CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • AUGUST 18, 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

: **2025-892:** City Council Special Meeting Minutes - July 28, 2025
July 28th Special Meeting - draft.pdf

: **2025-893:** City Council Special Meeting - August 1, 2025
August 1, 2025 special council meeting - draft.pdf

: **2025-894:** City Council Meeting Minutes - August 4, 2025
City Council Meeting Minutes - August 4, 2025 - draft.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2025-895:** Personnel Committee Report - August 11, 2025
Personnel Committee Report 8-11-25.pdf

: **2025-896:** Finance Committee Report - August 12, 2025
FinanceCommitteeReport_12August2025.pdf

7. CITY MANAGER REPORT

: **2025-897:** City Manager Report - August 18, 2025
City Manager Report - August 18, 2025.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2025-898:** Capital Improvement Plan (CIP) Discussion
CIP 2026-2030.pdf

: **2025-899:** PJM Draft Resolution and Opposition Letter
Letter to PJM.pdf
Resolution MARL.pdf

10. NEW BUSINESS

: ***2025-887:*** *BR2025-08*: Norborne-Glebe Phases 9, 10A - Land Disturbance Bond Release Request
1. Staff Report.pdf
2. Application.pdf
3. KH Review.pdf

: **2025-888:** Zoning Enforcement - Executive Session

: **2025-900:** Thomassen Ford Building Discussion

: **2025-901:** Mordington Avenue Sidewalk Discussion

: **2025-902:** Organizational Reporting Structure
City Hall Organizational Chart August 2025.pdf

: **2025-903:** FY2026 Capital Budget Revision #2
Capital Budget 2nd Revision.pdf

: **2025-904:** RFP Discussion for City Wide Tree Assessment and Trimming

: **2025-909:** Approval of City Manager Contract - Executive Session

: **2025-910:** Route 51 Project Proposal Discussion

: **2025-911:** JCDA Next Steps - Executive Session

: **2025-912:** Law Enforcement Agreements with Homeland Security and ICE

: **2025-913:** Charles Washington Hall Lease Renewals

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2025-905:** Business License Fees - Referral to Ordinance Committee
BUSINESS LICENSE APPLICATION PACKET FY 2024.pdf

12. APPROVAL OF BILLS

: **2025-906:** Payment of Bills - August 18, 2025
CAPITAL RESERVE COUNCIL REPORT 2025-08-18.pdf
COUNCIL REPORT PCARD 08-18-25.pdf
GEN FUND COUNCIL REPORT 2025-08-18.pdf
PARKS N REC COUNCIL REPORT 2025-08-18.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING - City Council Regular Meeting, Tuesday, September 2, 2025, at 7:00PM

: **2025-907:** Rouss Hall HVAC Estimate and Capital Budget Revision Table Drop
Rouss Hall HVAC Estimate.pdf
Capital Budget 2nd Revision1.pdf

: **2025-908:** Ms. Milliron Public Comment Handout
Milliron Hand-out.pdf

: **2025-914:** Mr. Tolbert Public Comment
CTUB Cheat Sheet Revised July 7 2025.pdf

: **2025-915:** Charles Town Utility Board Meeting Minutes - July 23, 2025
2025.07.23 UB MINUTES.pdf

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

https://www.charlestownwv.us/government/agendas_minutes.php

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-892: City Council Special Meeting Minutes - July 28, 2025

ATTACHMENTS:

- July 28th Special Meeting - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • July 28, 2025

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

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Micheal George	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Nate Hartman	Councilmember	Remote	
Alden Roth	Councilmember	Remote	
Andie Sugrue	Councilmember	Remote	

Ms. Alissa Meeks, Interim City Manager and Ms. Cindy Rezmer, Operations Director, were also in attendance.

2. NEW BUSINESS

2025-806: Candidate Interviews for Ward 4 Vacancy

City Council interviewed Mr. Troxel and Ms. Greenleaf for the Ward 4 vacancy. Mr. Waxler was unavailable due to traveling at the time of the interview.

2025-807: Ward 4 Vacancy Candidate Appointment

Ms. Sugrue moved to readvertise the Ward 4 council vacancy until August 29, 2025, and roll over the three applicants, Mr. Troxel, Ms. Greenleaf, and Mr. Waxler into the new applicant pool. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Andie Sugrue
SECONDER:	Nate Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Sugrue

3. ADJOURNMENT

Mayor George asked if there was any objection to adjourning the meeting. Hearing none, he declared the meeting adjourned.

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-893: City Council Special Meeting - August 1, 2025

ATTACHMENTS:

- August 1, 2025 special council meeting - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • August 1, 2025

Special Meeting **Council Chambers** **9:00 AM**

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Micheal George	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Nate Hartman	Councilmember	Present	
Alden Roth	Councilmember	Present	
Andie Sugrue	Councilmember	Present	

2. NEW BUSINESS

2025-827: City Manager Candidate Interviews - Executive Session

Mr. Hartman moved to enter into Executive Session. Mr. Hynes seconded the motion, and hearing no objections Mayor George declared the council in Executive Session.

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

- Mr. Paul Montello
- Mr. Brent Manuel
- Mr. Wilfred Plumley

Mayor George declared the council out of Executive Session.

3. ADJOURNMENT

Mayor George asked if there was any objection to adjourning the meeting. Hearing none, he declared the meeting adjourned.

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-894: City Council Meeting Minutes - August 4, 2025

ATTACHMENTS:

- City Council Meeting Minutes - August 4, 2025 - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • August 4, 2025

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Micheal George	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Nate Hartman	Councilmember	Present	
Alden Roth	Councilmember	Present	
Andie Sugrue	Councilmember	Remote	

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

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2025-828: City Council Workshop Meeting Minutes - July 21, 2025

There being no corrections, additions, or changes to the minutes Mayor George declared the workshop meeting minutes approved.

2025-829: City Council Meeting Minutes - July 21, 2025

The following change was made to the July 21, 2025, City Council meeting minutes:

Packet page 12, Agenda Item #2025-777 - first names from the voting box were removed.

3. PUBLIC COMMENT

Two people signed up for public comment.

Mr. Stewart spoke of his concerns with the Augustine Trail and lack of response he receives to his questions.

Ms. Milliron spoke on Charles Town Utility Board (CTUB) Capacity Improvement Fees (CIF).

4. WARD REPORTS

Ward #1

Ms. Ricketts reported that she attended the WV State Transit Conference where the Eastern Panhandle Transit Authority (EPTA) received multiple awards.

Mr. Kratovil had nothing to report.

Ward #2

Mr. Hynes reported that an invite from American Water for their Community Reception was included in the packet under Information Only.

Mr. Tester had nothing to report.

Ward #3

Mr. Roth reported that Ward 3 had roads re-paved this summer.

Mr. Hartman reported that he attended the Jefferson County Planning Commission.

Ward #4

Ms. Sugrue reported that the vacant Ward 4 council seat is still available, and the deadline for applications is August 29, 2025.

5. MAYOR'S REPORT

Mayor George reported that he attended the following events/meetings:

- The Public Service Commission (PSC) hearing - Charles Town Utility Board (CTUB) vs. American Water.
- The mayoral meeting on July 24, 2025.
- The Jefferson County Chambers of Commerce's "State of the Cities" event.
- Ms. Willa's bookstore ribbon cutting.

He will be attending the WV Municipal League Conference in Morgantown, WV August 4th through August 7, 2025.

6. COMMITTEE REPORTS

2025-830: Ordinance Committee Meeting - July 24, 2025

Mr. Tester reviewed the Ordinance Committee Report with the Council.

2025-831: Infrastructure Committee Meeting - July 28, 2025

Ms. Ricketts reviewed the Infrastructure Committee Report with the Council.

7. CITY MANAGER REPORT

2025-845: City Manager's Report - August 4, 2025

Ms. Meeks reviewed the City Manager's Report with the Council.

8) POLICE CHIEF REPORT

Lieutenant Manning reported that "National Night Out" will be held in Ranson on Tuesday, August 5, 2025, from 6-8PM.

Mayor George announced that a Captain's position will be open for promotions in the next couple of weeks.

9. UNFINISHED BUSINESS

2025-816: Ordinance Committee's Pending Ordinance List Discussion

Mr. Hynes moved to accept the recommended changes to the Referral Ordinance List as presented by Mr. Tester. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	James Kratovil
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Sugrue

10. NEW BUSINESS

2025-819: FY2025 HdL Collections Update

Mr. Hynes reviewed the HdL Collections Report for the fiscal year ending June 30, 2025, with the Council.

2025-820: Housing Rehab Program Discussion

Mr. Hynes moved to relocate the funds from the Housing Rehab Fund to the Nuisance Properties line item in the General Fund unless it is found to be unlawful. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	James Kratovil
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Sugrue

2025-839: First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Area (PODA)

Mr. Hynes moved to approve the First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Area (PODA). Mr. Kratovil seconded the motion, and it passed by a 7-1 vote.

RESULT:	**APPROVED [7-1]**
MOVER:	Jeff Hynes
SECONDER:	James Kratovil
AYES:	George, Kratovil, Hynes, Tester, Hartman, Roth, Sugrue
NAYS:	Ricketts

2025-841: Selection of City Manager - Possible Executive Session

Mr. Hynes moved to enter into Executive Session. Mr. Tester seconded the motion, and hearing no objection, Mayor George declared the council in Executive Session.

Mayor George declared the council out of Executive Session.

Mr. Hynes moved to authorize the City attorney to negotiate a contract with the chosen city manager candidate. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	James Kratovil
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Sugrue

2025-842: Ortega's Alcohol License Request

Mr. Kratovil moved to support Ortega's alcohol license request by sending a letter to the WV Alcohol Beverage Control Administration (WVABCA) informing them that the city is currently in the process of renewing Ortega's lease. Ms. Sugrue seconded the motion.

After some discussion, Mr. Hynes moved to table this agenda item and discuss it during Agenda Item #2025-841's Executive Session. Mr. Hartman seconded the motion, and it failed with a 4-4 vote.

RESULT:	**FAILED [4-4]**
MOVER:	Jeff Hynes
SECONDER:	Nate Hartman
AYES:	Hynes, Tester, Hartman, Roth
NAYS:	George, Kratovil, Ricketts, Sugrue

Mr. Kratovil’s motion was voted on and failed by a 4-4 vote.

RESULT:	**FAILED [4-4]**
MOVER:	James Kratovil
SECONDER:	Andie Sugrue
AYES:	George, Kratovil, Ricketts, Sugrue
NAYS:	Hynes, Tester, Hartman, Roth

Mr. Kratovil moved to authorize the city attorney to send a letter to the WVABCA immediately upon the Lease Negotiating Committee ratifying a new lease with Ortega's at their August 11, 2025, meeting. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Nate Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Sugrue

2025-843: Jefferson County Kick-Ball Tournament Discussion

Mr. Kratovil moved to have the city participate in the Jefferson County Kick-ball Tournament. Mr. Tester seconded the motion, and it failed by a 3-5 vote.

RESULT:	**FAILED [3-5]**
MOVER:	James Kratovil
SECONDER:	Kevin Tester
AYES:	Kratovil, Hynes, Tester
NAYS:	George, Ricketts, Hartman, Roth, Sugrue

2025-846: Rouss Hall Air Conditioning/Emergency Funding

Mr. Hynes moved to authorize city staff to work with an HVAC company to replace the air conditioning unit in Rouss Hall and prepare a revision to the Capital Budget for the August 18, 2025, City Council meeting. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Nate Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Sugrue

11. REFERRALS TO COMMITTEES/COMMISSIONS

2025-844: Potential Change to the Board of Parks and Recreation Ordinance to Allow Three Council Members - Refer to Ordinance Committee

Ms. Ricketts moved to place on the August 18, 2025, city council meeting agenda the Parks and Recreation Ordinance with a change to allow three council members. Mr. Kratovil seconded the motion, and it failed by a 3-5 vote.

RESULT:	**FAILED [3-5]**
MOVER:	Elizabeth Ricketts
SECONDER:	James Kratovil
AYES:	Kratovil, Ricketts, Roth
NAYS:	George, Hynes, Tester, Hartman, Sugrue

12. APPROVAL OF BILLS

2025-832: Payment of Bills - August 4, 2025

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

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Nate Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Sugrue

13. ADJOURNMENT

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

14. INFORMATION ONLY - NEXT MEETING, City Council Regular Meeting August 18, 2025, at 7:00PM

2025-821: Mayor's Report - July 21, 2025

2025-822: FY2026 General Fund Budget Revision #1

2025-823: FY2026 Capital Budget Revision #1

2025-824: Council Select Committee on the Lease Negotiating for Charles Washington Hall and Rouse Hall

2025-825: Charles Town Utility Board Meeting Minutes - July 9, 2025

2025-826: Place and Main Contract - Signed

2025-833: WV American Water Community Reception Information

2025-834: Letter to Vincent Cuttill

2025-835: W. Washington Street Informational Workshop - August 5, 2025

2025-836: Resolution Allocating Opioid Funds to Police Social Work Program

2025-837: A Resolution Objecting to the Removal of Municipal Representation from the Jefferson County Development Authority

2025-838: Article 1742 Certificate of Continuing Occupancy

2025-840: Article 136 Rental Dwelling Units

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-895: Personnel Committee Report - August 11, 2025

ATTACHMENTS:

- Personnel Committee Report 8-11-25.pdf

City of Charles Town Personnel Committee Report

August 11, 2025 Meeting

1. **CALL TO ORDER**

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

2. **UNFINISHED BUSINESS**

3. **NEW BUSINESS**

   2025-884: Employee Handbook Sign-Off for Council Members

   At previous Personnel Committee meeting, Councilmembers Hynes and Tester questioned whether or not the current Employee Handbook Acknowledgement of Receipt and Review form applied to them since it contained the language "„,I may be subject to disciplinary action, up to and including termination..". Since this language does not apply to elected officials, it was removed from form and Councilmember Hynes signed. Modified form will be presented to Councilmember Tester at next meeting.

   2025-885: Benchmark Study of Employee Salaries and Benefits

   Staff inquired if committee was ready to move forward with benchmark study that was approved in FY2026 budget for $30,000. Committee agreed to move forward with publishing of Request for Proposals week of August 18, 2025 for one month. Committee will have new City Manager work with department heads to update job descriptions. Study will be done to include City Hall staff and Police Department admin, with law enforcement officers and elected officials also addressed but separately. Charles Town Utility Board will do their own independent study.

   2025-886: Election of Chairperson

   Tabled until full committee present.

4. **NEW BUSINESS**

5. **Next regularly scheduled Personnel Committee meeting is September 8, 2025 at 5:00pm.**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-896: Finance Committee Report - August 12, 2025

ATTACHMENTS:

- FinanceCommitteeReport_12August2025.pdf

Drafted by: Jeff Hynes - Chairman

Call to Order 12:00AM

1. **Persons present:** Finance Committee Members: Councilman Kevin Tester, Councilman Nate Hartman, Councilman Jeff Hynes; and Interim City Manager Alissa Meeks, Financial Director Lori Nice and Accounting Clerk Briana Ballou. City Attorney Stephanie Grove and Downtown Economic Development Coordinator Liz Cook.

2. Unfinished Business

2025-871: HdL Update

Staff provided the Committee with an updated status on HdL's activities.

Recommendations to the City Council: None, information only

2025-872: License Fee Waiver Request - Possible Executive Session

There was no unfinished business related to this topic.)

Recommendations to the City Council: None, information only

2025-873: B&O Waiver Requests - Possible Executive Session

There was no unfinished business related to this topic.

Recommendations to the City Council: None, information only

2025-874: Finance Policy Discussion

Committee members continue to review this policy for possible updates. Discussion on the item was tabled until 10/2025.

Recommendations to the City Council: None, information only

2025-883: Business License Fee Structure Discussion

The Committee discussed the current business license fee structure and reviewed data on total collections. A recommendation to Council to refer to Ordinance for updates will be discussed later in the meeting.

Recommendations to the City Council: Refer fee structure to Ordinance for updates

3. New Business

2025-875: License Fee Waiver Request – Possible Executive Session

This agenda item was addressed in Executive Session with agenda items 2025-876 and 2025-878 (New Business)

2025-876: B&O Waiver Request – Possible Executive Session

The Committee entered Executive Session at 1:46PM to address this agenda item as well as agenda

items 2025-875 and 2025-878 (New Business).

After Executive Session, Councilman Hartman moved the following:

Vendor Account Numbers	Committee Action	Remarks
8238	**Approve All** License Fee	
8583	**Approve All But $300** License Fee **Approve All But $300** B&O Fee	
1181	**Approve All But $50** License Fee	
1774	**Approve All** License Fee **Approve All** B&O Fee	
41	**Approve All** License Fee	
445	**Approve All** License Fee	
674	**Deny All** License Fee	
1310	**Approve All** License Fee	
8346	**Approve All** License Fee **Approve All** B&O Fee	
1488	**Approve All** License Fee	
2217	**Approve All** License Fee **Approve All** B&O Fee	
2621	**Approve All But $50** B&O Fee	

Councilman Tester seconded the motion, and it passed by unanimous vote – 3 to 0.

There was no action taken on item 2025-878 and the Committee exited Executive Session at 2:25Pm

Recommendations to the City Council: None, information only

2025-877: 100 Block of East Washington Street Incentive Package

The Committee and Staff discussed the creation of an incentive package to help draw investors to the soon to be sold County buildings on the 100 Block of East Washington Street. Progress was made and this item will be placed on the agenda for the next Finance Committee meeting on 9/12/2025.

Recommendations to the City Council: None, information only

2025-878: Vacation Payout Discussion

This item was discussed with items 2025-875 and 2025-876 (New Business) in Executive Session. No action was taken on this item

Recommendations to the City Council: None, information only

4. **Finance Director Report**

2025-879: July 2025 General Fund Budget Update

Recommendations to the City Council: None, information only

2025-880: July 2025 Capital Fund Budget Update

Recommendations to the City Council: None, information only

2025-881: July 2025 P&R Budget Update

Recommendations to the City Council: None, information only

2025-882: July 2025 Account Balance Update

Recommendations to the City Council: None, information only

5. **Chairman's Report**
6. **The meeting was adjourned ooa 2:27pm**
7. **Next Scheduled Finance Committee meeting September 9, 2025 12:00PM.**

Procedures for obtaining a City of Charles Town Business License

All Business Licenses renew annually beginning July 1st expiring June 30th

1) Obtain a City of Charles Town Business License Application. The application can be downloaded from the City's website www.charlestownwv.us, picked up in person or received via email or fax by calling 304-724-3247.

2) You must present a copy of your **West Virginia Business Registration Certificate** with the application. The Business Registration Certificate can be obtained by contacting the West Virginia Department of Tax & Revenue 1-800-982-8297 or by visiting the website www.business4wv.com. They also have a field office in Martinsburg (397 Midatlantic parkway, Suite#2, (304) 267-0020). For more general information on the West Virginia Business Registration Certificate, please visit https://tax.wv.gov/Business/BusinessRegistration/Pages/BusinessRegistration.aspx.

3) If you are a contractor, you must present a copy of your **West Virginia State Contractors License** with the application. This can be obtained by contacting the West Virginia State Contractors Licensing Board at 304-558-7890 ext. 10473 or by visiting the website https://labor.wv.gov. *If you do not present a copy of your state license, you will be considered a handyman and restricted to doing work totaling $5,000.00 or less per residential job, 25,000.00 or less per commercial job.*

4) If your business involves selling food, you must present a copy of your **Jefferson County Health Department Inspection Report and Health permit** with the application. This can be obtained by contacting the Jefferson County Health Department at 304-728-8416 or visiting the website www.jchealthdept.org.

5) If your business involves selling alcohol, you must present a copy of your **West Virginia State ABCA License** with your application. This can be obtained by contacting the West Virginia State Alcohol Beverage Control Administration at 304-356-5500 or toll free 1-800-642-8208. Or you can visit the website www.abca.wv.gov.

6) If your business involves child care services (Daycare), you must present a copy of your West Virginia Department of Health & Human Resources permit. This can be obtained by contacting the West Virginia Department of Health and Human Resources at 304-724-2600 or visiting the website http://www.dhhr.wv.gov. If you serve prepared food, you will also need a Jefferson County Health Department Inspection report and Health permit (see item 4).

7) Present the application in person with all supporting documentation and payment to City of Charles Town located at 101 E. Washington Street, Charles Town, WV or mail to P.O. Box 14 Charles Town, WV 25414. If this application is for a new business located in Charles Town, you must also file a **ZONING USE PERMIT APPLICATION** with the Planning & Zoning Department. The Business License will not be issued until the Zoning Certificate is issued and provided to the Licensing Department.

8) Any business that obtains a City of Charles Town license, is subject to pay Business & Occupation taxes unless Non-profit or Tax exempt (See City Codified Ordinance).

4

City of Charles Town Business and Occupation Tax Rates

Class Code	Business Classifications	Rate Per $100
01	Gross Sales Manufactued Products	0.18
02	Gross Sales Retailers & Others	0.05
03	Gross Sales of Wholesalors	0.05
04	Gross Sales Small Loans, Industrial Loans	0.23
05	Elec Light & Power Co (Domestic & Com)	4.00
06	Elec Light & Power Co (Other Purposes)	3.00
07	Natural Gas Companies	3.00
08	Other Public Service / Utility Business	2.00
09	Gross Sales Contracting Business	2.00
10	Gross Sales Amusement Business	0.14
11	Gross Sales Service Business/Callings	0.23
12	Gross Sales- Rents, Royalties etc.	0.30

Business & Occupation Taxes are due on a semi-annual basis for the following periods: **January 1 - June 30** (*due July 31*) & **July 1 - December 31** (*due January 31)*
The City utilizes a website platform for B&O tax return/annual renewal mailings and processing. Staff will mail or email (depending on the business's selected preference) the semi-annual tax return form up to 30 days before the tax period ends. The taxable income a business is required to report is for sales or services that occur within the city limits of Charles Town. If the physical business location is in the city limits of Charles Town, **ALL** sales and services originating from this location are considered taxable income.
Additionally, even if the taxable income for the period is $0, the business must still file the return with zero reported income to stay in compliance. Staff recommends the return is filed via the online portal to ensure compliance before the due date; however, returns can also be filed by mail with cash or check payment if applicable, or filed in person at the City Hall office. For questions regarding B&O taxes or the online filing portal, please call 304-724-3247 or email BusinessLicense@charlestownwv.us for assistance.

BUSINESS LICENSE APPLICATION

CITY OF CHARLES TOWN
101 E. WASHINGTON STREET, P.O. BOX 14
CHARLES TOWN, WV 25414

Application is hereby made, by the undersigned, for a Business License under the provision of the Charles Town License Fee Ordinance for the fiscal year **2023-2024**

THIS LICENSE APPLICATION CANNOT BE USED BY ACTIVE BUSINESSES SEEKING A LICENSE RENEWAL.

NAME OF BUSINESS:	
Is this a new business within the city?	Yes ☐ No ☐
If yes, please provide date business started:	_____/_____/_____

If yes, and the physical location of the business is within the limits of the City of Charles Town, our Planning & Zoning Department must approve the Zoning Use Permit before the Business License is issued.

BUSINESS STREET ADDRESS:	
BUSINESS MAILING ADDRESS: (IF DIFFERENT THAN STREET ADDRESS)	
PLEASE NOTE THAT ALL MAILINGS WILL BE SENT TO THIS ADDRESS	
BUSINESS PHONE NUMBER:	
FEDERAL TAX ID:	
EMAIL ADDRESS:	
OWNERS OR OFFICER:	
MAILING ADDRESS:	
PHONE NUMBER:	
FEDERAL TAX ID:	

(A copy of your WV Dept of Health & Human Resources permit MUST accompany this application.)

WV STATE BUSINESS REGISTRATION NUMBER:

(A copy of your WV State Business Registration Certificate MUST accompany this application.)

CONTRACTORS ONLY: WV STATE CONTRACTORS LICENSE NUMBER:

(A signed copy of your WV State Contractors License MUST accompany this application.)

HEALTH PERMIT NUMBER (For Food Service Only):

(A copy of your Health Inspection Report and Health Permit MUST accompany this application.)

WV STATE ABCA LICENSE NUMBER (For Alcohol Sales Only):

(A copy of your WV State ABCA License MUST accompany this application.)

City of Charles Town Business License Fees

BUSINESS OR SERVICE (GENERAL)	$15.00	VERIFIED NON-PROFIT ORANIZATION	$0.00
LAUNDRY OR CAR WASH	$30.00	INSURANCE BROKER	$10.00
REAL ESTATE AGENT	$10.00	INSURER	$50.00
PAWNBROKER	$100.00	PET SITTING	$5.00
REAL ESTATE BROKER	$25.00	PET GROOMING	$5.00
RESTAURANT	$10.00	VETERINARIAN	$5.00
HOTEL/MOTEL/B&B/BOARDING	$10.00	CHIROPRACTOR	$25.00
VENDING MACHINES - EACH	$12.50	PHYSICIAN	$25.00
POOL TABLE	$25.00	THERAPIST	$5.00
CONTRACTOR	$15.00	DENTIST	$20.00
HANDYMAN LESS THAN $5000 (RESIDENTIAL) LESS THAN $25,000 (COMMERCIAL)	$15.00	MASSAGE THERAPIST	$5.00
		MEDICAL CORPORATION	$50.00
SURVEYOR	$20.00	NURSING HOME	$500.00
ARCHITECT/ENGINEER	$25.00	HEARING AIDS	$25.00
ATTORNEY	$5.00	PSYCHOLOGIST/COUNSELER	$15.00
BARBER/BEAUTICIAN/MANICURIST	$15.00	DISTRIBUTOR W/O A VEHICLE	$15.00
EMPLOYMENT AGENCY	$25.00	DISTRIBUTOR WITH VEHICLE	$50.00
ACCOUNTANT	$5.00	USED GOODS DEALER	$25.00
AUCTIONEER	$15.00	NEWSPAPER PRIVILEGE FEE	$25.00
STOCKBROKER	$10.00	NEWSPAPER VENDING - EACH	$5.00

	TYPE		AMOUNT
LICENSE FEE:			$
	SEE RATE SCHEDULE FOR TYPE AND AMOUNT		
ADDITIONAL FEES:			
	RETAIL BEER BUSINESS LICENSE	**$150**	$
	RETAIL WINE BUSINESS LICENSE	**$150**	$
	OFF PREMISES BEER LICENSE	**$75**	$
	LIQUOR BUSINESS LICENSE	**$500**	$
TOTAL FEES SUBMITTED WITH THIS APPLICATION			$

Applicant's Signature _____ Date _____

For Office Use Only: Date Rcvd: _____ All Forms & Payment Present: _____

Planning & Zoning Signature _____ License Admin Initials _____

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

100 BLOCK OF EAST WASHINGTON STREET
INCENTIVE PACKAGE

The City of Charles Town is implementing an incentive program to encourage investment into buildings located in the 100 block of East Washington Street. Qualifying projects will align with the 2040 Comprehensive Plan and contribute to a vibrant, active downtown. The City will offer this incentive package to individuals that meet the criteria outlined in this package.

INCENTIVE:

All permit fees refunded. Permit fees include building permits, certificate of appropriateness applications, and zoning use permits. Permit applications reviewed as priority. Inspections scheduled as priority. All Business license fees for first year refunded. All Business & Occupancy tax waived for first year of occupancy for property owner. Business & Occupancy Tax waived for contractors involved in the project.

Qualifications:

- Building must be used as a full commercial space or mixed use space.
- Building must have an active use space on the first floor. Active use space is defined as retail or restaurant.
- Building may have residential on the second floor.
- Property Owner must require open hours in lease, to include evenings and weekends.
- Property Owner must adhere to all historic preservation guidelines defined by Historic Landmarks Commission.
- Property Owner must bring building up to current building code.

Applicant will be responsible for all fees and upfront costs. Once the project is complete, applicant can submit for refund of all applicable fees.

Property owner must complete the East Washington Intent Form. This form will state that the property owner intends on applying for the waiver of fees. Property owner will be required to check in bimonthly with staff with project updates. Refund request can be submitted once building is occupied by the commercial tenant on the first floor.

DRAFT

FY 2025-2026
General Fund Budget

(Includes 2.5% COLA & 2.5% Merit Salary Increases)

ACCOUNT		CURRENT BUDGET	JULY 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
REVENUES							
30005	Unassigned Fund Balance (Carryover)	1,806,186	1,806,186	1,806,186	-	100%	Estimated carryover balance for fiscal year ending 2026.
30101	Taxes - Ad Valorem	1,851,076		-	1,851,076	0%	
30106	Supplemental Taxes	30,000		-	30,000	0%	Property taxes owed from previous years, but paid in the current fiscal year.
30200	Interest as Penalty	8,000		-	8,000	0%	
30300	Gas & Oil Severance Tax	30,000		-	30,000	0%	5% severance tax on gross receipts at the well head of oil and natural gas.
30400	Utility Tax (2%)	250,000	1,058	1,058	248,942	0%	
30500	Business & Occupation (B&O) Tax	2,032,082	470,079	470,079	1,562,003	23%	Included estimated B&O receipts from HDL collections services.
30600	Liquor Tax	25,000	8,079	8,079	16,921	32%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.
30700	Animal Control Tax	1,600		-	1,600	0%	This is donated back to the county each year under Dog Warden.
30800	Hotel/Motel Tax	200,000	13,478	13,478	186,522	7%	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	23,739	23,739	236,261	9%	
32100	Parking Violation Penalties	40,000	4,070	4,070	35,930	10%	
32500	Business License Revenue	35,000	29,475	29,475	5,525	84%	
32600	Building Permit Fees	550,000	47,913	47,913	502,087	9%	Building activity increasing/expected to remain strong through FY2026 with new development projects on the horizon and increases in permit fee structure.
32800	Franchise Tax	65,000		-	65,000	0%	Two Cable Franchisees
33000	International Registration Plan (IRP) Fees	70,000	16,270	16,270	53,730	23%	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	0%	Revenue from utility bills for EMS (5 cents)
34000	Parks & Rec Fee	1,700		-	1,700	0%	Revenue from utility bills for parks and recreation (5 cents)
34200	Parking Meter Revenues	45,000	5,056	5,056	39,944	11%	Revenue from parking meters and parking permits including ParkMobile app.
34500	Rents & Concessions	60,000	10,100	10,100	49,900	17%	CTUB rental of 661 space ($30,000); CW Hall 1st floor rental ($30,000)
35300	Zoning Fee	20,000	3,351	3,351	16,649	17%	Zoning applications
35500	Street Improvement Fee	135,000		-	135,000	0%	Revenue from utility bills for street improvements ($4 per month)
36504	Federal Government Grants	291,667		-	291,667	0%	DOJ/COPS grant for additional police officer. $125,000 across 3 years. HUD Grant for Revive program $250,000
36600	State Government Grants	-		-	-		
36700	Other Grants	-	268	268	(268)		
36900	Contributions from Other Funds - Sales Tax	1,500,000	375,000	375,000	1,125,000	25%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets to cover BC debt). Quarterly sales tax distributions are averaging $450,000 or $1,800,000 annually.
37600	Gaming Income	250,000	20,320	20,320	229,680	8%	Gaming receipts average $19K to $23K per month.
37900	Gain/Loss - Sale of Fixed Assets	-		-	-		
38007	Interest Income (Operating Acct)	35,000	2,036	2,036	32,964	6%	
38100	Reimbursements	110,000	58,382	58,382	51,618	53%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.
38100	Lein Reimbursements	-		-	-		
38200	Refunds - Overpayments	500	(1,243)	(1,243)	1,743	-249%	
38600	Insurance Claims	-		-	-		
39200	Property Rehabilitation	-		-	-		
38700	Filing Fees	300		-	300	0%	Filing Fees Revenue - Election in FY25. $50.00 per person.

ACCOUNT		CURRENT BUDGET	JULY 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
39700	Video Lottery	600,000	21,685	21,685	578,315	4%	Video lottery receipts average $13.4K to $22.2K per week.
39900	Misc Revenue	5,000	724	724	4,276	14%	Yard waste stickers and fingerprints
39902	Special Events - WV Fest	10,000	75	75	9,925	1%	
39903	Special Events - General	1,000		-	1,000	0%	Special activities fees
39904	Special Events - CW Hall	5,000	1,600	1,600	3,400	32%	
39907	Special Events - Car Show	5,000	1,085	1,085	3,915	22%	Car show registration and sponsors.
TOTAL REVENUES		**10,330,811**	**2,918,785**	**2,918,785**	**7,412,026**	28%	

ACCOUNT	CURRENT BUDGET	JULY 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
EXPENSES						
ECONOMIC DEVELOPMENT - 402						
03 Salaries	77,000	5,729	5,729	71,271	7%	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement.
04 FICA	6,200	438	438	5,762	7%	FICA @ 7.65%
05 Group Insurance	9,300	933	933	8,367	10%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	7,000	255	255	6,745	4%	PERS II Employer Contribution 9%
09 OPEB	2,000	67	67	1,933	3%	Deferred Compensation Employer Contribution 3%
11 Telephone	500	33	33	467	7%	Cell phone
14 Travel	3,000		-	3,000	0%	2 National Conferences; airfare, lodging, per-diem
20 Advertising/Legal Publications	500		-	500	0%	
21 Training & Education	-		-	-		$2,500 rolled under City Manager's office.
22 Dues & Subscriptions	2,000	21	21	1,979	1%	IEDC Membership, Survey Subscription, Adobe subscription
23 Professional Services	1,000		-	1,000	0%	Engineering Services
26 Insurance and Bonds	5,000	165	165	4,835	3%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
30 Contracted Services	1,000		-	1,000	0%	
41 Departmental Supplies	3,000		-	3,000	0%	Promotional items for events and City marketing and other departmental supplies.
43 Auto Supplies	-		-	-		Under Maintenance budget
TOTAL ECONOMIC DEVELOPMENT	**117,500**	**7,641**	**7,641**	**109,859**	7%	
MAYOR'S OFFICE - 409						
01 Salary	12,500	1,000	1,000	11,500	8%	Mayor's Salary
04 FICA Tax Expense	1,000	77	77	924	8%	
11 Telephone	-		-	-		
14 Travel Expense	2,000		-	2,000	0%	WV Municipal League
20 Advertising/Legal Publication	-		-	-		
21 Training & Education	1,000		-	1,000	0%	
22 Dues & Subscriptions	-		-	-		
26 Insurance & Bonds	1,000	29	29	971	3%	
41 Departmental Supplies	500		-	500	0%	$453.00 - Ceremonial Keys to the City and Coins
68 Community Contributions	2,000		-	2,000	0%	
TOTAL MAYOR'S OFFICE	**20,000**	**1,106**	**1,106**	**18,894**	6%	
COUNCIL - 410						
01 Salaries	40,000	2,916	2,916	37,084	7%	Eight Council Members at $5,000 annual salary
04 FICA Tax Expense	3,100	223	223	2,877	7%	
14 Travel Expense	4,800		-	4,800	0%	Conferences
20 Advertising	-		-	-		
21 Training & Education	3,200		-	3,200	0%	WV Municipal League Conference Registration ($450 per registration)
26 Insurance & Bonds	3,200	94	94	3,106	3%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
41 Departmental Supplies	700		-	700	0%	
TOTAL COUNCIL	**55,000**	**3,233**	**3,233**	**51,767**	6%	

ACCOUNT	CURRENT BUDGET	JULY 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CITY MANAGER - 412						
03 Salaries	215,000	7,643	7,643	207,357	4%	City Manager & Deputy City Clerk Salary, 2.5% Merit and Holiday Supplement (Includes $5000 travel allowance for new City Manager.)
04 FICA Tax Expense	17,500	597	597	16,903	3%	FICA Tax @ 7.65%
05 Group Insurance	20,000	438	438	19,562	2%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	19,000	193	193	18,807	1%	9% Employer Contribution PERS I and II
08 Overtime	2,500	165	165	2,335	7%	
09 OPEB	6,500	64	64	6,436	1%	3% Employer Contribution Deferred Compensation plan
11 Telephone	550	43	43	507	8%	Mobile phone service
14 Travel Expense	1,500		-	1,500	0%	WVML Trip, City Clerk Election Training
20 Advertising	2,000		-	2,000	0%	
21 Training & Education	20,000		-	20,000	0%	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
22 Dues & Subscriptions	1,000		-	1,000	0%	Adobe subscriptions. ICMA and WVML Fees.
23 Professional Services	38,000	8,000	8,000	30,000	21%	Background checks for City Manager candidates.
26 Insurance & Bonds	15,000	423	423	14,577	3%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
30 Contracted Services	-		-	-		
41 Departmental Supplies	750		-	750	0%	Misc. Office Supplies
43 Auto Supplies (Gas & Oil)	-		-	-		Gas is covered under travel expenses.
TOTAL CITY MANAGER	**359,300**	**17,566**	**17,566**	**341,734**	5%	

ACCOUNT	CURRENT BUDGET	JULY 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
TREASURER - 413						
03 Salaries	260,000	19,461	19,461	240,539	7%	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.
04 FICA Tax Expense	22,000	1,495	1,495	20,505	7%	FICA Tax @ 7.65%
05 Group Insurance	21,000	3,489	3,489	17,511	17%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	24,000	857	857	23,143	4%	9% Employer Contribution PERS I and II
08 Overtime	3,500	75	75	3,425	2%	
09 OPEB	8,000	274	274	7,726	3%	3% Employer Contribution Deferred Compensation plan
11 Telephone	-		-	-		Director of Finance Cell Phone
12 Printing	-		-	-		
14 Travel Expense	1,500		-	1,500	0%	Director & Acct. Clerk III - WV Government Finance Officers Association Training
18 Postage	-		-	-		Transfer cost to City Hall and Pitney Bowes machine.
20 Advertising/Legal Pubs	2,500		-	2,500	0%	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	500		-	500	0%	Adobe subscription for Director & Accounting Clerk III
23 Professional Services	2,500		-	2,500	0%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)
24 Audit Costs	90,000	31,500	31,500	58,500	35%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit
26 Insurance & Bonds	15,000	552	552	14,448	4%	General Liability, Worker's Compensation, Umbrella
30 Contracted Services	25,000	5,803	5,803	19,197	23%	Tyler Technologies - Incode Annual License Fee
30 B&O Collections - Contracted Services	75,000		-	75,000	0%	
38 Refunds	75,000	60,718	60,718	14,282	81%	
41 Departmental Supplies	2,500	(222)	(222)	2,722	-9%	Misc. Office Supplies
TOTAL TREASURER	**628,000**	**124,003**	**124,003**	**503,997**	20%	
COURT CLERK - 415						
03 Salaries	67,000	5,142	5,142	61,858	8%	Court Clerk Salary, 2.5% merit, and holiday supplement
04 FICA	5,500	393	393	5,107	7%	FICA Tax @ 7.65%
05 Group Insurance	19,000	1,727	1,727	17,273	9%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	6,000	218	218	5,782	4%	9% Employer Contribution PERS I and II
08 Overtime	1,200		-	1,200	0%	
09 OPEB	2,000	59	59	1,941	3%	3% Employer Contribution Deferred Compensation plan
14 Travel	500		-	500	0%	Court Clerk training and Election training
18 Postage	100		-	100	0%	
20 Advertising/Legal Publications	-		-	-		
21 Training & Education	-		-	-		$500 transferred to City Manager's budget. WVML training and Election training.
22 Dues & Subscriptions	-		-	-		
23 Professional Services	-		-	-		
26 Insurance & Bonds	4,500	146	146	4,354	3%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella
30 Contracted Services	1,025	245	245	780	24%	Flu shot
38 Refunds		400	400	(400)		
41 Departmental Supplies	600	22	22	578	4%	Ink cartridges, paper stock
TOTAL COURT CLERK	**107,425**	**8,352**	**8,352**	**99,073**	8%	

ACCOUNT	CURRENT BUDGET	JULY 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
POLICE JUDGES - 416						
03 Salaries	32,000	1,550	1,550	30,450	5%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; extra $2k for special judge, and holiday suppliments.
04 FICA	2,400	119	119	2,281	5%	
14 Travel	500		-	500	0%	WV State mandated annual training for magistrates & judges
21 Training & Education	1,000		-	1,000	0%	WV State mandated annual training for magistrates & judges
22 Dues and Subscriptions	100		-	100	0%	
23 Professional Services	1,000		-	1,000	0%	
26 Insurance & Bonds	2,500	75	75	2,425	3%	
41 Departmental Supplies	-		-	-		
TOTAL POLICE JUDGES	**39,500**	**1,744**	**1,744**	**37,756**	4%	
CITY ATTORNEY - 417						
03 Salaries	160,000	11,975	11,975	148,025	7%	Attorney salary plus 2.5% merit and holiday supplement.
04 FICA	13,000	916	916	12,084	7%	FICA @ 7.65%
05 Group Insurance	1,000	297	297	703	30%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	15,000	532	532	14,468	4%	PERS II Employer Contribution 9%
09 OPEB	6,000	177	177	5,823	3%	Deferred Compensation Employer Contribution 3%
11 Telephone	250	19	19	231	7%	
14 Travel	1,000		-	1,000	0%	Travel allowance for various trainings.
20 Advertising/Legal Publications	-		-	-		Allowance for legal publications.
21 Training & Education	-		-	-		Rolled under City Manager's office.
22 Dues & Subscriptions	5,100		-	5,100	0%	Allowance for legal subscriptions and memberships. Bar license and legal research database subscription.
23 Professional Services	50,000		-	50,000	0%	Cost for outside legal council.
26 Insurance and Bonds	12,000	352	352	11,648	3%	
41 Departmental Supplies	1,000		-	1,000	0%	
TOTAL CITY ATTORNEY	**264,350**	**14,269**	**14,269**	**250,081**	5%	

ACCOUNT	CURRENT BUDGET	JULY 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
ENFORCEMENT AGENCY - 425						
03 Salaries	61,000	4,826	4,826	56,174	8%	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance.
04 FICA	4,900	369	369	4,531	8%	FICA @ 7.65% of Salary
05 Group Insurance	9,000	888	888	8,112	10%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	5,400	194	194	5,206	4%	PERS II Employer Contribution 9%
09 OPEB	2,500	75	75	2,425	3%	457(b) Deferred Compensation Employer Contribution (3%)
11 Telephone	500	19	19	481	4%	
14 Travel	3,000		-	3,000	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
18 Postage	1,500		-	1,500	0%	Certified Mailings
20 Advertising/Legal Publications	500	53	53	447	11%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.
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	0%	ICC Membership ($160/yr)
26 Insurance and Bonds	4,000	132	132	3,868	3%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
30 Contracted Services	25,000		-	25,000	0%	Kimley-Horn Engineering Services
30 Nuisance Properties-Contracted Services	45,000		-	45,000	0%	Nuisance Properties cleanup and demos.
30 Nuisance Properties Relocation - Contracted Services	5,000		-	5,000	0%	Nuisance Properties housing relacation.
41 Departmental Supplies	2,000		-	2,000	0%	Building safety month supplies and code books
43 Auto Supplies	-		-	-		Under Maintenance budget
45 Uniforms	2,000		-	2,000	0%	Jackets & shirts.
TOTAL ENFORCEMENT AGENCY	**172,300**	**6,556**	**6,556**	**165,744**	4%	
REGIONAL DEVELOPMENT AUTHORITY - 435						
22 Dues & Subscriptions	11,500	11,304	11,304	196	98%	Region 9 Assessment - Fees are going up
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	**11,304**	**11,304**	**196**	98%	
Total City Administration	**2,470,875**	**274,391**	**274,391**	**2,196,484**	11%	

ACCOUNT	CURRENT BUDGET	JULY 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
BUILDING INSPECTIONS - 436						
03 Salaries	88,000	6,941	6,941	81,059	8%	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance.
04 FICA	7,000	531	531	6,469	8%	FICA @ 7.65% of Salary
05 Group Insurance	1,500	252	252	1,248	17%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	8,000	288	288	7,712	4%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods
09 OPEB	3,000	96	96	2,904	3%	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods
11 Telephone	1,000	20	20	980	2%	Two lines; one is a hot spot. One is a cell phone.
14 Travel	3,000		-	3,000	0%	National ICC Conference; airfare, lodging, meals, gas
17 R&M Auto	-		-	-		Under Maintenance budget
18 Postage	1,000		-	1,000	0%	Certified mailings for property Notice of Violations
20 Advertising/Legal Publications	1,000		-	1,000	0%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.
21 Training & Education	-		-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.
22 Dues & Subscriptions	1,000		-	1,000	0%	ICC membership dues; WICA subscription
23 Professional Services	50,000		-	50,000	0%	To cover expenses associated with inspections; compliance.
26 Insurance & Bonds	6,000	193	193	5,807	3%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
30 Contracted Services	-		-	-		
41 Departmental Supplies	2,000		-	2,000	0%	Building safety month supplies and code books.
43 Auto Supplies	-		-	-		Under Maintenance budget
45 Uniforms	2,000		-	2,000	0%	Jackets & shirts.
TOTAL BUILDING INSPECTIONS	**174,500**	**8,322**	**8,322**	**166,178**	5%	

ACCOUNT	CURRENT BUDGET	JULY 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
PLANNING & ZONING - 437						
03 Salaries	407,000	19,901	19,901	387,099	5%	Assistant City Manager/Director of Community Development, City Planner/Zoning/Subdiv Administrator, Permit Tech, and Planner salaries, 2.5% merit, and holiday supplements.
04 FICA	33,000	1,522	1,522	31,478	5%	FICA @ 7.65% of Salary
05 Group Insurance	68,000	2,944	2,944	65,056	4%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	38,000	884	884	37,116	2%	PERS II Employer Contribution (9%)
08 Overtime	1,500		-	1,500	0%	
09 OPEB	12,500	227	227	12,273	2%	457(b) Deferred Comp Employer Contribution (3%).
11 Telephone	250	62	62	188	25%	Director's department cell phone
14 Travel	8,000		-	8,000	0%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Wendy - MGO Conference
18 Postage	1,000		-	1,000	0%	Certified Mailings; Legal notices, yard sign postings
20 Advertising/Legal Publications	4,500	64	64	4,436	1%	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; Leaders
22 Dues & Subscriptions	3,000		-	3,000	0%	AICP Membership; Wendy ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.
23 Professional Services	5,000		-	5,000	0%	GIS Aerial imagery, Background Checks
26 Insurance & Bonds	20,000	571	571	19,429	3%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
30 Contracted Services	44,000	50	50	43,950	0%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;
31 Contracted Services - Tree Board	-		-	-		To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.
38 Refunds	1,000	170	170	830	17%	
41 Departmental Supplies	4,000		-	4,000	0%	Public hearing signs, office supplies, promotional supplies
53 Computer Software / Tech	13,000		-	13,000	0%	MyPermit Now Monthly Fees
TOTAL PLANNING & ZONING	**663,750**	**26,396**	**26,396**	**637,354**	4%	
Total City Bldg Inspection, P&Z, and Enforcement Agency	**1,010,550**	**41,273**	**41,273**	**969,277**	4%	
ELECTIONS - 438						
12 Printing	-		-	-		
20 Advertising/Legal Publications	-		-	-		Publish ballot multiple times
23 Professional Services	-		-	-		
30 Contracted Services	-		-	-		Poll workers for early voting and day of election.
41 Departmental Supplies	-		-	-		Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers
TOTAL ELECTIONS	**-**	**-**	**-**	**-**		

ACCOUNT	CURRENT BUDGET	JULY 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CITY HALL - 440						
3 Salaries	103,000	7,620	7,620	95,380	7%	Director of Operations Salary, 2.5% merit, and holiday supplement
4 FICA Taxes	8,300	583	583	7,717	7%	FICA @ 7.65%
5 Group Insurance	20,000	1,777	1,777	18,223	9%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
6 Retirement	9,000	339	339	8,661	4%	9% Employer Contribution
9 OPEB	4,000	112	112	3,888	3%	3% Deferred Compensation Employer Contribution
11 Telephone	20,000	580	580	19,420	3%	WebEx Phone Services ($5,000), Internet Service ($3,600), Cell phone - Director ($400), Rouss Hall Elevator & Fire Alarm Phone Service ($4,000), CWH Fire Alarm Phone Service ($1,000).
13 Utilities	40,000	2,850	2,850	37,150	7%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer, CWH Electric
14 Travel Expense	2,000		-	2,000	0%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD
15 Repair & Main. Bldg & Grounds	10,000		-	10,000	0%	Elevator Services and City Hall maintenance.
16 CH Repair & Maint Equip.	-		-	-		
18 Postage	4,000		-	4,000	0%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.
19 Bldg & Equipment Rental	250,000	40,082	40,082	209,918	16%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer
20 Advertising/Legal Publications	4,000	50	50	3,950	1%	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	2,387	2,387	1,113	68%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)
23 Professional Services	25,000	250	250	24,750	1%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.
26 Insurance & Bonds	15,000	4,166	4,166	10,834	28%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial
30 Contracted Services	287,000	8,499	8,499	278,501	3%	Sustainable Strategies (Grant Consultant, Matt Ward) - $60,000 ($5,000 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $50,000 Payroll Processing Base Fees - $4,000 ADP Software Recurring Annual Fee - $20,000 Tek Advisors - $150,000 per year.
32 Bank Charges	35,000		-	35,000	0%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees
37 Other Fees/Taxes	1,500	560	560	940	37%	Late fees
41 Departmental Supplies	12,000	297	297	11,703	2%	
53 Computer Software / Tech	15,000	15,021	15,021	(21)	100%	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	**868,300**	**85,173**	**85,173**	**783,127**	10%	

ACCOUNT	CURRENT BUDGET	JULY 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CONTRIBUTIONS/TRANSFERS - 444						
68 Contributions - Community Partnership Grants	100,000		-	100,000	0%	Citizens Fire Co. $10,000; Independent Fire Co. $10,000; Library $20,000; Jef. Co. Com. Ministries $10,000; and EPTA $50,000.
68 Community Grants	50,000		-	50,000	0%	
68 Contributions - Revive Grant	290,000		-	290,000	0%	HUD Grant for Revive! Program. $250,000 with additional $20,000 support from City funds.
68 Contributions - Façade Improvement Program	25,000		-	25,000	0%	
68 Contributions - Homeless Solutions	-		-	-		County Homelessness position funding commitment
68 Contributions - Charles Town Now	70,000		-	70,000	0%	
68 Contributions - Sidewalk Improvement Program	50,000		-	50,000	0%	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	**585,000**	**-**	**-**	**585,000**	0%	
PARKING - 571						
03 Salaries	46,000	3,561	3,561	42,439	8%	Parking Enforcement Officer salary, contingency, 2.5% merit, holiday supplement, and clothing allowance
04 FICA Tax Expense	3,700	272	272	3,428	7%	FICA @ 7.65%
05 Group Insurance	750	123	123	627	16%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement Expense	4,000	136	136	3,864	3%	9% Employer Retirement Contribution
08 Overtime	1,000		-	1,000	0%	
09 OPEB	1,500	45	45	1,455	3%	3% Deferred Compensation Employer Contribution
13 Utilities	1,400		-	1,400	0%	Electric Service
16 Repair & Main - Equipment	1,000		-	1,000	0%	Parking meter repairs and maintenance
18 Postage	500		-	500	0%	
19 Bldg & Equipment Rental	500		-	500	0%	
20 Advertising / Legal Publications	500		-	500	0%	
26 Insurance & Bonds	3,000	98	98	2,902	3%	Prof Liability, Umbrella, Automobile, Worker's Comp
30 Contracted Services	500		-	500	0%	
41 Departmental Supplies	5,000	254	254	4,746	5%	Office Supplies, Batteries, Handheld Printer Paper
43 Auto Supplies (Gas/Oil)	500		-	500	0%	
45 Uniforms	500		-	500	0%	Jacket, Uniform Shirt, Patches, Badge, etc.
53 Computer Software/Tech	4,000		-	4,000	0%	United Public Safety/T2 Annual Fees
TOTAL PARKING	**74,350**	**4,490**	**4,490**	**69,860**	6%	
CONTINGENCIES - 699						
Other Contributions	350,000		-	350,000	0%	Placeholder for $50,000 for emergency snow costs. $250,000 for unexpected cost throughout the year. (SAO caps this amount at 10% of receipts.)
TOTAL CONTINGENCIES	**350,000**	**-**	**-**	**350,000**	0%	

ACCOUNT	CURRENT BUDGET	JULY 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
POLICE DEPARTMENT - 700						
03 Salaries	1,640,000	133,586	133,586	1,506,414	8%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. (5) Patrolman, (3) Patrolman First Class, (4) Corporals, (3) Sergeants, (2) Lieutenants, (1) Captain (Held by Chief), (1) Chief. (3) Administrative personnel.
04 FICA	110,000	8,726	8,726	101,274	8%	FICA Tax at 7.65%
05 Group Insurance	289,000	24,713	24,713	264,287	9%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	145,000	6,061	6,061	138,939	4%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)
07 Police Pension	30,000		-	30,000	0%	Legacy CTPD Retirement System
08 Overtime	160,000	28,545	28,545	131,455	18%	Shift coverage, late arrest/call out, special events, school events, court, etc.
09 OPEB	60,000	1,883	1,883	58,117	3%	457(b) Deferred Compensation 3%
11 Telephone	48,500	4,158	4,158	44,342	9%	(4) department cell phones, MiFi/Craddle Points, for CAD in police vehicles, Internet, etc.
13 Utilities	48,000	3,301	3,301	44,699	7%	Electric and Internet Service, increase in FY25.
14 Travel	4,000		-	4,000	0%	Training, Conferences,etc.
15 R&M Building & Grounds	2,500		-	2,500	0%	Lights, Paint, Air Filters, Electrical supplies, Batteries
16 R&M Equipment	5,000		-	5,000	0%	Generator Service
17 R&M Auto	50,000	5,160	5,160	44,840	10%	Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, tire install/rotation, etc.
18 Postage	1,300		-	1,300	0%	Stamps, USPS Certified Mail, UPS/Fedex, etc.
19 Building & Equipment Rental	100,000	16,467	16,467	83,533	16%	
20 Advertising/Legal Publications	5,500		-	5,500	0%	New Hire Ads 3-6 ads in local paper
21 Training & Education	20,000		-	20,000	0%	WVSP Academy, 16 hours in-service/8 supervisor hours.
22 Dues & Subscriptions	2,000		-	2,000	0%	WVCOP Dues, IACP, SRO, Journal
23 Professional Services	5,000	260	260	4,740	5%	Polygraph Exams, Psychological exam, Physical Exams, Diagnostic Imaging
26 Insurance & Bonds	110,000	3,601	3,601	106,399	3%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance
30 Contracted Services	48,000	6,583	6,583	41,417	14%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.
37 Other Fees & Taxes	250	200	200	50	80%	661 George St. Ambulance Fees
41 Departmental Supplies	40,000	1,131	1,131	38,869	3%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery
43 Auto Supplies	65,000	243	243	64,757	0%	Gas, oil changes and tires for Police Vehicles
45 Uniforms	30,000	1,725	1,725	28,275	6%	Class A, BDU, duty gear, insignia, bullistic vest, coats, etc.
53 Computer Software/Tech	29,000		-	29,000	0%	CAD Motorola, Guardian Tracking, Police One Academy, Powerdms, VCS, Motorola Solutions (Watch Guard System), Revize (Website).
TOTAL POLICE DEPARTMENT	**3,048,050**	**246,343**	**246,343**	**2,801,707**	8%	
POLICE-SPECIAL DUTY CROSSING GUARDS - 704						
03 Salaries	35,000		-	35,000	0%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA. Holiday supplements.
04 FICA Tax Expense	2,600		-	2,600	0%	
26 Insurance & Bonds	1,750	82	82	1,668	5%	
41 Departmental Supplies	250		-	250	0%	Stop signs
45 Uniforms	500		-	500	0%	Reflective jackets and vests
43 Auto Supplies (Gas & Oil)	-		-	-		
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**40,100**	**82**	**82**	**40,018**	0%	
Total Police and Crossing Guards	**3,088,150**	**246,425**	**246,425**	**2,841,725**	8%	

ACCOUNT	CURRENT BUDGET	JULY 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
DOG WARDEN - 707						
Contributions	1,600		-	1,600	0%	City passes along the dog tag fees to the County
TOTAL DOG WARDEN	**1,600**	**-**	**-**	**1,600**	0%	
MAINTENANCE - 750						
03 Salaries	330,000	21,545	21,545	308,455	7%	Director and (4) Maintenance Staff salaries, 2.5% merit, holiday supplements, clothing allowances and contingency for CDL, Playground Inspection, and ASE certifications.
04 FICA Tax Expense	27,000	1,705	1,705	25,295	6%	FICA @ 7.65%
05 Group Insurance	47,000	2,871	2,871	44,129	6%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	29,000	894	894	28,106	3%	9% Employer Contribution
08 Overtime	20,000	736	736	19,264	4%	
09 OPEB	8,000	183	183	7,817	2%	3% Deferred Compensation Employer Contribution
11 Telephone	3,000	159	159	2,841	5%	Field staff equipped with cell phones
13 Utilities	15,000	192	192	14,808	1%	Maintenance building electric, water, sewer, and internet
14 Travel Expense	1,500		-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed
15 R&M Buildings and Grounds	55,000	9,366	9,366	45,635	17%	General maintenance of city buildings.
16 R&M Equipment	15,000		-	15,000	0%	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.
17 R&M Auto	10,000		-	10,000	0%	Regular maintenance of department and City vehicles
18 Postage	-		-	-		
19 R&M Bldg and Equip Rental	1,000		-	1,000	0%	Equipment rented as required to maintain various city buildings.
20 Advertising	500		-	500	0%	Spring and Fall Cleanup. Additional city sponsored projects as required.
21 Training & Education	2,500		-	2,500	0%	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection, ASE.
22 Dues & Subscriptions	500		-	500	0%	Camera subscription and CDL License Fees
23 Professional Services	500		-	500	0%	CDL physicals
26 Insurance & Bonds	19,000	62	62	18,938	0%	Liability, Worker's Comp, Vehicle Insurance
30 Contracted Services	60,000	4,382	4,382	55,618	7%	Trash Service, Box Rental Fees, Tree Services ($12,000), Snow Removal and Salt
41 Departmental Supplies	35,000	106	106	34,894	0%	General maintenance annual supplies. Christmas decorations, and light poles.
43 Auto Supplies (Gas, Oil & Tires)	25,000		-	25,000	0%	Gas, oil changes and tires for maintenance and City vehicles.
45 Uniforms	5,000		-	5,000	0%	
53 Software/Tech	-		-	-		
59 Capital Outlay	-		-	-		
TOTAL MAINTENANCE	**709,500**	**42,201**	**42,201**	**667,299**	6%	
STREET LIGHTS - 751						
13 Utilities	130,000		-	130,000	0%	Street lights electric.
TOTAL STREET LIGHTS	**130,000**	**-**	**-**	**130,000**	0%	
VISITOR'S CENTER - 901						
66 Contributions	100,000		-	100,000	0%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center.
TOTAL VISITOR'S CENTER	**100,000**	**-**	**-**	**100,000**	0%	

ACCOUNT	CURRENT BUDGET	JULY 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
FAIRS/FESTIVALS - 903						
20 Advertising/Legal Publications	2,000		-	2,000	0%	
30 Contracted Services	36,000	20	20	35,980	0%	**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 ($1,500), 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	100		-	100	0%	
41 Departmental Supplies	25,000		-	25,000	0%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300), Signage ($1,500) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($2,000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500)
52 Computer Software	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	0%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.
TOTAL FAIRS/FESTIVALS	**68,400**	**20**	**20**	**68,380**	0%	
TRANSFERS - 960/698 SAO						
01 Transfers to Capital Reserve - Repaving	135,000	12,816	12,816	122,184	9%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures
02 Transfers to Capital Reserve - One Time Funding	427,386		-	427,386	0%	
03 Transfers Out - Parks & Rec	120,000		-	120,000	0%	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	200,000		-	200,000	0%	
11 Transfers to Capital Reserve - Table Games	810,000	117,110	117,110	692,890	14%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.
20 Transfers to Sales Tax	50,000		-	50,000	0%	
TOTAL TRANSFERS	**1,742,386**	**129,926**	**129,926**	**1,612,460**	7%	
TOTAL EXPENSES	**10,330,811**	**738,725**	**738,725**	**9,592,086**	7%	
REVENUES OVER EXPENSES	-	2,180,060	2,180,060			

the city of Charles Town, WV

FY 2026 Capital Reserve Budget

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JULY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET REVENUES								
Capital Reserve Carryover		$ 8,567,259	$ 8,553,059	$ 8,553,059	$ 14,200	100%	Carryover balance from FY2025 Capital Reserve (This is carryover for unfinished projects noted in red. Carryover will be adjusted in the 1st Revision in July 2025.)	Adjust carry over amount to actual balanace as of June 30 2025
36800 Contributions from GF		$ 427,386		$ -	$ 427,386	0%	Contributions from GF (Determined in July 2025 1st Revision)	
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000	$ 117,110	$ 117,110	$ 692,890	14%	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.	
33000 Developer Fees		$ 150,000	$ 10,344	$ 10,344	$ 139,656	7%	Developer Proffer fees.	
38000 Interest on Bank Accounts & Other Sources		$ 80,000	$ 14,176	$ 11,825	$ 68,175	15%		
TOTAL REVENUES	**$ -**	**$ 10,034,645**	**$ 8,694,689**	**$ 8,692,338**	**$ 1,342,307**	**87%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JULY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET EXPENSES								
975 GENERAL GOVERNMENT								
Information Technology								
City Hall WIFI Replacements - 975-59 General Government Capital Outlay		$ 10,000		$ -	$ 10,000	0%		
Computer Replacement - 975-59 General Government Capital Outlay Technology		$ 15,000		$ -	$ 15,000	0%	Computer replacement program for all General Government departments. (5 replacements are planned.)	
CW Hall WIFI Installation - 975-59 General Government Capital Outlay		$ 15,000		$ -	$ 15,000	0%		
Tyler Tech Version 10 Software - 975-59 General Government Capital Outlay Technology		$ 71,000	$ 1,233	$ 1,233	$ 69,768	2%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and enhance Incode. Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement. ($71,000 carried over from FY25.)	
TOTAL INFORMATION TECHNOLOGY	**$ -**	**$ 111,000**	**$ 1,233**	**$ 1,233**	**$ 109,768**	**1%**		
Other - General Government								
Drone - 975-15 General Government Capital Outlay Equipment		$ 10,000		$ -	$ 10,000	0%		Supports advertising, event coverage, photography, structural inspections, damage assessment, police search and rescue, hostile environment response, and fire and disaster management.
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay		$ 140,000		$ -	$ 140,000	0%	$140,000 carried over from FY25.	
Salary Study - 975-23 General Government Professional Services		$ 30,000		$ -	$ 30,000	0%		Investing in initiatives to track and retain talent. Improving performance, and reducing long-term costs associated with turnover. To ensure we can identify high-performing individuals, support growth, and build a workforce committed to long-term success.
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services		$ 246,000	$ 8,863	$ 8,863	$ 237,138	4%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000. ($146,000 carried over from FY25 & $100,000 encimbered in FY25.)	
TOTAL OTHER - GENERAL GOVERNMENT	**$ -**	**$ 426,000**	**$ 8,863**	**$ 8,863**	**$ 417,138**	**2%**		
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 537,000**	**$ 10,095**	**$ 10,095**	**$ 526,905**	**2%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JULY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
976 PUBLIC SAFETY								
Equipment								
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment		$ 18,500		$ -	$ 18,500	0%	4 - APX N50 Portable Radios (3 Admin Staff & 1 spare)	
Speed Alert 24 Radar Trailer - 976-60 Public Safety Capital Outlay Equipment		$ 21,000	$ 20,223	$ 20,223	$ 777	96%		The current trailer is outdated. The new equipment allows the PD to remotely monitor vehicle speeds and provides the ability to electronically notify residents of road closures and broadcast community event information. This enhanced functionality ensures more effective communication and public safety outreach.
TOTAL EQUIPMENT		**$ 39,500**	**$ 20,223**	**$ 20,223**	**$ 19,277**	**51%**		
Information Technology								
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 52,000	$ 47,498	$ 47,498	$ 4,502	91%	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)	
Cell Phone Forensic Downloading Equipment - 975-60 General Government Capital Outlay Technology PD		$ 27,000	$ 16,571	$ 16,571	$ 10,429	61%	Possible grant funding.	
Cradle Point WIFI Mobile Routers - 975-60 General Government Capital Outlay Technology Police Dept.		$ 18,500	$ 14,175	$ 14,175	$ 4,325	77%	9 Routers at $14,400 and $4100 installation labor.	
TOTAL INFORMATION TECHNOLOGY		**$ 97,500**	**$ 78,244**	**$ 78,244**	**$ 19,256**	**80%**		
Vehicles								
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 118,000	$ 116,854	$ 116,854	$ 1,146	99%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.	
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles		$ 12,000		$ -	$ 12,000	0%	This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant.	
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 60,000		$ -	$ 60,000	0%		Replace vehicle due to fire loss
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles		$ 45,000		$ -	$ 45,000	0%		Replacement Vehicle uplift cost due to fire loss
TOTAL VEHICLES	**$ -**	**$ 235,000**	**$ 116,854**	**$ 116,854**	**$ 118,146**	**50%**		
Parking								
Parking Meters - 976-62 Public Safety		$ 16,000		$ -	$ 16,000	0%	10 - Model 90 Duplex Meter Housings at $6100; 15 -Model 90 Single Meter Housings at $4900; POM Parking Meter assembly at $5000.	
TOTAL PARKING	**$ -**	**$ 16,000**	**$ -**	**$ -**	**$ 16,000**	0%		
TOTAL PUBLIC SAFETY	**$ -**	**$ 388,000**	**$ 215,321**	**$ 215,321**	**$ 172,679**	**55%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JULY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
977 STREETS & TRANSPORTATION								
Buildings								
Charles Washington Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings		$ 22,500		$ -	$ 22,500	0%		This is a small section of the rooftop that contains 4 rooftop AC units. This area has failed sealant and degraded membranes. It will be replaced with a 2 Ply-Cold System which has a usefull life of 30 years.
Charles Washington Hall - Paint Interior - 977-57 Streets & Transportation Capital Outlay Buildings		$ 8,000		$ -	$ 8,000	0%		Repainting of stairway walls, stage face, upper balcony ledge, and doors and trim.
Charles Washington Hall - Refinish Floor - 977-57 Streets & Transportation Capital Outlay Buildings		$ 10,000		$ -	$ 10,000	0%		Replacement of ballroom floor, steps, elevator ramp and bathroom landing.
Charles Washington Hall - Replace Blinds - 977-57 Streets & Transportation Capital Outlay Buildings		$ 20,000		$ -	$ 20,000	0%		Replacement of ballroom blinds.
City Hall - replace rooftop AC units - 977-57 Streets & Transportation Capital Outlay Buildings		$ 55,000	$ 9,270	$ 9,270	$ 45,730	17%	$25,000 carried over from FY25.	Replacement of 2 City Hall rooftop AC units
City Hall - interior repair/maintenance - 977-57 Streets & Transportation Capital Outlay Buildings		$ 105,000		$ -	$ 105,000	0%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)	Additional funds needed for engineering costs, asbestos removal, ceiling tiles, and relocation of 1st floor wall.
City Hall - water damage repair - 977-57 Steets & Transprotation Capital Outlay Buildings		$ 25,000		$ -	$ 25,000	0%		2nd Floor water damage repair, including brick repointing, asbestos removal, and interior renovation.
Maintenance Equipment Building - 977-57 Streets & Transportation Capital Outlay Buildings		$ 150,000		$ -	$ 150,000	0%	Current building is maxed out on space. ($150,000 carried over from FY25.)	
Maintenance Yard Study & Engineering - 977-57 Streets & Transportation Capital Outlay Buildings		$ 250,000		$ -	$ 250,000	0%	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going. (80,000 carried over from FY25.)	Council requests that a study be conducted for the best location of the Maintenance Yard along with associated engineering.
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings		$ 80,000		$ -	$ 80,000	0%		All window sills at Rouss Hall have peeling paint and rotted wood. Correcting this disrepair will put the building in good condition.
Rouss Hall - Replace Gallery Floor - 977-57 Streets & Transportation Capital Outlay Buildings		$ 25,000		$ -	$ 25,000	0%		Replacement of 1st floor Art Gallery Floor including construction of ADA compliant ramp.
Rouss Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings		$ 42,500		$ -	$ 42,500	0%		The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a usefull life of 10 years.
TOTAL BUILDINGS	**$ -**	**$ 793,000**	**$ 9,270**	**$ 9,270**	**$ 783,730**	**1%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JULY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
Streets/Infrastructure								
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 80,000	2,572	$ 2,572	$ 77,428	3%		Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications.
Depot Square Design - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 50,000		$ -	$ 50,000	0%		Design for potential uses and amenities of the City's new town square.
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000		$ -	$ 60,000	0%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding. ($60,000 carried over from FY25.)	
Stormwater Assessment Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 204,000		$ -	$ 204,000	0%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($204,000 carried over from FY25.)	
TOTAL STREETS/INFRASTRUCTURE	**$ -**	**$ 394,000**	**$ 2,572**	**$ 2,572**	**$ 391,428**	**1%**		
Vehicles								
Bucket Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 175,000		$ -	$ 175,000	0%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. ($22,000 carried over from FY25 and $153,000 encumbered in FY25.)	
Dump Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 90,000	$ 83,075	$ 83,075	$ 6,925	92%		
Pick-up Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 65,000		$ -	$ 65,000	0%		
TOTAL VEHICLES	**$ -**	**$ 330,000**	**$ 83,075**	**$ 83,075**	**$ 246,925**	**25%**		
Other - Streets & Transportation								
Flower planters - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 18,000		$ -	$ 18,000	0%	FY25 & 26 two year plan to install flower planters on Washington Street. ($5000 encumbered in FY25.)	An initiative to replace the aging flower pedestals along Washington Street. This aims to enhance the overall aesthetic appeal of the downtown area by systematically replacing outdated or deteriorating pedestals with durable, visually consistent alternatives.
Potter's Field - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 66,000	$ 14,000	$ 14,000	$ 52,000	21%	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)	
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 84,000**	**$ 14,000**	**$ 14,000**	**$ 70,000**	17%		
TOTAL STREETS & TRANSPORTATION		**$ 1,601,000**	**$ 108,917**	**$ 108,917**	**$ 1,492,083**	**7%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JULY 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
979 CULTURE & RECREATION								
Parks & Recreation								
Bridges at Happy Retreat & Stake Park - 979-58 Culture & Recreation Other Improvements		$ 84,000	$ 32,000	$ 32,000	$ 52,000	38%	$84,000 carried over from FY25.	
JMP Slide - 979-59 Culture & Recreaption Capital Other Impovements		$ 14,200	$ 14,224	$ 14,224	$ (24)	100%		
Pickle Ball Courts - 979-58 Culture & Recreation Capital Other Improvements		$ 65,000		$ -	$ 65,000	0%		Allowance for 60 X 60 paved court, 4 ft. chain link fence around the court, resurfacing in 2 colors, and 2 portable pickle ball nets
Paving Path from bridge to road by the Skate Park - 979-58 Culture & Recreation Other Improvements		$ 5,000		$ -	$ 5,000	0%	Connect the existing path on one side of the bridge to the other side. ($5000 carried over from FY25.)	
Pick-up Truck - 977-59 Culture & Recreation Capital Outlay Equipment		$ 50,000		$ -	$ 50,000	0%	This truck will be for the use of the Parks Manager.	
TOTAL PARKS & RECREATION	**$ -**	**$ 218,200**	**$ 46,224**	**$ 46,224**	**$ 171,976**	**21%**		
Culture								
Decorative String Lights for Art Alley and Charles Street - 979-58 Culture & Recreation Other Improvements		$ 6,000		$ -	$ 6,000	0%		Installation of lights at Charles Street and Art Alley for safety and City beautification. This will complete the 2nd half of Charles Street.
Depot Square Christmas Design - 979-58 Culture & Recreation Other Improvements		$ 60,000		$ -	$ 60,000	0%		Outfitting the Depot Square with Christmas decorations and the beginning stages of holiday marketplace implementation. (Electric to the Depot Square 25,000; five marketplace huts $20,000; lights and Christmas decorations 15,000)
Historical Signs - 979-58 Culture & Recreation Other Improvements		$ 17,000		$ -	$ 17,000	0%		
Movie Screen - 977-59 Culture & Recreation Capital Outlay Equipment		$ 15,000		$ -	$ 15,000	0%		25 X 14 movie screen with inflatable frame for event use.
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 197,400		$ -	$ 197,400	0%	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($97,400 carried over from FY25 and $100,000 encumbered in FY25.)	
Festival Blow Up Games - 979-58 Culture & Recreation Other Improvements		$ 6,000		$ -	$ 6,000	0%		Basketball Shootout and Football Blitz blowup games for use at Festivals and P&R events. This will help save money with rental expenses during WV Fest.
TOTAL CULTURE	**$ 100,000**	**$ 301,400**	**$ -**	**$ -**	**$ 301,400**	**0%**		
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 519,600**	**$ 46,224**	**$ 46,224**	**$ 473,376**	**9%**		
Contingencies		$ 2,651,741		$ -	$ 2,651,741	0%	This amount will be adjusted in the 1st Revision in July 2025.	
Encumberances for Subsequent Years		$ 350,000		$ -	$ 350,000	0%	$100,000 for Wayfinding Signage; $250,000 for Augustine Avenue Project	
Transfer to Grant Projects		$ 3,987,304		$ -	$ 3,987,304	0%	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.	
TOTAL EXPENSES	**$ 100,000**	**$ 10,034,645**	**$ 380,557**	**$ 380,557**	**$ 9,654,088**	**4%**		
REVENUES OVER EXPENSES	**$ (100,000)**	**$ -**	**$ 8,314,132**	**$ 8,311,781**	**$ (8,311,781)**			

GRANT PROJECTS BUDGET

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	JULY 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
AUGUSTINE AVENUE GRANT PROJECT							
REVENUES							
Capital Reserve Carryover	$ 250,000	$ 76,444		$ -	$ 76,444	0%	This is a State project with 4 Federal grants that require upfront matches. The State will administer the project, therefore the City will only need to pay the matches. We will not receive any revenue or pay expenses that need to be reimbursed. All matches have been paid in previous years except a 76,444 match that is allocated for Phase I Construction. The $76,444 is budgeted for FY 2026 and carried over from FY25. There is a $250,000 encumberance set aside for estimated potential overages that the City may have to pay.
TOTAL REVENUES	**$ 250,000**	**$ 76,444**	**$ -**	**$ -**	**$ 76,444**	0%	
EXPENSES							
Augustine Avenue Trail Construction - Construction Phase I - 979-58 Culture & Recreation Other Improvements		$ 76,444		$ -	$ 76,444	0%	Construction - Phase 1 Funded through WVDOT Grant with a City match of $76,444. This is the only match left to pay for this project. All other matches have been paid in prior years.
Augustine Avenue Trail Construction - Construction Phase II & III Encumberance for FY27 - 979-58 Culture & Recreation Other Improvements	$ 250,000			$ -	$ -		This encumbrance is for potential overages on the project in which the City may be responsible.
TOTAL EXPENSES	**$ 250,000**	**$ 76,444**	**$ -**	**$ -**	**$ 76,444**	0%	
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	JULY 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
LIBERTY STREET FLOODING MITIGATION GRANT PROJECT							
REVENUES							
Capital Reserve Carryover		$ 861,555		$ -	$ 861,555	0%	This is the City's portion of the cost of this project after receiving the Chesapeake Bay and FEMA Grants listed below totaling $469,845. The $861,555 includes the City's $305,774 FEMA Grant match and the remaining $555,811 is the City's out of pocket expenses not supported by grants.
36500 Federal Grants - Chesapeake Bay Foundation		$ 94,845			$ 94,845	0%	Total award is $172,445. This grant does not require a match. $77,600 was received in FY24, which leaves a remaining balance of $94,845 to be received. This is a reimbursable grant so we must budget all expenses and administer the project.
36500 Federal Grants - FEMA		$ 375,000			$ 375,000	0%	Total award is $680,774. FEMA will pay the City $375,000 and the City is required to match $305,774. This is a reimbursable grant so we must budget all expenses and administer the project.
TOTAL REVENUES	**$ -**	**$ 1,331,400**	**$ -**	**$ -**	**$ 1,331,400**	0%	
EXPENSES							
Liberty Street Flooding Mitigation - Phase I - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 1,331,400	$ 187,822	$ 187,822	$ 1,143,578	14%	Total construction cost is $1,420,000. We have received two grants to support this project, both of which are reimbursable, therefore we must budget the entire cost of the project. $88,600 was paid in prior years, leaving the remaining cost at $1,331,400.
TOTAL EXPENSES	**$ -**	**$ 1,331,400**	**$ 187,822**	**$ 187,822**	**$ 1,143,578**	14%	
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ (187,822)**	**$ (187,822)**	**$ 187,822**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	JULY 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
JEFFERSON MEMORIAL POOL GRANT PROJECT							
REVENUES							
Capital Reserve Carryover		$ 3,049,305		$ -	$ 3,049,305	0%	This is the City's portion of the cost of this project after receiving the Pool House LWCF and Pool LWCF Grants listed below totaling $1,850,695. The $3,049,305 includes the City's $250,000 Pool House LWCF Grant match and $1,600,695 Pool LWCF Grant match and the remaining $1,198,610 is the City's out of pocket expenses not supported by grants.
Pool House LWCF Grant		$ 250,000		$ -	$ 250,000	0%	Total award is $500,000. National Park Service LWCF will pay the City $250,000 and the City is required to match $250,000. This is a reimbursable grant so we must budget all expenses and administer the project.
Pool LWCF Grant		$ 1,600,695		$ -	$ 1,600,695	0%	Total award is $3,201,390. National Park Service LWCF will pay the City $1,600,695 and the City is required to match $1,600,695. This is a reimbursable grant so we must budget all expenses and administer the project.
TOTAL REVENUES	**$ -**	**$ 4,900,000**	**$ -**	**$ -**	**$ 4,900,000**	0%	
EXPENSES							
JMP Pool House Renovation - 979-58 Culture & Recreation Other Improvements		$ 1,400,000		$ -	$ 1,400,000	0%	Total construction cost is $1,400,000. We have received a $500,000 grant to support this project, $250,000 will be received from National Park Service and the City must match $250,000. This grant is reimbursable, therefore we must budget the entire cost of the project.
JMP Pool Upgrade - 979-58 Culture & Recreation Other Improvements		$ 3,500,000		$ -	$ 3,500,000	0%	Total construction cost is $3,500,000. We have received a $3,201,390 grant to support this project, $1,600,695 will be received from National Park Service and the City must match $1,600,695. This grant is reimbursable, therefore we must budget the entire cost of the project.
TOTAL EXPENSES	**$ -**	**$ 4,900,000**	**$ -**	**$ -**	**$ 4,900,000**	0%	
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		

REPAVING BUDGET

FY 2026 CURRENT BUDGET	JULY 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
REVENUES					
$ 1,681,704	$ 1,681,704	$ 1,681,704	$ -	100%	Carryover balance from FY2025 Repaving Funds. This amount will be adjusted in the first revision in July 2025.
$ 150,000	$ 12,816	$ 12,816	$ 137,184	9%	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving
$ 50,000	$ 2,351	$ 2,351	$ 47,649	5%	
$ 1,881,704	**$ 1,696,871**	**$ 1,696,871**	**$ 184,833**	90%	
EXPENDITURES					
$ 305,000		$ -	$ 305,000	0%	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs.
$ 1,576,704		$ -	$ 1,576,704	0%	This contingency represents past income collected by CTUB earmarked for street paving. It will be adjusted in the first revision in July 2025.
$ 1,881,704	**$ -**	**$ -**	**$ 1,881,704**	0%	
$ -	**$ 1,696,871**	**$ 1,696,871**	**$ (1,696,871)**		

the city of Charles Town, WV

FY 2026 P&R Budget

REVENUES	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 YEAR TO DATE AS OF 5/31/25	FY 2026 BUDGET	FINANCE NOTES
Carryover					113,000	113,000		
00 Pool Admission	6,462	17,706	16,535	20,126	20,000	7,707	20,400	
01 Pool Concession Stand	1,159	3,044	2,877	2,611	2,410	984	3,000	
02 Pool Rental	400	3,595	3,900	5,010	4,000	1,380	2,000	
03 Pool Passes	2,990	3,503	4,270	3,095	3,000	2,241	3,000	
04 Swimming Lessons		6,753	13,211	9,168	9,000	12,275	5,000	
07 Pavilion Rental	4,025	3,525	5,225	4,600	4,500	3,400	4,000	
10 Park Donations	3,580	3,000	3,500			24,059		
12 Hotel/Motel	58,400	82,318	103,943	99,855	100,000	73,651	100,000	
14 Tennis CIP Donations		1,800	2,400	2,600		800	1,000	
21 Junior Tennis		780	1,290			1,265	1,200	
22 Tennis Lessons		7,523	9,925	10,426	9,000	6,046	7,500	
38 Interest	14	186	392	325		1,315	750	
39 Contributions from GF	42,500	42,500	37,500	37,500	20,000	20,000	20,000	
TOTAL REVENUES	**119,530**	**176,234**	**204,968**	**195,315**	**284,910**	**268,123**	**167,850**	

EXPENSES	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 YEAR TO DATE		FINANCE NOTES
03 Salaries	23,508	51,124	73,224	62,373	52,000	43,990	62,000	Pool - 15 Part-time employees @ $25,000 Tennis - 7 Part-time employees @ $6500
04 FICA Tax Expense	1,801	3,911	5,602	5,463	4,160	3,428	5,000	FICA @ 7.65% of Salary
08 Overtime						1,022	1,000	
11 Telephone	1,489	1,039	852	884	900	371	1,000	Jefferson Memorial Pool Phone Line
13 Utilities	6,419	8,950	12,240	12,795	7,500	7,334	12,000	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $5,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $5000
15 Buildings and Grounds	11,005	7,879	5,995	2,874	6,000	2,606	12,000	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies).
16 Pool supplies and equipment	-	-	-	4,250	11,000	1,011	5,000	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.
20 Advertising/Legal Pub	54	148	442		100	19	200	Publishing fees
21 Training	329	-	-		500	-	500	CPR/First Aid training
26 Insurance & Bonds	5,952	4,628	3,548	3,602	4,000	3,051	4,000	Commercial Property, Umbrella Liability, Automobile, Worker's
30 Contracted Services	42,311	47,500	50,274	57,480	50,000	39,363	50,000	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000; Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300
37 Other Fees/Taxes	131	168	131	138	150	-	150	Pool permit fee Health Department
41 Departmental Supplies	15,726	17,637	18,785	2,818	15,000	9,727	13,150	Trophies, T-shirts, Floats and whistles.
41 Junior Tennis Supplies							850	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls.
42 Concession Stand Supplies	776	1,724	2,032	1,469	-	605	1,000	
45 Uniforms	-	400	820	420	600	451		
59 Capital Outlay					100,000	-		
99 Contingencies					33,000	-		
TOTAL EXPENSES	**109,502**	**145,107**	**173,944**	**154,566**	**284,910**	**112,979**	**167,850**	
REVENUES OVER EXPENSES	**10,028**	**31,127**	**31,023**	**40,749**	**-**	**155,144**	**-**	

CITY OF CHARLES TOWN
BANK AND INVESTMENT ACCOUNTS
BALANCES AS OF JULY 31, 2025

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
001 GENERAL FUND									
This pool of money is used to support the operations of the City. This Fund is monitored by the State of WV. The City must submit a budget to the State in March of each year for approval in the following April. All revisions to the budget must be sent to the State for approval. These funds support all operational expenses accross the City departments. These departments are Economic Development, Mayor's Office, Council, City Manager, Treasurer, Court Clerk, Police Judges, City Attorney, Enforcement Agency, Building Inspections, Planning & Zoning, Elections, City Hall, Contributions, Parking, Police, Crossing Guards, Maintenance, and Fairs and Festivals. Several revenues are received by the General Fund and passed through to other funds. Hotel/Motel Taxes are collected and half is transferred to the P&R Fund. The other half is given to the County CVB. Street Improvement Fees are collected and transferred to the Capital Fund Repaving Budget. Finally, Gaming and Vidoe Lottery Income is collected and transferred to the Capital Fund.								
General Fund	2792	General	Bank of Charles Town	001-101-00	$ 1,896,642		$ 1,896,642		General Fund operations.
002 COAL SEVERANCE									
This fund is a special revenue fund that is supported by the collection of a tax on the production of coal in the state. Because Jefferson County is not a coal producing county, we get a portion of the proceeds based on population. This budget is monitored by the State as well. The City must submit a budget to the State in March of each year to be approved in the following April just as we do for the General Fund. The Council has decided to use these funds to support the enhancement of the P&R pool. This P&R expenditure is approved by the State of WV.									
Coal Severance Tax Revenue Fund	2946	Coal Severance	Bank of Charles Town	002-101-05	$ 186,026		$ 186,026		Special revenue fund used for P&R pool.
003 RESIDUAL FUND									
Another name for this fund is the Rainy Day Fund. This is the City's savings fund. The State allows us to save 30% of our General Fund budget. The FY 2026 budget is $9,274,625. Therefore, the total of the accounts below cannot exceed $2,782,387. Given that information, the City can set aside aproximately one million additional dollars for savings in the Residual Fund. This money can be used to cover General Fund shortfalls or any other purpose the City considers appropriate.									
Residual Fund	2112	Residual	Bank of Charles Town	003-101-07	$ 1,021,558	$ 1,021,558		$ 1,021,558	Savings account/emergency fund for the city. Maximum balance can be 30% of general fund budget. No planned expenditures. Annual interest is 3.23%
Fidelity City Residual Fund #9959	9959	Residual	United Capital Fidelity	003-101-20	$ 826,034	$ 826,034		$ 826,034	Investment fund for GF budget stabalization.
008 SALES TAX									
The revenue that is received in this fund is the 1% city sales tax on the sale of goods and services that businesses operating within the Charles Town city limits must charge their customers. The State collects this tax for us and sends a quarterly payment to this fund. This money is unrestricted and can be used for whatever the City deems appropriate. Currently our ordinances declare that the money must first be used to pay debt obligations. In the FY 2026 General Fund budget the City is bringing in 1.5 million from the Sales Tax Fund. Approximately $325,000 of that money will be used to pay monthly bond/loan payments. The remaining $1,175,000 is allocated for City operations.									
Sales Tax	3012	Sales Tax	Bank of Charles Town	008-101-00	$ 4,354,064	$ 4,354,064	$ -	$ 4,354,064	$1.5 million committed to General Fund for FY 2026. Debt service is to be paid first per ordinance.
011 CHARLES WASHINGTON HALL LANDLORD FUND									
This fund was formed to create a LLC to redeem Federal and State historical tax credits associated with the renovation of Charles Washington Hall in 2014-2017. Money from this fund can be set aside to buy back the remaining portion of the LLC.									
CWH Landlord, LLC	3365	CWH Landlord	Bank of Charles Town	011-101-00	$ 575,936	$ 575,936	$ -	$ 575,936	Unrestricted revenues from the sale of federal historic tax credits. $25,000 allocated for possible option by out.
020 HOUSING REHAB FUND									
The Housing Rehabilitation Program was established in the 1980's when the City received HUD income for community housing rehabilitation. In the past, this was a loan program to the community. This program ceased several years ago. The City may want to pursue providing community grants to low income residents for housing repairs until the funds have been exhausted.									
Housing Rehab Program	2100	CDBG	Bank of Charles Town	020-101-00	$ 67,683	$ -	$ 67,683		Funds restricted to housing rehab services.

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
021 POLICE INVESTIGATIVE FUND									
This Fund contains restricted money specifcally for police use. There are two accounts associated with this fund, Police Investitation and Federal Equitable. The Police Investigation account is generated from income received from the City's involvement in local confiscated property. These funds must be used for police purposes. The Federal Equitable account is generated from the City's involvement in the County TASK Force. Funds received are the City's portion of property confiscated by the TASK Force. These funds are monitored by the State TASK Force.									
Federal Equitable Fund	2873	Investigative	Bank of Charles Town	021-101-02	$ 127,444	$ -	$ 127,444		Funds restricted for limited police activities per Department of Justice guidelines.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-01	$ 44,959		$ 44,959		Funds for police use.
026 OPIOID FUND									
These funds exist from a legal settlement of the State against opioid manufacturrers, distributors, and pharmacies due to their contribution to the misues of opioids. The State mandates that the money must be used for treatment and recovery programs, mental health services, support of law enforcement and first responders, provision of prevention education, or improved access to Narcan. There will be annual distributions of approximately $35,000 through 2028.									
Opioid Settlement Fund	2106	Opioid Fund	Bank of Charles Town	026-101-01	$ 193,835		$ 193,835		Special revenue fund. Council is determining use of funds per State
200 CAPITAL RESERVE FUND									
Capital Reserve money is used to support capital expenditures. These expenditures are normally no less than $5000. A capital expense may be a purchase of land, buildings, vehicles, equipment, or infrastructure construction. They are usually one time expenditures that become fixed assets, and may be supported by grants. There are 3 checking accounts associated with the Capital Fund. The first bank account is the Capital Reserve account which pays for the capital purchases. This account is supported from lottery proceeds, developer fees, and transfers from the General Fund. The second bank account is the Repaving account which pays for the paving and construction of roads. This account is supported from repaving fees assessed on Charles Town residents. The City collects $48 annually from each Charles Town household to support paving. The final account, the EPA account, is the bank account in which grants are received. This is a pass through account. The balance of this bank account should always be zero because the money received should be immediately transferred out to the account that it is reimbursing.									
Capital Reserve Fund	2822	Capital Reserve	Bank of Charles Town	200-101-00	$ 8,102,862	$ 2,000,000	$ 6,102,862	$ 2,000,000	Funding for capital projects and grant projects approved in FY 2026 Capital Budget.
EPA/RLF Fund	2911	Capital Reserve	Bank of Charles Town	200-101-20	$ 0	$ -	$ 0		EPA project completed, but account remains open because it is a depository for Federal Equitable revenue and reimbursable grants.
Repaving	2094	Capital Reserve	Bank of Charles Town	200-101-09	$ 1,712,178		$ 1,712,178	$ 1,412,178	Special revenue for resurfacing projects approved in FY 2025 Capital Budget.
207 PARKS & RECREATION FUND									
The Parks & Recreation Fund is designated to support the operations of the parks, the pool, and P&R programs. Parks & Recreation is a separate entify from the City. There are 2 checking accounts associated with the P&R Fund. They are the P&R Operating account and the P&R Capital Improvement account. The Operations bank account is used to support the operations of the Parks Program. The main revenue for that account is Hotel/Motel Taxes that are collected in the General Fund and passed on to P&R per City ordinances. The Capital Improvement bank account is supported from community donations and transfers from the P&R Operating account. The Clifford Trust is included in this account. Some of the capital expenditures are restricted for specific purposes per the donors' requests.									
Parks & Rec	2881	Parks & Rec	Bank of Charles Town	207-101-00	$ 25,023		$ 25,023		Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Rec	Bank of Charles Town	207-101-05	$ 114,619		$ 114,619		Account designated to P&R donations/contributions for future Parks capital improvement (i.e. tennis courts, pool, etc.)
400 BUILDING COMMISSION FUND									
The Building Commission is a separate entity from the City. It's purpose is to incur debt on behalf of the City. The properties that the debt are held against are owned by the Building Commission and leased to the City. This relationship exists between the Building Commission and the City until the debt is paid off. Then the property can be given back to the City. Currently there are 3 bonds/loans that the Building Commission holds for the City. The first one is a USDA Bond for Charles Washington Hall. The balance of the bond as of 5/15/2025 is $2,377,573 with monthly payments of $12,840. The second bond is another USDA Bond for Charles Washington Hall. The balance of this bond as of 5/15/25 is $751,198 with monthly payments of $3827. The final loan is held at the Bank of Charles Town at $1,637,630 as of 4/30/25. The monthly payments for this loan is $10,390.98. The Building Commission receives monthly lease payments from the General Fund to support these bond/loan payments. The Building Commission holds one year of bond/loan payments totaling approximately $325,000 in its checking account on reserve.									
Building Commission	4862	Bldg Commission	Bank of Charles Town	400-101-00	$ 363,626	$ -	$ 363,626		Near -term expenditures (i.e. debt service) are paid from the BC fund and directly reimbursed through monthly lease payments from the General Fund.

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
700 POLICE PENSION FUND									
Money in the Police Penson Fund is designated for payroll and benefit payments to retired police officers and/or surving spouses. This is a separate entity from the City. There are 3 members in the plan. The City is obligated to pay a portion of the expenses calculated through information provided from Bolton. This is a transfer from the General Fund Police Budget. When the City's obligation is paid, the State will make an annual contribution to support the payroll expenses as well. The State has strict rules and reporting requirements regarding this account. The Fidelity Pension Investment account is held for future pension payments.									
Police Pension Relief Fund	2118	Police Pension	Bank of Charles Town	700-101-00	$ 21,317		$ 21,317		Funds used to support pension beneficiaries. Includes employer contributions from the General Fund calculated annually from the Bolton Actuarial Valuation Report and one annual State contrubition.
Fidelity Police Pension Fund #6846	6846	Police Pension	United Capital Fidelity	700-101-20	$ 562,844		$ 562,844		Investment fund for restricted use of future pension payments.
900 BOND ESCROW FUND									
The purpose of this fund is to hold developer bonds until project completion. When construction has been completed, inspected, and approved by Council for release, the money is given back to the developer. If the developer does not complete construction as required, the City keeps the funds to make the needed changes. Currently the City is only holding one bond in the amount of $107,157.									
Bond Escrow Fund	3004	Bond Escrow	Bank of Charles Town	900-101-00	$ 125,040		$ 125,040		Account is used to deposit bond funds from developers and held until projects are completed.

Total Bank Accounts……	**$ 18,932,811**			
Total Investment Accounts……	**$ 1,388,879**			
Total Funds……	**$ 20,321,690**	**$ 8,777,593**	**$ 11,544,097**	**$ 10,189,771**

Definations:

**Restricted Funds - Monies that are legally or contractually required to be used for a specific purpose.*

***Unrestricted Funds - Monies that are not designated for a specific purpose. These funds can be used for whatever the City deems appropriate.*

****Unemcumbered Funds - Monies that have not been set aside or committed to a specifc contract, project, or obligation.*

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-897: City Manager Report - August 18, 2025

ATTACHMENTS:

- City Manager Report - August 18, 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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

FROM: Alissa Meeks, Interim City Manager
SUBJECT: City Manager's Report
DATE: August 18, 2025

This report is designed to provide information on substantive issues and meaningful project updates on items of importance to the Mayor and City Council. If the Council or general public have questions about any item or would like additional information, please contact Alissa Meeks for questions, needs, or concerns.

PARKS AND RECREATION

JMP Pool: All parties have agreed to the pool contract and the new start date is August 25th. Be on the lookout for construction fencing and barricades that will enclose the entire pool area, pool yard, and upper parking area. A press release is forthcoming indicating the updates.

Parks Manager: Staff have been on-going in conducting parks manager applicant interviews. An official update should be forthcoming by the next council meeting.

COMMUNITY AND ECONOMIC DEVELOPMENT

Jefferson Arts Council: The Jefferson Arts Council (JAC) has distributed invitations for their upcoming 50th Anniversary Celebration on September 13th 4PM-6PM. Check council mailboxes for the invitation that requires RSVP.

Code Officer Safety Day – Saturday, August 9th was Code Official Safety Day. This day helps raise awareness and puts a spotlight on the important work Duane and Corey do for the city and keeping our community safe. Thank you both for the professionalism you bring to the job.

Water Street House Demo – Construction demo will commence on the Water Street property on Monday, August 18 and is expected to be completed by Wednesday, August 20th.

Charles Town African American Cemetery – Cemetery Dedication Sunday, August 17, 2025 at 3PM. Thank you to staff, Cindy Rezmer, and the committee members of the Mayor's Select Committee for all the work dedicated to make this site honored and recognized and for the special ceremony that officially recognizes this location as sacred ground.

OPERATIONS & MAINTENANCE

Maintenance Employee: The City has hired a new employee, Noah Folks, to join the maintenance team and will start September 2nd. The employee will be a great addition to the staff as he brings a variety of trades experience with him.

FINANCE

Auditors – Auditors have completed their financial review without any concerns. The auditor did have a suggestion to implement a monetary collections software package for the JMP pool which was already in the works to be explored once the new pool is in operation.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-898: Capital Improvement Plan (CIP) Discussion

This agenda item was Tabled at the June 16, 2025, council meeting.

Discuss possible dates for a CIP Workshop.

ATTACHMENTS:
- CIP 2026-2030.pdf

CITY OF CHARLES TOWN
CAPITAL IMPROVEMENT PLAN
FY 2026 - 2030

REVENUE FUNDING SOURCES						
	FUNDING SOURCE NOTES	YEAR 1 FY 2026	YEAR 2 FY 2027	YEAR 3 FY 2028	YEAR 4 FY 2029	YEAR 5 FY 2030
Carryover from previous year unfinished projects		4,783,880				
Developer Fees		150,000	150,000	150,000	150,000	150,000
Grants	These are grant amounts that have been awarded. ***Pending grants are not included.*** $1,850,695 for the pool. $172,445 for Liberty St Chesapeake Grant. $375,000 for Liberty St FEMA grant.	2,398,140				
Paving Income		303,000	250,000	200,000	150,000	
Interest on Bank Accounts		80,000	80,000	80,000	80,000	80,000
Lottery Revenue		810,000	850,000	850,000	850,000	850,000
TOTAL REVENUE FUNDING SOURCES		**8,525,020**	**1,330,000**	**1,280,000**	**1,230,000**	**1,080,000**
CAPITAL PROJECTS						
CHARLES WASHINGTON HALL						
Apply roof Coating section #1				20,020		
Apply roof Coating section #2					22,250	
Apply roof Coating section# 4		36,000			22,250	
Paint Interior Hall		8,000				
Refinish Floor at Hall		40,000				
Replace Blinds		13,000				
TOTAL CHARLES WASHINGTON HALL		**97,000**	**-**	**20,020**	**44,500**	**-**
CITY HALL						
Apply roof coating section #1			15,250			
City Hall Interior renovations	Carryover from previous year	55,000				
Replace Carpet (Chambers)					8,000	
Replace RTU (FY26-2 units, FY27-1 unit, FY28-1 unit, FY30-2 units)		30,000	15,000	30,000		40,000
TOTAL CITY HALL		**85,000**	**30,250**	**30,000**	**8,000**	**40,000**
COMMUNITY DEVELOPMENT						
Charles Street Engineering Study		60,000				
Charles Street Engineering Study/Construction			250,000	250,000	250,000	250,000
Recreational Equipment/ Movie Screen/ Inflatables		15,000				
Update Comprehensive Plan				75,000		
Washington St Downtown Redevelopmnt Study		80,000				
Wayfinding Signage	FY26 Carryover from previous year	200,000	100,000			
West End Connector Trail	Pending grant totaling $481,250 ($385,000 funded by US DOT & possible $96,250 match funded by City of Charles Town)		481,250			
Zoning & Subdivision Ordinance Overhaul	Carryover from previous year	150,000				
TOTAL COMMUNITY DEVELOPMENT		**505,000**	**831,250**	**325,000**	**250,000**	**250,000**
INFORMATION TECHNOLOGY						
Computer replacement-City Hall (5 units)		15,000	15,000	15,000	15,000	15,000
WIFI Replacements-City Hall		10,000				
WIFI Install CW Hall		15,000				
TOTAL INFORMATION TECHNOLOGY		**40,000**	**15,000**	**15,000**	**15,000**	**15,000**
MAINTENANCE YARD						
Engineering , new maintenance building		80,000				
Maintenance building construction	Carryover from previous year	150,000				
Maintenance Yard Study	Carryover from previous year	80,000				
Re-skin existing Maintenance Buildings		80,000				
TOTAL MAINTENANCE YARD		**390,000**	**-**	**-**	**-**	**-**
PARKING DEPARTMENT						
Model 90 Duplex Meter Housings (10) totaling $6,100, Model 90 Single Meter Housings (15) totaling $4,875, POM Parking Meter Assembly totaling $5,000		15,975		15,975		15,975
Parking Department SUV Components & Labor Costs			40,000			
TOTAL PARKING DEPARTMENT		**15,975**	**40,000**	**15,975**	**-**	**15,975**
PARKS						
Augustine Avenue Upfront Grant Match		76,444				
Happy Retreat & Skate Park Bridge	Carryover from previous year	84,000				
Mill/resurface/ color coat/ replace fencing at all 3 tennis courts at JMP				225,500		
Parks Master Plan		130,000				
Pathway to bridge at skate park	Carryover from previous year	5,000				
Playground replacement Large Payground (JMP)					250,000	
Playground Replacement Small Playground (JMP)			75,000			
Pool Construction	$1,850,695 Grant income. $3,042,756 Carry over from previous year.	4,893,451				
Roof Replacement Picnic pavillions (JMP)			15,000			
TOTAL PARKS		**5,188,895**	**90,000**	**225,500**	**250,000**	**-**
POLICE DEPARTMENT						
661 BUILDING REPAIRS & FURNITURE						
Office chairs, Desks, Painting, Carpet, Key Card Access Points, Flag Pole, Building Signage, Front Door, etc.		25,000	25,000	25,000	25,000	25,000
EQUIPMENT						
APX N50 Portable Radio (3 Admin Staff & 1 Spare)		18,455				
APX N50 Portable Radio (20 Officers)					100,585	
Body Cameras (18)				27,000		
Speed Alert 24 Radar Trailer		20,225				
INFORMATION TECHNOLOGY						
Cell Phone Forensic Downloading Equipment	Possible grant funding.	27,000				
Cradle Point WIFI Mobile Router (9) $14,175 Routers & $4050 Installation Labor		18,225				
Desktop Computers (13 in FY28 & 13 in FY29)				42,900	42,900	
In-Car Panasonic Tough Tablet (12) (Replace Generation 1 & 2)		51,815				
In-Car Panasonic Tough Tablet (9) (Replace Generation 3)			31,810			
POLICE VEHICLES						
Police PPV Chevrolet Tahoe (2 each year)		117,510	121,035	124,665	128,405	132,255
Vehicle Components	FY26 & 27 equipment covered by COPS Grant received in FY25. Amounts in FY26 & 27 are installation labor costs.	12,000	12,360	56,455	58,145	59,890
TOTAL POLICE DEPARTMENT		**290,230**	**190,205**	**276,020**	**355,035**	**217,145**
ROUSS HALL						

	FUNDING SOURCE NOTES	YEAR 1 FY 2026	YEAR 2 FY 2027	YEAR 3 FY 2028	YEAR 4 FY 2029	YEAR 5 FY 2030
Apply Roof Coating Section #3					58,000	
Paint exterior/repair rotted sills		80,000				
Replace Gallery Ceiling and lights			15,000			
Replace Gallery Floor		25,000				
TOTAL ROUSS HALL		**105,000**	**15,000**	**-**	**58,000**	**-**
STREETS/INFRASTRUCTURE						
ADA Engineering/Construction				250,000	250,000	250,000
ADA Study			300,000			
Congress & Lawrence Intersection Construction Upfront Grant Match		54,757				
Liberty Street	FY26-$695,699 Carryover from previous year. $375,000 FEMA Grant. $172,445 Chesapeake Bay Grant.	1,243,144				
Sidewalk Replacement - Post Office			40,000			
Storm Water Assessment Study	FY26-$84,425 Carryover from previous year. FY27-Pending grant totaling $255,000. ($204,000 funded by EPA & $51,000 funded by City of Charles Town.)	84,425	255,000	280,000		
Storm Water Construction					250,000	250,000
Upgrade street lighting (58 units @ $400.00)			6,000	6,000	6,000	5,200
TOTAL STREETS/INFRASTRUCTURE		**1,382,326**	**601,000**	**536,000**	**506,000**	**505,200**
VEHICLES						
Bucket Truck	Carryover from previous year	170,000				
Drone		10,000				
Dump Truck		90,000				
Maintenance Pick-up truck replacement		65,000				
Parks and Recreational Vehicle		50,000				
Street Sweeper replacement				250,000		
Zturn mower replacement						13,000
TOTAL VEHICLES		**385,000**	**-**	**250,000**	**-**	**13,000**
OTHER						
Arts Cultural Historic Signs	Carryover from previous year		17,000	10,000	10,000	10,000
City Charter Re-write			60,000			
Potter's Field	Carryover from previous year	50,000				
Salary Study		30,000				
Street Scape Planters		10,000				
TOTAL OTHER PROJECTS		**90,000**	**77,000**	**10,000**	**10,000**	**10,000**
TOTAL CAPITAL PROJECTS		**8,574,426**	**1,889,705**	**1,703,515**	**1,496,535**	**1,066,320**
TOTAL REVENUE OVER EXPENSES		**(49,406)**	**(559,705)**	**(423,515)**	**(266,535)**	**13,680**

*** Happy Retreat parking lot upgrade grant - administered by Friends of Happy retreat. $2,750,000. The project is occuring on our property, but we are not responsible for the expenses.**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-899: PJM Draft Resolution and Opposition Letter

Council tasked city staff to develop a draft resolution and letter at the May 19, 2025, council meeting.

ATTACHMENTS:

- Letter to PJM.pdf
- Resolution MARL.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

August 18, 2025

MAYOR
Micheal George

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

INTERIM CITY MANAGER
Alissa Meek

The PJM Board of Managers
Mark Takahashi, Chairman and
Manu Asthana, PJM President and CEO
PJM Interconnection L.L.C.
2750 Monroe Boulevard
Audubon, Pennsylvania 19408

RE: New Transmission Lines Across Jefferson County,West Virginia

Dear Board of Managers,

It has come to our attention that PJM Interconnection has planned and approved two (2) new high-voltage transmission lines proposed to be routed across Jefferson County, West Virginia. The 500kV project approved in 2024, and the 765kV project approved in 2025, will greatly expand the current transmission line corridor that has existed for decades.

Further, the existing corridor is bordered by hundreds of homes and crosses through the southern part of the county that has experienced substantial growth in recent years, including a new solar farm, vast residential subdivisions, and a large public high school. Homes along the path will experience property devaluation and the residents and students will be exposed to enormous doses of electric and magnetic radiation emitted from the transmission lines. These homes would also be subject to condemnation to make way for the expanded transmission easements needed for the new lines.

The new transmission lines simply pass through Jefferson County, which includes parts of the municipality of Charles Town, on its way to power Virginia's economic development, while alternatively creating and leaving a destructive path through our beautiful and historic West Virginia community. Jefferson County citizens will receive no benefit from the new transmission lines, which are for the sole purpose of importing electricity to new data centers in Northem Virginia. Consequently, it will diminish the City's critical economic development strides. As noted, the new transmission lines are not serving consumers in Charles Town or any of Jefferson County, albeit our citizens will naturally absorb a significant portion of the combined $3.5B upgrade costs, ultimately causing increased hardship for our residents with already rising electric bills.

Potentially the proposed route could take a more direct path to Loudoun County, instead of diverting through Jefferson County for the sole purpose of paralleling existing transmission lines. Thus, we are adamantly against the narrative that paralleling the existing transmission corridor through Jefferson County is less destructive than forging a new, direct route to the data centers. Attempting to parallel existing corridors that have been tightly surrounded by new development is extremely detrimental to our citizens and jeopardizes our own community's economic vitality.

We hereby state our strong opposition to the routing of expensive, new transmission lines through Charles Town and Jefferson County for the financial benefit of Virginia's economic development. Alternatively, Virginia could power its own economic development by building new electric generators near their data centers, instead of inflicting both financial and physical destruction on our West Virginia community through this proposed measure.

We hereby request that PJM Interconnection make a visit to Jefferson County to tour the existing transmission corridor and make a public presentation regarding these new transmission projects.

Sincerely,

City of Charles Town

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

RESOLUTION

WHEREAS, the 500 kV Mid-Atlantic Link (MARL) project and the proposed 765 kV transmission (Valley Link) project will greatly expand the current transmission line corridor and expand its high-voltage footprint through multiple counties in West Virginia, including Jefferson County and specifically, the municipality of Charles Town; and

WHEREAS, the MARL project is intended to transport electricity across West Virginia to serve increased energy demands and power Virginia's economic development while it alternatively creates and leaves a destructive path through Charles Town; and

WHEREAS, the proposed route could take a more direct path to Loudoun County, instead it proposes to divert through Jefferson County for the sole purpose of paralleling existing transmission lines inevitably leaving an expanded path of destruction with significant and irreparable harm to our historic community, undermine the City's economic development strides, and deter visitors and tourism-based initiatives; and

WHEREAS, the MARL project ultimately serves no purpose to Charles Town or its consumers, but instead, our citizens will naturally absorb a significant portion of the combined upgrade costs through regional rate increases ultimately creating undue and increased hardship for residents with already rising electric costs.

NOW, THEREFORE WE, the members of the Charles Town City Council, do hereby formally oppose the sitting or construction of the MARL 500kV or 765 kV Valley Link overhead transmission lines within Jefferson County or the municipal boundaries of the City of Charles Town, as such facilities would damage natural beauty, diminish property values, impair tourism and confer no commensurate benefit on the local community while forcing our residents to pay for northern Virginia energy demands through higher consumer electricity rates; and

BE IT FURTHER RESOLVED that we call on all elected officials representing Jefferson County to join the City of Charles Town in opposing this project in addition to directing this Resolution be transmitted to PJM Interconnection, the corporate entities proposing MARL and the 765 kV line, the West Virginia Public Service Commission, the Virginia State Corporation Commission and to state and federal elected officials so they may be full informed of the City's position and concerns.

Adopted this 18th day of August 2025 by vote of the Charles Town City Council.

Attest:

_____
Micheal George
Mayor

_____
Carolyn Vezzosi
Deputy City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-887: BR2025-08: Norborne-Glebe Phases 9, 10A - Land Disturbance Bond Release Request

Proposed Motion: Approve the release of the Land Disturbance Bond in the amount of $152,918.17.

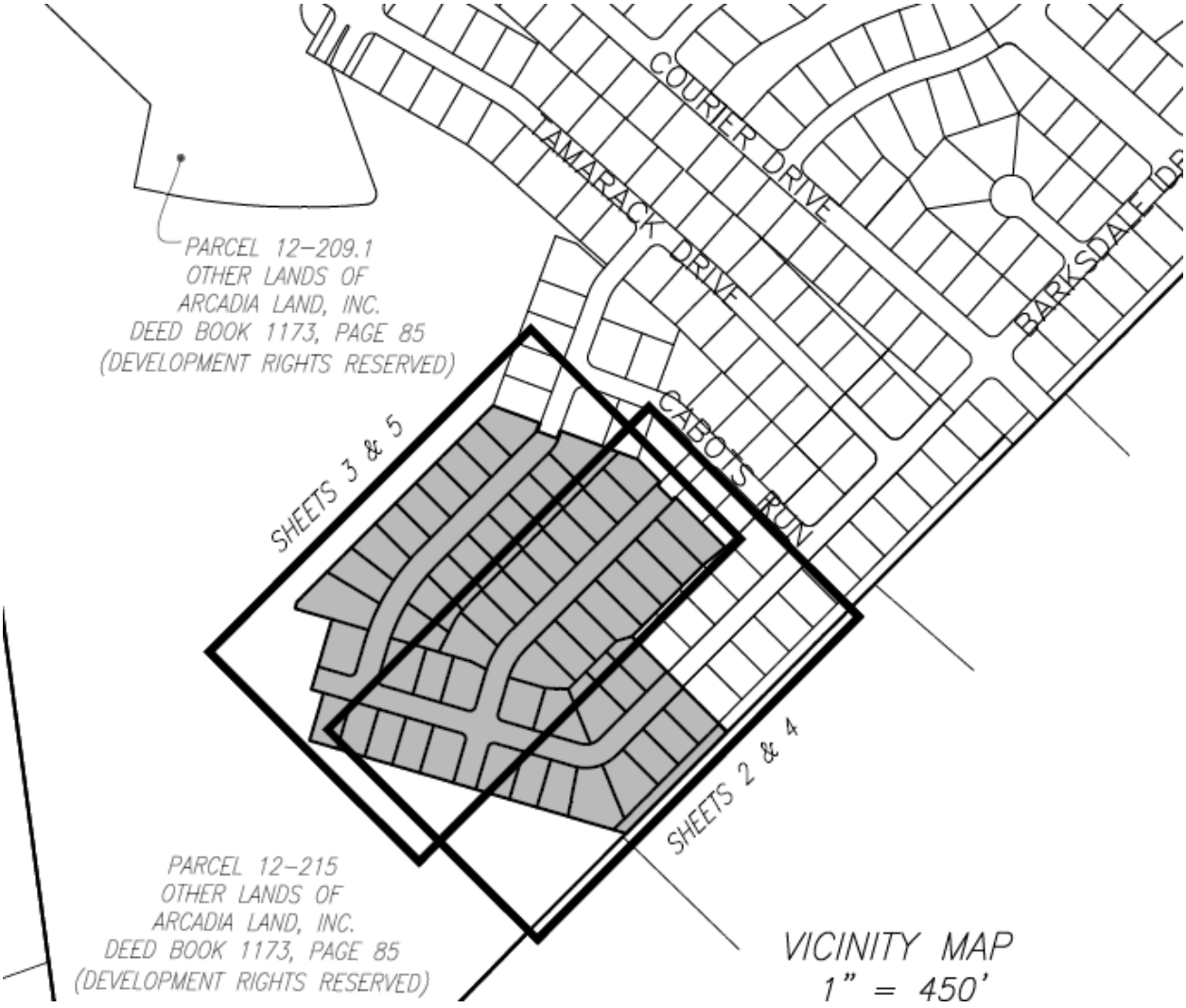
ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. KH Review.pdf

Bond Release Request
BR2025-08

Date: For the August 18, 2025 City Council Meeting
Applicant: Arcadia Land Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond release of $152,918.17

Norborne Glebe Phases 9 & 10A



BACKGROUND
The applicant is requesting a bond release of the **land disturbance bond.** The Final Plat was approved by the City in May 2023.

Land Disturbance Bond: $152,918.17

KIMLEY-HORN REVIEW

Upon review of the request the City's 3rd party engineering firm, Kimley-Horn, has determined that the bond release includes details for the installation of 24 street lights, but only 21 have been installed; those comments pertain to the performance bond. They had no comments for the land disturbance bond.

BOND COMMITTEE

The Bond Committee reviewed this item at their July 11, 2025 meeting. The Committee recommends approval of the bond release. Kimley-Horn's comments about the three missing streetlights were acknowledged; however, there are light pollution complaints received from residents of the community and the lack of three lights was not deemed to be detrimental.

The applicant has acknowledged that the site is over-lit and is working on plan revisions to reduce the lighting to that which was installed in the field. Similar work was done for Phase 14B. To that end, they are only requesting approval of the land disturbance bond.

PLANNING COMMISSION

The Planning Commission held a public hearing on July 28, 2025. There was public comment about the effects of heavy rainfall during recent storms. Those concerns were for an adjacent phase and are not affected by the release of the land disturbance bond.

The Commission voted to recommend approval of the land disturbance bond release.

RECOMMENDATION

Approval of the land disturbance bond request.

RECEIVED
JUN 24 2025
BY:

BOND REQUEST AND REDUCTION

1. APPLICATION TYPE :

- ☐ Bond Initiation – No application fee
- ☐ Bond Reduction – No application fee
- ☐ Bond Extension – No application fee
- ☒ Bond Release – Application Fee: $60

2. FEES

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

3. PUBLIC NOTICE

Only bond release applications require a public hearing, which is held by the Planning Commission. City Council approval is still required.

4. APPLICATION REQUIREMENTS

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

1. DATE JUNE 10, 2025

2. PROJECT NAME NORBORNE GLEBE - PHASES 9 + 10A

Address

3. APPLICANT'S NAME* ARCADIA LAND, INC

Address 108 NORTH GEORGE STREET, 2ND FLOOR, CHARLES TOWN, WV. 25414

Telephone Number (703) 771-8000

Email Address gendler@arcadiacompanies.com

4. PROPERTY OWNER'S NAME SAME AS APPLICANT

Address

Telephone Number ( )

Email Address

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

5. DESCRIPTION OF REQUEST:

REQUESTING THE RELEASE OF THE LAND DISTURBANCE BOND & THE PERFORMANCE BOND FOR NORBORNE GLEBE PHASES 9 + 10A

6. A) CURRENT BOND AMOUNT $ LDB - $152,918.17 PB - $430,013.25

B) PROPOSED BOND AMOUNT $ LDB RELEASED ϕ REMAINS / PB RELEASED ϕ REMAINS

C) CHANGE IN BONDED AMOUNT $ LDB $\$ < 152,918.17 >$ PB $\$ < 430,013.25 >$

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

Tax Map No.	Parcel No.	Tax Map No.	Parcel No.
3-12-209			
3-12-212			
3-12-215			

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

Application No.	Project Name and Phase	Status	Approval Date
SLD-2021-05.	NORBORNE GLEBE	PHASE 9 $ 10A	10/13/22

9. **BOND RELEASE – SUPPLEMENTAL MATERIALS REQUIRED:**

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

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

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

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

Continued on next page.

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

F. **For private roadways**, a letter of acceptance by the entity responsible for maintenance and a Latent Defects Indemnification Agreement and Bond.

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

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

APPLICANT CERTIFICATION

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

Signature of Applicant _____

* As Treasurer Date 6/10/2025

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed application to the following:

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

Kimley»Horn

Memorandum

To: Mr. Gary Endler
Arcadia Land, Inc.
108 N George St, 2nd Floor
Charles Town, WV 25414

From: Mark Phillips, P.E.
Diego Carreira

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

Date: June 30, 2025

Subject: Norborne Glebe Phases 9 & 10A Bond Release Review

This memorandum summarizes our review of the Bond Release request for the Norborne Glebe Residential Phases 9 & 10A (dated May 20, 2024 prepared by H2 Land Company.) for a Bond Release of $1,679,755.40. Using the Final Subdivision/Land Development Plat, site visit observations, and the As-Built plans by Morris & Ritchie Associates, and the respective bond release application, we have the following comments:

1. Please depict in the As-built plans the 24 lightpoles included in the bond release estimate.
2. It was observed that only 21 of the 24 light poles were installed based on a site visit conducted on June 25, 2025. Please confirm if the additional light poles will be placed.

Note that the Bond Release review does not constitute a formal inspection of work or quality review. Only an observation of visible quantities and available information from As-Built data.

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

KIMLEY-HORN & ASSOCIATES, INC.



Mark Phillips, P.E.
Project Manager
Associate

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-888: Zoning Enforcement - Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-900: Thomassen Ford Building Discussion

Agenda item requested by Councilmember Kratovil.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-901: Mordington Avenue Sidewalk Discussion

Agenda item requested by Councilmember Kratovil.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-902: Organizational Reporting Structure

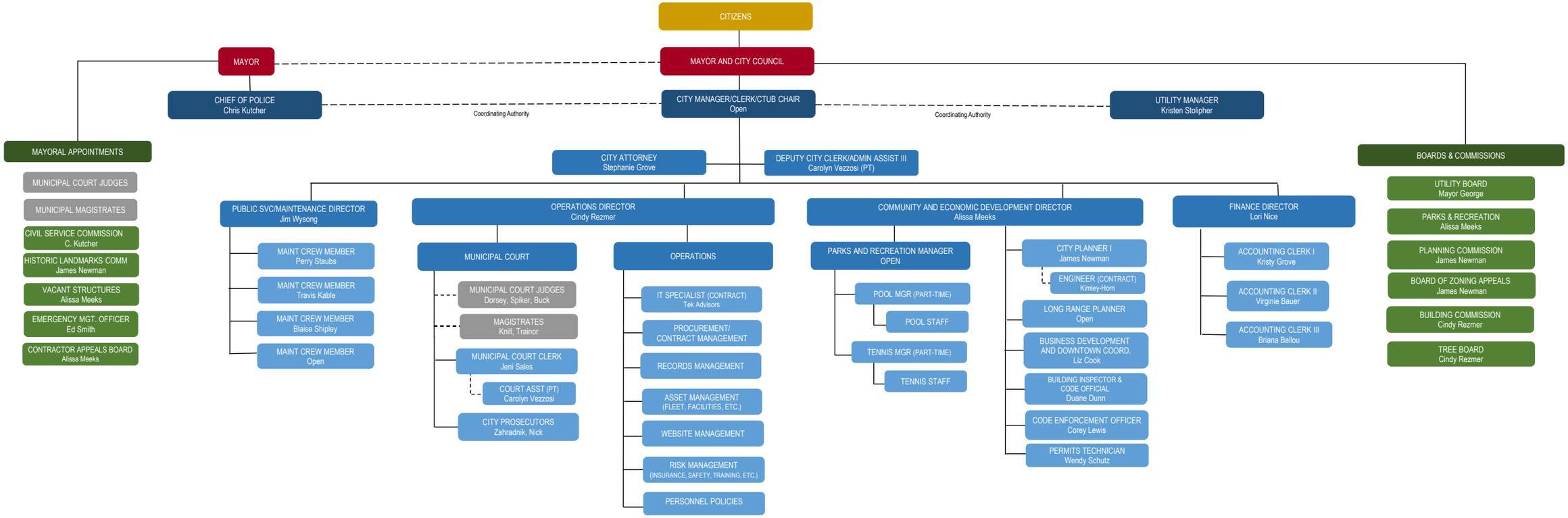
Agenda item requested by Councilmember Hartman.

ATTACHMENTS:

- City Hall Organizational Chart August 2025.pdf

CITY OF CHARLES TOWN, WV - ORGANIZATIONAL CHART

As of June 2025



City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-903: FY2026 Capital Budget Revision #2

ATTACHMENTS:

- Capital Budget 2nd Revision.pdf

the city of Charles Town, WV

FY 2026 Capital Reserve Budget

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 NOTES
CAPITAL BUDGET REVENUES								
Capital Reserve Carryover		$ 5,564,904	$ 3,002,355		$ 8,567,259	Carryover balance from FY2025 Capital Reserve (This is carryover for unfinished projects noted in red. Carryover will be adjusted in the 1st Revision in July 2025.)	Adjust carry over amount to actual balanace as of June 30 2025	
36800 Contributions from GF			$ 427,386		$ 427,386	Contributions from GF (Determined in July 2025 1st Revision)		
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000			$ 810,000	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.		
33000 Developer Fees		$ 150,000			$ 150,000	Developer Proffer fees.		
38000 Interest on Bank Accounts & Other Sources		$ 80,000			$ 80,000			
TOTAL REVENUES	**$ -**	**$ 6,604,904**	**$ 3,429,741**	**$ -**	**$ 10,034,645**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 NOTES
CAPITAL BUDGET EXPENSES								
975 GENERAL GOVERNMENT								
Information Technology								
City Hall WIFI Replacements - 975-59 General Government Capital Outlay		$ 10,000			$ 10,000			
Computer Replacement - 975-59 General Government Capital Outlay Technology		$ 15,000			$ 15,000	Computer replacement program for all General Government departments. (5 replacements are planned.)		
CW Hall WIFI Installation - 975-59 General Government Capital Outlay		$ 15,000			$ 15,000			
Tyler Tech Version 10 Software - 975-59 General Government Capital Outlay Technology		$ 71,000			$ 71,000	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and enhance Incode. Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement. ($71,000 carried over from FY25.)		
TOTAL INFORMATION TECHNOLOGY	**$ -**	**$ 111,000**	**$ -**	**$ -**	**$ 111,000**			
Other - General Government								
Drone - 975-15 General Government Capital Outlay Equipment			10,000		$ 10,000		Supports advertising, event coverage, photography, structural inspections, damage assessment, police search and rescue, hostile environment response, and fire and disaster management.	
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay		$ 140,000			$ 140,000	$140,000 carried over from FY25.		
Salary Study - 975-23 General Government Professional Services			$ 30,000		$ 30,000		Investing in initiatives to track and retain talent. Improving performance, and reducing long-term costs associated with turnover. To ensure we can identify high-performing individuals, support growth, and build a workforce committed to long-term success.	
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services		$ 246,000			$ 246,000	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000. ($146,000 carried over from FY25 & $100,000 encimbered in FY25.)		
TOTAL OTHER - GENERAL GOVERNMENT	**$ -**	**$ 386,000**	**$ 40,000**	**$ -**	**$ 426,000**			
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 497,000**	**$ 40,000**	**$ -**	**$ 537,000**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 NOTES
976 PUBLIC SAFETY								
Equipment								
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment		$ 18,500	$ -		$ 18,500	4 - APX N50 Portable Radios (3 Admin Staff & 1 spare)		
Speed Alert 24 Radar Trailer - 976-60 Public Safety Capital Outlay Equipment			$ 21,000		$ 21,000		The current trailer is outdated. The new equipment allows the PD to remotely monitor vehicle speeds and provides the ability to electronically notify residents of road closures and broadcast community event information. This enhanced functionality ensures more effective communication and public safety outreach.	
TOTAL EQUIPMENT		**$ 18,500**	**$ 21,000**	**$ -**	**$ 39,500**			
Information Technology								
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 52,000			$ 52,000	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)		
Cell Phone Forensic Downloading Equipment - 975-60 General Government Capital Outlay Technology PD		$ 27,000			$ 27,000	Possible grant funding.		
Cradle Point WIFI Mobile Routers - 975-60 General Government Capital Outlay Technology Police Dept.		$ 18,500			$ 18,500	9 Routers at $14,400 and $4100 installation labor.		
TOTAL INFORMATION TECHNOLOGY		**$ 97,500**	**$ -**	**$ -**	**$ 97,500**			
Vehicles								
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 118,000			$ 118,000	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.		
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles		$ 12,000			$ 12,000	This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant.		
Police Cars - 976-59 Public Safety Capital Outlay Vehicles			$ 60,000		$ 60,000		Replace vehicle due to fire loss	
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles			$ 45,000		$ 45,000		Replacement Vehicle uplift cost due to fire loss	
TOTAL VEHICLES	**$ -**	**$ 130,000**	**$ 105,000**	**$ -**	**$ 235,000**			
Parking								
Parking Meters - 976-62 Public Safety		$ 16,000			$ 16,000	10 - Model 90 Duplex Meter Housings at $6100; 15 -Model 90 Single Meter Housings at $4900; POM Parking Meter assembly at $5000.		
TOTAL PARKING	**$ -**	**$ 16,000**	**$ -**	**$ -**	**$ 16,000**			
TOTAL PUBLIC SAFETY	**$ -**	**$ 262,000**	**$ 126,000**	**$ -**	**$ 388,000**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 NOTES
977 STREETS & TRANSPORTATION								
Buildings								
Charles Washington Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			22,500		$ 22,500		This is a small section of the rooftop that contains 4 rooftop AC units. This area has failed sealant and degraded membranes. It will be replaced with a 2 Ply-Cold System which has a usefull life of 30 years.	
Charles Washington Hall - Paint Interior - 977-57 Streets & Transportation Capital Outlay Buildings			8,000		$ 8,000		Repainting of stairway walls, stage face, upper balcony ledge, and doors and trim.	
Charles Washington Hall - Refinish Floor - 977-57 Streets & Transportation Capital Outlay Buildings			10,000		$ 10,000		Replacement of ballroom floor, steps, elevator ramp and bathroom landing.	
Charles Washington Hall - Replace Blinds - 977-57 Streets & Transportation Capital Outlay Buildings			20,000		$ 20,000		Replacement of ballroom blinds.	
City Hall - replace rooftop AC units - 977-57 Streets & Transportation Capital Outlay Buildings		$ 25,000	$ 30,000		$ 55,000	$25,000 carried over from FY25.	Replacement of 2 City Hall rooftop AC units	
City Hall - interior repair/maintenance - 977-57 Streets & Transportation Capital Outlay Buildings		$ 55,000	$ 50,000		$ 105,000	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)	Additional funds needed for engineering costs, asbestos removal, ceiling tiles, and relocation of 1st floor wall.	
City Hall - water damage repair - 977-57 Steets & Transprotation Capital Outlay Buildings			$ 25,000		$ 25,000		2nd Floor water damage repair, including brick repointing, asbestos removal, and interior renovation.	
Maintenance Equipment Building - 977-57 Streets & Transportation Capital Outlay Buildings		$ 150,000			$ 150,000	Current building is maxed out on space. ($150,000 carried over from FY25.)		
Maintenance Yard Study & Engineering - 977-57 Streets & Transportation Capital Outlay Buildings		$ 80,000	$ 170,000		$ 250,000	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going. (80,000 carried over from FY25.)	Council requests that a study be conducted for the best location of the Maintenance Yard along with associated engineering.	
Rouss Hall - 1st Floor HVAC Unit - 977-57 Streets & Transportation Capital Outlay Buildings				$ 14,000				Allowance for 1st floor HVAC unit replacement. It was installed in 2002 and has completely failed.
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings			$ 80,000		$ 80,000		All window sills at Rouss Hall have peeling paint and rotted wood. Correcting this disrepair will put the building in good condition.	
Rouss Hall - Replace Gallery Floor - 977-57 Streets & Transportation Capital Outlay Buildings			$ 25,000		$ 25,000		Replacement of 1st floor Art Gallery Floor including construction of ADA compliant ramp.	
Rouss Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			$ 42,500		$ 42,500		The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a usefull life of 10 years.	
TOTAL BUILDINGS	**$ -**	**$ 310,000**	**$ 483,000**	**$ 14,000**	**$ 793,000**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 NOTES
Streets/Infrastructure								
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements			80,000		$ 80,000		Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications.	
Depot Square Design - 977-58 Streets & Transportation Capital Outlay Other Improvements			50,000		$ 50,000		Design for potential uses and amenities of the City's new town square.	
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000			$ 60,000	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding. ($60,000 carried over from FY25.)		
Stormwater Assessment Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 204,000			$ 204,000	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($204,000 carried over from FY25.)		
TOTAL STREETS/INFRASTRUCTURE	**$ -**	**$ 264,000**	**$ 130,000**	**$ -**	**$ 394,000**			
Vehicles								
Bucket Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 175,000			$ 175,000	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. ($22,000 carried over from FY25 and $153,000 encumbered in FY25.)		
Dump Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 90,000			$ 90,000			
Pick-up Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 65,000			$ 65,000			
TOTAL VEHICLES	**$ -**	**$ 330,000**	**$ -**	**$ -**	**$ 330,000**			
Other - Streets & Transportation								
Flower planters - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 5,000	$ 13,000		$ 18,000	FY25 & 26 two year plan to install flower planters on Washington Street. ($5000 encumbered in FY25.)	An initiative to replace the aging flower pedestals along Washington Street. This aims to enhance the overall aesthetic appeal of the downtown area by systematically replacing outdated or deteriorating pedestals with durable, visually consistent alternatives.	
Potter's Field - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 66,000			$ 66,000	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)		
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 71,000**	**$ 13,000**	**$ -**	**$ 84,000**			
TOTAL STREETS & TRANSPORTATION		**$ 975,000**	**$ 626,000**	**$ 14,000**	**$ 1,601,000**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 NOTES
979 CULTURE & RECREATION								
Parks & Recreation								
Bridges at Happy Retreat & Stake Park - 979-58 Culture & Recreation Other Improvements		$ 84,000			$ 84,000	$84,000 carried over from FY25.		
JMP Slide - 979-59 Culture & Recreaption Capital Other Impovements					$ 14,200			
Pickle Ball Courts - 979-58 Culture & Recreation Capital Other Improvements			$ 65,000		$ 65,000		Allowance for 60 X 60 paved court, 4 ft. chain link fence around the court, resurfacing in 2 colors, and 2 portable pickle ball nets	
Paving Path from bridge to road by the Skate Park - 979-58 Culture & Recreation Other Improvements		$ 5,000			$ 5,000	Connect the existing path on one side of the bridge to the other side. ($5000 carried over from FY25.)		
Pick-up Truck - 977-59 Culture & Recreation Capital Outlay Equipment		$ 50,000			$ 50,000	This truck will be for the use of the Parks Manager.		
TOTAL PARKS & RECREATION	**$ -**	**$ 139,000**	**$ 65,000**	**$ -**	**$ 218,200**			
Culture								
Decorative String Lights for Art Alley and Charles Street - 979-58 Culture & Recreation Other Improvements			$ 6,000		$ 6,000		Installation of lights at Charles Street and Art Alley for safety and City beautification. This will complete the 2nd half of Charles Street.	
Depot Square Christmas Design - 979-58 Culture & Recreation Other Improvements			$ 60,000		$ 60,000		Outfitting the Depot Square with Christmas decorations and the beginning stages of holiday marketplace implementation. (Electric to the Depot Square 25,000; five marketplace huts $20,000; lights and Christmas decorations 15,000)	
Historical Signs - 979-58 Culture & Recreation Other Improvements		$ 17,000			$ 17,000			
Movie Screen - 977-59 Culture & Recreation Capital Outlay Equipment			$ 15,000		$ 15,000		25 X 14 movie screen with inflatable frame for event use.	
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 197,400			$ 197,400	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($97,400 carried over from FY25 and $100,000 encumbered in FY25.)		
Festival Blow Up Games - 979-58 Culture & Recreation Other Improvements			$ 6,000		$ 6,000		Basketball Shootout and Football Blitz blowup games for use at Festivals and P&R events. This will help save money with rental expenses during WV Fest.	
TOTAL CULTURE	**$ 100,000**	**$ 214,400**	**$ 87,000**	**$ -**	**$ 301,400**			
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 353,400**	**$ 152,000**	**$ -**	**$ 519,600**			
Contingencies		$ 166,000	$ 2,485,741	$ (14,000)	$ 2,637,741	This amount will be adjusted in the 1st Revision in July 2025.		Transfer to 977-57 Rouss Hall 1st Floor HVAC replacement.
Encumberances for Subsequent Years		$ 350,000			$ 350,000	$100,000 for Wayfinding Signage; $250,000 for Augustine Avenue Project		
Transfer to Grant Projects		$ 3,987,304			$ 3,987,304	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.		
TOTAL EXPENSES	**$ 100,000**	**$ 6,590,704**	**$ 3,429,741**	**$ -**	**$ 10,020,645**			
REVENUES OVER EXPENSES	**$ (100,000)**	**$ -**	**$ -**	**$ -**	**$ 14,000**			

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-904: RFP Discussion for City Wide Tree Assessment and Trimming

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Contract
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-909: Approval of City Manager Contract - Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-910: Route 51 Project Proposal Discussion

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-911: JCDA Next Steps - Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-912: Law Enforcement Agreements with Homeland Security and ICE

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-913: Charles Washington Hall Lease Renewals

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-905: Business License Fees - Referral to Ordinance Committee

ATTACHMENTS:

- BUSINESS LICENSE APPLICATION PACKET FY 2024.pdf

Procedures for obtaining a City of Charles Town Business License

All Business Licenses renew annually beginning July 1st expiring June 30th

1) Obtain a City of Charles Town Business License Application. The application can be downloaded from the City's website www.charlestownwv.us, picked up in person or received via email or fax by calling 304-724-3247.

2) You must present a copy of your **West Virginia Business Registration Certificate** with the application. The Business Registration Certificate can be obtained by contacting the West Virginia Department of Tax & Revenue 1-800-982-8297 or by visiting the website www.business4wv.com; for more general information on the West Virginia Business Registration Certificate, please visit https://tax.wv.gov/Business/BusinessRegistration/Pages/BusinessRegistration.aspx.

3) If you are a contractor, you must present a copy of your **West Virginia State Contractors License** with the application. This can be obtained by contacting the West Virginia State Contractors Licensing Board at 304-558-7890 ext. 10473 or by visiting the website https://labor.wv.gov. *If you do not present a copy of your state license, you will be considered a handyman and restricted to doing work totaling $2,500.00 or less per job.*

4) If your business involves selling food, you must present a copy of your **Jefferson County Health Department Inspection Report and Health permit** with the application. This can be obtained by contacting the Jefferson County Health Department at 304-728-8416 or visiting the website www.jchealthdept.org.

5) If your business involves selling alcohol, you must present a copy of your **West Virginia State ABCA License** with your application. This can be obtained by contacting the West Virginia State Alcohol Beverage Control Administration at 304-356-5500 or toll free 1-800-642-8208. Or you can visit the website www.abca.wv.gov.

6) If your business involves child care services (Daycare), you must present a copy of your West Virginia Department of Health & Human Resources permit. This can be obtained by contacting the West Virginia Department of Health and Human Resources at 304-724-2600 or visiting the website http://www.dhhr.wv.gov.

7) Present the application in person with all supporting documentation and payment to City of Charles Town located at 101 E. Washington Street, Charles Town, WV or mail to P.O. Box 14 Charles Town, WV 25414. If this application is for a new business located in Charles Town, you must also file a **ZONING USE PERMIT APPLICATION** with the Planning & Zoning Department. The Business License will not be issued until the Zoning Certificate is issued and provided to the Licensing Department.

8) Any business that obtains a City of Charles Town license, is subject to pay Business & Occupation taxes unless Non-profit or Tax exempt (See City Codified Ordinance).

BUSINESS LICENSE APPLICATION

CITY OF CHARLES TOWN
101 E. WASHINGTON STREET, P.O. BOX 14
CHARLES TOWN, WV 25414

Application is hereby made, by the undersigned, for a Business License under the provision of the Charles Town License Fee Ordinance for the fiscal year **2023-2024**

THIS LICENSE APPLICATION CANNOT BE USED BY ACTIVE BUSINESSES SEEKING A LICENSE RENEWAL.

NAME OF BUSINESS:	
Is this a new business within the city?	Yes ☐ No ☐
If yes, please provide date business started:	_____/_____/_____

If yes, and the physical location of the business is within the limits of the City of Charles Town, our Planning & Zoning Department must approve the Zoning Use Permit before the Business License is issued.

BUSINESS STREET ADDRESS:	
BUSINESS MAILING ADDRESS: (IF DIFFERENT THAN STREET ADDRESS)	
PLEASE NOTE THAT ALL MAILINGS WILL BE SENT TO THIS ADDRESS	
BUSINESS PHONE NUMBER:	
FEDERAL TAX ID:	
EMAIL ADDRESS:	
OWNERS OR OFFICER:	
MAILING ADDRESS:	
PHONE NUMBER:	
FEDERAL TAX ID:	

(A copy of your WV Dept of Health & Human Resources permit MUST accompany this application.)

WV STATE BUSINESS REGISTRATION NUMBER: ☐

(A copy of your WV State Business Registration Certificate MUST accompany this application.)

CONTRACTORS ONLY: WV STATE CONTRACTORS LICENSE NUMBER: ☐

(A signed copy of your WV State Contractors License MUST accompany this application.)

HEALTH PERMIT NUMBER (For Food Service Only): ☐

(A copy of your Health Inspection Report and Health Permit MUST accompany this application.)

WV STATE ABCA LICENSE NUMBER (For Alcohol Sales Only): ☐

(A copy of your WV State ABCA License MUST accompany this application.)

City of Charles Town Business License Fees

BUSINESS OR SERVICE (GENERAL)	$15.00	INSURANCE BROKER	$10.00
LAUNDRY OR CAR WASH	$30.00	INSURER	$50.00
REAL ESTATE AGENT	$10.00	PET SITTING	$5.00
PAWNBROKER	$100.00	PET GROOMING	$5.00
REAL ESTATE BROKER	$25.00	VETERINARIAN	$5.00
RESTAURANT	$10.00	CHIROPRACTOR	$25.00
HOTEL/MOTEL/B&B/BOARDING	$10.00	PHYSICIAN	$25.00
VENDING MACHINES - EACH	$12.50	THERAPIST	$5.00
POOL TABLE	$25.00	DENTIST	$20.00
CONTRACTOR	$15.00	MASSAGE THERAPIST	$5.00
SURVEYOR	$20.00	MEDICAL CORPORATION	$50.00
HANDYMAN LESS THAN $2500 PER JOB	$15.00	NURSING HOME	$500.00
ARCHITECT/ENGINEER	$25.00	HEARING AIDS	$25.00
ATTORNEY	$5.00	PSYCHOLOGIST/COUNSELER	$15.00
BARBER/BEAUTICIAN/MANICURIST	$15.00	DISTRIBUTOR W/O A VEHICLE	$15.00
EMPLOYMENT AGENCY	$25.00	DISTRIBUTOR WITH VEHICLE	$50.00
ACCOUNTANT	$5.00	USED GOODS DEALER	$25.00
AUCTIONEER	$15.00	NEWSPAPER PRIVILEGE FEE	$25.00
STOCKBROKER	$10.00	NEWSPAPER VENDING - EACH	$5.00
VERIFIED NON-PROFIT ORANIZATION	$0.00		

	TYPE		AMOUNT
LICENSE FEE:			$
	SEE RATE SCHEDULE FOR TYPE AND AMOUNT		
ADDITIONAL FEES:			
	RETAIL BEER BUSINESS LICENSE	**$150**	$
	RETAIL WINE BUSINESS LICENSE	**$150**	$
	OFF PREMISES BEER LICENSE	**$75**	$
	LIQUOR BUSINESS LICENSE	**$500**	$
TOTAL FEES SUBMITTED WITH THIS APPLICATION			$

Applicant's Signature _____ Date _____

For Office Use Only: Date Rcvd: _____ All Forms & Payment Present: _____

Planning & Zoning Signature _____ License Admin Initials _____

City of Charles Town Business and Occupation Tax Rates

Class Code	Business Classifications	Rate Per $100
01	Gross Sales Manufactued Products	0.18
02	Gross Sales Retailers & Others	0.05
03	Gross Sales of Wholesalors	0.05
04	Gross Sales Small Loans, Industrial Loans	0.23
05	Elec Light & Power Co (Domestic & Com)	4.00
06	Elec Light & Power Co (Other Purposes)	3.00
07	Natural Gas Companies	3.00
08	Other Public Service / Utility Business	2.00
09	Gross Sales Contracting Business	2.00
10	Gross Sales Amusement Business	0.14
11	Gross Sales Service Business/Callings	0.23
12	Gross Sales- Rents, Royalties etc.	0.30

Business & Occupation Taxes are due on a semi-annual basis for the following periods: **January 1 - June 30** (*due July 31*) & **July 1 - December 31** (*due January 31)*
The City utilizes a website platform for B&O tax return/annual renewal mailings and processing. Staff will mail or email (depending on the business's selected preference) the semi-annual tax return form up to 30 days before the tax period ends. The taxable income a business is required to report is for sales or services that occur within the city limits of Charles Town. If the physical business location is in the city limits of Charles Town, **ALL** sales and services originating from this location are considered taxable income.
Additionally, even if the taxable income for the period is $0, the business must still file the return with zero reported income to stay in compliance. Staff recommends the return is filed via the online portal to ensure compliance before the due date; however, returns can also be filed by mail with cash or check payment if applicable, or filed in person at the City Hall office. For questions regarding B&O taxes or the online filing portal, please call 304-724-3247 or email BusinessLicense@charlestownwv.us for assistance.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-906: Payment of Bills - August 18, 2025

ATTACHMENTS:

- CAPITAL RESERVE COUNCIL REPORT 2025-08-18.pdf
- COUNCIL REPORT PCARD 08-18-25.pdf
- GEN FUND COUNCIL REPORT 2025-08-18.pdf
- PARKS N REC COUNCIL REPORT 2025-08-18.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GREENWAY ENGINEERING, INC.	8/14/25	JULY25 STORMWATER STUDY	CAPITAL RESERVE	STREETS & TRANSPORTATI	8,267.50
	8/14/25	7/25 LIBERTY CONST ADMIN	CAPITAL RESERVE	STREETS & TRANSPORTATI	883.75
				TOTAL:	9,151.25
H C WILLIAM HETZER INC	8/14/25	JULY25 CT STREET REPAVING	CAPITAL RESERVE	STREETS & TRANSPORTATI	303,952.08
				TOTAL:	303,952.08
TAMARA TOGANS	8/14/25	POTTER FLD DEDICTN FANS	CAPITAL RESERVE	STREETS & TRANSPORTATI	211.43
				TOTAL:	211.43

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

200	CAPITAL RESERVE	313,314.76
	GRAND TOTAL:	313,314.76

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: 8/15/2025 THRU 8/15/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10-42 TACTICAL LLC	7/08/25	COWELL CONCEALABLE CARRIER	GENERAL FUND	POLICE DEPARTMENT	178.42
	7/08/25	PALMER BODY ARMOR	GENERAL FUND	POLICE DEPARTMENT	1,546.80
				TOTAL:	1,725.22
7-ELEVEN	7/01/25	CAR#27 FUEL 06/29	GENERAL FUND	POLICE DEPARTMENT	48.88
	7/03/25	CAR#28 FUEL 7/01	GENERAL FUND	POLICE DEPARTMENT	45.00
	7/09/25	CAR#28 FUEL 7/07	GENERAL FUND	POLICE DEPARTMENT	43.00
	7/07/25	CAR#27 FUEL 7/04	GENERAL FUND	POLICE DEPARTMENT	49.15
	7/14/25	CAR#27 FUEL 7/11	GENERAL FUND	POLICE DEPARTMENT	48.55
	7/28/25	CAR#27 FUEL 7/25	GENERAL FUND	POLICE DEPARTMENT	48.59
	7/08/25	CAR# 21 FUEL 7/7	GENERAL FUND	POLICE DEPARTMENT	46.00
	7/15/25	CAR# 21 FUEL 7/14	GENERAL FUND	POLICE DEPARTMENT	32.50
	7/25/25	CAR# 21 FUEL 7/24	GENERAL FUND	POLICE DEPARTMENT	46.87
	7/17/25	CAR#26 FUEL 7/16	GENERAL FUND	POLICE DEPARTMENT	39.17
	7/30/25	CAR#4 FUEL 7/29	GENERAL FUND	POLICE DEPARTMENT	66.03
	7/03/25	CAR#13 FUEL 7/02	GENERAL FUND	POLICE DEPARTMENT	28.50
	7/14/25	CAR#13 FUEL 7/13	GENERAL FUND	POLICE DEPARTMENT	80.00
	7/14/25	CAR#24 FUEL 7/10	GENERAL FUND	POLICE DEPARTMENT	36.01
	7/02/25	CH JEEP FUEL 7/1	GENERAL FUND	STREETS & HIGHWAYS	35.72
	7/14/25	CH JEEP FUEL 07/11	GENERAL FUND	STREETS & HIGHWAYS	45.13
	7/23/25	CH JEEP FUEL 7/18	GENERAL FUND	STREETS & HIGHWAYS	42.60
	7/28/25	CH JEEP FUEL 7/25	GENERAL FUND	STREETS & HIGHWAYS	40.58
	7/08/25	2016 CHEVY FUEL 7/07	GENERAL FUND	STREETS & HIGHWAYS	97.79
	7/18/25	2016 CHEVY FUEL 7/10	GENERAL FUND	STREETS & HIGHWAYS	99.57
	7/18/25	2017 F350 FUEL 7/17	GENERAL FUND	STREETS & HIGHWAYS	85.62
	7/18/25	2023 CHEVY FUEL 7/17	GENERAL FUND	STREETS & HIGHWAYS	94.51
				TOTAL:	1,199.77
AC &T CO., INC	7/15/25	JUNE 25 JMP PT SERV	PARKS & REC	PARKS & REC	289.00
	6/30/25	7/25 WK & SKATE PARK PT SE	PARKS & REC	PARKS & REC	115.00
	6/30/25	7/25 WK & SKATE PARK PT SE	PARKS & REC	PARKS & REC	178.00
				TOTAL:	582.00
AMAZON	7/17/25	MICROPHONE FOR RIBBON CUTT	GENERAL FUND	ECONOMIC DEVELOPMENT	63.64
	7/22/25	DOOR HANGERS/POSTCARDS	GENERAL FUND	CITY HALL	55.84
	7/08/25	100 PK PERMIT SLEEVES	GENERAL FUND	PARKING	49.99
	7/02/25	MICROFIBER TOWELS X144	GENERAL FUND	POLICE DEPARTMENT	104.00
	7/04/25	COPY PAPER REAMX10	GENERAL FUND	POLICE DEPARTMENT	117.38
	7/04/25	INK CARTRDG/NOTEBOOK/STKY	GENERAL FUND	POLICE DEPARTMENT	969.82
	7/04/25	INK CARTRDG/NOTEBOOK/STKY	GENERAL FUND	POLICE DEPARTMENT	22.98
	7/04/25	INK CARTRDG/NOTEBOOK/STKY	GENERAL FUND	POLICE DEPARTMENT	304.85
	7/04/25	INK CARTRDG/NOTEBOOK/STKY	GENERAL FUND	POLICE DEPARTMENT	124.95
	7/01/25	PD WIPES	GENERAL FUND	POLICE DEPARTMENT	134.82
	7/02/25	VACUUM&DOCKG STATN	GENERAL FUND	POLICE DEPARTMENT	423.08
	7/07/25	DRY BOARD ERASER	GENERAL FUND	POLICE DEPARTMENT	5.86
	7/07/25	PD THUMB DRIVES	GENERAL FUND	POLICE DEPARTMENT	42.85
	7/17/25	PD EXTERNAL HARD DRIVES	GENERAL FUND	POLICE DEPARTMENT	388.38
	7/18/25	USB HUB	GENERAL FUND	POLICE DEPARTMENT	90.09
	7/23/25	REFUND / USB HUB	GENERAL FUND	POLICE DEPARTMENT	3.31-
	7/28/25	CAR SUP/SCISSORS/LYSOL/WIP	GENERAL FUND	POLICE DEPARTMENT	123.83
	7/29/25	INVITES/ POTTER FLD DEDICA	CAPITAL RESERVE	STREETS & TRANSPORTATI	26.97
				TOTAL:	3,046.02
APPLE	7/08/25	JULY25 MUSIC SBCRPTN	GENERAL FUND	ECONOMIC DEVELOPMENT	21.35
				TOTAL:	21.35

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
APPLE VALLEY WASTE SERVICE, INC.	6/30/25	JUN25 JMP&CH TRASH SERV	GENERAL FUND	STREETS & HIGHWAYS	660.13
	6/30/25	JUN25 JMP&CH TRASH SERV	PARKS & REC	PARKS & REC	525.00
				TOTAL:	1,185.13
AUTOZONE, INC.	7/01/25	CAR CLEANING SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	210.07
				TOTAL:	210.07
BLUE 360 MEDIA	7/08/25	WV LAW ENFRCMT FLD GUIDEX	GENERAL FUND	POLICE DEPARTMENT	994.50
				TOTAL:	994.50
BP	7/01/25	CAR#4 FUEL 06/29	GENERAL FUND	POLICE DEPARTMENT	57.80
	7/24/25	CAR#29 FUEL 7/23	GENERAL FUND	POLICE DEPARTMENT	42.62
	7/24/25	CAR#29 FUEL 7/24	GENERAL FUND	POLICE DEPARTMENT	36.69
	7/28/25	CAR#29 FUEL 7/25	GENERAL FUND	POLICE DEPARTMENT	29.41
	7/28/25	CAR#29 FUEL 7/26	GENERAL FUND	POLICE DEPARTMENT	24.63
	7/31/25	CAR#29 FUEL 7/30	GENERAL FUND	POLICE DEPARTMENT	21.40
	7/03/25	CAR#3 FUEL 7/02	GENERAL FUND	POLICE DEPARTMENT	63.86
	7/16/25	CAR#3 FUEL 7/15	GENERAL FUND	POLICE DEPARTMENT	63.18
	7/22/25	CAR#3 FUEL 7/21	GENERAL FUND	POLICE DEPARTMENT	60.42
	7/07/25	CAR# 19 fUEL 7/04	GENERAL FUND	POLICE DEPARTMENT	37.95
	7/18/25	CAR# 17 FfUEL 7/16	GENERAL FUND	POLICE DEPARTMENT	35.79
	7/04/25	CAR#16 FUEL 7/03	GENERAL FUND	POLICE DEPARTMENT	61.47
	7/11/25	CAR#16 FUEL 7/10	GENERAL FUND	POLICE DEPARTMENT	40.86
	7/16/25	CAR#16 FUEL 7/15	GENERAL FUND	POLICE DEPARTMENT	57.67
	7/21/25	CAR#16 FUEL 7/18	GENERAL FUND	POLICE DEPARTMENT	57.27
	7/23/25	CAR#9 FUEL 7/22	GENERAL FUND	POLICE DEPARTMENT	41.43
	7/28/25	CAR#9 FUEL 7/25	GENERAL FUND	POLICE DEPARTMENT	39.61
	7/31/25	CAR#9 FUEL 7/30	GENERAL FUND	POLICE DEPARTMENT	39.33
	7/04/25	CAR#6 FUEL 7/03	GENERAL FUND	POLICE DEPARTMENT	55.00
	7/07/25	CAR#6 FUEL 7/05	GENERAL FUND	POLICE DEPARTMENT	67.00
	7/14/25	CAR#6 FUEL 7/12	GENERAL FUND	POLICE DEPARTMENT	76.00
	7/21/25	CAR#6 FUEL 7/20	GENERAL FUND	POLICE DEPARTMENT	56.00
	7/24/25	CAR#6 FUEL 7/22	GENERAL FUND	POLICE DEPARTMENT	84.00
	7/29/25	CAR#6 FUEL 7/28	GENERAL FUND	POLICE DEPARTMENT	72.50
	7/31/25	CAR#6 FUEL 7/30	GENERAL FUND	POLICE DEPARTMENT	57.50
	7/02/25	CAR#13 FUEL 7/01	GENERAL FUND	POLICE DEPARTMENT	75.73
	7/07/25	CAR#13 FUEL 7/06	GENERAL FUND	POLICE DEPARTMENT	68.46
	7/21/25	CAR#13 FUEL 7/20	GENERAL FUND	POLICE DEPARTMENT	73.58
	7/23/25	CAR#13 FUEL 7/22	GENERAL FUND	POLICE DEPARTMENT	80.67
	7/28/25	CAR#13 FUEL 7/27	GENERAL FUND	POLICE DEPARTMENT	75.04
	7/29/25	CAR#13 FUEL 7/28	GENERAL FUND	POLICE DEPARTMENT	51.36
				TOTAL:	1,704.23
BREWER & COMPANY OF WV INC	7/15/25	CWH FIRE ALARM ANN& QRTLY	GENERAL FUND	STREETS & HIGHWAYS	482.50
				TOTAL:	482.50
COMCAST CORPORATION	7/01/25	JULY25 MD INTERNET SERV	GENERAL FUND	STREETS & HIGHWAYS	97.25
				TOTAL:	97.25
CHARLES TOWN UTILITY BOARD	6/30/25	JUNE 25 CH PD MD WATER SER	GENERAL FUND	NON-DEPARTMENTAL	80.32
	6/30/25	JUNE 25 CH PD MD WATER SER	GENERAL FUND	CITY HALL	100.67
	6/30/25	JUNE 25 CH PD MD WATER SER	GENERAL FUND	CITY HALL	117.09
	6/30/25	JUNE 25 CH PD MD WATER SER	GENERAL FUND	POLICE DEPARTMENT	240.98
	6/30/25	JUNE 25 CH PD MD WATER SER	GENERAL FUND	STREETS & HIGHWAYS	97.25
	6/30/25	JUNE 25 CH PD MD WATER SER	PARKS & REC	PARKS & REC	56.16
	6/30/25	JUNE 25 CH PD MD WATER SER	PARKS & REC	PARKS & REC	156.38

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	848.85
DEAD ROCK ELECTRICAL SERVICES	7/18/25	JMP CLEAR WIRE FROM WALKWA	PARKS & REC	PARKS & REC	425.00
				TOTAL:	425.00
DISPLAYS2GO	7/25/25	CH PORTABLE PODIUM	GENERAL FUND	CITY HALL	243.09
	7/28/25	CH PODIUM BANNER	GENERAL FUND	CITY HALL	81.55
				TOTAL:	324.64
DOLLAR GENERAL	7/01/25	DISHWASHING DETERGENT	GENERAL FUND	POLICE DEPARTMENT	23.54
	7/30/25	BEE INSECTICIDE	GENERAL FUND	STREETS & HIGHWAYS	14.87
				TOTAL:	38.41
DUNKIN DONUTS	7/25/25	MAYORS MEETING BRKFAST 7/2	GENERAL FUND	CITY MANAGER'S OFFICE	90.06
				TOTAL:	90.06
ENCOVA INSURANCE	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	NON-DEPARTMENTAL	122.16
	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	ECONOMIC DEVELOPMENT	165.02
	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	MAYOR'S OFFICE	29.36
	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	CITY COUNCIL	93.96
	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	CITY MANAGER'S OFFICE	422.83
	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	TREASURER'S OFFICE	552.03
	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	CITY CLERK'S OFFICE	145.64
	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	POLICE JUDGE'S OFFICE	75.17
	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	CITY ATTORNEY	352.36
	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	ENFORCEMENT AGENCY	131.55
	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	BUILDING INSPECTION	193.33
	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	PLANNING & ZONING	570.82
	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	CITY HALL	223.16
	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	CITY HALL	173.00
	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	PARKING	97.72
	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	POLICE DEPARTMENT	3,601.12
	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	POLICE-SPECIAL DUTY	81.75
	7/01/25	WKR'S COMP PREM DEP 7/01	GENERAL FUND	STREETS & HIGHWAYS	62.02
				TOTAL:	7,093.00
EXECUTIVE EMERGENCY LIGHTING LLC	7/18/25	CAR#15 SPOTLIGHT REPAIR	GENERAL FUND	POLICE DEPARTMENT	135.00
				TOTAL:	135.00
FRONTIER, INC.	7/01/25	JULY25 CWH FIRE ALARM#2	GENERAL FUND	CITY HALL	98.44
				TOTAL:	98.44
GOOGLE	7/02/25	JULY GGLE WRKSPCE ACT SUBC	GENERAL FUND	CITY HALL	9.74
				TOTAL:	9.74
GUY'S GMC TRUCK, INC	7/01/25	STEP PACKAGE FOR 2023 CHEV	GENERAL FUND	STREETS & HIGHWAYS	425.00
				TOTAL:	425.00
HOME DEPOT INC	7/14/25	CH&MD WATER	GENERAL FUND	CITY HALL	59.36
	7/11/25	5 TIER METAL SHELVES	GENERAL FUND	POLICE DEPARTMENT	159.00
	7/04/25	RETURNED PVC	GENERAL FUND	POLICE DEPARTMENT	17.01-
	7/30/25	CH LIGHT BULBS	GENERAL FUND	STREETS & HIGHWAYS	22.48
	7/14/25	ANT INSECTICIDE	GENERAL FUND	STREETS & HIGHWAYS	6.12
	7/14/25	CH&MD WATER	GENERAL FUND	STREETS & HIGHWAYS	16.96
	7/10/25	STAIN SKT PK BRIDGE	CAPITAL RESERVE	CULTURE & RECREATION	206.60
	7/03/25	CONCRETE/ GLEN EDWARDS MEM	PARKS & REC	PARKS & REC	13.30

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	466.81
HOME DEPOT CREDIT SERVICES	7/02/25	LADDER	GENERAL FUND	STREETS & HIGHWAYS	299.00
				TOTAL:	299.00
INTERNATIONAL CODE COUNCIL	7/28/25	BI/CE ICC DUES 10/25-10/2	GENERAL FUND	ENFORCEMENT AGENCY	170.00
				TOTAL:	170.00
JEFFERSON PUBLISHING COMPANY, INC.	7/15/25	NPH BLDG&HSNG CODE PART17	GENERAL FUND	ENFORCEMENT AGENCY	53.42
	6/30/25	NPH BA 525 S SAMUEL CT PHA	GENERAL FUND	PLANNING & ZONING	31.42
	6/30/25	NPH COA 235 W WASH; 116 &	GENERAL FUND	PLANNING & ZONING	51.66
	6/30/25	NPH SLD2025-05 SOMMERSET B	GENERAL FUND	PLANNING & ZONING	31.42
	7/10/25	NPH ANX 2025-01 45 FEDERAL	GENERAL FUND	PLANNING & ZONING	29.58
	7/15/25	NPH SLD2025-03 231 N SAMUE	GENERAL FUND	PLANNING & ZONING	34.18
	6/30/25	WARD3 COUNCIL OPN ST 6/5-1	GENERAL FUND	CITY HALL	83.02
	6/30/25	LONG TERM PLANNER AD 6/12	GENERAL FUND	CITY HALL	104.25
	6/30/25	AD PARK MANAGER JOB 6/19	GENERAL FUND	CITY HALL	97.30
	7/15/25	NPH ADMIN CODE PART 1	GENERAL FUND	CITY HALL	50.14
				TOTAL:	566.39
JEFFERSON RENTALS	7/14/25	BOBCAT RENTAL/ TREE BOARD	GENERAL FUND	STREETS & HIGHWAYS	206.47
				TOTAL:	206.47
KENT PARSONS FORD, INC	7/10/25	FY25 CAR#9 WHEEL ALGNMT	GENERAL FUND	POLICE DEPARTMENT	61.75
				TOTAL:	61.75
L.L.BEAN FOR BUSINESS	7/10/25	CE BRANDED SHIRTS & HATS	GENERAL FUND	ENFORCEMENT AGENCY	319.05
				TOTAL:	319.05
LIBERTY GET N GO	7/03/25	CAR#3 FUEL 7/1	GENERAL FUND	POLICE DEPARTMENT	21.52
	7/10/25	CAR#16 FUEL 7/8	GENERAL FUND	POLICE DEPARTMENT	68.64
	7/03/25	CAR#4 FUEL 7/1	GENERAL FUND	POLICE DEPARTMENT	54.62
	7/11/25	CAR#4 FUEL 7/8	GENERAL FUND	POLICE DEPARTMENT	63.76
	7/25/25	CAR#4 FUEL 7/23	GENERAL FUND	POLICE DEPARTMENT	72.64
	7/16/25	CAR#13 FUEL 7/14	GENERAL FUND	POLICE DEPARTMENT	67.57
	7/14/25	BUCKET TRUCK FUEL 7/10	GENERAL FUND	STREETS & HIGHWAYS	124.83
	7/14/25	BOBCAT FUEL 7/10	GENERAL FUND	STREETS & HIGHWAYS	31.68
	7/14/25	2017 F350 FUEL 7/10	GENERAL FUND	STREETS & HIGHWAYS	74.26
	7/18/25	BOBCAT FUEL 7/17	GENERAL FUND	STREETS & HIGHWAYS	55.21
	7/21/25	BACKHOE FUEL 7/21	GENERAL FUND	STREETS & HIGHWAYS	92.13
	7/24/25	BOBCAT 7/22	GENERAL FUND	STREETS & HIGHWAYS	62.88
	7/30/25	BUCKET TRUCK 7/28	GENERAL FUND	STREETS & HIGHWAYS	60.65
	7/18/25	CHAIN SAW FUEL 7/16	GENERAL FUND	STREETS & HIGHWAYS	7.37
	7/18/25	DUMP TRUCK FUEL 7/16	GENERAL FUND	STREETS & HIGHWAYS	41.50
	7/23/25	DUMP TRUCK FUEL 7/21	GENERAL FUND	STREETS & HIGHWAYS	105.75
	7/03/25	2023 CHEVY FUEL 7/1	GENERAL FUND	STREETS & HIGHWAYS	101.76
	7/03/25	2015 FORD FUEL 7/23	GENERAL FUND	STREETS & HIGHWAYS	71.57
	7/30/25	2023 CHEVY FUEL 7/28	GENERAL FUND	STREETS & HIGHWAYS	106.45
				TOTAL:	1,284.79
MARTINS FUEL	7/01/25	CAR#15 FUEL 06/30	GENERAL FUND	POLICE DEPARTMENT	40.00
	7/07/25	CAR#15 FUEL 7/04	GENERAL FUND	POLICE DEPARTMENT	36.10
	7/14/25	CAR#15 FUEL 7/11	GENERAL FUND	POLICE DEPARTMENT	34.40
	7/21/25	CAR#15 FUEL 7/17	GENERAL FUND	POLICE DEPARTMENT	28.40
	7/25/25	CAR#15 FUEL 7/24	GENERAL FUND	POLICE DEPARTMENT	37.10
	7/02/25	CAR#1 FUEL 7/01	GENERAL FUND	POLICE DEPARTMENT	67.88

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/10/25	CAR#1 FUEL 7/09	GENERAL FUND	POLICE DEPARTMENT	66.00
	7/30/25	CAR#1 FUEL 7/29	GENERAL FUND	POLICE DEPARTMENT	68.81
				TOTAL:	378.69
NAPA	7/23/25	BATTERY FOR DUMP TRAILER	GENERAL FUND	STREETS & HIGHWAYS	123.17
				TOTAL:	123.17
PATTON BUILDING SERVICES INC	6/30/25	JUNE 25 CH&PD CLEANING SER	GENERAL FUND	CITY HALL	933.50
	6/30/25	JUNE 25 CH&PD CLEANING SER	GENERAL FUND	POLICE DEPARTMENT	933.50
				TOTAL:	1,867.00
DONALD B RICE TIRE CO INC	7/15/25	CAR#28 4 TIRES	GENERAL FUND	POLICE DEPARTMENT	522.96
	7/15/25	CAR#29 4 TIRES	GENERAL FUND	POLICE DEPARTMENT	594.40
				TOTAL:	1,117.36
ROYAL FARMS	7/11/25	CAR# 19 fUEL 7/10	GENERAL FUND	POLICE DEPARTMENT	40.54
	7/21/25	CAR# 19 fUEL 7/18	GENERAL FUND	POLICE DEPARTMENT	42.02
				TOTAL:	82.56
SECRETARY OF STATE	6/30/25	EVITTS RUN FY25 ANNUAL REP	GENERAL FUND	CITY HALL	25.00
	6/30/25	CWH BLDG CO FY25 ANNUAL RE	GENERAL FUND	CITY HALL	25.00
	6/30/25	CWH LDLRD FY25 ANNUAL REPO	GENERAL FUND	CITY HALL	25.00
				TOTAL:	75.00
SHEETZ	7/01/25	CAR#16 FUEL 06/30	GENERAL FUND	POLICE DEPARTMENT	62.67
	7/01/25	CAR#28 FUEL 06/30	GENERAL FUND	POLICE DEPARTMENT	46.72
	7/04/25	CAR#29 FUEL 7/03	GENERAL FUND	POLICE DEPARTMENT	31.80
	7/07/25	CAR#29 FUEL 7/04	GENERAL FUND	POLICE DEPARTMENT	31.41
	7/07/25	CAR#29 FUEL 7/04	GENERAL FUND	POLICE DEPARTMENT	43.22
	7/07/25	CAR#29 FUEL 7/05	GENERAL FUND	POLICE DEPARTMENT	30.42
	7/10/25	CAR#29 FUEL 7/09	GENERAL FUND	POLICE DEPARTMENT	32.77
	7/11/25	CAR#29 FUEL 7/10	GENERAL FUND	POLICE DEPARTMENT	33.90
	7/14/25	CAR#29 FUEL 7/11	GENERAL FUND	POLICE DEPARTMENT	31.90
	7/14/25	CAR#29 FUEL 7/12	GENERAL FUND	POLICE DEPARTMENT	30.19
	7/18/25	CAR#29 FUEL 7/17	GENERAL FUND	POLICE DEPARTMENT	31.17
	7/21/25	CAR#29 FUEL 7/18	GENERAL FUND	POLICE DEPARTMENT	32.33
	7/21/25	CAR#29 FUEL	GENERAL FUND	POLICE DEPARTMENT	39.38
	7/24/25	CAR#29 FUEL 7/23	GENERAL FUND	POLICE DEPARTMENT	49.09
	7/28/25	CAR#29 FUEL 7/25	GENERAL FUND	POLICE DEPARTMENT	51.72
	7/01/25	CAR#28 FUEL 7/06	GENERAL FUND	POLICE DEPARTMENT	35.41
	7/09/25	CAR#28 FUEL 7/08	GENERAL FUND	POLICE DEPARTMENT	31.07
	7/09/25	CAR#28 FUEL 7/13	GENERAL FUND	POLICE DEPARTMENT	47.00
	7/15/25	CAR#28 FUEL 7/14	GENERAL FUND	POLICE DEPARTMENT	33.42
	7/16/25	CAR#28 FUEL 7/15	GENERAL FUND	POLICE DEPARTMENT	42.00
	7/21/25	CAR#28 FUEL 7/20	GENERAL FUND	POLICE DEPARTMENT	45.68
	7/23/25	CAR#28 FUEL 7/22	GENERAL FUND	POLICE DEPARTMENT	48.53
	7/24/25	CAR#28 FUEL 7/23	GENERAL FUND	POLICE DEPARTMENT	30.01
	7/30/25	CAR#28 FUEL 7/29	GENERAL FUND	POLICE DEPARTMENT	42.01
	7/31/25	CAR#28 FUEL 7/30	GENERAL FUND	POLICE DEPARTMENT	39.00
	7/21/25	CAR#27 FUEL 7/18	GENERAL FUND	POLICE DEPARTMENT	49.12
	7/03/25	CAR#18 FUEL 7/02	GENERAL FUND	POLICE DEPARTMENT	33.33
	7/04/25	CAR#18 FUEL 7/03	GENERAL FUND	POLICE DEPARTMENT	37.50
	7/07/25	CAR#18 FUEL 7/05	GENERAL FUND	POLICE DEPARTMENT	55.00
	7/11/25	CAR#18 FUEL 7/10	GENERAL FUND	POLICE DEPARTMENT	46.00
	7/14/25	CAR#18 FUEL 7/11	GENERAL FUND	POLICE DEPARTMENT	25.00
	7/14/25	CAR#18 FUEL 7/12	GENERAL FUND	POLICE DEPARTMENT	50.50

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/17/25	CAR#18 FUEL 7/16	GENERAL FUND	POLICE DEPARTMENT	22.00
	7/18/25	CAR#18 FUEL 7/17	GENERAL FUND	POLICE DEPARTMENT	30.00
	7/21/25	CAR#18 FUEL 7/18	GENERAL FUND	POLICE DEPARTMENT	35.00
	7/24/25	CAR#18 FUEL 7/23	GENERAL FUND	POLICE DEPARTMENT	47.00
	7/28/25	CAR#18 FUEL 7/26	GENERAL FUND	POLICE DEPARTMENT	46.00
	7/29/25	CAR#18 FUEL 7/28	GENERAL FUND	POLICE DEPARTMENT	55.00
	7/31/25	CAR#18 FUEL 7/30	GENERAL FUND	POLICE DEPARTMENT	33.00
	7/28/25	CAR#17 FUEL 7/25	GENERAL FUND	POLICE DEPARTMENT	48.00
	7/11/25	CAR#26 FUEL 7/10	GENERAL FUND	POLICE DEPARTMENT	41.00
	7/11/25	CAR#5 FUEL 7/10	GENERAL FUND	POLICE DEPARTMENT	43.08
	7/18/25	CAR#26 FUEL 7/17	GENERAL FUND	POLICE DEPARTMENT	33.00
	7/21/25	CAR#26 FUEL 7/18	GENERAL FUND	POLICE DEPARTMENT	43.92
	7/24/25	CAR#26 FUEL 7/23	GENERAL FUND	POLICE DEPARTMENT	33.29
	7/25/25	CAR#26 FUEL 7/25	GENERAL FUND	POLICE DEPARTMENT	39.89
	7/29/25	CAR#26 FUEL 7/28	GENERAL FUND	POLICE DEPARTMENT	38.55
	7/23/25	CAR#16 FUEL 7/22	GENERAL FUND	POLICE DEPARTMENT	60.63
	7/04/25	CAR#9 FUEL 7/03	GENERAL FUND	POLICE DEPARTMENT	43.33
	7/10/25	CAR#9 FUEL 7/10	GENERAL FUND	POLICE DEPARTMENT	45.66
	7/16/25	CAR#9 FUEL 7/15	GENERAL FUND	POLICE DEPARTMENT	40.18
	7/18/25	CAR#9 FUEL 7/17	GENERAL FUND	POLICE DEPARTMENT	43.27
	7/07/25	CAR#4 FUEL 7/06	GENERAL FUND	POLICE DEPARTMENT	73.02
	7/14/25	CAR#4 FUEL 7/13	GENERAL FUND	POLICE DEPARTMENT	65.98
	7/15/25	CAR#4 FUEL 7/14	GENERAL FUND	POLICE DEPARTMENT	54.13
	7/18/25	CAR#4 FUEL 7/17	GENERAL FUND	POLICE DEPARTMENT	45.00
	7/18/25	CAR#25 FUEL 7/17	GENERAL FUND	POLICE DEPARTMENT	45.00
	7/22/25	CAR#4 FUEL 7/21	GENERAL FUND	POLICE DEPARTMENT	63.47
	7/28/25	CAR#25 FUEL 7/27	GENERAL FUND	POLICE DEPARTMENT	47.58
	7/28/25	CAR#4 FUEL 7/27	GENERAL FUND	POLICE DEPARTMENT	55.14
	7/31/25	CAR#6 FUEL 7/30	GENERAL FUND	POLICE DEPARTMENT	77.32
	7/16/25	CAR#1 FUEL 7/15	GENERAL FUND	POLICE DEPARTMENT	70.81
	7/23/25	CAR#1 FUE 7/22	GENERAL FUND	POLICE DEPARTMENT	74.26
	7/15/25	CE TRAX FUEL 7/14	GENERAL FUND	STREETS & HIGHWAYS	24.70
				TOTAL:	2,787.48
SHENTEL BUSINESS	7/01/25	JULY25 PD INTERNET SERV	GENERAL FUND	POLICE DEPARTMENT	1,900.00
	7/24/25	7/22-8/21 PD INTERNET SERV	GENERAL FUND	POLICE DEPARTMENT	1,900.00
				TOTAL:	3,800.00
SHERWIN - WILLIAMS	7/16/25	PAINT ROLLERS/ BRIDGE SKT	CAPITAL RESERVE	CULTURE & RECREATION	9.67
				TOTAL:	9.67
SIRCHIE ACQUISTION COMPANY LLC	7/04/25	EVIDENCE BAGS	GENERAL FUND	POLICE DEPARTMENT	323.46
				TOTAL:	323.46
SOUTHERN STATES INC	7/09/25	PULL STRING FOR CHAINSAW	GENERAL FUND	STREETS & HIGHWAYS	1.18
	7/14/25	WATER SOFTNER SALT	GENERAL FUND	STREETS & HIGHWAYS	169.80
	7/18/25	CHAIN SAW & ACCESORIES	GENERAL FUND	STREETS & HIGHWAYS	476.44
	7/22/25	PITCHFORK	GENERAL FUND	STREETS & HIGHWAYS	49.99
	7/31/25	PITCHFORK	GENERAL FUND	STREETS & HIGHWAYS	47.99
				TOTAL:	745.40
STAPLES ADVANTAGE INC	7/21/25	TR RECEIPT PAPER	GENERAL FUND	TREASURER'S OFFICE	44.16
	7/18/25	BINDER/FOLDER/CREAMER	GENERAL FUND	CITY CLERK'S OFFICE	22.11
	7/16/25	LABEL STICKERS	GENERAL FUND	CITY HALL	37.59
	7/18/25	CH PAPER REAM X3	GENERAL FUND	CITY HALL	127.47
	7/18/25	COPY PAPER BALANCE	GENERAL FUND	CITY HALL	15.56

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/18/25	BINDER/FOLDER/CREAMER	GENERAL FUND	CITY HALL	45.71
	7/28/25	CH FLDR LBL/FOLDER/AIR FRE	GENERAL FUND	CITY HALL	37.59
	7/28/25	CH FLDR LBL/FOLDER/AIR FRE	GENERAL FUND	CITY HALL	25.73
	7/28/25	CH FLDR LBL/FOLDER/AIR FRE	GENERAL FUND	CITY HALL	7.69
				TOTAL:	363.61
TECHSTAR MECHANICAL SERVICES LLC	7/15/25	CH NEW AC SYST	CAPITAL RESERVE	STREETS & TRANSPORTATI	9,270.00
				TOTAL:	9,270.00
THE CARRIAGE INN	7/02/25	CM CANDIDATE HOTEL 7/30-31	GENERAL FUND	CITY MANAGER'S OFFICE	1,356.00
	7/18/25	REFUND CM CANDIDATES HOTEL	GENERAL FUND	CITY MANAGER'S OFFICE	360.00-
				TOTAL:	996.00
TOWN MART CITGO	7/21/25	LEADERSHP WV FUEL 7/18	GENERAL FUND	ECONOMIC DEVELOPMENT	21.64
	7/02/25	CAR#2 FUEL 06/30	GENERAL FUND	POLICE DEPARTMENT	44.01
	7/02/25	CAR#12 FUEL 6/29	GENERAL FUND	POLICE DEPARTMENT	56.30
	7/17/25	CAR#2 FUEL 7/15	GENERAL FUND	POLICE DEPARTMENT	41.56
	7/30/25	CAR#2 FUEL 7/28	GENERAL FUND	POLICE DEPARTMENT	43.05
	7/15/25	CAR# 19 fUEL 7/12	GENERAL FUND	POLICE DEPARTMENT	46.47
	7/22/25	CAR# 17 FUEL 7/20	GENERAL FUND	POLICE DEPARTMENT	17.70
	7/28/25	CAR# 11 fUEL 7/24	GENERAL FUND	POLICE DEPARTMENT	35.45
	7/28/25	CAR# 11 fUEL 7/25	GENERAL FUND	POLICE DEPARTMENT	37.00
	7/29/25	CAR# 11 fUEL 7/27	GENERAL FUND	POLICE DEPARTMENT	32.00
	7/02/25	CAR# 12 FUEL 7/1	GENERAL FUND	POLICE DEPARTMENT	50.59
	7/03/25	CAR# 12 FUEL 7/2	GENERAL FUND	POLICE DEPARTMENT	58.77
	7/08/25	CAR# 12 FUEL 7/7	GENERAL FUND	POLICE DEPARTMENT	72.38
	7/10/25	CAR# 12 FUEL 7/9	GENERAL FUND	POLICE DEPARTMENT	56.09
	7/14/25	CAR# 12 FUEL 7/10	GENERAL FUND	POLICE DEPARTMENT	48.15
	7/17/25	CAR# 12 FUEL 7/14	GENERAL FUND	POLICE DEPARTMENT	53.80
	7/17/25	CAR# 12 FUEL 7/15	GENERAL FUND	POLICE DEPARTMENT	51.87
	7/21/25	CAR# 12 FUEL 7/17	GENERAL FUND	POLICE DEPARTMENT	46.98
	7/23/25	CAR# 12 FUEL 7/21	GENERAL FUND	POLICE DEPARTMENT	57.95
	7/25/25	CAR# 12 FUEL 7/23	GENERAL FUND	POLICE DEPARTMENT	50.50
	7/09/25	SCAG FUEL 7/7	GENERAL FUND	STREETS & HIGHWAYS	26.20
	7/28/25	SCAG FUEL 7/25	GENERAL FUND	STREETS & HIGHWAYS	28.06
	7/02/25	STAUBS TRUCK FUEL 6/30	GENERAL FUND	STREETS & HIGHWAYS	41.10
	7/07/25	STAUBS TRUCK FUEL 7/4	GENERAL FUND	STREETS & HIGHWAYS	36.35
	7/10/25	STAUBS TRUCK FUEL 7/9	GENERAL FUND	STREETS & HIGHWAYS	45.63
	7/18/25	STAUBS TRUCK FUEL 7/16	GENERAL FUND	STREETS & HIGHWAYS	48.79
	7/25/25	STAUBS TRUCK FUEL 7/23	GENERAL FUND	STREETS & HIGHWAYS	52.40
				TOTAL:	1,200.79
TRACTOR SUPPLY	7/09/25	LIQUID NAILS/ GLEN EDWARDS	PARKS & REC	PARKS & REC	5.99
				TOTAL:	5.99
TRANSUNION	7/03/25	JUNE25 INVESTGTN SUB	GENERAL FUND	POLICE DEPARTMENT	100.00
				TOTAL:	100.00
TROPHIES R US, INC.	7/31/25	CAR SHOW TROPHIES	GENERAL FUND	FAIR ASSOC/FESTIVAL	3,677.45
				TOTAL:	3,677.45
US POSTAL SERVICE	7/16/25	CM 112 PARK ST	GENERAL FUND	ENFORCEMENT AGENCY	10.77
	7/25/25	CM 621 MORDINGTON	GENERAL FUND	ENFORCEMENT AGENCY	10.77
	7/25/25	CM 517 W WASHINGTON ST	GENERAL FUND	ENFORCEMENT AGENCY	10.77
	7/28/25	CM 312 W LIBERTY ST	GENERAL FUND	ENFORCEMENT AGENCY	10.77
				TOTAL:	43.08

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
VERIZON WIRELESS	7/14/25	JUNE 25 BI HOT SPOT	GENERAL FUND	BUILDING INSPECTION	20.02
				TOTAL:	20.02
WALMART INC	7/28/25	CAR FRESHNER	GENERAL FUND	POLICE DEPARTMENT	59.40
	7/28/25	CAR FRESHNER	GENERAL FUND	POLICE DEPARTMENT	15.97
	7/31/25	CANDY/ NTL NIGHT OUT	GENERAL FUND	POLICE DEPARTMENT	28.86
	7/10/25	MD COFFEE	GENERAL FUND	STREETS & HIGHWAYS	27.60
				TOTAL:	131.83
WASTE MANAGEMENT INC	7/01/25	JULY 25 MD WASTE SERV	GENERAL FUND	STREETS & HIGHWAYS	320.94
	7/25/25	AUG25 MD TRASH SERV	GENERAL FUND	STREETS & HIGHWAYS	320.94
				TOTAL:	641.88
WV MUNICIPAL LEAGUE	7/09/25	B.TRAINOR MAGISTRATE TRAIN	GENERAL FUND	POLICE JUDGE'S OFFICE	225.00
				TOTAL:	225.00
ZOOM.US	7/07/25	JULY25 MEETING SUBSCRPTN	GENERAL FUND	ECONOMIC DEVELOPMENT	52.43
				TOTAL:	52.43

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

001	GENERAL FUND	40,871.24
200	CAPITAL RESERVE	9,513.24
207	PARKS & REC	1,763.83
	GRAND TOTAL:	52,148.31

TOTAL PAGES: 8

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: 8/05/2025 THRU 8/14/2025

PAYROLL SELECTION

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

PRINT OPTIONS

PRINT DATE: Item 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
BENCHMARK PROFESSIONAL SEMINARS, INC.	8/15/25	PD RCRDS MNGMT FOR ADMIN	GENERAL FUND	POLICE DEPARTMENT	200.00
				TOTAL:	200.00
BOLAND TRANE SERVICES INC	8/15/25	AUGUST25 PD HVAC SERV	GENERAL FUND	POLICE DEPARTMENT	457.00
	8/15/25	PD HVAC REPAIR 7/21	GENERAL FUND	STREETS & HIGHWAYS	3,944.93
				TOTAL:	4,401.93
BRITTNI CONSTANS	8/15/25	FACE PAINTER/ PD EVENT	GENERAL FUND	POLICE DEPARTMENT	225.00
				TOTAL:	225.00
CENTRAL ELEVATOR INSPECTION SERVICES,	8/15/25	CH ELEV ANNUAL TEST	GENERAL FUND	CITY HALL	180.00
				TOTAL:	180.00
COMCAST CORPORATION	8/15/25	AUGUST 25 TV SERV	GENERAL FUND	POLICE DEPARTMENT	10.46
				TOTAL:	10.46
COURTNEY KNILL	8/15/25	KNILL MAGISTRATE TRNG TRV	GENERAL FUND	POLICE JUDGE'S OFFICE	18.12
				TOTAL:	18.12
FIRST-CITIZENS BANK & TRUST CO	8/15/25	AUGUST25 3RD FL COPIER	GENERAL FUND	CITY HALL	110.00
	8/15/25	AUGUST25 3RD FL COPIER	GENERAL FUND	CITY HALL	7.70
				TOTAL:	117.70
FRONTIER, INC.	8/15/25	AUGUST25 RH FIRE ALARMS	GENERAL FUND	CITY HALL	195.57
	8/15/25	AUGUST25 CWH ALARM 1	GENERAL FUND	CITY HALL	70.95
	8/15/25	AUG25 RH ELEVATOR	GENERAL FUND	CITY HALL	63.38
				TOTAL:	329.90
H&H PATIO	8/15/25	WAIVER RFND ACT 1774	GENERAL FUND	TREASURER'S OFFICE	1,000.00
				TOTAL:	1,000.00
HDL COMPANIES INC	8/15/25	JULY25 B&O COLL SERV	GENERAL FUND	TREASURER'S OFFICE	7,717.73
				TOTAL:	7,717.73
IKEY	8/15/25	CAR#7 & CAR#14 KEYBOARDS	GENERAL FUND	POLICE DEPARTMENT	816.00
				TOTAL:	816.00
JAMES NEWMAN	8/15/25	FUEL 08/04	GENERAL FUND	STREETS & HIGHWAYS	45.58
				TOTAL:	45.58
JEFFERSON COUNTY CONVENTION & VISITOR'	8/15/25	JUKLY 25 HOTEL/MOTEL COLL	GENERAL FUND	VISITORS CENTER	6,738.82
				TOTAL:	6,738.82
JOHNSON & JOHNSON HEATING & AIR	8/15/25	OVPMT B&O JOBS OUTSD CT	GENERAL FUND	TREASURER'S OFFICE	2,207.24
				TOTAL:	2,207.24
K&F CONSTRUCTION INC	8/15/25	REIMBSMT BL FEE PD TWICE	GENERAL FUND	TREASURER'S OFFICE	15.00
				TOTAL:	15.00
KONICA MINOLTA BUSINESS SOLUTIONS INC	8/15/25	AUGUST25 CH&PD WEBEX SERV	GENERAL FUND	CITY HALL	387.46
	8/15/25	AUGUST25 CH&PD WEBEX SERV	GENERAL FUND	POLICE DEPARTMENT	505.21
				TOTAL:	892.67
MARYLAND SURGICAL CARE	8/15/25	WAIVER RFND ACT 1181	GENERAL FUND	TREASURER'S OFFICE	450.00
				TOTAL:	450.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MELISSA SEGURA	8/15/25	TRANS SERV 8/12 SOLIZ-CON	GENERAL FUND	POLICE DEPARTMENT	75.00
				TOTAL:	75.00
MILLENIUM INSURANCE GROUP INC	8/15/25	SEPT 25 INS BROKER RETAIN	GENERAL FUND	CITY HALL	1,800.00
				TOTAL:	1,800.00
MOTOROLA SOLUTIONS, INC.	8/15/25	SPILLMAN FY26 LIC	GENERAL FUND	POLICE DEPARTMENT	12,198.51
				TOTAL:	12,198.51
MOUNTAINEER KITCHENS & BATHS	8/15/25	OVPMNT B&O JOB OUTSD CT	GENERAL FUND	TREASURER'S OFFICE	1,651.36
				TOTAL:	1,651.36
NVA	8/15/25	MAY25 VISION INS CONT	GENERAL FUND	NON-DEPARTMENTAL	175.60
	8/15/25	AUGUST 25 VISION INS CONT	GENERAL FUND	NON-DEPARTMENTAL	162.23
	8/15/25	MAY25 VISION INS CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	7.97
	8/15/25	AUGUST 25 VISION INS CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	7.97
	8/15/25	MAY25 VISION INS CONT	GENERAL FUND	CITY MANAGER'S OFFICE	7.97
	8/15/25	AUGUST 25 VISION INS CONT	GENERAL FUND	CITY MANAGER'S OFFICE	7.97
	8/15/25	MAY25 VISION INS CONT	GENERAL FUND	TREASURER'S OFFICE	31.88
	8/15/25	AUGUST 25 VISION INS CONT	GENERAL FUND	TREASURER'S OFFICE	31.88
	8/15/25	MAY25 VISION INS CONT	GENERAL FUND	CITY CLERK'S OFFICE	7.97
	8/15/25	AUGUST 25 VISION INS CONT	GENERAL FUND	CITY CLERK'S OFFICE	7.97
	8/15/25	MAY25 VISION INS CONT	GENERAL FUND	CITY ATTORNEY	7.97
	8/15/25	AUGUST 25 VISION INS CONT	GENERAL FUND	CITY ATTORNEY	7.97
	8/15/25	MAY25 VISION INS CONT	GENERAL FUND	ENFORCEMENT AGENCY	7.97
	8/15/25	AUGUST 25 VISION INS CONT	GENERAL FUND	ENFORCEMENT AGENCY	7.97
	8/15/25	MAY25 VISION INS CONT	GENERAL FUND	BUILDING INSPECTION	7.97
	8/15/25	AUGUST 25 VISION INS CONT	GENERAL FUND	BUILDING INSPECTION	7.97
	8/15/25	MAY25 VISION INS CONT	GENERAL FUND	PLANNING & ZONING	23.91
	8/15/25	AUGUST 25 VISION INS CONT	GENERAL FUND	PLANNING & ZONING	23.91
	8/15/25	MAY25 VISION INS CONT	GENERAL FUND	CITY HALL	7.97
	8/15/25	AUGUST 25 VISION INS CONT	GENERAL FUND	CITY HALL	7.97
	8/15/25	MAY25 VISION INS CONT	GENERAL FUND	POLICE DEPARTMENT	159.40
	8/15/25	AUGUST 25 VISION INS CONT	GENERAL FUND	POLICE DEPARTMENT	167.37
	8/15/25	MAY25 VISION INS CONT	GENERAL FUND	STREETS & HIGHWAYS	15.94
	8/15/25	AUGUST 25 VISION INS CONT	GENERAL FUND	STREETS & HIGHWAYS	15.94
				TOTAL:	919.64
ORACLE ELEVATOR HOLDCO INC. DEPT# 9901	8/15/25	CWH ELEVATOR MAINT FEE	GENERAL FUND	CITY HALL	957.30
				TOTAL:	957.30
PAUL MANTELLO	8/15/25	REIMBRSMT FLIGHT COST	GENERAL FUND	CITY MANAGER'S OFFICE	886.14
				TOTAL:	886.14
PEIA	8/05/25	JULY25 INS CONT	GENERAL FUND	NON-DEPARTMENTAL	5,901.03
	8/05/25	JULY25 RHBT CONT	GENERAL FUND	NON-DEPARTMENTAL	115.70
	8/05/25	JULY25 RHBT CONT	GENERAL FUND	NON-DEPARTMENTAL	54.00
	8/05/25	JULY25 INS CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	704.08
	8/05/25	JULY25 RHBT CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	10.20
	8/05/25	JULY25 INS CONT	GENERAL FUND	CITY MANAGER'S OFFICE	3.96
	8/05/25	JULY25 INS CONT	GENERAL FUND	TREASURER'S OFFICE	2,666.72
	8/05/25	JULY25 RHBT CONT	GENERAL FUND	TREASURER'S OFFICE	30.60
	8/05/25	JULY25 INS CONT	GENERAL FUND	CITY CLERK'S OFFICE	1,512.43
	8/05/25	JULY25 RHBT CONT	GENERAL FUND	CITY CLERK'S OFFICE	10.20
	8/05/25	JULY25 INS CONT	GENERAL FUND	CITY ATTORNEY	1.98
	8/05/25	JULY25 INS CONT	GENERAL FUND	ENFORCEMENT AGENCY	704.08

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	8/05/25	JULY25 RHBT CONT	GENERAL FUND	ENFORCEMENT AGENCY	10.20
	8/05/25	JULY25 INS CONT	GENERAL FUND	BUILDING INSPECTION	1.98
	8/05/25	JULY25 INS CONT	GENERAL FUND	PLANNING & ZONING	2,218.49
	8/05/25	JULY25 RHBT CONT	GENERAL FUND	PLANNING & ZONING	20.40
	8/05/25	JULY25 INS CONT	GENERAL FUND	CITY HALL	1,512.43
	8/05/25	JULY25 RHBT CONT	GENERAL FUND	CITY HALL	10.20
	8/05/25	JULY25 INS CONT	GENERAL FUND	PARKING	1.98
	8/05/25	JULY25 INS CONT	GENERAL FUND	POLICE DEPARTMENT	19,944.33
	8/05/25	JULY25 RHBT CONT	GENERAL FUND	POLICE DEPARTMENT	193.80
	8/05/25	JULY25 INS CONT	GENERAL FUND	STREETS & HIGHWAYS	2,157.57
	8/05/25	JULY25 RHBT CONT	GENERAL FUND	STREETS & HIGHWAYS	20.40
				TOTAL:	37,806.76
PITNEY BOWES INC	8/15/25	JULY25 POSTAGE	GENERAL FUND	CITY HALL	354.96
				TOTAL:	354.96
POTOMAC EDISON COMPANY, INC.	8/04/25	PD& CTUB JULY25 ELEC SERV	GENERAL FUND	NON-DEPARTMENTAL	971.42
	8/06/25	JULY 25 CWH ELEC SERV	GENERAL FUND	CITY HALL	1,457.12
	8/06/25	JULY 25 CWH OFF ELEC SERV	GENERAL FUND	CITY HALL	268.34
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	CITY HALL	242.11
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	CITY HALL	155.97
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	CITY HALL	248.34
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	CITY HALL	299.44
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	CITY HALL	124.79
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	CITY HALL	436.39
	8/04/25	PD& CTUB JULY25 ELEC SERV	GENERAL FUND	POLICE DEPARTMENT	2,914.24
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	199.24
	8/04/25	JULY25 CROSSWINDS ELEC SE	GENERAL FUND	INVALID DEPARTMENT	177.41
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	INVALID DEPARTMENT	3,396.05
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	INVALID DEPARTMENT	107.61
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	INVALID DEPARTMENT	4,837.76
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	INVALID DEPARTMENT	166.67
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	INVALID DEPARTMENT	41.74
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	INVALID DEPARTMENT	198.31
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	INVALID DEPARTMENT	176.68
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	INVALID DEPARTMENT	42.63
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	INVALID DEPARTMENT	27.77
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	INVALID DEPARTMENT	177.68
	8/13/25	JULY25 CH/MD/PK ELEC SERV	GENERAL FUND	INVALID DEPARTMENT	663.70
				TOTAL:	17,331.41
R. MICHAEL SHEPP	8/15/25	PERRY LAND SURVEY COMPLET	GENERAL FUND	PLANNING & ZONING	4,000.00
				TOTAL:	4,000.00
ROBERT TRAINOR	8/15/25	TRAINOR TRAINING TRVL EXP	GENERAL FUND	POLICE JUDGE'S OFFICE	245.00
				TOTAL:	245.00
S&K ENTERPRISES, LLC	8/15/25	7/16 STORM TREE CLEAN UP	GENERAL FUND	STREETS & HIGHWAYS	1,200.00
				TOTAL:	1,200.00
SOUTH CENTRAL PLANNING & DEVELOPMENT C	8/15/25	JULY25 PERMIT SOFTWARE	GENERAL FUND	PLANNING & ZONING	730.00
				TOTAL:	730.00
SUN LIFE	8/15/25	SEPT 25 DENTAL INS	GENERAL FUND	NON-DEPARTMENTAL	723.65
	8/15/25	SEPT 25 DENTAL INS	GENERAL FUND	ECONOMIC DEVELOPMENT	84.07
	8/15/25	SEPT 25 DENTAL INS	GENERAL FUND	CITY MANAGER'S OFFICE	160.75

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	8/15/25	SEPT 25 DENTAL INS	GENERAL FUND	TREASURER'S OFFICE	290.39
	8/15/25	SEPT 25 DENTAL INS	GENERAL FUND	CITY CLERK'S OFFICE	77.07
	8/15/25	SEPT 25 DENTAL INS	GENERAL FUND	CITY ATTORNEY	117.37
	8/15/25	SEPT 25 DENTAL INS	GENERAL FUND	ENFORCEMENT AGENCY	61.53
	8/15/25	SEPT 25 DENTAL INS	GENERAL FUND	BUILDING INSPECTION	94.96
	8/15/25	SEPT 25 DENTAL INS	GENERAL FUND	PLANNING & ZONING	271.98
	8/15/25	SEPT 25 DENTAL INS	GENERAL FUND	CITY HALL	101.98
	8/15/25	SEPT 25 DENTAL INS	GENERAL FUND	PARKING	34.04
	8/15/25	SEPT 25 DENTAL INS	GENERAL FUND	POLICE DEPARTMENT	1,724.23
	8/15/25	SEPT 25 DENTAL INS	GENERAL FUND	STREETS & HIGHWAYS	243.85
				TOTAL:	3,985.87
SUSTAINABLE STRATEGIES DC	8/15/25	JULY25 GRANT RETAINER	GENERAL FUND	CITY HALL	5,000.00
				TOTAL:	5,000.00
LYLE C TABB & SONS, INC.	8/15/25	JULY25 BOX RENTAL	GENERAL FUND	STREETS & HIGHWAYS	2,925.00
	8/15/25	7/17 STORM CLEANUP	GENERAL FUND	STREETS & HIGHWAYS	4,300.00
				TOTAL:	7,225.00
TEK ADVISORS	8/15/25	JULY25 TECH SERV	GENERAL FUND	CITY HALL	9,471.36
				TOTAL:	9,471.36
TRAVELERS	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	NON-DEPARTMENTAL	819.96
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	NON-DEPARTMENTAL	375.94
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	NON-DEPARTMENTAL	1,513.17
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	NON-DEPARTMENTAL	1,537.49
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	ECONOMIC DEVELOPMENT	854.13
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	ECONOMIC DEVELOPMENT	391.61
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	ECONOMIC DEVELOPMENT	1,576.22
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	ECONOMIC DEVELOPMENT	1,601.55
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	MAYOR'S OFFICE	170.83
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	MAYOR'S OFFICE	78.32
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	MAYOR'S OFFICE	315.24
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	MAYOR'S OFFICE	320.31
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	CITY COUNCIL	546.64
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	CITY COUNCIL	250.63
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	CITY COUNCIL	1,008.78
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	CITY COUNCIL	1,024.99
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	CITY MANAGER'S OFFICE	1,194.25
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	CITY MANAGER'S OFFICE	2,604.74
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	CITY MANAGER'S OFFICE	4,806.84
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	CITY MANAGER'S OFFICE	4,884.09
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	TREASURER'S OFFICE	2,962.79
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	TREASURER'S OFFICE	1,358.41
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	TREASURER'S OFFICE	5,467.59
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	TREASURER'S OFFICE	5,555.46
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	CITY CLERK'S OFFICE	789.55
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	CITY CLERK'S OFFICE	362.00
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	CITY CLERK'S OFFICE	1,457.06
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	CITY CLERK'S OFFICE	1,480.47
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	POLICE JUDGE'S OFFICE	437.31
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	POLICE JUDGE'S OFFICE	200.50
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	POLICE JUDGE'S OFFICE	807.02
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	POLICE JUDGE'S OFFICE	819.99
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	ENFORCEMENT AGENCY	666.29
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	ENFORCEMENT AGENCY	305.49

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	ENFORCEMENT AGENCY	1,229.58
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	ENFORCEMENT AGENCY	1,249.34
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	BUILDING INSPECTION	1,008.55
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	BUILDING INSPECTION	462.41
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	BUILDING INSPECTION	1,861.20
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	BUILDING INSPECTION	1,891.11
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	PLANNING & ZONING	2,869.86
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	PLANNING & ZONING	1,315.81
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	PLANNING & ZONING	5,296.09
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	PLANNING & ZONING	5,381.22
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	CITY HALL	1,317.40
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	CITY HALL	604.02
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	CITY HALL	2,431.16
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	CITY HALL	2,470.23
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	PARKING	493.34
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	PARKING	226.19
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	PARKING	910.42
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	PARKING	925.06
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	POLICE DEPARTMENT	18,824.68
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	POLICE DEPARTMENT	8,630.96
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	POLICE DEPARTMENT	34,739.43
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	POLICE DEPARTMENT	35,297.81
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	POLICE-SPECIAL DUTY	334.82
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	POLICE-SPECIAL DUTY	153.51
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	POLICE-SPECIAL DUTY	617.88
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	POLICE-SPECIAL DUTY	627.81
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	STREETS & HIGHWAYS	3,195.11
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	STREETS & HIGHWAYS	1,464.93
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	STREETS & HIGHWAYS	5,896.32
	8/15/25	FY26 COM/UMBRELLA/PRO LIA	GENERAL FUND	STREETS & HIGHWAYS	5,991.09
				TOTAL:	196,263.00
UNITED WAY OF THE EASTERN PANHANDLE, I	8/15/25	JULY25 TEEN COURT FEES	GENERAL FUND	NON-DEPARTMENTAL	445.00
				TOTAL:	445.00
US BANK	8/05/25	JULY25 AP PCARD PAYMNT	GENERAL FUND	NON-DEPARTMENTAL	31,706.36
	8/07/25	JULY25 FLEET PCARD PMT	GENERAL FUND	NON-DEPARTMENTAL	6,616.14
	8/14/25	JULY25 CH/PD PCARD PMNT	GENERAL FUND	NON-DEPARTMENTAL	13,825.81
				TOTAL:	52,148.31
WINCHESTER EQUIPMENT CO, INC.	8/15/25	COUPLER FOR BOBCAT	GENERAL FUND	STREETS & HIGHWAYS	62.56
				TOTAL:	62.56
WINCHESTER PSYCHOLOGICAL ASSESSMENT LL	8/15/25	PSYCH EVAL KAPADIA	GENERAL FUND	POLICE DEPARTMENT	475.00
	8/15/25	PSYCH EVAL WILBERGER	GENERAL FUND	POLICE DEPARTMENT	475.00
				TOTAL:	950.00
WIRELESS NETWORKS GROUP INC	8/15/25	JULY25 SHENTEL PLAN REVIE	GENERAL FUND	PLANNING & ZONING	62.50
				TOTAL:	62.50
WV STATE TREASURER'S OFFICE	8/04/25	JULY25 MUNICIPAL CRT FEE	GENERAL FUND	NON-DEPARTMENTAL	4,689.47
				TOTAL:	4,689.47

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

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

001	GENERAL FUND	385,825.30
	GRAND TOTAL:	385,825.30

TOTAL PAGES: 6

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: 8/04/2025 THRU 8/15/2025

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	8/15/25	JULY25 E RUN MOWING SERV	PARKS & REC	PARKS & REC		960.00	
	8/15/25	JULY25 HR MOWING SERV	PARKS & REC	PARKS & REC		920.00	
	8/15/25	JULY25 C HILL MOWINNG SER	PARKS & REC	PARKS & REC		940.00	
	8/15/25	JULY25 JMP MOWING SERV	PARKS & REC	PARKS & REC		1,580.00	
	8/15/25	JULY25 W KNLLS PRK MOWING	PARKS & REC	PARKS & REC		1,180.00	
					TOTAL:	5,580.00	
CHET HINES	8/01/25	HR MOWER FUEL 7/18	PARKS & REC	PARKS & REC		11.29	
					TOTAL:	11.29	On 08/04 Council Report
JOHN DEERE FINANCIAL	8/15/25	HR BRUSH KILLER	PARKS & REC	PARKS & REC		51.98	
					TOTAL:	51.98	
KABLE EXCAVATING, LLC	8/01/25	SKT PK TRAIL STONE	PARKS & REC	PARKS & REC		773.55	
					TOTAL:	773.55	On 08/04 Council Report
POTOMAC EDISON COMPANY, INC	7/25/25	JULY 25 JMP ELEC SERV	PARKS & REC	PARKS & REC		229.33	
	8/04/25	JULY25 JMP ELEC SERV	PARKS & REC	PARKS & REC		11.91	
					TOTAL:	241.24	

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

207	PARKS & REC	6,658.06
	GRAND TOTAL:	6,658.06

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 03-CT BOARD OF P&R
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PARK1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 7/25/2025 THRU 8/15/2025

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: 08/18/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-907: Rouss Hall HVAC Estimate and Capital Budget Revision Table Drop

ATTACHMENTS:

- Rouss Hall HVAC Estimate.pdf
- Capital Budget 2nd Revision1.pdf

ESTIMATE	#657
ESTIMATE DATE	Aug 3, 2025
TOTAL	$13,800.00

Techstar Mechanical Services

Jim Wysong
101 W Washington St
Charles Town, WV 25414

(304) 279-8301
jwysong@charlestownwv.us

SERVICE ADDRESS

108 N George St.
Charles Town, WV 25414

CONTACT US

308 W Congress St
Charles Town, WV 25414

(304) 535-8572
techstar8572@gmail.com

ESTIMATE

Services	qty	unit price	amount
HVAC REPLACEMENT QUOTE SITE ADDRESS: 108 N GEORGE STREET CHARLES TOWN WV 25414	1.0	$13,800.00	$13,800.00

THE FOLLOWING QUOTE INCLUDES ALL EQUIPMENT AND MATERIALS NEEDED TO INSTALL YOUR NEW HVAC SYSTEM

EQUIPMENT: HEIL 15 SEER 5 TON HEAT PUMP WITH 5 SPEED 5 TON AIR HANDLER AND 10 KW HEAT KIT

- HEAT PUMP MODEL # N5H5S60
- AIR HANDLER MODEL # FHMA5X60
- HEAT KIT MODEL # EHC10BKB

INCLUDED WITH INSTALLATION

- 2018 CODE COMPLIANCE
- WORKMANSHIP GUARANTEE
- QUALITY GUARANTEE
- PROVIDE EQUIPMENT AS LISTED ABOVE
- PROVIDE DUCT FITTINGS AS NEEDED TO ADAPT NEW AIR HANDLER TO EXISTING DUCT SYSTEM
- PROVIDE DRAIN PAN WITH 24V WATER SAFETY AND UNIT FEET AT INDOOR UNIT
- PROVIDE DRAIN SYSTEM CLEAN OUT AND P-TRAP
- PROVIDE CONDENSATION PUMP
- PROVIDE FILTER AT INDOOR UNIT
- PROVIDE DISCONNECT & ELECTRICAL WHIP FOR HEAT PUMP
- PROVIDE PAD AND RISERS FOR HEAT PUMP
- PROVIDE HONEYWELL PROGRAMMABLE THERMOSTAT
- PRESSURE TEST, VACUUM AND CHARGE THE REFRIGERATION SYSTEM WITH R454 REFRIGERANT
- REMOVAL OF OLD EQUIPMENT & TRASH
- CHECK OF ALL OPERATIONS
- LABOR

HVAC EQUIPMENT WARRANTY PROVIDED WITH INSTALLATION

- 10 YEARS PARTS WARRANTY
- 3 YEAR LABOR WARRANTY

DURATION 1 DAY 7-3:30
INSTALL DATE TBD

PLEASE PAY IN FULL AT COMPLETION

Services subtotal: $13,800.00

Subtotal	$13,800.00
Tax (WV City Tax 7%)	$0.00
Total	**$13,800.00**

Thank you for choosing TechStar Mechanical Services.

the city of Charles Town, WV

FY 2026 Capital Reserve Budget

Revision #2

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 NOTES
CAPITAL BUDGET REVENUES								
Capital Reserve Carryover		$ 5,550,704	$ 3,002,355		$ 8,553,059	Carryover balance from FY2025 Capital Reserve (This is carryover for unfinished projects noted in red. Carryover will be adjusted in the 1st Revision in July 2025.)	Adjust carry over amount to actual balanace as of June 30 2025	
36800 Contributions from GF			$ 427,386		$ 427,386	Contributions from GF (Determined in July 2025 1st Revision)		
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000			$ 810,000	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.		
33000 Developer Fees		$ 150,000			$ 150,000	Developer Proffer fees.		
38000 Interest on Bank Accounts & Other Sources		$ 80,000			$ 80,000			
TOTAL REVENUES	**$ -**	**$ 6,590,704**	**$ 3,429,741**	**$ -**	**$ 10,020,445**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 NOTES
CAPITAL BUDGET EXPENSES								
975 GENERAL GOVERNMENT								
Information Technology								
City Hall WIFI Replacements - 975-59 General Government Capital Outlay		$ 10,000			$ 10,000			
Computer Replacement - 975-59 General Government Capital Outlay Technology		$ 15,000			$ 15,000	Computer replacement program for all General Government departments. (5 replacements are planned.)		
CW Hall WIFI Installation - 975-59 General Government Capital Outlay		$ 15,000			$ 15,000			
Tyler Tech Version 10 Software - 975-59 General Government Capital Outlay Technology		$ 71,000			$ 71,000	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and enhance Incode. Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement. ($71,000 carried over from FY25.)		
TOTAL INFORMATION TECHNOLOGY	**$ -**	**$ 111,000**	**$ -**	**$ -**	**$ 111,000**			
Other - General Government								
Drone - 975-15 General Government Capital Outlay Equipment			10,000		$ 10,000		Supports advertising, event coverage, photography, structural inspections, damage assessment, police search and rescue, hostile environment response, and fire and disaster management.	
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay		$ 140,000			$ 140,000	$140,000 carried over from FY25.		
Salary Study - 975-23 General Government Professional Services			$ 30,000		$ 30,000		Investing in initiatives to track and retain talent. Improving performance, and reducing long-term costs associated with turnover. To ensure we can identify high-performing individuals, support growth, and build a workforce committed to long-term success.	
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services		$ 246,000			$ 246,000	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000. ($146,000 carried over from FY25 & $100,000 encimbered in FY25.)		
TOTAL OTHER - GENERAL GOVERNMENT	**$ -**	**$ 386,000**	**$ 40,000**	**$ -**	**$ 426,000**			
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 497,000**	**$ 40,000**	**$ -**	**$ 537,000**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 NOTES
976 PUBLIC SAFETY								
Equipment								
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment		$ 18,500	$ -		$ 18,500	4 - APX N50 Portable Radios (3 Admin Staff & 1 spare)		
Speed Alert 24 Radar Trailer - 976-60 Public Safety Capital Outlay Equipment			$ 21,000		$ 21,000		The current trailer is outdated. The new equipment allows the PD to remotely monitor vehicle speeds and provides the ability to electronically notify residents of road closures and broadcast community event information. This enhanced functionality ensures more effective communication and public safety outreach.	
TOTAL EQUIPMENT		**$ 18,500**	**$ 21,000**	**$ -**	**$ 39,500**			
Information Technology								
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 52,000			$ 52,000	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)		
Cell Phone Forensic Downloading Equipment - 975-60 General Government Capital Outlay Technology PD		$ 27,000			$ 27,000	Possible grant funding.		
Cradle Point WIFI Mobile Routers - 975-60 General Government Capital Outlay Technology Police Dept.		$ 18,500			$ 18,500	9 Routers at $14,400 and $4100 installation labor.		
TOTAL INFORMATION TECHNOLOGY		**$ 97,500**	**$ -**	**$ -**	**$ 97,500**			
Vehicles								
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 118,000			$ 118,000	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.		
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles		$ 12,000			$ 12,000	This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant.		
Police Cars - 976-59 Public Safety Capital Outlay Vehicles			$ 60,000		$ 60,000		Replace vehicle due to fire loss	
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles			$ 45,000		$ 45,000		Replacement Vehicle uplift cost due to fire loss	
TOTAL VEHICLES	**$ -**	**$ 130,000**	**$ 105,000**	**$ -**	**$ 235,000**			
Parking								
Parking Meters - 976-62 Public Safety		$ 16,000			$ 16,000	10 - Model 90 Duplex Meter Housings at $6100; 15 -Model 90 Single Meter Housings at $4900; POM Parking Meter assembly at $5000.		
TOTAL PARKING	**$ -**	**$ 16,000**	**$ -**	**$ -**	**$ 16,000**			
TOTAL PUBLIC SAFETY	**$ -**	**$ 262,000**	**$ 126,000**	**$ -**	**$ 388,000**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 NOTES
977 STREETS & TRANSPORTATION								
Buildings								
Charles Washington Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			22,500		$ 22,500		This is a small section of the rooftop that contains 4 rooftop AC units. This area has failed sealant and degraded membranes. It will be replaced with a 2 Ply-Cold System which has a usefull life of 30 years.	
Charles Washington Hall - Paint Interior - 977-57 Streets & Transportation Capital Outlay Buildings			8,000		$ 8,000		Repainting of stairway walls, stage face, upper balcony ledge, and doors and trim.	
Charles Washington Hall - Refinish Floor - 977-57 Streets & Transportation Capital Outlay Buildings			10,000		$ 10,000		Replacement of ballroom floor, steps, elevator ramp and bathroom landing.	
Charles Washington Hall - Replace Blinds - 977-57 Streets & Transportation Capital Outlay Buildings			20,000		$ 20,000		Replacement of ballroom blinds.	
City Hall - replace rooftop AC units - 977-57 Streets & Transportation Capital Outlay Buildings		$ 25,000	$ 30,000		$ 55,000	$25,000 carried over from FY25.	Replacement of 2 City Hall rooftop AC units	
City Hall - interior repair/maintenance - 977-57 Streets & Transportation Capital Outlay Buildings		$ 55,000	$ 50,000		$ 105,000	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)	Additional funds needed for engineering costs, asbestos removal, ceiling tiles, and relocation of 1st floor wall.	
City Hall - water damage repair - 977-57 Steets & Transprotation Capital Outlay Buildings			$ 25,000		$ 25,000		2nd Floor water damage repair, including brick repointing, asbestos removal, and interior renovation.	
Maintenance Equipment Building - 977-57 Streets & Transportation Capital Outlay Buildings		$ 150,000			$ 150,000	Current building is maxed out on space. ($150,000 carried over from FY25.)		
Maintenance Yard Study & Engineering - 977-57 Streets & Transportation Capital Outlay Buildings		$ 80,000	$ 170,000		$ 250,000	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going. (80,000 carried over from FY25.)	Council requests that a study be conducted for the best location of the Maintenance Yard along with associated engineering.	
Rouss Hall - 1st Floor HVAC Unit - 977-57 Streets & Transportation Capital Outlay Buildings				$ 14,000	$ 14,000			Allowance for 1st floor HVAC unit replacement. It was installed in 2002 and has completely failed.
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings			$ 80,000		$ 80,000		All window sills at Rouss Hall have peeling paint and rotted wood. Correcting this disrepair will put the building in good condition.	
Rouss Hall - Replace Gallery Floor - 977-57 Streets & Transportation Capital Outlay Buildings			$ 25,000		$ 25,000		Replacement of 1st floor Art Gallery Floor including construction of ADA compliant ramp.	
Rouss Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			$ 42,500		$ 42,500		The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a usefull life of 10 years.	
TOTAL BUILDINGS	**$ -**	**$ 310,000**	**$ 483,000**	**$ 14,000**	**$ 807,000**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 NOTES
Streets/Infrastructure								
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements			80,000		$ 80,000		Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications.	
Depot Square Design - 977-58 Streets & Transportation Capital Outlay Other Improvements			50,000		$ 50,000		Design for potential uses and amenities of the City's new town square.	
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000			$ 60,000	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding. ($60,000 carried over from FY25.)		
Stormwater Assessment Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 204,000			$ 204,000	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($204,000 carried over from FY25.)		
TOTAL STREETS/INFRASTRUCTURE	**$ -**	**$ 264,000**	**$ 130,000**	**$ -**	**$ 394,000**			
Vehicles								
Bucket Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 175,000			$ 175,000	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. ($22,000 carried over from FY25 and $153,000 encumbered in FY25.)		
Dump Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 90,000			$ 90,000			
Pick-up Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 65,000			$ 65,000			
TOTAL VEHICLES	**$ -**	**$ 330,000**	**$ -**	**$ -**	**$ 330,000**			
Other - Streets & Transportation								
Flower planters - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 5,000	$ 13,000		$ 18,000	FY25 & 26 two year plan to install flower planters on Washington Street. ($5000 encumbered in FY25.)	An initiative to replace the aging flower pedestals along Washington Street. This aims to enhance the overall aesthetic appeal of the downtown area by systematically replacing outdated or deteriorating pedestals with durable, visually consistent alternatives.	
Potter's Field - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 66,000			$ 66,000	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)		
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 71,000**	**$ 13,000**	**$ -**	**$ 84,000**			
TOTAL STREETS & TRANSPORTATION		**$ 975,000**	**$ 626,000**	**$ 14,000**	**$ 1,615,000**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES	REVISION #2 NOTES
979 CULTURE & RECREATION								
Parks & Recreation								
Bridges at Happy Retreat & Stake Park - 979-58 Culture & Recreation Other Improvements		$ 84,000			$ 84,000	$84,000 carried over from FY25.		
Pickle Ball Courts - 979-59 Culture & Recreation Capital Other Improvements			$ 65,000		$ 65,000		Allowance for 60 X 60 paved court, 4 ft. chain link fence around the court, resurfacing in 2 colors, and 2 portable pickle ball nets	
Paving Path from bridge to road by the Skate Park - 979-58 Culture & Recreation Other Improvements		$ 5,000			$ 5,000	Connect the existing path on one side of the bridge to the other side. ($5000 carried over from FY25.)		
Pick-up Truck - 977-59 Culture & Recreation Capital Outlay Equipment		$ 50,000			$ 50,000	This truck will be for the use of the Parks Manager.		
TOTAL PARKS & RECREATION	**$ -**	**$ 139,000**	**$ 65,000**	**$ -**	**$ 204,000**			
Culture								
Decorative String Lights for Art Alley and Charles Street - 979-58 Culture & Recreation Other Improvements			$ 6,000		$ 6,000		Installation of lights at Charles Street and Art Alley for safety and City beautification. This will complete the 2nd half of Charles Street.	
Depot Square Christmas Design - 979-58 Culture & Recreation Other Improvements			$ 60,000		$ 60,000		Outfitting the Depot Square with Christmas decorations and the beginning stages of holiday marketplace implementation. (Electric to the Depot Square 25,000; five marketplace huts $20,000; lights and Christmas decorations 15,000)	
Historical Signs - 979-58 Culture & Recreation Other Improvements		$ 17,000			$ 17,000			
Movie Screen - 977-59 Culture & Recreation Capital Outlay Equipment			$ 15,000		$ 15,000		25 X 14 movie screen with inflatable frame for event use.	
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 197,400			$ 197,400	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($97,400 carried over from FY25 and $100,000 encumbered in FY25.)		
Festival Blow Up Games - 979-58 Culture & Recreation Other Improvements			$ 6,000		$ 6,000		Basketball Shootout and Football Blitz blowup games for use at Festivals and P&R events. This will help save money with rental expenses during WV Fest.	
TOTAL CULTURE	**$ 100,000**	**$ 214,400**	**$ 87,000**	**$ -**	**$ 301,400**			
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 353,400**	**$ 152,000**	**$ -**	**$ 505,400**			
Contingencies		$ 166,000	$ 2,485,741	$ (14,000)	$ 2,637,741	This amount will be adjusted in the 1st Revision in July 2025.		Transfer to 977-57 Rouss Hall 1st Floor HVAC replacement.
Encumberances for Subsequent Years		$ 350,000			$ 350,000	$100,000 for Wayfinding Signage; $250,000 for Augustine Avenue Project		
Transfer to Grant Projects		$ 3,987,304			$ 3,987,304	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.		
TOTAL EXPENSES	**$ 100,000**	**$ 6,590,704**	**$ 3,429,741**	**$ -**	**$ 10,020,445**			
REVENUES OVER EXPENSES	**$ (100,000)**	**$ -**	**$ -**	**$ -**	**$ -**			

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-908: Ms. Milliron Public Comment Handout

ATTACHMENTS:

- Milliron Hand-out.pdf

A Closer Look at Sewer Flows & Capacity

(2024 Charts from CTUB website)

CHARLES TOWN UTILITY BOARD
WASTEWATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2015	1.75	384	1.05	0.7	700,000	4,667
2016	1.75	419	1.14	0.61	610,000	4,067
2017	1.75	393	1.08	0 67	670,000	4 467
2018	1.75	491	1.34	0.41	410,000	2 733
2019	1 75	459	1.26	0.40	490,000	3,267
2020	1.75	419.7	1.15	0.60	603,333	4,022
2021	1.75	401.61	1.11	0.64	637,500	4,250
2022	1.75	387.15	1.06	0.69	687,500	4,583
2023	1.75	382.28	1.06	0.69	694,167	4,628
2024	1.75	431.85	1.30	0.45	453,333	3,022

~3800 EDU if skewed data point removed

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	36.06	1.16
FEBRUARY	34.43	1.19
MARCH	38.99	1.26
APRIL	38.08	1.27
MAY	37.15	1.2
JUNE	32.9	1.1
JULY	34.51	1.11
AUGUST	41.05	2.63
SEPTEMBER	35.37	1.18
OCTOBER	35.46	1.14
NOVEMBER	35.48	1.22
DECEMBER	32.37	1.1
Annual Total	431.85	1.30

Flow Meter Error?

Approximate Available Capacity

Tuscawilla MBR Plant: ~ 1900 EDU Available

Charles Town Plant: ~3800 EDU Available

Total: ~5700 EDU available sewer capacity

Flows Data is currently still being calculated using "*150 gallons per day average.*"

2025 to Date Flow Data Snapshots for Charles Town and Tuscawilla Plants

(information from CTUB website monthly report)

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	38.98	1.26
FEBRUARY	34.73	1.24
MARCH	33.84	1.09
APRIL	32.05	1.07
MAY	37.34	1.2
JUNE	38.01	1.2
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	214.95	1.18

Charles Town WWTP
1.75 million gallon per day Plant
Average 1.18 million gallons per day Usage
Remaining is 1.75 – 1.18 = 0.57 or 570,000 gal per day available

@ 150 gal/day average
= 3800 EDU or units

@ 210 gal/day average
= 2714 EDU or units

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	4.9	0.16
FEBRUARY	4.5	0.17
MARCH	6.19	0.2
APRIL	6.84	0.23
MAY	6.76	0.22
JUNE	6.84	0.23
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	36.03	0.202

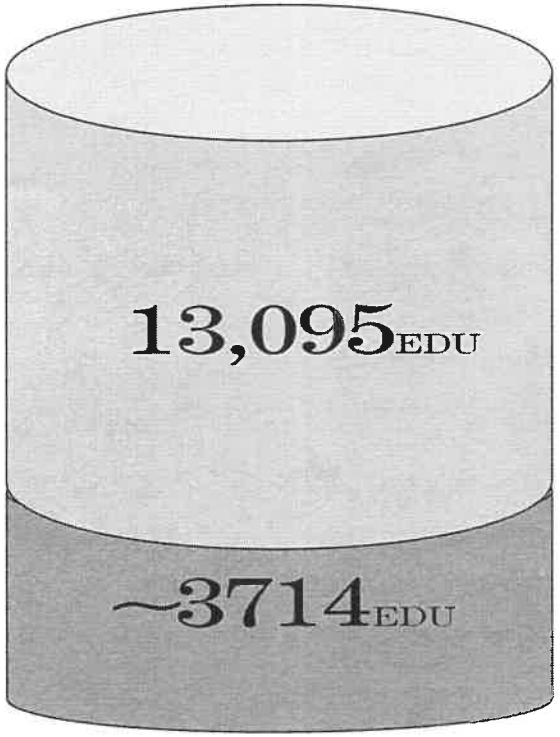
Tuscawilla MBR Plant
500,000 gallon per day Plant
Average 202,000 gallons per day Usage
Remaining is 500,000 – 202,000 = 298,000 gal per day available

@ 150 gal/day average
= 1987 EDU or units

@ 210 gal/day average
= 1000 EDU or units

Total Capacity with New Wastewater Treatment Plant

(210 gallons per day per EDU average)



New Wastewater Treatment Plant Capacity
In Equivalent Dwelling Units at 210 gallons per day

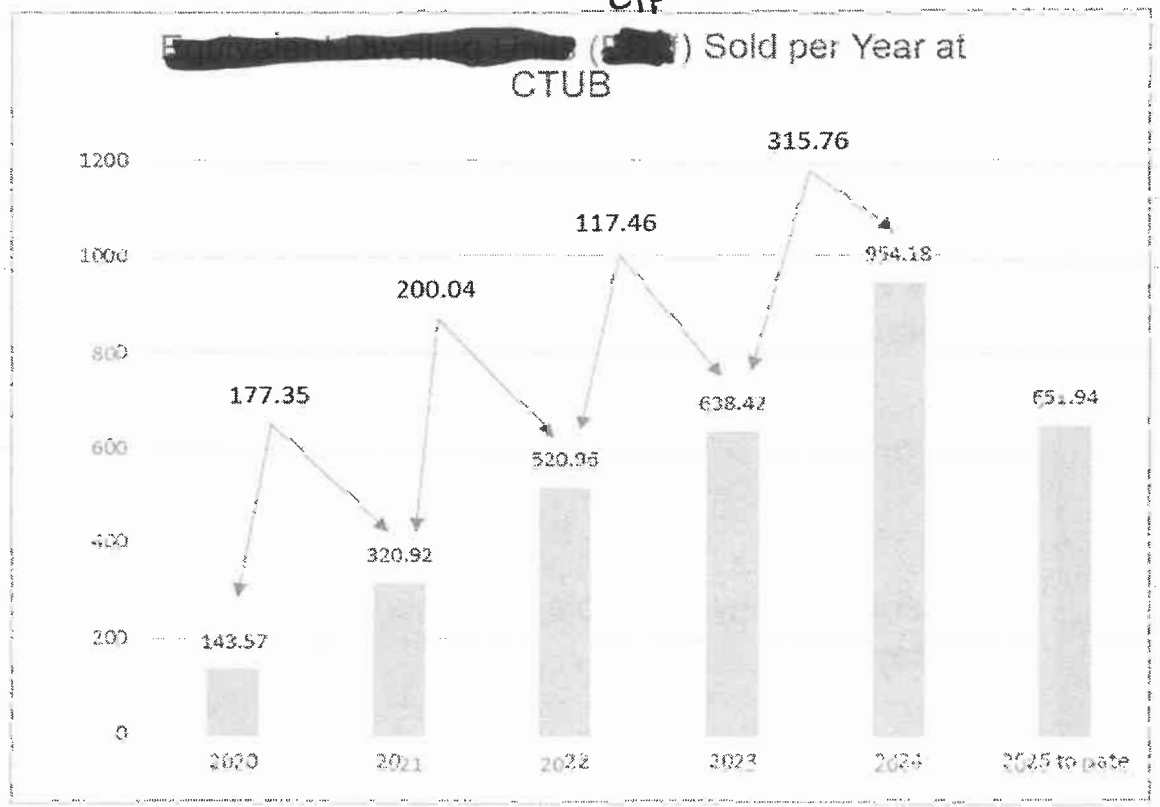
Current Capacity Available (2 Plants) at 210 gallons per day

CIF

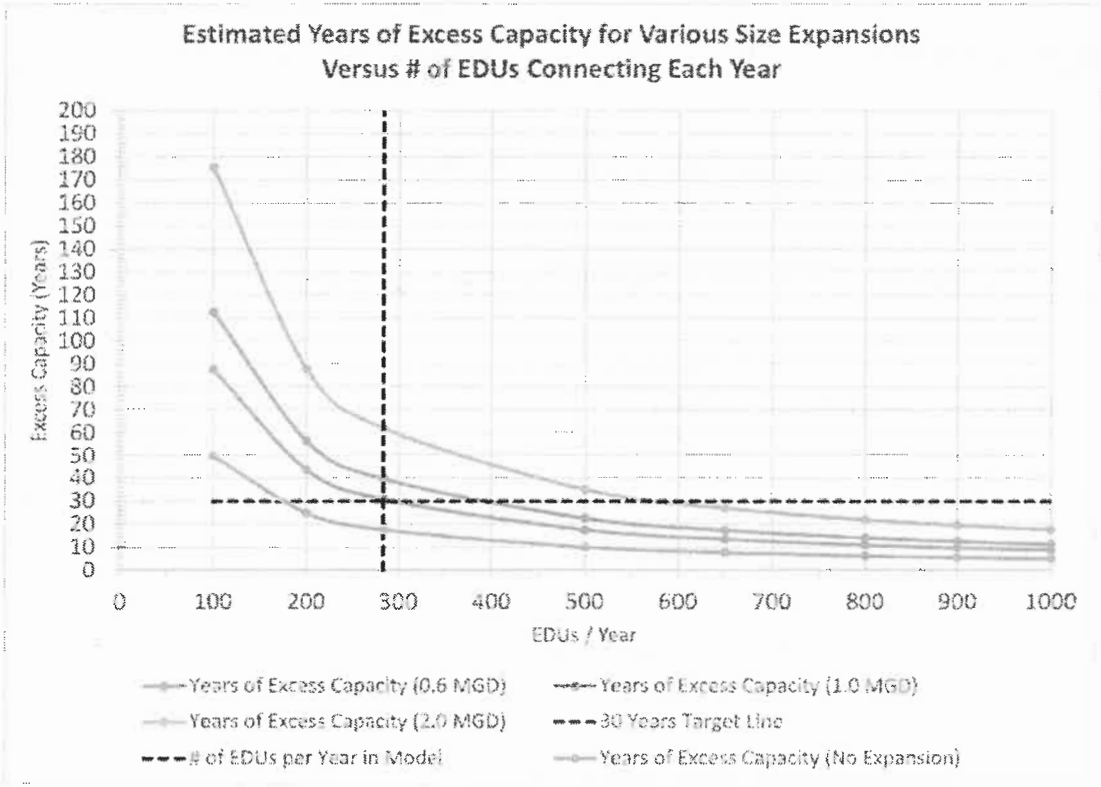
Monitoring Growth Per CTUB's [redacted]s Sold per Year

(150 gallons per day average Tariff)

CIF



2021 Capacity Size Needs Over Time Graph (Dewberry)
Evaluating the Size of Plant Needed



Capacity:

1000 EDU per year will likely exhaust current capacity in 5 years at 150 gal/day average customer usage

Financial:

May 31, 2025 Sewer Revenue Expense Report:

CIF Revenue (Non-Operating):	$2,900,231
Sewer Capacity Improvement Fund:	$8,483,122

QUESTIONS TO CONSIDER WHEN EVALUATING CAPACITY IMPROVEMENT FEES

1. What are the effects of changing the average customer usage from 150 GPD to 210 GPD?

2. What growth model is being used to justify the size of the expansion by 2.75 million gallons per day?

3. Why is there a 55% cost share to existing ratepayers for a new plant caused by new growth?

4. How long will it take CTUB to design and build a new sewer plant?

5. Why did the 2025 CIF calculation not include inflation costs when projects from 2021 increased significantly due to inflation?

6. Why did the cost of the WWTP increase from $40 million in the Utility CIP to $50 million in the CIF study?

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-914: Mr. Tolbert Public Comment

ATTACHMENTS:

- CTUB Cheat Sheet Revised July 7 2025.pdf

Charles Town's Utility Using Its Own Documents

July 7, 2025.

Remember, this document is based on the latest version of only the most recent publicly available documents. Calendar years and fiscal years do not align, and sometimes the information presented in one official document differs from that in a later version of the same document.

All source links are available, so when you are either skeptical or in doubt, do your own homework.

Michael Tolbert

Part 1

The Basics:

Charles Town's Utility

Question: How many customers does CTUB service?

Answer: See the WV Public Service Commission's Annual Statistical Report for the close of the year December 31, 2023.

Source: https://www.psc.state.wv.us/

Water

Publicly Owned Water Utilities
For the Year Ended June 30, 2023

Line Number	Name of Municipality	Notes	Gross Utility Plant $	Operating Revenues $	Operating Revenue Deductions(A) $	Average Number of Customers
1	Albright		853,707	78,814	100,989	149
2	Alderson		3,263,079	641,037	625,056	700
3	Anmoore		884,530	209,061	328,668	462
4	Athens		5,872,392	842,796	815,759	1,809
5	Beech Bottom		1,781,737	189,440	288,995	235
6	Belington		7,876,291	478,964	491,342	951
7	Belmont		4,387,312	579,440	548,794	424
8	Benwood		3,992,656	659,209	522,967	573
9	Berkeley Springs (Bath)		15,793,965	1,074,317	812,672	1,417
10	Bethlehem		3,005,485	814,573	653,987	1,359
11	Beverly		6,938,105	978,400	699,046	1,094
12	Bradshaw		-	693	1,000	-
13	Bridgeport		22,158,706	3,811,100	3,710,319	5,169
14	Buckhannon		17,707,523	2,871,947	2,447,778	-
15	Burnsville		8,967,227	294,965	363,131	464
16	Cairo		1,221,971	124,513	141,787	160
17	Camden-on-Gauley	(2)	-	-	-	-
18	Cameron		5,287,662	117,037	329,667	394
19	Capon Bridge		4,195,793	233,673	256,629	320
20	Carpendale		1,797,470	150,352	112,316	378
21	Ceredo		3,646,157	384,038	348,050	636
22	Chapmanville		6,261,292	878,904	962,280	875
23	Charles Town		38,661,638	4,159,875	4,055,513	6,536
24	Chester		3,667,962	615,165	538,538	1,697
25	Clarksburg		55,197,374	9,065,033	7,677,534	7,864
26	Clay		9,459,193	514,374	633,137	548

Sewer

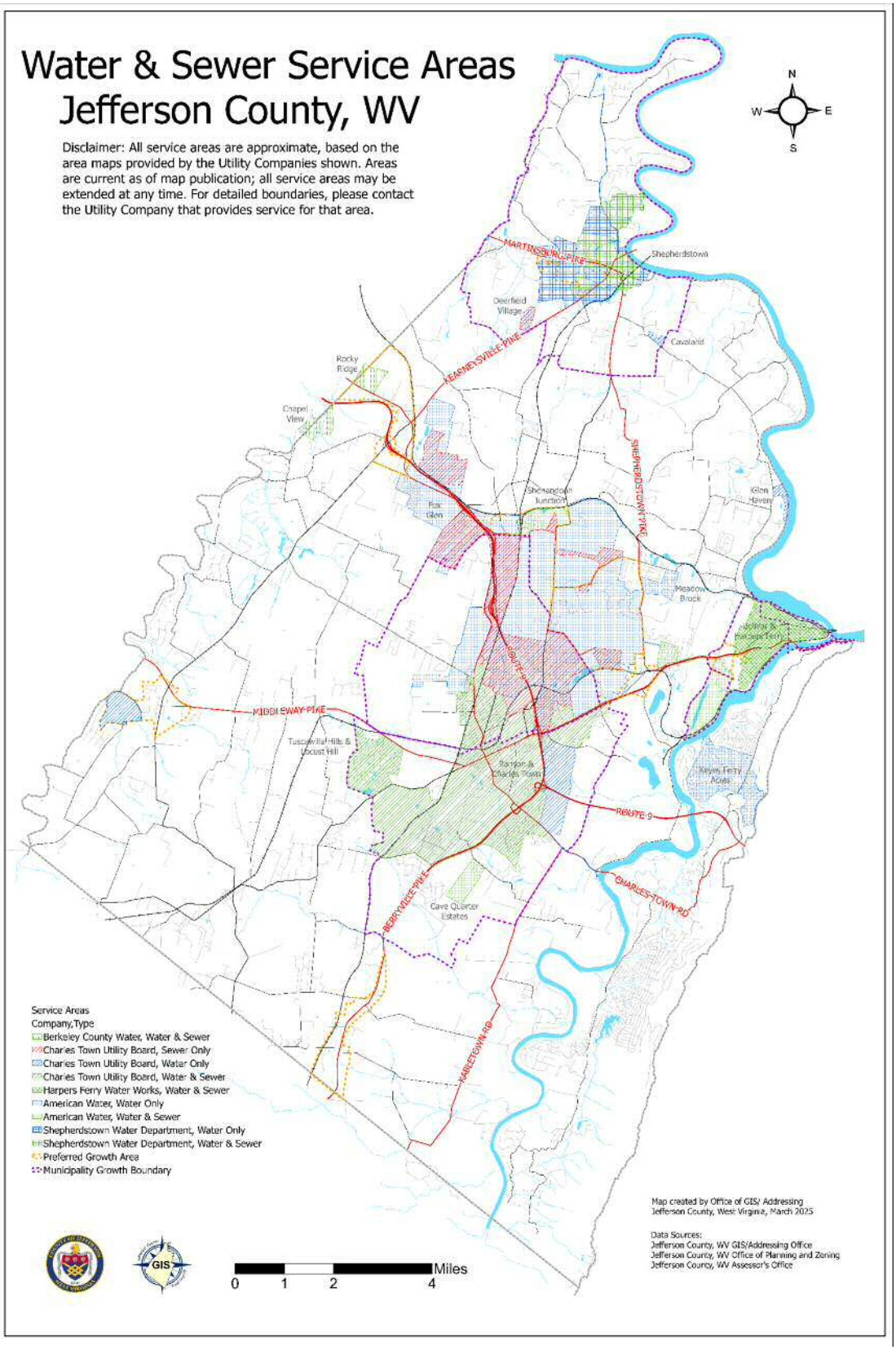
Publicly Owned Sewer Utilities
For the Year Ended June 30, 2023

Line Number	Name of Municipality	Notes	Gross Utility Plant $	Operating Revenues $	Operating Revenue Deductions (A) $	Average Number of Customers
31	Charles Town		84,934,641	6,399,697	5,752,928	8,447
32	Charleston		248,327,921	21,712,963	10,398,847	22,653
33	Chesapeake		1,349,115	494,312	455,314	613
34	Chester		7,241,181	619,465	671,199	1,598
35	Clarksburg		32,991,166	4,901,154	4,206,620	7,113
36	Clay		4,056,620	143,893	246,945	263
37	Clearview		1,439,975	118,983	135,644	252
38	Davis		3,073,390	173,404	204,805	43
39	Delbarton	(2)	-	-	-	-

Question: Where are CTUB's service areas?

Answer: See Jefferson County's 2045 Comprehensive Plan.

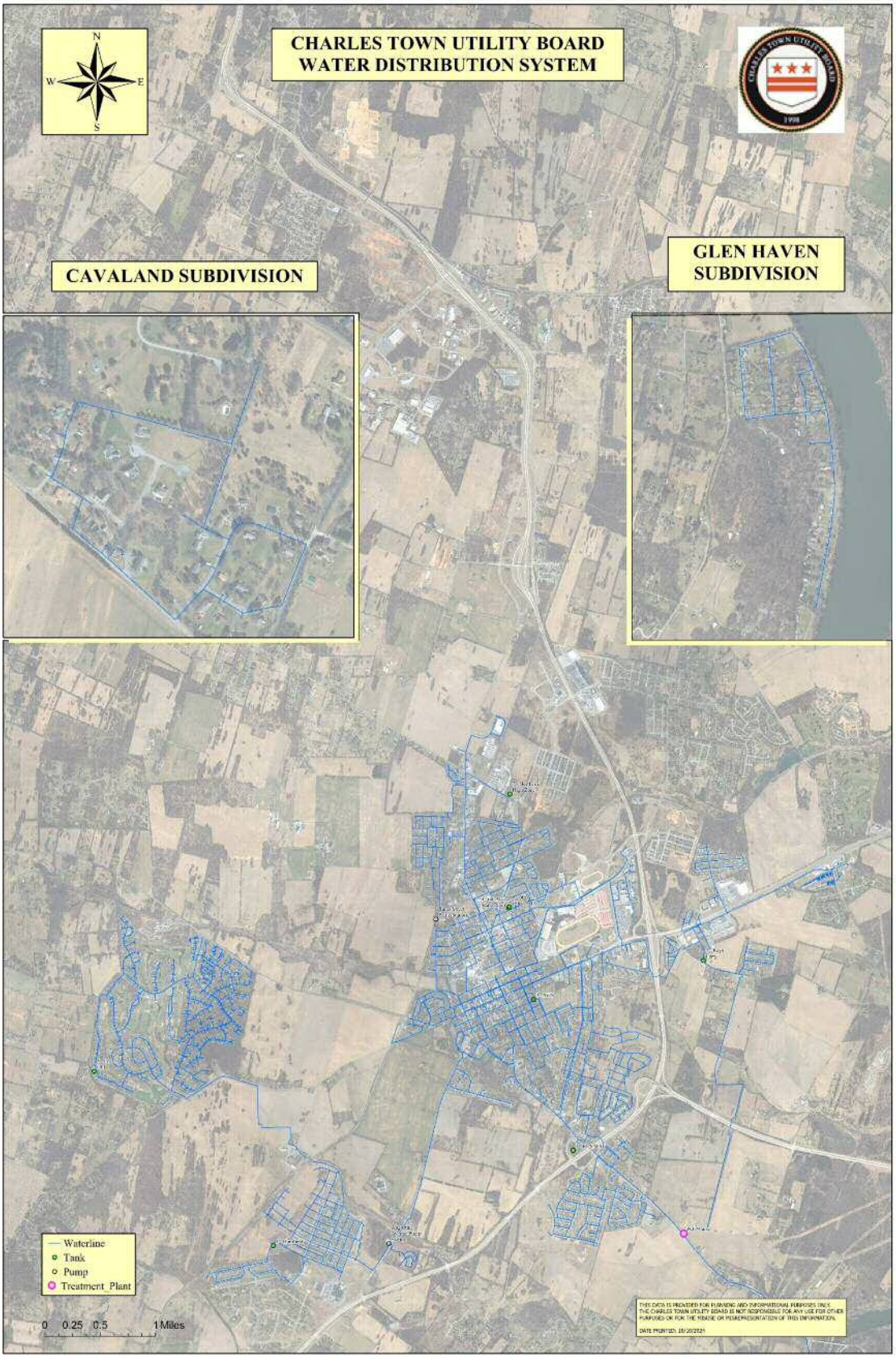
Source: https://www.jeffersoncountywv.org/county-government/departments/engineering-planning-and-zoning/2024-comprehensive-plan-update



Question: Where is CTUB's water service located?

Answer: See CTUB's website under **Maps.**

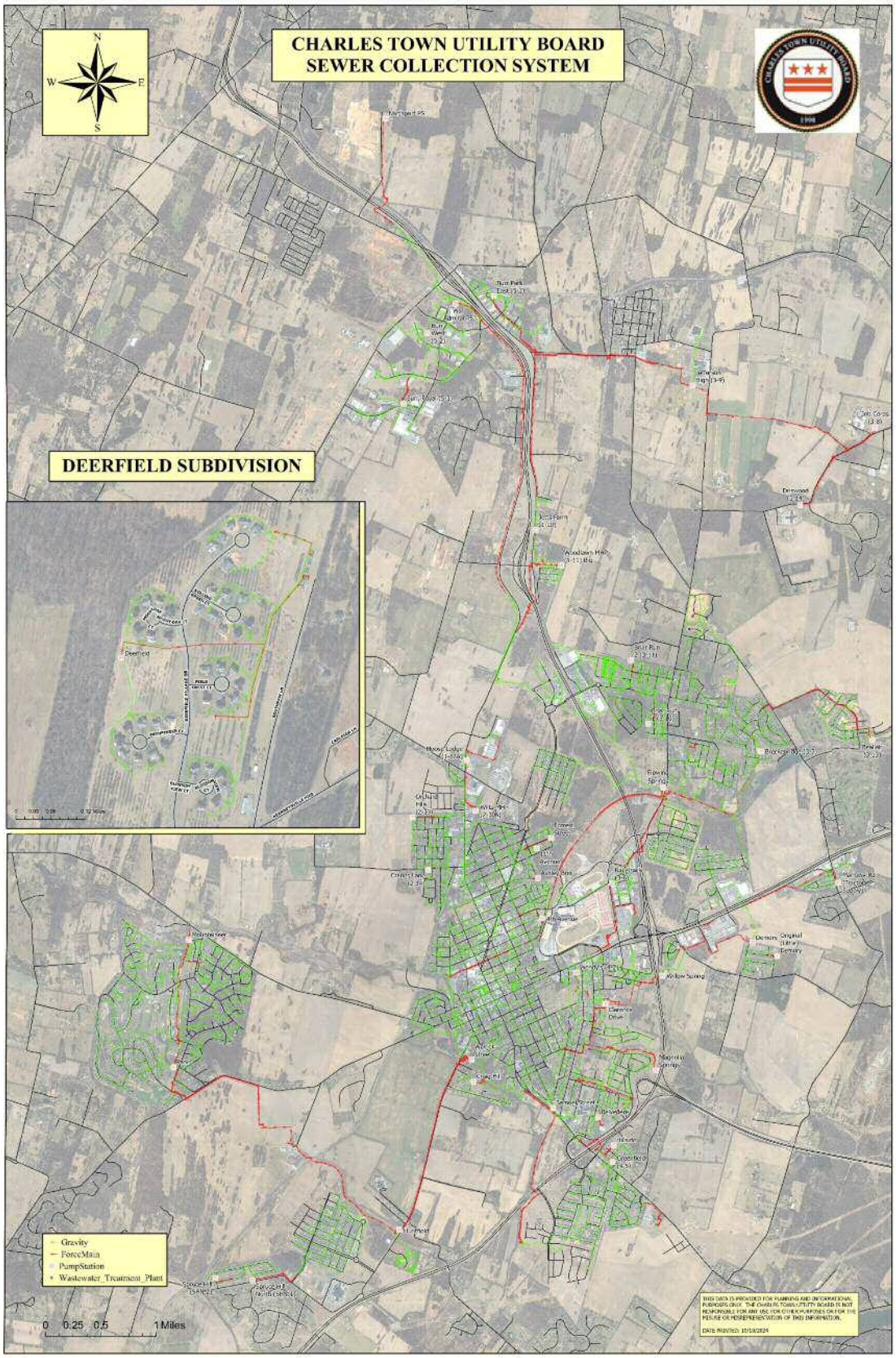
Source: https://ctubwv.com/information/reports/maps/



Question: Where is CTUB's sewer service located?

Answer: See CTUB's website under **Maps.**

Source: https://ctubwv.com/information/reports/maps/



Question: How much water, in millions of gallons, does CTUB provide?

Answer: See CTUB's 2024 Water Annual Report Submitted to the WV Public Service Commission (CTUB) for the fiscal year that ended June 30, 2024.

Source: https://www.psc.state.wv.us/Annual_Reports/default.htm

Water

City of Charles Town (Water) 01/00/1900 06/30/2024

SALES OF WATER TO GENERAL CUSTOMERS - BY MONTHS (Accounts 460- 461)

Line No.	Month or Other Billing Period (a)	460- Unmetered Revenue (b)	460- Unmetered Gallons Sold (000 Omitted) (c)	460- Unmetered Avg.# Cust. (d)	461- Metered Revenue (e)	461- Metered Gal.Sold (f)	461- Metered Avg.# Cust. (g)
1	Total Amount from Previous Year						
2	July				379,434	35,254	6,607
3	August				367,812	33,809	6,688
4	September				389,691	36,820	6,730
5	October				389,211	36,758	6,769
6	November				357,476	32,534	6,818
7	December				373,891	34,573	6,858
8	January				345,787	30,644	6,878
9	February				358,550	32,007	6,893
10	March				351,704	31,258	6,901
11	April				384,300	29,409	6,929
12	May				428,229	33,949	7,001
13	June				517,198	35,218	7,030
14	Adj. for the Year				(36,108)		
15	Total Current	-	-	-	4,607,175	402,233	6,842

BILLING ACCURACY

1	Average number of customers during the reporting period.	6,842.00
2	Billing Cycle (monthly, quarterly, semiannually) during the reporting period. E.g. Monthly: enter 12, Quarterly enter 4, Semiannual: enter 2	12.00
3	Total Number of Bills Generated during the reporting period.	82,102.00
4	Number of errors - driven billing adjustments during reporting period (# of bills adjusted)	13.00

Notes on Billing System:

COMMUNITIES SERVED

	Names of Cities, Towns, and Unincorporated Communities (a)	No. of Customers End of Year (b)	Population Served (c)	Gallons Sold (000 Omitted) (d)	Total Sales of Water (e)
1	Charles Town, Ranson, and Jefferson County	6842	19409	402,233	4,607,175
2					
3					
4					
5					
6					
7					

601

Question: How much wastewater, in millions of gallons, does CTUB process?

Answer: See CTUB's 2024 Wastewater (Sewer) Annual Report submitted to the WV Public Service Commission (CTUB) for the fiscal year that ended June 30, 2024.

Source: https://www.psc.state.wv.us/Annual_Reports/default.htm

Sewer

City of Charles Town (Sewer) 10/03/2024 06/30/2024

SALES OF WASTEWATER TO GENERAL CUSTOMERS - BY MONTHS (Accounts 521-522)

Line No.	Month (or Other Billing Period) (a)	Account 521 - Flat Rate Revenue (b)	Estimated Gallons Sold (000 Omitted) (c)	Number of Customers (d)	Account 522 - Measured Revenue (e)	Gallons Sold (000 Omitted) (f)	Number of Customers (g)
1	July	5,425	364	71	587,024	41,901	8,453
2	August	5,477	368	72	574,461	40,535	8,551
3	September	5,477	368	72	605,503	43,493	8,591
4	October	5,477	368	72	606,027	43,532	8,648
5	November	5,477	368	72	549,443	38,575	8,723
6	December	5,477	368	72	603,518	43,019	8,771
7	January	5,497	371	72	533,999	36,944	8,810
8	February	5,477	368	72	566,742	39,808	8,824
9	March	5,477	368	72	547,052	38,024	8,853
10	April	5,017	368	72	533,312	36,466	8,894
11	May	5,017	368	72	587,410	40,999	9,008
12	June	5,017	368	72	593,960	45,720	9,090
13	Adjustments made for the year	(408)			(77,522)		
14	Total	63,902	4,415	72	6,810,928	489,018	8,768

BILLING ACCURACY

1	Average number of customers during the reporting period.	8,840
2	Billing Cycle (monthly, quarterly, semiannually) during the reporting period. E.g. Monthly: enter 12, Quarterly enter 4, Semiannual: enter 2	12
3	Total Number of Bills Generated during the reporting period.	106,079
4	Number of errors - driven billing adjustments during reporting period (# of bills adjusted)	37

Notes on Billing System:

COMMUNITIES SERVED

Line No.	Names of Cities, Towns, and Unincorporated Communities (a)	No. of Customers End of Year (b)	Population Served (c)	Gallons Sold (000 Omitted) (d)	Total Sales (e)
1	Charles Town, Ranson, and Jefferson County	8840	24314	493,433	6,874,830
2					
3					

Question: How do CTUB's rates compare with the other water and sewer utilities in the State?

Answer: Range from 140 to 143 of the highest rates out of 309 sewer utilities in WV.

Range from 137 to 153 of the highest rates out of 331 water utilities in WV.

Source: Sewer Utility Rankings in WV 3400 Gallons 4000 Gallons 4500 Gallons

Water Utility Rankings in WV 3400 Gallons 4000 Gallons 4500 Gallons

West Virginia Public Service Commission

West Virgini Utility Cost Rankings - January 24, 2025

Sewer or Water	Type	Utility	Gallons	Cost	Minimum	Rate Type	Counties	Rank	Out of	Total
Sewer	Municipal	City of Charles Town (Sewer)	3400	$46.62	$30.48	BLOCK	Jefferson	140	Out of	309
Sewer	Municipal	City of Charles Town (Sewer)	4000	$53.54	$30.48	BLOCK	Jefferson	142	Out of	309
Sewer	Municipal	City of Charles Town (Sewer)	4500	$59.31	$30.48	BLOCK	Jefferson	143	Out of	309
Water	Municipal	City of Charles Town (Water)	3400	$43.66	$25.68		Jefferson	137	Out of	331
Water	Municipal	City of Charles Town (Water)	4000	$51.36	$25.68		Jefferson	145	Out of	331
Water	Municipal	City of Charles Town (Water)	4500	$57.78	$25.68		Jefferson	153	Out of	331

Question: How do the rates of the private utility company called **West Virginia American Water** compare with other water and sewer utilities in the State?

Answer: Range from 290 to 302 of the highest rates out of 309 sewer utilities in WV.

Range from 323 to 330 of the highest rates out of 331 water utilities in WV.

Source: Sewer Utility Rankings in WV 3400 Gallons 4000 Gallons 4500 Gallons

Water Utility Rankings in WV 3400 Gallons 4000 Gallons 4500 Gallons

West Virginia Public Service Commission

West Virgini Utility Cost Rankings - January 24, 2025

Sewer or Water	Type	Utility	Gallons	Cost	Minimum	Rate Type	Counties	Rank	Out of	Total
Sewer	Private	West Virginia-American Water	3400	$78.53	$60.10	BLOCK		290	Out of	309
Sewer	Private	West Virginia-American Water	3400	$83.01	$63.53	BLOCK		296	Out of	309
Sewer	Private	West Virginia-American Water	3400	$85.27	$65.25	BLOCK		300	Out of	309
Sewer	Private	West Virginia-American Water	3400	$85.89	$65.73	BLOCK		301	Out of	309
Sewer	Private	West Virginia-American Water	4000	$90.81	$60.10	BLOCK		296	Out of	309
Sewer	Private	West Virginia-American Water	4000	$96.01	$63.53	BLOCK		299	Out of	309
Sewer	Private	West Virginia-American Water	4000	$98.61	$65.25	BLOCK		301	Out of	309
Sewer	Private	West Virginia-American Water	4000	$99.32	$65.73	BLOCK		302	Out of	309
Sewer	Private	West Virginia-American Water	4500	$101.0	$60.10	BLOCK		297	Out of	309
Sewer	Private	West Virginia-American Water	4500	$106.8	$63.53	BLOCK		300	Out of	309
Sewer	Private	West Virginia-American Water	4500	$109.7	$65.25	BLOCK		301	Out of	309
Sewer	Private	West Virginia-American Water	4500	$110.5	$65.73	BLOCK		303	Out of	309
Water	Private	West Virginia-American Water	3400	$79.93	$43.38		Jefferson	323	Out of	331
Water	Private	West Virginia-American Water	3400	$82.40	$44.72		Jefferson and other counties	325	Out of	331
Water	Private	West Virginia-American Water	3400	$92.40	$44.72		Kanawha	330	Out of	331
Water	Private	West Virginia-American Water	4000	$91.47	$43.38		Jefferson	324	Out of	331
Water	Private	West Virginia-American Water	4000	$94.30	$44.72		Jefferson and other counties	325	Out of	331
Water	Private	West Virginia-American Water	4000	$104.3	$44.72		Kanawha	330	Out of	331
Water	Private	West Virginia-American Water	4500	$101.0	$43.38		Jefferson	323	Out of	331
Water	Private	West Virginia-American Water	4500	$104.22	$44.72		Jefferson and other counties	325	Out of	331
Water	Private	West Virginia-American Water	4500	$114.2	$44.72		Kanawha	330	Out of	331

Question: What is the total value, in millions, of CTUB's assets?

Answer: See CTUB's 2024 financial audit, under **Total liabilities, deferred inflows, and net position**.

Source: https://ctubwv.com/information/reports/financials/

Charles Town Utility Board
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
June 30, 2024

USING THIS ANNUAL REPORT (continued)

3. Notes to Financial Statements

The Notes to Financial Statements provide additional information that is essential to a full understanding of the data provided in the basic financial statements. The Notes to Financial Statements can be found in the financial statements mentioned at #two above.

REPORTING THE UTILITY BOARD AS A WHOLE

The analysis below focuses on net position (Table 1) and changes in net position (Table 2) of the Utility Board's financial activities.

Table 1 - Net Position (in Millions)

	Water		Sewer		Total	
	2024	2023	2024	2023	2024	2023
Current and other assets	$ 15.2	$ 13.5	$ 14.3	$ 14.5	$ 29.5	$ 28.0
Capital assets	18.7	19.2	65.4	60.6	84.1	79.8
Total assets	33.9	32.7	79.7	75.1	113.6	107.8
Deferred outflows of resources	0.2	0.4	0.2	0.3	0.4	0.7
Total assets and deferred outflows of resources	$ 34.1	$ 33.1	$ 79.9	$ 75.4	$ 114.0	$ 108.5
Long-term debt outstanding	$ 14.7	$ 15.7	$ 26.7	$ 27.9	$ 41.4	$ 43.6
Other liabilities	0.4	0.4	11.3	11.5	11.7	11.9
Total liabilities	15.1	16.1	38.0	39.4	53.1	55.5
Deferred inflows of resources	5.1	5.5	-	0.1	5.1	5.6
Net position:						
Net investment in capital assets	4.2	3.8	30.2	26.3	34.4	30.1
Restricted	7.2	5.3	8.3	5.5	15.5	10.8
Unrestricted	2.5	2.4	3.4	4.1	5.9	6.5
Total net position	13.9	11.5	41.9	35.9	55.8	47.4
Total liabilities, deferred inflows, and net position	$ 34.1	$ 33.1	$ 79.9	$ 75.4	$ 114.0	$ 108.5

Question: How much, in millions, is CTUB's total (short and long-term) debt?

Answer: See CTUB's 2024 financial audit under **Debt**.

Source: https://ctubwv.com/information/reports/financials/

Charles Town Utility Board
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
June 30, 2024

Debt

At year-end, the Utility Board had $41.4 million in long-term debt outstanding compared to $43.6 million in the previous year.

Table 4 - Outstanding Debt at Year-End (in Millions)

	2024	2023
Lease Liability	$ 0.4	$ 0.4
Loans (Municipality of Charles Town)	0.5	0.5
Bonds	40.5	42.7
	$ 41.4	$ 43.6

The Utility Board issued no fixed debt during 2024.

The Utility Board issued $7.435 of Series 2022 B&C revenue bonds in 2023 to finance construction of the sewer wastewater treatment plant renewal and replacement project.

The bond debt resulted from issuing revenue bonds for the construction of water and sewer utility plant improvements and acquisition of former JCPSD net assets. These bonds are secured by revenues derived from the combined water and sewer system. Other debt obligations include loans and obligations under financed purchases and leases. More detailed information about the Utility Board's long-term liabilities is presented in the notes to the financial statements.

ECONOMIC FACTORS

The Utility Board's management considered many factors when setting the fiscal-year 2024 budget. One of those factors was the economy. The County's population has a direct impact on the Utility Board's economic growth.

The Utility Board is optimistic about its potential for economic growth in the future. The increasing population, infrastructure improvements, annexation, acquisition of other utilities, and procurement of grants and other funding sources are all positive indicators for continued economic growth of the Utility Board.

CONTACTING THE UTILITY BOARD'S FINANCIAL MANAGEMENT

This financial report is designed to provide citizens, customers, and investors and creditors with a general overview of the Utility Board's finances and to show the Utility Board's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Utility Manager at 661 South George Street, Suite 101, Charles Town, WV 25414.

Question: How much, in millions, was CTUB's long-term bond debt on June 30, 2024?

Answer: See CTUB's 2024 financial audit under **Debt**.

Source: https://ctubwv.com/information/reports/financials/

Charles Town Utility Board
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
June 30, 2024

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Question: How much is CTUB's long-term bond debt as of May 31, 2025?

Answer: See the West Virginia Municipal Bond Commission

Source: https://mbc.wv.gov/Pages/default.aspx

Charles Town Utility Board (CTUB) Balance of Bond Debt by Issue			
Issue	Outstanding Balance as of May 31, 2024	Outstanding Balance as of May 31, 2025	Outstanding Balance as of May 31, 2026
1987 B	$32,654	$21,769	
1988 B-2	$71,528	$57,220	
1988 B-1	$37,924	$30,336	
1989 B	$18,073	$15,061	
2002 A	$746,387	$716,832	
2002 B	$1,706,498	$1,612,986	
2010 A	$361,471	$312,871	
2010 B	$39,615	$34,288	
2010 C	$718,733	$677,065	
2010 D	$287,483	$270,815	
2011 A	$4,318,931	$4,068,558	
2013 A	$414,027	$394,799	
2014 A	$3,035,305	$2,904,455	
2016 A	$6,355,000	$6,170,000	
2016 B	$3,660,000	$3,610,000	
2018 A-1	$54,589	$43,672	
2018 A-3	$508,114	$474,768	
2018 A-4	$75,672	$63,060	
2018 A-5	$298,344	$259,848	
2018 A-6	$985,772	$918,940	
2018 A-7	$720,995	$689,151	
2018 B	$2,350,000	$2,160,000	
2020 A	$3,885,000	$3,530,000	
2022 A	$3,335,000	$2,760,000	
2022 B	$5,620,000	$5,620,000	
2022 C	$1,780,000	$1,715,000	
2024 A		$40,650	
2024 B			
Total	**$41,417,115**	**$39,172,144**	**$0**

Part 2

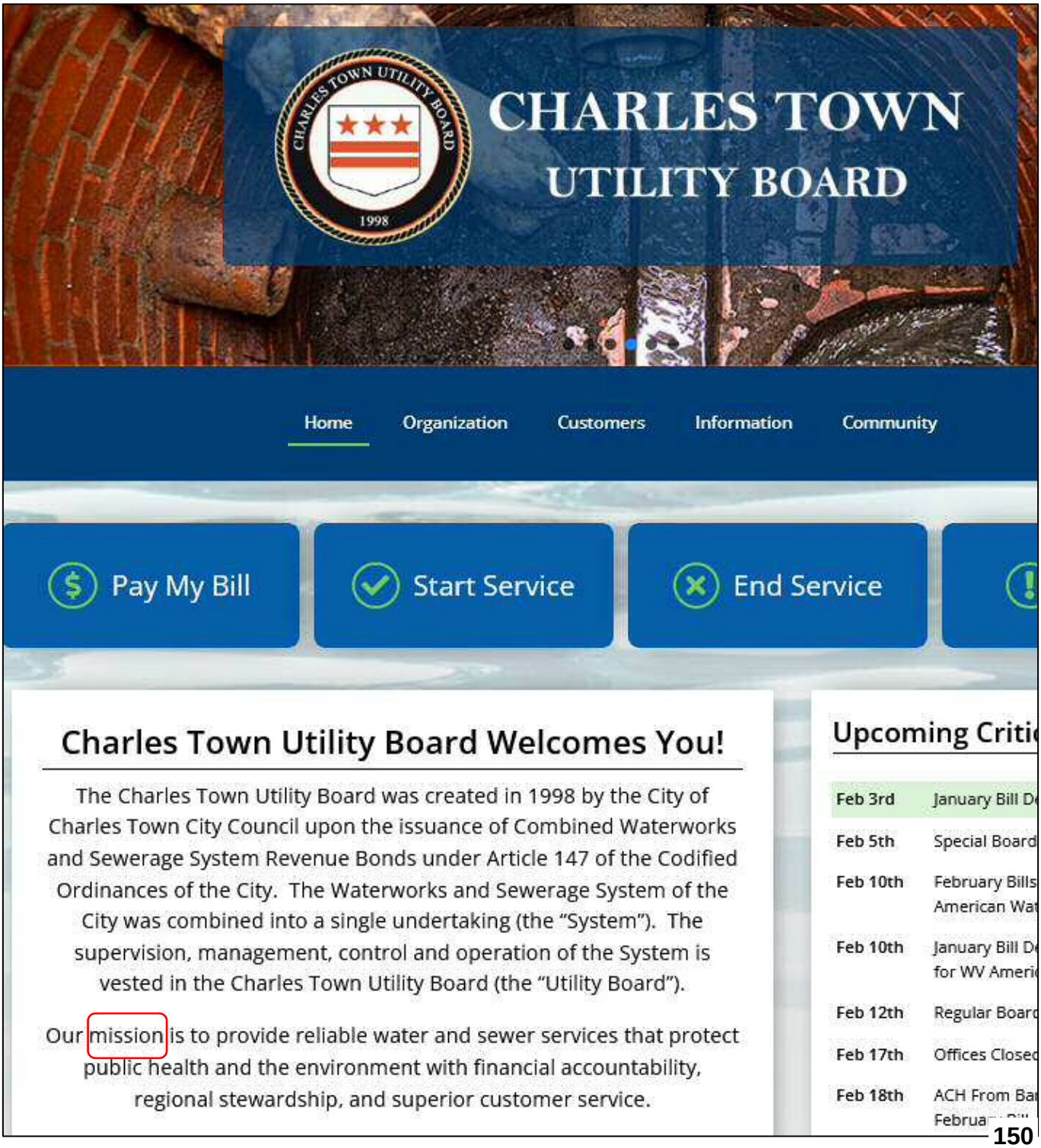
CTUB

Growth, Stability, and or Economic Growth

Question: What is CTUB's stated mission?

Answer: See CTUB's mission statement on the front page of its website.

Source: https://ctubwv.com/



Question: What did CTUB's latest audit express as to CTUB's view of the link between CTUB's expansion and economic growth?

Answer: Read CTUB's last financial audit under **Economic Factors.**

Source: https://ctubwv.com/information/reports/financials/

Charles Town Utility Board
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
June 30, 2024

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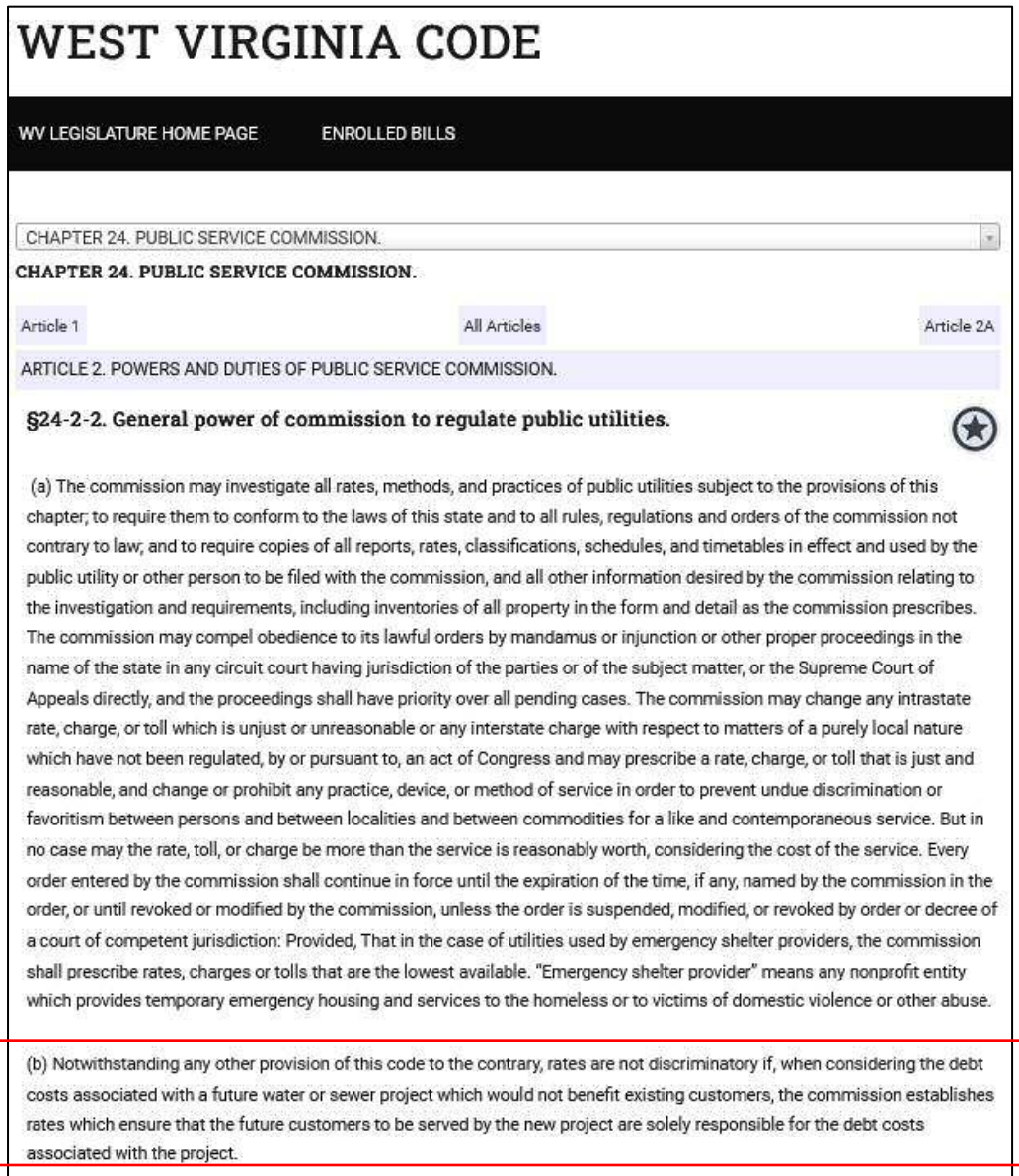
CONTACTING THE UTILITY BOARD'S FINANCIAL MANAGEMENT

Question: Should economic growth be a CTUB goal?

Answer: The common saying for utilities in West Virginia is that they are not supposed to be run like casinos. It is worth remembering that the economy and economic growth fluctuate. Premising CTUB's utility on anticipated future growth will directly put existing ratepayers at risk, as development and growth often slow, stop, or even reverse.

Stability, economic sustainability, and survival during challenging economic conditions, including recessions, are essential requirements for a utility to meet. Utilities in WV must be prepared to operate with little to no growth, and, as importantly, per Chapter 24, Article 2, Part 2 of the WV State Code, any new utility growth must be paid for by that new growth, not by existing ratepayers.

Source: https://ctubwv.com/information/reports/financials/



WEST VIRGINIA CODE

WV LEGISLATURE HOME PAGE ENROLLED BILLS

CHAPTER 24. PUBLIC SERVICE COMMISSION.

CHAPTER 24. PUBLIC SERVICE COMMISSION.

Article 1 All Articles Article 2A

ARTICLE 2. POWERS AND DUTIES OF PUBLIC SERVICE COMMISSION.

§24-2-2. General power of commission to regulate public utilities.

(a) The commission may investigate all rates, methods, and practices of public utilities subject to the provisions of this chapter; to require them to conform to the laws of this state and to all rules, regulations and orders of the commission not contrary to law; and to require copies of all reports, rates, classifications, schedules, and timetables in effect and used by the public utility or other person to be filed with the commission, and all other information desired by the commission relating to the investigation and requirements, including inventories of all property in the form and detail as the commission prescribes. The commission may compel obedience to its lawful orders by mandamus or injunction or other proper proceedings in the name of the state in any circuit court having jurisdiction of the parties or of the subject matter, or the Supreme Court of Appeals directly, and the proceedings shall have priority over all pending cases. The commission may change any intrastate rate, charge, or toll which is unjust or unreasonable or any interstate charge with respect to matters of a purely local nature which have not been regulated, by or pursuant to, an act of Congress and may prescribe a rate, charge, or toll that is just and reasonable, and change or prohibit any practice, device, or method of service in order to prevent undue discrimination or favoritism between persons and between localities and between commodities for a like and contemporaneous service. But in no case may the rate, toll, or charge be more than the service is reasonably worth, considering the cost of the service. Every order entered by the commission shall continue in force until the expiration of the time, if any, named by the commission in the order, or until revoked or modified by the commission, unless the order is suspended, modified, or revoked by order or decree of a court of competent jurisdiction: Provided, That in the case of utilities used by emergency shelter providers, the commission shall prescribe rates, charges or tolls that are the lowest available. "Emergency shelter provider" means any nonprofit entity which provides temporary emergency housing and services to the homeless or to victims of domestic violence or other abuse.

(b) Notwithstanding any other provision of this code to the contrary, rates are not discriminatory if, when considering the debt costs associated with a future water or sewer project which would not benefit existing customers, the commission establishes rates which ensure that the future customers to be served by the new project are solely responsible for the debt costs associated with the project.

Part 3

CTUB:

Municipal Utility or Regional Utility

Question: Is it true, as often insinuated, that CTUB is either legally or effectively a so-called regional utility?

Answer: No.

There are no regional sewer and or water utilities in any of West Virginia's 55 counties. CTUB is simply one of many municipal (city) owned utilities that serve both city residents and non-city residents.

Serving non-city residents does not make CTUB a Regional Utility. Nor did CTUB's absorption of the Ranson, and or the former PSD. Utilities all over the State absorb other utilities – all the time.

Source: https://www.psc.state.wv.us/AnnualStatRpts/anstatrpt2023.pdf



Question: Provide more evidence that CTUB is <u>not</u> a regional utility?

Answer: Read for yourself CTUB's 2023 and or 2024 annual reports for Water and Sewer. See how CTUB defines itself. Search for any word or any hint of the word 'regional'.

https://www.psc.state.wv.us/Annual_Reports/default.htm

Annual Report Section
Received By E-Filing on: 9/19/2023
AR Utility ID: 494
Class: A

Annual Report Section
Received By E-Filing on: 4/2/2024
AR Utility ID: 494
Class: A
Includes
Audit

WATER UTILITIES
(Class A & B)

ANNUAL REPORT
For Year Ended 2023
For

NAME OF UTILITY: City of Charles Town (Water)
PHYSICAL ADDRESS: 661 S George Street, Suite 101, Charles Town, WV 2541
MAILING ADDRESS: 661 S George Street, Suite 101, Charles Town, W

NAME OF MAYOR/ CHAIRPERSON/ PRESIDENT: John Nissel
PHYSICAL ADDRESS: 101 E Washington Street, Charles Town, WV 254

Annual Reports Section
Received by E-Filing on: 9/30/24
AR Utility ID 204
Class A
Includes Audit
Includes Revision Dated 10/3/24
Schedules: 100A, 100B, 102, 105, 219, 305 & 801A

WASTEWATER UTILITIES
(Class A & B)

ANNUAL REPORT
For Year Ended 2024
For

NAME OF UTILITY: City of Charles Town (Sewer)
PHYSICAL ADDRESS: 661 S George Street, Suite 101, Charles Town, WV 25
MAILING ADDRESS: 661 S George Street, Suite 101, Charles Town, WV 25

Annual Report Section
Received By E-Filing on: 9/25/2023
AR Utility ID: 204
Class: A

Annual Report Section
Received By E-Filing on: 4/2/2024
AR Utility ID: 204
Class: A
Includes
Audit

WASTEWATER UTILITIES
(Class A & B)

ANNUAL REPORT
For Year Ended 2023
For

NAME OF UTILITY: City of Charles Town (Sewer)
PHYSICAL ADDRESS: 661 S George Street, Suite 101, Charles Town, V
MAILING ADDRESS: 661 S George Street, Suite 101, Charles Town, V

NAME OF MAYOR/ CHAIRPERSON/ PRESIDENT: John Nissel
PHYSICAL ADDRESS: 101 E Washington Street, Charles Town, WV 25
E-MAIL ADDRESS: jnissel@charlestownwv.us

UTILITY CONTACT PERSON: Kristen Stolipher
TELEPHONE NO: 304-725-2316
E-MAIL ADDRESS: kstolipher@ctubwv.com

ACCOUNTING CONTACT PERSON: April Shultz

ACCOUNTANT'S MAILING ADDRESS: 661 S George Street, Suite 101, Charles Town, V
TELEPHONE NO: 304-724-3255

Annual Report Section
Received By E-Filing on: 9/26/2024
AR Utility ID: 494
Class: A

WATER UTILITIES
(Class A & B)

ANNUAL REPORT
For Year Ended 2024
For

NAME OF UTILITY: City of Charles Town (Water)
PHYSICAL ADDRESS: 661 S George Street, Suite 101, Charles Town, WV 25414
MAILING ADDRESS: 661 S George Street, Suite 101, Charles Town, WV 25414

NAME OF MAYOR/ CHAIRPERSON/ PRESIDENT: John Nissel
PHYSICAL ADDRESS: 101 E Washington Street, Charles Town, WV 25414
E-MAIL ADDRESS: jnissel@charlestownwv.us

UTILITY CONTACT PERSON: Kristen Stolipher
TELEPHONE NO: 304-725-2316
E-MAIL ADDRESS: kstolipher@ctubwv.com

ACCOUNTING CONTACT PERSON: April Shultz
ACCOUNTANT'S MAILING ADDRESS: 661 S George Street, Suite 101, Charles Town, WV 25414
TELEPHONE NO: 304-724-3255
E-MAIL ADDRESS: ashultz@ctubwv.com

Question: Does the fact that CTUB services non-municipal customers, and or absorbs other utilities, make it a regional utility?

Answer: No.

The West Virginia Public Service Commission's (WVPSC) standardized annual report template contains boxes for inserting other secondary utilities that the leading utility owns and or operates. Running secondary utility systems does not make CTUB a regional utility. It makes it the norm.

As for Ranson and the PSD, neither exists anymore. CTUB completely absorbed both.

Source: https://www.psc.state.wv.us/Annual_Reports/default.htm

Sewer

	# of Wastewater Systems	NPDES Permit Number(s)
ystems:	(3) WV0022349	WV0084361, Deerfield 1503-20-037

	2. Pumping Stations	3. Grinder Pumping Stations
3	43	0

Water

	# of Water Systems	PWSID #'s
	(3) Charles Town WV 3301905	Glen Haven WV 3301909 Cavaland WV 3301972

atment plant	2. Storage Tanks	3. Booster Stations
3	12	2

Question: Does CTUB's size qualify it as a de facto regional utility?

Answer: No.

CTUB is far from the largest municipal utility in the State. It is simply one of many municipal water and sewer utilities in the State of West Virginia.

Source: https://www.psc.state.wv.us/AnnualStatRpts/anstatrpt2023.pdf

Sewer

Largest in Size of West Virginia's Total 161 Publicly Owned *Sewer* Utilities For the Year Ended June 30, 2023

#	Name of Municipality	Gross Utility Plant	Operating Revenue	Operating Revenue Deduction (A)	Average Number of Customers
1	Morgantown	$279,430,864	$18,879,496	$12,378,732	23,805
2	Charleston	$248,327,921	$21,712,963	$10,398,847	22,653
3	Huntington	$110,041,378	$16,161,820	$13,400,622	20,627
4	Parkersburg	$137,219,013	$9,520,894	$7,586,150	15,335
5	Wheeling	$81,527,232	$8,368,455	$6,662,972	12,292
6	Fairmont	$42,206,771	$3,955,715	$4,302,998	9,685
7	Weirton	$30,327,034	$4,454,246	$3,495,112	9,195
8	Charles Town	$84,934,641	$6,399,697	$5,752,928	8,447
9	Bluefield	$65,367,840	$6,340,091	$5,906,896	7,607
10	Beckley	$77,476,477	$10,032,912	$6,590,971	7,363
11	Clarksburg	$32,991,166	$4,901,154	$4,206,620	7,113
12	South Charleston	$44,589,648	$11,368,182	$11,793,140	7,106
13	Martinsburg	$72,900,866	$4,373,136	$4,244,479	6,255
14	St. Albans	31,693,845	3,498,710	3,268,388	6,186
15	Bridgeport	37,987,099	3,522,101	3,449,848	5,224

(A) Includes Operating Expenses, Taxes and Depreciation when applicable.

Water

Largest in Size of West Virginia's Total 139 Publicly Owned *Water* Utilities For the Year Ended June 30, 2023

#	Name of Municipality	Gross Utility Plant	Operating Revenue	Operating Revenue Deduction (A)	Average Number of Customers
1	Morgantown	$202,985,503	$15,431,592	$12,330,400	27,915
2	Parkersburg	$83,820,397	$6,944,043	$6,096,541	15,895
3	Fairmont	$66,964,352	$8,753,850	$7,314,581	14,386
4	Wheeling	$97,778,133	$9,557,337	$9,139,959	12,836
5	Weirton	$44,666,434	$5,556,154	$4,390,395	9,339
6	Clarksburg	$55,197,374	$9,065,033	$7,677,534	7,864
7	Martinsburg	$41,506,836	$5,021,913	$4,310,494	6,855
8	Charles Town	$38,661,638	$4,159,875	$4,055,513	6,536
9	St. Albans	$19,978,141	$3,478,158	$2,681,127	6,090
10	Vienna	$11,396,378	$1,523,119	$1,343,439	5,359
11	Bridgeport	$22,158,706	$3,811,100	$3,710,319	5,169
12	Lewisburg	$53,827,550	$3,557,602	$2,696,456	5,134
13	Moundsville	$25,401,707	$3,279,600	$2,466,762	4,319
14	Kenova	$31,413,591	$2,997,022	$3,032,042	4,034
15	Elkins	$44,915,060	$4,312,135	$3,564,192	

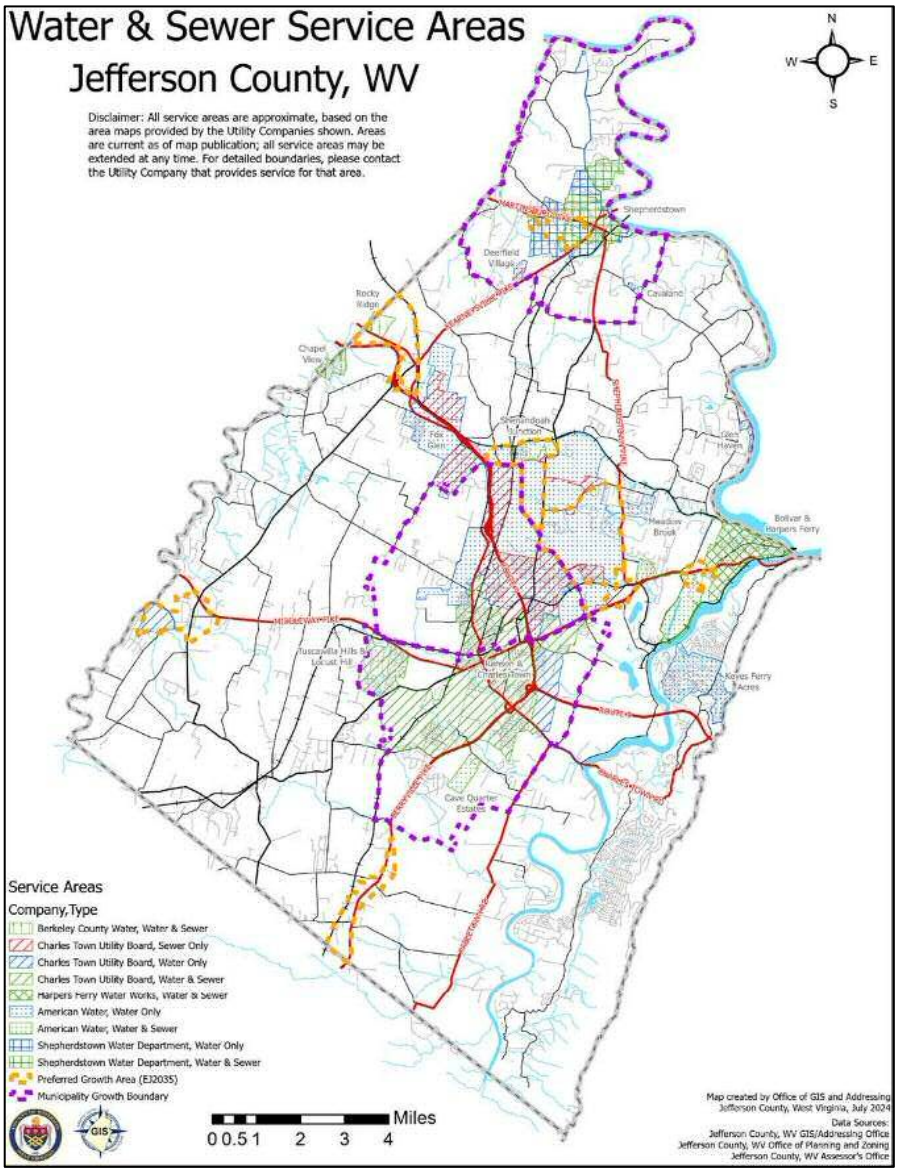
(A) Includes Operating Expenses, Taxes and Depreciation when applicable.

Question: Let me ask the same question differently. If CTUB were this non-existent regional utility, then the WV Public Service Commission (WVPSC) would have never granted WV American Water access into Jefferson County, let alone CTUB's territory. Thus, CTUB would not need to file a territorial case against WV American Water, as it currently has.

Answer: Yes.

CTUB is a municipal utility. Like many other municipal utilities in the State, CTUB also provides utility services to non-municipal customers when it is neither economically nor technically harmful to CTUB's position.

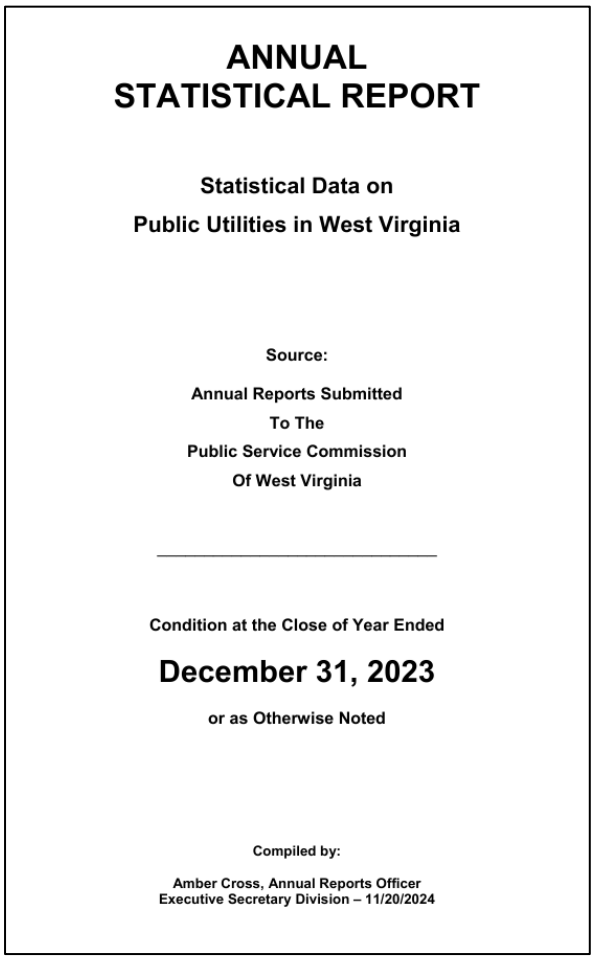
Source: https://www.jeffersoncountywv.org/home/showpublisheddocument/26336/638641646524430000



Question: Does the West Virginia Public Service Commission (WVPSC) even use the term regional utility? Where did the term come from?

Answer: No, and long story.

Source: https://www.psc.state.wv.us/AnnualStatRpts/anstatrpt2023.pdf



ANNUAL
STATISTICAL REPORT

Statistical Data on
Public Utilities in West Virginia

Source:
Annual Reports Submitted
To The
Public Service Commission
Of West Virginia

Condition at the Close of Year Ended

December 31, 2023

or as Otherwise Noted

Compiled by:
Amber Cross, Annual Reports Officer
Executive Secretary Division – 11/20/2024

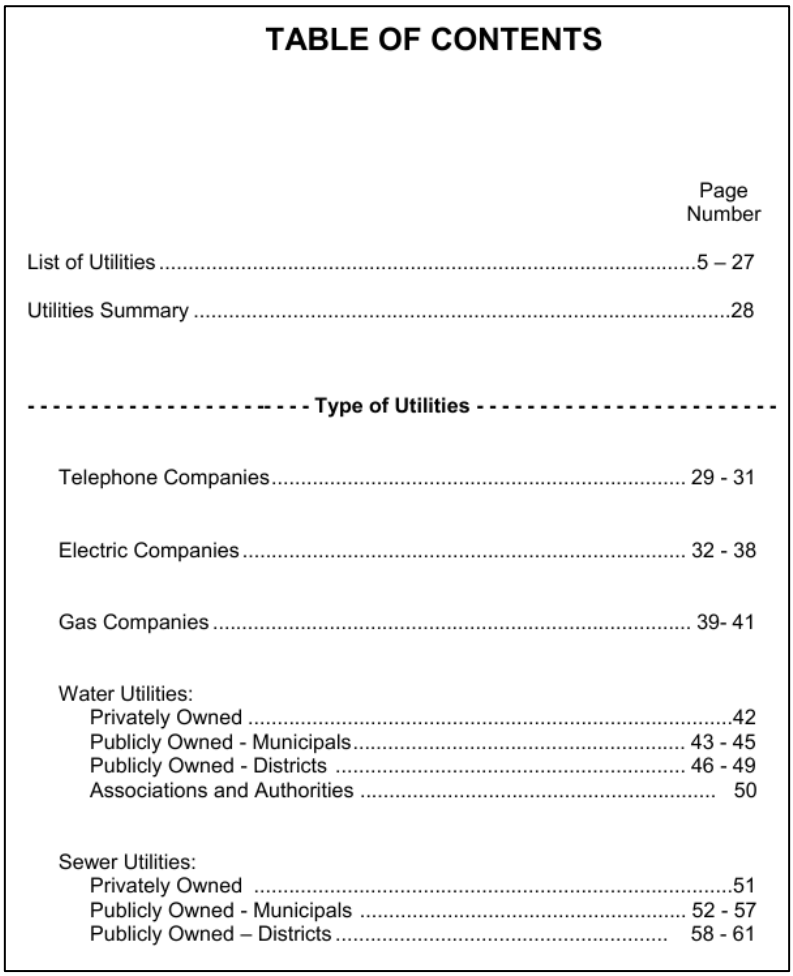


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Question: Provide final and definitive evidence that CTUB is not a regional utility?

Answer: Dial the number below. Pose this same question.

Source: https://www.psc.state.wv.us/

Consumer Advocate Division
Public Service Commission of West Virginia
300 Capitol Street, Suite 810
Charleston, WV 25301
Phone: 304-558-0526
Fax: 304-558-3610

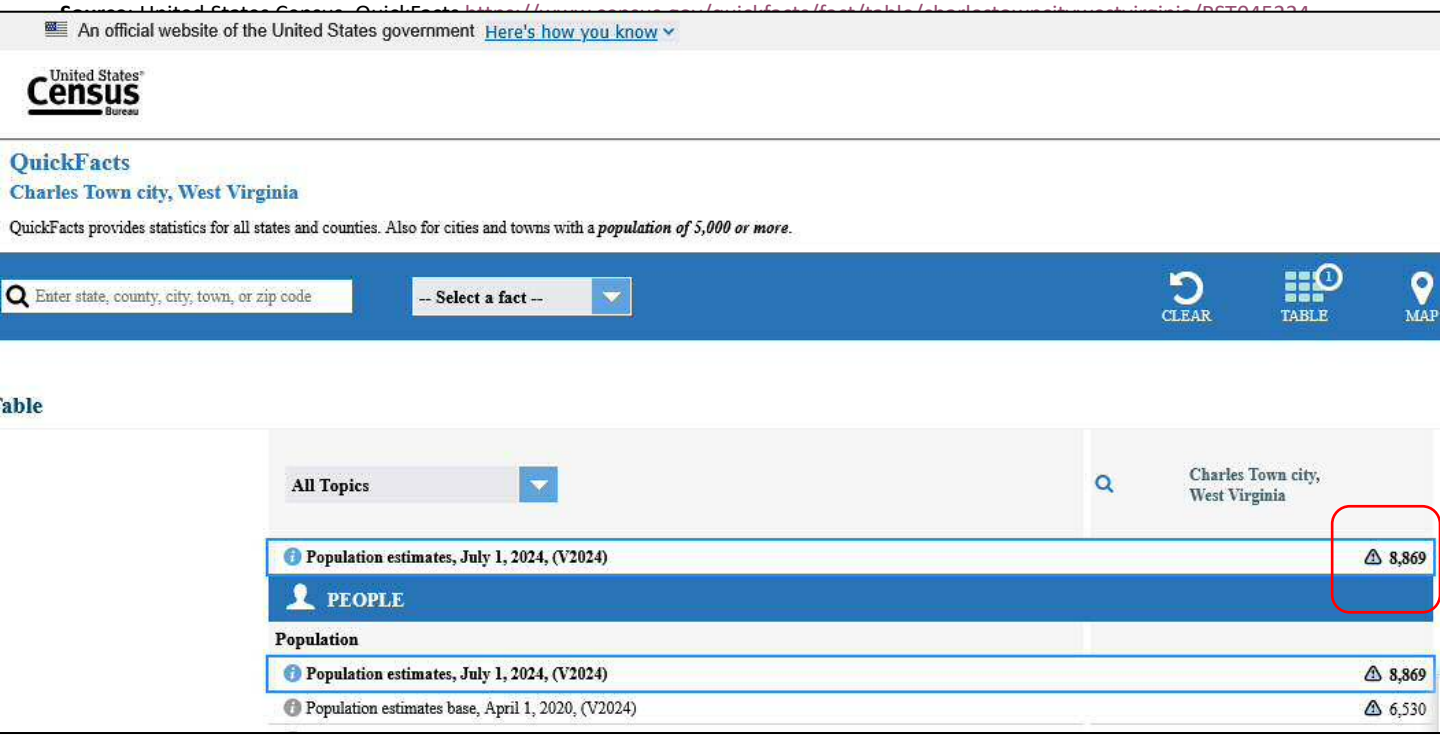
Part 4

CTUB's Primary Owners

Question: If CTUB is not a regional utility, then who owns CTUB?

Answer: CTUB is exclusively owned collectively by the 8,869 residents of the City of Charles Town. This is the same ownership option for the hundreds of municipal utilities all over the State.

The 8,869 residents of Charles Town collectively own 100% of all of CTUB's assets and debt. This is also true for the City's other bond debt, including the Charles Washington Hall and 661 George Street bonds. Thus, the City is entirely responsible for all credit risk and interest payments, including penalties, in securing future bonds for the utility, as well as for non-utility projects.



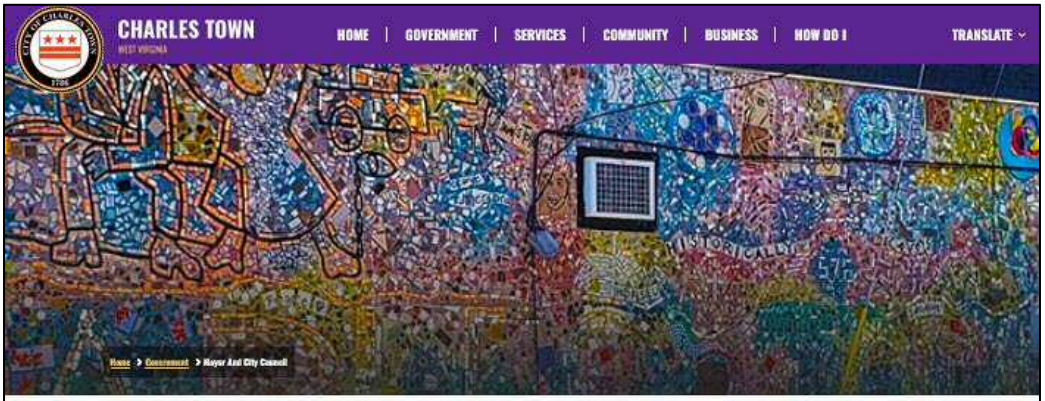
Part 5

First-level Fiduciaries for the Owners

Question: Since the City's 8,869 residents cannot make all the decisions on CTUB, who is the primary fiduciary for these residents?

Answer: As Charles Town is a representative democracy, the City Council of the City of Charles Town, i.e., the City of Charles Town.

https://charlestownwv.granicus.com/player/clip/1762?view_id=1&redirect=true



Mayor And City Council

Councilmember Vacancies
Interested persons must reside within Ward 3 to apply for the Ward 3 vacancy or within Ward 4 to apply for the Ward 4 vacancy.

Any eligible person interested in the position should submit application materials including a letter of interest and resume, which at a minimum will include:

- personal information (name, mailing address, phone, e-mail, and any other contact information);
- reason(s) for applying and goals while in office;
- qualifications;
- work and professional experience; and

All letters of interest and resumes must be submitted by June 27, 2025, to Alissa Meeks at ameeks@charlestownwv.us. For more information about this opportunity, please contact Ms. Meeks at 304-724-3253.

Mayor	Ward 1 Council Members	Ward 2 Council Members	Ward 3 Council Members	Ward 4 Council Members
				
Micheal George Elected May 2025 (4-year term) mgeorge@charlestownwv.us	James Kratovil Elected May 2023 (4-year term) jkratovil@charlestownwv.us	Jeff Hynes Elected May 2025 (4-year term) jhynes@charlestownwv.us	Nate Hartman Elected May 2025 (4-year term) nhartman@charlestownwv.us	Vacant Elected May 2023 (4-year term)
				
	Elizabeth Ricketts Elected May 2025 (4-year term) ericketts@charlestownwv.us	**Kevin Tester** Elected May 2023 (4-year term) ktester@charlestownwv.us	**Vacant** Elected May 2023 (4-year term)	**Andie Sugrue** Elected May 2025 (4-year term) asugrue@charlestownwv.us

Question: Provide more evidence that the City of Charles Town owns 100% of all of the CTUB's and the City's other non-utility debt, thus all the credit risk, thus all the penalties in securing future bonds for the utility, and for non-utility projects?

Answer: Read CTUB's own financial audit.

Source: [CTUB's 2023 Financial Audit at https://ctubwv.com/information/reports/financials/](https://ctubwv.com/information/reports/financials/)

Charles Town Utility Board
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2024

NOTE 1 - NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

NATURE OF BUSINESS

The Charles Town Utility Board (the "Utility Board") is a component unit of the Municipality of Charles Town, West Virginia. The Utility Board's purpose is furthering the preservation of the public health, comfort, and convenience of the residents of Charles Town, Ranson, and other franchised areas of Jefferson County, West Virginia, by providing water and sewer services to customers in its franchise area.

The Utility Board is governed by a board of directors who are appointed by the Municipality of Charles Town (3 appointments), the Jefferson County Commission (1 appointment), and the City of Ranson (1 appointment).

The Utility Board serves 7,030 water customers and 9,090 sewer customers. During the year ended June 30, 2024, the Utility Board's water customers increased by 418 and sewer customers increased by 613.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Governmental Accounting Standards Board is the accepted standard setting body for establishing governmental accounting and financial reporting principles. Significant accounting policies of the Utility Board are described below.

Reporting Entity

For financial reporting purposes, the Utility Board is considered a component unit of the Municipality of Charles Town. The basic criteria for defining the Utility Board as a component unit of the Municipality of Charles Town is the financial interdependence, accountability for fiscal matters, significant influence on operations and ability to designate management.

The Utility Board is a combined water and sewer utility. For purposes of establishing user rates and charges and as required by its revenue bond issues, water and sewer are maintained as separate funds with separate books of account.

Basis of Presentation

The accounting policies of the Utility Board conform to accounting principles generally accepted

Question: Provide even more evidence that the City of Charles Town owns 100% of all of the CTUB's, as well the City's other non-utility debt, thus all the credit risk, thus all the penalties in securing future bonds for the utility, and for non-utility projects?

Answer: Read the Charles Town City Council controlling (organic) Ordinance 147, that created CTUB, and allows CTUB to operate.

Source https://codelibrary.amlegal.com/codes/charlestown/latest/charlestown_wv/0-0-0-1952

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.

(Ord. 2022-001. Passed 2-22-22.)

Question: Provide more evidence that the City of Charles Town owns 100% of all of the CTUB's and the City's other non-utility debt, thus all the risk, when securing future bonds for the utility, and for non-utility projects?

Answer: Read the City Council's written definitive legal response to the WVPSC, when challenged in 2022 over its convoluted governing language of Ordinance 147.

Source https://ctubwv.com/information/reports/financials/

STATE OF WEST VIRGINIA
PUBLIC SERVICE COMMISSION
CHARLESTON

MICHAEL EDWIN TOLBERT,
Charles Town, Jefferson County,

Complainant,

v. **Case No.: 22-0265-LRR-WS-C**

CITY OF CHARLES TOWN,
a West Virginia municipal corporation
and municipal utility,

Defendant.

RESPONSE OF THE CITY OF CHARLES TOWN

COMES NOW the Defendant, City of Charles Town ("Defendant City"), by and through its attorneys, Michael J. Funk, Esquire, Todd M. Swanson, Esquire, and the law firm of Steptoe & Johnson PLLC, and for its Response to the Commission Legal Staff's Initial and Final Joint Staff Memorandum issued on April 13, 2022 ("Staff's Memorandum"), states as follows:

BACKGROUND

Defendant City owns and operates a combined waterworks and sewerage system (the "System") pursuant to Chapter 8, Article 20 of the West Virginia Code ("the "Code"). Pursuant to the authority and provisions of Section 8-20-18 of the Code, Defendant City's Council did, by ordinance enacted March 16, 1998 (the "CTUB Ordinance", a copy of which, as amended to date, is attached as Attachment B to the Complaint), create the City of Charles Town Utility Board ("CTUB") and invest it with authority for the supervision and control of the System.

The Complaint designated CTUB as the named defendant in this matter. CTUB, by and through its separate counsel, filed an Answer on March 14, 2022. As stated in the Answer, CTUB does not, and cannot, speak for Defendant City.

Part 6

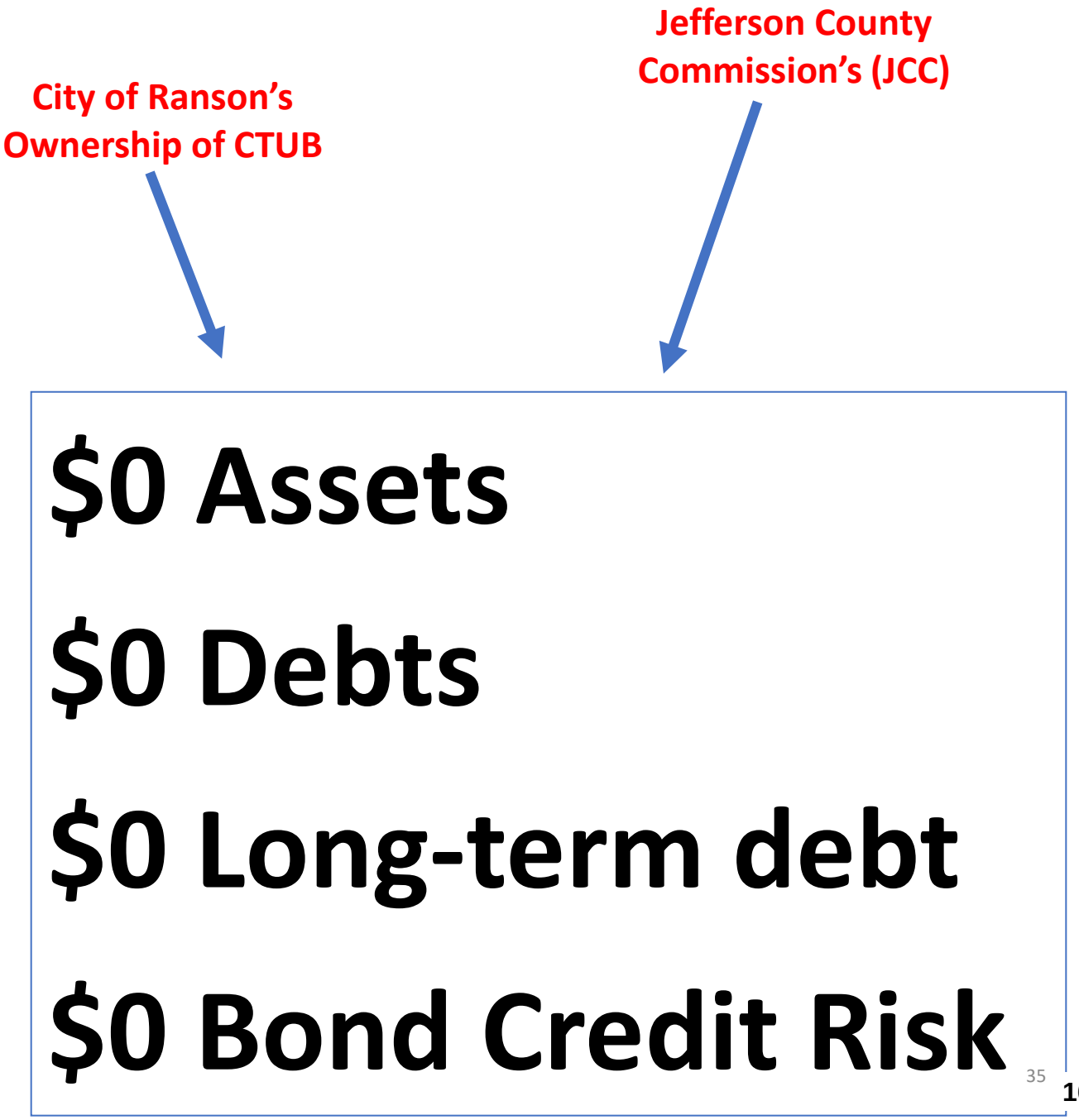
Not Owners

City of Ranson and the Jefferson County Commission

Question: Wait....why did you leave the City of Ranson and the Jefferson County Commission (JCC) out? How much of CTUB does Ranson and the County own or control?

Answer: **Absolutely nothing**.

Both the Ranson utility and the Jefferson County Public Service District (JCPSD) were entirely absorbed by CTUB. Both ceased to exist in 2018.



Question: Does Ranson City and the Jefferson County Commission and own or control any of CTUB's assets and debts?

Answer: No.

Charles Town fully absorbed all of the assets, and the debts of both the Ranson and the JCPSD. The acquisition documents/agreements were fulfilled once the utility rates were equalized. Charles Town has no further legal obligation(s) to either the City of Ranson or to the Jefferson County Commission (JCC).

https://ctubwv.com/information/reports/financials/

Charles Town Utility Board
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
June 30, 2024

The discussion and analysis of the Charles Town Utility Board's (Utility Board) financial performance provides an overview of the Utility Board's financial activities for the fiscal year ended June 30, 2024. Please read it in conjunction with the Utility Board's financial statements.

FINANCIAL HIGHLIGHTS

The Utility Board's net position increased $8.4 million as a result of this year's operations. Net position of the water fund increased $2.4 million compared to the previous year, or 20.9 percent. Net position of the sewer fund increased by $6.0 million, or 16.7 percent compared to the previous year. The water and sewer fund increases are primarily the result of an increasing customer base, water and sewer rate changes effective February 16, 2024, developer and grant contributions including a federal grant, and capacity improvement fees.

The Utility Board's operating revenues increased $1.1 million to $11.7 million for 2024. Operating expenses increased $0.8 million to $10.6 million for 2024. Water fund operating income increased $0.2 million to $0.3 million and sewer operating income increased $0.1 million to $0.8 million for 2024.

The $1.1 million increase in operating revenues is primarily a result of system growth and a change in water and sewer rates ($0.5 million water and $0.6 million sewer). The $0.8 million increase in operating expenses ($0.3 million water and $0.5 million sewer) is attributed to increases in personnel services ($0.2 million water and $0.2 million sewer), increases in maintenance ($0.1 million water and $0.2 million sewer) and increases in depreciation expense ($0.1 million sewer).

By City Council ordinance adopted January 2, 2024, and effective February 16, 2024, the Utility Board equalized its water rates and its sewer rates throughout its service area. The applicable rate adjustments for water were expected to generate an additional 13 percent in annual water revenues. The applicable rate adjustments for sewer were expected to be revenue neutral.

The Utility Board added approximately $7.7 million and $8.2 million in capital assets during 202 and 2023, respectively. During 2024, approximately $5.8 million was from construction in progress related to the sewer department's wastewater treatment plant renewal and replacement and

Question: I've heard differently. Provide more evidence that the City of Ranson and the Jefferson County Commission (JCC) own or control portions of CTUB.

Answer: You often can't prove a negative. Conduct your own research by spending time on both entities' websites and reviewing their financial statements to determine if you can find any evidence of ownership or control. If you find evidence of the positive, the WVPSC and those entities' bondholders will be very surprised to know that. Often, this urban ownership myth gets mixed in with the regional utility myth. The myth is further perpetuated by the CTUB's highly complex governing structure as written out in Ordinance 147.



https://ransonwv.gov/



https://www.jeffersoncountywv.org/

Part 7

Next Level Fiduciaries for the Owners

Board of Directors

Question: Who does the Charles Town City Council appoint (hire, pay, and if needed remove) to be the City Council's authority over the CTUB?

Answer: An appointed board of Charles Town's utility is delegated complete authority for the supervision, management, control, and operation of CTUB, including the maintenance, operations, improvements, and extension thereof.

The Board does not own, nor can it sell CTUB? The Board has other limits on its powers and authorities as they are derived from the City Council, and delegated through a document called Ordinance 147.

Source: https://ctubwv.com/



About Us

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

The Utility Board consists of five persons, one of whom is the City Manager of the City, and one of whom is a registered professional engineer or graduate civil engineer. The remaining Board members shall be citizens and residents of the City, of outstanding reputation, ability and integrity. All Board members are appointed by Council.

The Utility Board has full and complete authority for the supervision, management, control and operation of the System, including the maintenance, operations, improvements and extension thereof.

All bills for water and sewer service shall be collected and accounted for by the Utility Board 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 Utility Board; 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.

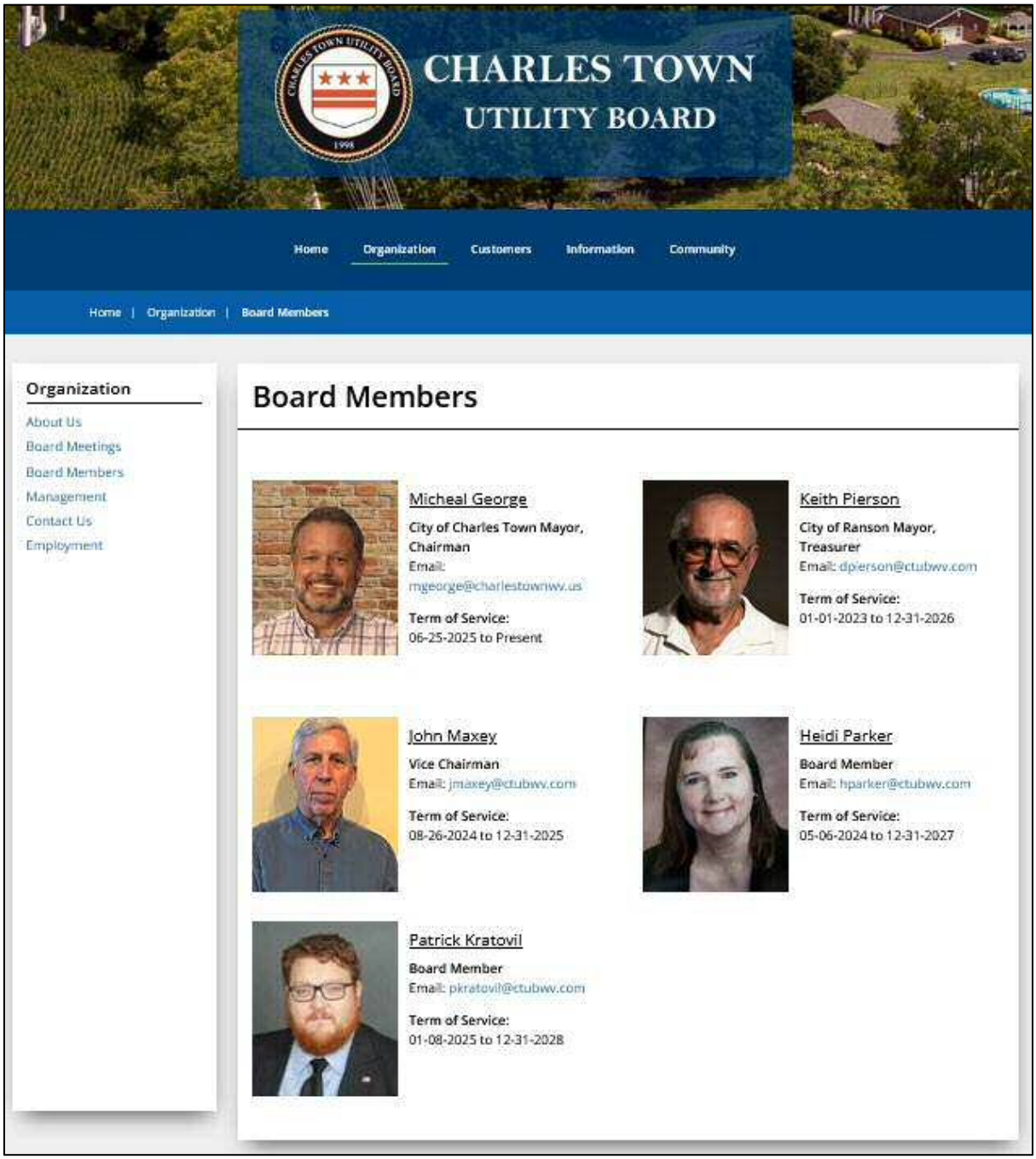
The Utility Board shall have the power and authority to make all contracts, agreements and other matters necessary or proper for the full and complete supervision, management and control of the System. The Utility Board shall have the power to fix and maintain a separate budget, and employ, fix the compensation of and discharge a manager and all employees of the System.

The Board is committed to providing quality water drinking water and has become a leader in meeting the Chesapeake Bay standards in the treatment of wastewater.

Question: Who does the Charles Town City Council designate (hire, pay, and if needed, remove) to be the City Council's delegated representative over the utility?

Answer: See below.

Source: https://ctubwv.com/



Part 8

Board of Director's Composition

Question: This part of the Board composition is hard to get through. How did CTUB's board composition, as outlined in its controlling (organic) ordinance, become lengthy, complex, and, above all, convoluted?

Answer: Long, and sad story.

Source: https://codelibrary.amlegal.com/codes/charlestown/latest/charlestown_wv/0-0-0-1952

City of Charles Town

https://codelibrary.amlegal.com/codes/charlestown/latest/charlestown_wv/0-0-0-1952

Note: 8 font used to make all text fit

147.02 BOARD OF DIRECTORS COMPOSITION.

(a) The Charles Town Utility Board of Directors shall consist of five (5) 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)(l) 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 (1) 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 (1) 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-l, 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.

(Ord. 2022-001. Passed 2-22-22.)

Question: Can you simplify CTUB's current convoluted Board composition?

Answer: See below.

Source: https://codelibrary.amlegal.com/codes/charlestown/latest/charlestown_wv/0-0-0-1952

Charles Town's Utility

1st level - 8,869 residents of Charles Town collectively own CTUB.

2nd level - **Charles Town City Council.** Primary fiduciary for the owners above. Can be hired, paid, and fired by the voters.

3rd level - Utility Board of Directors. Representatives for the owners. Hired (appointed), paid, and can be fired by the Charles Town City Council.

- Director 1 - Chair – Charles Town City Manager /Charles Town Mayor (1 vote)
- Director 2 – Professional background. Charles Town City Council selects (1 vote)
- Director 3 - Charles Town resident. Charles Town City Council selects (1 vote)
- Director 4 – Ranson City Council recommends, but Charles Town City Council selects (1 vote)
- Director 5 – Jefferson County Commission (JCC) recommends, but Charles Town City Council selects (1 vote)
- Non-voting Jefferson County Liaison ("Liaison") exclusively selected by Jefferson County Commission (JCC)

Question: Please map this convoluted Board composition language to each position?

Answer: See below.

Source: https://codelibrary.amlegal.com/codes/charlestown/latest/charlestown_wv/0-0-0-1952

Charles Town's Utility

1st level – 8,869 residents of Charles Town collectively own CTUB.

2nd level - **Charles Town City Council.** Primary fiduciary for the owners above. Hired (appointed), paid, and fired via voters.

3rd level - Utility Board of Directors. Fiduciary for the owners. Hired (appointed), paid, and can be fired by the Charles Town City Council.

Director 1 - Chair – Charles Town City Manager (1 vote)
Director 2 – Professional background (1 vote)
Director 3 - Charles Town resident (1 vote)
Director 4 – Ranson recommended (1 vote) (Recommended)
Director 5 – Jefferson County Commission (JCC) (1 vote) Recommended
Non-voting Jefferson County Liaison ("Liaison") JCC appointed

(a) The Charles Town Utility Board of Directors shall consist of five (5) 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)(l)

(**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 (1) 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 (1) 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 discretio 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-l, 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.

Question: Is this convoluted Board composition language either normal or standard in the State of West Virginia?

Answer: Ah.....no

Source: https://codelibrary.amlegal.com/codes/charlestown/latest/charlestown_wv/0-0-0-1952

Charles Town's Utility

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3rd level - Utility Board of Directors. Fiduciary for the owners. Hired (appointed), paid, and can be fired by the Charles Town City Council.

Director 1 - Chair – Charles Town City Manager (1 vote)
Director 2 – Professional background (1 vote)
Director 3 - Charles Town resident (1 vote)
Director 4 – Ranson recommended (1 vote) (Recommended)
Director 5 – Jefferson County Commission (JCC) (1 vote) Recommended
Non-voting Jefferson County Liaison ("Liaison") JCC appointed

(a) The Charles Town Utility Board of Directors shall consist of five (5) 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)(l)

(**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 (1) 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 (1) 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 section to provide a seat on the Board of Directors that best repres the interests of the City of Ranson. City Council retains the discreti 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-l, 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.

Part 9

Board of Directors' Composition

The City of Ranson and the Jefferson County Commission Seats

Question: Why do the City of Ranson and the County Commission have voting seats on the utility's board? Does this sleight of hand move turn CTUB into a regional utility by default?

Answer: Charles Town fully absorbed all the assets and all the debts of both the Ranson's utility and the Jefferson County Public Service District. The acquisition documents/agreements were fulfilled once the utility rates were equalized. Charles Town has no further obligations to either the City of Ranson or to the Jefferson County Commission. It is challenging to find a comparable situation where two of five board seats of a utility are given away, as if this is a standard practice for municipal utilities in West Virginia.

Source: CTUB's 2023 Financial Audit at https://ctubwv.com/information/reports/financials/

Charles Town Utility Board
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
June 30, 2024

The discussion and analysis of the Charles Town Utility Board's (Utility Board) financial performance provides an overview of the Utility Board's financial activities for the fiscal year ended June 30, 2024. Please read it in conjunction with the Utility Board's financial statements.

FINANCIAL HIGHLIGHTS

The Utility Board's net position increased $8.4 million as a result of this year's operations. Net position of the water fund increased $2.4 million compared to the previous year, or 20.9 percent. Net position of the sewer fund increased by $6.0 million, or 16.7 percent compared to the previous year. The water and sewer fund increases are primarily the result of an increasing customer base, water and sewer rate changes effective February 16, 2024, developer and grant contributions including a federal grant, and capacity improvement fees.

The Utility Board's operating revenues increased $1.1 million to $11.7 million for 2024. Operating expenses increased $0.8 million to $10.6 million for 2024. Water fund operating income increased $0.2 million to $0.3 million and sewer operating income increased $0.1 million to $0.8 million for 2024.

The $1.1 million increase in operating revenues is primarily a result of system growth and a change in water and sewer rates ($0.5 million water and $0.6 million sewer). The $0.8 million increase in operating expenses ($0.3 million water and $0.5 million sewer) is attributed to increases in personnel services ($0.2 million water and $0.2 million sewer), increases in maintenance ($0.1 million water and $0.2 million sewer) and increases in depreciation expense ($0.1 million sewer).

By City Council ordinance adopted January 2, 2024, and effective February 16, 2024, the Utility Board equalized its water rates and its sewer rates throughout its service area. The applicable rate adjustments for water were expected to generate an additional 13 percent in annual water revenues. The applicable rate adjustments for sewer were expected to be revenue neutral.

Question: Is it normal to extend a utility board seat a standard practice after mergers, consolidations, acquisitions, and absorptions at utilities in the State? Should the Charles Town City Council offer a voting board seat to the absorbed entity's former governing body every time CTUB extends services to a portion of non-municipal customers, or purchases, or absorbs an existing utility? What has been the City's past position on board seats after acquisitions or absorptions?

Answer: This issue requires a profound public discussion. The Charles Town City Council shall make the final decision. It is, after all, the first-level fiduciary to the real owners of CTUB.



Question: And on another issue, is it normal to extend both board seats and the possibility of election to the chair of the board to the folding entities after mergers, consolidations, acquisitions, and absorptions?

Answer: No. Again, the Charles Town City Council must decide whether to grant so much power (of the Chair seat) to other legislative bodies, which have none of the assets, debt, or credit risk. The 8,869 residents of Charles Town hold all of the assets, debts, and risks.

Why should Charles Town give away so much to those with grand appetites but zero skin in the game?



Part 10

CTUB's Non-municipal Actual Customers

Question: Do CTUB's non-municipal actual customers (all of them) deserve some board voting representation?

Answer: Yes.

Actual non-municipal utility customers are directly economically impacted by CTUB's decision, in terms of rates. Charles Town City Council owes its actual non-municipal customers some form of representation.

Now the question becomes whether that representation is determined by either the City of Ranson or the Jefferson County Commission (JCC), especially since neither owns CTUB's assets, debts, and risks. It is made more complicated as CTUB strays further (deep) into the County to provide utility service, and Ranson was originally a pass-through utility.

Again, do your homework and discover how other municipalities deal with board representation for non-municipal residents in the next set of slides.

Part 11

General Manager

Question: Why did you leave out CTUB's General Manager from the CTUB's Board of Directors?

Answer: CTUB's General Manager is not a member of CTUB's Board of Directors. The General Manager's position is not even stated in the Board of Directors' composition section of Ordinance 147. The General Manager is a hired employee, paid and directly accountable to CTUB's appointed five-member Board of Directors.

The General Manager is hired to supervise the overall operation of CTUB. This is the same job performed by every municipal utility general manager in the State of West Virginia. Nothing in Ordinance 147 says otherwise.

If this is not the case, the City has some explaining to do to the WVPSC, based on its response under oath to a resident's complaint concerning the convoluted language of Ordinance 147's board composition.

Source: https://codelibrary.amlegal.com/codes/Charlestown/latest/Charlestown_wv/0-0-0-1952`

Charles Town's Utility

1st level - 7,672 residents of Charles Town collectively own CTUB.

2nd level - **Charles Town City Council.** Primary fiduciary for the owners above. Can be hired, paid and fired via voters.

3rd level - Utility Board of Directors. Fiduciary for the owners. Hired (appointed employee), paid, and can be fired by the City Council.

- Director 1 - Chair – Charles Town City Manager (1 vote)
- Director 2 – Professional background (1 vote)
- Director 3 - Charles Town resident (1 vote)
- Director 4 – Ranson selection (1 vote)
- Director 5 – Jefferson County Commission (JCC) selection (1 vote)
- Non-voting Jefferson County Liaison ("Liaison") selected JCC (no-vote)

4th level - General Manager. Employee for the owners. Supervises CTUB. Hired, paid, and can be fired by the CTUB's appointed five-member board of directors.

Question: Now I am confused. I thought CTUB's General Manager was a voting member of CTUB's board. I mean the General Manager's title is the "General Manager of Charles Town Utility Board."

Answer: CTUB's name should have been changed long ago to "Charles Town Utilities." Lawyers made the argument against changing CTUB's name during the utility consolidation process in 2018. The lawyers argued against changing CTUB's name due to the difficulties in re-titling CTUB's existing bonds.

This is yet another issue that needs to be revisited by the Charles Town City Council.

Source: https://codelibrary.amlegal.com/codes/Charlestown/latest/Charlestown_wv/0-0-0-1952`

Charles Town's Utility

1st level - 7,672 residents of Charles Town collectively own CTUB.

2nd level - **Charles Town City Council.** Primary fiduciary for the owners above. Can be hired, paid and fired via voters.

3rd level - Utility Board of Directors. Fiduciary for the owners. Hired (appointed), paid and can be fired by the City Council.

- Director 1 - Chair – Charles Town City Manager (1 vote)
- Director 2 – Professional background (1 vote)
- Director 3 - Charles Town resident (1 vote)
- Director 4 – Ranson selection (1 vote)
- Director 5 – Jefferson County Commission (JCC) selection (1 vote)
- Non-voting Jefferson County Liaison ("Liaison") selected JCC (no-vote)

4th level - General Manager. Fiduciary for the owners. Supervises CTUB. Hired, paid and can be fired by the appointed by CTUB's five-member board of directors.

Part 12

Similarly Situated Municipal Utilities in WV

Question: Speaking of board seats, what do other municipal utilities' controlling (organic) ordinances say regarding board composition and non-municipal customer representation?

Answer: Read for yourself the section from four other municipal utility ordinances below, and the next slide.

The general rule is that laws (ordinances) should be short, concise, understandable, and above all, not convoluted.

City of Morgantown

https://library.municode.com/wv/morgantown/codes/code_of_ordinances?nodeId=PTONEADCO_CHSEVENBOCO_ART169UTBO

Sec. 169.01. - Creation; members; compensation.

The Board shall consist of five persons, each of whom shall be residential customers of the Morgantown Utility Board, shall be persons of outstanding reputation, ability and integrity, and shall be appointed by Council. No more than two of the appointees may be citizens of Monongalia County, residing outside of the corporate limits of the City; all remaining appointees shall be citizens and residents of the City. The City Manager shall notify all appointees of their appointment. The terms of such Boardmembers first appointed shall be for one, two, three, four and five years, respectively, from the first day of the month in which appointed. In the event of a vacancy and also within 30 days after the expiration of the term of office of any Boardmember, a successor shall be appointed by Council. All vacancies shall be filled for the unexpired term only and all other appointments shall be for a term of five years, to commence on the date following the scheduled expiration date of the previous term. The Board shall adopt rules of procedure for the time and place of its meetings and the conduct thereof. Any Boardmember shall be eligible for reappointment upon the expiration of his term. The Boardmembers shall each receive compensation for their services at the rate established by ordinance of Council and in addition, shall be reimbursed for any and all expenses incurred in the performance of their duties under order of the Board. Each Boardmember shall be subject to removal for just cause by Council by the recorded vote of a majority of Council after a public hearing thereon. The decision of Council as to such removal shall be final and not subject to review by any court, arbitrator or other body, and each Boardmember accepting such appointment shall acknowledge the finality of such decision.

City of Huntington

https://library.municode.com/wv/huntington/codes/code_of_ordinances?nodeId=CO_PTONEADCO_CHFIVEAD_ART169SABO

Ordinance 169.01 - CREATION; MEMBERS.

There is hereby created a sanitary board to consist of three members. The mayor is hereby designated as a member of the board and the mayor shall be the chairman of said board. Council, as governing body as defined by W. Va. Code, § 16-13-1 et seq., shall appoint the two other members of the board. The persons so selected and the terms of their respective offices and all other matters relating there shall be in accordance with the provisions of state law.

Note: 12 font

City of Parkersburg

https://codelibrary.amlegal.com/codes/parkersburg/latest/parkersburg_wv/0-0-0-2457

151.02 MEMBERSHIP.

The Board shall consist of five persons, one of whom shall be the Mayor of the City, the remaining four Boardmembers shall be customers of the Parkersburg Utility Board, shall be persons of outstanding reputation, ability and integrity, not less than one of whom shall be a registered professional engineer. No more than one of the Boardmembers may be a citizen of Wood County, residing outside of the corporate limits of the City; all of the remaining Boardmembers shall be citizens and residents of the City with exception of the Mayor, all Boardmembers shall be appointed by the Council of the City. No officer or employee of the City, whether holding a paid or unpaid office, shall be eligible to be appointed to the Board until at least one year after the expiration of the term of such public office.

Note: 12 font

City of Charleston

https://library.municode.com/wv/charleston/codes/code_of_ordinances?nodeId=PTIICOOR_CH118UT_ARTIIISESEDI_DIV1GE_SS118-83--118-100RE

Sec. 118-121.- Created; powers and duties; composition; appointment and term of members.

There is created in and for the city a sanitary board, which shall be charged with the custody, supervision, control, administration, operation and maintenance of the municipal sewer system, all as permitted and provided by W. Va. Code ch. 16, art. 13 (W. Va. Code § 16-13-1 et seq.). The sanitary board shall be composed of the mayor and two persons appointed by the city council, one of whom shall be a registered professional engineer; provided that when no city sewer is under construction, a registered professional engineer need not be a member of the board. The two appointed members of the board shall each serve for a term of three years and until the successor of each is duly appointed and has qualified, and vacancies shall be filled for the unexpired term only.

Question: How do these four municipal utilities' sizes compare to Charles Town's utility?

Answer: All four are much larger than CTUB. All operate from simple utility ordinances, based on a standard template that CTUB once used, which the Charles Town City Council should return to.

Source: https://www.psc.state.wv.us/AnnualStatRpts/anstatrpt2023.pdf

Sewer

Largest in Size of West Virginia's Total 161 Publicly Owned *Sewer* Utilities For the Year Ended June 30, 2023

#	Name of Municipality	Gross Utility Plant	Operating Revenue	Operating Revenue Deduction (A)	Average Number of Customers
1	Morgantown	$279,430,864	$18,879,496	$12,378,732	23,805
2	Charleston	$248,327,921	$21,712,963	$10,398,847	22,653
3	Huntington	$110,041,378	$16,161,820	$13,400,622	20,627
4	Parkersburg	$137,219,013	$9,520,894	$7,586,150	15,335
5	Wheeling	$81,527,232	$8,368,455	$6,662,972	12,292
6	Fairmont	$42,206,771	$3,955,715	$4,302,998	9,685
7	Weirton	$30,327,034	$4,454,246	$3,495,112	9,195
8	Charles Town	$84,934,641	$6,399,697	$5,752,928	8,447
9	Bluefield	$65,367,840	$6,340,091	$5,906,896	7,607
10	Beckley	$77,476,477	$10,032,912	$6,590,971	7,363
11	Clarksburg	$32,991,166	$4,901,154	$4,206,620	7,113
12	South Charleston	$44,589,648	$11,368,182	$11,793,140	7,106
13	Martinsburg	$72,900,866	$4,373,136	$4,244,479	6,255
14	St. Albans	31,693,845	3,498,710	3,268,388	6,186
15	Bridgeport	37,987,099	3,522,101	3,449,848	5,224

(A) Includes Operating Expenses, Taxes and Depreciation when applicable.

Water

Largest in Size of West Virginia's Total 139 Publicly Owned *Water* Utilities For the Year Ended June 30, 2023

#	Name of Municipality	Gross Utility Plant	Operating Revenue	Operating Revenue Deduction (A)	Average Number of Customers
1	Morgantown	$202,985,503	$15,431,592	$12,330,400	27,915
2	Parkersburg	$83,820,397	$6,944,043	$6,096,541	15,895
3	Fairmont	$66,964,352	$8,753,850	$7,314,581	14,386
4	Wheeling	$97,778,133	$9,557,337	$9,139,959	12,836
5	Weirton	$44,666,434	$5,556,154	$4,390,395	9,339
6	Clarksburg	$55,197,374	$9,065,033	$7,677,534	7,864
7	Martinsburg	$41,506,836	$5,021,913	$4,310,494	6,855
8	Charles Town	$38,661,638	$4,159,875	$4,055,513	6,536
9	St. Albans	$19,978,141	$3,478,158	$2,681,127	6,090
10	Vienna	$11,396,378	$1,523,119	$1,343,439	5,359
11	Bridgeport	$22,158,706	$3,811,100	$3,710,319	5,169
12	Lewisburg	$53,827,550	$3,557,602	$2,696,456	5,134
13	Moundsville	$25,401,707	$3,279,600	$2,466,762	4,319
14	Kenova	$31,413,591	$2,997,022	$3,032,042	4,034
15	Elkins	$44,915,060	$4,312,135	$3,564,192	3,981

(A) Includes Operating Expenses, Taxes and Depreciation when applicable.

Part 12

Attachments:

Entire copies of the municipal utility ordinances of:

City of Morgantown
City of Huntington
City of Parkersburg
City of Charleston
City of Charles Town

Morgantown Article 169

Sec. 169.01. - Creation; members; compensation.

(a) Upon the issuance of the combined waterworks and sewerage system refunding revenue bonds, the management, control and operation of the waterworks system and the sewerage system of the City shall be vested in the Morgantown Utility Board (the "Board"), created, appointed and functioning as hereinafter provided.

(b) The management, control and operation of the stormwater drainage and sewer system of the City shall be vested in the Morgantown Utility Board.

(c) The Board shall consist of five persons, each of whom shall be residential customers of the Morgantown Utility Board, shall be persons of outstanding reputation, ability and integrity, and shall be appointed by Council. No more than two of the appointees may be citizens of Monongalia County, residing outside of the corporate limits of the City; all remaining appointees shall be citizens and residents of the City. The City Manager shall notify all appointees of their appointment. The terms of such Boardmembers first appointed shall be for one, two, three, four and five years, respectively, from the first day of the month in which appointed. In the event of a vacancy and also within 30 days after the expiration of the term of office of any Boardmember, a successor shall be appointed by Council. All vacancies shall be filled for the unexpired term only and all other appointments shall be for a term of five years, to commence on the date following the scheduled expiration date of the previous term. The Board shall adopt rules of procedure for the time and place of its meetings and the conduct thereof. Any Boardmember shall be eligible for reappointment upon the expiration of his term. The Boardmembers shall each receive compensation for their services at the rate established by ordinance of Council and in addition, shall be reimbursed for any and all expenses incurred in the performance of their duties under order of the Board. Each Boardmember shall be subject to removal for just cause by Council by the recorded vote of a majority of Council after a public hearing thereon. The decision of Council as to such removal shall be final and not subject to review by any court, arbitrator or other body, and each Boardmember accepting such appointment shall acknowledge the finality of such decision.

(Ord. No. 11-50, 12-20-2011)

Sec. 169.02. - Organization.

At the first meeting of the Board and annually thereafter, it shall organize by designating one of the Boardmembers to act as chairman and another or others to act as secretary and/or treasurer thereof. The chairman shall preside at all meetings when present and shall call special meetings on his own motion, or when requested to do so by any two Boardmembers. The secretary shall keep a record of the proceedings which shall be available for inspection as other Municipal records. The treasurer shall disburse the funds of the Board as directed by it. In the event that any Boardmember shall be unable to fulfill the duties of his office for a period of six months, a majority of the remainder of the Boardmembers may declare the office of such Boardmember vacant and Council shall thereupon fill such vacancy as otherwise provided for herein.

(Ord. of 9-1-1987)

Sec. 169.03. - Powers and duties.

The Board shall have full and complete supervision, management and control of the waterworks system, the sewerage system and the stormwater system, including the maintenance, operations, improvements and extension thereof, all of which shall be combined as a single system under Chapter 8, Article 20 of the West Virginia Code of 1931, as amended (the "system"). All bills for water, sewer and stormwater service shall be collected and accounted for by the Board in the manner and form required by law, the Public Service Commission and/or the ordinances of the City, and all disbursements and accounts of the system shall be ordered paid out only upon approval of such Board; provided however, that all such supervision, management and control of the systems and the collection and accounting for bills for water, sewer and stormwater service shall be consistent and in accordance with any ordinance 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. The Board shall have the power and authority to make all contracts, agreements and other matters necessary or proper for the full complete supervision, management and control of the system.

(Ord. No. 07-15, 5-1-2007)

Sec. 169.04. - General Manager created; other employees.

The Board shall have power to employ, affix the compensation of and discharge a General Manager of the system and shall direct, employ and fix the compensation of and discharge all other employees of the system. The General Manager of the system, upon his appointment and taking office, shall furnish and file with the City Clerk, a bond in the sum and penalty of $50,000.00, the cost of such bond to be payable from revenues of the system and such bond shall be payable to the City and conditioned as to the faithful performance of the General Manager's duties as are fixed by the Board.

(Ord. No. 02-13, 5-21-2002)

Sec. 169.05. - Financial reports; minutes; budget.

The Board shall provide reports, at least semiannually, or as otherwise required by law, to the City Manager and Council, indicating the Board's financial condition. The Board shall also, if requested by the Mayor or City Manager provide the City with yearly audited financial statements, minutes of all meetings of the Board, an annual budget and other information as may reasonably be requested.

(Ord. of 9-1-1987)

Sec. 169.06. - Waterworks, sewerage system, and stormwater system accounts; personnel policies.

Following the defeasance of the water revenue bonds and sewer revenue bonds, all assets and liabilities of the waterworks system and sewerage system, including accounts receivable and accounts payable and all employees thereof, shall be under the management and control of the Board. All assets and liabilities of the stormwater system, including accounts receivable and accounts payable, shall be under the management and control of the Board. Personnel policies and practices and other matters affecting employees of the Board, except pensions, shall be determined by the Board.

(Ord. No. 02-13, 5-21-2002)

Sec. 169.07. - Pension plan.

Upon transfer of the management and control of the employees of the waterworks system and sewerage system to the Board, all such employees shall be under the general pension plan of the City, subject to such adjustments as shall be provided for by resolution of Council.

(Ord. of 9-1-1987)

Huntington Article 930 and Article 169

ARTICLE 930 - HUNTINGTON WATER QUALITY BOARD

930.01 - PURPOSE.

The purpose and intent of this article is to protect the health, safety, and general welfare of the citizens of the City of Huntington, and protect and enhance the water quality of watercourses and water supplies located in or running through the city by establishing the Huntington Water Quality Board whose duty it will be to supervise and manage the Huntington Sanitary Board established under the provisions of Article 169 and the Huntington Stormwater Utility established under the provisions of Article 935 of the Codified Ordinances of the City of Huntington.

(Ord. of 6-23-14(1))

930.02 - CREATION; MEMBERS.

(a) Upon the effective date of this ordinance [June 23, 2014], control and operation of the Huntington Sanitary Board established under the provisions of Article 169 and article 933 of the Codified Ordinances of the City of Huntington, and control and operation of the Huntington Stormwater Utility established under article 935 of the Codified Ordinances of the City of Huntington, shall be vested in the Huntington Water Quality Board (the "board"), created as of the effective date of this ordinance [June 23, 2014], and appointed and functioning as hereinafter provided.

(b) The board shall consist of the three members of the Huntington Sanitary Board established under the provisions of article 169 of the Codified Ordinances of the City of Huntington, and W. Va. Code § 16-13-1 et seq.

(Ord. of 6-23-14(1))

930.03 - POWERS AND DUTIES.

The board shall have full and complete supervision, management and control of the stormwater collection, conveyance, storage, treatment, and disposal system (the "stormwater system") and the sanitary sewage collection, transportation and treatment system (the "sanitary sewer system") of the city, including the maintenance, operations, improvements and extensions of each respective system, which shall be combined for operational purposes as a single water quality system (the "system"). Bills for stormwater service and sanitary sewer service may be rendered on the same form where appropriate but revenues and expenses shall be collected and accounted for separately by the board in the manner and form required by law, the Public Service Commission of West Virginia and/or the ordinances of the city. All disbursements and accounts of the system shall be ordered paid out only upon approval of the board from the appropriate separate account maintained for the stormwater system or the sanitary sewer system; provided however, that all supervision, management and control of the respective systems and the collection and accounting for bills for

stormwater service and sanitary sewer service shall be consistent and in accordance with any ordinance pursuant to which the city may have authorized and issued any bonds from time to time which are outstanding, and which by their terms are payable from and secured by the revenues of either the stormwater system or the sanitary sewer system. The board shall have the power and authority to make all contracts and agreements, and to take any and all other actions necessary or proper for the full and complete supervision, management and control of the system.

(Ord. of 6-23-14(1))

930.04 - EXECUTIVE DIRECTOR AND OTHER EMPLOYEES.

The board shall have power to employ, fix the compensation of and discharge an executive director of the system and shall direct, employ, fix the compensation of and discharge all other employees of the system. The executive director, upon his appointment and taking office, shall furnish and file with the city clerk, a bond in the amount of $50,000, the cost of such bond to be payable from revenues of the system and such bond shall be payable to the board and conditioned as to the faithful performance of the executive director's duties as are fixed by the board.

(Ord. of 6-23-14(1))

930.05 - STORMWATER SYSTEM AND SANITARY SEWER SYSTEM ACCOUNTS; PERSONNEL POLICIES.

All assets and liabilities of the system, including accounts receivable and accounts payable, shall be under the management and control of the board. Personnel policies and practices and other matters affecting employees of the board, except pensions, shall be determined by the board.

(Ord. of 6-23-14(1))

ARTICLE 169 - SANITARY BOARD

Footnotes:
*--- (**26**) ---*
***State Law reference—** Composition of Board, W. Va. Code, § 16-13-18; publication of financial statement, W. Va. Code, § 16-13-18a; powers and duties, W. Va. Code, § 16-13-3 et seq.*

169.01 - CREATION; MEMBERS.

There is hereby created a sanitary board to consist of three members. The mayor is hereby designated as a member of the board and the mayor shall be the chairman of said board. Council, as governing body as defined by W. Va. Code, § 16-13-1 et seq., shall appoint the two other members of the board. The persons so selected and the terms of their respective offices and all other matters relating thereto shall be in accordance with the provisions of state law.

(Ord. 12-22-97; Ord. No. 2024-O-03, § 1(Exh. A), 2-26-24)

169.02 - SEWERAGE COLLECTION AND TREATMENT SYSTEM AND STORMWATER COLLECTION AND CONTROL SYSTEM SUPERVISION; EXPENDITURES; REVENUE.

The construction, acquisition, improvement, custody, operation and maintenance of the municipal sewerage treatment or collection system and stormwater collection and control system or other works that may be constructed or required under the provisions of law and of this article shall be under the supervision and control of the sanitary board. All necessary preliminary expense actually incurred by the board in the making of surveys, estimates of costs and revenues, employment of engineers, attorneys or other employees, the giving of notices, taking of options, and all other expense of whatsoever nature necessary to be paid prior to the issue and delivery of the revenue bonds, may be paid out of the general fund of the city not otherwise appropriated, in the manner provided in W. Va. Code, § 16-13-4; provided, however, that the funds of the city from which such payments are made shall be fully reimbursed and repaid by the board out of the first proceeds of the sale of revenue bonds.

(Ord. 3-12-01; Ord. No. 2024-O-03, § 1(Exh. A), 2-26-24)

169.03 - RULES AND REGULATIONS.

The further regulation and control of the sanitary board, except in so far as the board is given authority by law to organize itself and establish its own by-laws, rules and regulations, is hereby reserved and may be set forth from time to time by council by proper ordinance, within the terms of state law.

(Ord. 3-11-35; Ord. No. 2024-O-03, § 1(Exh. A), 2-26-24)

169.04 - COMPENSATION; SECRETARY AND TREASURER.

Until the further order of council, the members of the sanitary board shall receive compensation in the amounts and under the circumstances as may from time to time be determined by council. The board is hereby directed to select a secretary and treasurer pursuant to W. Va. Code § 16-13-18. The bond of the treasurer is hereby fixed at $5,000. Such bond shall be given by a recognized surety company, and the cost of the premium thereof shall be paid by the board as part of its expenses.

(Ord. 3-12-01; Ord. No. 2024-O-03, § 1(Exh. A), 2-26-24)

169.05 - CERTAIN CONTRACTS SUBJECT TO APPROVAL BY COUNCIL.

The custody, administration, operation and maintenance of the sewage collection, treatment and disposal system, to be known as the "Sewer System" and the stormwater collection and control system, specifically including, but not limited to, the floodwall, including pumps associated therewith, and levies, to be known as the "Stormwater System" of the city, are hereby placed under the supervision and control of the Huntington Sanitary Board, to be exercised in accordance with the provisions of W. Va. Code, Ch. 16, as amended, and the ordinances of the city enacted thereto.

The Huntington Sanitary Board shall have the power to take all necessary steps and procedures to make and enter into all contracts or agreements necessary or incidental to the performance of its duties and the execution of its powers under this article; provided, that any purchase or purchases relating to the financing, construction, acquisition, maintenance, enlargement, improvement, or renovation of any such works in excess of $25,000 shall be approved by council; provided, that nothing herein shall be construed to require the approval of the payment of ongoing expenses including, but not limited to, wages and utility bills.

(Ord. 3-12-01; Ord. No. 2024-O-03, § 1(Exh. A), 2-26-24)

169.06 - CONSTRUCTION, ACQUISITION, IMPROVEMENT AND EQUIPMENT SUPERVISION.

The construction, acquisition, improvement and equipment of any works for the collection, treatment or disposal of sewage and for the collection and control of stormwater of the city, and all matters pertaining thereto, are likewise hereby placed under the supervision and control of the Huntington Sanitary Board in compliance with W. Va. Code § 16-13-2, as amended.

(Ord. 1-13-97; Ord. No. 2024-O-03, § 1(Exh. A), 2-26-24)

169.07 - REMOVAL AND REPLACEMENT OF APPOINTED MEMBERS; POWERS OF COUNCIL.

(a)

Council shall, by a majority vote after proper notice and hearing, remove any appointed member of the sanitary board, except for the mayor, upon a finding that such member has violated any of the provisions of this article, or for reasonable and just cause, as determined by a majority vote of council.

For the purpose of this subsection, "reasonable and just cause" shall include, but not be limited to:

(1) The continued failure to attend meetings of the board; or

(2) The failure to diligently pursue the purposes and objectives for which the sanitary board was created; or

(3) The failure to perform any directive or duty prescribed by law, order of council, order of the public service commission of the state, or the order of any court of competent jurisdiction; or

(4) The commission of any other malfeasance, misfeasance or nonfeasance while sitting as a member of the board.

(b) Council shall, by a majority vote after proper hearing, appoint a member to replace any member removed pursuant to subsection (a) hereof immediately after such removal is final, or as soon thereafter as practicable.

(Ord. 1-13-97; Ord. No. 2024-O-03, § 1(Exh. A), 2-26-24)

169.08 - BONDS, NOTES OR OTHER OBLIGATIONS ISSUED BY THE CITY FOR THE BENEFIT OF THE SEWER SYSTEM AND STORMWATER SYSTEM.

Any bonds, notes or other obligations issued or incurred by the city for the benefit of the Sewer System and/or the Stormwater System shall be secured by the net revenues, surplus revenues or other pledges of both the Sewer System and the Stormwater System.

(Ord. No. 2024-O-03, § 1(Exh. A), 2-26-24)

Parkersburg Article 151

ARTICLE 151

Utility Board

151.01 Creation.
151.02 Membership.
151.03 Terms; compensation.
151.04 Organization; vacancies.
151.05 Powers and authority.
151.06 System employees and management; coverage for Board officials.
151.07 Reports.
151.08 Rules and policies.

CROSS REFERENCES

Statutory law - see W. Va. Code 8-20-18
Utility Board - see CHTR. Sec. 10.104

151.01 CREATION.

Upon issuance of the bonds, but only upon such issuance, the Parkersburg Sanitary Board becomes functus officio and the heretofore separate waterworks system and sewerage system of the City shall be combined into a single undertaking. The supervision, management, control and operation of the system shall be vested in the Parkersburg Utility Board (the Board), hereby created and appointed and functioning as hereinafter provided.
(Ord. 0-1566. Passed 3-28-17.)

151.02 MEMBERSHIP.

The Board shall consist of five persons, one of whom shall be the Mayor of the City, the remaining four Boardmembers shall be customers of the Parkersburg Utility Board, shall be persons of outstanding reputation, ability and integrity, not less than one of whom shall be a registered professional engineer. No more than one of the Boardmembers may be a citizen of Wood County, residing outside of the corporate limits of the City; all of the the remaining Boardmembers shall be citizens and residents of the City with exception of the Mayor, all Boardmembers shall be appointed by the Council of the City. No officer or employee of the City, whether holding a paid or unpaid office, shall be eligible to be appointed to the Board until at least one year after the expiration of the term of such public office.
(Ord. 0-1566. Passed 3-28-17.)

151.03 TERMS; COMPENSATION.

The Mayor of the City shall notify all appointees of their appointment. The terms of such Boardmembers first appointed shall be for 1, 2, 3 and 4 years, respectively, from the 1st day of the month in which appointed. In the event of a vacancy and also within thirty days after the expiration of the term of office of any Boardmember, a successor shall be appointed by the Council of the City. All vacancies shall be filled for the unexpired term only and all other appointments shall be for a term of four years, to commence on the date following the scheduled expiration date of the previous term. The Board shall have power to adopt bylaws, rules and regulations for its own government. Any Boardmember shall be eligible for reappointment upon the expiration of his or her term. The Boardmembers shall each receive compensation for their services at the rate of fifty dollars ($50.00) per meeting attended, not to exceed two hundred dollars ($200.00) per month, and in addition, shall be reimbursed for any and all expenses incurred in the performance of duties as ordered by the Board. Each Boardmember shall be subject to removal for just cause by Council by the recorded vote of a majority of Council after a public hearing thereon. The decision of Council as to such removal shall be final and not subject to review by any court, arbitrator or other body, and each Boardmember accepting appointment shall acknowledge the finality of such decision. (Ord. 0-1566. Passed 3-28-17.)

151.04 ORGANIZATION; VACANCIES.

The Mayor shall be the chairman of the Board. The Board shall designate, as needed, a Boardmember to act as vice chairman. The chairman shall preside at all meetings when present and shall call special meetings on his or her own motion, or when requested to do so by any two Boardmembers. The vice chairman shall preside in the absence of the chairman. The Board shall keep a record of the proceedings which shall be available for inspection as other municipal records. In the event that any Boardmember shall be unable to fulfill the duties of his or her

office for a period of six months, a majority of the remainder of the Boardmembers may declare the office of such Boardmember vacant and the Council of said City shall thereupon fill such vacancy as otherwise provided for herein.
(Ord. 0-1566. Passed 3-28-17.)

151.05 POWERS AND AUTHORITY.

The Board shall have full and complete authority for the supervision, management, control and operation of the system, including the maintenance, operations, improvements and extension thereof, all of which shall be combined as a single system under Chapter 8, Article 20 of the West Virginia Code of 1931, as amended (the system). All bills for water and sewer service shall be collected and accounted for by the Board 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; 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. The Board shall have the power and authority to make all contracts, agreements, and other matters necessary of proper for the full and complete supervision, management and control of the system. (Ord. 0-1566. Passed 3-28-17.)

151.06 SYSTEM EMPLOYEES AND MANAGEMENT; COVERAGE FOR BOARD OFFICIALS.

The Board shall have power to fix and maintain a separate budget; and employ, fix the compensation of and discharge of a manager of the system shall direct, employ and fix the compensation of and discharge of all engineers, architects, inspectors, superintendents, collectors, attorneys and other employees of the system. The Board shall acquire appropriate insurance coverage for Boardmembers, management and staff, the cost of such coverage shall be payable from the revenues of the system.
(Ord. 0-1566. Passed 3-28-17.)

151.07 REPORTS.

The Board shall provide reports, at least annually, or as otherwise required by law, to the Mayor and Council of the City, indicating the system's financial condition. The Board shall also, provide the City with yearly audited financial statements of the system, minutes of all meetings of the Board, an annual budget for the system and other information as may reasonably be requested. (Ord. 0-1566. Passed 3-28-17.)

151.08 RULES AND POLICIES.

Upon issuance of the bonds and defeasance of the water revenue bonds and sewer revenue bonds, all assets and liabilities of the waterworks system and sewerage system, including accounts receivable and accounts payable, and all employees thereof, shall be under the management and control of the Board. Personnel policies and practices, and other matters affecting employees of the Board shall be as determined by the Board.
(Ord. 0-1566. Passed 3-28-17.)

Charleston Chapter 118

Sec. 118-121. - Created; powers and duties; composition; appointment and term of members.

There is created in and for the city a sanitary board, which shall be charged with the custody, supervision, control, administration, operation and maintenance of the municipal sewer system, all as permitted and provided by W. Va. Code ch. 16, art. 13 (W. Va. Code § 16-13-1 et seq.). The sanitary board shall be composed of the mayor and two persons appointed by the city council, one of whom shall be a registered professional engineer; provided that when no city sewer is under construction, a registered professional engineer need not be a member of the board. The two appointed members of the board shall each serve for a term of three years and until the successor of each is duly appointed and has qualified, and vacancies shall be filled for the unexpired term only.

(Code 1975, § 25-25)

Sec. 118-122. - Officers; salaries; bond of treasurer.

(a) The sanitary board shall elect a vice-chair from its members and shall designate a secretary and treasurer (who may be one and the same person) who need not be members of the board and who shall hold office at the will of the board.

(b) Each member of the board, other than the mayor, shall receive such salary as may be provided from time to time by the city council and shall be entitled to payment for his reasonable expenses incurred in the performance of his duties.

(c) The secretary and treasurer shall be paid such reasonable compensation for services as from time to time may be fixed by the city council; and the treasurer shall give bond, with qualified corporate surety, in the amount of $5,000.00 or such other amount as the council may require, conditioned for the proper application of all moneys received by him as such and for the faithful performance of the duties of his office.

(d) All compensation and all expense incurred by the sanitary board, its officers and employees shall be paid solely from funds authorized to be collected and received by the board as provided by W. Va. Code ch. 16, art. 13 (W. Va. Code § 16-13-1 et seq.).

(Code 1975, § 25-26)

Cross reference— Officers and employees, § 2-131 et seq.

Sec. 118-123. - Powers and duties.

(a) The construction, acquisition, improvement, equipment, custody, operation, maintenance and administration of all works for the collection, treatment or disposal of sewage within the city and in such other areas as may be within the jurisdiction of the sanitary board which shall be acquired, constructed, operated or maintained by the sanitary board, the employment of all engineers, architects, inspectors, superintendents, manager, collectors, attorneys and other employees in the

judgment of the board necessary to the execution of its powers and duties, and the collection of all revenues from the works acquired, constructed, operated or maintained by it, shall be under the supervision and control of the board.

(b) In addition to the authority and powers enumerated in this section, the sanitary board shall be invested with all other powers and authorities provided for such boards by W. Va. Code ch. 16, art. 13 (W. Va. Code § 16-13-1 et seq.).

(Code 1975, § 25-27)

Secs. 118-124—118-140. - Reserved.

Charles Town Article 147

ARTICLE 147

Utility Board

147.01 **Established.**
147.02 **Board of Directors composition.**
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147.07 **Financial reports and administrative supervision.**
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147.01 ESTABLISHED.

(a) Upon the issuance of the bonds and reissuance ofthe 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 ofthe 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.

(Ord. 2022-001. Passed 2-22-22.)

147.02 BOARD OF DIRECTORS COMPOSITION.

(a) The Charles Town Utility Board of Directors shall consist of five (5) 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)(l) 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 (1) 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 (1) 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 ofthe 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-l, 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.

(Ord. 2022-001. Passed 2-22-22.)

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.
(Ord. 2022-001. Passed 2-22-22.)

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)(l) 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 ofthe 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.
(Ord. 2022-001. Passed 2-22-22.)

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.
(Ord. 2022-001. Passed 2-22-22.)

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.
(Ord. 2022-001. Passed 2-22-22.)

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. (Ord. 2022-001. Passed 2-22-22.)

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.

(Ord. 2022-001. Passed 2-22-22.)

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.

(Ord. 2022-001. Passed 2-22-22.)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/18/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-915: Charles Town Utility Board Meeting Minutes - July 23, 2025

ATTACHMENTS:

- 2025.07.23 UB MINUTES.pdf

Charles Town Utility Board
Regular Board Meeting
July 23, 2025

The Charles Town Utility Board held a regular meeting on July 23, 2025 at 4:00 P.M. Members of the Board present were Micheal George, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, and Board Member; Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel (Zoom) and Pasha Majdi, County Commission Liaison (Zoom).

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of July 9, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the July 9, 2025 regular meeting minutes. Mrs. Parker suggested two minor corrections.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the July 9, 2025 regular meeting minutes as amended.**

PUBLIC COMMENT

Public comment was received by Jacquelyn Milliron.

UNFINISHED BUSINESS

Update on WV PSC Cases - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

i. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development

Mr. Rodecker provided he is continuing to work with the other party on the revisions to the lease agreement. Mrs. Stolipher mentioned she is aiming to have the final draft before the Board at the next meeting.

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

ii. 25-0263-W-C – West Virginia American Water Complaint Case

Mr. Rodecker stated he and Mrs. Stolipher are continuing to prepare for the July 30 hearing at the new County Commission complex in Charles Town.

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

Riverpointe (formerly Ranson Heights) Pump Station Operation and Maintenance Agreement

Mrs. Stolipher included the revised O&M agreement for the Riverpointe pump station as discussed last meeting. She mentioned this was a request by the developer that would allow for CTUB to

operate and maintain the pump station prior to accepting the phases of infrastructure at a cost to the developer. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the revised Riverpointe Pump Station O&M Agreement.**

Sleepy Hollow Mainline Extension Agreement Request

Mrs. Stolipher provided the Board with a memo from Mr. Rodecker recommending the Board not move forward with the Mainline Extension Agreement request per the PSC rules. Mr. Rodecker briefed the Board and recommended the Board offer an Alternate Mainline Extension.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved denial of the request since there are no bona fide customers ready for the project and advise the developer work with management to develop an alternate mainline agreement.**

NEW BUSINESS

Raftelis – Capacity Improvement Fee Assessment Presentation

Mihaela Coppersmith from Raftelis presented their assessment on the updated Capacity Improvement Fees (CIF's) for water and sewer, focusing on the incremental methodology. She worked with Mrs. Stolipher and Chris Eckenrode to provide growth-related percentages from the most recent Capital Improvement Plan (CIP's) to calculate the fees. Ms. Coppersmith provided revised fees of $1,624 for water and $2,352 for sewer using the Incremental Method (Recommended) and $1,442 for water and $2,062 for sewer using the Combined Method. She mentioned the fees are lower than the current fees based on the decrease in the number of growth-related projects listed in the Board adopted CIP's and the increased amount of capacity.

The Board provided discussions on the growth-related percentages, inflation rates and current projects and requested a workshop to discuss the growth-related percentages with Mr. Eckenrode prior to taking any action on the new fees.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved holding a special workshop with Chris Eckenrode to review percentages versus what was presented by Raftelis.**

Collection System Project – Resolution No. 12 – CWSRF No. 5, Pay Application No. 4

Mrs. Stolipher included the pay application for Resolution No. 12, CWSRF Payment No. 5, Pay Application No. 4 in the amount of $506,828.03 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 12, CWSRF Payment No. 5, Pay Application No. 4.**

Collection System Project – Resolution No. 13 – CIF Payment No. 8

Mrs. Stolipher included the pay application for Resolution No. 13, CIF Payment No. 8, in the amount of $32,559.03 for work completed.

Action: **Motion made by Mr. Kratovil, second by Mr. Maxey, the Board unanimously approved Resolution No. 13, CIF Payment No. 8.**

Collection System Project - Change Order No. 1 (Information Only)
Mrs. Stolipher provided the final documentation for Change Order No. 1 relating to the B&O taxes to be paid for by the operating fund.

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

Locust Hill Pond Aerator Quote
Mrs. Stolipher provided a quote to replace the pond aerator at one of the three ponds with aerators at Locust Hill that CTUB is responsible for. The Board provided discussions and recommended the owner of the golf course dredge the ponds.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the pond aerator quote for $16,400.**

Service Area Map by Subdivision for Website, updated every 6 months (requested by Director Parker)
Mrs. Parker requested a map detailing the total EDU's of each subdivision and remaining buildout and possibly an interactive map on the website to show water and sewer providers. Mrs. Stolipher suggested putting a link on the CTUB website to the County website to use their interactive map and to update CTUB's maps when the County updates their GIS information.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, with discussions from the Board, the Board unanimously approved adding the maps provided to the website and update as the County updates their GIS information and include a table with the projected and current CIF amounts.**

General Manager Report Requirement for the Board of Directors to include: Written, signed GM report to include, monthly water loss percentages, fire hydrant compliance/mapping and manhole maintenance and repairs, total capacity improvement fees and also by subdivision, list task order performed each month, with improvements, critical challenges (requested by Director Parker)
Mrs. Parker suggested adding various tracking to a signed Utility Manager report including the water loss rate, fire hydrant compliance, manholes repairs, etc. The Board provided discussions.

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

MANAGER REPORTS

Utility Manager Report
Mrs. Stolipher gave a brief update on the recent storm damage, several leak repairs, the Renewal and Replacement Project completion with the final pay application at the next meeting, and the ongoing software conversion.

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

Chairman Report
The Chairman provided an update on the storm damage from a recent storm and the Liberty Street project moving along with the stormwater install.

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

APPROVAL OF BILLS

July 9, 2025

Mrs. Parker had several questions on the bill report. The Board provided discussions.

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

UNFINISHED BUSINESS

Draft Sewer System Design and Construction Standards Manual

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved to un-table the Sewer System Design and Construction Standards Manual 2025.**

Mrs. Stolipher provided the revised draft document for the Board's review. Mr. Rodecker suggested removing the proposed language on page 2 relating to mainline extension agreements as the current language addresses that option. He mentioned this section is specific to developers, who generally utilize alternate mainline extension agreements as they do not usually have bona fide customers ready at the time of the agreement. Mrs. Stolipher also added language relating to the upsizing of pipe as requested by the Board at the last meeting, which was removed, returning to the first draft per Mr. Rodecker's recommendation. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved adopting the Sewer System Design and Construction Standards Manual with the changes recommended by Mr. Rodecker.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:53 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, August 13, 2025 at 4:00 P.M. at 661 S. George Street.

Micheal George
Chairman

Ashley Stottlemyer
Secretary