consultant to perform a Study as outlined in Attachment A.

2) Prior to executing a contract with the Consultant, CTN will obtain the City's approval of the scope of services and the timeframe within which those services will be provided. The Contract will list the City as a party entitled to receive the Consultant's deliverables including but not limited to the final report.

3) CTN agrees to include City representatives in each phase of the Study and include the City's chosen representatives to serve on any advisory, steering, or other committees or groups formed for the purpose of coordinating, collaborating, or communicating with the consultant.

4) At the request of Mayor and Council, CTN will provide a progress report on the Study and the work that has been completed.

5) CTN will provide the City with copies of all preliminary reports or findings prepared by the Consultant. CTN will ensure that the City receives copies of all deliverables

due pursuant to the Consultant's contract, including but not limited to the final report. These items may be provided directly by the consultant or CTN.

Term and Termination: This Agreement shall commence on the date written above and shall continue until the contract with the Consultant is complete. Once the City has provided the funds due hereunder, any termination of this Agreement will be contingent upon CTN returning any funds paid under this Agreement's terms to the City.

Accounting: CTN is responsible for retaining all financial records of expenditures of City funds provided hereunder. CTN shall provide the City with all financial documentation that is related to the allocation of funds hereunder and required to be included in the City's regular annual audit.

Entire Agreement: This Agreement constitutes the final and entire agreement between the Parties hereto and contains all of the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or to bind the Parties hereto, unless same be in writing, dated after the date hereto, and duly executed by the Parties.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed the day and year first written above.

Ann Paonessa, President
Charles Town Now

John Nissel, City Manager
City of Charles Town

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/19/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-581: Letter From Mr. Bill Seibert to US Postal Service

ATTACHMENTS:

- Letter from Mr. Bill Seibert to the US Postal Service.pdf

William Seibert wcseibert@gmail.com 128 Cameron Run
Charles Town, WV 25414

April 29, 2025

Tammy Hull
Office of the Inspector General
United States Postal Service
1735 N Lynch Street
Arlington, VA 22209-2020

Dear Ms. Hull:

I am a resident of Charles Town, West Virginia, home of the first rural free delivery in the United States begun in 1896 and initiated by the then local resident and Postmaster General, William L Wilson.

The original structure on the current site was the jail where John Brown was held before he was taken to the gallows.

The current structure was built in 1932 and is now in disrepair and has been for many years. The wooden front façade has peeling paint and the bottom has rotted. The concrete steps are worn, and the stone mix is showing through. The top step was moving back and forth, and I pointed it out to a previous postmaster who admitted he had never been in the front of the building. He did have the hazard repaired. This is a link to the source of the above information: https://www.hmdb.org/m.asp?m=2027

This building is in the center of Charles Town, the county seat, and the site of many tourists from Washington and surrounding areas who are visiting Harpers Ferry, Shepherdstown, and Charles Town, home of George Washington's youngest brother and founder, Charles. I am hoping that you will address and repair the entrance to the building that residents may be proud of the look of their downtown.

Respectfully,

Bill Seibert

Bill Seibert
Treasurer of Firehouse Gallery, a non-profit organization
Vietnam Veteran USMC

CC: Bob Trainor, Mayor, 101 East Washington St., Charles Town, WV 25414