CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • JULY 5, 2023

Regular Session | **661 SOUTH GEORGE STREET - CONFERENCE ROOM** | **7:00 PM**

101 E Washington Street, Charles Town, WV 25414

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: **2023-583** Approval of Minutes
June 21 meeting minutes.docx

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

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

7. CITY MANAGER REPORT

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

10. NEW BUSINESS

: **2023-588** City Manager Selection - Possible Executive Session

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

Jefferson Arts Council Letter.pdf
CVB Letter.pdf

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2023-603:** Payment of Bills - July 5, 2023
CAPITAL RESERVE COUNCIL REPORT 2023 7 05.pdf
GENERAL FUND COUNCIL REPORT 2023 7 05.pdf
GENERAL FUND COUNCIL REPORT-PAID BY CREDIT CARD 2023 7 05.pdf

PARKS & REC COUNCIL REPORT 2023 07 05.pdf
REPAVING COUNCIL REPORT 2023 07 05.pdf
GEN FUND SPECIAL RUN 2023 07 05.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING Monday, July 17, 2023

: **2023-589** Fairview Farms Mayor's Select Committee
Select Committe on the Fairview Farms, Dailey Farm Conditions of Annexation.pdf

: **2023-590** Food Truck Report
Mobile Food Vendor Report.pdf

: **2023-592** Resolution of Construction Appeals Board
2023-009 - Building Code Board of Appeals Resolution.pdf

: **2023-593** Statement of Council Standing Committee Appointments
2023 Standing Committees.pdf

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

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/05/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-583 Approval of Minutes

Approval of Minutes

ATTACHMENTS:

- June 21 meeting minutes.docx

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • June 21, 2023

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

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

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

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

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. OATH OF OFFICE - COUNCIL MEMBERS

2023-537: Swearing-In City Council Members - James Kratovil, Kevin Tester, Priscilla Rodd, and Micheal George

Mayor Trainor administered the Oath of Office to newly elected Councilmembers Mr. James Kratovil, Mr. Kevin Tester, Ms. Priscilla Rodd, and Mr. Micheal George.

4. APPROVAL OF MINUTES

2023-538: Special City Council Meeting Minutes - June 2, 2023 - 6:00PM

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

2023-539: Special City Council Meeting Minutes - June 2, 2023 - 7:00PM

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

5. PUBLIC COMMENT

One person signed up for public comment.

Ms. Nicola Bastian addressed the Council concerning possible lead pipe contamination of drinking water and requested that the City of Charles Town consider purchasing test kits for residents to test their water for lead contamination.

6. WARD REPORTS

Ward #1

Ms. Ricketts reported that she attended West Virginia Fest and the Juneteenth community cookout. She thanked Mayor Kevin Knowles of Martinsburg for recognizing June as Pride month in Martinsburg.

Mr. Kratovil thanked everyone for electing him to City Council. He also attended West Virginia Fest.

Ward #2

Mr. Hynes reported that he attended West Virginia Fest.

Mr. Tester reported that he attended West Virginia Fest.

Ward #3

Ms. Rodd reported that she attended West Virginia Fest and enjoyed participating in "Are You Smarter Than An 8th Grader" competition. She also attended the Juneteenth community cookout.

Ms. Philabaum reported that there were inaccuracies in the June 14, 2023, edition of “The Spirit” newspaper concerning the Sheetz Signal Agreement and the Pride Month Resolution. She also expressed her displeasure concerning a group of people praying during the community singalong at West Virginia Fest.

Ward #4

Mr. George reported that he attended West Virginia Fest and the Farmer's Market.

Mr. Twyford reported the following:

- That she attended the Ranson Car Show and looks forward to the Charles Town Car Show over Labor Day weekend.
- That she went with her family to the Twilight Swim and appreciates the great job done by the city pool staff.
- That she attended the Fayetteville/New River Gorge Leadership West Virginia session on WV Tourism where she was able to promote Jefferson County.
- That she attended West Virginia Fest and thought that it was a huge success. She thanked Liz, Jim and all city staff. She also announced that the Pepperoni Roll Contest winners were Lavonda Mercer and Asher Parks with Sugar High Bakery.
- That she attended the Juneteenth Celebration at Evitts Run Park and wanted to extend her sincere appreciation to Teresa Rutherford for planning and executing such a great event and that everyone is welcome to attend the Block Party they are hosting in August.

- That she was elected to The Old Opera House Board of Directors and encouraged everyone to come out to the New Voice Festival and vote for their favorite play this weekend.
- That the Jefferson County Parks and Recreation Department will host a fireworks celebration on Saturday, July 1st.

7. MAYOR'S REPORT

Mayor Trainor reported that he attended West Virginia Fest and the Region 9, Jefferson County Convention and Visitor Bureau, and the Jefferson County Mayors meetings.

2023-540: Fairview Farms Mayor's Select Committee

Mayor Trainor announced the Mayor's Select Committee on the Fairview Farms, Dailey Farms, Conditions of Annexation made up of the following members: Mayor Bob Trainor, Councilmembers Jeff Hynes and Micheal George, and City Planner James Newman. There were no objections from the Council.

2023-541: Mayor's Select Committee to reconcile Charles Town Code Articles 1759 and 1705 - Scheduling

Mayor Trainor announced that the Committee would begin their meeting schedule within the next few weeks.

2023-562: Charles Town Police Department Promotions

Mayor Trainor administered the oath of office to Patrolman First Class Vincent Ciampa – promoted to the rank of Corporal; Corporal Jonathan Quinnam – promoted to the rank of Sergeant; and Sergeant James Knott – promoted to the rank of Lieutenant.

8. COMMITTEE REPORTS

2023-542: Personnel Committee Report

Following the Executive Session, Ms. Ricketts moved to authorize the Personnel Chairman. Mr. George, to contact additional City Manager candidates to bring the total candidates who will attend the scheduled June 29 candidate familiarization and interview process. Mr. Tester seconded the motion, and it passed unanimously.

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

9. CITY MANAGER REPORT

2023-543: Building Security Improvements – Update

Ms. Meeks updated the Council on the upgraded cameras and door lock system that have been installed in City Hall. City staff and Council members have been issued key fobs to gain access to offices and Council chambers through the lobby doors.

2023-544: US 340 Rockslide Repair Project Updates

Ms. Meeks reported that the US Route 340 Rockslide Repair Project between Harpers Ferry and the Virginia State line is scheduled to begin on September 12, 2023. The project will last approximately ninety (90) days, effectively closing the road for that time. Additional information can be found on the www.us340harpersferry.com website. Ms. Meeks plans to attend any planning and status meetings to keep the Council updated on the project.

2023-563: West Virginia Fest Update

Ms. Liz Cook reported that the Charles Town West Virginia Festival was a huge success with an estimated 9,000 people in attendance. She thanked the Skinner Law Firm, Bank of Charles Town, and the Jefferson County Convention and Visitor Bureau for their sponsorships. She also thanked City Staff and Council members for all their help.

Ms. Liz Cook announced that the City of Charles Town and Charles Town Now have won the Michael Gioulis Downtown Preservation Award recognizing the significant contributions made to preserve the Charles Town Downtown Historic District while balancing community needs, business growth, and affordable housing construction opportunities. The award will be presented at the July 17, 2023, City Council meeting.

2023-559: Staff Update – Food Truck Regulations

Mr. James Newman distributed and discussed a report, prepared by City staff, comparing West Virginia State requirements and regulations for mobile food vendors with those of various proximate jurisdictions.

10. POLICE CHIEF REPORT

Chief Kutcher reviewed the Charles Town Police Department's Monthly Statistical Report for May of 2023. He also reported that there were only five incidents at West Virginia Fest that required police intervention.

Three candidates passed the new police officer testing on June 10, 2023. Two of those candidates will be moving ahead in the hiring process.

Finally, Chief Kutcher announced that having passed the exam for Captain, his permanent rank is Captain. Mayor Trainor explained that should Chief Kutcher be relieved as Chief of Police of the Charles Town Police Department (CTPD) he will be afforded the opportunity to continue with the CTPD as a Captain.

11. UNFINISHED BUSINESS

2023-545: Sheetz Resolution – Possible Executive Session

Mr. Tester moved to enter into Executive Session for this agenda item, agenda item #2023-546, and the Personnel Committee Report. Hearing no objections, Mayor Trainor declared the Council in Executive Session.

Mayor Trainor declared the Council out of Executive Session.

Mr. George moved to authorize the Mayor to sign the revised WV Department of Highway (DOH) – Sheetz Traffic Signal Agreement, after Sheetz approval and signature. Mr. Tester seconded the motion, and it passed unanimously.

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

2023-546: Pharmaceutical Industry Opioid Lawsuit, Proposed Settlement Agreements (Possible Executive Session)

Mr. Kratovil moved to authorize the Mayor to sign the West Virginia Local Government Election and Release Forms to resolve opioid-related claims against Mylan Pharmaceuticals, Inc., Amneal, and Kroger. Mr. Hynes seconded the motion, and it passed unanimously.

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

12. NEW BUSINESS

2023-564: Amend and approve City Council meeting minutes - May 1, 2023

Mr. Kratovil moved to approve the City Council May 1, 2023, Council Meeting Minutes as amended. Mr. George seconded the motion, and it passed unanimously.

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

2023-547: Selection of Mayor Pro-Tempore

Mr. Hynes moved to appoint Councilmember Micheal George as Mayor Pro-Tempore. Mr. Kratovil seconded the motion, and it passed unanimously.

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

2023-548: Council Standing Committee Appointments

Mayor Trainor asked if there were any objections to Councilmember Philabaum's request to be removed from the Infrastructure and Personnel Committees and to being appointed to the Finance Committee. There were no objections.

Mayor Trainor asked if there were any objections to Councilmember Jeff Hynes being appointed to the Personnel Committee. There were no objections.

Mayor Trainor asked if there were any objections to Councilmember Ricketts's request to be removed from the Personnel Committee. There were no objections.

Mayor Trainor asked if there were any objections to Councilmember Priscilla Rodd being appointed to the Infrastructure and Ordinance Committees. There were no objections.

The members of the Charles Town Council Standing Committees are as follows:

Finance:	Robert Trainor, Jeff Hynes, Julie Philabaum
Infrastructure	Jim Kratovil, Elizabeth Ricketts, Priscilla Rodd
Personnel	Micheal George, Kevin Tester, Jeff Hynes,
Ordinance	Rikki Twyford, Julie Philabaum, Kevin Tester, Priscilla Rodd

2023-549: BZA Appointment

The lone Board of Zoning Appeals applicant was deemed ineligible because they did not reside within the Charles Town city limits.

2023-254: Public Hearing - Huyett Road Storage Facility Bond Initiation

Mr. George moved to open the public hearing on the Huyett Road Storage Facility Bond Initiation. Mr. Hynes seconded the motion, and there were no objections.

No one had signed up for the public hearing.

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

Mr. George moved to approve the bond initiation in the amount of $1,492,269.65, for site work on the Huyett Road Storage Facility. Mr. Hynes seconded the motion, and it passed unanimously.

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

2023-555: Public Hearing- TXA2023-02: Buffering Standards

2023-556: Public Hearing- TXA2023-03: Driveway Standards

2023-558: Public Hearing- TXA2023-04: Townhouse Development Standards

Mr. George moved to open the public hearing on the Buffering, Driveway, and Townhouse Development Standards. Mr. Tester seconded the motion, and there were no objections.

No one had signed up for the public hearing.

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

Mr. George moved to approve the Buffering, Driveway, and Townhouse Development Standards as presented. Mr. Hynes seconded the motion.

Ms. Philabaum moved to strike **"...and also between single-family detached and multi-family or townhouse dwelling units..."** from the Proposed Language paragraph of the Text Amendment and Staff report on Code Section 1333.15, Buffer and Screening Standards. Ms. Rickett seconded the motion, and it failed by a 4-4 vote.

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

Mayor Trainor called for a vote on the original motion made by Mr. George, and it passed unanimously.

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

2023-561: Establishment of the Construction Code Board of Appeals.

Mr. Kratovil moved to establish a Construction Code Board of Appeals. Mr. Tester seconded the motion, and it passed unanimously.

Note: It is understood that the positions for the board will be advertised to solicit volunteers and that the members of the board will be appointed by the City Council at a later date.

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

13. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

14. APPROVAL OF BILLS

2023-570: Payment of Bills - June 21, 2023

Mr. Kratovil moved to approve the bills for payment. Mr. Tester seconded the motion, and hearing no objections, Mayor Trainor declared the bills approved for payment.

15. ADJOURNMENT

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

16. INFORMATION ONLY - NEXT MEETING: Workshop - June 29, 2023, 10:00AM; Special City Council Meeting - June 29, 2023, 5:00PM

2023-550: Letter to DOH - Sheetz Signal Agreement Letter June 9, 2023

2023-551: Letter to HEPMPO - Regional Bicycle/Pedestrian Plan Comments, June 3, 2023

2023-552: Letter to HEPMO - May 2023 Freight Plan Letter June 3, 2023

2023-553: Resolution Supporting LGBTQ+ Pride Month

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

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

Personnel Committee - City Manager Search Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/05/23
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-588 City Manager Selection - Possible Executive Session

City Manager Selection

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/05/23
Department: City Council
Category: Contract
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-585 Visitor Center Establishment Location - Possible Executive Session

Visitor Center Location Establishment

ATTACHMENTS:

- Jefferson Arts Council Letter.pdf
- CVB Letter.pdf

JEFFERSON ARTS COUNCIL
BRINGING THE ARTS TO EVERYONE
P.O. Box 2051
Shepherdstown, WV 25443

June 19, 2023

City of Charles Town
102 E. Washington Street
Charles Town, WV 25414

Dear Mayor and City Council,

The Jefferson Arts Council and Firehouse Gallery realizes how important a visitor center is to the City of Charles Town, the merchants , the arts and the community. That being said, on June 12 and June 18 the Jefferson Arts Council Board and the Firehouse Gallery board approved sharing JAC's front desk space in Rouss Hall with Jefferson County CVB. This will not delete any artist space and will fill a void since they lost their space in Charles Washington Hall.

The only condition being that Jefferson County CVB pay one third of the monthly utility cost. They will also share in the internet expense which is not included in the lease agreement.

We sincerely hope you will approve this request and prepare an addendum to the lease allowing this arrangement.

Yours truly,

Peggy A. Smith
President, Jefferson Arts Council

Guy Breseia

President, Firehouse Gallery

Jefferson County
CONVENTION AND VISITORS BUREAU

304-535-2627
WhereAlmostHeavenBegins.com

37 Washington Court
Harpers Ferry, WV 25425

Harpers Ferry Bolivar Charles Town Shepherdstown

June 28, 2023

To: Mayor Trainor
Charles Town Council
Re: JCCVB & Rouss Hall

Dear Mayor Trainor and City Council,

The Jefferson Arts Council (JAC) and the Firehouse Gallery notified the Jefferson County Convention & Visitors Bureau (JCCVB), they are supportive of sharing space at Rouss Hall if the city approves amending the lease. The JCCVB is committed to sharing a third of the cost of utilities with the other two partners during our time we occupy the building.

We understand this is a decision that must be approved by the city and look forward to hearing from you and your team soon. In the meantime, we appreciate continuing the partnership and collaboration.

Sincerely,

Annette Gavin Bates
Chief Executive Officer
304-535-2627 office
304-279-3637 cell
Annette.Gavin@jccvb.com

WVHTA WVACVB President
@visitjeffersoncountywv
@jeffersoncountywv

Jefferson County
WHERE ALMOST HEAVEN BEGINS
Harpers Ferry · Bolivar · Shepherdstown · Charles Town

37 Washington Court
Harpers Ferry, WV 25425
WhereAlmostHeavenBegins.com

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/05/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

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

ATTACHMENTS:

- CAPITAL RESERVE COUNCIL REPORT 2023 7 05.pdf
- GENERAL FUND COUNCIL REPORT 2023 7 05.pdf
- GENERAL FUND COUNCIL REPORT-PAID BY CREDIT CARD 2023 7 05.pdf
- PARKS & REC COUNCIL REPORT 2023 07 05.pdf
- REPAVING COUNCIL REPORT 2023 07 05.pdf
- GEN FUND SPECIAL RUN 2023 07 05.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADVANTAGE TECHNOLOGY LLC	6/30/23	SURFACE PRO TABLET FOR KIO	CAPITAL RESERVE	GENERAL GOVERNMENT	1,170.74
	6/30/23	CUSTOM KIOSK- CITY HALL LO	CAPITAL RESERVE	GENERAL GOVERNMENT	2,348.17
				TOTAL:	3,518.91
EXECUTIVE EMERGENCY LIGHTING LLC	6/30/23	TAHOE#6- INSTALL 4PORT USB	CAPITAL RESERVE	PUBLIC SAFETY	19.00
	6/30/23	TAHOE#6- INSTALL 4PORT USB	CAPITAL RESERVE	PUBLIC SAFETY	3,880.00
	6/30/23	TAHOE#6- INSTALL 4PORT USB	CAPITAL RESERVE	PUBLIC SAFETY	388.00
				TOTAL:	4,287.00
KIMLEY-HORN AND ASSOCIATES, INC.	6/30/23	WAYFINDING SERV MAY 2023	CAPITAL RESERVE	CULTURE & RECREATION	900.00
				TOTAL:	900.00

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

200	CAPITAL RESERVE	8,705.91
	GRAND TOTAL:	8,705.91

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: 6/30/2023 THRU 6/30/2023

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AC &T CO., INC	6/30/23	PT 2023 WV FEST-WASHINGTON	GENERAL FUND	FAIR ASSOC/FESTIVAL	925.00
				TOTAL:	925.00
ADVANCED AUTO AUTHORITY SERVICES	6/30/23	FUEL PUMP ASSEMBLY- CAR#5	GENERAL FUND	POLICE DEPARTMENT	217.39
	6/30/23	FUEL PUMP ASSEMBLY- CAR#5	GENERAL FUND	POLICE DEPARTMENT	43.94
	6/30/23	FUEL PUMP ASSEMBLY- CAR#5	GENERAL FUND	POLICE DEPARTMENT	53.13
	6/30/23	FUEL PUMP ASSEMBLY- CAR#5	GENERAL FUND	POLICE DEPARTMENT	10.30
	6/30/23	CAR#5 COOLING FAN ASSEMBLY	GENERAL FUND	POLICE DEPARTMENT	781.07
	6/30/23	#5 REMOVE&REPLACE HEAD GAS	GENERAL FUND	POLICE DEPARTMENT	2,984.52
				TOTAL:	4,090.35
APPLE VALLEY WASTE SERVICE, INC.	6/30/23	TRASH SERVICE APRIL 2023	GENERAL FUND	NON-DEPARTMENTAL	525.00
	6/30/23	TRASH SERVICE MAY 2023	GENERAL FUND	NON-DEPARTMENTAL	525.00
	6/30/23	TRASH SERVICE JUNE 2023	GENERAL FUND	NON-DEPARTMENTAL	525.00
	6/30/23	TRASH SERVICE APRIL 2023	GENERAL FUND	STREETS & HIGHWAYS	660.13
	6/30/23	TRASH SERVICE MAY 2023	GENERAL FUND	STREETS & HIGHWAYS	660.13
	6/30/23	TRASH SERVICE JUNE 2023	GENERAL FUND	STREETS & HIGHWAYS	660.13
				TOTAL:	3,555.39
BLUE 360 MEDIA	6/30/23	15 WV LAW ENFORCE. FIELD G	GENERAL FUND	POLICE DEPARTMENT	729.30
				TOTAL:	729.30
CINTAS	6/30/23	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	194.33
	6/30/23	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	194.33
	6/30/23	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	194.33
				TOTAL:	582.99
CITY OF CT CAPITAL RESERVE	6/30/23	MAY23 GAMING/LOTTERY XFR	GENERAL FUND	TRANSFERS	73,618.52
	6/30/23	MAY23 GAMING/LOTTERY XFR	GENERAL FUND	TRANSFERS	1,581.68
	6/30/23	MAY23 GAMING/LOTTERY XFR	GENERAL FUND	TRANSFERS	21,541.56
	6/30/23	MAY23 GAMING/LOTTERY XFR	GENERAL FUND	TRANSFERS	36.55
				TOTAL:	96,778.31
CREAMERS AUTO SERVICE CENTER, LLC	6/30/23	CAR#11 RIM AND TIRE MOUNT	GENERAL FUND	POLICE DEPARTMENT	325.89
	6/30/23	CAR#5 TOW/HOOK FEE	GENERAL FUND	POLICE DEPARTMENT	85.00
				TOTAL:	410.89
CHARLES TOWN UTILITY BOARD	6/30/23	661 WATER DELIVERY 5/26/23	GENERAL FUND	POLICE DEPARTMENT	100.24
	6/30/23	LABOR FOR WV FEST 2023	GENERAL FUND	FAIR ASSOC/FESTIVAL	2,053.04
				TOTAL:	2,153.28
JONATHAN DESARNO	6/30/23	50% TUITION REIM-CJU515	GENERAL FUND	POLICE DEPARTMENT	975.00
				TOTAL:	975.00
FRONTIER, INC.	6/30/23	CITY&PD PHONE SERV 6/4-7/3	GENERAL FUND	CITY HALL	1,492.22
	6/30/23	CITY&PD PHONE SERV 6/4-7/3	GENERAL FUND	POLICE DEPARTMENT	1,492.22
	6/30/23	PD FAXLINE 6/7/23-7/6/23	GENERAL FUND	POLICE DEPARTMENT	139.12
	6/30/23	661 304-725-2381 SER 6/24-	GENERAL FUND	POLICE DEPARTMENT	68.63
				TOTAL:	3,192.19
FRONTIER COMMUNICATIONS CORP	6/30/23	661 PD PHONE SER 6/10-7/9	GENERAL FUND	POLICE DEPARTMENT	1,158.42
				TOTAL:	1,158.42
JEFFERSON WELDING LLC	6/30/23	RH- REFURBISH IRON RAIL	GENERAL FUND	CITY HALL	5,075.00
				TOTAL:	5,075.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JOHNSON CONTROLS SECURITY SOLUTIONS	6/30/23	661FIRE ALARM 7/1/23-9/30/	GENERAL FUND	POLICE DEPARTMENT	1,273.17
				TOTAL:	1,273.17
KIMLEY-HORN AND ASSOCIATES, INC.	6/30/23	SERVICES THROUGH MAY 2023	GENERAL FUND	PLANNING & ZONING	2,980.05
				TOTAL:	2,980.05
MARLIN BUSINESS BANK	6/30/23	PD & CITY COPIER RENTAL	GENERAL FUND	CITY HALL	515.98
	6/30/23	PD & CITY COPIER RENTAL	GENERAL FUND	POLICE DEPARTMENT	280.00
				TOTAL:	795.98
PANSCH INVESTIGATIONS LLC	6/30/23	2 PRE-EMPLY POLYGRAPH EXAM	GENERAL FUND	POLICE DEPARTMENT	340.00
	6/30/23	2 PRE-EMPLY POLYGRAPH EXAM	GENERAL FUND	POLICE DEPARTMENT	340.00
	6/30/23	2 PRE-EMPLY POLYGRAPH EXAM	GENERAL FUND	POLICE DEPARTMENT	40.00-
				TOTAL:	640.00
POTOMAC EDISON COMPANY, INC.	6/30/23	ELECTRIC SERV MAY 2023	GENERAL FUND	CITY HALL	792.89
	6/30/23	ELECTRIC SERV MAY 2023	GENERAL FUND	CITY HALL	39.99
	6/30/23	ELECTRIC SERV MAY 2023	GENERAL FUND	PARKING	93.43
	6/30/23	ELECTRIC SERV MAY 2023	GENERAL FUND	STREETS & HIGHWAYS	8,264.88
	6/30/23	ELECTRIC SERV MAY 2023	GENERAL FUND	VISITORS CENTER	368.16
				TOTAL:	9,559.35
ROBERT TRAINOR	6/30/23	CM HIRING WRKSHOP REFRESH	GENERAL FUND	CITY MANAGER'S OFFICE	250.28
				TOTAL:	250.28
S&K ENTERPRISES, LLC	6/30/23	TREE REMOVAL-HAPPY RETREAT	GENERAL FUND	PLANNING & ZONING	1,696.00
				TOTAL:	1,696.00
SHENANDOAH SALES AND SERVICE INC.	6/30/23	SWEEPER-STARTER ASSEMBLY	GENERAL FUND	STREETS & HIGHWAYS	456.00
	6/30/23	SWEEPER-STARTER ASSEMBLY	GENERAL FUND	STREETS & HIGHWAYS	186.92
	6/30/23	SWEEPER-STARTER ASSEMBLY	GENERAL FUND	STREETS & HIGHWAYS	18.31
	6/30/23	SWEEPER-STARTER ASSEMBLY	GENERAL FUND	STREETS & HIGHWAYS	22.00
				TOTAL:	683.23
STEPTOE & JOHNSON PLLC	6/30/23	LEGAL SERVICES MAY 2023	GENERAL FUND	CITY ATTORNEY	24,612.50
				TOTAL:	24,612.50
SVG COMMERCIAL CLEANING LLC	6/30/23	CITY&PD CLEANING MAY 2023	GENERAL FUND	CITY HALL	320.00
	6/30/23	CITY&PD CLEANING MAY 2023	GENERAL FUND	CITY HALL	320.00
	6/30/23	CITY&PD CLEANING MAY 2023	GENERAL FUND	CITY HALL	320.00
	6/30/23	CITY&PD CLEANING MAY 2023	GENERAL FUND	CITY HALL	320.00
	6/30/23	CITY&PD CLEANING MAY 2023	GENERAL FUND	CITY HALL	320.00
	6/30/23	CITY&PD CLEANING MAY 2023	GENERAL FUND	CITY HALL	320.00
	6/30/23	CITY&PD CLEANING MAY 2023	GENERAL FUND	CITY HALL	320.00
	6/30/23	CITY&PD CLEANING MAY 2023	GENERAL FUND	CITY HALL	320.00
	6/30/23	CITY&PD CLEANING MAY 2023	GENERAL FUND	POLICE DEPARTMENT	186.67
	6/30/23	CITY&PD CLEANING MAY 2023	GENERAL FUND	POLICE DEPARTMENT	186.67
	6/30/23	CITY&PD CLEANING MAY 2023	GENERAL FUND	POLICE DEPARTMENT	186.67
	6/30/23	CITY&PD CLEANING MAY 2023	GENERAL FUND	POLICE DEPARTMENT	186.67
	6/30/23	CITY&PD CLEANING MAY 2023	GENERAL FUND	POLICE DEPARTMENT	186.67
	6/30/23	CITY&PD CLEANING MAY 2023	GENERAL FUND	POLICE DEPARTMENT	186.67
	6/30/23	CITY&PD CLEANING MAY 2023	GENERAL FUND	POLICE DEPARTMENT	186.67
	6/30/23	CITY&PD CLEANING MAY 2023	GENERAL FUND	POLICE DEPARTMENT	186.67
				TOTAL:	4,560.03

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
T-MOBILE	6/30/23	CELL SERV 3/21/23-4/20/23	GENERAL FUND	NON-DEPARTMENTAL	17.72
	6/30/23	CELL SERV 4/21/23-5/20/23	GENERAL FUND	NON-DEPARTMENTAL	17.72
	6/30/23	CELL SERV 3/21/23-4/20/23	GENERAL FUND	CITY MANAGER'S OFFICE	48.51
	6/30/23	CELL SERV 3/21/23-4/20/23	GENERAL FUND	PLANNING & ZONING	17.72
	6/30/23	CELL SERV 4/21/23-5/20/23	GENERAL FUND	PLANNING & ZONING	17.72
	6/30/23	CELL SERV 3/21/23-4/20/23	GENERAL FUND	CITY HALL	148.98
	6/30/23	CELL SERV 4/21/23-5/20/23	GENERAL FUND	CITY HALL	165.88
	6/30/23	CELL SERV 3/21/23-4/20/23	GENERAL FUND	POLICE DEPARTMENT	55.11
	6/30/23	CELL SERV 4/21/23-5/20/23	GENERAL FUND	POLICE DEPARTMENT	35.44
	6/30/23	CELL SERV 3/21/23-4/20/23	GENERAL FUND	STREETS & HIGHWAYS	53.16
	6/30/23	CELL SERV 4/21/23-5/20/23	GENERAL FUND	STREETS & HIGHWAYS	53.16
				TOTAL:	631.12
TIAA, FSB	6/30/23	2ND FLOOR PLAT PRINTER	GENERAL FUND	CITY HALL	153.50
	6/30/23	2ND FLOOR PLAT PRINTER	GENERAL FUND	CITY HALL	300.00
	6/30/23	2ND FLOOR PLAT PRINTER	GENERAL FUND	CITY HALL	43.50
				TOTAL:	497.00
UNITED PUBLIC SAFETY	6/30/23	50ROLLS PARKING TICKET PAP	GENERAL FUND	PARKING	169.00
	6/30/23	50ROLLS PARKING TICKET PAP	GENERAL FUND	PARKING	112.00
	6/30/23	50ROLLS PARKING TICKET PAP	GENERAL FUND	PARKING	43.00
				TOTAL:	324.00
WINCHESTER PSYCHOLOGICAL ASSESSMENT LL	6/30/23	PRE-EMPLOYMENT EVAL 6/26/2	GENERAL FUND	POLICE DEPARTMENT	415.00
	6/30/23	PRE-EMPLOYMENT EVAL 6/26/2	GENERAL FUND	POLICE DEPARTMENT	415.00
				TOTAL:	830.00

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

001	GENERAL FUND	168,958.83
	GRAND TOTAL:	168,958.83

TOTAL PAGES: 3

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: 6/30/2023 THRU 6/30/2023

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
APPLE VALLEY WASTE SERVICE, INC.	7/05/23	TRASH SER JULY23 MALWARE A	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	415.00
				TOTAL:	415.00
COMCAST CORPORATION	7/05/23	CITY HALL INTERNET 6/9-7/8	GENERAL FUND	CITY HALL	235.41
				TOTAL:	235.41
JEFFERSON PUBLISHING COMPANY, INC.	7/05/23	6/21 NPH TECH STAR MECHANI	GENERAL FUND	PLANNING & ZONING	27.74
				TOTAL:	27.74
STAPLES ADVANTAGE	7/05/23	PAPER CLIPS, STAPLES,MEMO	GENERAL FUND	TREASURER'S OFFICE	29.90
	7/05/23	PAPER CLIPS, STAPLES,MEMO	GENERAL FUND	CITY HALL	18.50
				TOTAL:	48.40
VITAL SIGNS PLUS, INC.	7/05/23	2023 WV FEST SIGNS	GENERAL FUND	FAIR ASSOC/FESTIVAL	108.00
	7/05/23	2023 WV FEST SIGNS	GENERAL FUND	FAIR ASSOC/FESTIVAL	108.00
	7/05/23	2023 WV FEST SIGNS	GENERAL FUND	FAIR ASSOC/FESTIVAL	66.00
	7/05/23	2023 WV FEST SIGNS	GENERAL FUND	FAIR ASSOC/FESTIVAL	22.00
	7/05/23	2023 WV FEST SIGNS	GENERAL FUND	FAIR ASSOC/FESTIVAL	76.00
	7/05/23	2023 WV FEST SIGNS	GENERAL FUND	FAIR ASSOC/FESTIVAL	44.00
	7/05/23	2023 WV FEST SIGNS	GENERAL FUND	FAIR ASSOC/FESTIVAL	36.00
	7/05/23	2023 WV FEST SIGNS	GENERAL FUND	FAIR ASSOC/FESTIVAL	38.00
	7/05/23	2023 WV FEST SIGNS	GENERAL FUND	FAIR ASSOC/FESTIVAL	76.00
	7/05/23	2023 WV FEST SIGNS	GENERAL FUND	FAIR ASSOC/FESTIVAL	144.00
	7/05/23	2023 WV FEST SIGNS	GENERAL FUND	FAIR ASSOC/FESTIVAL	170.00
	7/05/23	2023 WV FEST SIGNS	GENERAL FUND	FAIR ASSOC/FESTIVAL	18.00
	7/05/23	2023 WV FEST SIGNS	GENERAL FUND	FAIR ASSOC/FESTIVAL	72.00
	7/05/23	2023 WV FEST SIGNS	GENERAL FUND	FAIR ASSOC/FESTIVAL	38.00
				TOTAL:	1,016.00

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

001	GENERAL FUND	1,742.55
	GRAND TOTAL:	1,742.55

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: AP-PC
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:	7/05/2023 THRU 7/05/2023

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS:	YES
INCLUDE OPEN ITEM:	NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
AC & T CO., INC	6/30/23	JMP PORTA POTTY SERV	PARKS & REC	PARKS & REC		265.00
					TOTAL:	265.00
POTOMAC EDISON COMPANY, INC	6/30/23	JMP MEMORIAL 5/3/23-6/6/23	PARKS & REC	PARKS & REC		7.46
					TOTAL:	7.46
R&L LANDSCAPES, INC.	6/30/23	2023 JMP SPRING CLEAN UP	PARKS & REC	PARKS & REC		2,500.00
					TOTAL:	2,500.00

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

207	PARKS & REC	2,772.46
	GRAND TOTAL:	2,772.46

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:	6/30/2023 THRU 6/30/2023

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS:	YES
INCLUDE OPEN ITEM:	NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KIMLEY-HORN AND ASSOCIATES, INC.	6/30/23	LAWRENCE&CONGRESS-STORM WA	CAPITAL RESERVE	STREETS & TRANSPORTATI	7,101.15
				TOTAL:	7,101.15

FUND TOTALS	
200 CAPITAL RESERVE	7,101.15
GRAND TOTAL:	7,101.15

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: REPAV
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: 6/30/2023 THRU 6/30/2023

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BOARD OF TRUSTEES OF THE POLICE PENSIO	7/05/23	JULY2023POLICE PENSION CON	GENERAL FUND	POLICE DEPARTMENT	4,943.16
				TOTAL:	4,943.16
CALEA	7/05/23	ANNUAL CONTINUATION FEE	GENERAL FUND	POLICE DEPARTMENT	4,595.00
				TOTAL:	4,595.00
CHARLES TOWN BOARD OF PARKS & REC	7/05/23	JUNE2023 50% HOTEL COLLECT	GENERAL FUND	TRANSFERS	8,246.97
				TOTAL:	8,246.97
CHARLES TOWN BUILDING COMMISSION	7/05/23	JULY 2023 CITY RENTS	GENERAL FUND	CITY HALL	2,550.00
	7/05/23	JULY 2023 CITY RENTS	GENERAL FUND	CITY HALL	16,667.00
	7/05/23	JULY 2023 CITY RENTS	GENERAL FUND	POLICE DEPARTMENT	7,840.98
				TOTAL:	27,057.98
DELTA DENTAL OF PENNSYLVANIA	7/05/23	JULY 2023 DENTAL PREMIUMS	GENERAL FUND	NON-DEPARTMENTAL	447.76
	7/05/23	JULY 2023 DENTAL PREMIUMS	GENERAL FUND	ECONOMIC DEVELOPMENT	22.18
	7/05/23	JULY 2023 DENTAL PREMIUMS	GENERAL FUND	TREASURER'S OFFICE	66.54
	7/05/23	JULY 2023 DENTAL PREMIUMS	GENERAL FUND	CITY CLERK'S OFFICE	22.18
	7/05/23	JULY 2023 DENTAL PREMIUMS	GENERAL FUND	ENFORCEMENT AGENCY	22.18
	7/05/23	JULY 2023 DENTAL PREMIUMS	GENERAL FUND	BUILDING INSPECTION	22.18
	7/05/23	JULY 2023 DENTAL PREMIUMS	GENERAL FUND	PLANNING & ZONING	44.36
	7/05/23	JULY 2023 DENTAL PREMIUMS	GENERAL FUND	CITY HALL	0.00
	7/05/23	JULY 2023 DENTAL PREMIUMS	GENERAL FUND	PARKING	66.54
	7/05/23	JULY 2023 DENTAL PREMIUMS	GENERAL FUND	POLICE DEPARTMENT	332.70
	7/05/23	JULY 2023 DENTAL PREMIUMS	GENERAL FUND	STREETS & HIGHWAYS	66.54
				TOTAL:	1,113.16
GUARDIAN	7/05/23	JULY23 VISION PREMIUMS	GENERAL FUND	NON-DEPARTMENTAL	96.06
	7/05/23	JULY23 VISION PREMIUMS	GENERAL FUND	ECONOMIC DEVELOPMENT	9.25
	7/05/23	JULY23 VISION PREMIUMS	GENERAL FUND	TREASURER'S OFFICE	27.75
	7/05/23	JULY23 VISION PREMIUMS	GENERAL FUND	CITY CLERK'S OFFICE	9.25
	7/05/23	JULY23 VISION PREMIUMS	GENERAL FUND	ENFORCEMENT AGENCY	9.25
	7/05/23	JULY23 VISION PREMIUMS	GENERAL FUND	BUILDING INSPECTION	9.25
	7/05/23	JULY23 VISION PREMIUMS	GENERAL FUND	PLANNING & ZONING	18.50
	7/05/23	JULY23 VISION PREMIUMS	GENERAL FUND	PARKING	27.21
	7/05/23	JULY23 VISION PREMIUMS	GENERAL FUND	POLICE DEPARTMENT	102.56
	7/05/23	JULY23 VISION PREMIUMS	GENERAL FUND	STREETS & HIGHWAYS	27.75
				TOTAL:	336.83
JEFFERSON COUNTY CONVENTION & VISITOR'	7/05/23	JUNE2023 50% HOTEL COLLECT	GENERAL FUND	VISITORS CENTER	8,246.96
				TOTAL:	8,246.96
LINCOLN NATIONAL LIFE INSURANCE COMPAN	7/05/23	JULY 2023 LIFE INS PREMIUM	GENERAL FUND	ECONOMIC DEVELOPMENT	45.04
	7/05/23	JULY 2023 LIFE INS PREMIUM	GENERAL FUND	CITY MANAGER'S OFFICE	46.52
	7/05/23	JULY 2023 LIFE INS PREMIUM	GENERAL FUND	TREASURER'S OFFICE	137.75
	7/05/23	JULY 2023 LIFE INS PREMIUM	GENERAL FUND	CITY CLERK'S OFFICE	37.67
	7/05/23	JULY 2023 LIFE INS PREMIUM	GENERAL FUND	ENFORCEMENT AGENCY	0.00
	7/05/23	JULY 2023 LIFE INS PREMIUM	GENERAL FUND	BUILDING INSPECTION	70.08
	7/05/23	JULY 2023 LIFE INS PREMIUM	GENERAL FUND	PLANNING & ZONING	167.27
	7/05/23	JULY 2023 LIFE INS PREMIUM	GENERAL FUND	CITY HALL	0.00
	7/05/23	JULY 2023 LIFE INS PREMIUM	GENERAL FUND	PARKING	105.54
	7/05/23	JULY 2023 LIFE INS PREMIUM	GENERAL FUND	POLICE DEPARTMENT	571.94
	7/05/23	JULY 2023 LIFE INS PREMIUM	GENERAL FUND	STREETS & HIGHWAYS	161.56
				TOTAL:	1,343.37
PROGRESSIVE SOLUTIONS INC	7/05/23	FY24 BUS LIC SOFTWARE MAIN	GENERAL FUND	CITY HALL	4,718.70
				TOTAL:	4,718.70

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

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

001	GENERAL FUND	60,602.13
	GRAND TOTAL:	60,602.13

TOTAL PAGES: 2

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: AP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 7/05/2023 THRU 7/05/2023

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/05/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-589 Fairview Farms Mayor's Select Committee

Fairview Farms Mayor's Select Committee

ATTACHMENTS:

- Select Committe on the Fairview Farms, Dailey Farm Conditions of Annexation.pdf

22 June 2023

Re: Mayor's Select Committee on the Fairview Farms, aka Oakland Methodist Church – Dailey Farm, Conditions of Annexation

Dear Council members

Please be advised that I have commissioned a Select Committee to perform the following:

1. Review Fairview Farms, aka Oakland Methodist Church – Dailey Farm, Conditions of Annexation, December 5, 2005 (enclosed)
2. Provide support to City staff with negotiations between the City and the principles of the agreement
3. Provide recommendations to City staff regarding possible revisions to the agreement

The following personnel are hereby appointed to the Select Committee:

- Mr. Robert Trainor, Mayor
- Mr. Jeff Hynes, Ward 2 Rep & Planning Commission Council Rep
- Mr. Michael George, Ward 4 Rep
- Mr. James Newman, City Planner

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

Robert M. Trainor
Mayor

Attachment: Conditions of Annexation for Oakland Methodist Church – Dailey Farm, December 5, 2005

Copy to: Ms. Alissa Meeks, Community Development Director, City Clerk
Mr. James Newman, City Planner

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/05/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-590 Food Truck Report

Food Truck Report

ATTACHMENTS:

- Mobile Food Vendor Report.pdf

Mobile Food Vendors – Research Update

Date: For the June 21 2023 City Council meeting
Applicant: City of Charles Town
Report by: Adam Sedlock, Community Development Intern; James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Update on mobile food vendors regulations

OVERVIEW

On May 15, 2023, City Council adopted a resolution to establish a pilot program for mobile food vendors. To date, three food vendors have applied for the program; all three have been approved.

At that same meeting, Council directed staff to research what State law regulations exist for mobile food vendors, and a comparison of nearby jurisdictions and how they govern mobile food vendors. That research is split into several categories:

A. Definition of mobile food vendor

1. Charles Town
   - No definition.
2. Jefferson County[1]

   -Not defined in their Zoning Ordinance. Their Health Dept. permit specifies three types of vendors:
   - Self-sufficient trailer
   - Vehicle or trailer that is not self-sufficient
   - Pushcart
3. City of Ranson
   - Not defined in their Zoning Ordinance. City defers to Jefferson County.
4. Berkeley County[2]

   -Not defined in their Zoning Ordinance.
   - "a self-contained food service operation, located in a readily movable motorized, wheeled, self-propelled or towed vehicle, used to store, prepare, display, or serve food intended for individual portion services"
5. Martinsburg[3]

   - Temporary Food Establishment. An operation that runs at a fixed location for a period of time not more than fourteen (14) consecutive days in conjunction with a single event or celebration, such as a fair, festival, carnival, circus, regatta, or similar transitory gathering. Includes "Mobile Food Establishment", which may operate at more than one location or event, is equipped with a permanent hand sink and three bay sink with hot and cold water source, and is set up to be easily

[1] https://www.jchdwv.org/environmental-health/
[2] https://berkeleywv.org/DocumentCenter/View/8282/Mobile-Food-Vendors-on-County-Property-PDF?bidId=
[3] https://www.cityofmartinsburg.org/home/showpublisheddocument/908/638151870617100000

moved from one location to another without having to set up a structure. The following supplemental regulations apply:

1. A Temporary Food Establishment must obtain an operating permit from the Berkeley County Department of Health.

6. City of Frederick, MD[4]
   - Not defined in their Zoning Ordinance.
   - Authoring Ordinance defines "Mobile Food Unit" as "a food service establishment that is self-propelled or otherwise designed to be movable from place to place, including but not limited to a licensed, motorized vehicle, mobile kitchen, cart, stand or tent, and which operates temporarily on a premises where food items are sold to the general public."
7. Winchester, VA[5]
   - "A readily movable wheeled vehicle or towed vehicle designed and equipped for the preparation, service and/or sale of food. This term includes mobile food units, food trucks, and similar apparatuses"
8. Town of Leesburg, VA[6]
   - Food Establishment is defined as: "Any place in or from which food or food products are prepared, packaged, sold, or distributed in the Town, including but not limited to, any restaurant, dining room, grill, food store, food market, grocery store, coffee shop, cafeteria, cafe, snack bar, lunch counter, convenience store, movie theater, delicatessen, confectionery, bakery, eating house, eatery, drugstore, ice cream/yogurt shops, lunch wagon or truck, pushcart or other mobile facility from which food is sold, public or private club, resort, bar, lounge, or other similar establishment, public or private, and shall include private property outside of and contiguous to a building or structure operated as a food establishment at which food or food products are sold for immediate consumption."

B. Permitted Locations

1. Charles Town[7]
   - Within the public right-of-way, mobile food vendors may only locate in metered parking spaces along the 100 block of N. Charles Street (2 hour meters), the 100 block of N. Lawrence Street (8 hour meters), the 100 block of S. Samuel Street (8 hour meters) and 200 block W. Congress Street (2 hour and 8 hour meters). However, no more than 1 mobile food vendor may set up at a time at any of these separate locations listed above.
   - Permitted on private commercial property, with completed Application and approval of property owner.
   - Not permitted within 50 feet of the entrance of any restaurant, Within 15 feet of any bus stop zone, Within 15 feet of a pedestrian crosswalk or intersection, Within 15 feet of a handicapped parking space, Within any loading zone or

[4] https://cityoffrederickmd.gov/DocumentCenter/View/20141/G-22-08-Concernign-the-Sale-of-Food-and-Other-Goods

[5] https://library.municode.com/va/winchester/codes/zoning_and_subdivision_ordinance?nodeId=ZOOR_ART1DE_S1-2DE

[6] https://www.leesburgva.gov/departments/finance/taxes-fees/business-taxes/consumer-taxes

[7] https://www.charlestownwv.us/wp-content/uploads/2023/05/Mobile-Food-Vendor-Permit-2023v2-1.pdf

other area where vehicles are prohibited to park, Within the public right-of-way in any residential zoning district in the City of Charles Town when not in use, or in a manner that would force customers to stand in a city street or an additional parking spot to conduct business with the mobile food vendor.

2. Jefferson County
   - Not specified. Established on a case by case basis, per County Planning Dept.
3. Berkeley County[8]
   - Berkeley County's allows mobile food vendors on county property.
   - Unless otherwise specified, an approved Mobile Food Vendor may park in their designated area from 7:00 AM to 7:00 PM, Monday through Friday including setup and breakdown times.
   - Mobile Food Vendors must remove equipment from their assigned spot daily. No overnight parking is allowed.
4. Martinsburg
   - Uses Berkeley County guidelines.
5. City of Frederick, MD[9]
   - Not permitted in the Historic District. May operate in the Carroll Creek Linear Park.
   - Outside the Historic District, and within Residential Areas, Mobile Food Units:
     i. "May only operate between the hours of 10 am and 8 pm"
     ii. "May not operate on the same numerical block of a street for more than five consecutive days"
   - Permitted on residential and non-residential property.
6. Winchester, VA[10]
   - Mobile food establishments shall only be permitted in districts that permit a restaurant by-right.
   - Mobile units may be located in any off-street parking lot in a location that does not block any drive aisles, ingress and egress from the property, or designated fire lanes. In no situation shall vendors be permitted to operate on grass, dirt or other non-improved parking surfaces
   - No parking space that satisfies a Zoning Ordinance parking requirement shall be converted into a parking space or vending area to accommodate a mobile food establishment.
   - A 3-foot clearance must be maintained around the mobile food establishment.
7. Town of Leesburg, VA[11]
   - On Public Property: Allowed on public streets zoned I-1 or Planned Employment Center, located on specific streets.
   - On Private Property:
     i. Mobile food units may be located only on a lot having a minimum of

[8] https://berkeleywv.org/DocumentCenter/View/8282/Mobile-Food-Vendors-on-County-Property-PDF?bidId=
[9] https://cityoffrederickmd.gov/DocumentCenter/View/20141/G-22-08-Concernign-the-Sale-of-Food-and-Other-Goods
[10] https://www.winchesterva.gov/sites/default/files/documents/planning-zoning/ta_14_698_mobile_food_est.pdf
[11] https://www.leesburgva.gov/home/showpublisheddocument/4541/638197542877030000

8,500 square feet and containing a principal non-residential/commercial building or use. The number of mobile food units allowed per site is limited as follows:

ii. No more than one mobile food unit is allowed on a lot having a minimum area of 8,500 square feet.

iii. One lots having more than 8,500 square feet in area, one mobile food unit is allowed per every 8,500 square feet of lot area.

C. Hours of Operation

1. Charles Town[12]
   - Between 7am-8pm, on 10 specified days.
2. Jefferson County
   - No data.
3. Berkeley County[13]
   - 7am-7pm, Monday-Friday
4. Martinsburg
   - Uses Berkeley County guidelines.
5. City of Frederick, MD[14]
   - 10am-dusk. May not operate for more than six consecutive weeks.
6. Winchester, VA[15]
   - Winchester states that mobile food units may not remain on one single property for over 48 hours consecutively.
   - However, nothing in the ordinance specifically addresses operating hours.
   - With this in mind, it is reasonable to believe that food trucks may be allowed to operate 24/7 on private property.
7. Town of Leesburg, VA
   - On public property/public streets: 7am-8pm. No vending for more than 4 hours in a single location is permitted.
   - On private property: Hours of operation are limited to those of the principal use of the property.
   -

D. Licensing Requirements

1. Charles Town[16]
   - City Business License required
   - Jefferson County Health Department Approval

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[12] https://www.charlestownwv.us/wp-content/uploads/2023/05/Mobile-Food-Vendor-Permit-2023v2-1.pdf
[13] https://berkeleywv.org/DocumentCenter/View/8282/Mobile-Food-Vendors-on-County-Property-PDF?bidId=
[14] https://cityoffrederickmd.gov/DocumentCenter/View/20141/G-22-08-Concernign-the-Sale-of-Food-and-Other-Goods
[15] https://www.winchesterva.gov/sites/default/files/documents/planning-zoning/ta_14_698_mobile_food_est.pdf
[16] https://www.charlestownwv.us/wp-content/uploads/2023/05/Mobile-Food-Vendor-Permit-2023v2-1.pdf

- Temporary Mobile Food Vendor Pilot Program License

2. Jefferson County
   - A completed Plan Review, which encompasses health and safety requirements consistent with those of a restaurant
   - Certificates for those listed as ANSI/CFPM certified
   - Copies of Food Handlers' Cards for workers.
   - Completion of application form.
   - Approved Permit to Operate a Food/Retail Establishment.
   - According to the Jefferson County Department of Health website, Mobile Food Establishments must be permitted in Jefferson County in order to sell food in Jefferson County.
3. Berkeley County[17]
   - Certificate of general liability insurance with Berkeley County as an additional insured.
   - Copy of applicant's driver's license
   - Proof of vehicle insurance and registration
   - Copy of license to do business in West Virginia.
   - Copy of Health Department permit
   - Copy of inspection certificate by WV State Fire Marshal if applicable

4. Martinsburg[18]
   - City Business License.
   - Uses Berkeley County guidelines.

5. City of Frederick, MD [19]
   - Mobile food vendor license
   - City of Frederick Business License
   - Health Dept. approval

6. Winchester, VA
   - A City business license (or a statement from the Commissioner of Revenue that no City business license is required)
   - A valid permit from the Virginia Department of Health stating that the mobile unit meets all applicable standards. A valid health permit must be maintained for the duration of the mobile food establishment permit;
   - Written permission from the owner(s) of the private properties upon which the permittee will operate

[17] https://berkeleywv.org/DocumentCenter/View/8282/Mobile-Food-Vendors-on-County-Property-PDF?bidId=
[18] https://www.cityofmartinsburg.org/government/city-departments/finance-department/business-licenses
[19] http://www.businessinfrederick.com/232/Food-Truck-Start-Up-Guide#:~:text=May%20only%20operate%20between%20the,more%20than%20five%20consecutive%20days

3. Berkeley County
    - None listed
4. Martinsburg
    - None listed.
5. City of Frederick, MD
    - None listed.
6. Winchester, VA[24]
    - Follows City noise ordinance. Noise in excess of 80 dBA measured 50 feet from its source, or 65 dBA when measured inside any business or office receiving the sound during operating hours.
7. Town of Leesburg, VA[25]
    - "No music or other amplified announcements that are audible outside of the mobile food unit shall be allowed."

G. Dealing with refuse materials

1. Charles Town[26]
    - All waste shall be removed and disposed of daily by the mobile food vendor. No liquid or solid waste may be discharged from the mobile food vending unit.
    - Public trash receptacles shall not be used for disposal of waste that is directly generated by the mobile food vending unit, such as grease, food scraps, food packaging material, and other waste products.
    - Receptacles for the disposal of waste materials or other litter must be provided for customers by the Mobile Food Vendor.
2. Jefferson County
    - Approval by the county Health Department of a plan detailing the drainage and collection of wastewater.
3. Berkeley County[27]
    - Sanitarians from the Morgan-Berkeley County Board of Health will inspect each unit.
    - All forms of waste, recyclables, and compostables resulting from the presence of a Mobile Food Vendor within a 100-foot radius must be removed from County Property at the close of business.
4. Martinsburg
    a. Uses Berkeley County guidelines.
5. City of Frederick, MD[28]

    -License holders must provide separate containers for recyclables/non-recyclables and remove each container at the end of the day.

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[24] https://library.municode.com/va/winchester/codes/code_of_ordinances?nodeId=CO_CH17NOCO
[25] https://www.leesburgva.gov/home/showpublisheddocument/4541/638197542877030000
[26] https://www.charlestownwv.us/wp-content/uploads/2023/05/Mobile-Food-Vendor-Permit-2023v2-1.pdf
[27] https://berkeleywv.org/DocumentCenter/View/8282/Mobile-Food-Vendors-on-County-Property-PDF?bidId=
[28] https://cityoffrederickmd.gov/DocumentCenter/View/20141/G-22-08-Concernign-the-Sale-of-Food-and-Other-Goods

6. Winchester, VA[29]
    - Portable receptacles for the disposal of waste materials or other litter shall be provided. All waste shall be removed and disposed of daily by the mobile food establishment operator. Public trash receptacles shall not be used.
    - No liquid or solid waste may be discharged from the mobile food unit.
7. Town of Leesburg, VA[30]
    - "Portable receptacles for the disposal of waste materials or other litter shall be provided by the mobile food unit vendor for the use of customers. All mobile food unit vendors shall direct customers to place all waste and litter in the receptacles. All waste shall be removed and disposed of by the mobile food unit vendor. Public trash receptacles shall not be used for compliance with Town Code § 28-20 et seq."

H. Advertising/signage

1. Charles Town[31]
    - Signage may be imprinted on the exterior body of a licensed mobile food vending unit and include the use of an attached or detached menu board. This is the only signage permitted.
    - No banners or balloons may be attached to a mobile food vending unit or otherwise located on the mobile food site, no flashing or blinking strobe lights are permitted.
2. Jefferson County
    - No specifications in County Code.
3. Berkeley County
    - No specifications in County Code.
4. Martinsburg
    - N/A
5. City of Frederick, MD[32]
    - No banners or balloons may be affixed to a mobile unit.
6. Winchester, VA[33]
    - Signage may be imprinted on the exterior body of a licensed mobile food establishment and include the use of an attached or detached menu board
    - Advertisements for businesses other than the mobile food establishment may not be utilized.
7. Town of Leesburg, VA [34]

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[29] https://www.winchesterva.gov/sites/default/files/documents/planning-zoning/ta_14_698_mobile_food_est.pdf
[30] https://www.leesburgva.gov/home/showpublisheddocument/4541/638197542877030000
[31] https://www.charlestownwv.us/wp-content/uploads/2023/05/Mobile-Food-Vendor-Permit-2023v2-1.pdf
[32] https://cityoffrederickmd.gov/DocumentCenter/View/20141/G-22-08-Concernign-the-Sale-of-Food-and-Other-Goods
[33] https://www.winchesterva.gov/sites/default/files/documents/planning-zoning/ta_14_698_mobile_food_est.pdf
[34] https://www.leesburgva.gov/home/showpublisheddocument/4541/638197542877030000

- Only menu signs and signs imprinted on a unit's exterior body are permitted. The mobile food unit cannot advertise other businesses, use A-frame or remote signs, attach balloons or windblown signs, or use animated or electronic signs.

I. Approval Process

1. Charles Town
   - The Zoning Administrator shall approve the issuance of a Temporary Mobile Food Vending Pilot Program License only if the application is complete, complies with the requirements of this Resolution, including applicable Health Department approvals, City Business License and provided the application is accompanied by the required fee.
   - The Zoning Administrator shall have the authority to revoke any Temporary Mobile Food Vending Pilot Program License at any time.
2. Jefferson County[35]
   - Completion of Plan Review Submission, review by the Jefferson County Health Department.
   - Receipt of a Jefferson County Business License.
3. Berkeley County
   - Completion of application.
   - Permit is revokable at any time at the discretion of the granting authority.
4. Martinsburg
   a. Uses Berkeley County guidelines.
5. City of Frederick, MD[36]
   - The Director of the Frederick Department of Public Works shall review submitted applications.
6. Winchester, VA[37]
   - Compliance with all stated conditions and requirements.
7. Town of Leesburg, VA
   - Completion of application and all related permits. Subject to review by the Zoning Administrator.

[35] https://www.jchdwv.org/environmental-health/
[36] https://cityoffrederickmd.gov/DocumentCenter/View/20141/G-22-08-Concernign-the-Sale-of-Food-and-Other-Goods
[37] https://www.winchesterva.gov/sites/default/files/documents/planning-zoning/ta_14_698_mobile_food_est.pdf

POTENTIAL STATE LAW [38] [39]

West Virginia House Bill 3204 (HB 3204), introduced February 2nd, 2023, sought to amend the Code of West Virginia by adding a new article pertaining to the functions of operation, regulation, registration, and general inclusion of Mobile Food Vendors as a contributor to the State's attractiveness and economy. Sponsored by Delegate Young of Kanawha County and Delegate Longanacre of Greenbrier County, HB 3204 is currently pending in committee with the State's House Health and Human Resources committee. If approved, HB 3204 would preempt local authorities from prohibiting mobile food vending and regulating mobile food vending in conflict with the Act.

[38] https://www.wvlegislature.gov/Bill_Status/bills_history.cfm?year=2023&sessiontype=RS&input=3204

[39] https://www.wvlegislature.gov/Bill_Status/bills_text.cfm?billdoc=hb3204%20intr.htm&yr=2023&sesstype=RS&i=3204

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/05/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-592 Resolution of Construction Appeals Board

Resolution of Construction Appeals Board

ATTACHMENTS:

- 2023-009 - Building Code Board of Appeals Resolution.pdf

City of Charles Town

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

RESOLUTION
Building Code Board of Appeals

WHEREAS, The City of Charles Town previously adopted the West Virginia State Building Code in September of 2022;

WHEREAS, the West Virginia State Building Code requires the formation of a Building Code Board of Appeals in order to hear and decide appeals of orders, decisions or determinations made by the Code Official relative to the application and interpretation of this code;

WHEREAS, members of the Board of Appeals shall consist of the regulations and stipulations outlined in the West Virginia State Building Code; and who are not employees of the City, but the Code Official shall serve as an ex-officio member but have no vote on any matter before the Board, and;

WHEREAS, the Board shall be appointed by the City Council and shall serve staggering and overlapping terms and shall adopt Rules of Procedure governing appeals before it.

NOW, THEREFORE, BE IT RESOLVED, the Charles Town City Council adopts a Resolution to establish a Building Code Board of Appeals as required by West Virginia State Code and all administrative appeals from actions of the City Code Official will follow the procedures set forth and established in the respective International Codes adopted.

Adopted the 21ST day of JUNE, 2023.

Attest:

Robert M. Trainor
Mayor

Alissa Meeks
City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/05/23
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-593 Statement of Council Standing Committee Appointments

Statement of Council Standing Committee Appointments

ATTACHMENTS:

- 2023 Standing Committees.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

June 19, 2023

City of Charles Town City Council Standing Committees

I. Finance Committee:

Bob Trainor – Chair
Jeff Hynes
Julie Philabaum

II. Infrastructure Committee:

Jim Kratovil
Elizabeth Ricketts
Priscilla Rodd

III. Personnel Committee:

Micheal George – Chair
Kevin Tester
Jeff Hynes

IV. Ordinance Committee:

Rikki Twyford – Chair
Julie Philabaum
Kevin Tester
Priscilla Rodd