CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, MARCH 26, 2025

Regular Meeting | **661 South George Street, Charles Town, WV 25414** | **4:00 PM**

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of March 12, 2025 Regular Meeting Minutes
   UB Minutes 03.12.25.pdf

2. **PUBLIC COMMENT**
   This portion of the agenda is designed for members of the general public to share thoughts on items of interest in the community. By law, Board members may ask clarifying questions or discuss procedural matters but are not permitted to discuss the policy merits of any issue unless it is scheduled for discussion.

   The public is invited to attend this meeting in person or via webcast (www.ctubwv.com- Board Meeting - Meeting Agendas and Minutes 2025) or by accessing the following zoom link:

   https://us06web.zoom.us/j/83734659427?pwd=4f0TqJuxixawoYRl7oUQ9cImXW0Mna.1

   Meeting ID: 837 3465 9427
   Passcode: 480062
   (301)715-8592

3. **UNFINISHED BUSINESS**
   a. 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. 25-0263-W-C – West Virginia American Water Complaint Case
   ii. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development

4. **NEW BUSINESS**
   a. 2022 Collection System Project - Change Order Request #1 B&O Tax Credit - 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.
CO Request.pdf

5. **MANAGER REPORTS**
   a. Utility Manager Report
      Revenue & Expense February 2025.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. March 26, 2025
      Board Report 03.26.25.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - April 9, 2025 at 4:00 P.M.

CHARLES TOWN UTILITY BOARD

Wednesday, March 26, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of March 12, 2025 Regular Meeting Minutes

Attachments:

UB Minutes 03.12.25.pdf

Charles Town Utility Board
Regular Board Meeting
March 12, 2025

The Charles Town Utility Board held a regular meeting on March 12, 2025 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member; and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and Robert Rodecker, Legal Counsel (Zoom).

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of February 26, 2025 Minutes

The Chairman called for changes or corrections to the February 26, 2025 regular meeting minutes. With no objections from the Board, the minutes were approved.

PUBLIC COMMENT

The Board received a public comments Giuliana Broyna.

UNFINISHED BUSINESS

Discuss WV PSC Case 25-0263-W-C - Possible Executive Session WV State Code Section §6- 9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Mr. Rodecker provided a brief update on the complaint case with WV American Water in regards to service territory. The Board provided discussions.

Action: No action required by the Board.

Sidewinder Enterprises, LLC. Service Agreement for Mountain Pure Development Update

Mrs. Stolipher mentioned the agreement was submitted to the WV PSC and must respond to PSC staff's first data request by March 25th. The Board provided discussions and requested the PSC case information be added to the CTUB website. This item will also be added as a standing agenda item on future agendas to track the status.

Action: No action required by the Board.

NEW BUSINESS

Renewal & Replacement Project

Resolution No. 29 – Contractor Pay Application No. 29

Mrs. Stolipher included the contractor application for Payment No. 29 in the amount of $76,739.50 for work completed.

Action: Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 29.

Change Order No. 7

Mrs. Stolipher provided Change Order No. 7 totaling $57,366.08 that included the FRP shelter AC unit upsize, the additional paving and prep, the UV building refeed, and the D4 hardware. The Board provided discussions. Mrs. Stolipher mentioned there is almost $200,000 left in contingency for the project with a month until substantial completion.

Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved Change Order No. 7.

Certificate of Substantial Completion

Mrs. Stolipher included the Certificate of Substantial Completion for approval with a date of February 5, 2025.

Action: Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the Certificate of Substantial Completion.

2022 Sewer Collection System Project – Resolution No. 5 – CIF Payment #4

Mrs. Stolipher included the pay application for Resolution No. 5 in the amount of $7,736.10 for work completed.

Action: Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved Resolution No. 5 – CIF Payment # 4.

GDF WTP Chlorine Room Upgrade – Bid Phase and Construction Administration Services

As a follow-up to discussions at the last meeting, Mrs. Stolipher provided the Professional Engineering Proposal from GDF for the bid phase services and construction administration services for the water treatment chlorine room upgrades not to exceed 24,500.

Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the proposal from GDF for the project.

PR Firm Selection

Mrs. Stolipher provided the selection committee interviewed three firms; Trasher Engineering, Cooley Public Strategies and Edwards Management Consultants. Although not an easy decision, she mentioned the committee unanimously recommended to move forward with Cooley Public Strategies. Mrs. Stolipher proposed the Board give her direction to reach out to them for a proposal for services at $5000 per month through June to gage efforts and accomplishments before the new budget year. The committee provided discussions.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved hiring Cooley Public Strategies at $5000 per month until the new budget year and then decided the budget for the new year for this item.

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided staff is continuing to work with Edmonds on the Utility Cloud software, the March 17th CIF workshop with Rafetelis and City Council, and Eurofins has completed two of the four rounds of PFAS testing. She also mentioned staff is preparing for CTUB Day on May 9th for a tour of the wastewater plant. The Board also discussed possible tours for the public and middle school science classes as well.

Mrs. Stolipher mentioned she was invited to attend the March 18th Development Authority meeting to give an informational presentation on the Utility Board. Lastly, Mrs. Stolipher stated the single audit was prepared and submitted by Mrs. Shultz with no reportable findings or deficiencies.

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

Chairman Report

The Chairman provided no updates.

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

APPROVAL OF BILLS

March 12, 2025

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved the payment of the bills.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 4:41 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, March 26, 2025 at 4:00 P.M. at 661 S. George Street.

_____ _____

John Nissel
Chairman

Ashley Stottlemyer
Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, March 26, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

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.

CHARLES TOWN UTILITY BOARD

Wednesday, March 26, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

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

CHARLES TOWN UTILITY BOARD

Wednesday, March 26, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

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

CHARLES TOWN UTILITY BOARD

Wednesday, March 26, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

2022 Collection System Project - Change Order Request #1 B&O Tax Credit - 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.

Attachments:

CO Request.pdf

HRI, INC.

A COLAS COMPANY

Letter No.: HRI-CTOWN-PCO001
March 11, 2025

Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Attn: David Santelli, Project Manger
Subject: Charles Town Collection System
Re: Contract Change Order

Dear Mr. Santelli,

Enclosed, please find a detailed description, pricing proposal and supporting documentation for the following HRI PCO for consideration in a contract change order.

PCO-001 – City of Ranson & Charles Town B&O Tax - $121,480.00

If you have any questions or need additional information, please feel free to contact me at jkutz@hriinc.com or (814) 574-7815.

Sincerely,
HRI, INC.



Joshua Kutz
Project Manger

Encl.: PCO-001 Proposal

CHANGE ORDER WORK SHEET
COST JUSTIFICATION SHEET

HRI, INC.

HRI, INC. - Utilities Division
CTUB - 2023 Collection System Upgrades
HRI Job # 10341291

HRI-PCO 001

DESCRIPTION OF OPERATION: Charles Town & Ranson Business and Occupancy Tax

MATERIAL

DESCRIPTION	QUANTITY	UM	UNIT PRICE	AMOUNT
				$0.00
			Sub Total	$0.00
			0.0% Sales Tax	$0.00
			Total Material	$0.00
			0.0% Markup	$0.00

LABOR

CLASSIFICATION	HOURS	OT HOURS	STANDARD RATE	OT RATE	DIRECT LABOR
					$0.00
				Sub Total	$0.00
% Ins., Taxes, Etc. =	0.0000%			Total Base Labor x (% Ins., Taxes, etc.)	$0.00
				Total Labor	$0.00
				0.0% Markup	$0.00

EQUIPMENT

DESCRIPTION	EQUIPMENT #	HOURS	OPERATING RATE/HOUR	AMOUNT
* Rate/Hour includes Operating Cost			Total Equipment	$0.00
			0.0% Markup	$0.00

SUBCONTRACTS

Description	DESCRIPTION	AMOUNT
	Sub Total	$0.00
	0.0% Sales Tax	$0.00
	Total Subcontract Value	$0.00
	0.0% Markup	$0.00

INDIRECT EXPENSES

DESCRIPTION	QUANTITY	UM	UNIT PRICE	AMOUNT
Business and Occupancy Tax	2%	LS	$6,074,000.00	$121,480.00
			Total Indirects	$121,480.00
			0.0% Markup	$0.00

Small Tools @ 2.5% Labor	~~$0.00~~
Safety @ 1.5% Labor	~~$0.00~~
Warranty @ 1.5% Materials	~~$0.00~~
Subtotal	$121,480.00
Bonds / Insurance @ 0%	~~$0.00~~
GRAND TOTAL	**$121,480.00**
	1 LS

Contractor's Representative

X _____
Signature Date

Engineer's Representative Confirming Receipt

X _____
Signature Date

C2 - COLAS GROUP INTERNAL: Employees and partners who need to know.

HRI, INC.

A COLAS COMPANY

2/12/2025

To: Charles Town Utility Board (CTUB) | Owner
661 South George Street, Charles Town, WV 25414

CC: Gwin Dobson & Foreman, Inc. (GD&F) | Project Representative
3121 Fairway Drive, Altoona, PA 16602

Subject: 2022 Collection System Project
CWSRF NO. C-544686
IJDC NO. 2021S-2041

Re: **B&O Tax Exemption Denial - Ranson, WV**

To Whom it May Concern,

HRI, Inc.'s previous request for exemption for all applicable Business and Occupancy (B&O) Taxes associated with the 2022 Collection System Project was denied by Ranson City Council. As claimed by HRI, the contract documents and associated addenda provided by RK&K at time of bid did not provide enough information for HRI to accurately account for the total tax amount, or subtotals owed to each entity.

B&O Tax requirements are not explicitly mentioned in the project specifications, and it was noted in Addendum #1 that B&O Tax applies *through certain portions* of project. However, no clarification was provided to ascertain which portions would be applicable, or what these tax rate(s) would be. The engineer failed to provide further clarification or additional information to the bidding contractors relating to this requirement. For reference, see below for the question and response provided to contractors per Addendum #1.

16. QUESTIONS:

Below are questions and responses that RK&K was able to answer during the pre-bid meeting. In the event an inaccuracy or an omission is noted, please notify RK&K in a timely manner to allow the inaccuracy or omission to be corrected. In an event written responses differ from oral responses at the time of the meeting, written responses will govern.

- Is an office trailer required?
  - Yes, an office trailer is required.
- Are there flow rates available for bypass pumping?
  - Yes, CTUB can provide existing flow data.
- Is there B&O tax?
  - Yes, B&O tax does apply through certain portions of the project.
- Are there caverns throughout the project area?
  - There are no known caverns throughout the project area.
- When is Notice of Award anticipated?
  - NOA is anticipated prior to 2025. The start of construction can be coordinated with CTUB.

It is important to remember that HRI was competing in a low bid environment when looking at this project. Because of the ambiguity and lack of information, HRI did not account for B&O Taxes in our bid proposal so as to not overestimate the cost and risk losing low bid position.

Should Ranson uphold their decision to require the B&O Tax and not provide exemption, HRI will be submitting a change order in the amount of $87,994.17 to cover the estimated cost that was not included in our bid. An amount that would not have been known to Ranson at the time of bid, due to the fact the engineer nor owners knew which sites were applicable, if at all, and to which B&O Tax rates would apply.

Because it would be in the best interest of CTUB, HRI hopes that Ranson would please reconsider their stance. We do not want to start this project off on the wrong foot, but HRI should not be penalized for not including pricing for a requirement that was not made clear to bidders, even when further information was requested.

Regards,



Joshua Kutz
Project Manager
HRI, Inc.
CC: Ronald Ritter; Lonnie Nolen, Will Sarraf – HRI

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • February 18, 2025

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

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

Mr. John Nissel, City Manager; Ms. Stephanie Grove, City Attorney; Ms. Alissa Meeks, Community Development Director; Ms. Cindy Rezmer, Operations Director; Ms. Kristen Stolipher, Charles Town Utility Board (CTUB) Mr. James Newman, City Planner; Ms. Liz Cook, Business Development/Downtown Coordinator; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2025-216: City Council Meeting Minutes - February 3, 2025

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

3. PUBLIC COMMENT

Two people signed up for public comment.

Ms. Ward, speaking on behalf of the Charles Town Library and Jefferson County Museum, requested that the Council consider awarding $25,000 in "But For" grant money to the library and museum for their planning and programming needs.

Mr. Tolbert suggested that the Route 51/MLK Improvement options shown on the City's website be updated to include the community input, especially those who are directly impacted. He also recommended that the City's Charter revision procedures be updated. Finally, Mr. Tolbert provided a copy of a West Virginia municipal utility ordinance for Council consideration.

4. WARD REPORTS

Ward #1

Mr. Kratovil had nothing to report.

Ms. Ricketts had nothing to report.

Ward #2

Mr. Hynes had nothing to report.

Mr. Tester had nothing to report.

Ward #3

Ms. Philabaum had nothing to report.

Ms. Rodd had nothing to report.

Ward #4

Mr. George had nothing to report.

Ms. Sugrue reported that the next "Walks About Nothing" will take place, Wednesday, February 19, 2025, at 6:00PM.

5. MAYOR'S REPORT

The Mayor had nothing to report.

6. COMMITTEE REPORTS

2025-207: Finance Committee Report

Mayor Trainor reviewed the Finance Committee Report with the Council.

2025-208: Personnel Committee Report

Mr. George reviewed the Personnel Committee Report with the Council.

7. CITY MANAGER REPORT

2025-220: City Manager Report - February 18, 2025

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

He also informed the Council that the Jefferson County Commission will hold a public hearing, Thursday, February 20, 2025, concerning the proposed PJM Interconnection high power transmission lines crossing over Jefferson County. Council directed Mr. Nissel to have a draft letter opposing the proposal ready for signature at the March 3, 2025 Council meeting.

8. POLICE CHIEF REPORT

Chief Kutcher reviewed the Charles Town Police Department's (CTPD) January 2025 Statistical Report with the Council. He also reported the following:

That due to high winds on February 23, 2025, several electrical lines were down at the intersection of S. George and Samuel Streets, necessitating the CTPD to temporarily close the intersection and deploy their new electronic signs alerting drivers in the area. The power lines have been since repaired.

Interviews with police officer candidates will take place at the end of this week. CTPD's goal is to bring three new police officers onboard by the second week in March.

CTPD assisted a New Jersey prosecutor's office, whose investigation of a carjacking incident in New Jersey had led them to Charles Town.

9. UNFINISHED BUSINESS

2025-66: Public Hearing: TXA2024-05: Second Reading and Consideration of an Amendment to the Zoning Ordinance of the City of Charles Town, West Virginia with Regard to Article 1322 of the Zoning Ordinance; a text amendment to the Neighborhood Commercial Zoning District (Section 1322.09) and the Zoning Use Table (Section 1322.04)

Ms. Philabaum moved to open the public hearing. Mr. Tester seconded the motion, and there were no objections.

Staff announced that 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.

2025-215: Second Reading and Consideration of an Amendment to the Zoning Ordinance of the City of Charles Town, West Virginia with Regard to Article 1322 of the Zoning Ordinance; a text amendment to the Neighborhood Commercial Zoning District (Section 1322.09) and the Zoning Use Table (Section 1322.04)

Mr. Hynes moved to approve the Second Reading and Consideration of an Amendment to the Zoning Ordinance of the City of Charles Town, West Virginia with Regard to Article 1322 of the Zoning Ordinance; a text amendment to the Neighborhood Commercial Zoning District (Section 1322.09) and the Zoning Use Table (Section 1322.04). Ms. Philabaum seconded the motion, and it passed by unanimous vote.

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

2025-187: BR2023-04: Huntfield Phase 2B2 - Bond Reduction (previously tabled on December 4, 2023)

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

Mr. Kratovil moved to approve the DR Acquisition LLC, performance and land disturbance bond reduction request for the Huntfield Subdivision - Phase 2B-2 from $873,056.54 to $268,592.89. Mr. Hynes seconded the motion, and is passed by unanimous vote.

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

2025-188: BR2023-05: Huntfield Phase 3A- Bond Reduction (previously tabled on December 4, 2023)

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

Mr. Kratovil moved to approve the DR Acquisition LLC, performance and land disturbance bond reduction request for the Huntfield Subdivision - Phase 3A from $287,720.35 to $75,439.36. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2025-189: City of Charles Town's Special Activity Permit Policy - Draft

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

Ms. Philabaum moved to approve the draft Special Activities Permit Policy as amended by Council. Mr. George seconded the motion. After discussion, Mr. Hynes moved to Table this agenda item until the March 3, 2025, Council meeting. Ms. Ricketts seconded the motion, and it passed by unanimous vote.

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

2025-191: Article 522 - Private Outdoor Designated Area (PODA) Red-Lined Review

Ms. Grove reviewed the Council's edits of Article 522 from the February 3, 2025, Council meeting.

After discussion, Mr. Kratovil moved to approve the previously edited (red-lined) Article 522 as presented, verifying it as the version that was passed at the February 3, 2025, Council meeting. Mr. Hynes seconded the motion, and it passed by a 6-2 vote.

RESULT:	**APPROVED [6-2]**
MOVER:	James Kratovil
SECONDER:	Jeff Hynes
AYES:	Kratovil, Hynes, Tester, Philabaum, George, Sugrue
NAYS:	Ricketts, Rodd

2025-193: Mayor's Select Committee on Community Outreach Report

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

Ms. Rodd presented the Select Committee's final report per the Mayor's Select Committee on Community Development letter of May 2, 2024. The Committee recommended the following:

1. That Council create an Arts, Culture, and History committee/board to help oversee the planning of projects that relate to the arts, culture, and/or history.
2. That the City Manager continue with his efforts to formalize a volunteer program for Charles Town.
3. That Charles Town not implement and/or manage a community calendar.

After discussion, Mr. Kratovil moved to Table this agenda item. Mr. Hynes seconded the motion, and it passed by a 5-4 vote.

RESULT:	**TABLED [5-4]**
MOVER:	James Kratovil
SECONDER:	Jeff Hynes
AYES:	Kratovil, Hynes, Philabaum, George, Trainor
NAYS:	Ricketts, Tester, Rodd, Sugrue

2025-194: Charles Washington Hall Rental Agreement

Ms. Cook presented a revised rental agreement draft. After a lengthy discussion, Mr. Kratovil moved to approve the Charles Washington Hall Rental Agreement as amended (numerous formatting changes, correcting the security deposit amount on the Policy and Procedure page, and adding an authorization line for an approval signature). Mr. George seconded the motion, and it passed by unanimous vote.

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

2025-213: Public Hearing for the Second Reading and Consideration of an Ordinance Vacating, Abandoning, and Annulling that Portion of Iron Bridge Road (AKA Old Bridge Road) and/or First Avenue Not Used for Street Purposes in the City of Charles Town, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Such Quitclaim Deeds and Other Documents Needed to Implement this Abandonment

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

Staff announced that no one had signed up for the public hearing.

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

2025-201: Second Reading and Consideration of an Ordinance Vacating, Abandoning, and Annulling that Portion of Iron Bridge Road (AKA Old Bridge Road) and/or First Avenue Not Used for Street Purposes in the City of Charles Town, Jefferson County, West Virginia and Authorizing the City

Manager and Mayor to Execute Such Quitclaim Deeds and Other Documents Needed to Implement this Abandonment

Mr. Hynes moved to approve the Second Reading and Consideration of an Ordinance Vacating, Abandoning, and Annulling that Portion of Iron Bridge Road (AKA Old Bridge Road) and/or First Avenue Not Used for Street Purposes in the City of Charles Town, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Such Quitclaim Deeds and Other Documents Needed to Implement this Abandonment. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

2024[5]-214: Public Hearing for the Second Reading and Consideration of an Ordinance Providing for the Acquisition of Real Property Being a Tract or Parcel of Land Containing 2.869 Acres, More or Less, Situate in the Charles Town Corporate District, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Any Documents Needed to Implement this Acquisition

Mr. Hines moved to open the public hearing. Ms. Philabaum seconded the motion, and there were no objections.

Staff announced that no one had signed up for the public hearing.

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

2025-202: Second Reading and Consideration of an Ordinance Providing for the Acquisition of Real Property Being a Tract or Parcel of Land Containing 2.869 Acres, More or Less, Situate in the Charles Town Corporate District, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Any Documents Needed to Implement this Acquisition

Ms. Philabaum moved to approve the Second Reading and Consideration of an Ordinance Providing for the Acquisition of Real Property Being a Tract or Parcel of Land Containing 2.869 Acres, More or Less, Situate in the Charles Town Corporate District, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Any Documents Needed to Implement this Acquisition. Mr. George seconded the motion, and it passed by unanimous vote.

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

2025-205: Article 147 Discussion

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

After lengthy discussion, Ms. Philabaum moved to table this agenda item until the July 7, 2025, Council meeting. Mr. Kratovil seconded the motion, and it passed by a 6-2 vote.

RESULT:	**TABLED [6-2]**
MOVER:	Julie Philabaum
SECONDER:	James Kratovil
AYES:	Kratovil, Ricketts, Philabaum, Rodd, George, Sugrue
NAYS:	Hynes, Tester

10. NEW BUSINESS

2025-123: Presentation - Michael Baker International on Zoning and Subdivision Overhaul

Mr. Troy Truax of Michel Baker International presented to the Council an overview of the Zoning Ordinance and Subdivision and Land Development Ordinance comprehensive update strategy.

2025-204: Zoning/SLDO Rewrite Advisory Committee Selection

Ms. Philabaum moved to nominate Mr. Hynes and Ms. Ricketts to serve on the Zoning and Subdivision and Land Development Ordinance Rewrite Advisory Committee. There were no other nominations.

Mr. Hynes was approved by unanimous vote, 9 to 0.

Ms. Ricketts was approved by unanimous vote, 9 to 0.

2025-106: First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia in Regard to an Outdoor Dining Ordinance

Per Staff recommendation, Ms. Ricketts moved to Table this agenda item until the March 3, 2025, Council meeting, Mr. Hynes seconded the motion and it passed by unanimous vote.

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

2025-190: "But For" Disbursement Plan

Per Staff recommendation, Mr. George moved to Table this agenda item until the March 3, 2025, Council meeting. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

2025-192: Academy and S. Samuel Street Review

Mayor Trainor reviewed with Council the timeline and reasons for declaring the Academy and S. Samuel Street flooding issue as an emergency per Charles Town Article 111.02 and Charles Town Purchase and Bid Policy, section 1.09.

Ms. Philabaum requested that Article 111 and Charles Town Purchase and Bid Policy be included on the March 3, 2025, Council agenda.

2025-210: Personnel Matters - Possible Executive Session

Per Staff recommendation, Mr. Tester moved to enter into Executive Session. Mr. Hynes seconded the motion, and hearing no objections Mayor Trainor declared the Council in Executive Session.

Mayor Trainor declared the Council out of Executive Session.

No Council action was taken after the Executive Session.

2025-211: B&O Tax Waiver Request - CTUB

Mayor Trainor pointed out that the Contractor requesting the B&O waiver had not included B&O tax in their project bid.

Mr. Hynes moved to approve the B&O Tax Waiver request. Ms. Philabaum seconded the motion, and it failed by unanimous vote.

RESULT:	**FAILED [0-8]**
MOVER:	Jeff Hynes
SECONDER:	Julie Philabaum
AYES:	None
NAYS:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Sugrue

2025-212: Budget Workshop Schedule

Mr. George moved to authorize and schedule a Council workshop for March 3, 2025, at 5:30PM and direct staff to schedule an ad valorem public hearing to coincide with the March 17, 2025, Council meeting. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

2025-219: Payment of Bills - February 18, 2025

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

13. ADJOURNMENT

Mayor Trainor asked if there was any other business to come before the Council. Hearing none, he adjourned the meeting at 10:36PM.

14. INFORMATION ONLY - NEXT MEETING, Monday March 3, 2025, at 7:00PM

2025-195: Ms. Milliron Public Comment

2025-196: Mr. Tolbert's Public Comment Information

2025-197: Application For City of Charles Town Opioid Settlement Funds Handout

2025-198: Charles Town Tree Board Report - January 2025

2025-199: Infrastructure Committee Report - January 2025

2025-200: Charles Town Parks and Recreation Commission Report - January 2025

2025-218: Charles Town Utility Board (CTUB) Meeting Minutes - January 8, 2025, and February 5, 2025

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

Charles Town
Utility Board

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

UTILITY BOARD

CHAIRMAN
City of Charles Town City Manager John Nissel

VICE CHAIRMAN
City of Ranson Mayor Duke Pierson

SECRETARY
Ashley Stottlemyer

Board Member Heidi Parker

Board Member John Maxey

Board Member Patrick Kratovil

UTILITY MANAGER
Kristen Stolipher

January 29, 2025

Ranson City Council
312 S. Mildred Street
Ranson, West Virginia 25414

Honorable Mayor and Council:

At the Charles Town Utility Board (CTUB) Meeting on January 8, 2025, the Board of Directors voted to forward a letter to the City of Ranson Council in support of a Business and Occupation (B&O) Tax Waiver, or credit, for the CTUB 2022 Sewer Collection System Project (Project). The project has been awarded to HRI, Inc. in the amount of $6,074,000. Ultimately the B&O tax is included within the project costs and will be paid through customer rates to fulfill bond debt. A waiver of the B&O Tax will allow CTUB to utilize the savings in this current project for other future projects. As the project is vital to the community and will vastly improve reliable sewer service to a significant number of CTUB customers, the Board fully supports a waiver of the B&O Tax for the portions of the project within the City of Ranson Municipal limits.

Attached hereto, you will find the formal request from the HRI, Inc. that is subject to the B&O Tax for the project.

Should you have any questions, please do not hesitate to contact me at (304) 724-7080 or kstolipher@ctubvw.com.

Regards,

Kristen Stolipher

MEMORANDUM

TO: City Manager
FROM: City Attorney
DATE: February 3, 2025

SUBJECT: Municipal B&O Tax Exemption

Issue: Does the Ranson City Code allow for the waiver of a municipal business privilege ("B&O") tax otherwise due to be paid by a contractor working in city limits for a political subdivision of the state (CTUB)?

Answer: No.

Issue: May the City forgive B&O tax otherwise due from a contractor working in city limits on behalf of a political subdivision of the State (CTUB)?

Answer: Yes, with an amending ordinance enacted by the Council.

Discussion: The state code authorizing levy of a municipal business privilege tax ("B&O") is permissive, not mandatory, assigning Council "plenary [complete] power and authority" to impose the tax. *W.Va. Code §8-13-5.* Council may therefore amend the City Code to exempt otherwise eligible taxpayers from B&O tax liability.

Other cities have amended municipal codes to deny tax exemption for contractors working in city limits for political subdivisions. (See: *Charleston City Code* §110-56(g); *Martinsburg City Code* §755.02A(b)(2), attached). Both Morgantown and Clarksburg have informally refused B&O exemptions for contractors working in their cities on behalf of a political subdivision utility.

Charles Town has recently amended the municipal code to allow for qualified exemptions when specially authorized by a 2/3 vote of the Council. (See: *Charles Town City Code* §745.16A, attached).

Issue: If Council enacts a waiver of a class of B&O taxpayers, what potential implications might arise for future similar requests from other organizations?

Answer: Any statutory waiver of B&O tax liability would be subject to 14th Amendment equal protection limitations. Qualification for a tax waiver must be defined precisely and specifically to avoid ambiguity inviting equal protection protests. All prospective taxpayers qualified by the exemption definition in the municipal code would be entitled to the waiver.

Charleston City Code 110-56(g)

Contract entered into with government. Gross income received by a person for contracting activities performed for the State of West Virginia, the federal government or any of their instrumentalities, agencies, boards, commissions or political subdivisions, etc., or performed for nonprofit organizations is taxable and shall be reported under the contracting classification. The fact that the owner is a governmental unit or a non profit organization does not relieve the contractor, subcontractor, supplier or any other person from liability for municipal business and occupation tax on the full amount of gross income.

Martinsburg City Code 755.02A (b)(2)

Contracting entered into with governments. Gross income received by a person for contracting activities performed for the State, the federal government, or any of their instrumentalities, agencies, boards, commissions or political subdivisions, etc., is taxable and shall be reported under the contracting classification. The fact that the owner is a governmental unit does not relieve the contractor, subcontractor, suppliers, or any other person from liability for business and occupation tax on the full amount of gross income.

Charles Town City Code 745.16A

OPTIONAL EXEMPT ACTIVITIES.

The City Council, by vote of 2/3 majority of the Council, reserves the right to apply, reduce, or eliminate for a specified time period and/or for a specific project, the Business and Occupation tax per the following provision(s): Any activity associated with a municipality- initiated/tax payer-funded project that directly benefits Charles Town's residents, and in which the taxes rendered under this article could result in higher rates to those residents for existing services and/or higher project costs for the municipality.

(Ord. 2024-007. Passed 9-16-24.)

HRI, INC.

A COLAS COMPANY

1/13/2025

To: Charles Town Utility Board (CTUB) | Owner
661 South George Street, Charles Town, WV 25414

CC: Gwin Dobson & Foreman, Inc. (GD&F) | Project Representative
3121 Fairway Drive, Altoona, PA 16602

Subject: 2022 Collection System Project
CWSRF NO. C-544686
IJDC NO. 2021S-2041

Re: **B&O Tax Exemption for Charles Town and Ranson, WV**

To Whom it May Concern,

HRI, Inc. is requesting exemption for all applicable Business and Occupancy (B&O) Taxes associated with the 2022 Collection System Project. The contract documents and associated addenda provided by RK&K at time of bid did not provide enough information for HRI to accurately account for the tax amount.

Though not explicitly mentioned in the project specifications, it was noted in Addendum #1 that B&O Tax applies through certain portions of project. B&O rates for Charles Town and Ranson were not provided, nor did the documents provide enough information for the contractor to know which sites would be applicable to which city's B&O Tax.

Because of this, HRI made the decision to not include B&O taxes in our bid price, as there was concern that attempting to calculate and include the taxes from limited information could have negatively affected our total bid number, and did not want this to be the sole reason that HRI was not low bidder.

After the preconstruction meeting, GD&F provided HRI a marked-up drawing prepared by CTUB, that outlined which sites / portions of the project were applicable to Ranson B&O Tax, and which were applicable to Charles Town B&O Tax. Using this map, HRI estimated B&O taxes based upon the contract bid items, not including the Flowing Springs Pump Station Add/Alt, as it was determined this would no longer be a part of this project.

HRI, INC.

A COLAS COMPANY

A summary of HRI's B&O tax calculations and CTUB's B&O Tax Map can be found attached to the end of this letter.

In all, HRI is requesting exemption for a total of $121,480.00 in B&O taxes for this project. As previously stated, this was not accounted for in our bid price, and providing exemption to HRI will save CTUB and its taxpayers the aforementioned amount.

We appreciate your understanding and cooperation as we work together to get this project started. Should there be any questions or concerns, please reach out to HRI.

Regards,



Joshua Kutz
Project Manager
HRI, Inc.

CC: Ronald Ritter; Lonnie Nolen, Will Sarraf – HRI

						% of Work				Total $		
Client #	Description	Bid Quantity	Unit	Bid Price	Bid Total	Charles Town	Ranson	Ranson UC	Total	CT$	Ranson$	Total$
1	MOBILIZATION	1.000	LS	$ 272,980.00	$ 272,980.00	27.50	72.50		100	$ 75,069.50	$ 197,910.50	$ 272,980.00
2	TRAFFIC CONTROL	1.000	LS	$ 15,000.00	$ 15,000.00	27.50	72.50		100	$ 4,125.00	$ 10,875.00	$ 15,000.00
3	AUDIO VISUAL TAPING	1.000	LS	$ 5,200.00	$ 5,200.00	27.50	72.50		100	$ 1,430.00	$ 3,770.00	$ 5,200.00
4	EROSION AND SEDIMENTATION CONTROL	1.000	LS	$ 142,000.00	$ 142,000.00	27.50	72.50		100	$ 39,050.00	$ 102,950.00	$ 142,000.00
5	BURR EAST PUMP STATION DEMO	1.000	LS	$ 22,000.00	$ 22,000.00		100.00		100	$ -	$ 22,000.00	$ 22,000.00
6	MOOSE LODGE PUMP STATION DEMO	1.000	LS	$ 22,000.00	$ 22,000.00		100.00		100	$ -	$ 22,000.00	$ 22,000.00
7	JETT'S FARM PUMP STATION DEMO	1.000	LS	$ 22,000.00	$ 22,000.00		100.00		100	$ -	$ 22,000.00	$ 22,000.00
9	FORREST ST PUMP STATION DEMO	1.000	LS	$ 33,000.00	$ 33,000.00		100.00		100	$ -	$ 33,000.00	$ 33,000.00
10	11TH AVE PUMP STATION DEMO	1.000	LS	$ 33,000.00	$ 33,000.00		100.00		100	$ -	$ 33,000.00	$ 33,000.00
11	BURR EAST PUMP STATION	1.000	LS	$ 495,000.00	$ 495,000.00		100.00		100	$ -	$ 495,000.00	$ 495,000.00
12	MOOSE LODGE PUMP STATION	1.000	LS	$ 305,000.00	$ 305,000.00		100.00		100	$ -	$ 305,000.00	$ 305,000.00
13	JETTS FARM PUMP STATION	1.000	LS	$ 335,000.00	$ 335,000.00		100.00		100	$ -	$ 335,000.00	$ 335,000.00
15	LAKELAND PUMP STATION	1.000	LS	$1,125,000.00	$1,125,000.00		100.00		100	$ -	$1,125,000.00	$1,125,000.00
16	GRINDER PUMP 1	1.000	LS	$ 23,000.00	$ 23,000.00		100.00		100	$ -	$ 23,000.00	$ 23,000.00
17	GRINDER PUMP 2	1.000	LS	$ 23,000.00	$ 23,000.00		100.00		100	$ -	$ 23,000.00	$ 23,000.00
18	BYPASS PUMP - BURR EAST PS	1.000	LS	$ 45,000.00	$ 45,000.00		100.00		100	$ -	$ 45,000.00	$ 45,000.00
19	BYPASS PUMP JETT'S FARM PS	1.000	LS	$ 36,000.00	$ 36,000.00		100.00		100	$ -	$ 36,000.00	$ 36,000.00
20	BYPASS PUMP - SAMUEL ST PS	1.000	LS	$ 15,000.00	$ 15,000.00	100.00			100	$ 15,000.00	$ -	$ 15,000.00
22	BYPASS PUMP - FORREST AVE PS	1.000	LS	$ 13,000.00	$ 13,000.00		100.00		100	$ -	$ 13,000.00	$ 13,000.00
23	BYPASS PUMP - 11TH AVE PS	1.000	LS	$ 13,000.00	$ 13,000.00		100.00		100	$ -	$ 13,000.00	$ 13,000.00
24	BYPASS PUMP - EVITT'S RUN INTERCEPTOR	1.000	LS	$ 100,000.00	$ 100,000.00	100.00			100	$ 100,000.00	$ -	$ 100,000.00
25	PUMP/HAUL - MOOSE LODGE PUMP STATION	1.000	LS	$ 48,000.00	$ 48,000.00		100.00		100	$ -	$ 48,000.00	$ 48,000.00
26	PUMP/HAUL - EVITTS RUN INTERCEPTOR	1.000	LS	$ 7,500.00	$ 7,500.00	100.00			100	$ 7,500.00	$ -	$ 7,500.00
27	PUMP/HAUL - MAGNOLIA SPRINGS PUMP STATION	1.000	LS	$ 7,500.00	$ 7,500.00	100.00			100	$ 7,500.00	$ -	$ 7,500.00
28	PUMP/HAUL - CLARENCE DR PUMP STATION	1.000	LS	$ 7,500.00	$ 7,500.00	100.00			100	$ 7,500.00	$ -	$ 7,500.00
29	4" SDR35 SEWER	100.000	LF	$ 194.00	$ 19,400.00		100.00		100	$ -	$ 19,400.00	$ 19,400.00
30	6" SDR35 SEWER 0-8' DP	20.000	LF	$ 92.00	$ 1,840.00	100.00			100	$ 1,840.00	$ -	$ 1,840.00
31	8" SDR35 SEWER 0-8' DP	1,100.000	LF	$ 135.00	$ 148,500.00	1.5	98.50		100	$ 2,227.50	$ 146,272.50	$ 148,500.00
32	8" SDR35 SEWER 8-12' DP	200.000	LF	$ 192.00	$ 38,400.00		100.00		100	$ -	$ 38,400.00	$ 38,400.00
33	8" SDR35 SEWER 12'+ DP	200.000	LF	$ 284.00	$ 56,800.00		100.00		100	$ -	$ 56,800.00	$ 56,800.00
34	10" SDR35 SEWER 0-8' DP	600.000	LF	$ 174.00	$ 104,400.00		100.00		100	$ -	$ 104,400.00	$ 104,400.00
35	12" SDR PVC SEWER	80.000	LF	$ 235.00	$ 18,800.00	100.00			100	$ 18,800.00	$ -	$ 18,800.00
36	30" SDR PVC SEWER	2,000.000	LF	$ 305.00	$ 610,000.00	100.00			100	$ 610,000.00	$ -	$ 610,000.00
37	6" C900 CL165 PVC FORCE MAIN	2,200.000	LF	$ 135.00	$ 297,000.00	100.00			100	$ 297,000.00	$ -	$ 297,000.00
38	4" C900 CL165 PVC FORCE MAIN	2,800.000	LF	$ 115.00	$ 322,000.00		100.00		100	$ -	$ 322,000.00	$ 322,000.00
39	2" SDR9 HDPE FORCE MAIN (SLIP LINE)	1,400.000	LF	$ 55.00	$ 77,000.00		100.00		100	$ -	$ 77,000.00	$ 77,000.00
40	1.5" SDR9 HDPE FORCE MAIN (SLIP LINE)	900.000	LF	$ 54.00	$ 48,600.00		100.00		100	$ -	$ 48,600.00	$ 48,600.00
41	1.25" SDR9 HDPE FORCE MAIN	1,200.000	LF	$ 75.50	$ 90,600.00		100.00		100	$ -	$ 90,600.00	$ 90,600.00
42	4' DIA MANHOLE 0-6' DP	20.000	EA	$ 8,500.00	$ 170,000.00	58	42.00		100	$ 98,600.00	$ 71,400.00	$ 170,000.00
43	4" DIA MANHOLE EXTENSION	50.000	VF	$ 650.00	$ 32,500.00	63.5	36.50		100	$ 20,637.50	$ 11,862.50	$ 32,500.00
44	4' DIA DOGHOUSE MANHOLE 0-6' DP	10.000	EA	$ 8,100.00	$ 81,000.00	40.00	60.00		100	$ 32,400.00	$ 48,600.00	$ 81,000.00
45	MANHOLE FRAME AND COVER - HIGHWAY	26.000	EA	$ 1,500.00	$ 39,000.00	38.5	61.50		100	$ 15,015.00	$ 23,985.00	$ 39,000.00
46	MANHOLE FRAME AND COVER - WATERTIGHT	5.000	EA	$ 1,700.00	$ 8,500.00	100.00			100	$ 8,500.00	$ -	$ 8,500.00
47	INSIDE DROP CONNECTION	10.000	EA	$ 1,500.00	$ 15,000.00	50.00	50.00		100	$ 7,500.00	$ 7,500.00	$ 15,000.00
48	CONNECT TO EXISTING	10.000	EA	$ 2,000.00	$ 20,000.00	30.00	70.00		100	$ 6,000.00	$ 14,000.00	$ 20,000.00
49	MAINLINE CLEANOUT	5.000	EA	$ 4,300.00	$ 21,500.00	60.00	40.00		100	$ 12,900.00	$ 8,600.00	$ 21,500.00
50	AIR RELEASE/VACUUM COMBO VALVE ASSEMBLY	4.000	EA	$ 12,500.00	$ 50,000.00	25.00	75.00		100	$ 12,500.00	$ 37,500.00	$ 50,000.00
51	FLUSHING VALVE	4.000	EA	$ 9,000.00	$ 36,000.00		100.00		100	$ -	$ 36,000.00	$ 36,000.00
52	BURR EAST FORCE MAIN CONNECTION	1.000	LS	$ 21,000.00	$ 21,000.00		100.00		100	$ -	$ 21,000.00	$ 21,000.00
53	JETT'S FARM FORCE MAIN CONNECTION	1.000	LS	$ 11,000.00	$ 11,000.00		100.00		100	$ -	$ 11,000.00	$ 11,000.00
54	MANHOLE RISER EXTENSION	5.000	VF	$ 1,300.00	$ 6,500.00		100.00		100	$ -	$ 6,500.00	$ 6,500.00
55	INTERNAL MANHOLE LINING	90.000	VF	$ 100.00	$ 9,000.00	62.5	37.50		100	$ 5,625.00	$ 3,375.00	$ 9,000.00
56	6" SDR35 PVC LATERAL	200.000	LF	$ 102.00	$ 20,400.00		100.00		100	$ -	$ 20,400.00	$ 20,400.00
57	RECONNECT LATERAL SERVICE CONNECTION	16.000	EA	$ 1,400.00	$ 22,400.00	12.5	87.50		100	$ 2,800.00	$ 19,600.00	$ 22,400.00
58	8"X6" WYE	14.000	EA	$ 420.00	$ 5,880.00		100.00		100	$ -	$ 5,880.00	$ 5,880.00
59	12" STEEL CASING - OPEN CUT	200.000	LF	$ 200.00	$ 40,000.00		100.00		100	$ -	$ 40,000.00	$ 40,000.00
60	16" STEEL CASING - OPEN CUT	80.000	LF	$ 250.00	$ 20,000.00		100.00		100	$ -	$ 20,000.00	$ 20,000.00
61	48" STEEL CASING - OPEN CUT	80.000	LF	$ 1,600.00	$ 128,000.00	100.00			100	$ 128,000.00	$ -	$ 128,000.00
62	TEST PIT EXCAVATION AND BACKFILL	7.000	EA	$ 5,000.00	$ 35,000.00	28.5	71.50		100	$ 9,975.00	$ 25,025.00	$ 35,000.00
63	LAUNCHING/RECEIVING PIT	7.000	EA	$ 9,000.00	$ 63,000.00		100.00		100	$ -	$ 63,000.00	$ 63,000.00
64	ASPHALT TRENCH PATCH (BASE)	80.000	TN	$ 400.00	$ 32,000.00	86.5	13.50		100	$ 27,680.00	$ 4,320.00	$ 32,000.00
65	ASPHALT TRENCH PATCH (WEARING)	60.000	TN	$ 350.00	$ 21,000.00	88.5	11.50		100	$ 18,585.00	$ 2,415.00	$ 21,000.00
66	AGGREGATE FOR BACKFILL	700.000	CY	$ 92.00	$ 64,400.00	53	47.00		100	$ 34,132.00	$ 30,268.00	$ 64,400.00
67	FLOWABLE FILL	50.000	CY	$ 400.00	$ 20,000.00		100.00		100	$ -	$ 20,000.00	$ 20,000.00
68	REMOVE MANHOLE	13.000	EA	$ 1,300.00	$ 16,900.00	100.00			100	$ 16,900.00	$ -	$ 16,900.00
69	CONCRETE CURB REPAIR	10.000	LF	$ 200.00	$ 2,000.00	100.00			100	$ 2,000.00	$ -	$ 2,000.00
70	CONCRETE DRIVEWAY REPAIR	10.000	CY	$ 1,800.00	$ 18,000.00		100.00		100	$ -	$ 18,000.00	$ 18,000.00
71	MISC DIP FITTINGS	500.000	LB	$ 20.00	$ 10,000.00	50.00	50.00		100	$ 5,000.00	$ 5,000.00	$ 10,000.00
72	CLASS B CONCRETE	50.000	CY	$ 500.00	$ 25,000.00	50.00	50.00		100	$ 12,500.00	$ 12,500.00	$ 25,000.00
73	SHORING/STABILIZATION AUGSUTINE AVE	1.000	LS	$ 10,000.00	$ 10,000.00	100.00			100	$ 10,000.00	$ -	$ 10,000.00
					$6,074,000.00					CT$	Ranson$	Total$
									Total $	1,674,291.50	4,399,708.50	$6,074,000.00
										27.56%	72.44%	
									BO Tax %	2.00%	2.00%	2.00%
									Total BO$	33,485.83	87,994.17	$ 121,480.00

*****HRI CALCULATION BASED UPON CTUB SITE MAP PROVIDED POST AWARD - THIS IS AN ESTIMATE ONLY - HRI DOES NOT TAKE LIABILITY FOR ACCURACY NOR AGREE THAT THIS IS APPLICABLE BASED UPON THE CONTRACT BIDDING DOCUMENTS**

C1 - PUBLIC: Free distribution.



BIDDING PLANS

RK&K P: 304.788.3370 159 Plaza Drive | Keyser, WV 26726 Engineers | Construction Managers | Planners | Scientists www.rkk.com Responsive People | Creative Solutions	PROJECT NO. 19339.019 DATE August 29, 2024 DESIGNED RAD DRAWN RAS CHECKED JWC	REVISIONS	CHARLES TOWN UTILITY BOARD 661 S. GEORGE ST. CHARLES TOWN, WV 25414	2022 COLLECTION SYSTEM PROJECT	INDEX SHEET	SHEET NO. 4 OF 110 DRAWING NO. G-4

CHARLES TOWN UTILITY BOARD

Wednesday, March 26, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Utility Manager Report

Attachments:

Revenue & Expense February 2025.pdf

Charles Town Water Department
Revenue & Expense Summary
February 28, 2025

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,740,000	Metered Sales - Residential	2,493,333	2,388,959	(104,374)
1,800,000	Metered Sales - Commercial	1,200,000	1,160,498	(39,502)
65,000	Metered Sales - Glen Haven/Cavaland	43,333	40,908	(2,426)
40,000	Sale for Resale - Bulk Water	26,667	22,992	(3,674)
90,000	Forfieted Discounts	60,000	54,812	(5,188)
30,000	Misc. Service Rev - Reconnection / Tap Fees	20,000	16,032	(3,968)
565,000	Tank Lot Rental Income (Non-Operating)	376,667	369,091	(7,576)
270,000	Interest Income (Non-Operating)	180,000	198,443	18,443
34,000	Sinking Fund Income (Non-Operating)	22,667	18,390	(4,277)
40,000	Miscellaneous Income (Non-Operating)	26,667	51,892	25,225
-	Gain on Sale of Assets	-	8,160	8,160
6,674,000	**TOTAL REVENUES**	4,449,333	4,330,176	(119,157)
	EXPENSES			
15,000	WS - Materials & Supplies Expense	10,000	7,126	(2,874)
60,000	WS - Maint of Water Source	40,000	37,468	(2,532)
484,096	WT - Salaries & Wages - Operations Labor	322,731	321,813	(918)
155,000	WT - Power & Fuel	103,333	99,358	(3,975)
10,000	WT - Power & Fuel - GH/CAV	6,667	5,667	(1,000)
235,000	WT - Chemical Expense	156,667	129,623	(27,044)
30,000	WT - Testing	20,000	10,915	(9,085)
30,000	WT - Materials & Supplies Expense	20,000	20,470	470
6,500	WT - Materials & Supplies Expense - GH/CAV	4,333	3,264	(1,070)
55,000	WT - Sludge Hauling	36,667	25,928	(10,739)
90,000	WT - Maint of Water Treatment Plant	60,000	41,984	(18,016)
10,000	WT - Maint of Water Plant - GH/CAV	6,667	8,554	1,887
20,000	WT - Licenses & Subscriptions	13,333	8,326	(5,007)
512,125	TD - Salaries & Wages - Maintenance Labor	341,417	340,790	(626)
30,000	TD - Materials & Supplies Expense	20,000	14,488	(5,512)
40,000	TD - Maint of Dist Reservior & Standpipes	26,667	25,020	(1,647)
120,000	TD - Maint of Mains	80,000	49,608	(30,392)
195,000	TD - Maint of Services	130,000	112,357	(17,643)
360,000	TD - Maint of Meters	240,000	276,060	36,060
50,000	TD - Maint of Hydrants	33,333	25,735	(7,598)
205,055	CA - Salaries & Wages	136,703	128,156	(8,547)
75,500	CA - Billing Expense	50,333	54,028	3,694
112,000	CA - Credit Card Processing Fees	74,667	67,401	(7,265)
82,000	CA - Licenses & Subscriptions (includes Sensus)	54,667	41,276	(13,391)
15,000	CA - Bad Debt Expense	10,000	6,753	(3,247)
147,399	GA - Salaries & Wages	98,266	96,644	(1,622)
2,500	GA - Director Compensation	1,667	1,300	(367)
229,592	GA - Employee Insurance & Benefits	153,062	146,095	(6,967)
121,381	GA - Employee Pension Expense	80,921	76,660	(4,261)
103,365	GA - Payroll Taxes - FICA Tax Expense	68,910	69,717	807

Charles Town Water Department
Revenue & Expense Summary
February 28, 2025

7,140	GA - OPEB (Other Post Employment Benefits)	4,760	4,350	(410)
23,325	GA - Employee 457 Expense	15,550	15,253	(297)
30,000	GA - Office Supplies & Expense	20,000	23,565	3,565
20,000	GA - Travel, Training, & Education	13,333	11,681	(1,653)
15,000	GA - Uniform Expense	10,000	6,893	(3,107)
22,000	GA - Computer - Technology Expense	14,667	8,343	(6,323)
30,000	GA - Maint. of General Property	20,000	16,539	(3,461)
28,000	GA - Licenses & Subscriptions	18,667	16,132	(2,535)
30,000	GA - Contractual Services - Engineering	20,000	27,657	7,657
25,000	GA - Contractual Services - Accounting	16,667	17,536	869
65,000	GA - Contractual Services - Legal	43,333	14,422	(28,911)
35,000	GA - Contractual Services - Other	23,333	3,080	(20,253)
15,300	GA - Rental of Building	10,200	10,200	-
72,000	GA - Transportation Expense	48,000	39,698	(8,302)
95,000	GA - Insurance	63,333	66,518	3,185
22,510	GA - Worker's Comp	15,007	12,964	(2,043)
25,000	GA - Regulatory Commission Expense	16,667	3,633	(13,034)
6,000	GA - Bond Administration Fees	4,000	1,279	(2,721)
	GA - Bond Service Fees	-	1,491	1,491
15,000	GA - Misc. General Expense	10,000	6,146	(3,854)
5,000	Advertising & Publication Expense	3,333	2,200	(1,133)
358,160	Interest on Long Term Debt (Non-Operating)	238,773	180,320	(58,453)
1,328,615	Depreciation Expense (Non-Cash)	885,743	885,743	-
5,874,563	**TOTAL EXPENSES**	3,916,376	3,628,228	(288,147)
799,437	Excess (Deficit)	532,958	701,948	

Board request 5/8/2024

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating)	1,268,232	
Grant Revenue - BHS OEHS SWAP	38,000	

OPERATING CASH ACCOUNT
Reconciliation to Cash:

Cash Balance @ 6/30/24	644,529	
Disbursements To Date	(4,320,897)	
Expenses	3,628,228	
Deposits To Date	4,758,370	
Revenues	(4,330,176)	
OPERATING CASH BALANCE @ 02/28/2025	1,082,001	
	1,082,001	Water Operating

Added to report in 2019

OTHER CASH ACCOUNT BALANCES 0

Water Capacity Improvement Fund	7,337,953
Water Renewal & Replacement Fund	867,700
Water Working Capital Fund	404,924

Charles Town Sewer Department
Revenue & Expense Summary
February 28, 2025

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,042,000	CTUB Service Revenue	2,028,000	1,926,870	(101,130)
1,845,000	Ranson Revenue	1,230,000	1,202,589	(27,411)
2,720,000	JCPSD Revenue	1,813,333	1,758,758	(54,576)
45,000	Customer Forfieted Discounts	30,000	27,942	(2,058)
38,000	Customer Forfieted Discounts- RA	25,333	22,166	(3,167)
50,000	Customer Forfieted Discounts- PSD	33,333	26,923	(6,410)
30,000	Misc. Sewer Revenues (Non-Operating)	20,000	25,181	5,181
325,000	Interest Income (Non-Operating)	216,667	224,774	8,108
50,000	Sinking Fund Income (Non-Operating)	33,333	34,802	1,468
8,145,000	**TOTAL REVENUES**	5,430,000	5,250,005	(179,995)
	EXPENSES			
15,000	CS - Materials & Supplies Expense	10,000	5,824	(4,176)
90,000	CS - Maint of Service Connections	60,000	37,715	(22,285)
180,000	CS - Maint of Collecting & Trans. Mains	120,000	51,509	(68,491)
513,870	PS - Salaries & Wages	342,580	294,248	(48,332)
155,000	PS - Power & Fuel	103,333	100,995	(2,338)
25,000	PS - Materials & Supplies Expense	16,667	21,112	4,445
65,000	PS - Sludge Hauling	43,333	29,732	(13,601)
180,000	PS - Maint of Pump Stations	120,000	115,520	(4,480)
297,257	TD - Salaries & Wages	198,171	192,009	(6,163)
175,000	TD - Power - CT Plant	116,667	119,756	3,089
90,000	TD - Power - TUI	60,000	58,713	(1,287)
10,000	TD - Power - Deerfield	6,667	3,705	(2,961)
180,000	TD - Chemical Expense - CT	120,000	99,001	(20,999)
25,000	TD - Chemical Expense - TUI	16,667	9,695	(6,972)
45,000	TD - Testing - CT	30,000	22,776	(7,224)
12,000	TD - Testing - TUI	8,000	7,171	(829)
80,000	TD - Materials & Supplies Expense	53,333	46,041	(7,292)
60,000	TD - Sludge Hauling - TUI	40,000	14,677	(25,323)
120,000	TD - Maint. Burns Farm	80,000	70,252	(9,748)
230,000	TD - Maint. Treatment Plant - CT	153,333	110,950	(42,383)
150,000	TD - Maint. Treatment Plant - TUI	100,000	107,302	7,302
30,000	TD - Maint. Treatment Plant - Deerfield	20,000	15,515	(4,485)
15,000	TD - Licenses & Subscriptions	10,000	10,608	608
307,992	CA - Billing & Acct Labor	205,328	183,966	(21,362)
85,000	CA - Billing Expense	56,667	54,576	(2,091)
110,000	CA - Credit Card Processing Fees	73,333	67,401	(5,932)
60,000	CA - Licenses & Subscriptions	40,000	41,276	1,276
25,000	CA - Bad Debt Expense	16,667	11,473	(5,194)
227,276	GA - Salaries & Wages	151,517	151,102	(415)
2,500	GA - Director Compensation	1,667	1,300	(367)
198,920	GA - Employee Insurance & Benefits	132,613	130,329	(2,285)
122,304	GA - Employee Pension Expense	81,536	72,123	(9,413)
104,150	GA - Payroll Taxes - FICA Tax Expense	69,433	62,959	(6,474)

Charles Town Sewer Department
Revenue & Expense Summary
February 28, 2025

6,120	GA - OPEB (Other Post Employment Benefits)	4,080	3,776	(304)
23,808	GA - Employee 457 Expense	15,872	14,619	(1,253)
30,000	GA - Office Supplies & Expense	20,000	23,596	3,596
30,000	GA - Travel, Training, & Education	20,000	21,290	1,290
15,000	GA - Uniform Expense	10,000	5,356	(4,644)
20,000	GA - Computer - Technology Expense	13,333	7,993	(5,340)
30,000	GA - Maint. of General Property	20,000	12,067	(7,933)
30,000	GA - Licenses & Subscriptions	20,000	17,732	(2,268)
35,000	GA - Contractual Services - Engineering	23,333	33,347	10,014
30,000	GA - Contractual Services - Accounting	20,000	12,760	(7,240)
200,000	GA - Contractual Services - Legal	133,333	85,015	(48,318)
35,000	GA - Contractual Services - Other	23,333	3,080	(20,253)
15,300	GA - Rental of Building	10,200	10,200	-
90,000	GA - Transportation Expense	60,000	65,277	5,277
110,000	GA - Insurance	73,333	66,518	(6,815)
19,958	GA - Worker's Comp	13,305	12,578	(727)
35,000	GA - Regulatory Commission Expense	23,333	6,385	(16,948)
55,000	GA - Bond Administration Fees	36,667	24,860	(11,807)
15,000	GA - Misc. General Expense	10,000	9,942	(58)
5,000	GA - Advertising & Publication Expense	3,333	1,642	(1,691)
587,147	Interest on Long Term Debt (Non-Operating)	391,431	293,952	(97,479)
2,411,199	Depreciation Expense (Non-Cash)	1,607,466	1,607,466	-
7,814,801	**TOTAL EXPENSES**	5,209,868	4,660,783	(549,084)
330,199	Excess (Deficit)	220,132	589,221	

***Board request 5/8/2024**	**NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS**		
	CIF Revenue (Non-Operating)	1,915,927	
	Grant Revenue - WDA EEGF	-	
	OPERATING CASH ACCOUNT		
	Reconciliation to Cash:		
	Cash Balance @ 6/30/24	1,798,204	
	Disbursements To Date	(7,552,736)	
	Expenses	4,660,783	
	Deposits To Date	9,349,376	
	Revenues	(7,165,932)	
	OPERATING CASH BALANCE @ 02/28/2025	3,594,844	
		3,594,844	Sewer Operating
		(0)	
***Added to report in 2019**	**OTHER CASH ACCOUNT BALANCES**		
	Sewer Capacity Improvement Fund	7,561,767	
	Sewer Renewal & Replacement Fund	761,123	
	Sewer Working Capital Fund	745,137	

CHARLES TOWN UTILITY BOARD

Wednesday, March 26, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, March 26, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

March 26, 2025

Attachments:

Board Report 03.26.25.pdf

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
50 WATER FUND	101,465.95
60 SEWER FUND	89,341.85
GRAND TOTAL:	190,807.80

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
LOGICAL CONCEPTS, INC	PS MONITORING	SEWER FUND	SEWER		424.31
				TOTAL:	424.31
PREMIER RISK MANAGEMENT SOLUTIONS, LLC	SFTY CNSLTNG: 3/01 - 3/31/	WATER FUND	WATER		1,159.83
	SFTY CNSLTNG: 3/01 - 3/31/	SEWER FUND	SEWER		1,159.83
				TOTAL:	2,319.66
QUALITY FENCE & DECK CO	SAMUEL ST PS FENCE	SEWER FUND	SEWER		1,800.00
				TOTAL:	1,800.00
RAILROAD MGMT CO, IV LLC	RANSON, PIPE WATER LICENSE	WATER FUND	WATER		667.44
				TOTAL:	667.44
SHADE EQUIPMENT COMPANY, INC.	DUMP TRUCK MAINT	WATER FUND	WATER		338.45
				TOTAL:	338.45
SHENANDOAH SALES & SERVICE, INC.	DUMP TRUCK REPAIR	WATER FUND	WATER		325.64
	SEWER VEHICLE TRBLSHT	SEWER FUND	SEWER		95.00
	SEWER JETTER INSPECT PUMP	SEWER FUND	SEWER		171.00
	JETTER TRAILER REPAIR	SEWER FUND	SEWER		95.00
				TOTAL:	686.64
SNYDER ENVIRONMENTAL SERVICES, INC	TUSC PLANT DIGESTER WORK	SEWER FUND	SEWER		2,042.55
				TOTAL:	2,042.55
STH, INC.	WOODLAWN MHPS REPAIR	SEWER FUND	SEWER		3,290.00
				TOTAL:	3,290.00
GERALD TAYLOR CO., INC.	PUMP / TRANSPORT	WATER FUND	WATER		488.25
	PUMP / TRANSPORT	WATER FUND	WATER		565.07
	TRANSPORT	SEWER FUND	SEWER		1,039.50
	SUPERVAC	SEWER FUND	SEWER		2,016.45
				TOTAL:	4,109.27
THE CI THORNBURG CO, INC.	METER	WATER FUND	WATER		6,083.20
	SRII TRPL	WATER FUND	WATER		2,757.04
	METER	WATER FUND	WATER		6,014.22
	TRANSCEIVER	WATER FUND	WATER		10,870.07
	VFD TRBLSHT - WTP	WATER FUND	WATER		1,469.00
				TOTAL:	27,193.53
MUVZ, INC	SAFETY TUBES	WATER FUND	WATER		494.86
	SAFETY TUBES	SEWER FUND	SEWER		494.86
				TOTAL:	989.72
HD SUPPLY INC	TNT	SEWER FUND	SEWER		1,033.12
				TOTAL:	1,033.12
VITAL SIGNS	DECALS	SEWER FUND	SEWER		165.00
				TOTAL:	165.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	SMMTPT RACEWY SNTRY SRVY	WATER FUND	NON-DEPARTMENTAL	8,101.61
	STNDRD SPECS UPDATE	WATER FUND	WATER	1,467.18
	ASBRYCHRCH SWRMN RPLCMNT	SEWER FUND	NON-DEPARTMENTAL	2,723.11
	WWTP MAINT BUILDING	SEWER FUND	NON-DEPARTMENTAL	1,715.53
	IMPLEMENT ASST MNGT SFTWR	SEWER FUND	NON-DEPARTMENTAL	6,133.57
	RANSON HEIGHTS	SEWER FUND	NON-DEPARTMENTAL	1,006.16
	HNTFLD & KNGS XNG	SEWER FUND	NON-DEPARTMENTAL	2,307.63
	WW SYS PRELIM ENGNR RPRT	SEWER FUND	NON-DEPARTMENTAL	1,118.00
	WW RETAINER SVCS	SEWER FUND	SEWER	1,959.30
	STNDRD SPECS UPDATE	SEWER FUND	SEWER	1,467.18
			TOTAL:	35,848.36
DUSTIN GREGORY	MILEAGE: 3/14/25	WATER FUND	WATER	411.60
			TOTAL:	411.60
GRIFFITH ENERGY SERVICES, INC.	CLARENCE DR	SEWER FUND	SEWER	315.64
			TOTAL:	315.64
ANDREAS HALE	PER DIEM: 4/08 - 4/11/25	SEWER FUND	SEWER	238.00
			TOTAL:	238.00
INTELLIPOINT TECHNOLOGIES, LLC	IT-REGULAR-REMOTE	WATER FUND	WATER	250.00
			TOTAL:	250.00
INWOOD QUARRY, INC.	C2 PICKUPS: 3/13/25	WATER FUND	WATER	304.58
	C2 PICKUPS: 3/13/25	WATER FUND	WATER	304.57
	I8 & I10 & C2 PICKUPS: 3/1	WATER FUND	WATER	310.92
	I8 & I10 & C2 PICKUPS: 3/1	WATER FUND	WATER	310.91
	I8 & I10 & C2 PICKUPS: 3/1	SEWER FUND	SEWER	322.89
			TOTAL:	1,553.87
JAMES RIVER EQUIPMENT	LOADER SERVICE	SEWER FUND	SEWER	2,403.37
			TOTAL:	2,403.37
KAY CASTO & CHANEY PLLC	GENERAL: THRU 2/28/25	WATER FUND	WATER	2,128.75
	MIDDLEWAY: THRU 2/28/25	WATER FUND	WATER	812.50
	WVAW: THRU 2/28/25	WATER FUND	WATER	11,606.00
	GENERAL: THRU 2/28/25	SEWER FUND	SEWER	1,478.75
			TOTAL:	16,026.00
ROBERT LYNN KERSHNER	CTWWTP BLWRS SVC CALL	SEWER FUND	SEWER	260.00
			TOTAL:	260.00
JOHN MAXEY	PER DIEM: 4/10 - 4/12/25	SEWER FUND	SEWER	115.00
			TOTAL:	115.00
MCKINNEY'S AUTO REPAIR	SEWER VEHICLE SERVICE	SEWER FUND	SEWER	149.04
	SEWER VEHICLE SERVICE	SEWER FUND	SEWER	195.24
			TOTAL:	344.28
SECURITY DEPOSIT REFUND	702-000220	WATER FUND	NON-DEPARTMENTAL	71.20
			TOTAL:	71.20
MISS UTILITY OF WV, INC.	MESSAGE FEES: FEB	WATER FUND	WATER	185.23
	MESSAGE FEES: FEB	SEWER FUND	SEWER	185.22
			TOTAL:	370.45

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ZETAG 8818	SEWER FUND	SEWER	1,896.30
	ZETAG 8848 FS	SEWER FUND	SEWER	5,456.86
	PRAESTOL K 148 L-VA	SEWER FUND	SEWER	5,938.35
			TOTAL:	14,877.51
CRYSTAL SPRINGS	MNTHLY SVC@ 661 & 842	WATER FUND	WATER	143.88
	MNTHLY SVC@ 661 & 842	SEWER FUND	SEWER	90.93
			TOTAL:	234.81
CUMMINS, INC	JETTS FARM PS REPAIR	SEWER FUND	SEWER	1,468.13
	WOODLAWN MHPS REPAIR	SEWER FUND	SEWER	1,353.19
			TOTAL:	2,821.32
DELL MARKETING L.P.	COMPS FOR SEWER PLANTS	WATER FUND	WATER	1,368.98
	COMPS FOR SEWER PLANTS	SEWER FUND	SEWER	1,368.98
	SEWER PLANT COMPUTERS	SEWER FUND	SEWER	4,624.41
			TOTAL:	7,362.37
DEPT OF ENVIRONMENTAL PROTECTION	AUGUSTINE & LIBERTY GRNDFE	SEWER FUND	NON-DEPARTMENTAL	300.00
	2022 CLLCTN SYS PRJCT	SEWER FUND	NON-DEPARTMENTAL	550.00
	GRNDWTR,SLUDGE,WVNPDESFEES	SEWER FUND	SEWER	6,348.55
			TOTAL:	7,198.55
DEWBERRY ENGINEERS INC	TO8 WATER MODEL UPDATE	WATER FUND	NON-DEPARTMENTAL	8,075.00
			TOTAL:	8,075.00
WV DEPT OF HEALTH & HUMAN SERVICES	BACTERIOLOGICAL TEST	WATER FUND	WATER	115.00
			TOTAL:	115.00
EAST MOUNTAIN HEALTH PHYSICIANS, INC	G.COSTELLO HEP B VACCINE	WATER FUND	WATER	99.00
			TOTAL:	99.00
ERA	PH: WASTEWATER	SEWER FUND	SEWER	210.25
			TOTAL:	210.25
STEVEN FARIAS	PER DIEM: 4/08 - 4/11/25	SEWER FUND	SEWER	238.00
			TOTAL:	238.00
FIRE SAFETY EQUIPMENT SUPPLY	FIRE EXTINGUISHER INSPECTI	WATER FUND	WATER	271.00
	TRUCK FIRE EXTNGSHR INSPEC	WATER FUND	WATER	482.50
	FIRE EXTINGUISHER INSPECTI	SEWER FUND	SEWER	271.00
	TRUCK FIRE EXTNGSHR INSPEC	SEWER FUND	SEWER	482.50
			TOTAL:	1,507.00
GUTTMAN ENERGY	W/E 3/09/25	WATER FUND	WATER	722.65
	W/E 3/16/25	WATER FUND	WATER	986.92
	W/E 3/09/25	SEWER FUND	SEWER	1,053.01
	W/E 3/09/25	SEWER FUND	SEWER	186.74
	W/E 3/16/25	SEWER FUND	SEWER	679.24
			TOTAL:	3,628.56
GASKINS SERVICES LLC	TOPSOIL	WATER FUND	WATER	1,050.00
			TOTAL:	1,050.00
GWIN DOBSON & FOREMAN INC	WWTP MAINT BUILDING	WATER FUND	NON-DEPARTMENTAL	1,715.52
	IMPLEMENT ASST MNGT SFTWR	WATER FUND	NON-DEPARTMENTAL	6,133.57

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
APPLE VALLEY TIRE	TIRE PLUG WATER VEHICLE	WATER FUND	WATER		32.00
	SEWER VEHICLE TIRES	SEWER FUND	SEWER		1,362.72
				TOTAL:	1,394.72
ARDEN EQUIPMENT REPAIR, INC.	SVC Z820A	SEWER FUND	SEWER		1,037.61
	SVC Z930M	SEWER FUND	SEWER		689.06
				TOTAL:	1,726.67
NEAL O NILSEN	MISC ITEMS 4 CTWWTP WIRE C	SEWER FUND	SEWER		1,953.69
				TOTAL:	1,953.69
AUTOZONE	MISC FOR WATER VEHICLES	WATER FUND	WATER		166.43
	MAINT VEHICLE SUPPLIES	WATER FUND	WATER		196.98
				TOTAL:	363.41
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	WARWICK PS REPAIR	SEWER FUND	SEWER		584.58
				TOTAL:	584.58
BLUE LINE PRESSURE WASHING, LLC	DIGESTER POWER WASH	SEWER FUND	SEWER		3,600.00
				TOTAL:	3,600.00
CHAMPION INDUSTRIES, INC	PRINTING SVCS FEB	WATER FUND	WATER		484.03
	POSTAGE 4 PRINTING SVCS FE	WATER FUND	WATER		1,265.72
	PRINTING SVCS FEB	SEWER FUND	SEWER		484.03
	POSTAGE 4 PRINTING SVCS FE	SEWER FUND	SEWER		1,265.72
				TOTAL:	3,499.50
CHS TRAFFIC CONTROL SERVICES, INC.	S GEORGE ST: 2/26/25	WATER FUND	WATER		1,245.00
				TOTAL:	1,245.00
CITY OF CHARLES TOWN	FEB UTILITIES@ 661 S GEORG	WATER FUND	WATER		882.58
	FEB UTILITIES@ 661 S GEORG	SEWER FUND	SEWER		882.58
				TOTAL:	1,765.16
CORE & MAIN	VARIOUS WATER MATERIAL	WATER FUND	WATER		4,943.12
	WA TAPS @ COLD STORAGE	WATER FUND	WATER		1,873.24
	BALL CURB STOP, BALLCORP S	WATER FUND	WATER		416.53
	BALL CURB STOP, BALLCORP S	WATER FUND	WATER		446.56
	METER RPLCMNT 1057 JEFF AV	WATER FUND	WATER		367.27
	BALLCORP STOP	WATER FUND	WATER		785.26
	BALL CURB STOP	WATER FUND	WATER		225.92
	BALL CURB STOP	WATER FUND	WATER		225.91
	VARIOUS WATER STOCK	WATER FUND	WATER		1,758.88
	BALLCORP, SS BAND	WATER FUND	WATER		426.03
	BALLCORP, SS BAND	WATER FUND	WATER		290.38
	BALLCORP	WATER FUND	WATER		836.26
	STOCK	WATER FUND	WATER		3,829.08
	CPLG, BSHNG, RDCR	WATER FUND	WATER		520.63
	MISC FOR PS	SEWER FUND	SEWER		1,346.21
	UNI-FLG	SEWER FUND	SEWER		265.03
	PIPE, ADPT, SDR35, PLUG, S	SEWER FUND	SEWER		1,559.17
	STOCK	SEWER FUND	SEWER		1,347.66
	CPLG	SEWER FUND	SEWER		2,527.10
				TOTAL:	23,990.24
COYNE CHEMICAL	AMMONIUM SULFATE 40% NSF	WATER FUND	WATER		1,586.00

CHARLES TOWN UTILITY BOARD

Wednesday, March 26, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - April 9, 2025 at 4:00 P.M.