CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, SEPTEMBER 24, 2025

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of September 10, 2025 Regular Meeting Minutes
   UB Minutes 09.10.25.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/82010998033?pwd=XxvjZXJK17IET5TimF3IV7sqFX0Vip.1

   Meeting ID: 820 1099 8033
   Passcode: 833659
   (301)715-8592

3. **UNFINISHED BUSINESS**
   a. Capacity Improvement Fee Review
   CIF Review.pdf
   *** Table drop provided at meeting by Director Maxey Amendments with Attachments***.pdf
   b. Update on WV PSC Case 25-0263-W-C – West Virginia American Water Complaint Case- 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.
   c. WV-002 Charles Town Road Tank – Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official

investigation or matter relating to crime prevention or law enforcement.

4. **NEW BUSINESS**
   a. Flowing Springs Pump Station Upgrade Design Proposal
      Flowing Springs PS Engineering Proposal 09.10.25.pdf
   b. Pneumatic Tank Rental for Huntfield Tank Leak Repair
      Pneumatic Tank Rental Proposal.pdf
   c STH - Wendy's Spare Pump Quote
      Wendy's PS Quote.pdf
      Sewer Capital Expenditure Report 09.24.25.pdf
   d. Discussion on Employee Total Compensation Study
      Employee Total Compensation Study RFP.pdf
      Article 147 - City and CTUB.pdf
   e. Fox Glen Subdivision Presentation
      Fox Glen Request.pdf
   f. Collection System Project No. 16 - CIF Payment No. 10
      Collection System Project - Resolution No. 16 - CIF No. 10.pdf
   g. Collection System Project Resolution No. 17 - CWSRF No. 7, Pay Application No. 6
      Collection System Project - Resolution No. 17 - CWSRF No. 7, Pay App 6.pdf
   h. Collection System Project - Work Change Order No. 9 - 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.

5. **MANAGER REPORTS**
   a. Utility Manager Report
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. September 24, 2025
      Board Report 09.24.25.pdf

7. **ADJOURNMENT**

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

CHARLES TOWN UTILITY BOARD

Wednesday, September 24, 2025

Regular Meeting **661 South George Street**
Charles Town, WV 25414

Approval of September 10, 2025 Regular Meeting Minutes

Attachments:

UB Minutes 09.10.25.pdf

Charles Town Utility Board
Regular Board Meeting
September 10, 2025

The Charles Town Utility Board held a regular meeting on September 10, 2025 at 4:00 P.M. Members of the Board present were Micheal George, 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).

County Commission Liaison, Commissioner Mike Mood was absent from the meeting.

CALL TO ORDER

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

SWEARING IN OF NEW CHAIRMAN

The Chairman swore in the new Chairman, Brent Manuel.

APPROVAL OF MINUTES

Approval of August 27, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the August 27, 2025 regular meeting minutes. Mr. Maxey suggested a minor spelling correction.

Action: **Original motion made by Mr. Pierson, amended by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the August 27, 2025 regular meeting minutes as amended.**

PUBLIC COMMENT

Public comment was received by Jacquelyn Milliron and Dan Casto.

UNFINISHED BUSINESS

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

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

Mr. Rodecker mentioned a Recommended Decision is scheduled to be entered September 11th. Exceptions to the Recommended Decision can then be filed to the full Commission for their review.

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

WV-002 Charles Town Road Tank – Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.

This item was moved to Executive Session.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, to move agenda items WV-002 Charles Town Road Tank, Madison Greens AMEA and Media Farms AMEA to Executive Session to the end of Unfinished Business.**

CIF Workshop Overview

Mr. Eckenrode presented his cost summary and review of the wastewater plant upgrades for Charles Town and Tuscawilla over the next five years. Based on his recommendations a new plant is expected to cost $50 million including soft costs, with 45% attributing to existing and 55% for growth. The Board provided discussions. Mr. Eckenrode mentioned most of these improvements were noted in his 2018 Preliminary Engineering Report. He also stated that after talking with CTUB's environmental attorney, Richard Lewis, historical data showed elevated levels of Ammonia and BOD at the plant as well as an ongoing unknown issue in the Eastern panhandle of these elevated levels in influent wastewater.

Mr. Maxey suggested that out of the $10 million in soft costs for the wastewater plant expansion, 20% be allocated to existing customers for engineering and design and 80% to new growth for engineering, design and 100% of all land and easement costs as land is only attributable to growth. He proposed to use 45% to existing and 55% to growth on the $40 million and a split of 20/80 on the $10 million, giving the total costs to existing rate payers of $20 million out the $50 million leaving the new percentages at 40/60. Mr. Eckenrode accepted Mr. Maxey's recommendation and will get the information to Raftelis for a final report.

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

Madison Greens AMEA

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved removing this item from the table.**

Mrs. Stolipher provided the sewer AMEA for a total of 292 residential units near the Ranson Retail and Fairfax Crossing development. Mr. Rodecker reviewed the agreement. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the Madison Greens AMEA as submitted.**

Media Farms AMEA

This item was moved to Executive Session to the end of the agenda.

NEW BUSINESS

Beallair Pump Station Upgrade

Mrs. Stolipher provided quotes totaling $107,050 for the labor and material to replace the pumps, rails, bases and controls as it was constructed in 2006 and currently running on one pump. She mentioned the costs will be covered through the expenditure budget previously approved by the Board.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved the quotes for the Beallair pump station upgrade as submitted.**

Unifilt Corporation Air Scour Retrofit

Mrs. Stolipher provided a quote totaling $165,900 for the replacement of the entire Air Scouring System at the Water Treatment Plant, which was identified in the Sanitary Survey as needing attention. She mentioned the costs will be covered through the expenditure budget previously approved by the Board. The Board provided discussions. Mr. Eckenrode was present to answer questions from the Board.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the Unifilt Corporation proposal.**

Identification of the Source of High Ammonia and Nitrate Levels Entering the Charles Town Wastewater Treatment Plant

Mr. Maxey requested this agenda item per comments made by Mr. Eckenrode at the last meeting expressing concern over the high levels of Ammonia and Nitrate at the Charles Town Wastewater Plant which were contributing to the need of plant upgrades. Mr. Eckenrode clarified the high levels are influent Ammonia and BOD, not Nitrate. He mentioned the weekly results vary and spike sporadically and although staff has been monitoring, a source cannot be pinned down. He stated CTUB is not in violation on the effluent.

The Board provided discussions. Mr. Lewis confirmed Mr. Eckenrode's points and provided discussions. Mr. Eckenrode will continue to monitor and any future plant upgrades will be designed to take care of these issues. He will also look into monitoring tools specific for Ammonia.

Action: No action required by the Board.

Collection System Project – Authorized Representative Resolution

Mrs. Stolipher provided the Authorized Representative Resolution will authorize Chairman Brent Manuel to sign all documents related to the Collection System Project. The previous resolution authorized the previous Chairman.

Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved Chairman Brent Manuel as the authorized representative.

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided she will correct the typo in the wastewater report as mentioned in public comment. She also provided an update on the Liberty Street Stormwater project and the progress meetings on the Collection project and Chlorine Room project. Mrs. Stolipher mentioned a correspondence from Fox Glen to extend sewer to their site and requested they present the request to the Board. She also stated there could be potential grant opportunities through EPA for various project which she will explore.

Mayor Micheal George invited the Board to a joint workshop with City Council on September 15th for a discussion on CIF's.

Action: No action required by the Board.

Chairman Report

The Chairman had nothing to report.

Action: No action required by the Board.

APPROVAL OF BILLS

September 10, 2025

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

EXECUTIVE SESSION

Media Farms AMEA

Action: Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved removing this item from the table.

WV-002 Charles Town Road Tank – Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.

Action: **Motion by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved convening into Executive Session at 5:04 P.M. to discuss WV-002 Charles Town Road Tank under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.**

Media Farms AMEA 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.

Action: **Motion by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved convening into Executive Session at 5:04 P.M. to discuss the Media Farms AMEA 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.**

The Board convened back into public session at 5:50 P.M.

WV-002 Charles Town Road Tank

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously authorized payment of any invoices currently in CTUB's possession relating to the Charles Town Road Tank as quickly as possible.**

Media Farms AMEA

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the Media Farms AMEA as submitted.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:52 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, September 24, 2025 at 4:00 P.M. at 661 S. George Street.

Brent Manuel	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, September 24, 2025

Regular Meeting **661 South George Street**
Charles Town, WV 25414

Capacity Improvement Fee Review

Attachments:

CIF Review.pdf

*** Table drop provided at meeting by Director Maxey Amendments with Attachments***.pdf

Charles Town Utility Board
Capital Improvement Plan FY26

Water Treatment and Distribution System Capital Improvement Projects					
Project Number	**Project Name**	**Department**	**Phase A - 2024-2026**	**Phase B - 2027-2028**	**Phase C - 2029-2032**
Main Zone Improvements					
PR-MZ-01	Charles Town RaceTrack	Water	$ 88,000.00		
PR-MZ-02	Fritts & Old Town Ranson	Water		$ 647,500.00	
PR-MZ-04	Church Street	Water	$ 595,000.00		
PR-MZ-05	South George Street	Water	$ 279,000.00		
PR-MZ-06	Water Street	Water			$ 240,000.00
PR-MZ-07	Route 340	Water		$ 1,200,000.00	
PR-MZ-16	West Academy Tie	Water	$ 88,000.00		
Total Main Zone Improvements			**$ 1,050,000.00**	**$ 1,847,500.00**	**$ 240,000.00**
Northern High Zone Improvements					
PR-NZ-05	East 10th Street	Water	$ 298,000.00		
PR-NZ-06	Burns Street PS Upgrade	Water		$ 1,175,333.33	
Total Northern High Zone Improvements			**$ 298,000.00**	**$ 1,175,333.33**	**$ -**
Huntfield Zone Improvements					
PR-HZ-01	Augustine Avenue PS Discharge	Water		$ 298,000.00	
PR-HZ-05	Augustine Avenue PS Upgrade	Water		$ 780,000.00	
Total Huntfield Zone Improvements			**$ -**	**$ 1,078,000.00**	**$ -**
Water Treatment Plant and Associated Projects					
PR-WTP-01	Well Development/Spring Source Construction	Water			$ 1,614,900.00
PR-WTP-02	WTP Chlorine Room Upgrades	Water	$ 401,910.00		
PR-WTP-04	WTP Sludge Forcemain/Pump Station	Water	$ 915,588.00		
PR-WTP-05	Intake Construction Cost	Water			$ 1,265,000.00
PR-WTP-06	WTP Upgrade	Water			$ 50,000,000.00
Total Huntfield Zone Improvements			**$ 1,317,498.00**	**$ -**	**$ 52,879,900.00**
Water Capital Project Improvements		**Total**	**$ 2,665,498.00**	**$ 4,100,833.33**	**$ 53,119,900.00**

Wastewater Treatment and Collection System Capital Improvement Projects					
Project Number	**Project Name**	**Department**	**Phase A - 2024-2026**	**Phase B - 2027-2028**	**Phase C - 2029-2032**
Wastewater Treatment Plant Projects					
PR-WW-01	Renewal and Replacement Project	Sewer	$ 12,131,815.92	$ -	$ -
PR-WW-02	CTWWTP Upgrades and Expansion	Sewer	$ 55,000.00	$ -	$ 50,000,000.00
PR-WW-03	Blu-Nite Sand Filters @ CTWWTP	Sewer	$ 200,000.00	$ -	$ -
Total Wastewater Treatment Plant Projects			**$ 12,386,815.92**	**$ -**	**$ 50,000,000.00**
Collection System Projects					
PR-CS-01	Collection System Project	Sewer	$ 7,665,544.00	$ -	$ -
PR-CS-02	Flowing Springs Pump Station Upgrade	Sewer	$ -	$ 1,000,000.00	$ -
PR-CS-03	Greenfield Forcemain & Pump Station Upgrades	Sewer	$ 1,360,000.00	$ -	$ -
PR-CS-04	Cantor Hollow Pump Station	Sewer	$ 145,000.00	$ -	$ -
PR-CS-05	Asbury Church Area - Sewer Main Replacement	Sewer	$ 1,215,146.00	$ -	$ -
PR-CS-06	Fairfax Crossing Parallel Line/Collector Projects	Sewer	$ -	$ 2,500,000.00	$ -
PR-CS-07	Collections System Upgrade	Sewer	$ -	$ 3,000,000.00	$ -
PR-CS-08	Collections Pump Stations Project	Sewer	$ -	$ -	$ 3,500,000.00
Total Collection System Projects			**$ 10,385,690.00**	**$ 6,500,000.00**	**$ 3,500,000.00**
Wastewater Capital Project Improvement Projects		**Total**	**$ 22,772,505.92**	**$ 6,500,000.00**	**$ 53,500,000.00**

General Facilities Maintenance					
Project Number	**Project Name**	**Department**	**Phase A - 2024-2026**	**Phase B - 2027-2028**	**Phase C - 2029-2032**
	Maintenance Building	Water/Sewer	$ 935,000.00	$ -	$ -
General Facilities Maintenance		**Total**	**$ 935,000.00**	**$ -**	**$ -**

August 13, 2025 Board Workshop to discuss the Water Treatment Plant Expansion

On August 13, 2025 at 4:30 P.M. the Charles Town Utility Board and several members of the Charles Town City Council attended a workshop at the Charles Town Water Plant to discuss details surrounding the upcoming Water Plant Expansion which is anticipated within the next 5 years.

As demonstrated by an excerpt from the original construction documents (attached) the Charles Town Water Treatment Plant was constructed in 1988 and dedicated in 1990, therefore the original building and the following facilities are all **37 years old**:

- Filters
- Clearwell
- Chemical Feed Systems
- Laboratory
- Control Room
- Office
- Mechanical Room
- Storage Room
- Electrical System
- Raw Water Intake

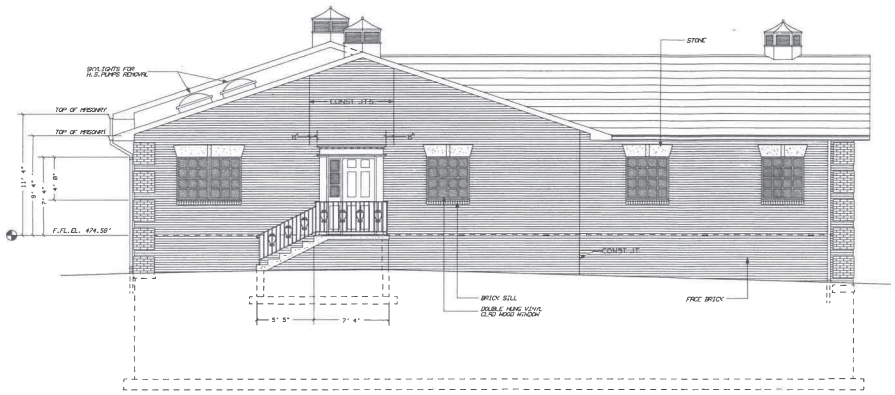
In 2016, CTUB made several improvements to the Charles Town Water Plant to include the construction of new Flocculation and Sedimentation Basins, High Service Pump Building and 1-million-gallon storage tank. There is also a potential to re-use the existing sludge thickener tank and sludge pumps. This will be evaluated during design. The project cost for these plant upgrades was $5.3 million. These improvements are anticipated to remain and be incorporated into the future plant expansion. These cost savings have been considered in the engineer's recommendation of costs.

According to CTUB's Capitalization Policy all assets of significant value and having a useful life beyond one year are classified into a valuation category, given a life cycle and assigned a value. The Charles Town Water plant includes various valuation categories such as buildings, improvements, equipment and furniture and fixtures. **The life cycle of the Water plant overall is 30 years.** There are three (3) remaining 40-year Bond issues from the 1987/1988 timeframe that have a total remaining to be paid amount of $65,844.92. **Therefore, the Charles Town Water Plant is 7 years beyond its' replacement timeframe today and requires upgrades that are not attributed to growth.**

In addition to the above improvements that are necessary to extend useful life and repair structural deficiencies, recommendations have been made in the most recent Water Treatment Facility Plan Update Dated March 2022 which detail new treatment facility construction improvements including Membrane Filtration, GAC Filtration, UV Disinfection, Chemical Feed, Disinfection, Solids Handling and Piloting all of which are not attributed to growth.

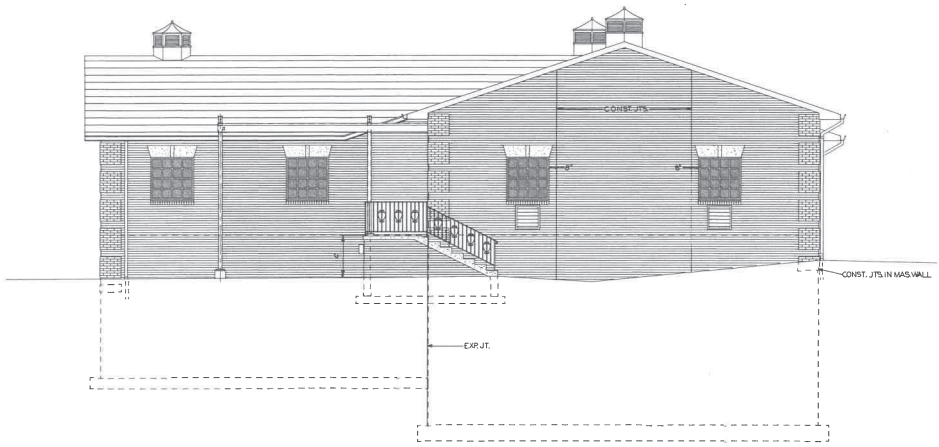
The plant is proposed to be expanded from 2.8 MGD to 5 MGD within the next 5 years. Based on the Engineer's recommendation, the total plant expansion is expected to cost $50 million including soft costs such as engineering, land, legal, permitting, contingency and inflation. **The engineer's cost estimate for required plant upgrades is $18.3 million and the growth-related costs are $21.7 million.**

A summary of the Water Treatment Upgrades is attached along with a breakdown of each upgrade and the required plant upgrade cost versus the growth-related costs. At the workshop on August 13, 2025, an initial Engineer's recommendation of costs was presented. A subsequent review of those costs identified areas within the GAC filtration system that were more equally split between growth and plant upgrades.



SOUTHEAST ELEVATION

SCALE: 1/4" = 1' 0" (d120246a)



NORTHWEST ELEVATION

SCALE: 1/4" = 1' 0" (d120246b)

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Rev.	Date	By	Description
3			
2			
1	07-10-90	R.L.P.	RECORD DRAWING

Drawn: LA | Checked: AK
Drawn: | Approved:
Scale: AS NOTED | Date: FEB 1988

Kelley Gidley Blair & Wolfe
Consulting Engineers
550 Eagan Street
Charleston, West Virginia 25301
Charleston Huntington Parkersburg Buckhannon WV

Owner: CITY OF CHARLES TOWN
JEFFERSON COUNTY, WV

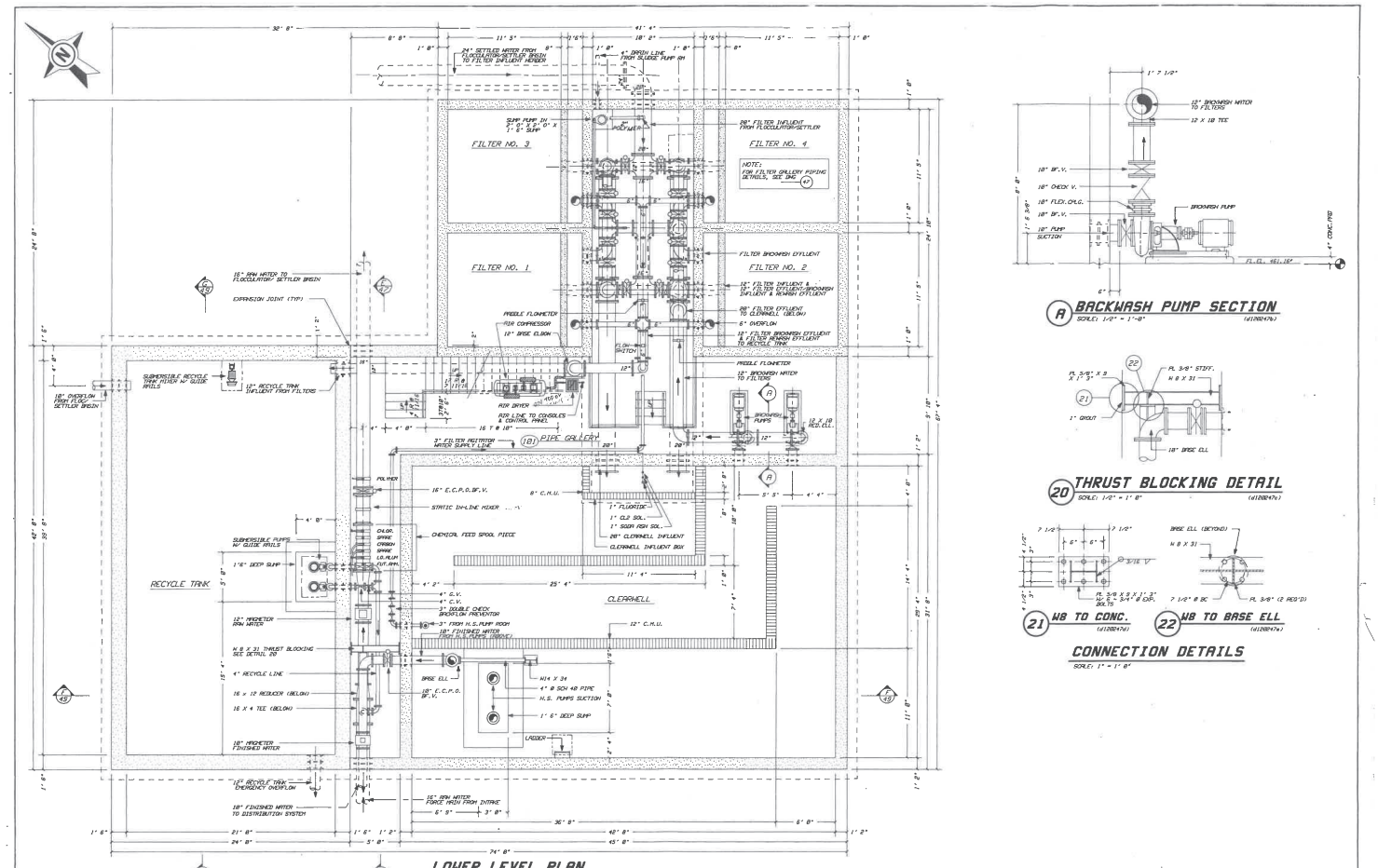
Project Title: WATER TREATMENT PLANT

Drawing Title: FILTER / CONTROL BUILDING ELEVATIONS

Project Number: 120200
Revision Number:

Drawing Number: 120245

RECORD DRAWING



RECORD DRAWING

Rev.	Date	By	Description
3			
2			
1	7-10-90		RECORD DRAWING

Drawn: LA | Checked: AK
Drawn: | Approved: JBC
Scale: AS NOTED | Date: FEB 1988

Kelley Gidley Blair & Wolfe
Consulting Engineers
550 Eagan Street
Charleston, West Virginia 25301
Charleston Huntington Parkersburg Buckhannon WV

Owner: CITY OF CHARLES TOWN
JEFFERSON COUNTY, WV

Project Title: WATER TREATMENT PLANT

Drawing Title: FILTER / CONTROL BUILDING
LOWER LEVEL PLAN

Project Number: 120200
Revision Number:

Drawing Number: 120246

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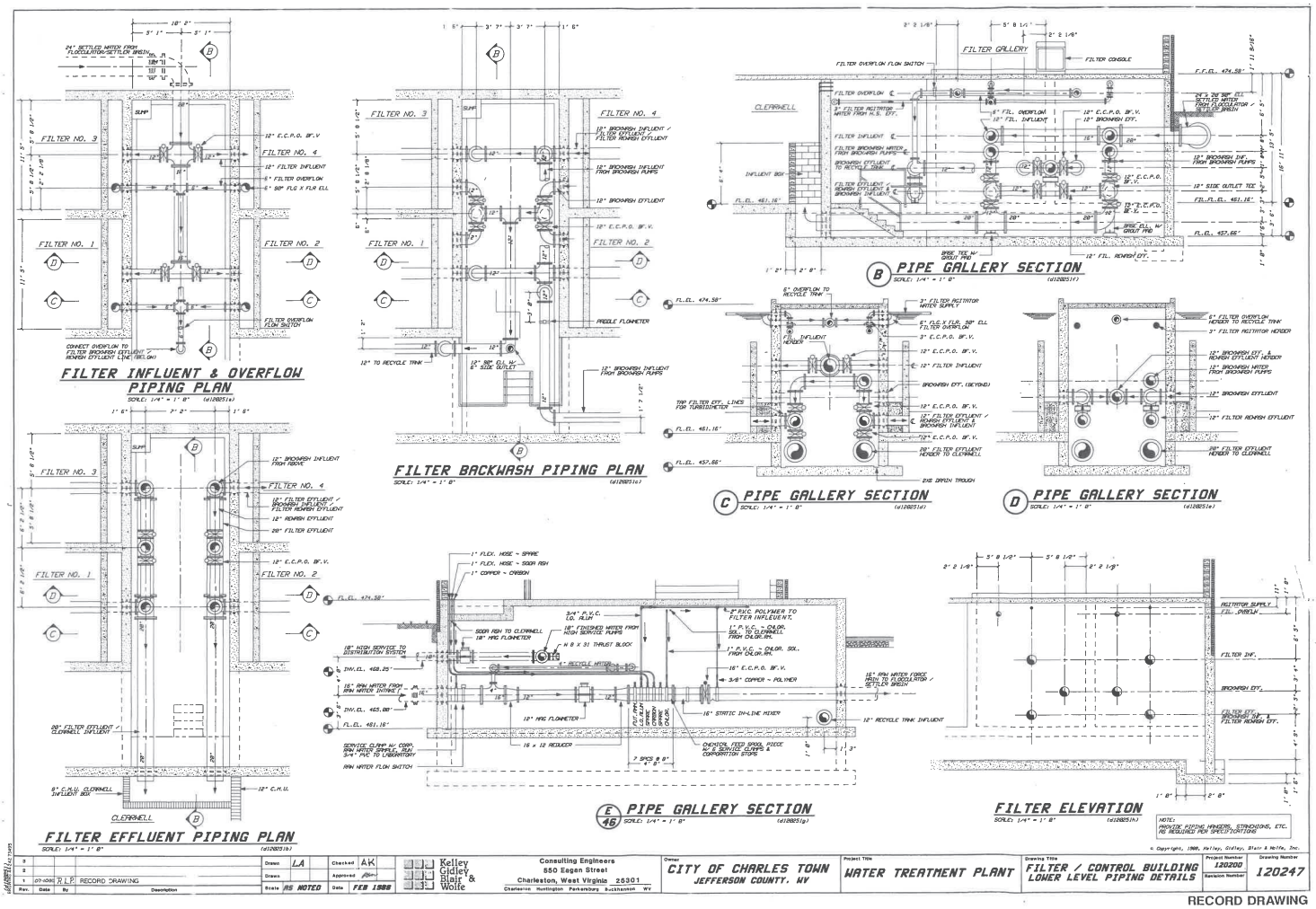
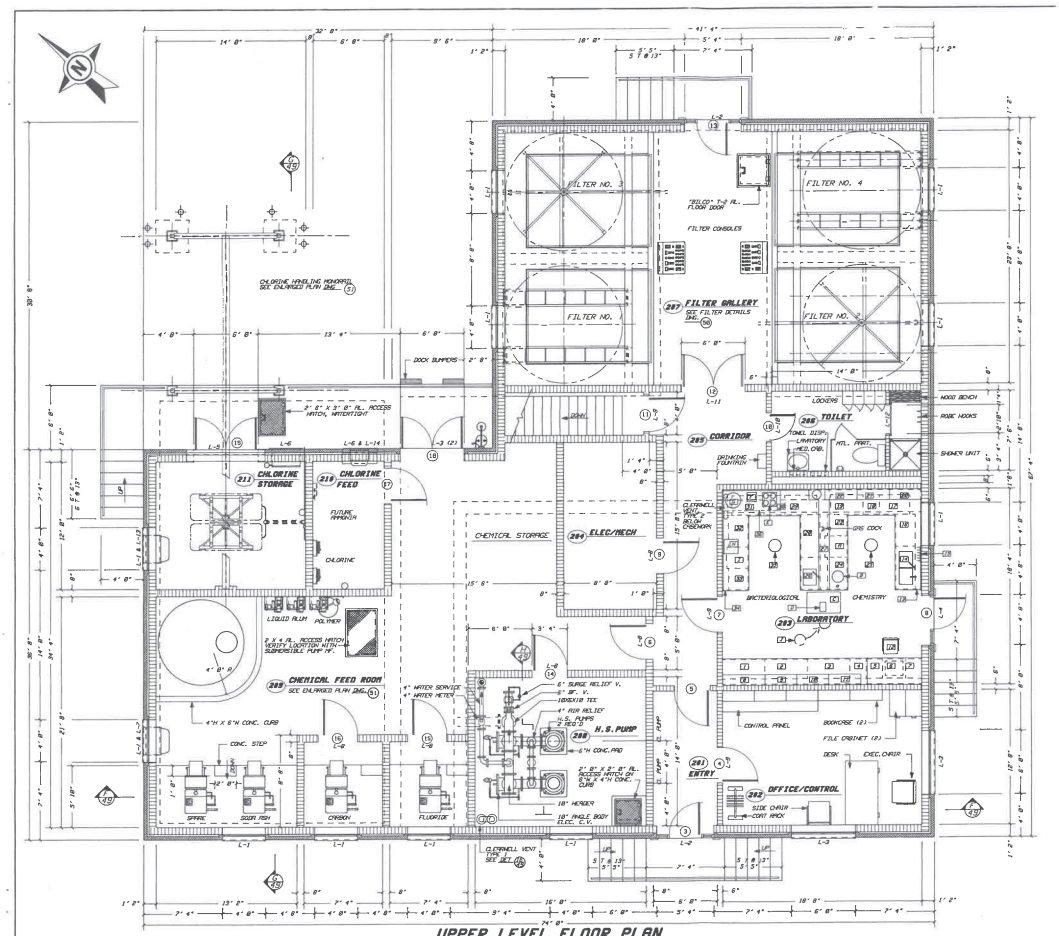

FILTER INFLUENT & OVERFLOW PIPING PLAN
FILTER BACKWASH PIPING PLAN
B PIPE GALLERY SECTION
C PIPE GALLERY SECTION
D PIPE GALLERY SECTION
FILTER EFFLUENT PIPING PLAN
E 46 PIPE GALLERY SECTION
FILTER ELEVATION
FILTER GALLERY
CLEARWELL
FILTER NO. 1
FILTER NO. 2
FILTER NO. 3
FILTER NO. 4
Kelley Gidley Blair & Wolfe
Consulting Engineers
550 Eagan Street
Charleston, West Virginia 25301
Charleston Huntington Parkersburg Buckhannon WV
Owner
CITY OF CHARLES TOWN
JEFFERSON COUNTY, WV
Project Title
WATER TREATMENT PLANT
Drawing Title
FILTER / CONTROL BUILDING
LOWER LEVEL PIPING DETAILS
Project Number
120200
Division Number
Drawing Number
120247
RECORD DRAWING



UPPER LEVEL FLOOR PLAN

SCALE: 1/4" = 1'-0"

LABORATORY CASEWORK SCHEDULE

MARK	DESCRIPTION	CAT. NO.	COMMENTS
1	BASE CABINET	18BA32	
2	BASE CABINET	24BA32	
3	BASE CABINET	173A32	
4	BASE CABINET	136A32	
5	BASE CABINET	12BA22	
6	APRON	5B1A21	W/ 1 DRAWER 26" L."
	KNEESPACE PANEL	618A22	
7	BASE CABINET	12BA22	
8	WALL CABINET	718A33	
9	WALL CABINET	718A33	
10	WALL CABINET	718A33	
11	WALL CABINET	718A33	
12	CHAIR	M831A18	"COLE BUSINESS FURNITURE"
13	END PANEL	611A32	
14	SINK BASE	112A32	
	DOUBLE BOWL	52L474	
	FAUCET, H & CH	32L406	VAC. BRKR.
	FAUCET	32L386	RAW WATER SAMPLE
	TRAP, P.E.	34L224	
15	PEGBOARD	52L822	
	DRIP TROUGH	52L844	
16	BASE CABINET	24BA32	
17	BASE CABINET	X421A32	36" L.
18	BASE CABINET	145A32	
19	BASE CABINET	X420A32	36" L.
20	WALL CABINET	718A33	
21	WALL CABINET	718A33	
22	WALL CABINET	718A33	
23	BASE CABINET	145A32	
24	SINK BASE	18BA32	
25	STOOL	952A78	
26	SINK BASE	18BA32	
	SINGLE BOWL	52L474	
	FAUCET, H & CH	32L406	VAC. BRKR.
	TRAP, P.E.	34L224	
27	FORMICA SHELF	28L111	
	UPRIGHTS	24L141	
28	BASE CABINET	14BA32	
29	BASE CABINET	X421A32	36" L.
30	BASE CABINET	145A32	
31	BASE CABINET	X420A32	36" L.
32	BASE CABINET	25BA32	
33	BASE CABINET	113A32	
34	END PANEL	611A32	
35	STOOL	952A78	
36	CANOPY HOOD	X5545B4	2' 6" X 6' 0"

NOTES:
1. All tops shall be Hamlitte No. 28L111 unless otherwise noted.
2. Field verify all dimensions.
3. Catalog numbers shown are "Hamilton" wood casework or equal

LABORATORY EQUIPMENT SCHEDULE

MARK	DESCRIPTION	COMMENTS
A	DISHWASHER	
B	EMERGENCY EYEWASH	
C	BALANCE TABLE	N.I.C.(BY OWNER)
D	PERCENT MOISTURE BALANCE	N.I.C.(BY OWNER)
E	WATER BATH	N.I.C.(BY OWNER)
F	HOT PLATE	N.I.C.(BY OWNER)
G	STERILIZER	N.I.C.(BY OWNER)
H	INCUBATOR	N.I.C.(BY OWNER)
I	REFRIGERATOR, UNDERCOUNTER	
J	SAFETY SHOWER	

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Rev.	Date	By	Description
3			
2			
1	07/01/91	R.L.P.	RECORD DRAWINGS

Drawn: LA | Checked: AK | Drawn: | Approved: | Scale: AS NOTED | Date: FEB 1989

Kelley Gidley Blair & Wolfe
Consulting Engineers
550 Eagan Street
Charleston, West Virginia 25301
Charleston Huntington Parkersburg Buckhannon WV

Owner: CITY OF CHARLES TOWN
JEFFERSON COUNTY, WV

Project Title: WATER TREATMENT PLANT

Drawing Title: FILTER / CONTROL BUILDING UPPER LEVEL PLAN

Project Number: 120200
Revision Number:
Drawing Number: 120248

RECORD DRAWING

Raw Water Intake

- Existing building is over 35 years old. Pumps have been re-built (bearings) but are original.
- Only have a single tee screen and intake supply line from river.
- Backwash must be done daily, manually from station.
- Room is small and piping configuration is less than ideal.
- Not enough room for a dual compressor automatic airburst system.
- No secondary screen or barrier to protect existing screen.
- Consider parallel main to WTP.

GD&F recommends constructing an entire new river intake structure with dual screens, supply lines, knife gate valves, compressors, etc.

Estimated cost is $5.0M

Filters

- Filters and building constructed in 1989, both have reached the end of their useful life
- Air scour system has not worked properly for years.
- Recent inspection by filter media provider yielded concerns over lack of backwash rate needed to properly fluidize the bed.
- Media replaced in 2017 but needs topped off yearly.
- Piping/valves very difficult to access.

GD&F recommends replacing existing conventional filters with membrane filters which provide a physical barrier type of filtration. Estimated cost is $6.5M. Room can be left for a future membrane skid.

Floc and Sed Basin

- Existing flocc and sed undersized by volume. Does not consistently produce settled turbidity under 1.0 NTU.
- Tube settlers and basin sludge is difficult to clean and maintain. Requires a lot of water to get vacuum sludge collection system to work.
- Basin do not have drains or slopped bottoms.

GD&F recommends installing a new 5.0 MGD capacity floc and sed basin for a minimum of 4 hours of detention time. Estimated cost is $4.5M

GAC Filtration

- This would be a completely new treatment process.
- Specifically, to reduce DBP's in the system and potential future PFAS, EDCs, Pharmaceuticals and personal care products.
- Should help to eliminate need for ammonia/chloramination process.

Estimated construction cost is $4.0M. Could leave room for future GAC units.

Clearwell

- Old clearwell is undersized and obsolete. A new below grade baffled clearwell should be provided rated for up to 5 MGD. The existing 1 MG clearwell can be re-used to reduce the size of the new clearwell.

Estimated construction cost is $2.5M

High Service Pumps

- The existing high service pump building and piping can remain. There is already space for a third pump. By adding a 3rd pump, you would get over 5 MGD with unit redundancy.

Estimated construction cost is $0.5M

Chemical Feed Systems

- All existing chemical feed systems have reached the end if their useful life and should be replaced with new bulk tanks, day tanks, scales, secondary containment, dual chemical feed pumps, valves, etc.

Estimated construction cost is $2.5M

New Laboratory/Control Room/Office/Rest Room/Mechanical Room/Storage

- All existing rooms shall be replaced that are currently located inside existing WTP including all furnishes, HVAC, plumbing and electrical.

Estimated construction cost is $2.0M

New SCADA System and Electrical

- The existing SCADA system should be replaced including all panelboards, MCC's, transformers, generator, etc.

Estimated construction cost is $5.5M

New Waste Handling

- The existing floc/sed basins and thickener could potentially be utilized for a new waste handling system.
- Major modifications would be necessary and the existing plant would have to be kept in service.

Estimated construction cost is $1.5M

Site Work

- All new site piping, paving, stabilized surfaces, sidewalks, stormwater management, grading, would be required.

Estimated construction cost is $4.0M

Interior Plant Piping, Instrumentation and Accessories

- All new plant mechanical and process piping, instrumentation and accessories

Estimated construction cost is $1.5M

Original as presented at Workshop on August 13, 2025

CTUB Water Treatment Plant Upgrade - Required Versus Growth Related Cost Calculation					
Construction Item	**Total Construction Cost ($M)**	**Required Plant Upgrades Cost ($M)**	**Percent Attributed to Required Plant Upgrades (%)**	**Growth Related Cost ($M)**	**Percent Attributed to Growth (%)**
Raw Water Intake	$5.0	$2.0	40%	$3.0	60%
Filters	$6.5	$4.5	69%	$2.0	31%
Floc and Sed Basins	$4.5	$1.5	33%	$3.0	67%
GAC Filtration	$4.0	$3.2	80%	$0.8	20%
Clearwell	$2.5		0%	$2.5	100%
High Service Pumps	$0.5		0%	$0.5	100%
Chemical Feed Systems	$2.5	$2.0	80%	$0.5	20%
New Rooms in Plant	$2.0	$2.0	100%		0%
New SCADA and Electrical	$5.5	$2.0	36%	$3.5	64%
New Waste Handling	$1.5	$0.5	33%	$1.0	67%
Site Work	$4.0	$1.0	25%	$3.0	75%
Interior Plant Piping and Acc.	$1.5	$1.0	67%	$0.5	33%
Total:	**$40.0**	**$19.7**	**49%**	**$20.3**	**51%**

Engineer's Recommendations: The total probable construction cost for the water treatment upgrades is $40 million. Of this total construction cost, GD&F estimates 51% to be attributed to growth and 49% attributed to required upgrades. A total of $50 million should be included in the CIP to account for soft costs such as engineering, land, legal, permitting, contingency and inflation.

Revised by Chris Eckenrode on 8/15/2025

CTUB Water Treatment Plant Upgrade - Required Versus Growth Related Cost Calculation					
Construction Item	**Total Construction Cost**	**Required Plant Upgrades Cost ($M)**	**Percent Attributed to Required Plant**	**Growth Related Cost ($M)**	**Percent Attributed to Growth (%)**
Raw Water Intake	$5.0	$2.0	40%	$3.0	60%
Filters	$6.5	$4.5	69%	$2.0	31%
Floc and Sed Basins	$4.5	$1.5	33%	$3.0	67%
GAC Filtration	$4.0	$1.8	45%	$2.2	55%
Clearwell	$2.5		0%	$2.5	100%
High Service Pumps	$0.5		0%	$0.5	100%
Chemical Feed Systems	$2.5	$2.0	80%	$0.5	20%
New Rooms in Plant	$2.0	$2.0	100%		0%
New SCADA and Electrical	$5.5	$2.0	36%	$3.5	64%
New Waste Handling	$1.5	$0.5	33%	$1.0	67%
Site Work	$4.0	$1.0	25%	$3.0	75%
Interior Plant Piping and Acc.	$1.5	$1.0	67%	$0.5	33%
Total:	**$40.0**	**$18.3**	**46%**	**$21.7**	**54%**

Engineer's Recommendations: The total probable construction cost for the water treatment upgrades is $40 million. Of this total construction cost, GD&F estimates 54% to be attributed to growth and 46% attributed to required upgrades. A total of $50 million should be included in the CIP to account for soft costs such as engineering, land, legal, permitting, contingency and inflation.

Charles Town Wastewater Treatment Plants

Improvements Necessary in Next Five (5) Years

Headworks

- The plant currently has no screening, compactor, vortex grit removal or grit classifier redundancy. Thus, these single equipment items are running continuously and wearing out quickly.
- There is not enough room in the building to construct redundant equipment, thus a new building is required similar and adjacent to the existing.
- New building would be almost identical to the existing in terms of construction and layout.
- Building construction cost $1.5 million
- Equipment construction cost $1.0 million
- Electrical, HVAC and plumbing construction cost $0.5 million

GD&F recommends constructing an entire new redundant headworks building similar and adjacent to the existing.

Estimated construction cost is $3.0M

SBR Splitter Box

- The existing splitter box features dual 24 feet adjustable weirs.
- The weirs collect a lot of debris and floatable solids thus affecting equal flow distribution through the SBR tanks.
- The weirs are extremely difficult to adjust, especially since they are submerged in wastewater.
- The flow through the SBR basins vary as such does the loading through each basin.
- GDF recommends a new splitter box with electrically actuated downward operating weir gates to adjust and evenly split the flow through each basin.

Estimated construction cost for a new SBR Splitter Box is $0.5M



SBR Basins

- Basins No. 1 and 2 were constructed in 1988 and No. 3 was constructed in 2001.
- All three (3) basins have been known to leak. DEP has reported this on numerous occasions, most recently last month.
- The basins have been coated several times; however, the old coating systems have failed and are just a temporary fix.
- The basins do not have sloped bottoms to the WAS lines. This results in excessive wasting into the digester tanks which is very inefficient and hampers the digestion time.
- The diffusers are coarse bubble type as opposed to fine bubble type thus resulting in non-effective oxygen transfer which has led to high ammonia in the discharge on numerous occasions.
- The decanter devices and arms are original and should be replaced.
- GD&F recommends constructing three (3) new SBR basins with sloped bottoms and new fine bubble diffusers.

The total estimated concrete construction cost per basin is $2.0M, with new diffusers and decanters costing $0.5M per basin. The total estimated construction cost for all three (3) basins is $7.5M





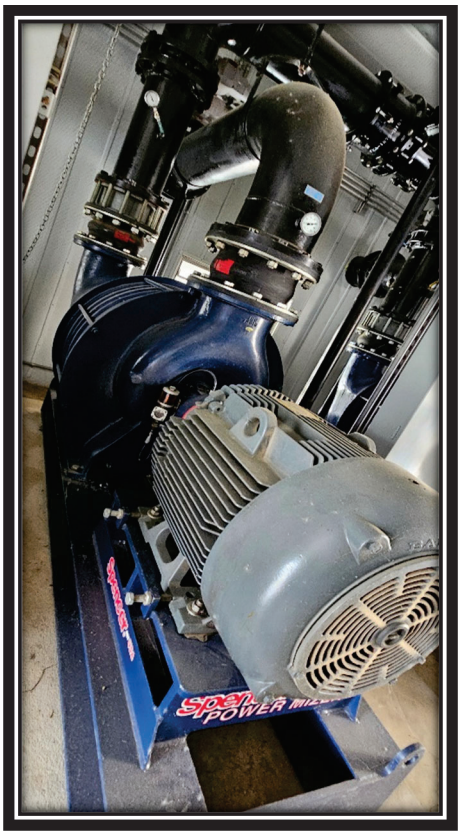




SBR Blowers

- Three (3) SBR blowers were installed in 2000, with the other two (2) added in 2004. These are 25 and 21 years old respectively and run consistently. Blowers of this size have a 20 year life cycle.
- The blowers, filters, air control valves and mass air flow meters all have reached the end of their useful life and should be replaced with new more energy efficient turbo blowers.

Estimated construction cost to replace all five blowers, motors, filters, air control valves and mass air flow meters is $1.5M.





3 Small Digester Tanks

- The two (2) small digester blowers, piping and diffusers and mixers are original to the 2000 upgrade.
- The submersible mixers are broken and do not work, thus at least one (1) blower has to run continuously.

Estimated construction cost to replace the blowers, motors, piping, diffusers, and mixers is $1.0M.





Effluent Pumps and Discharge Apron

- The three (3) existing submersible effluent pumps were installed in 1988 and need to be replaced.
- The discharge piping and check valves also need to be replaced.
- DEP has commented that the existing riprap discharge apron needs grouted.
- This project requires extensive temporary bypass pumping.

Estimated construction cost to replace the pumps, piping and provide a grouted riprap apron is $0.75M.



Denitrification Filters

- All existing denitrification filters, which are not currently used, need cleaned with all new filter media and startup

Total estimated cost is $0.50M

New Laboratory/Control Room/Office/Rest Room/Mechanical Room/Storage

- The laboratory and office building dates back to pre-1988, therefore, it is over 37 years old and in need of replacement.
- All existing rooms shall be replaced that are currently located inside existing WWTP including all doors/windows, furnishes, HVAC, plumbing and electrical.

Estimated construction cost is $1.0M



Sitework/Underground Electrical

- Costs associated for excavation/backfill, paving, underground piping and underground electrical service.

Estimated construction cost is $0.75M

Tuscawilla WWTP

- Tuscawilla WWTP originally had three (3) sets of MBR filters installed. There is currently only one (1) set of newer MBRs installed, thus no redundancy is provided. When the MBRs need cleaned multiple times per year, all this flow goes to the CT plant. This also requires excess use of the overflow pond.
- The existing RAS pumps are currently oversized which is causing process control issues.
- The existing pond has been causing all kinds of odor and elevated nitrate issues. It needs cleaned, and new blowers and diffusers/mixers installed and possibly an odor control system.
- The overflow pond is currently un-lined and contains raw sewerage.
- The fine drum screens will need upgraded/replaced.

Estimated construction cost for one new set of MBRs, upgraded fine drum screens, new RAS pumps and pond renovations is $1.5M

CTUB Wastewater Treatment Plant Upgrades - Required Versus Growth Related Cost Calculation	
Required Construction Items	**Total Required Construction Cost ($M)**
Headworks Screen, Compactor, Grit and Classifier	$3.00
SBR Splitter Box	$0.50
SBR Basins	$7.50
SBR Blowers	$1.50
3 Small Digester Tanks	$1.00
Effluent Pumps and Discharge Basins	$0.75
Denitrification Filters	$0.50
Lab/Control/Office/Rest/Mechanical	$1.00
Site Work/Underground Electrical	$0.75
Tuscawilla MBR, RAS and Pond	$1.50
Soft Costs (Eng., Legal, Contingency, Inflation)	$2.00
Total:	**$20.00**

Engineer's Recommendations: The total probable project cost for a new single central wastewater treatment plant is estimated to be $50 million. For comparison purposes, $20.0M would be necessary to upgrade the existing WWTFs over the next five (5) years even without new growth. So 40% of the total $50.0M project cost for a new centralized treatment plant should be attributed to necessary required upgrades, while 60% should be attributed to growth.

Charles Town Utility Board

Capacity Improvement Fee Study

Revised September 11, 2025

RAFTELIS

Capacity Improvement Fees Overview

- Capacity Improvement (often called “Impact” or “System Development”) Fees are **one-time** charges assessed to new customers for their use of system capacity.
  - Equitable method of recovering up-front system capacity costs from users

- Fees must comply with the Rational Nexus test established in court cases
  - The need for capacity charges is a result of new growth
  - The charges do not exceed the reasonable cost
  - Fees must be adequately earmarked for sufficient benefit for new customers

Current Fees

- Capacity Improvement Fees are upfront fees paid by developers (not recurring monthly charges paid by customers)
- Current fees were implemented in 2022.
- Current Water Connection Fee is $4,399 for each residential or non-residential connection
- Current Sewer Connection Fee is $2,930 for each residential or non-residential connection

Capacity Improvement Fee Methodologies

Buy-in	• **Backward-looking** • Used when there is facility capacity to serve current and future development • Unit cost of capacity for new development
Incremental	• **Forward-looking** • Future facilities that add capacity for new development • When existing system has little or no capacity for new development
Combined	• **Backward and forward-looking** • Current and future facilities • Combined facilities to serve current and future development

Criteria for CIFs

- Historical Customer growth
- Likelihood of future customer growth
  - 2% or more per year or 20% over 10 years
- Depletion of system capacity
  - Must run out of reserve capacity within next 5-7 years
- CIF must be based on cost of future capacity
  - CIF charges should not be used to pay for existing capacity
  - Only applies to new homes added by developer systems and the collection is required at the time permits are received

5

Overview of Fee Calculation

1. Examine asset value of existing assets, and calculate Replacement Cost New Less Depreciation. Identify and remove contributed and donated assets.
2. Examine Capital Improvement Plan (CIP) to determine Projects related to Growth
3. Identify Growth $ based on allocations provided by Utility
4. Remove principal of existing debt
5. Calculate Debt Credit for any planned future borrowing supporting growth
6. Divide Net System Value into Capacity
7. Derive Cost per Gallon per Day
8. Derive Capacity Improvement Fee per residential service unit

Water Growth Related CIP

Water Growth Related CIP		Total Cost	Growth %		Total Cost Included
Charles Town RaceTrack	$	88,000	50%	$	44,000
Fritts & Old Town Ranson		647,500	100%		647,500
Church Street		595,000	70%		416,500
South George Street		279,000	30%		83,700
Water Street		240,000	30%		72,000
Route 340		1,200,000	50%		600,000
West Academy Tie		88,000	30%		26,400
East 10th Street		298,000	30%		89,400
Burns Street PS Upgrade		1,175,333	50%		587,667
Augustine Avenue PS Discharge		298,000	50%		149,000
Augustine Avenue PS Upgrade		780,000	50%		390,000
Well Development/Spring Source Construction		1,614,900	50%		807,450
WTP Upgrade 1		50,000,000	54%		27,000,000
Total Water Growth Projects	**$**	**57,303,733**		**$**	**30,913,617**

7

Sewer Growth Related CIP

Sewer Growth Related CIP		Total Cost	Growth %		Total Cost Included
Renewal and Replacement Project	$	10,165,786	10%	$	1,016,579
CTWWTP Upgrades and Expansion 1		55,000	70%		38,500
CTWWTP Upgrades and Expansion 2		50,000,000	60%		30,000,000
Collection System Project		6,088,544	60%		3,653,126
Flowing Springs Pump Station Upgrade		1,000,000	70%		700,000
Greenfield Forcemain & Pump Station Upgrades		1,360,000	100%		1,360,000
Fairfax Crossing Parallel Line/Collector Projects		2,500,000	100%		2,500,000
Collections System Upgrade		3,000,000	70%		2,100,000
Collections Pump Stations Project		3,500,000	70%		2,450,000
Total Sewer Growth Projects	**$**	**77,669,330**		**$**	**43,818,205**

Water Cost of Capital Projects

- Calculate RCNLD of Core Assets
- Identified growth related projects for CTUB's approved CIP.
- Assumed future capital is funded for certain projects (Water Treatment Plant Expansion).
- Remove principal of current debt and net present value of projected principal.

Incremental Amount	
Growth Related Capital Projects	$30,913,617
Less: NPV of Projected Bond Principal	$(10,919,461)
Costs of Expansion to be Recovered	**$19,994,156**

Combined Amount	
Core Assets	$34,543,077
Less: Donated and Contributed Assets	$(1,704,287)
Less: Non-Core Assets	$(1,471,766)
Growth Related Capital Projects	$30,913,617
Less: Outstanding Principal	$(14,055,616)
Less: NPV of Projected Bond Principal	$(10,919,461)
Costs of Expansion to be Recovered	**$37,305,564**

Water Project Cost Per Unit

Incremental	Cost
Cost of Expansion to be Recovered	$19,994,156
Total Capacity Added (MGD)	2.20
Cost per Gallon per Day (GPD)	$9.09

Combined	Cost
Costs of Expansion to be Recovered	$37,305,564
Water System Capacity (MGD)	2.80
Plus: Added Capacity in Future CIP	2.20
Total System Capacity (MGD)	5.00
Cost per Gallon per Day	$7.46

Sewer Cost of Capital Projects

- Calculate RCNLD of Core Assets
- Identified growth related projects for CTUB's approved CIP.
- Assumed future capital is funded for certain projects (WW Treatment Plant Expansion).
- Remove principal of current debt and net present value of projected principal.

Incremental Amount	
Growth Related Capital Projects	$43,818,205
Less: NPV of Projected Bond Principal	$(7,357,845)
Costs of Expansion to be Recovered	**$36,460,360**

Combined Amount	
Core Assets	$74,285,137
Less: Donated and Contributed Assets	$(25,576,785)
Less: Non-Core Assets	$(856,640)
Growth Related Capital Projects	$43,818,205
Less: Outstanding Principal	$(29,564,685)
Less: NPV of Projected Bond Principal	$(7,357,845)
Costs of Expansion to be Recovered	**$54,747,387**

Sewer Project Cost Per Unit

Incremental	Cost
Cost of Expansion to be Recovered	$36,460,360
Total Capacity Added (MGD)	2.75
Cost per Gallon per Day (GPD)	$13.26

Combined	Cost
Costs of Expansion to be Recovered	$54,747,387
Water System Capacity (MGD)	2.25
Plus: Added Capacity in Future CIP	2.75
Total System Capacity (MGD)	5.00
Cost per Gallon per Day	$10.95

SFR Capacity Improvement Fee

Incremental	Cost
Water (GPD)	$1,909
Sewer (GPD)	$2,784

Combined	Cost
Water (GPD)	$1,567
Sewer (GPD)	$2,299

- Water and sewer CIF scaling done based on CTUB's published tariff conversion chart, which is based on the West Virginia Department of Health design standards.
- The fees shown are for a single-family residential house with an average of 3 people.


Q&A

RAFTELIS

Thank you!

Contact:
Mihaela Coopersmith / mcoopersmith@raftelis.com
Ben Heaton / bheaton@raftelis.com

Whereas the Charles Town Utility Board has adopted a Capacity Improvement Fee policy requiring the cost of new infrastructure be paid by those creating the demand rather than by existing ratepayers,

Whereas the Charles Town Utility Board projects that existing capacity will be exhausted by new development within the next five years,

Whereas state and federal budget considerations may limit the future availability of traditional grant and low interest loan opportunities,

Whereas the entry of a $25 billion private utility into the Jefferson County market makes future expansion opportunities more difficult to assess,

Therefore, the Charles Town Utility Board recommends that the City Council adopt the forward looking "incremental" methodology presented by Raftelis Financial Consultants rather than any combined or backward-looking methodologies.

Whereas bid responses to Charles Town Utility Board RFPs have been running above estimates this year,

Whereas the U.S. Department of Labor reported that inflation accelerated to 2.9% in August 2025, up from 2.7% in July,

Whereas the Federal Reserve has projected that inflation will remain above the 2 percent target rate through at least 2027,

Whereas the cumulative effect of inflation at 2.5% per year over five years is 13.14%,

Whereas the Raftelis report is understood to have incorporated only 4.17% for inflation,

Therefore, the Board recommends adjusting the "Cost of Expansion to be Recovered" on the Raftelis sewer CIF worksheet from **$36,460,360** to **$39,730,854** to include the additional **8.97%** inflation allowance.

Sewer Project Cost Per Unit

Incremental	Cost
Cost of Expansion to be Recovered	$39,730,854
Total Capacity Added (MGD)	2.75
Cost per Gallon per Day (GPD)	$14.45

Inflation increase of an 8.97% to bring the total inflation accounted for to 13.14% (Five years at 2.5% per year).

1

Capacity Improvement Fee

Incremental	Cost
Water GPD	$1,909
Sewer GPD	$3,034

2

Whereas Raftelis identified 2.75 MGD of theoretical added treatment capacity from the planned wastewater plant expansion.

Whereas prudent utility practice requires reserving an operating margin to maintain compliance and reliability.

Whereas the Board's consulting engineer has reported BOD and ammonia concentrations as much as double typical design values and has expressed that these are not expected to abate.

Whereas the engineer has also reported significant infiltration and inflow during rain events that will consume a portion of the new capacity. Influent flows exceeded the monthly average by more than 10% on at least 20 days during the first eight months of 2025.

Whereas NPDES Permit WV0022349, issued on August 23, 2021, and valid through June 2026, requires CTUB to produce a plan of action demonstrating how insufficient capacity will be addressed if the facility discharges 90% or more of permitted flow for three consecutive months.

Whereas reserve capacity is not available for new taps and therefore cannot be allocated toward CIF recovery.

Therefore, the Charles Town Utility Board recommends that the City Council adopt 90% of the total new capacity, rounded to **2.475 MGD,** as the net capacity available for new growth for purposes of calculating the Capacity Improvement Fee.

Charles Town Utility Board				
2025 Influent totals by day correlated to precipitation				
Date	Gallons/Day in millions	Varience from Average	Varience %	5 day rolling avge
2025-06-18	1.530	0.442	28.9%	0.53
2025-06-19	1.500	0.412	27.5%	0.58
2025-05-28	1.410	0.322	22.8%	0.58
2025-05-31	1.400	0.312	22.3%	0.45
2025-05-13	1.370	0.282	20.6%	0.45
2025-06-20	1.370	0.282	20.6%	0.61
2025-06-21	1.300	0.212	16.3%	0.47
2025-05-14	1.290	0.202	15.7%	0.37
2025-06-01	1.290	0.202	15.7%	0.35
2025-06-16	1.290	0.202	15.7%	0.35
2025-08-24	1.261	0.173	13.7%	0.07
2025-05-30	1.260	0.172	13.7%	0.06
2025-05-15	1.250	0.162	13.0%	0.05
2025-05-18	1.250	0.162	13.0%	0.17
2025-06-22	1.250	0.162	13.0%	0.34
2025-08-17	1.239	0.151	12.2%	0.30
2025-05-04	1.230	0.142	11.5%	0.30
2025-06-08	1.220	0.132	10.8%	0.30
2025-08-10	1.205	0.117	9.7%	0.17
2025-01-26	1.204	0.116	9.6%	0.00
2025-01-05	1.201	0.113	9.4%	0.00
2025-05-16	1.200	0.112	9.3%	0.00
2025-06-24	1.200	0.112	9.3%	0.00
2025-01-04	1.198	0.110	9.2%	0.00
2025-01-12	1.198	0.110	9.2%	0.01
2025-02-23	1.190	0.102	8.6%	0.02
2025-06-15	1.190	0.102	8.6%	0.07
2025-07-27	1.185	0.097	8.2%	0.16
2025-05-17	1.180	0.092	7.8%	0.16
2025-05-29	1.180	0.092	7.8%	0.20
2025-06-02	1.180	0.092	7.8%	0.19
2025-06-09	1.180	0.092	7.8%	0.14
2025-06-14	1.180	0.092	7.8%	0.07
2025-06-25	1.180	0.092	7.8%	0.07
2025-06-29	1.180	0.092	7.8%	0.03
2025-07-16	1.174	0.086	7.3%	0.08
2025-07-20	1.172	0.084	7.2%	0.08
2025-01-01	1.170	0.082	7.0%	0.29
2025-05-19	1.170	0.082	7.0%	0.06
2025-06-23	1.170	0.082	7.0%	0.06
2025-01-25	1.166	0.078	6.7%	0.00
2025-07-19	1.162	0.074	6.4%	0.00
2025-01-10	1.161	0.073	6.3%	0.01

Sewer Project Cost Per Unit

Incremental	Cost
Cost of Expansion to be Recovered	$39,730,854
Total Capacity Added (MGD)	2.475
Cost per Gallon per Day (GPD)	$16.05

Subtract 10% of total capacity added for reserve.

3

Capacity Improvement Fee

Incremental	Cost
Water GPD	$1,909
Sewer GPD	$3,371

4

4

Whereas the Raftelis study identifies the "Cost of Expansion to be Recovered" for water capacity projects,

Whereas the Charles Town Utility Board has determined that the inflation assumptions in the Raftelis study are insufficient in light of current U.S. Department of Labor inflation data and Federal Reserve forecasts,

Whereas the Board has adopted an 8.97% upward adjustment to the Sewer CIF cost basis to account for this additional inflation,

Whereas applying the same adjustment to the water capacity cost ensures consistent treatment of both water and sewer capacity improvement fees and protects existing ratepayers from subsidizing new development,

Therefore, the Charles Town Utility Board recommends that the City Council increase the "Cost of Expansion to be Recovered" for the Water Capacity Improvement Fee by **8.97%** above the baseline figure provided in the Raftelis study.

WEST VIRGINIA SECRETARY OF STATE

KRIS WARNER

ADMINISTRATIVE LAW DIVISION

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5/9/2025 10:58:32 AM

Office of West Virginia Secretary Of State

NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE

AGENCY: Health TITLE-SERIES: 64-47

RULE TYPE: Legislative Amendment to Existing Rule: Yes Repeal of existing rule: No

RULE NAME: SEWAGE TREATMENT AND COLLECTION SYSTEM DESIGN STANDARDS

CITE STATUTORY AUTHORITY: W. Va. Code §16-1-4 and §16-1-9

The above rule has been authorized by the West Virginia Legislature.

Authorization is cited in (house or senate bill number) SB325

Section §64-5-1 Passed On 4/11/2025 12:00:00 AM

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

July 1, 2025

This rule shall terminate and have no further force or effect from the following date:

August 01, 2030

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.

Yes

Virginia M Payne -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.

10.9. A hotel or restaurant shall ensure that a grease trap manhole is closed and secured or locked, if applicable, at all times, except when accessed for pumping or maintenance.

§64-47-11. Administrative Due Process.

Those persons adversely affected by the enforcement of this rule desiring a contested case hearing to determine any rights, duties, interests, or privileges shall do so in a manner prescribed in the Rules of Procedure for Contested Case Hearings and Declaratory Rulings, 64 CSR 1.

§64-47-12. Enforcement.

This rule is enforced under W. Va. Code §16-1-6, §16-1-9, §16-1-17, §16-1-18 and other applicable code provisions.

TABLE 16-47-A.- APPLICATION PACKAGES

Package	Type of System
A	Collection System Only
B	Collection and Treatment System (100,000 gallons per day or less)
C	Collection and Treatment System (100,000 gallons per day or greater)
D	Individual on-site Sewage Collection and Treatment System
E	Subdivision Using Individual Sewage Disposal Systems
F	Mobile Home Parks

TABLE 64-47-B.- MINIMUM DESIGN LOADINGS FOR SEWAGE TREATMENT FACILITIES

Facility Description	Unit Sewage Design Flow (gpd)	Unit Five-Day BOD (lbs/day)
Airports		
Each employee	15	.05
Each passenger	5	.02
Assembly halls		
Per seat	2	.02
Bowling alleys (no food service)		
Per alley	75	.13
Per alley with bar	225	
**Brewery	2	.02
Per seat manufacture and sampling only	5	.04
Per seat with ABCA License for onsite consumption by the glass[1]		
Churches		
Per member with kitchen	5	.02
Per member without kitchen	2	.01
**Cidery	2	.02
Per seat manufacture and sampling only		
Per seat with ABCA License for onsite consumption by the glass[1]	5	.04

Facility Description	Unit Sewage Design Flow (gpd)	Unit Five-Day BOD (lbs/day)
Clinics		
Per staff	20	.03
Per patient	5	.02
Country clubs		
Per member (non-resident)	25	.05
Per member (resident)	70	.17
**Distillery	2	.02
Per seat manufacture and sampling only		
Per seat with ABCA License for onsite consumption by the glass[1]	5	.04
Domestic sewage		
Residences (per resident -a-)		
New collection system	70	.17*
Summer cottages, etc., per resident	50	.17
Apartment houses—one bedroom	140	.34
—two	210	.51
—three	280	.60
Factories (per worker)		
Heavy with café and shower	35	.04
Light with café	25	.02
Light with shower	25	.02
Light	20	.02
Hospitals		
Each patient (bedside)	300	.34
Each resident staff	100	.17
Each non-resident staff	20	.02
Hotels, boarding houses		
(Exclusive of restaurants, bars)		
per guest	50	.15
Industrial park (sanitary waste only)		
Per developable acre	500	.84
Institutions		
Per resident	70	.17
Laundry (coin operated)		
Per machine	400	1.34
Labor camps		
Per person	50	
Mine bath houses		
Per worker	15	.03
Mobile homes		
Per mobile home	280	.68
Motels (exclusive or restaurant or bar)		
Per unit	80	.15
Nursing and rest homes		
Per resident	150	.26
Per resident staff	70	.17
Offices and warehouses		
Per workers, no food service	20	.03
Add for food service, per worker	5	.01

Facility Description	Unit Sewage Design Flow (gpd)	Unit Five-Day BOD (lbs/day)
Recreation		
Parks, picnic areas, and beach areas	10	.02
Campground, per person	25	.05
Amphitheater, per person	5	.01
Historical site, per person	5	.01
Lodges, per person	70	.17
Park residences, per person	70	.17
Park washhouse, per person	30	.05
Restaurants		
24-hour service, per seat	50	.17
Ordinary, not 24-hour service, per seat	30	.10
Curb service (drive-in), per car space	50	.17
Fast food (single service), per seat	25	.06
Schools		
Elementary, each staff or student	8	.02
High school, each staff or student	10	.03
Boarding school	70	.17
Service stations		
Ordinary, not 24-hour service	500	.80
24-hour service	1000	1.60
Shopping mall per 100 sq. ft.	15	.03
Shopping center Based on individual store occupancy		
Swimming pools		
Per swimmer	5	.01
Add for shower facilities, per swimmer	2	.01
Taverns and bars, little or no food service		
Per seat	20	.04
Theaters		
Drive-in, per car space	4	.008
Movie, per seat	2	.004
Travel Trailer Park (b)		
No water to site, per person	35	.075
Water to site, per person	50	.10
**Winery	2	.02
Per seat manufacture and sampling only	5	.04
Per seat with ABCA License allowing on site consumption by the glass [1]		
Disco/Dance Halls, per seat	5	.01
Beauty parlors/barber shops		
Per chair	150	.50
Per operator	20	.02
Dentist		
Per chair	200	.10
Per staff	20	.02
Doctor		
Per patient	5	.01
Per staff	20	.02

Facility Description	Unit Sewage Design Flow (gpd)	Unit Five-Day BOD (lbs/day)
(a) Assume four persons per residence		
(b) Assume three persons per travel trailer site		

*See subsections 5.1.d.3., 5.1.d.4., 5.1.d.5.
** A calculation should be based upon an average of winter (November – March) usage and summer (April – October) usage

[1] Requirement of the ABCA License is that there must be food offered for sale onsite by the facility or an outside food or mobile food vendor

(NOTE 1: These factors do not apply to the design of municipal sewage systems. Refer to subsection 6.1. for design loadings for municipal sewage systems.)

(NOTE 2: If proposed facilities are not listed in the table above, and average daily water usage data is available, a peaking factor of 2.5 shall be required.)

(NOTE 3: Five-Day BOD, BOD_5 or BOD5 is the scientific method used to accurately measure dissolved oxygen consumption, by comparison of dissolved oxygen in a sample at the beginning and at the end of a five-day period.)

TABLE 64-47-C.- MINIMUM SLOPES FOR SANITARY SEWERS

Sewer Size	Minimum Slope in feet per 100 feet
6"	0.62
8"	0.40
10"	0.28
12"	0.22
14"	0.17
15"	0.15
16"	0.14
18"	0.12
21"	0.10
24"	0.08
27" and larger	0.07

Sewer Project Cost Per Unit

Incremental	Cost
Cost of Expansion to be Recovered	$39,730,854
Total Capacity Added (MGD)	2.475
Cost per Gallon per Day (GPD)	$16.05

5

Capacity Improvement Fee

Incremental	Cost
Water GPD	$1,909
Sewer GPD	$4,495

Increase GPD per residence to 280 per WV State design standard.

16.053 * 280 = 4494.84

6

Whereas the Raftelis study identifies the "Cost of Expansion to be Recovered" for water capacity improvement projects,
Whereas the Charles Town Utility Board has determined that the inflation assumptions in the Raftelis study are insufficient in light of current U.S. Department of Labor inflation data and Federal Reserve forecasts,
Whereas the Board has adopted an 8.97% upward adjustment to the Sewer CIF cost basis to account for this additional inflation,
Whereas applying the same adjustment to the water capacity cost ensures consistent treatment of both water and sewer capacity improvement fees and protects existing ratepayers from subsidizing new development,
Therefore, the Charles Town Utility Board recommends that the City Council increase the "Cost of Expansion to be Recovered" for the Water Capacity Improvement Fee by **8.97%** above the baseline figure provided in the Raftelis study.

Water Project Cost Per Unit

Incremental	Cost
Cost of Expansion to be Recovered	$21,787,632
Total Capacity Added (MGD)	2.2
Cost per Gallon per Day (GPD)	$9.90

Inflation adjustment to 2.5% per year for five years

7

Capacity Improvement Fee

Incremental	Cost
Water GPD	$2,079
Sewer GPD	$4,495

8

Whereas the Raftelis study identified a capacity increase of 2.2 million gallons per day from planned water system improvements,
Whereas prudent utility practice requires that capacity calculations account for distribution system realities, including water loss and unbilled water,
Whereas the Charles Town Utility Board's annual reports document an average **lost water rate of approximately 7%**,
Whereas additional accounted-for but unsold water, including hydrant flushing, fire protection use, and water lost during periodic repairs, contributes further to unrecoverable capacity demands beyond the measured lost water rate,
Whereas these factors together reasonably require a reduction of at least **10%** to the theoretical 2.2 MGD capacity increase identified in the study,
Therefore, the Charles Town Utility Board recommends that the City Council adopt **2.0 MGD** as the net capacity available for new growth for purposes of calculating the Water Capacity Improvement Fee.

Water Project Cost Per Unit

Incremental	Cost
Cost of Expansion to be Recovered	$21,787,632
Total Capacity Added (MGD)	2.0
Cost per Gallon per Day (GPD)	$9.90

Capacity reduced by 10% for lost water

9

Capacity Improvement Fee

Incremental	Cost
Cost of Expansion to be Recovered	$21,787,632
Total Capacity Added (MGD)	2.0
Cost per Gallon per Day (GPD)	$9.90

Incremental	Cost
Water	$2,773
Sewer	$4,495

10

CHARLES TOWN UTILITY BOARD

Wednesday, September 24, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Update on WV PSC Case 25-0263-W-C – West Virginia American Water Complaint Case- 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, September 24, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

WV-002 Charles Town Road Tank – Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.

CHARLES TOWN UTILITY BOARD

Wednesday, September 24, 2025

Regular Meeting **661 South George Street**
Charles Town, WV 25414

Flowing Springs Pump Station Upgrade Design Proposal

Attachments:

Flowing Springs PS Engineering Proposal 09.10.25.pdf

GD&F
GWIN
DOBSON &
FOREMAN
CONSULTING ENGINEERS

September 10, 2025

Charles Town Utility Board
661 South George Street, Suite 101
Charles Town, WV 25414

Attn: Kristen M. Stolipher, Utility General Manager

RE: Flowing Springs Pump Station Upgrade
Design Proposal (Task Order)

Dear Mrs. Stolipher:

Per your request, Gwin, Dobson & Foreman, Inc. (GD&F) is pleased to present the following proposal (Task Order) to design, permit and bid the Flowing Springs Pump Station Upgrade project.

Understanding of the Project

Design, permit and bid phase work to upgrade the existing Flowing Springs Pump Station. This scope of work includes the following:

- Provide three (3) new submersible pumps with the largest capacity available to run off existing generator.
- Provide new guide rails, supports, bases, etc.
- Line existing wet well and existing manholes. Determine necessary temporary bypass pumping required.
- Replace magnetic flow meter, check valves, shutoff valves and pressure gauges.
- Provide new level sensors and new pump control panel and new remote monitoring system.
- Provide new pump disconnects and access hatches.
- Provide three (3) new pump VFDs.
- Provide lights and grout slope in vaults.
- Replace condensing units.
- Adjust incoming flow as needed to prevent pump cavitation.
- Consider wet well screening options.

Proposed Services

GD&F will provide the following services:

- Detailed site topographic survey of the entire site including intersecting manholes and force mains, including setting control points and benchmarks.
- Design all upgrades listed above and provide all necessary drawings including construction sequencing plans.

- Prepare and submit sanitary sewer permit to WVBPH.
- Prepare detailed technical and bidding specifications.
- Provide an Engineer's Opinion of Probable construction cost estimate.
- Assist in bid and award phase of project.

Services that are not included:

- Architectural or structural design changes to building
- Changes to existing panelboards, generator or ATS
- Design of an automated screen
- Changes to the existing hoist
- Permit fees
- Construction administration
- Resident project representative/inspection

Proposed Schedule

GD&F will begin immediately upon written authorization from the Board and will complete the design by the end of February 2026.

Proposed Cost

GD&F will provide the above scope of services for an estimated, not-to-exceed, fee of $100,000. Invoices will be submitted on a monthly basis based on GD&F current standard rates. Payment will be made on an accrued hourly basis plus expenses. The expenses include direct expenses such as mileage, printing/copying, etc. as necessary to complete the services. Payment is due within thirty (30) days of invoicing.

Estimated Engineering Fees:

Site Survey/Basemapping	$10,000
CAD	$25,000
Electrical Engineering Design	$15,000
Mechanical Engineering Design	$30,000
Specifications	$5,000
Cost Estimate	$2,000
Permitting	$3,000
Bid Phase	$5,000
Project Management	$5,000
Total Estimated Engineering Cost	**$100,000**

We appreciate the opportunity to submit this proposal. To authorize the services, please complete the following authorization section of this proposal and return a signed copy to our office. If you have any questions, please contact our office at your convenience.

Respectfully submitted,
GWIN, DOBSON & FOREMAN, INC.

Christopher M. Eckenrode, P.E.,
Engineering Manager

CME/amb
Prop/2025/CTUB_FlowingSpringsPS_9-10-25.doc
cc: File

ACCEPTANCE OF PROPOSAL

The Charles Town Utility Board hereby accepts the above service and cost proposal.

Authorized Representative Date

Attest/Witness

CHARLES TOWN UTILITY BOARD

Wednesday, September 24, 2025

Regular Meeting **661 South George Street**
Charles Town, WV 25414

Pneumatic Tank Rental for Huntfield Tank Leak Repair

Attachments:

Pneumatic Tank Rental Proposal.pdf

Portable Water Systems, LLC

8473 Riverland Ave SW
Navarre, OH 44662

Phone: 330-756-4009 Fax: 330-756-3144

September 15, 2025

Charles Town Utility Board
661 S George Street, Suite 101
Charles Town, WV 25414
ATTN: Chris Hutzler

Proposal

We are pleased to present this proposal to provide a portable hydro-pneumatic tank for temporary water storage. The tank will be moved in, setup, and removed once the project is completed.

Charles Town WV
Huntfield Tank Project

Provide 16,000 gallons of total storage capacity utilizing a hydro-pneumatic tank. The tank will be connected to a fire hydrant located on the access drive to the tank. A 1/2" sensing line will be installed by others from the onsite transducer to the temporary storage tank.

1st 30 days TOTAL= $14,150.00
Additional rental time, if needed will be $275.00 per day after the first 30 days

Items Included in this Quotation

- 16,000 gallons of total storage capcity using a hydro pneumatic tank delivered to Huntfield Tank tank site
- (1) 4" ID Hose X 50' Long & 2) 2-1/2" hoses x 50 long
- (2) Watts Model # 1116FH pressure relief valve
- Removal of the tank from project site

Add $550.00 per day plus expenses per technician for labor and travel expenses beyond the standard setup if the contractor elects our setup team to stay and address any additional matters

Items not included in this proposal

- Pumps
- Taps or live connections to the system
- Tow vehicle/equipment. In order to mobilize and demobilize this project our semi truck with trailer and pickup truck with trailer will need to be able to travel all roads, access ways, and/or driveways without the assistance of other equipment or Tow vehicle. If Tow vehicles/equipment are needed to assist In the mobilizing or demobilizing this project site those vehicles/equipment will be provided and operated by others. It shall also be understood that Portable Water Systems, LLC must agree to the proposed method of Tow and can refuse any procedure or equipment that Portable Water System, LLC thinks will cause damage to its own vehicle and equipment

- Road Permits, Bonding for roads, or special insurance. If any roads, routes, highways, or interstates require special provisions to drive Portable Water Systems, LLC's equipment on them, all requirements will be paid for and acquired by others

- Site Preparations. It is understood that Portable Water Systems, LLC tanks/equipment must be placed on a fairly level surface capable of holding the weight of the equipment full of water. Any and all site work required to place the equipment will be acquired and paid for by others

- Any and all types of freeze protection. It is understood that Portable Water Systems, LLC tanks/equipment are susceptible to freezing conditions.

- Water Sampling and testing. It is understood that any water sampling or water testing that is required to be able to use Portable Water Systems, LLC tanks/equipment will be completed by and paid for by others

- Any type of fencing or barricades. All fencing and/or barricades will be provided by and paid for by others

- Site Restoration. It is understood that the tanks/equipment can and will leave an impression in the ground and ruts can be created by the vehicles bring in the tanks/equipment. Any and all restoration that may be required will be completed by and paid for by others.

Notes

- It is understood that Portable Water Systems, LLC is a first come first served business and this quotation is only good if the quoted tank/s are available at the time of need.

- Roadway Restrictions. It is understood that the quoted tank/equipment may be oversized by weight, height, or width. Should the quoted piece of equipment not be legally able to travel the required roads to access the site then this quotation is null and void

- It is understood that Portable Water Systems, LLC will make every effort to remove all equipment from the project site in a timely fashion after the completion of the project

- This quotation is good for 30 days; if you accept this quotation please call and we will issue a proposal. No work will begin without a signed proposal.

- Our company provides 1,000,000 in General Liability Insurance, Worker's Compensation above State required limits and adequate automobile insurance. Any requirements above these amounts will only be added at the customer's expense. There will also be an additional charge of $50.00 to any customer requesting to be added as an additional insured on our General Liability Insurance.

- In addition to any other amounts payable under this agreement, the Client will report and pay all sales, and other taxes, federal, state, or otherwise, however designated, which are levied or imposed by reason of the services provided pursuant to this agreement. Without limiting the forgoing, Client shall promptly pay to Portable Water Systems, LLC an amount equal to any such taxes actually paid or required to be collected or paid by Portable Water Systems, LLC

- By signing and dating our issued proposal for a project you will also agree to release, waive, discharge and convenant not to sue and hold harmless from any and all liablity, claims, costs and expenses whatsoever arising out of or related to any lose, damage, or injury, that may be sustained in the process of renting this temporary water storage.

- Payment Information: Unless prior arrangements have been made all invoices are due and apyable within 30 days of the issues invoice date. Finance charges of 1.5% will apply on any outstanding monthly balances.

BY:		By	
Print	Michael Ritterbeck - Member	Print	
Date		Date	

Portable Water Systems, LLC

8473 Riverland Ave SW
Navarre, OH 44662
Phone: 330-756-4009 Fax: 330-756-3144

September 16, 2025

Charles Town Utility Board
661 S George Street, Suite 101
Charles Town, WV 25414
ATTN: Chris Hutzler

Proposal

We are pleased to present this proposal to provide portable hydro-pneumatic tanks for temporary water storage. The tanks will be moved in, setup, and removed once the project is completed.

Charles Town WV
Huntfield Tank Project

Provide 27,000 gallons of total storage capacity utilizing two hydro-pneumatic tanks. The tanks will be connected to a fire hydrant located on the access drive to the tank and or another hydrant tha thas room to park a tank. A 1/2" sensing line will be installed by others from the onsite transducer to the temporary storage tank. Others will install a 2" drain onto the fill pipe of the exisitng Huntfield Tank.

1st 30 days TOTAL= $26,050.00
Additional rental time, if needed will be $500.00 per day after the first 30 days

Items Included in this Quotation

- 27,000 gallons of total storage capcity using 2 hydro pneumatic tanks delivered to Huntfield Tank tank site
- (2) 4" ID Hose X 50' Long & 2) 2-1/2" hoses x 50 long
- (2) Watts Model # 1116FH pressure relief valve
- Removal of the tank from project site

Add $550.00 per day plus expenses per technician for labor and travel expenses beyond the standard setup if the contractor elects our setup team to stay and address any additional matters

Items not included in this proposal

- Pumps
- Taps or live connections to the system
- Tow vehicle/equipment. In order to mobilize and demobilize this project our semi truck with trailer and pickup truck with trailer will need to be able to travel all roads, access ways, and/or driveways without the assistance of other equipment or Tow vehicle. If Tow vehicles/equipment are needed to assist In the mobilizing or demobilizing this project site those vehicles/equipment will be provided and operated by others. It shall also be understood that Portable Water Systems, LLC must agree to the proposed method of Tow and can refuse any procedure or equipment that Portable Water System, LLC thinks will cause damage to its own vehicle and equipment

- Road Permits, Bonding for roads, or special insurance. If any roads, routes, highways, or interstates require special provisions to drive Portable Water Systems, LLC's equipment on them, all requirements will be paid for and acquired by others

- Site Preparations. It is understood that Portable Water Systems, LLC tanks/equipment must be placed on a fairly level surface capable of holding the weight of the equipment full of water. Any and all site work required to place the equipment will be acquired and paid for by others

- Any and all types of freeze protection. It is understood that Portable Water Systems, LLC tanks/equipment are susceptible to freezing conditions.

- Water Sampling and testing. It is understood that any water sampling or water testing that is required to be able to use Portable Water Systems, LLC tanks/equipment will be completed by and paid for by others

- Any type of fencing or barricades. All fencing and/or barricades will be provided by and paid for by others

- Site Restoration. It is understood that the tanks/equipment can and will leave an impression in the ground and ruts can be created by the vehicles bring in the tanks/equipment. Any and all restoration that may be required will be completed by and paid for by others.

Notes

- It is understood that Portable Water Systems, LLC is a first come first served business and this quotation is only good if the quoted tank/s are available at the time of need.

- Roadway Restrictions. It is understood that the quoted tank/equipment may be oversized by weight, height, or width. Should the quoted piece of equipment not be legally able to travel the required roads to access the site then this quotation is null and void

- It is understood that Portable Water Systems, LLC will make every effort to remove all equipment from the project site in a timely fashion after the completion of the project

- This quotation is good for 30 days; if you accept this quotation please call and we will issue a proposal. No work will begin without a signed proposal.

- Our company provides 1,000,000 in General Liability Insurance, Worker's Compensation above State required limits and adequate automobile insurance. Any requirements above these amounts will only be added at the customer's expense. There will also be an additional charge of $50.00 to any customer requesting to be added as an additional insured on our General Liability Insurance.

- In addition to any other amounts payable under this agreement, the Client will report and pay all sales, and other taxes, federal, state, or otherwise, however designated, which are levied or imposed by reason of the services provided pursuant to this agreement. Without limiting the forgoing, Client shall promptly pay to Portable Water Systems, LLC an amount equal to any such taxes actually paid or required to be collected or paid by Portable Water Systems, LLC

- By signing and dating our issued proposal for a project you will also agree to release, waive, discharge and convenant not to sue and hold harmless from any and all liablity, claims, costs and expenses whatsoever arising out of or related to any lose, damage, or injury, that may be sustained in the process of renting this temporary water storage.

- Payment Information: Unless prior arrangements have been made all invoices are due and apyable within 30 days of the issues invoice date. Finance charges of 1.5% will apply on any outstanding monthly balances.

BY:		By	
Print	Michael Ritterbeck - Member	Print	
Date		Date	

CHARLES TOWN UTILITY BOARD

Wednesday, September 24, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

STH - Wendy's Spare Pump Quote

Attachments:

Wendy's PS Quote.pdf
Sewer Capital Expenditure Report 09.24.25.pdf

STH, Inc.
97 D Monocacy Blvd
Frederick MD 21701
Phone: (301) 682-3390
Fax: (301) 682-3391

Quote

Quote # QTE34485

Date 9/16/2025

Bill To

Charles Town Utility Board
661 South George Street
suite 101
Charles Town WV 25414
United States

Ship To

Orchard Hills PS# 13
2 Apple Tree Drive
Charles Town WV 25414
United States

TOTAL

$16,694.00

Expires: 10/16/2025

Title	Reference
Wendys Pump Station	Replacement Pump & Rail System Components

Account Rep	Est. Lead Time	Terms
Cameron A Hallock (301) 370-3949	3-4 Weeks	Net 30

Item	Amount
SE1.30.A40.230.2.52S.C.EX.61R.A Grundfos Submersible Wastewater Pump Model SE1.30.A40.230.2.52S.C.EX.61R.A	$16,194.00
Freight Allowed Freight allowed - prepaid transportation charges which are included in the contract price	$500.00

*****Quoted price does not include Federal, State, or Local Sales Tax.*****

Subtotal	$16,694.00
Tax Total (%)	$0.00
Total	$16,694.00

STH, Inc.
97 D Monocacy Blvd
Frederick MD 21701
Phone: (301) 682-3390
Fax: (301) 682-3391

Quote

Quote # QTE34485

Date 9/16/2025

Terms and Conditions:

Dear Valued Customer,

Unless specified otherwise, quoted price does not include shipping or freight charges. FOB Shipping Point. Start-up and Warranty will not be provided until complete payment has been received. All terms subject to credit approval. Past due accounts are subject to 2% per month service charge. APR of 24%. All attorney fees and court costs incurred in collection of past due accounts will be added to amount due. The above is accepted subject to the terms as stated. Payment will be issued in accordance with STH terms. I accept a fax or e-mail of this agreement to be as legally binding as an original document. If tax exempt, include a copy of your tax certificate. State law requires us to have a copy on file. Quotes Valid for 10 days.

Price Adjustment Clause

If, during the performance of this contract, the cost of materials significantly increases due to circumstances beyond the control of STH, Inc., the contract price will be equitably adjusted to reasonably cover such increases.

Tariffs and Duties

Any tariffs, duties, import fees, or other government-imposed charges assessed on the shipment of goods shall be the sole responsibility of the customer. If such charges are incurred by STH at the time of import or delivery, they will be passed through to the customer and added to the final invoice. The customer agrees to pay any such additional charges in full upon receipt of the invoice. Unless otherwise agreed upon or superseded by a prior written agreement, STH is not responsible for any delays, costs, or liabilities resulting from the imposition of tariffs or related regulations.

PO #: _____ Date: _____ STH Authorization: _____ Date: _____

Company Name: _____ Date: _____

Authorized:_____ Title: _____

Charles Town Utility Board
Sewer Fund
Capital Expenditure Budget
September 24, 2025

ANTICIPATED CAPITAL EXPENDITURES	FY 2026 BUDGET	YTD ACTUAL	YTD BALANCE
Fleet and Related Equipment	120,000	-	120,000
Specialized Equipment (Escavator, Mowers, Etc)	30,000	-	30,000
Safety Equipment	50,000	-	50,000
WTTP Repair & Replacement	50,000	-	50,000
CTWWTP Centrifuge Scroll (Spare)	200,000	-	200,000
Collection System Repair/Replacement - PS - Gravity Sewer	145,000	-	145,000
Pump Station & General Property - Repair/Replacement	135,000	(123,744)	11,256
Misc. Repair/Replacement/Equipment	40,000	-	40,000
Billing/Accounting Software Implementation	20,000	-	20,000
Emergency Repair/Replacement	30,000	-	30,000
Jetter/Vacuum Truck	500,000	-	500,000
Manhole Lining, Repair, Rehabilitation (On-going/service project)	50,000	-	50,000
Generator Repair or Replacement (On-going/service project)	50,000	-	50,000
TOTAL CAPITAL EXPENDITURES	**$ 1,420,000**	**$ (123,744)**	**$ 1,296,256**

**Expenditures in excess of the $15,000 capitalization policy.*
**434,373 of the total is a carry-over from the FY 2025 budget.*

Capital Expenditure Quote:

VENDOR	DATE	AMOUNT
STH, Inc. Beallair PS Equipment Replacement		75,400.00
SES - Installation - Beallair Pump Station Equipment		31,650.00
STH - New Pump @ Wendy's Pump Station		16,694.00
TOTAL QUOTE		**$ 123,744.00**

FY 2026 Capital Disbursements:

VENDOR	DATE	AMOUNT
TOTAL DISBURSEMENTS		**$ -**

CHARLES TOWN UTILITY BOARD

Wednesday, September 24, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Discussion on Employee Total Compensation Study

Attachments:

Employee Total Compensation Study RFP.pdf
Article 147 - City and CTUB.pdf

City of Charles Town

REQUEST FOR PROPOSAL

EMPLOYEE TOTAL COMPENSATION STUDY

Request for Proposal Issued:	9/3/2025
Proposal Submittal Deadline:	10/8/2025
Review of Proposals:	10/14/2025
Award of Professional Services Agreement:	10/15/2025

SECTION I

GENERAL INFORMATION TO PROPOSERS

1.1 INTRODUCTION

The City of Charles Town, West Virginia is issuing a Request for Proposals (RFP) from qualified firms to provide a total compensation study to be performed with generally accepted human resources practices and standards. Our desire is to obtain a consultant with public sector experience in total compensations studies who will assist the City in reviewing the City's compensation, including all benefits and determine the correct market salary for each surveyed position, establish the market value of the employee benefits package, and provide a market analysis of the base and total compensation.

City of Charles Town Employees as of 9/1/2025:

Department	Full Time Employees
Administrative Services	12
Planning & Development	7
Police	18
Police – Special Duty part-time	5
Public Works	5
Parks & Recreation	1
Courts	1
Mayor and City Council	9

About the City

Charles Town has a long, rich history dating back to its founding in 1786. The Washington family had significant land holdings in the Eastern Panhandle during colonial times. Charles Washington, the youngest brother of President George Washington, donated the four corners of the George Street and Washington Street intersection to the city for public use. The Jefferson County Court House, Charles Town City Hall, Charles Town Post Office, and Charles Washington Hall were later built on this land and to this day they serve as a historic focal point for the community.

Today, the City of Charles Town is home to approximately 7,000 residents and boasts a rich history with prominent historical sites and cultural assets. Located just inside the eastern gateway of West Virginia, it's just an hour's drive to the greater Baltimore/ Washington, D.C. metropolitan area. Because of this proximity and the availability of commuter train service, Charles Town is an attractive home for commuters in the region where the cost of living is about 30% lower than similar DC suburbs in northern Virginia and Maryland.

About the Government

The City of Charles Town operates under the Manager/Council form of government. The City Council is comprised of a mayor and eight council members. The eight council members are elected for staggered four-year terms, and the Mayor is elected for a four-

year term. The City relies on the City Manager for management of all daily operational functions while the Mayor/Council is charged with establishing policy, budget, ordinance approval, and other duties prescribed by the Code of West Virginia. The city is a full-service, service-oriented organization with more than 35 full-time employees operating with an annual budget of approximately $8.9 million. The City's residents enjoy a high level of services along with a healthy, vibrant, safe environment where residents live and grow in a community that values families and neighbors.

1.2 DEFINITIONS

For the purposes of this RFP, the following terms have the following meanings:

a) **"City"** shall mean the City of Charles Town, West Virginia.
b) **"Contract"** shall mean the agreement between the city and vendor chosen as a result of this RFP, which addresses the requested goods and services.
c) **"Consultant"** shall mean the vendor or its assignee chosen by the City to perform the requested services.
d) **"Proposal"** shall mean the written document submitted to the City of Charles Town in response to this RFP.
e) **"Proposer"** shall mean an individual or business entity submitting a Proposal in response to this RFP.

1.3 RFP DOCUMENT

Information provided herein is intended solely to assist Proposers in the preparation of their Proposals. To the best of the City's knowledge, the information provided is accurate. However, the City does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this RFP.

1.4 PRIMARY CONTACT

Cindy Rezmer, Operations Director
101 E. Washington Street
Charles Town, WV 25414
Phone: (304) 724-3260
Email: crezmer@charlestownwv.us

1.5 ADDENDA INTERPRETATIONS

If it becomes necessary to revise any part of this RFP, a written addendum will be provided. The City is not bound by any oral clarifications changing the scope of the work for this project. All addenda issued by the City will become part of the official RFP and will be mailed to all registered Proposers for which the City has contact information and is aware of interest in this project.

1.6 ASSIGNMENT OF CONTRACTUAL RIGHTS:

It is agreed that this contract must not be assigned, transferred, conveyed, or otherwise disposed of by either party in any manner, unless approved in writing by the other party. The firm will be an independent service provider for all purposes and no agency, either expressed or implied, exists.

1.7 CONDITIONS OF PROPOSAL SUBMITTAL

a) The proposal must be signed by a duly authorized official for the Proposing firm submitting the proposal.

b) No proposal will be accepted from any persons, firm or corporation that is in arrears for any obligation to the City, or that otherwise may be deemed irresponsible or unresponsive by City Council or City staff.

c) Only one proposal will be accepted from any person, firm, or corporation.

d) All proposals shall be prepared in a comprehensive manner as to content, but no necessity exists for expensive binders or promotional material.

1.8 INDEMNITY:

The successful bidder agrees to defend, indemnify, and hold the City harmless from any and all causes of action or claims arising out of or related to the bidders performance on this project.

SECTION II

PROPOSAL CONDITIONS

2.1 REJECTION OF PROPOSALS

The City reserves the right to reject, at any time and for any reason, any and all Proposals received as a result of this RFP. The City's intent is to enter into a Contract as a result of this RFP. However, if after reviewing the Proposals received, the City determines that the City should not enter into any Contract, or to enter into a partial or different contract from the Contract contemplated by this RFP, the City will act in accordance with what the City determines at that time to be in its best interest. No Proposer or any other party has any entitlement, interest, or right in this decision by the City, and by submitting a Proposal, acknowledges the City's right to exercise its discretion in this regard without any right of recourse by the Proposer.

2.2 PROPOSAL EVALUATION

Any Proposal that has not met the completeness that is required, as set forth to this RFP, may be rejected.

Review and Evaluation of Proposals

All proposals will be reviewed and evaluated by the Personnel Committee who shall recommend for selection the Proposer whose Proposal best meets the needs of the City as provided in this RFP. The City may award with or without further discussions.

The City will consider the Proposer's experience and proposed approach to performing the work, and will make the award decision based on the likelihood of successful, comprehensive completion of the work coupled with a reasonable price for the services. This criterion will be evaluated by examining the entire proposal, with particular emphasis

on “Qualifications,” “Proposed Work,” and “Costs for Services.” The City is under no obligation to award to the Proposer submitting the lowest prices, but significant consideration will be given to the prices proposed.

The City reserves the right to consider other factors when evaluating proposals, when such consideration serves the goals and interests of the City.

2.3 DISCLOSURE, OWNERSHIP OF PROPOSAL CONTENTS, AND CONFIDENTIALITY

Technical and price information provided in Proposals will be held in confidence and will not be disclosed, revealed, or discussed with competitors. The Proposal of the selected Proposer will become the basis for any contract entered into and will become subject to the City’s provision on public access to records and information.

To the extent a Proposer includes any uniquely proprietary or confidential information in the Proposal, the Proposer must clearly and unequivocally mark such information. The City will not reveal any such information to any third party, unless required to do so by law.

Proposers must agree to make no other distribution of their Proposal beyond that made to the Issuing Office.

2.4 RFP PROPOSAL COSTS

The City is not liable for any costs or expenses incurred by any Proposer in the preparation of the Proposal, attendance at any conference, or meeting related to this RFP. The City is not liable for payment of any amount to the selected Proposer until a Contract has been awarded and executed by the City of Charles Town and the Contractor has performed services pursuant to the Contract that entitle the Contractor to receive payment under the terms of the Contract.

2.5 PROPOSER

The decision to award a contract will be made on the basis of the Proposer’s overall ability to perform and respond to the RFP’s requirements to prove a high level of competence in addition to the pricing component of the Proposal.

2.6 RFP PROCESS

RFP Release

The RFP will be publicly advertised and released in accordance with the applicable laws of the State of West Virginia and the City of Charles Town’s fiscal policies and shall include the notification of the time and place when and where the RFP is due. The RFP may be obtained from:

City of Charles Town
101 E. Washington Street
Charles Town, WV 25414
Office: (304) 724-3260
crezmer@charlestownwv.us

An electronic copy may be obtained via the City’s website at www.charlestownwv.us or by email from Cindy Rezmer (crezmer@charlestownwv.us). Additionally, the RFP may be mailed to those businesses that are known to be a potential provider of goods and

services of the type required by this RFP. Those who the City has mailed the RFP to and those who have requested a copy of the RFP will have access to all information regarding the RFP. The information includes, but is not limited to, any amendments to the RFP, answers to inquiries received regarding the RFP, or changes in the RFP Schedule.

RFP Inquiries/Questions

All questions must be submitted in writing via mail or email to the primary contact. The City will review all inquiries received prior to the RFP submittal deadline and will email written answers to all recipients of the RFP. During the review or preparation of the RFP Proposal, if a Proposer discovers any errors, omissions or ambiguities within the RFP, they should identify them in writing to the City prior to the RFP submission deadline. A site visit can be scheduled with ample notification and is recommended. Contact Cindy Rezmer to make arrangements if a site visit is desired.

RFP Revisions

Proposal interpretations and addenda clarification may be issued to correct mistakes, answer questions, or resolve ambiguities during the proposal solicitation process. The City shall send any change to or interpretation of this RFP to each firm or individual to whom an RFP has been distributed. Any such changes or interpretations shall become a part of this RFP and may be incorporated into any contract awarded pursuant thereto.

Economy of Preparation

Proposals should be prepared simply and economically, thereby providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.

Proposal Withdrawal

The Proposer at any time up to the RFP Submission Deadline date and time identified in the "Required RFP Schedule" may withdraw their Proposal. If the Proposer desires to re-submit their Proposal, it must be re-submitted by the "Proposal Submission Deadline" as identified in the "Required RFP Schedule".

Proposer Presentations

A presentation may be needed if there are a number of equally qualified and priced proposals that warrant further review. The City will notify proposers in a timely manner.

Required RFP Schedule

Request for Proposal Issued:	9/3/2025
Proposal Submittal Deadline:	10/8/2025
Review of Proposals:	10/14/2025
Award of Professional Services Agreement:	10/15/2025

Submit proposals to:
City of Charles Town
Cindy Rezmer - Operations Director
101 E. Washington Street
Charles Town, WV 25414

2.7 RFP PROPOSAL CONTENT AND FORMAT

Proposal Submission

The City of Charles Town must receive all Proposals no later than the Proposal Submission date and time identified in the RFP Schedule. Proposals may be mailed, emailed or hand-delivered. Proposals must contain all Required Documentation as requested by this RFP, otherwise the Proposal will be considered non-conforming and will be disqualified. The City reserves the right to request additional information from any, all or no Proposers after Proposal Submission.

Proposers shall distribute their RFP Proposals only to the City of Charles Town. One (1) RFP Proposal must contain the original signature(s) of an official or officials authorized to bind the Proposer to its provisions. Additionally, the authorized signature(s) must appear on company letterhead.

In case of a difference between written words and figures in a Proposal, the amount stated in written words shall govern. Alterations or erasures are discouraged, but if present, must be crossed out and the corrections printed in ink or typewritten adjacent thereto. Each person signing the Proposal must initial each such correction.

2.8 PROPOSAL ORGANIZATION

Proposals must be organized in the following order of sections:

Section I Transmittal Letter

The Proposal must include the name, title, address, telephone number, and email address of one (1) or more individuals who will serve as Proposer's contact for purposes of this RFP. The Proposer shall fully disclose details regarding its legal identity, i.e., corporation, partnership, etc. If the Proposer is a partnership, all partners must be named.

Section II Proposer Qualifications

The Proposer must describe its qualifications and experience in providing the work described in this RFP. Experience should include examples of performing similar or related services. This includes details as to the type of services and approximate dates of service delivery.

The respondent shall provide a team organization chart, which lists the names of key personnel that will be assigned to this project along with a brief resume for each individual that describes their education and relevant professional work experience. A description of the work expected to be performed by each individual including an estimate of the amount of time each will be assigned to work on the project should also be provided. Any subcontractors anticipated to be utilized to perform work on this project should be identified and brief resumes submitted.

The City reserves the right to approve all persons assigned to the project. No contract awarded pursuant to a proposal submitted in response to this RFP may be assigned, either in whole, or in part, without first receiving written consent from the City.

Section III Proposed Work

The proposal should contain a detailed statement of the respondent's understanding of the scope of services required under this RFP. The proposal should also contain an explanation of the respondent's ability to execute the requirements and achieve the objectives of this RFP. The proposal shall address separately each of the major tasks or activities to be achieved.

Section IV Costs to the City of Charles Town

The Proposer will fully describe all costs the City will incur as a result of accepting your Proposal.

By participating in this RFP and if your Proposal is selected, the Proposer agrees and indemnifies that the City is not responsible for any costs related to the creation or submission of a Proposal answering this RFP.

Section V Costs for Services

Pricing:

Proposals must include pricing information that delineates the costs associated with providing contracting services being requested under this RFP. The schedule should include the following:

a) A Schedule of costs that itemizes the requested services of this RFP and the cost to the City for each service required under this RFP.
b) A timeline for the work completion.
c) A schedule of payments.

Should the City enter negotiations with a successful Proposer that results in a revision to the scope of services in this RFP, the fees may correspondingly be negotiated to reflect the changes.

Section VI Response to General Conditions

a) Proposal Conditions or Limitations:
Proposals that set forth conditions or limitations to those set forth in the RFP may be considered non-responsive and, therefore, may be rejected. Notwithstanding any other provision of this RFP, the City reserves the right to reject any or all proposals, to waive any defects or informalities, to negotiate with respondents, and to accept the proposal deemed to be in the best interest of the City.

b) Proposal Interpretations and Addenda
Clarification may be issued to correct mistakes, answer questions, or resolve ambiguities during the proposal solicitation process. The City shall send any change to or interpretation of this RFP to each firm or individual to whom an RFP has been distributed. Any such changes or interpretations shall become a part of this RFP and may be incorporated into any contract awarded pursuant thereto.

c) City's Right of Withdrawal of RFP
Notwithstanding any other provisions of this RFP, the City reserves the right to withdraw this RFP at any time without prior notice.

SECTION III

3.1 SCOPE OF SERVICES – GENERAL

The City would like to update the current total compensation to provide market comparative compensation to employees, including the value of benefits that also balances internal equity. The City is requesting proposals for the following areas of work:

1. Compensation and Benefits Study

- Review the City's existing compensation plan and benefit plans, including overtime policies, pension benefits, deferred compensation benefits, etc. Study will include City Hall staff, Charles Town Police Department, Mayor and City Council.

- Provide recommendations for comparative organizations and/or municipalities.

- Gather necessary survey data from comparable organizations using a customized survey.
    - Compile compensation information, including overtime policies.
    - Compile employer paid benefit plans with comparable organizations to include the value in market comparative pay. Benefit plans should include all benefit programs of the City, including pension benefits. The City may be able to assist in comparing pension benefits of the comparable organizations.
    - Evaluate recent pay increases and anticipated increases.
    - Determine appropriate pay ranges for all positions.
    - Determine accuracy of Federal Labor Standards Act ("FLSA") exemption status of all positions.
    - Compare ratio analysis by gender and race as it relates to internal pay analysis.
    - Determine appropriate spread between minimum and maximum of pay ranges and distance between steps, where appropriate.

- Prepare written report to include a comparison, by position, of the full market compensation and benefit plans.

- Prepare cost analysis for implementation of recommended changes to the pay and classification system.

2. Job Audit and Analysis

- Evaluate current classification positions.
- Gather necessary employee information through the use of a combination of job analysis questionnaires and group and individual interviews. Broad focus groups may be used for large or similar job classes.
- Information will be used to analyze the duties and responsibilities of each employee and position to determine the following:
    - Whether individual employees are appropriately classified.

- Whether a position should move to a different job classification and/or pay grade
- Whether position titles are appropriate
- Other recommendations

3. Final Report Requirements

- Methods used to conduct the salary survey results and methodology of job evaluation.
- Summarized position comparison data.
- Recommended classification plan.
- Recommended pay structure.
- Recommended benefit changes, if any.
- Recommendations for maintaining future market competitiveness.
- Other recommendations

4. Other Requirements

- Provide administration manual with plan maintenance procedures.
- Provide sample documents to be used to communicate the compensation system change to current employees, and a summary document to communicate the full compensations system to current and future employees, both to be provided in reproducible hardcopy and electronic copies.

End of RFP

ARTICLE 147

Utility Board

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

147.01 ESTABLISHED.

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

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

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

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

147.02 BOARD OF DIRECTORS COMPOSITION.

(a) The Charles Town Utility Board of Directors shall consist of five (5) members with full voting powers, four (4) of whom shall be appointed by the Charles Town City Council ("City Council") (such appointed directors being referred to herein as "Appointed Directors") and the other of whom shall be the then-serving Charles Town City Manager on an ex officio basis (the "Ex Officio Director"). No officer or employee of the City or CTUB, other than the City Manager, whether holding a paid or unpaid office, shall be eligible to be appointed a Director except as expressly provided in Section 147.02(a)(l) below. The Board of Directors structure shall be configured as follows:

(1) The Chair of the Board of Directors shall be the Charles Town City Manager. In the event of a vacancy in the position of Charles Town City Manager, City Council may appoint an individual to serve as the interim Director and Chair of the Board of Directors in the place and stead of the Ex Officio Director (the "Interim Director and Chair") until such time as a City Manager is duly appointed and has taken the oath of office. Notwithstanding any other provision to the contrary in this Article 147 and without limitation of who may be appointed, City Council may appoint any member of City Council or other officer or employee of the City, excluding any officer or employee of CTUB, as the Interim Director and Chair. City Council may remove a person serving as Interim Director and Chair at any time and substitute another person meeting the criteria of this section in such role.

(2) Not less than one (1) Director should possess a professional background and/or experience in water and/or sewer utilities that would benefit the Board of Directors. Such background includes but is not limited to: engineering with a background in water and/or sewer utilities; land development; construction; accountant; legal; or environmental protection.

(3) Not less than one (1) Director shall be a resident of Charles Town and a ratepayer in the System.

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

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

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

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

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

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

1. Resident of Jefferson County, West Virginia;
2. Customer of the CTUB served by the assets of the former JCPSD Sewer System, or extensions thereof; and
3. Customer of the CTUB paying the same prevailing sewer rate charged to the customers of the former JCPSD Sewer System.

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

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

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

1. Shall not be voting member of the Board of Directors, nor have the right to make or second any motion at a meeting of the Board of Directors;
2. Shall have the right to engage in all discussion and debate at meetings of the Board of Directors, with the exception of any executive session under W.V. Code Section 6-9A-l, et seq., as would any Director, and such right to engage in discussion and debate of the Board of Directors shall not be limited as would a member of

the public; and

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

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

147.03 BOARD OF DIRECTORS TERMS; VACANCIES; COMPENSATION.

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

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

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

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

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

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

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

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

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

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

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

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

147.05 POWERS AND DUTIES.

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

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

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

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

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

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

147.06 BUDGET; EMPLOYEES; BONDS.

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

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

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

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

147.07 FINANCIAL REPORTS AND ADMINISTRATIVE SUPERVISION.

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

(b) The Manager shall also provide to the City Council audited financial statements of the System that have been reviewed with the Board of Directors, minutes of meetings of the Board of Directors, an annual budget for the System, and other information as may reasonably be requested. The Manager shall also make themself available to answer questions from City Council. (Ord. 2022-001. Passed 2-22-22.)

147.08 AMENDMENT; REPEAL

147.08 AMENDMENT; REPEAL.

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

(b) No amendment or repeal of this article shall be enacted unless approved by seventy-five percent (75%) of the members of City Council. Any such amendment or repeal shall otherwise be enacted in accordance with the rules and regulations of City Council.
(Ord. 2022-001. Passed 2-22-22.)

147.09 SEVERABILITY.

If any provision of this article is held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not otherwise affect or invalidate the other provisions hereto, all of which are hereby declared, and shall be construed, to be separate and severable.
(Ord. 2022-001. Passed 2-22-22.)

PERSONNEL COMMITTEE REPORT TO COUNCIL

COMMITTEE MEETING DATE: 4/11/16

AGENDA ITEM:	**AGENDA ID#:**
Personnel Policy Manual Sections 1 through 3	1313

- The Committee recommends the halt of further internal work on the Personnel Policy Manual on the part of Staff. The Committee is currently seeking a third-party entity to either update our current manual or draft a new manual depending on how much work is required to be compliant with current labor law.

Holiday Compensation 1314

- The Committee recommends that Staff be directed to amend Administrative Policy to clearly specify rate of pay for working when City offices are closed for both Civil Service and Non-Civil Service personnel to match existing past practices.

Committee agrees with staff recommendation and directs City Manager to amend Administrative Policy #10 to clearly state the rate of pay for working when City offices are closed for both Civil Service and Non-Civil Service personnel. It should also specifically state whether those employees who were scheduled off should receive compensatory time and at what rate. Recommendation is to (1) recognize past practices and set the rate of pay for Civil Service Personnel who are required to work when City offices are closed due to the invocation of Administrative Policy #10 entitled "Inclement Weather Policy" (2) recognize past practices and determine if Civil Service Personnel who are scheduled to be off on a day that City offices are closed due to the invocation of Administrative Policy #10 entitled "Inclement Weather Policy" are entitled to compensatory time. (3) recognize past practices, and set the rate of pay for Non-Civil Service Personnel who are required to work when City offices are closed due to the invocation of Administrative Policy #10 entitled "inclement Weather Policy".

Application of Personnel Policies to Utility Employees 1315

- The Committee recommends the continued collaboration with our Utility as our Policy Manual is updated/re-written. Utility employees use the same policy manual as City employees.

Contingency Plan for HR Needs of City Employees 1385

- The Committee will be exploring 3rd party entities to address this concern. The City Manager provided a draft matrix outlining the interaction of the Mayor/Council, Personnel Committee, City Manager, and the third party HR firm. This issue was tabled to the next Committee meeting, slated for May 9th, at 5pm.

No new business was brought forward or addressed.

Attachment: 4-1-16 PERSONNEL COMMITTEE REPORT TO COUNCIL (DOC-2016-66 : Personnel Committee Report April 19, 2016)

PERSONNEL COMMITTEE REPORT TO COUNCIL

COMMITTEE MEETING DATE: 6/13/16

AGENDA ITEM: | **AGENDA ID#:**

Contingency Plan for HR Needs of City Employees | 1385

- The Committee received proposals from three Human Resource firms.
  - Align HR
  - Dopson & Associates
  - Steptoe & Johnson
- Amy Panzarella was able to review our current Employee Policy Manual and provide a comprehensive list of items to be addressed.

The Committee will invite representatives from the three firms to the next committee meeting on July 11th, at 5pm, to answer any questions. Chief Kutcher and Jane Arnett will be asked to attend so they can ask any specific questions they may have.

The Committee plans to meet on Wednesday, July 13th, at 5pm to select a firm to recommend to City Council on July 5th.

No new business was brought forward or addressed.

Attachment: A6-13-16 PERSONNEL COMMITTEE REPORT TO COUNCIL (1664 : Personnel Committee Report to Council for June 21, 2016)

invited. Councilmember Tolbert would like to take some time at the next meeting to go over which items he is in favor in the West End Revitalization Plan.

Ward 2:

Councilmember Zaglifa attended a walk with Seth and members of Michael Baker to view neighborhoods and to discuss walkability issues and what the challenges and successes are.

Ward 3:

Councilmember Paonessa mentioned Third Thursdays downtown. Paonessa mentioned that the several hotels were totally booked when she had out of town visitors.

Ward 4

The Old Opera House is putting on "Little Mermaid" July 28, 29, 30, 31.

C. Committee Reports

1. 1724: Recommendation from Personnel Re HR Needs

Last week the Personnel Committee, along with Chief Kutcher and Jane Arnett, heard presentations from three HR companies. The Committee met again on Wednesday to discuss the presentations and will continue to deliberate and come back to Council with a recommendation.

D. City Manager's Report

1. 1737: City Manager Report - 20160716

The City Manager highlighted a number of issues in his written report. Among these, the Economic Development Plan needs to be updated as well as there is the need to generate more revenue. A number of projects originally designed to be grant funded did not receive the expected funds. Mills' assessment of the Capital Improvement program is that the City is doing fine; however there are a number of programs that are not funded and cannot be funded without additional revenue or grants. There will be a workshop on August 1 at 6:00 p.m. The Council meeting will be at 7:00 p.m.

E. Police Chief's Report

V. UNFINISHED BUSINESS

1. 1615: First Reading of an Ordinance Repealing and Re-Enacting Section 1705 of the Codified Ordinances of the City of Charles Town "State Building Code"
Mayor Smith introduced the First Reading of an Ordinance to Repeal and Re-Enact Section 1705 of the Codified Ordinances of the City of Charles Town "State Building Code". After a brief discussion, the first reading passed.

RESULT:	**FIRST READING [UNANIMOUS]**	**Next: 8/1/2016 7:00 PM**
AYES:	Smith, Tolbert, McDonald, Zaglifa, Hines, Paonessa, George	
ABSENT:	Wertman, Trainor	

2. 1652: Award Bid - Spruce Hill North

Minutes Acceptance: Minutes of Jul 18, 2016 7:00 PM (Approval of Minutes)

Personnel Committee
101 E. Washington Street
Charles Town, WV 25414

DRAFT

Meeting: 10/15/18 05:00 PM
Department: City Manager's Office
Category: Ordinance
Initiator: Daryl Hennessy

AGENDA ITEM (ID # 2976)

Pay Scale Discussion

Attached are copies of the approved Police Department pay scale and the existing Utility Department pay scale. Staff will review the status of the pay scales and discuss next steps.

ATTACHMENTS:

- Police Pay Scale (PDF)
- Utility Pay Scale (PDF)

SECTION 1 INTRODUCTION

1.01 WELCOME



Welcome. You have just joined a dedicated team of employees and managers. We hope that your employment with the City of Charles Town (City) will be rewarding and challenging. We take pride in our employees as well as the services we provide. We consider ourselves a leader in municipal government focused on providing high quality services and outstanding customer service. We strive to make the City a great place to live, work, and play.

The policies outlined in this manual apply to all city employees including those working in the police, utilities, and parks departments. Please take the time to read this employee handbook carefully. Sign the acknowledgment at the end to show that you have read, understand, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The City reserves the right to interpret, modify, or supplement the provisions of this handbook at any time.

Please understand that no employee handbook can address every situation in the workplace. If you ever have questions about your employment, you are encouraged to ask them of your direct supervisor. Likewise, if you have any suggestions for improving the City's policies or procedures, please let your direct supervisor or the City Manager know. We encourage our staff to always be searching for opportunities for continuous improvement.

We wish you success in your employment here at the City of Charles Town!

All the best,
Robert M. Trainor, Mayor

1.02 OUR CULTURE

To be a great employee here at the City of Charles Town, means to embrace our commitment to excellence to each other and to our community. Here we approach our work with dedication, a passion for delivering quality services and exceptional customer service and care. It means actively seeking opportunities for improvement, sharing your ideas, and fostering open communication. As part of our team, you contribute not only to the success of our organization but also to the vibrancy of our city.

Your dedication to our shared values enriches Charles Town as an outstanding place for living, working, and enjoying leisure activities.

Personnel Committee
101 E. Washington Street
Charles Town, WV 25414

Meeting: 01/13/20 05:00 PM
Department: City Manager's Office
Category: Personnel
Initiator: Daryl Hennessy

DRAFT

AGENDA ITEM (ID # 3772)

Pay Schedules for City Employees

Staff will follow up with additional information regarding the city's existing pay schedules and history regarding recent salary surveys.

December 2019
City staff will provide information on the current pay scales of city hall, police, and utility board staff. See attached for details.

ATTACHMENTS:

- 2019 - Existing Pay Scales (PDF)
- 2017 Align HR Power Point (PPTX)
- Charles Town Police Department Pay Scale Adopted 7 1 2017 (PDF)
- Charles Town Utility Board Pay Scale July 2017 (PDF)
- CoCT Classification Scale & Pay Chart (PDF)

City of Charles Town Personnel Committee Report

10 February 2020 Meeting
Drafted by: Micheal George – Chairman

Call to Order ooa 5:10PM

Persons present: Personnel Committee Members Mr. Micheal George and Mr. James Kratovil (5:40); Mayor, Bob Trainor; City Manager, Mr. Daryl Hennessy; Maintenance & Operations Director, Todd Wilt; Utility Manager Jane Arnett; Chief of Police; Chris Kutcher.

Unfinished_Business_

Pay Schedule for City Hall Employees (3611) – City staff provided a comparison of an updated pay scale of the City of Charles Town. Utility manger and Chief of Police also presented presentation of updated of their respective pay scales. There was discussion continue to update the city hall staff pay scale and include a cost of living increase as well as the 20-step scale. The personnel committee requested that the staff continue to research, and comparison of the update utility and police department pay scale to be presented at the next meeting on March 9 at 5:00 pm.

Recommendations to the City Council: None at this time.

New_Business_

None

Information_

None

The meeting was adjourned ooa 6:25PM

CHARLES TOWN UTILITY BOARD

Wednesday, September 24, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Fox Glen Subdivision Presentation

Attachments:

Fox Glen Request.pdf

JEFFERSON COUNTY COMMISSION

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

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

August 20, 2025

Region 9
226 Pilot Way, Suite E
Martinsburg, WV 25405

To Whom It May Concern,

The Jefferson County Commission supports the expansion of public water and sewer infrastructure in Jefferson County. I understand that Mr. Ronnie Marcus is seeking assistance to expand sewer service in the North Jefferson Elementary School and Fox Glen Subdivision area.

Expanding the sanitary sewer line will bring public sewer service to an unserved area and to an area currently experiencing failing septic systems, which will improve the public health and welfare of our community. It is my understanding that the sewer line is owned and maintained by the Charles Town Utility Board (CTUB).

The Commission recognizes that investments in water and sewer infrastructure are essential to ensuring safe, sustainable, and reliable services for our residents, schools, and businesses. For these reasons, we express our support for efforts to secure funding and assistance for water and sewer service expansions.

Sincerely,

Edwina Benites-LM
County Administrator
Jefferson County Commission

c: Mr. Ronald Marcus
Marcus Enterprises
777 East Washington Street
Charles Town, WV 25414

JEFFERSON COUNTY COMMISSION

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

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

August 20, 2025

Charles Town Utility Board
661 South George Street
Suite 101
Charles Town, WV 25414

To Whom It May Concern,

The Jefferson County Commission supports the expansion of public water and sewer infrastructure in Jefferson County. I understand that Mr. Ronnie Marcus is seeking assistance to expand sewer service in the North Jefferson Elementary School and Fox Glen Subdivision area.

Expanding the sanitary sewer line will bring public sewer service to an unserved area and to an area currently experiencing failing septic systems, which will improve the public health and welfare of our community. It is my understanding that the sewer line is owned and maintained by the Charles Town Utility Board (CTUB).

The Commission recognizes that investments in water and sewer infrastructure are essential to ensuring safe, sustainable, and reliable services for our residents, schools, and businesses. For these reasons, we express our support for efforts to secure funding and assistance for water and sewer service expansions.

Sincerely,

Edwina Benites-LM
County Administrator
Jefferson County Commission

c: Mr. Ronald Marcus
Marcus Enterprises
777 East Washington Street
Charles Town, WV 25414

Terrence J. Reidy MD MPH
Health Officer

Brandon M. Rhodes MPH
Local Health Administrator

September 3, 2025

To Whom it May Concern,

The Jefferson County Health Department has been made aware of funds that may be appropriated for the use of environmental health hazard abatement and community infrastructure repairs. The Health Department would like to voice support for allocating those funds for the project that proposes to expand public sewer to the Fox Glen Subdivision.

The proposed funds would service the community known as Fox Glen Subdivision. Fox Glen is a subdivision located in Kearneysville, WV constructed entirely on individual sewage systems. The Subdivision was finished in the early to mid-1970's when WV's Sewage code was first developed. The standards for lot size and sewage system sizing have changed over time, making most of these homes no longer in compliance with up-to-date standards. Moreover, there is evidence of multi-lot system failures that are creating a public health hazard for the community. Recently, the health department has had to deny projects to repair septic systems in the community due to the lot not meeting current standards for a septic system. Therefore, the best solution for the community is to expand public sewage to service it.

It is the opinion of Jefferson County Health Department's Registered Environmental Health Specialist (REHS) Alexis Davy that in the interest of improving the public health of the community, this subdivision be granted access for public sewage service.

Please feel free to contact me with any further questions at 304-728-8416 during our business hours of 8am-4pm Monday-Friday.

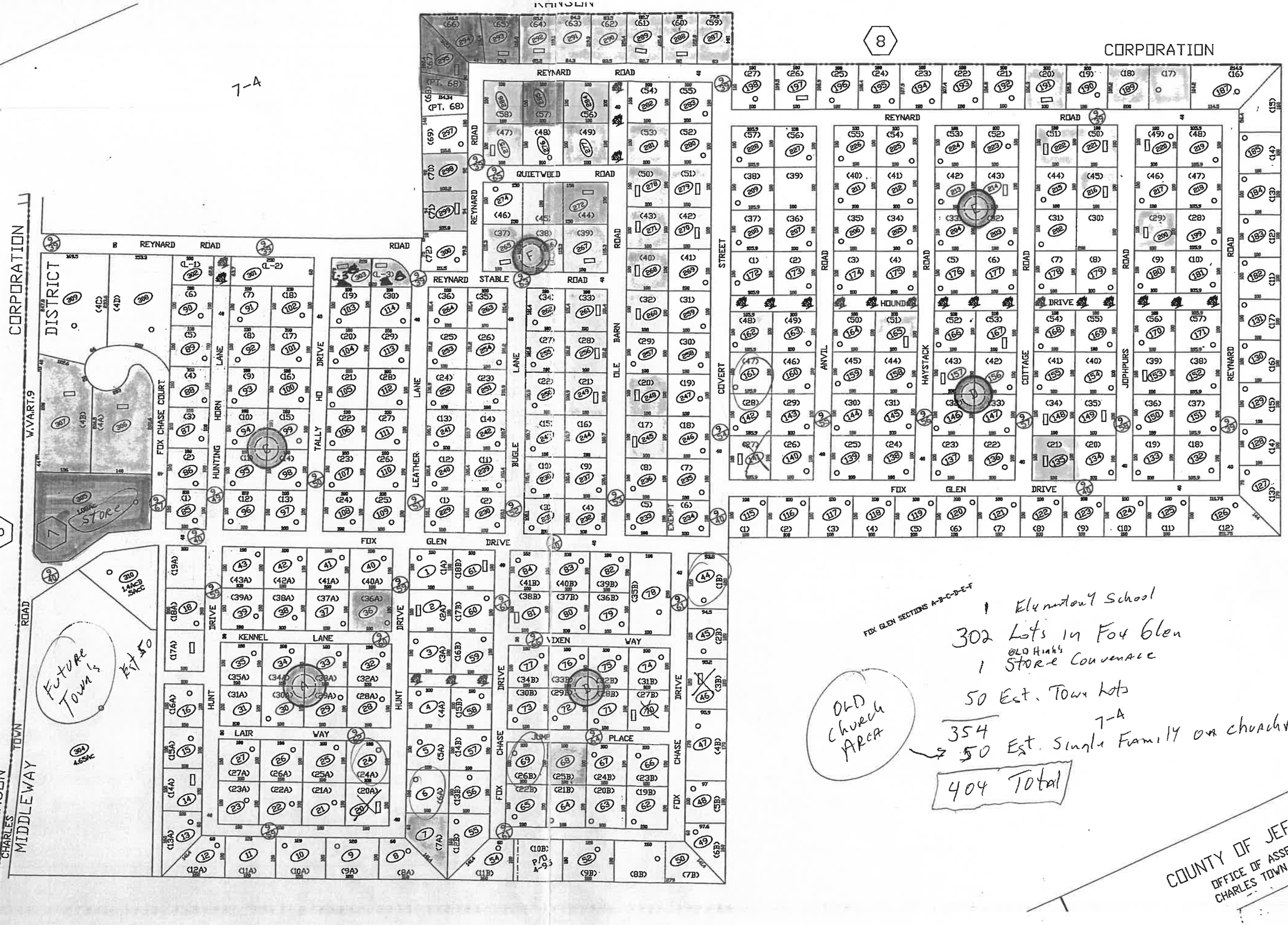
Sincerely,

Alexis Davy, REHS/RS
Environmental Health Manager

CC: Mr. Ronald Marcus
Marcus Enterprises
777 East Washington Street
Charles Town, WV 25414

1948 Wiltshire Road, Suite 1
Kearneysville, WV, 25430
Phone: 304-728-8416
Fax: 304-728-3319
www.jchdwv.org


MILLER PROPERTY
LEETOWN RD
ROCKWOOL
CHARLES TOWN RD
BLACKFORD VILLAGE
TACKLEY MILL
BURR INDUSTRIAL PARK
SHENANDOAH JUNCTION (AMEA)
HARVEST HILLS (AMEA)



7-A

FOX GLEN SECTIONS A-B-C-D-E-F

1 Elementary School
302 Lots in Fox Glen
1 Old Hights Store Convenace
50 Est. Town Lots
354
50 Est. Single Family on churchland 7-A
404 Total

OLD Church AREA

COUNTY OF JEFF
OFFICE OF ASSES
CHARLES TOWN, W

CHARLES TOWN UTILITY BOARD

Wednesday, September 24, 2025

Regular Meeting **661 South George Street**
Charles Town, WV 25414

Collection System Project No. 16 - CIF Payment No. 10

Attachments:

Collection System Project - Resolution No. 16 - CIF No. 10.pdf

CHARLES TOWN UTILITY BOARD
2022 COLLECTION SYSTEM PROJECT
(IJDC #2021S-2041 / CWSRF #C-544686)

RESOLUTION NO. 16
REQUEST FOR PAYMENT #16
(CIF PAYMENT #10)

RESOLUTION OF THE CHARLES TOWN UTILITY BOARD APPROVING INVOICES RELATING TO CONSTRUCTION AND OTHER SERVICES FOR THE SEWER PROJECT AND AUTHORIZING PAYMENT THEREOF,

WHEREAS, the Charles Town Utility Board (CTUB), has reviewed the invoices attached hereto and incorporated herein by reference relation to the Project funded in part by the Clean Water State Revolving Fund (CWSRF) and find as follows:

a.) That none of the items for which payment is proposed to be made has formed the basis for any disbursement theretofore made;

b.) Each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a Cost of the project;

c.) Each of such costs has been otherwise properly incurred; and

d.) Payment for each of the items proposed is due and owing.

NOW, THEREFORE, BE IT RESOLVED by the Charles Town Utility Board that the payment of the invoices as summarized below are hereby authorized and directed:

Vendor	CWSRF	Capacity Improvement Fee (CIF) Fund	Total Approved for Payment
GD&F Engineers	$0	$34,055.35	$34,055.35
Kay, Casto, & Chaney	$0	$682.50	$682.50
Total	**$0**	**$34,737.85**	**$34,737.85**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 24th day of September, 2025.

By: _____
Brent Manuel, Chairman

Date: September 24, 2025

Charles Town Utility Board
2022 Sewer Collection System Project
Schedule B - Internal Purposes Only

A. COST OF PROJECT	APPROVED CONSTRUCTION BUDGET	Resolution No. 9 Request for Payment (RFP) # 9 CWSRF # 3	Resolution No. 10 Request for Payment (RFP) # 10 CIF # 7	Resolution No. 11 Request for Payment (RFP) #11 CWSRF # 4	Resolution No. 12 Request for Payment (RFP) #12 CWSRF # 5	Resolution No. 13 Request for Payment (RFP) # 13 CIF # 8	Resolution No. 14 Request for Payment (RFP) # 14 CIF # 9	Resolution No. 15 Request for Payment (RFP) #15 CWSRF # 6	Resolution No. 16 Request for Payment (RFP) # 16 CIF # 10	BALANCE REMAINING
1 **CONSTRUCTION**										
a. Contract	$ 6,074,000.00	$ 48,555.00	$ -	$ 21,600.00	$ 506,828.03	$ -	$ -	$ 620,946.92	$ -	$ 4,727,939.05
2 **CONSTRUCTION CONTINGENCY**										
a. Construction Contingency - (Note #1)	$ 303,684.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 303,684.00
b. B&O Tax Contingency (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
3 **LEGAL SERVICES**										
a. Project Attorney - (Note #4)	$ 170,000.00	$ -	$ 812.50	$ -	$ -	$ -	$ 2,957.50	$ -	$ 682.50	$ 20,013.91
4 **ACCOUNTING SERVICES**										
a. Project Account - CPA	$ 30,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,787.50
5 **ENGINEERING SERVICES**										
a. RK&K Engineering fees	$ 596,090.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,670.19
b. GDF Engineering (Construction Admin & RPR)	$ 300,000.00	$ -	$ 24,305.25	$ -	$ -	$ 32,559.03	$ 35,677.65	$ -	$ 34,055.35	$ 109,810.18
6 **ADMINISTRATIVE SERVICES**										
a. Other Administrative Costs	$ 8,850.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,472.86
7 **LANDS/EASEMENTS**										
a. Easements	$ 50,600.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,275.00
b. R/W Agent - (Note #2)	$ 100,690.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
c. Permits - (Note #2)	$ 6,859.28	$ -	$ 1,170.00	$ -	$ -	$ -	$ 1,550.00	$ -	$ -	$ 3,139.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ -	$ -	$ 2,141.37	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 7,776,374.00**	**$ 48,555.00**	**$ 26,287.75**	**$ 21,600.00**	**$ 506,828.03**	**$ 32,559.03**	**$ 42,326.52**	**$ 620,946.92**	**$ 34,737.85**	**$ 5,304,351.60**
B. COST OF FINANCING										
9 Registrar Fees	$ 650.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10 Bond Counsel (S&J)	$ 40,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11 Sub Total of Financing - Line 9-10	**$ 40,650.00**	**$ -**	**$ -**	**$ -**						**$ -**
12 Total Project Costs Line 8 + Line 11	**$ 7,817,024.00**	**$ 48,555.00**	**$ 26,287.75**	**$ 21,600.00**	**$ 506,828.03**	**$ 32,559.03**	**$ 42,326.52**	**$ 620,946.92**	**$ 34,737.85**	**$ 5,304,351.60**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) # 9 CWSRF # 3	Request for Payment (RFP) # 10 CIF # 7	Request for Payment (RFP) #11 CWSRF # 4	Request for Payment (RFP) #12 CWSRF # 5	Request for Payment (RFP) # 13 CIF # 8	Request for Payment (RFP) # 14 CIF # 9	Request for Payment (RFP) #15 CWSRF # 6	Request for Payment (RFP) # 16 CIF # 10	BALANCE REMAINING
1 INTERNAL FUNDS										
a. Capacity Improvement Fees	$ 3,057,560.00	$ -	$ (26,287.75)	$ -	$ -	$ (32,559.03)	$ (42,326.52)	$ -	$ (34,737.85)	$ 1,931,598.55
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,179,040.00**	**$ -**	**$ (26,287.75)**	**$ -**	**$ -**	**$ (32,559.03)**	**$ (42,326.52)**	**$ -**	**$ (34,737.85)**	**$ 2,053,078.55**
2 GRANT FUNDS										
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,077,000.00
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500,000.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,577,000.00**
3 BOND ISSUE										
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ (48,555.00)	$ -	$ (21,600.00)	$ (506,828.03)	$ -	$ -	$ (620,946.92)	$ -	$ 1,458,273.05
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 216,000.00
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ (48,555.00)**	**$ -**	**$ (21,600.00)**	**$ (506,828.03)**	**$ -**	**$ -**	**$ (620,946.92)**	**$ -**	**$ 1,674,273.05**
4 Total Sources of Funds Line 1-3	**$ 7,817,024.00**	**$ (48,555.00)**	**$ (26,287.75)**	**$ (21,600.00)**	**$ (506,828.03)**	**$ (32,559.03)**	**$ (42,326.52)**	**$ (620,946.92)**	**$ (34,737.85)**	**$ 5,304,351.60**

Note #1 - 12/10/2024 - The CWSRF loan in the amount of $216,016 was shown as $216,000 on the closing documentation. Per the State, the CWSRF loan and the total project costs line items on the Schedule B were reduced by $16.00 to correct the error.

Note #2 - 12/11/2024 - Line item R/W Agent was decreased by $1,444.28 to actual, line item Permits was decreased by $140.72, and the line item for Plats was increased by $1,585.00.

Note #3 - 6/11/2025 - Change Order No. 1 - Upon the denial of the B&O waiver request by the City of Charles Town and the City of Ranson, the CTUB Board approved the payment of the B&O taxes to both municipalities to be paid from internal funds.

Note #4 - 6/25/2025 - Amendment No. 2 was approved to increase project legal services by $30,000, not to exceed $170,000.

Note #5 -8/5/2025 - Line item Admin Costs was decreased by $1,150 and the line item for Plats was increased by $1,150.

CHARLES TOWN UTILITY BOARD

Wednesday, September 24, 2025

Regular Meeting **661 South George Street**
Charles Town, WV 25414

Collection System Project Resolution No. 17 - CWSRF No. 7, Pay Application No. 6

Attachments:

Collection System Project - Resolution No. 17 - CWSRF No. 7, Pay App 6.pdf

CHARLES TOWN UTILITY BOARD
2022 COLLECTION SYSTEM PROJECT
(IJDC #2021S-2041 / CWSRF #C-544686)

RESOLUTION NO. 17
REQUEST FOR PAYMENT #17
(CWSRF #C-544686 PAYMENT #7)

RESOLUTION OF THE CHARLES TOWN UTILITY BOARD APPROVING INVOICES RELATING TO CONSTRUCTION AND OTHER SERVICES FOR THE SEWER PROJECT AND AUTHORIZING PAYMENT THEREOF,

WHEREAS, the Charles Town Utility Board (CTUB), has reviewed the invoices attached hereto and incorporated herein by reference relation to the Project funded in part by the Clean Water State Revolving Fund (CWSRF) and find as follows:

a.) That none of the items for which payment is proposed to be made has formed the basis for any disbursement theretofore made;

b.) Each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a Cost of the project;

c.) Each of such costs has been otherwise properly incurred; and

d.) Payment for each of the items proposed is due and owing.

NOW, THEREFORE, BE IT RESOLVED by the Charles Town Utility Board as follows: There is hereby authorized and directed the payment of **"Contractor's Payment Application No. 06"** as follows.

Vendor	CWSRF	Capacity Improvement Fee (CIF) Fund	Total Approved for Payment
HRI, Inc.	$278,099.71	$0	$278,099.71
Total	**$278,099.71**	**$0**	**$278,099.71**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 24th day of September, 2025.

By: _____
Brent Manuel, Chairman

SRF PAYMENT REQUISITION FORM

1. LOAN RECIPIENT/VENDOR:

NAME: Charles Town Utility Board

ADDRESS: 101 E Washington St
Charles Town, WV 25414

FEIN: 32-0280357

DUNS: 010728588

UEI: GXZTJN971WA5

2. INVOICE #: C-544686-2025-05

3. REQUEST NUMBER: 7

4. INVOICE PERIOD COVERED BY THIS REQUEST

FROM: 8/1/2025 TO: 9/16/2025

5. % of PHYSICAL CONSTRUCTION COMPLETION 26.74%

CLASSIFICATION	A) APPROVED BUDGET	B) PREVIOUS APPROVED	C) THIS REQUEST	D) TOTAL COLUMNS B&C	E) AGENCY USE ONLY	
					LOAN $	PF $
1) CONSTRUCTION	$3,000,650.00	$1,346,060.95	$278,099.71	$1,624,160.66		
2) CONTINGENCY	$303,684.00			$0.00		
3) EQUIPMENT				$0.00		
4) ENGINEERING a. Planning				$0.00		
b. Design				$0.00		
c. Construction Basic				$0.00		
d. RPR / Inspection				$0.00		
e. Post Construction				$0.00		
f. Special Services				$0.00		
5) LEGAL				$0.00		
6) ACCOUNTING				$0.00		
7) ADMINISTRATIVE				$0.00		
8) PERMITS				$0.00		
9) LOAN REPAYMENT				$0.00		
10) PLATS				$0.00		
11) LAND/EASEMENTS				$0.00		
12) (space as needed)				$0.00		
13) CLOSING COSTS	$40,650.00	$40,650.00		$40,650.00		
14) SUBTOTAL	$3,344,984.00	$1,386,710.95	$278,099.71	$1,664,810.66		
15) LESS PREVIOUSLY PAID				$1,386,710.95		
16) REQUEST AMOUNT				$278,099.71		

17) _____ _____
AUTHORIZED SIGNATURE DATE
Brent Manuel, Chairman
TYPED OR PRINTED NAME AND TITLE

18) _____ _____
PERSON PREPARING FORM SIGNATURE DATE
April Shultz, Assistant Utility Manager
TYPED OR PRINTED NAME AND TITLE

AGENCY USE ONLY:

THIS REQUEST APPROVED BY: **WV DEPARTMENT OF ENVIRONMENTAL PROTECTION**

_____ _____
PROJECT REVIEWER DATE
TYPED OR PRINTED NAME

_____ _____
AUTHORIZED OFFICER DATE
TYPED OR PRINTED NAME

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 06

	Application Period: 8/1/25 to 8/30/25	Application Date:	9/16/2025
To (Owner): Charles Town Utility Board	From (Contractor): HRI, Inc.	Via (Engineer):	Rummel, Klepper & Kahl, LLP
Project: 2022 Collection System Project	Contract: 01	Via (Consultant):	Gwin, Dobson & Foreman Engineers
Owner's Contract No.:	Contractor's Project No.: 10341291	Engineer's Project No.:	24054

Application For Payment

Change Order Summary

Approved Change Orders

Number	Additions	Deductions
1	$121,480.00	
TOTALS	$121,480.00	
NET CHANGE BY CHANGE ORDERS	**$121,480.00**	

1.	**ORIGINAL CONTRACT PRICE**	$	**$6,074,000.00**
2.	**Net change by Change Orders**	$	**$121,480.00**
3.	**Current Contract Price (Line 1 ± 2)**	$	**$6,195,480.00**
4.	**TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)**	$	**$1,804,622.96**
5.	**RETAINAGE:**		
	a. 10% X $1,434,820.03 **Work Completed**	$	**$143,482.00**
	b. 10% X $369,802.93 **Stored Material**	$	**$36,980.29**
	c. Total Retainage (Line 5.a + Line 5.b)	$	**$180,462.30**
6.	**AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)**	$	**$1,624,160.66**
7.	**LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**	$	**$1,346,060.95**
8.	**AMOUNT DUE THIS APPLICATION**	$	**$278,099.71**
9.	**BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)**	$	**$4,571,319.34**

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: Josh Kutz	Date: 9/16/2025

Payment of: $ 278,099.71
(Line 8 or other - attach explanation of the other amount)

is recommended by: David Santelli (Engineer) 09/16/2025 (Date)

Payment of: $
(Line 8 or other - attach explanation of the other amount)

is approved by: (Owner) (Date)

Approved by: Funding or Financing Entity (if applicable) (Date)

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Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):	01	Application Number:	06
Application Period:	8/1/25 to 8/30/25	Application Date:	9/16/2025

A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
1	Mobilization	1	LS	$272,980.00	$272,980.00		**0.96**	0.96		$262,060.80	$262,060.80		$262,060.80	96.0%	$10,919.20
2	Traffic Control	1	LS	$15,000.00	$15,000.00		**0.40**	0.40		$6,000.00	$6,000.00		$6,000.00	40.0%	$9,000.00
3	Audio Visual Taping	1	LS	$5,200.00	$5,200.00		**1.00**	1.00		$5,200.00	$5,200.00		$5,200.00	100.0%	
4	**Erosion & Sediment Control**	**1**	**LS**	**$142,000.00**											
4a	Rock Construction Entrance	1	LS	$35,000.00	$35,000.00		**0.40**	0.40		$14,000.00	$14,000.00		$14,000.00	40.0%	$21,000.00
4b	18" Silt Fence - 11th & Forest	1	LS	$12,000.00	$12,000.00										$12,000.00
4c	36" Silt Fence - Evitt's Run	1	LS	$16,000.00	$16,000.00		**1.00**	1.00		$16,000.00	$16,000.00		$16,000.00	100.0%	
4d	18" Silt Sock - Jett's Farm FM	1	LS	$14,000.00	$14,000.00		**1.00**	1.00		$14,000.00	$14,000.00		$14,000.00	100.0%	
4e	18" Silt Sock - 11th & Forest	1	LS	$12,000.00	$12,000.00										$12,000.00
4f	18" Silt Sock - Evitts Run	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
4g	Super Silt Fence - Evitt's Run	1	LS	$30,000.00	$30,000.00		**1.00**	1.00		$30,000.00	$30,000.00		$30,000.00	100.0%	
4h	18" Silt Sock - Burr East FM	1	LS	$8,000.00	$8,000.00										$8,000.00
4i	Silt Sacks	1	LS	$3,000.00	$3,000.00	**0.25**	**0.50**	0.75	$750.00	$1,500.00	$2,250.00		$2,250.00	75.0%	$750.00
4j	Sediment Bags	1	LS	$7,000.00	$7,000.00	**0.25**	**0.50**	0.75	$1,750.00	$3,500.00	$5,250.00		$5,250.00	75.0%	$1,750.00
5	**Burr East Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
5a	Demo Existing Valve Vault	1	LS	$5,000.00	$5,000.00										$5,000.00
5b	Remove Existing Pumps & Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
5c	Remove Existing Fencing	1	LS	$4,000.00	$4,000.00										$4,000.00
5d	Demo Concrete Pad	1	LS	$3,000.00	$3,000.00										$3,000.00
5e	Relocate Propane Tanks	1	LS	$1,000.00	$1,000.00										$1,000.00
6	**Moose Lodge Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
6a	Demo Wet Well Top	1	LS	$4,500.00	$4,500.00										$4,500.00
6b	Remove Existing Pumps & Piping	1	LS	$8,500.00	$8,500.00										$8,500.00
6c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00										$5,000.00
6d	Demo Transfer Switch / Control Panel	1	LS	$2,000.00	$2,000.00										$2,000.00
6e	Remove Existng Grout Fillet	1	LS	$2,000.00	$2,000.00										$2,000.00
7	**Jetts Farm Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
7a	Demo Junction Box / Vent	1	LS	$5,500.00	$5,500.00										$5,500.00
7b	Remove Existing Pumps & Piping	1	LS	$9,500.00	$9,500.00										$9,500.00
7c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00										$5,000.00
7d	Demo Transfer Switch / Control Panel	1	LS	$2,000.00	$2,000.00										$2,000.00
9	**Forrest Street Pump Station Demolition**	**1**	**LS**	**$33,000.00**											
9a	Demo Pump Station	1	LS	$15,000.00	$15,000.00										$15,000.00
9b	Remove Existing Pumps & Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
9c	Demo 10"/12" Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
10	**11th Ave Pump Station Demolition**	**1**	**LS**	**$33,000.00**											
10a	Demo Pump Station	1	LS	$14,000.00	$14,000.00										$14,000.00
10b	Remove Existing Pumps & Piping	1	LS	$10,000.00	$10,000.00										$10,000.00
10c	Demo 8"/2" Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
11	**Burr East Pump Station**	**1**	**LS**	**$495,000.00**											
11a	Erosion & Sediment Control	1	LS	$6,000.00	$6,000.00										$6,000.00
11b	Seeding and Lanscaping	1	LS	$4,000.00	$4,000.00										$4,000.00
11c	Site Fencing	1	LS	$8,000.00	$8,000.00										$8,000.00
11d	Valve Vault	1	LS	$40,000.00	$40,000.00										$40,000.00
11e	Meter Vault	1	LS	$25,000.00	$25,000.00										$25,000.00
11f	Process Pipe	1	LS	$70,000.00	$70,000.00										$70,000.00
11g	Submersible Pumps	1	LS	$98,000.00	$98,000.00		**0.10**	0.10		$9,800.00	$9,800.00	$76,502.65	$86,302.65	88.1%	$11,697.35
11h	Pipe Painting	1	LS	$4,000.00	$4,000.00										$4,000.00
11i	Instrumentation	1	LS	$15,000.00	$15,000.00		**0.10**	0.10		$1,500.00	$1,500.00		$1,500.00	10.0%	$13,500.00
11j	Propane Tank Pad	1	LS	$5,000.00	$5,000.00										$5,000.00
11k	Wet Well Top Slab	1	LS	$15,000.00	$15,000.00										$15,000.00
11l	Wet Well Fillet	1	LS	$5,000.00	$5,000.00										$5,000.00
11m	Electrical Enclosure Pad	1	LS	$5,000.00	$5,000.00										$5,000.00
11n	Electrical	1	LS	$90,000.00	$90,000.00										$90,000.00
11o	Integration	1	LS	$105,000.00	$105,000.00		**0.10**	0.10		$10,500.00	$10,500.00		$10,500.00	10.0%	$94,500.00
12	**Moose Lodge Pump Station**	**1**	**LS**	**$305,000.00**											
12a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00										$4,000.00
12b	Seeding and Lanscaping	1	LS	$4,000.00	$4,000.00										$4,000.00
12c	Meter Vault	1	LS	$16,000.00	$16,000.00										$16,000.00
12d	Bypass Pit	1	LS	$6,000.00	$6,000.00										$6,000.00
12e	Process Pipe	1	LS	$54,000.00	$54,000.00										$54,000.00

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Progress Estimate - Unit Price Work **Contractor's Application**

For (Contract):	01		Application Number:	06
Application Period:	8/1/25 to 8/30/25		Application Date:	9/16/2025

A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
12f	Submersible Pumps	1	LS	$90,000.00	$90,000.00		**0.10**	0.10		$9,000.00	$9,000.00	$81,205.00	$90,205.00	100.2%	-$205.00
12g	Instrumentation	1	LS	$6,000.00	$6,000.00										$6,000.00
12h	Wet Well Top Slab	1	LS	$15,000.00	$15,000.00										$15,000.00
12i	Electrical	1	LS	$65,000.00	$65,000.00										$65,000.00
12j	Integration	1	LS	$45,000.00	$45,000.00										$45,000.00
13	**Jetts Farm Pump Station**	**1**	**LS**	**$335,000.00**											
13a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00										$4,000.00
13b	Temporary Fence & Barrier	1	LS	$23,000.00	$23,000.00										$23,000.00
13c	Seeding & Landscaping	1	LS	$3,500.00	$3,500.00										$3,500.00
13d	Meter Vault	1	LS	$16,000.00	$16,000.00										$16,000.00
13e	Bypass Pit	1	LS	$6,000.00	$6,000.00										$6,000.00
13f	Process Pipe	1	LS	$73,500.00	$73,500.00										$73,500.00
13g	Submersible Pumps	1	LS	$102,000.00	$102,000.00		**0.10**	0.10		$10,200.00	$10,200.00	$62,111.25	$72,311.25	70.9%	$29,688.75
13h	Instrumentation	1	LS	$4,500.00	$4,500.00		**0.10**	0.10		$450.00	$450.00		$450.00	10.0%	$4,050.00
13i	Pipe Painting	1	LS	$1,500.00	$1,500.00										$1,500.00
13j	Electrical	1	LS	$58,000.00	$58,000.00										$58,000.00
13k	Integration	1	LS	$43,000.00	$43,000.00		**0.10**	0.10		$4,300.00	$4,300.00		$4,300.00	10.0%	$38,700.00
15	**Lakeland Pump Station**	**1**	**LS**	**$1,125,000.00**											
15a	Erosion & Sediment Control	1	LS	$8,000.00	$8,000.00										$8,000.00
15b	Strip / Spread Topsoil	1	LS	$7,000.00	$7,000.00										$7,000.00
15c	Site Grading	1	LS	$23,000.00	$23,000.00										$23,000.00
15d	Construction Entrance / Site Road	1	LS	$16,000.00	$16,000.00										$16,000.00
15e	Clearing & Grubbing	1	LS	$9,500.00	$9,500.00										$9,500.00
15f	Seeding & Landscaping	1	LS	$4,000.00	$4,000.00										$4,000.00
15g	Site Fencing	1	LS	$20,000.00	$20,000.00										$20,000.00
15h	Pump Station Wet Well Shoring / Excavation / Backfill	1	LS	$530,000.00	$530,000.00		**0.09**	0.09		$47,700.00	$47,700.00		$47,700.00	9.0%	$482,300.00
15i	Meter Vault	1	LS	$20,000.00	$20,000.00							$6,449.00	$6,449.00	32.2%	$13,551.00
15j	Process Pipe	1	LS	$141,000.00	$141,000.00										$141,000.00
15k	Submersible Pumps	1	LS	$15,000.00	$15,000.00		**0.01**	0.01		$150.00	$150.00		$150.00	1.0%	$14,850.00
15l	Instrumentation	1	LS	$7,000.00	$7,000.00										$7,000.00
15m	Pipe Painting	1	LS	$1,000.00	$1,000.00										$1,000.00
15n	Generator & Electrical Pads	1	LS	$8,500.00	$8,500.00										$8,500.00
15o	Electrical	1	LS	$135,000.00	$135,000.00		**0.10**	0.10		$13,500.00	$13,500.00		$13,500.00	10.0%	$121,500.00
15p	Integration	1	LS	$180,000.00	$180,000.00										$180,000.00
16	Grinder Pump 1	1	LS	$23,000.00	$23,000.00										$23,000.00
17	Grinder Pump 2	1	LS	$23,000.00	$23,000.00										$23,000.00
18	**Bypass Pump - Burr East Pump Station**	**1**	**LS**	**$45,000.00**											
18a	Set Up Bypass Pump & Piping	1	LS	$17,500.00	$17,500.00										$17,500.00
18b	Utilize Bypass Pump & Piping	1	LS	$25,000.00	$25,000.00										$25,000.00
18c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00										$2,500.00
19	**Bypass Pump - Jett's Farm Pump Station**	**1**	**LS**	**$36,000.00**											
19a	Set Up Bypass Pump & Piping	1	LS	$13,500.00	$13,500.00										$13,500.00
19b	Utilize Bypass Pump & Piping	1	LS	$20,000.00	$20,000.00										$20,000.00
19c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00										$2,500.00
20	**Bypass Pump - Samuel Street Pump Station**	**1**	**LS**	**$15,000.00**											
20a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00		**1.00**	1.00		$5,500.00	$5,500.00		$5,500.00	100.0%	
20b	Utilize Bypass Pump & Piping	1	LS	$7,000.00	$7,000.00		**1.00**	1.00		$7,000.00	$7,000.00		$7,000.00	100.0%	
20c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00		**1.00**	1.00		$2,500.00	$2,500.00		$2,500.00	100.0%	
22	**Bypass Pump - Forest Ave Pump Station**	**1**	**LS**	**$13,000.00**											
22a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
22b	Utilize Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
22c	Remove Bypass Pump & Piping	1	LS	$2,000.00	$2,000.00										$2,000.00
23	**Bypass Pump - 11th Ave Pump Station**	**1**	**LS**	**$13,000.00**											
23a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
23b	Utilize Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
23c	Remove Bypass Pump & Piping	1	LS	$2,000.00	$2,000.00										$2,000.00
24	**Bypass Pump - Evitt's Run Interceptor**	**1**	**LS**	**$100,000.00**											
24a	Set Up Bypass Pump & Piping (multiple)	1	LS	$25,000.00	$25,000.00	**0.25**	**0.25**	0.50	$6,250.00	$6,250.00	$12,500.00		$12,500.00	50.0%	$12,500.00
24b	Utilize Bypass Pump & Piping	1	LS	$50,000.00	$50,000.00	**0.25**	**0.25**	0.50	$12,500.00	$12,500.00	$25,000.00		$25,000.00	50.0%	$25,000.00
24c	Remove Bypass Pump & Piping (multiple)	1	LS	$25,000.00	$25,000.00	**0.25**	**0.25**	0.50	$6,250.00	$6,250.00	$12,500.00		$12,500.00	50.0%	$12,500.00

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Progress Estimate - Unit Price Work **Contractor's Application**

For (Contract):	01		Application Number:	06
Application Period:	8/1/25 to 8/30/25		Application Date:	9/16/2025

A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
25	Pump & Haul - Moose Lodge Pump Station	1	LS	$48,000.00	$48,000.00										$48,000.00
26	Pump & Haul - Evitt's Run Interceptor	1	LS	$7,500.00	$7,500.00										$7,500.00
27	Pump & Haul - Magnolia Springs Pump Station	1	LS	$7,500.00	$7,500.00										$7,500.00
28	Pump & Haul - Clearance Drive Pump Station	1	LS	$7,500.00	$7,500.00										$7,500.00
29	4" SDR 35 Sewer	100	LF	$194.00	$19,400.00										$19,400.00
30	6" SDR 35 PVC Sewer (D<8')	20	LF	$92.00	$1,840.00										$1,840.00
31	8" SDR PVC Sewer (D<8')	1100	LF	$135.00	$148,500.00							$17,796.18	$17,796.18	12.0%	$130,703.82
32	8" SDR PVC Sewer (8<D<12')	200	LF	$192.00	$38,400.00							$5,567.52	$5,567.52	14.5%	$32,832.48
33	8" SDR PVC Sewer (D<12')	200	LF	$284.00	$56,800.00							$4,971.00	$4,971.00	8.8%	$51,829.00
34	10" SDR 35 PVC Sewer (D<8')	600	LF	$174.00	$104,400.00										$104,400.00
35	12" SDR PVC	80	LF	$235.00	$18,800.00		**21.00**	21.00		$4,935.00	$4,935.00		$4,935.00	26.3%	$13,865.00
36	30" SDR PVC	2000	LF	$305.00	$610,000.00	**624.00**	**430.75**	1054.75	$190,320.00	$131,378.75	$321,698.75	$45,030.68	$366,729.43	60.1%	$243,270.57
37	6" C900 Class 165 PVC Force Main	2200	LF	$135.00	$297,000.00		**2310.08**	2310.08		$311,860.80	$311,860.80	$12,240.00	$324,100.80	109.1%	-$27,100.80
38	4" C900 Class 165 PVC Force Main	2800	LF	$115.00	$322,000.00		**1333.50**	1333.50		$153,352.50	$153,352.50		$153,352.50	47.6%	$168,647.50
39	2" SDR 9 HDPE Force Main (Slip Line)	1400	LF	$55.00	$77,000.00										$77,000.00
40	1.5" SDR 9 IPS HDPE Force Main (Slip Line)	900	LF	$54.00	$48,600.00										$48,600.00
41	1.25" SDR 9 IPS HDPE for Main	1200	LF	$75.50	$90,600.00										$90,600.00
42	4' Diameter Manhole (up to 6')	20	EA	$8,500.00	$170,000.00		**1.00**	1.00		$8,500.00	$8,500.00	$57,929.65	$66,429.65	39.1%	$103,570.35
43	4' Diameter Manhole Extension	50	VF	$650.00	$32,500.00										$32,500.00
44	4' Diameter Doghouse Manhole (up to 6')	10	EA	$8,100.00	$81,000.00										$81,000.00
45	Manhole Frame and Cover - Highway	26	EA	$1,500.00	$39,000.00	**6.00**	**1.00**	7.00	$9,000.00	$1,500.00	$10,500.00		$10,500.00	26.9%	$28,500.00
46	Manhole Frame and Cover - Watertight	5	EA	$1,700.00	$8,500.00	**3.00**	**2.00**	5.00	$5,100.00	$3,400.00	$8,500.00		$8,500.00	100.0%	
47	Inside Drop Connection	10	EA	$1,500.00	$15,000.00		**1.00**	1.00		$1,500.00	$1,500.00		$1,500.00	10.0%	$13,500.00
48	Connect to Existing	10	EA	$2,000.00	$20,000.00		**1.00**	1.00		$2,000.00	$2,000.00		$2,000.00	10.0%	$18,000.00
49	Mainline Cleanout	5	EA	$4,300.00	$21,500.00										$21,500.00
50	Air Release Vacuum Combination Valve Assembly	4	EA	$12,500.00	$50,000.00		**0.75**	0.75		$9,375.00	$9,375.00		$9,375.00	18.8%	$40,625.00
51	Flushing Valve	4	EA	$9,000.00	$36,000.00										$36,000.00
52	Burr East Force Main Connection	1	LS	$21,000.00	$21,000.00										$21,000.00
53	Jett's Farm Force Main Connection	1	LS	$11,000.00	$11,000.00										$11,000.00
54	Manhole Riser Extension	5	VF	$1,300.00	$6,500.00										$6,500.00
55	Internal Manhole Lining	90	VF	$100.00	$9,000.00										$9,000.00
56	6" SDR PVC Lateral	200	LF	$102.00	$20,400.00										$20,400.00
57	Reconnect Lateral Service Connection	16	EA	$1,400.00	$22,400.00										$22,400.00
58	8"x6" Wye	14	EA	$420.00	$5,880.00										$5,880.00
59	12" Steel Casing - (Open Cut)	200	LF	$200.00	$40,000.00										$40,000.00
60	16" Steel Casing - (Open Cut)	80	LF	$250.00	$20,000.00										$20,000.00
61	48" Steel Casing - (Open Cut)	80	LF	$1,600.00	$128,000.00										$128,000.00
62	Test Pit Excavation & Refill	7	EA	$5,000.00	$35,000.00										$35,000.00
63	Launching / Receiving Pit	7	EA	$9,000.00	$63,000.00										$63,000.00
64	Asphalt Trench Patch (Base)	80	TON	$400.00	$32,000.00	**70.57**		70.57	$28,228.00		$28,228.00		$28,228.00	88.2%	$3,772.00
65	Asphalt Trench Patch (Wearing)	60	TON	$350.00	$21,000.00	**34.01**		34.01	$11,903.50		$11,903.50		$11,903.50	56.7%	$9,096.50
66	Aggregate for Backfill	700	CY	$92.00	$64,400.00	**130.21**	**188.33**	318.54	$11,979.32	$17,326.36	$29,305.68		$29,305.68	45.5%	$35,094.32
67	Flowable Fill	50	CY	$400.00	$20,000.00										$20,000.00
68	Remove Manhole	13	EA	$1,300.00	$16,900.00		**1.00**	1.00		$1,300.00	$1,300.00		$1,300.00	7.7%	$15,600.00
69	Concrete Curb Repair	10	LF	$200.00	$2,000.00										$2,000.00
70	Concrete Driveway Repair	10	CY	$1,800.00	$18,000.00										$18,000.00
71	Miscellaneous DIP Fittings	500	LB	$20.00	$10,000.00										$10,000.00
72	Class B Concrete	50	CY	$500.00	$25,000.00										$25,000.00
73	Shoring / Stabalization After Receiving / Launching Pit - Augustine Ave	1	LS	$10,000.00	$10,000.00										$10,000.00
	Change Orders														
CO-1	B&O Tax	1	LS	$121,480.00	$121,480.00										$121,480.00
	Totals				**$6,195,480.00**				**$284,030.82**	**$1,150,789.21**	**$1,434,820.03**	**$369,802.93**	**$1,804,622.96**	29.1%	**$4,390,857.04**

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C2 - COLAS GROUP INTERNAL: Employees and partners who nee

Stored Material Summary

Contractor's Application

For (Contract):	01	Application Number:	06
Application Period:	8/1/25 to 8/30/25	Application Date:	9/16/2025

A		B	C		D		E		F		G
					Stored Previously				Incorporated in Work		
Bid Item No.	Supplier Invoice No.	Submittal No. (with Specification Section No.)	Storage Location	Description of Materials or Equipment Stored	Application No. when Materials Placed in Storage	Amount ($)	Amount Stored this Month ($)	Subtotal Amount Completed and Stored to Date (D + E)	Date (Month/ Year)	Amount ($)	Materials Remaining in Storage ($) (D + E - F)
11g	27315		HRI Trailer	Burr East Grinder Pumps	4	$33,390.00		$33,390.00			$33,390.00
11g	28718		HRI Trailer	Burr East Grinder Pumps	4	$35,692.65		$35,692.65			$35,692.65
12f	27317		HRI Trailer	Jetts Farm Grinder Pumps	4	$38,700.00		$38,700.00			$38,700.00
12f	28503		HRI Trailer	Jetts Farm Grinder Pumps	4	$34,605.00		$34,605.00			$34,605.00
13g	27316		HRI Trailer	Moose Lodge Grinder Pumps	4	$33,300.00		$33,300.00			$33,300.00
13g	28504		HRI Trailer	Moose Lodge Grinder Pumps	4	$28,811.25		$28,811.25			$28,811.25
36	x122052		Evitts Run	30" PVC	5				7/2025		
36	x345362		Evitts Run	30" PVC	5	$6,450.20		$25,318.44	8/2025	$6,450.20	
36	x346372		Evitts Run	30" PVC	5	$25,318.44		$25,318.44	8/2025	$25,318.44	
36	x347299		Evitts Run	30" PVC	5	$25,318.44		$25,318.44	8/2025	$25,318.44	
36	x356214		Evitts Run	30" PVC	5	$25,318.44		$25,318.44	8/2025	$5,606.20	$19,712.24
42	886402		Evitts Run	Sanitary MH	5	$5,103.00		$5,103.00			$5,103.00
42	882498		Evitts Run	Sanitary MH	5	$41,139.40		$41,139.40			$41,139.40
42	880503		Evitts Run	Sanitary MH	5	$7,064.25		$7,064.25			$7,064.25
42	876403		Evitts Run	Sanitary MH	5	$4,623.00		$4,623.00			$4,623.00
36	x633532		Evitts Run	30" PVC	6		$25,318.44	$25,318.44			$25,318.44
37	x423369		Burr East	6" HDPE DR 11	6		$12,240.00	$12,240.00			$12,240.00
31	x569471		LP	6" Fusible C900	6		$17,796.18	$17,796.18			$17,796.18
32	x569471		LP	6" Fusible C901	6		$5,567.52	$5,567.52			$5,567.52
33	x569471		LP	6" Fusible C902	6		$4,971.00	$4,971.00			$4,971.00
11g	29342		HRI Trailer	Burr East Grinder Pumps	6		$7,420.00	$7,420.00			$7,420.00
12f	29341		HRI Trailer	Jetts Farm Grinder Pumps	6		$7,900.00	$7,900.00			$7,900.00
15i	895582		Evitts Run	LP Meter Vault	6		$6,449.00	$6,449.00			$6,449.00
				Totals		**$344,834.07**	**$87,662.14**	**$451,364.45**		**$62,693.28**	**$369,802.93**

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C2 - COLAS GROUP INTERNAL: Employees and partners who nee

AFP QTYS

CRAIG PAVING INC.
118 HUMP ROAD
HAGERSTOWN, MD 217
301-739-9814

Base

Ticket: 109881
Date: 08/06/25
Time: 09:10 AM

Cost: $0.00
Rate: $0.00
Tax: $0.00
Total: $0.00

* = manual weight

Customer Information
ID: A M P
Name: ALL AMERICAN PAVING
Address:
Phone:

Loads
1
17.42 TN
15.803 MG

	GROSS	TARE	NET
	31.56 TN	14.14 TN	17.42 TN
	28.63 Mg	12.83 Mg	15.80 Mg
	63120 lb	28280 lb	34840 lb

Job Information
ID:
Name:

Product Info
ID: 422
Name: 422/122 BASE
JMF:401.002.002
Rate:

Truck & Carrier Information
Truck ID: SP 1101
Name SPURGEON TRUCKIN

$5,138.9

PO #:
Weighmaster: MIKE SPRECHER
Received By (Please Print)_____

CRAIG PAVING INC.
118 HUMP ROAD
HAGERSTOWN, MD 21740
301-739-9814

Base

Ticket: 109882
Date: 08/06/25
Time: 09:12 AM

Cost: $0.00
Rate: $0.00
Tax: $0.00
Total: $0.00

* = manual weight

Customer Information
ID: A M P
Name: ALL AMERICAN PAVING
Address:
Phone:

Loads
2
34.84 TN
31.607 MG

	GROSS	TARE	NET
	30.84 TN	13.42 TN	17.42 TN
	27.98 Mg	12.18 Mg	15.80 Mg
	61680 lb	26840 lb	34840 lb

Job Information
ID:
Name:

Product Info
ID: 422
Name: 422/122 BASE
401.002.002
Rate:

Truck & Carrier Information
Truck ID: 31
Name OLDEN

$5,138.9

PO #:
Weighmaster: MIKE SPRECHER
Received By (Please Print)_____

CRAIG PAVING INC.
118 HUMP ROAD
HAGERSTOWN, MD 21740
301-739-9814

Base

Ticket: 109883
Date: 08/06/25
Time: 09:13 AM

Cost: $0.00
Rate: $0.00
Tax: $0.00
Total: $0.00

* = manual weight

Customer Information
ID: A M P
Name: ALL AMERICAN PAVING
Address:
Phone:

Loads
3
52.63 TN
47.746 MG

	GROSS	TARE	NET
	31.71 TN	13.92 TN	17.79 TN
	28.77 Mg	12.63 Mg	16.14 Mg
	63420 lb	27840 lb	35580 lb

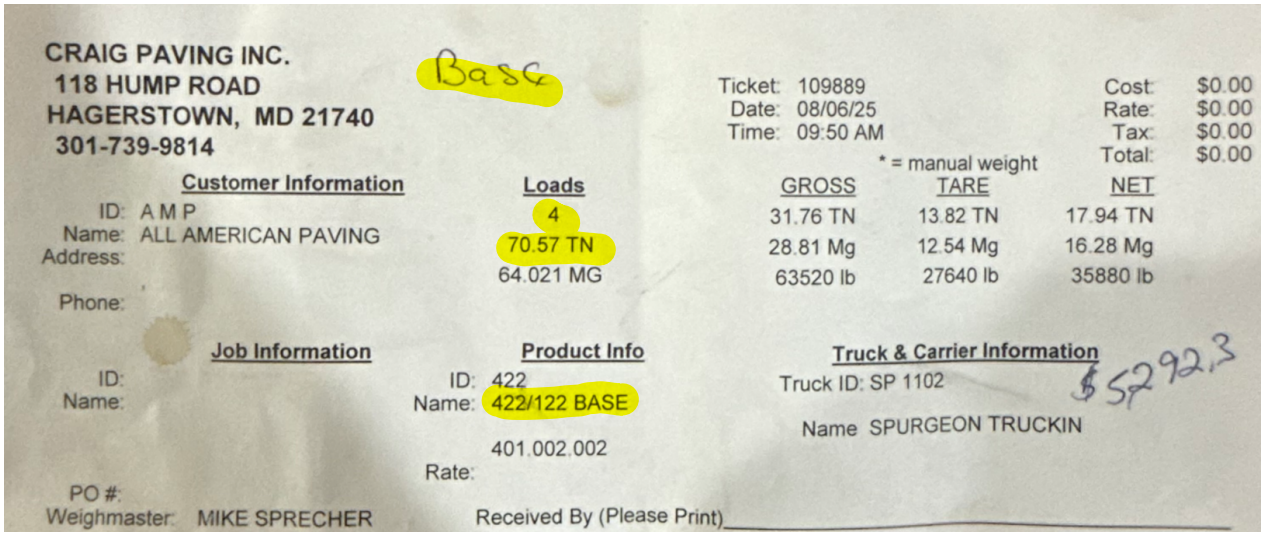
Job Information
ID:
Name:

Product Info
ID: 422
Name: 422/122 BASE
401.002.002
Rate:

Truck & Carrier Information
Truck ID: RH 24
Name RHOTON

$5248.05

PO #:
Weighmaster: MIKE SPRECHER
Received By (Please Print)_____



CRAIG PAVING INC.
118 HUMP ROAD
HAGERSTOWN, MD 21740
301-739-9814

Base

Ticket: 109889
Date: 08/06/25
Time: 09:50 AM

Cost: $0.00
Rate: $0.00
Tax: $0.00
Total: $0.00

Customer Information
ID: A M P
Name: ALL AMERICAN PAVING
Address:
Phone:

Loads
4
70.57 TN
64.021 MG

* = manual weight

GROSS	TARE	NET
31.76 TN	13.82 TN	17.94 TN
28.81 Mg	12.54 Mg	16.28 Mg
63520 lb	27640 lb	35880 lb

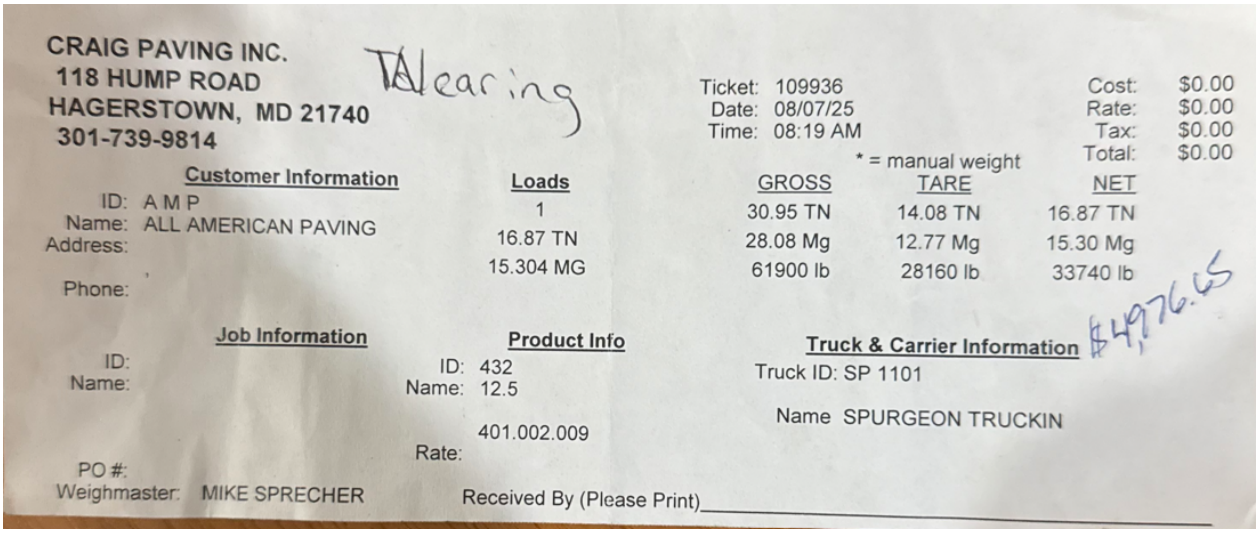
Job Information
ID:
Name:

Product Info
ID: 422
Name: 422/122 BASE
401.002.002
Rate:

Truck & Carrier Information
Truck ID: SP 1102
Name SPURGEON TRUCKIN

$5292.3

PO #:
Weighmaster: MIKE SPRECHER
Received By (Please Print)_____



CRAIG PAVING INC.
118 HUMP ROAD
HAGERSTOWN, MD 21740
301-739-9814

Wearing

Ticket: 109936
Date: 08/07/25
Time: 08:19 AM

Cost: $0.00
Rate: $0.00
Tax: $0.00
Total: $0.00

Customer Information
ID: A M P
Name: ALL AMERICAN PAVING
Address:
Phone:

Loads
1
16.87 TN
15.304 MG

* = manual weight

GROSS	TARE	NET
30.95 TN	14.08 TN	16.87 TN
28.08 Mg	12.77 Mg	15.30 Mg
61900 lb	28160 lb	33740 lb

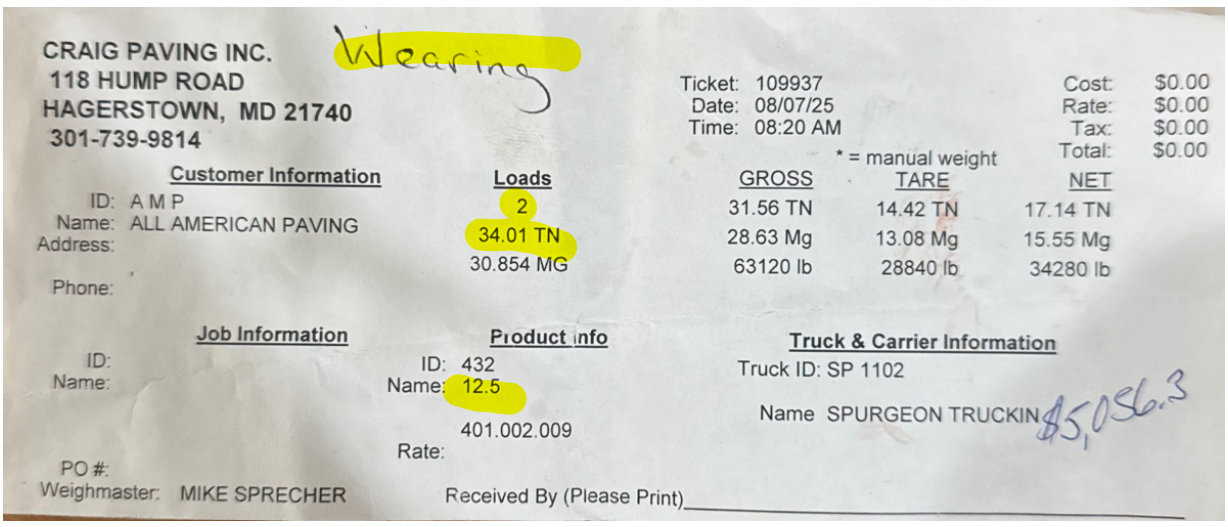
Job Information
ID:
Name:

Product Info
ID: 432
Name: 12.5
401.002.009
Rate:

Truck & Carrier Information
Truck ID: SP 1101
Name SPURGEON TRUCKIN

$4976.65

PO #:
Weighmaster: MIKE SPRECHER
Received By (Please Print)_____



CRAIG PAVING INC.
118 HUMP ROAD
HAGERSTOWN, MD 21740
301-739-9814

Wearing

Ticket: 109937
Date: 08/07/25
Time: 08:20 AM

Cost: $0.00
Rate: $0.00
Tax: $0.00
Total: $0.00

Customer Information
ID: A M P
Name: ALL AMERICAN PAVING
Address:
Phone:

Loads
2
34.01 TN
30.854 MG

* = manual weight

GROSS	TARE	NET
31.56 TN	14.42 TN	17.14 TN
28.63 Mg	13.08 Mg	15.55 Mg
63120 lb	28840 lb	34280 lb

Job Information
ID:
Name:

Product Info
ID: 432
Name: 12.5
401.002.009
Rate:

Truck & Carrier Information
Truck ID: SP 1102
Name SPURGEON TRUCKIN

$5,056.3

PO #:
Weighmaster: MIKE SPRECHER
Received By (Please Print)_____

INVOICE

SWANK

Swank Construction Company
632 Hunt Valley Circle
New Kensington, PA 15068
Phone: (724) 335-6000
Fax: (724) 335-3834

INVOICE NO
825545

SOLD TO

HRI, INC. - BLOOMSBURG
1750 W. COLLEGE AVE.
ST. COLLEGE, PA 16801

SHIP TO

WV CHARLES TOWN COLLECTIONS
MORISON ST., JEFFERSON CO.
JOB #10341291

ACCOUNT NO	PO NUMBER	JOB NUMBER	INVOICE DATE	TERMS	DUE DATE	PAGE
697		25800-099	8/19/2025	Net 30	9/18/2025	1

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
1,289	FT SAW ASPHALT ROADWAY 6" DEEP ON 8/19	2.19	2,822.91
1	MOBILIZATION CHARGE FOR SAW PERSON	350.00	350.00

TOTAL AMOUNT 3,172.91

Bid Item 66:

COST + MARK-UP : $3,172.91 x 1.05 = $3,331.56

$3,331.56 / $92/CY = 36.21 CY

SAMUEL ST

AFP 05 = 89 CY

138 CY - 89 CY = 94 CY

AFP 06 = 94 CY + 36.21 CY = 130.21 CY

SAM ST — MORRISON SAWCUT

STORED MATERIAL INVOICES

CORE&MAIN

INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice #	X633532
Invoice Date	8/28/25
Account #	189918
Sales Rep	NICHOLAS YETTER
Phone #	304-263-6986
Branch #514	Martinsburg, WV
Total Amount Due	$25,318.44

Backordered from:
7/15/25 X122052

Remit To:
CORE & MAIN LP
PO BOX 28330
ST LOUIS, MO 63146

HRI, INC
1750 W COLLEGE AVE
STATE COLLEGE PA 16801-2719

000/0000
00000

Shipped To:
HRI INC
CTUB COLLECTION SYSTEM
815 Morison Street
CHARLESTOWN, WV

CUSTOMER JOB- CTUB CTUB PROJECT CTUB

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
6/06/25	8/25/25	2355871	CTUB PROJECT	CTUB		DIRECT	X633532

Product Code	Description	Quantity Ordered	Shipped	B/O	Price	UM	Extended Price
	CORE & MAIN PO#- 2429214						
04303514	30 PVC SDR35 SWR PIPE (G) 14'	742	252	490	100.47000	FT	25,318.44

Freight Delivery Handling Restock Misc

Subtotal:	25,318.44
Other:	.00
Tax:	.00
Invoice Total:	$25,318.44

Terms: NET 30
Ordered By: JOSH / BILL

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.
To review these terms and conditions, please visit: https://coreandmain.com/terms-of-sale/

CORE & MAIN

INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice #	X423369
Invoice Date	8/20/25
Account #	189918
Sales Rep	NICHOLAS YETTER
Phone #	304-263-6986
Branch #514	Martinsburg, WV
Total Amount Due	$12,240.00

Remit To:
CORE & MAIN LP
PO BOX 28330
ST LOUIS, MO 63146

HRI, INC
1750 W COLLEGE AVE
STATE COLLEGE PA 16801-2719

000/0000
00000

Shipped To:
HRI INC
CTUB Job #10341291
815 Morison St-(582) 322-1751
CHARLESTOWN, WV

CUSTOMER JOB- CTUB CTUB PROJECT CTUB

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
7/25/25	8/18/25	2355871	CTUB PROJECT	CTUB		DIRECT	X423369

Product Code	Description	Quantity Ordered	Quantity Shipped	Quantity B/O	Price	UM	Extended Price
	CORE & MAIN PO#- 2508017						
0940P0611	6 DIPS DR11 HDPE PIPE BLK 200 PSI 40' STICKS	1800	1800		6.80000	FT	12,240.00

Freight	
Delivery	
Handling	
Restock	
Misc	
Subtotal:	12,240.00
Other:	.00
Tax:	.00
Invoice Total:	$12,240.00

Terms: NET 30
Ordered By: JOSH / BILL

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.
To review these terms and conditions, please visit: https://coreandmain.com/terms-of-sale/

CORE & MAIN

INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice #	X569471
Invoice Date	8/29/25
Account #	189918
Sales Rep	NICHOLAS YETTER
Phone #	304-263-6986
Branch #514	Martinsburg, WV
Total Amount Due	$31,434.70

Remit To:
CORE & MAIN LP
PO BOX 28330
ST LOUIS, MO 63146

HRI, INC
1750 W COLLEGE AVE
STATE COLLEGE PA 16801-2719

000/0000
00000

Shipped To:
HRI INC
2795 WILTSHIRE ROAD
CONTACT- ED -814-424-8377
KEARNEYSVILLLE, WV

CUSTOMER JOB- CTUB CTUB PROJECT CTUB

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
8/18/25	8/25/25	2355871	CTUB PROJECT	CTUB		DIRECT	X569471

Product Code	Description	Quantity Ordered	Shipped	B/O	Price	UM	Extended Price
	CORE & MAIN PO#- 2542030						
020818GF	8 C900 DR18 FUSIBLE PIPE GRN	855	855		33.14000	FT	28,334.70

31	x569471		LP	6" Fusible C900	6		$17,796.18
32	x569471		LP	6" Fusible C901	6		$5,567.52
33	x569471		LP	6" Fusible C902	6		$4,971.00

Freight	Delivery	Handling	Restock	Misc
$3,100.00				

Terms: NET 30
Ordered By: JOSH / BILL

Subtotal:	28,334.70
Other:	3,100.00
Tax:	.00
Invoice Total:	$31,434.70

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.
To review these terms and conditions, please visit: https://coreandmain.com/terms-of-sale/

118

STH, Inc.
97 D Monocacy Blvd
Frederick MD 21701
Phone: (301) 682-3390
Fax: (301) 682-3391

Invoice

INV29342

Date 07/31/2025

Bill To
HRI, Inc.
1750 West College Avenue
State College PA 16801
United States

Ship To
HRI, Inc.
842 S George St
Charles Town WV 25414
United States

TOTAL

$7,931.70

Due Date: 09/29/2025

Project #	Title	Reference
PRJ6684	Charles Town Utility Board 2023 Collection System Project	Burr East PS

Customer PO #	Primary Sales Rep	Terms	Due Date
PO#2332051	Cameron A Hallock	Payment Schedule	09/29/2025

Item	Amount
45/45/10 PAYMENT SCHEDULE PAYMENT TERMS:	

45/45/10 PAYMENT SCHEDULE

45% Due at Release of Components to Production

45% Due at Shipment of Material to Job Site/Customer/Offsite Storage

Note: STH must receive payment five business days prior to the estimated ship date.

10% Balance due at startup or 60 days from shipment, whichever occurs first.

STH STANDARD CONDITIONS:

Start-up & Warranty will not be provided until complete payment has been received. All applicable federal and state taxes NOT included. F.O.B. Shipping Point TERMS: Purchase Order or Signed Purchase Agreement. Payment: Per payment schedule; Past due accounts are subject to 2% per month service charge; annual percentage rate of 24%. All attorney fees and court costs incurred in collection of past due accounts will be added to amount due. No warranty or service will be honored on any equipment that has not been paid in full.

Booster Pump System — $7,174.00

STH Wastewater Pump Station Proposal, to Include the Following:

BURR EAST PUMP STATION

Qty.3 Myers Submersible Non-Clog Pump, Model 4RHX100M4

- Rated for 210 GPM @ 35' TDH
- 10 HP, 1750 RPM, 230V/3PH/60HZ
- Dual Mechanical Seals, Oil-Filled Motor
- 50' Power/Control Cables
- Factory Certified Performance Testing

STH, Inc.
97 D Monocacy Blvd
Frederick MD 21701
Phone: (301) 682-3390
Fax: (301) 682-3391

Invoice

INV29342
Date 07/31/2025

Item	Amount
5-Year Pro-Rated Warranty (includes one shelf spare)	
Qty.3 Myers Pump Repair Kit as Required	
Qty.2 Lift Out Rail System(s) (2" Guide Rails by Contractor) Qty.2 Top Rail Support(s) Qty.2 Intermediate Guide Bracket(s) Qty.2 Lifting Chain(s)	
Qty.1 Wager 2050-100SA Odor Control Unit w/ Complete Set of Replacement Media	
Qty. 1 STH Start-Up Supervision Included, 1 Day	
Qty.1 F.O.B. Factory Freight Allowed	
Notes: -Offloading, installation and integration by others -All items not specifically detailed above are to be supplied by others -Controls by others -Jib crane existing, none quoted	
Freight Allowed Freight allowed - prepaid transportation charges which are included in the contract price	$110.00
Startup Deferred Startup Note: Start-up is required to validate warranty	$136.00

PAY NOW ONLINE

-OR-

PLEASE REMIT PAYMENT TO:
STH, Inc.
97 D Monocacy Blvd
Frederick MD 21701

Subtotal	$7,420.00
Tax Total (%)	$511.70
Total	$7,931.70
Amount Paid	$0.00
Amount Due	$7,931.70

STH Valued Customer:

The attached invoice has been issued to your account. Please note, this is the only original copy you will receive, no copy will be sent by mail. To open, double click on the attached file. You must have Adobe Acrobat reader to read this PDF file. If there is anything not billed correctly, i.e. tax, price, etc. please contact us immediately to get the issue resolved. If order is tax exempt please provide STH the exemption form within 30 days of the invoice date. If the form is not submitted customer will be liable for all taxes on the invoice.

Thank you for your business.

STH, Inc.
97 D Monocacy Blvd
Frederick MD 21701
Phone: (301) 682-3390
Fax: (301) 682-3391

Invoice

INV29341

Date 07/31/2025

Bill To
HRI, Inc.
1750 West College Avenue
State College PA 16801
United States

Ship To
HRI, Inc.
842 S George St
Charles Town WV 25414
United States

TOTAL

$8,439.00

Due Date: 09/29/2025

Project #	Title	Reference
PRJ6684	Charles Town Utility Board 2023 Collection System Project	Jett Farm PS

Customer PO #	Primary Sales Rep	Terms	Due Date
PO#2332051	Cameron A Hallock	Payment Schedule	09/29/2025

Item	Amount

45/45/10 PAYMENT SCHEDULE
PAYMENT TERMS:

45/45/10 PAYMENT SCHEDULE

45% Due at Release of Components to Production

45% Due at Shipment of Material to Job Site/Customer/Offsite Storage

Note: STH must receive payment five business days prior to the estimated ship date.

10% Balance due at startup or 60 days from shipment, whichever occurs first.

STH STANDARD CONDITIONS:

Start-up & Warranty will not be provided until complete payment has been received. All applicable federal and state taxes NOT included. F.O.B. Shipping Point TERMS: Purchase Order or Signed Purchase Agreement. Payment: Per payment schedule; Past due accounts are subject to 2% per month service charge; annual percentage rate of 24%. All attorney fees and court costs incurred in collection of past due accounts will be added to amount due. No warranty or service will be honored on any equipment that has not been paid in full.

Booster Pump System — $7,564.00

STH Wastewater Pump Station Equipment Proposal, to Include the Following:

JETT FARM PUMP STATION

Qty.3 Myers Submersible Grinder Pump, Model WGX100H

Rated for 90 GPM @ 151' TDH

&

129 GPM @ 110' TDH

10 HP, 3450 RPM, 230V/3PH/60HZ

Dual Mechanical Seals, Oil-Filled Motor

STH, Inc.
97 D Monocacy Blvd
Frederick MD 21701
Phone: (301) 682-3390
Fax: (301) 682-3391

Invoice

INV29341
Date 07/31/2025

Item	Amount
50' Power/Control Cables Factory Certified Performance Testing 5-Year Pro-Rated Warranty (includes one shelf spare)	
Qty.3 Myers Pump Repair Kit as Required	
Qty.2 Lift Out Rail System(s) (2" Guide Rails by Contractor) Qty.2 Top Rail Support(s) Qty.2 Intermediate Guide Rail Bracket(s) Qty.2 Lifting Chain(s)	
Qty.1 Thern Portable Electric Davit Crane w/ Base & Cables as Required	
Qty.1 Wager 2050-50 Odor Control Unit w/ Complete Set of Replacement Media	
Qty. 1 STH Start-Up Supervision Included, 1 Day	
Qty.1 F.O.B. Factory Freight Allowed	
Notes: -Offloading, installation and integration by others -All items not specifically detailed above are to be supplied by others -Controls by others	
Freight Allowed Freight allowed - prepaid transportation charges which are included in the contract price	$200.00
Startup Deferred Startup Note: Start-up is required to validate warranty	$136.00

PAY NOW ONLINE

-OR-

PLEASE REMIT PAYMENT TO:
STH, Inc.
97 D Monocacy Blvd
Frederick MD 21701

Subtotal	$7,900.00
Tax Total (%)	$539.00
Total	$8,439.00
Amount Paid	$0.00
Amount Due	$8,439.00

CP&P
CONCRETE PIPE & PRECAST

Mail Remittance To:
210 Stone Spring Road
Harrisonburg, VA 22801
Phone: (540) 434-6979
CP&P

Invoice No 895582
Customer No 05361
Sales Order No 167277

Sold to: HRI, INC
1750 WEST COLLEGE AVE
STATE COLLEGE, PA 16801

Ship to: Charlestown Utility Board 2023 Collection Syst Prj
661 South George Street Suite 101
Charlestown, WV 25414

Job Name: Charlestown Utility Board 2023 Collection Syst Prj
Job Type: Precast

#:
Fed Project #:
DOT Project #:
Municipality #:
PO: 2348106

INVOICE DATE	ORDER FACILITY	SALES REP	TERMS
8/27/2025	Martinsburg	cshade	NET 45

Structure/Part Number	Description	U/M	Qty Ordered	Qty Invoiced	Shipper	Ship Date	Shipping Facility	Unit Price	Price
LP-MV	Meter MH			PO:				$6,449.00	$6,449.00
060052B08E06W06J3ASVF	60Ø x 52 Ext 6 Base 8 SU OFF3 Job	EA	1.0000	1.0000	893366	8/25/2025	Martinsburg		
060048RW06J3ASAF00J	60Ø x 48 Riser Cage SU OFF3 Step 16 Job	EA	1.0000	1.0000	893366	8/25/2025	Martinsburg		
HCHHALR1R60ALUMJ	HALLIDAY R1R 60 Aluminum Hatch Job	EA	1.0000	1.0000			Martinsburg		
GSKT060MHSO2074GISO1	60" MH SO PSC 207-4G 1760 Gasket (ASH,HBG,MBG,SLM)	EA	1.0000	1.0000	893366	8/25/2025	Martinsburg		
								Tax	$451.43
								Str LP-MV Total	**$6,900.43**
ZAPS-5A	Sanitary Manhole RD	**Complete**		**PO:**				$1,668.90	$1,668.90
048036B08E06W05J23SVF0	48Ø x 36 Ext 6 Base 8 BU-OR Job (INV)	EA	1.0000	1.0000	893366	8/25/2025	Martinsburg		
INV48CHSMJ	48 Dia Invert Channel (12" and smaller) Job	EA	1.0000	1.0000	893366	8/25/2025	Martinsburg		
GSKTPSXDD1208A	PSX Direct Drive 12-08A Gasket	EA	2.0000	2.0000	893366	8/25/2025	Martinsburg		
ADJRNG24IDX4HX8WDC	Adjusting Ring 24ID X 4H X 8W Dry Cast	EA	2.0000	2.0000	893366	8/25/2025	Martinsburg		
CSTEJ10451040ASSFC	EJ 1045 & 1040A SANITARY SEWER F&C	SET	1.0000	1.0000	893366	8/25/2025	Martinsburg	$980.00	$980.00
048FTSPECBUJ	48Ø x 24Ø x 4 Flattop BU-OR Job **Must use Domestic Lifters **	EA	1.0000	1.0000	893366	8/25/2025	Martinsburg		
GSKT048MHOR1116ISO080	48" MH O-Ring PSC 11/16 0870 Gasket (MBG)	EA	1.0000	1.0000	893366	8/25/2025	Martinsburg		
								Tax	$185.42
								Str ZAPS-5A Total	**$2,834.32**
ZAPS-5B	Sanitary Manhole RD	**Complete**		**PO:**				$1,808.90	$1,808.90
048030B08E06W05J23SVF0	48Ø x 30 Ext 6 Base 8 BU-OR Job (INV)	EA	1.0000	1.0000	893366	8/25/2025	Martinsburg		

Office Copy

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2022 Sewer Collection System Project
Schedule B - Internal Purposes Only

A. COST OF PROJECT	APPROVED CONSTRUCTION BUDGET	Resolution No. 10 Request for Payment (RFP) # 10 CIF # 7	Resolution No. 11 Request for Payment (RFP) #11 CWSRF # 4	Resolution No. 12 Request for Payment (RFP) #12 CWSRF # 5	Resolution No. 13 Request for Payment (RFP) # 13 CIF # 8	Resolution No. 14 Request for Payment (RFP) # 14 CIF # 9	Resolution No. 15 Request for Payment (RFP) #15 CWSRF # 6	Resolution No. 16 Request for Payment (RFP) # 16 CIF # 10	Resolution No. 17 Request for Payment (RFP) #17 CWSRF # 7	BALANCE REMAINING
1 **CONSTRUCTION**										
a. Contract	$ 6,074,000.00	$ -	$ 21,600.00	$ 506,828.03	$ -	$ -	$ 620,946.92	$ -	$ 278,099.71	$ 4,449,839.34
2 **CONSTRUCTION CONTINGENCY**										
a. Construction Contingency - (Note #1)	$ 303,684.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 303,684.00
b. B&O Tax Contingency (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
3 **LEGAL SERVICES**										
a. Project Attorney - (Note #4)	$ 170,000.00	$ 812.50	$ -	$ -	$ -	$ 2,957.50	$ -	$ 682.50	$ -	$ 20,013.91
4 **ACCOUNTING SERVICES**										
a. Project Account - CPA	$ 30,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,787.50
5 **ENGINEERING SERVICES**										
a. RK&K Engineering fees	$ 596,090.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,670.19
b. GDF Engineering (Construction Admin & RPR)	$ 300,000.00	$ 24,305.25	$ -	$ -	$ 32,559.03	$ 35,677.65	$ -	$ 34,055.35	$ -	$ 109,810.18
6 **ADMINISTRATIVE SERVICES**										
a. Other Administrative Costs	$ 8,850.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,472.86
7 **LANDS/EASEMENTS**										
a. Easements	$ 50,600.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,275.00
b. R/W Agent - (Note #2)	$ 100,690.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
c. Permits - (Note #2)	$ 6,859.28	$ 1,170.00	$ -	$ -	$ -	$ 1,550.00	$ -	$ -	$ -	$ 3,139.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ -	$ 2,141.37	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 7,776,374.00**	**$ 26,287.75**	**$ 21,600.00**	**$ 506,828.03**	**$ 32,559.03**	**$ 42,326.52**	**$ 620,946.92**	**$ 34,737.85**	**$ 278,099.71**	**$ 5,026,251.89**
B. COST OF FINANCING										
9 Registrar Fees	$ 650.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10 Bond Counsel (S&J)	$ 40,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11 Sub Total of Financing - Line 9-10	**$ 40,650.00**	**$ -**	**$ -**							**$ -**
12 Total Project Costs Line 8 + Line 11	**$ 7,817,024.00**	**$ 26,287.75**	**$ 21,600.00**	**$ 506,828.03**	**$ 32,559.03**	**$ 42,326.52**	**$ 620,946.92**	**$ 34,737.85**	**$ 278,099.71**	**$ 5,026,251.89**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) # 10 CIF # 7	Request for Payment (RFP) #11 CWSRF # 4	Request for Payment (RFP) #12 CWSRF # 5	Request for Payment (RFP) # 13 CIF # 8	Request for Payment (RFP) # 14 CIF # 9	Request for Payment (RFP) #15 CWSRF # 6	Request for Payment (RFP) # 16 CIF # 10	Request for Payment (RFP) #17 CWSRF # 7	BALANCE REMAINING
1 INTERNAL FUNDS										
a. Capacity Improvement Fees	$ 3,057,560.00	$ (26,287.75)	$ -	$ -	$ (32,559.03)	$ (42,326.52)	$ -	$ (34,737.85)	$ -	$ 1,931,598.55
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,179,040.00**	**$ (26,287.75)**	**$ -**	**$ -**	**$ (32,559.03)**	**$ (42,326.52)**	**$ -**	**$ (34,737.85)**	**$ -**	**$ 2,053,078.55**
2 GRANT FUNDS										
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,077,000.00
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500,000.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,577,000.00**
3 BOND ISSUE										
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ -	$ (21,600.00)	$ (506,828.03)	$ -	$ -	$ (620,946.92)	$ -	$ (278,099.71)	$ 1,180,173.34
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 216,000.00
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ (21,600.00)**	**$ (506,828.03)**	**$ -**	**$ -**	**$ (620,946.92)**	**$ -**	**$ (278,099.71)**	**$ 1,396,173.34**
4 Total Sources of Funds Line 1-3	**$ 7,817,024.00**	**$ (26,287.75)**	**$ (21,600.00)**	**$ (506,828.03)**	**$ (32,559.03)**	**$ (42,326.52)**	**$ (620,946.92)**	**$ (34,737.85)**	**$ (278,099.71)**	**$ 5,026,251.89**

Note #1 - 12/10/2024 - The CWSRF loan in the amount of $216,016 was shown as $216,000 on the closing documentation. Per the State, the CWSRF loan and the total project costs line items on the Schedule B were reduced by $16.00 to correct the error.

Note #2 - 12/11/2024 - Line item R/W Agent was decreased by $1,444.28 to actual, line item Permits was decreased by $140.72, and the line item for Plats was increased by $1,585.00.

Note #3 - 6/11/2025 - Change Order No. 1 - Upon the denial of the B&O waiver request by the City of Charles Town and the City of Ranson, the CTUB Board approved the payment of the B&O taxes to both municipalities to be paid from internal funds.

Note #4 - 6/25/2025 - Amendment No. 2 was approved to increase project legal services by $30,000, not to exceed $170,000.

Note #5 -8/5/2025 - Line item Admin Costs was decreased by $1,150 and the line item for Plats was increased by $1,150.

CHARLES TOWN UTILITY BOARD

Wednesday, September 24, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Collection System Project - Work Change Order No. 9 - 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, September 24, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Utility Manager Report

CHARLES TOWN UTILITY BOARD

Wednesday, September 24, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, September 24, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

September 24, 2025

Attachments:

Board Report 09.24.25.pdf

Totals by Year-Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	**5-50**	**$4,750.00**	**$0.00**	**$0.00**	**$4,750.00**
Sewer	**5-60**	**$4,750.00**	**$0.00**	**$0.00**	**$4,750.00**
	Year Total:	**$9,500.00**	**$0.00**	**$0.00**	**$9,500.00**
Water	**6-50**	**$86,631.72**	**$0.00**	**$71,090.91**	**$157,722.63**
Sewer	**6-60**	**$73,957.61**	**$0.00**	**$69,147.98**	**$143,105.59**
	Year Total:	**$160,589.33**	**$0.00**	**$140,238.89**	**$300,828.22**
Total Of All Funds:		**$170,089.33**	**$0.00**	**$140,238.89**	**$310,328.22**

Totals by Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	**50**	**$91,381.72**	**$0.00**	**$71,090.91**	**$162,472.63**
Sewer	**60**	**$78,707.61**	**$0.00**	**$69,147.98**	**$147,855.59**
Total Of All Funds:		**$170,089.33**	**$0.00**	**$140,238.89**	**$310,328.22**

TOTAL PAGES: 7

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 310,328.22

Security Deposit Refunds, checks dated 9/10/2025: 1,422.03

Atlantic Machinery, check dated 9/11/2025: 27,990.00

B.A. Martin Certified Welding, check dated 9/11/2025: 45,750.00

Security Deposit Refunds, checks dated 9/24/2025: 2,344.14

Total: $ 387,834.39

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
WVWAT005		WV WATER DEVELOPMENT AUTH	*Account Continued*				

Total Purchase Orders: 109 Total P.O. Line Items: 0 Total List Amount: $310,328.22 Total Void Amount: $0.00

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
SHENA005		SHENANDOAH SALES & SERVICE INC					
26-00411	08/21/25	SEWER VEHICLE SERVICE	Open	$175.08	$0.00		
26-00412	08/28/25	GODWIN PUMP REPAIR	Open	$1,115.65	$0.00		
			Vendor Total:	**$1,290.73**			
SRHAR005		SR HARPER, INC					
26-00421	08/25/25	POND AERATOR/MIXER	Open	$16,400.00	$0.00		
STATE020		STATE CERTIFIED TERMITE & PEST					
26-00413	09/09/25	MAINT SHOP YELLOW JACKETS	Open	$125.00	$0.00		
STHIN005		STH, INC.					
26-00414	09/11/25	INTAKE PUMP REPAIR	Open	$3,596.74	$0.00		
CITHO005		THE CI THORNBURG CO, INC.					
26-00368	09/05/25	TRANSCEIVER	Open	$7,155.00	$0.00		
26-00369	09/04/25	CLAMP, SADDLE, TUBING	Open	$1,136.00	$0.00		
26-00438	09/01/25	ALLY METERS	Open	7,920.00-	$0.00		
26-00463	09/17/25	FIP/CTS PJ	Open	$359.50	$0.00		
26-00464	09/17/25	CHLORINE	Open	$2,804.11	$0.00		
			Vendor Total:	**$3,534.61**			
CINCI005		THE CINCINNATI INSURANCE					
26-00367	09/02/25	GF FM RNWL 9/12/25-9/12/26	Open	$1,000.00	$0.00		
VITAL005		VITAL SIGNS					
26-00455	09/17/25	SIGN	Open	$45.00	$0.00		
JERIA005		WEBSTERS GENERAL CONTRACTING L					
26-00431	09/15/25	406 S SAMUEL ST RMVL TRANSITEP	Open	$350.00	$0.00		
WINCH030		WINCHESTER NOLAND CO.					
26-00460	09/10/25	BLEACH	Open	$25.74	$0.00		
WIREL005		WIRELESS NETWORKS GROUP, INC					
26-00469	07/31/25	MISC SVCS, JULY	Open	$7,300.00	$0.00		
26-00470	09/23/25	CT RD MODS/ADDTNS	Open	$3,000.00	$0.00		
			Vendor Total:	**$10,300.00**			
WVAME005		WV AMERICAN WATER					
26-00415	09/01/25	USAGE DATA - 3,005	Open	$601.00	$0.00		
WVDEP005		WV DEPT OF HEALTH & HUMAN					
26-00416	09/04/25	BACTERIOLOGICAL TEST	Open	$184.00	$0.00		
26-00417	09/04/25	BACTERIOLOGICAL TEST	Open	$230.00	$0.00		
26-00418	09/08/25	BACTERIOLOGICAL TEST	Open	$92.00	$0.00		
			Vendor Total:	**$506.00**			
WVWAT005		WV WATER DEVELOPMENT AUTH					
26-00457	09/24/25	#2017-175 INFRSTRCTR FNDPRJCT	Open	$1,173.60	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
KAYCA005		KAY CASTO & CHANEY PLLC					
26-00424	09/09/25	CLLCTNSYS PRJCT: THRU 8/31/25	Open	$682.50	$0.00		
26-00425	09/09/25	MIDDLEWAY: THRU 8/31/25	Open	$2,990.00	$0.00		
26-00452	09/16/25	WVAW: THRU 8/31/25	Open	$4,752.01	$0.00		
26-00458	09/09/25	CIF MATTERS: THRU 8/31/25	Open	$65.00	$0.00		
			Vendor Total:	**$8,489.51**			
KMELE005		KM ELECTRICAL SOLUTIONS L					
26-00429	09/16/25	TUSC FOUNTAIN DIST PWR	Open	$4,160.00	$0.00		
LOVEL005		LOVELYPIXELS LLC					
26-00398	08/15/25	ANNUAL HOSTING	Open	$1,500.00	$0.00		
MCKIN005		MCKINNEY'S AUTO REPAIR					
26-00400	09/10/25	SERVICE WATER VEHICLE	Open	$122.13	$0.00		
26-00401	08/27/25	REPAIR MAINT VEHICLE	Open	$1,258.93	$0.00		
26-00430	09/15/25	SEWER VEHICLE SERVICE	Open	$193.81	$0.00		
			Vendor Total:	**$1,574.87**			
MISSU005		MISS UTILITY OF WV, INC.					
26-00402	09/08/25	MESSAGE FEES: AUG	Open	$578.15	$0.00		
MSASA005		MSA SAFETY INCORPORATED					
26-00403	09/11/25	CALIBRATE/REPAIR GAS MONITORS	Open	$265.00	$0.00		
26-00404	09/11/25	CALIBRATE/REPAIR GAS MONITORS	Open	$265.00	$0.00		
26-00405	09/11/25	CALIBRATE/REPAIR GAS MONITORS	Open	$265.00	$0.00		
			Vendor Total:	**$795.00**			
NBCEN005		NB & C ENGINEERING SERVIC					
26-00453	08/21/25	STRUCTURAL ANALYSIS AT&T	Open	$1,100.00	$0.00		
PERRY005		PERRY & ASSOCIATES, CPA'S					
25-00047	06/30/25	PREPARATION OF AUDIT YE 2024	Open	$9,500.00	$0.00		
PREMI015		PREMIER CONTRACTING LLC					
26-00406	09/11/25	SWR LTRL 416 S WEST ST	Open	$1,831.20	$0.00		
PREMI010		PREMIER RISK MANAGEMENT SOLUTI					
26-00407	09/10/25	SFTY CNSLTING: 8/01 - 8/31/25	Open	$1,629.07	$0.00		
PROTO005		PROTOUCH COMMUNICATIONS, LLC					
26-00408	09/05/25	AUG SVCS: AFTER-HRS EMERGENCY	Open	$163.39	$0.00		
RAFTE005		RAFTELIS FINANCIAL CONSULTANTS					
26-00409	09/12/25	WA & SWR CAPACITY FEE STUDY	Open	$1,648.02	$0.00		
ROBER025		ROBERT LYNN KERSHNER					
26-00410	09/03/25	SVC CLL: FLWNGSPGS PS	Open	$8,462.50	$0.00		
26-00454	09/17/25	NEW TRANSFORMERS FOR BLOWERS	Open	$5,054.00	$0.00		
			Vendor Total:	**$13,516.50**			

Charles Town Utility Board
Purchase Order Listing By Vendor Name

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
GUTTM005		GUTTMAN ENERGY					
26-00385	09/07/25	W/E 9/07/25	Open	$1,456.40	$0.00		
26-00419	09/14/25	W/E 9/14/25	Open	$2,029.05	$0.00		
			Vendor Total:	**$3,485.45**			
GWIND005		GWIN DOBSON & FOREMAN INC					
26-00386	08/31/25	WWTP MAINT BUILDING	Open	$7,236.80	$0.00		
26-00387	08/31/25	WTP CHLORINE ROOM	Open	$3,709.64	$0.00		
26-00388	08/31/25	CT ASST MNGMNT PLAN	Open	$2,516.15	$0.00		
26-00389	08/31/25	WW RETAINER SVCS	Open	$1,058.09	$0.00		
26-00422	08/31/25	CLLCTN SYS PRJCT RPR SVCS	Open	$22,374.88	$0.00		
26-00423	08/31/25	WW CLLCTN SYS PRJCT	Open	$11,680.47	$0.00		
			Vendor Total:	**$48,576.03**			
HACHC005		HACH COMPANY					
26-00426	09/15/25	MISC FOR WTP	Open	$2,289.28	$0.00		
26-00447	09/18/25	ELECTRODE	Open	$539.00	$0.00		
26-00448	09/18/25	TNT+	Open	$95.29	$0.00		
			Vendor Total:	**$2,923.57**			
HDSUP005		HD SUPPLY INC					
26-00390	09/08/25	CHEMKEY	Open	$76.69	$0.00		
26-00391	09/08/25	BRUSH, CHEMKEY, LMI REPAIR KIT	Open	$1,039.74	$0.00		
26-00392	09/08/25	VENT TUBE, TRANSMITTR	Open	$1,831.97	$0.00		
26-00393	09/12/25	TNT+	Open	$2,064.10	$0.00		
26-00420	09/15/25	TNT+	Open	$228.00	$0.00		
			Vendor Total:	**$5,240.50**			
IANED005		IAN EDWARDS					
26-00399	09/02/25	BURNS BOOSTER STN LEVER BAR	Open	$660.00	$0.00		
INTEL005		INTELLIPOINT TECHNOLOGIES					
26-00394	09/05/25	IT-REGULAR-REMOTE	Open	$225.00	$0.00		
INWOO005		INWOOD QUARRY, INC.					
26-00395	09/05/25	I10 & C2 PICKUPS: 9/05/25	Open	$611.86	$0.00		
26-00449	09/17/25	M5 & SII PICKUPS: 9/17/25	Open	$509.72	$0.00		
			Vendor Total:	**$1,121.58**			
JAMES005		JAMES RIVER EQUIPMENT					
26-00396	09/04/25	MINI EXCAVATOR KEY	Open	$33.80	$0.00		
JEFFE005		JEFFERSON PUBLISHING COMP					
26-00397	08/28/25	HYDRNTFLSHNG ADS: 8/28 & 9/04	Open	$40.30	$0.00		
26-00450	09/11/25	CLASSIFIED 9/11/25	Open	$34.18	$0.00		
			Vendor Total:	**$74.48**			
JOHNK005		JOHN K DORSEY					
26-00451	09/18/25	WILTS PS SWR PRJCT	Open	$775.00	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
COYNE005		COYNE CHEMICAL					
26-00374	08/28/25	CONTAINER RETURNS	Open	20.00-	$0.00		
26-00375	08/28/25	AMMONIUM SULFATE 40% NSF	Open	$5,021.77	$0.00		
26-00461	09/18/25	ZETAG 8848 FS	Open	$10,455.17	$0.00		
26-00465	09/18/25	AMMONIUM SULFATE 40% NSF	Open	$2,363.14	$0.00		
26-00467	09/18/25	CONTAINER RETURNS	Open	975.00-	$0.00		
			Vendor Total:	**$16,845.08**			
CSXTR005		CSX TRANSPORTATION, INC					
26-00436	09/16/25	ANNUAL PIPELINE FEES	Open	$100.00	$0.00		
CUMMI010		CUMMINS, INC					
26-00466	09/19/25	SAMUEL ST PS REPAIRS	Open	$2,509.66	$0.00		
DELLM005		DELL MARKETING L.P.					
26-00376	09/05/25	ETHERNET CONTROLLER	Open	$68.39	$0.00		
DIWGR005		DIW GROUP, INC					
26-00471	09/22/25	CTUB GENERAL SERVICES	Open	$145.00	$0.00		
26-00472	09/22/25	HUNTFIELD PHASE 5B	Open	$4,225.00	$0.00		
26-00473	09/22/25	NORBORNE GLEBE	Open	$6,379.75	$0.00		
26-00474	09/22/25	KINGS CROSSING	Open	$1,521.00	$0.00		
26-00475	09/22/25	SHENANDOAH SPRINGS	Open	$380.25	$0.00		
			Vendor Total:	**$12,651.00**			
DODSO010		DODSON SEPTIC SERVICES, LLC					
26-00437	09/08/25	303 S MARSHALL ST PS	Open	$375.00	$0.00		
EASTM005		EAST MOUNTAIN HEALTH PHYSICIAN					
26-00377	08/31/25	R.CORBIN HEP A&B VACC	Open	$240.00	$0.00		
EJUSA005		EJ USA, INC.					
26-00378	09/10/25	PS WET WELL COVERS	Open	$1,382.82	$0.00		
26-00428	09/15/25	TALL FRAME, COVER	Open	$3,027.05	$0.00		
			Vendor Total:	**$4,409.87**			
FREDE005		FREDERICKTOWNE LABS INC					
26-00379	08/01/25	TESTING	Open	$2,855.00	$0.00		
26-00380	08/01/25	TESTING	Open	$6,960.25	$0.00		
			Vendor Total:	**$9,815.25**			
GERAL005		GERALD TAYLOR CO., INC.					
26-00381	08/31/25	PUMP / TRANSPORT	Open	$1,225.12	$0.00		
26-00382	08/31/25	PUMP / TRANSPORT	Open	$408.80	$0.00		
26-00383	09/09/25	PUMP / TRANSPORT	Open	$408.80	$0.00		
26-00384	09/09/25	TRANSPORT	Open	$1,029.60	$0.00		
26-00439	09/16/25	PUMP / TRANSPORT	Open	$1,115.50	$0.00		
26-00440	09/16/25	TRANSPORT	Open	$720.72	$0.00		
			Vendor Total:	**$4,908.54**			

Charles Town Utility Board
Purchase Order Listing By Vendor Name

09/23/2025
11:48 AM

Ranges	Item Status	Purchase Types	Misc
Range: *First to Last*	***Open:*** *N*	***Bid:*** *Y*	***P.O. Type:*** *All*
Rcvd Batch Id Range: *First to Last*	***Void:*** *N*	***State:*** *Y*	***Format:*** *Condensed*
Paid Date Range: *09/24/25 to 06/30/26*	***Paid:*** *Y*	***Other:*** *Y*	***Include Non-Budgeted:*** *Y*
	Held: *N*	***Exempt:*** *Y*	***Prior Year Only:*** *N*
	Aprv: *N*		***Vendors:*** *All*
	Rcvd: *N*		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
WILLI015		ALL AMERICAN PAVING					
26-00435	09/18/25	CONCRETE 6/9 & ASPHALT 6/10	Open	$12,246.00	$0.00		
26-00441	09/18/25	7/9 ASPHALT	Open	$9,650.00	$0.00		
26-00443	09/18/25	ASPHALT & CONCRETE 8/21/25	Open	$12,962.00	$0.00		
			Vendor Total:	**$34,858.00**			
AMERI015		AMERIGAS PROPANE LP					
26-00362	08/31/25	TANK RENTAL: 266 EDMOND DR	Open	$172.88	$0.00		
26-00462	09/17/25	PROPANE: 68 PLANTATION LN	Open	$704.56	$0.00		
			Vendor Total:	**$877.44**			
AUTOZ005		AUTOZONE					
26-00444	09/18/25	BATTERY FOR MOOSE PS	Open	$25.21	$0.00		
BAMAR005		B.A. MARTIN CERTIFIED WEL					
26-00445	09/16/25	SWAY RODS @ CT WATER TANK	Open	$49,250.00	$0.00		
BLUET005		BLUETRITON BRANDS INC					
26-00363	09/12/25	MNTHLY SVC@ 661 & 842	Open	$388.79	$0.00		
BRIAN005		BRIAN RINGEL OR KAYLA CHAMBERS					
26-00446	08/01/25	EASEMENT: MAP 10A PARCEL 13	Open	$5,000.00	$0.00		
CHAMP005		CHAMPION INDUSTRIES, INC					
26-00365	08/29/25	PRINTING SVCS AUG	Open	$2,863.01	$0.00		
26-00366	08/29/25	POSTAGE 4 PRINTING SVCS AUG	Open	$7,862.14	$0.00		
			Vendor Total:	**$10,725.15**			
CITYO005		CITY OF CHARLES TOWN					
26-00370	08/28/25	SEPT RENT@ 661 S GEORGE ST	Open	$2,550.00	$0.00		
26-00456	09/15/25	OCT RENT@ 661 S GEORGE ST	Open	$2,550.00	$0.00		
			Vendor Total:	**$5,100.00**			
CLAYT005		CLAYTON SHICH					
26-00364	09/11/25	8" TAP RACE TRACK ST	Open	$850.00	$0.00		
COMPR005		COMPRESSED AIR SERVICES,					
26-00427	09/11/25	CMPRSSR SVC LABOR	Open	$470.54	$0.00		
COOLE005		COOLEY PUBLIC STRATEGIES, LLC					
26-00371	09/02/25	ADD'L AUG 2025 SVCS	Open	$2,000.00	$0.00		
COREM005		CORE & MAIN					
26-00372	09/04/25	TUBE	Open	$147.00	$0.00		
26-00373	09/08/25	FIPTXPJ	Open	$163.76	$0.00		
			Vendor Total:	**$310.76**			

CHARLES TOWN UTILITY BOARD

Wednesday, September 24, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - October 8, 2025 at 4:00 P.M.