CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, OCTOBER 22, 2025

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of October 8, 2025 Regular Meeting Minutes
   UB Minutes 10.08.25.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/89305750166?pwd=8Lb1z2lWLNIW4tUtx0yo0EAYEqd3x8.1

   Meeting ID: 893 0575 0166
   Passcode: 710989
   (301)715-8592

3. **UNFINISHED BUSINESS**
   a. 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.
   b. Fox Glen Subdivision Sewer Extension
   Fox Glen Parcels.pdf
   Why Maintain Your Septic System US EPA.pdf
   Resolving Septic System Malfunctions US EPA.pdf
   Septic Systems and Drinking Water US EPA.pdf

4. **NEW BUSINESS**
   a. Hite Road Park Sewer Request
   b. Collection System Project - Resolution No. 18 - WDA Payment #2, CIF Payment #11
      Collection System Project - Resolution No. 18.pdf
   c. Collection System Project - Resolution No. 19 - CIF Payment #12
      Collection System Project - Resolution No. 19.pdf
   d. Chlorine Room Modifications Project - Resolution No. 2
      Chlorine Room Modification Project - Resolution No. 2.pdf
   e. WV-003 Sawgrass Drive - AT&T 4th Lease Amendment
      WV-003 Sawgrass Drive AT-T 4th Amd.pdf
   f. Ammonium Sensor Quote
      Ammonium Sensor Quote.pdf
   g. Media Farms - Revised Alternate Mainline Extension Agreement
      Media Farms Sewer AMEA - Revised.pdf

5. **MANAGER REPORTS**
   a. Utility Manager Report
      Charles Town AOC Termination Notification 09.26.30.pdf
      Avail Ltr Tracking - Rev 10.09.25.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. October 22, 2025
      Board Report 10.22.25.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - November 12, 2025 at 4:00 P.M.

CHARLES TOWN UTILITY BOARD

Wednesday, October 22, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of October 8, 2025 Regular Meeting Minutes

Attachments:

UB Minutes 10.08.25.pdf

Charles Town Utility Board
Regular Board Meeting
October 8, 2025

The Charles Town Utility Board held a regular meeting on October 8, 2025 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member; and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; Ashley Stottlemyer, Secretary and Robert Rodecker, Legal Counsel (Zoom).

April Shultz, Assistant Utility Manager and County Commission Liaison, Commissioner Mike Mood were absent from the meeting.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of September 24, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the September 24, 2025 regular meeting minutes. Mr. Pierson requested his name be removed from all motions at the last meeting relating to the CIF table drop as he claimed they were inappropriately voted on. The Board provided discussions and since the minutes are an accurate depiction of what happened at the meeting, Mr. Pierson's request would be in the record for the current meeting minutes.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board approved the September 24, 2025 regular meeting minutes. Mr. Pierson voted no.**

PUBLIC COMMENT

Public comment was received by Jacquelyn Milliron.

UNFINISHED BUSINESS

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.

Mr. Rodecker mentioned WVAW filed exceptions to the Recommended Decision and CTUB and the County Commission filed responses to those exceptions. All parties now await a final decision by the PSC. He also mentioned again the Administrative Law Judge recommended CTUB consider revisiting CIF's.

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

Capacity Improvement Fee Review

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board and Mr. Rodecker, to adopt the Capacity Improvement Fee recommendations as presented by Raftelis on September 15th and as amended by votes of the Board on September 24th for submission to the Charles Town City Council at the soonest possible Council meeting.**

After Board discussions, Mr. Rodecker suggested the Board hear from Raftelis and GDF regarding the Board motions approved at the last meeting.

Action: **Motion made by Maxey, second by Mr. Pierson, the Board unanimously approved tabling the current motion until later in the meeting.**

Mihaela Coopersmith provided the Board with a memo responding to the Board motions and will provide a report based on Raftelis's previous recommendations. Mrs. Stolipher made the clarification that inflation rates were already included in project costs. The Board provided discussions. Mr. Eckenrode provided comments on flow data and gallons per day calculations. After discussions, the Board then allowed for any Board member who voted in favor of the motions from last meeting the opportunity to reconsider their vote based on the information presented. The Chairman stated that based on the testimony from legal counsel and the experts at this meeting, he would switch his votes.

Action: **Motion by the Chairman, second by Mr. Maxey, to reconsider Motion #1; 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. The Chairman withdraws the motion to reconsider Motion #1 as the Board agreed with Raftelis's methodology recommendation.**

Action: **Motion by the Chairman, second by Mr. Maxey, to reconsider Motion #2; 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. The Chairman voted for the motion, but failed due to no other votes.**

Action: **Motion by the Chairman, second by Mr. Maxey, to reconsider Motion #3; 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. The Chairman and Mr. Pierson voted for the motion, Mr. Maxey, Mr. Kratovil, and Mrs. Parker voted no. Motion failed.**

Action: **Motion by the Chairman, second by Mr. Maxey, to reconsider Motion #4; the Charles Town Utility Board recommends that the City Council adopt 280 gallons per day per dwelling unit as the standard residential equivalency for purposes of calculating the Capacity Improvement Fee. The Chairman and Mr. Pierson voted for the motion, Mr. Maxey, Mr. Kratovil, and Mrs. Parker voted no. Motion failed.**

Action: **Motion by the Chairman, second by Mr. Maxey, to reconsider Motion #5; 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. The Chairman and Mr. Pierson voted for the motion, Mr. Maxey, Mr. Kratovil, and Mrs. Parker voted no. Motion failed.**

Action: **Motion by the Chairman, second by Mr. Maxey, to reconsider Motion #6; 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. The Chairman and Mr. Pierson voted for the motion, Mr. Maxey, Mr. Kratovil, and Mrs. Parker voted no. Motion failed.**

Action: **Motion made by Maxey, second by Mrs. Parker, the Board unanimously approved placing the current motion on the table back on the floor.**

Mr. Maxey suggested the Board adopt a policy of annual data reviews in relation to the changing development patterns and inflation rates.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board approved adopting the Capacity Improvement Fee recommendations as presented by Raftelis on September 15th and as amended by votes of the Board on September 24th and reaffirmed at this meeting for submission to the Charles Town City Council at the soonest possible Council meeting. The Chairman and Mr. Pierson voted no.**

Mr. Maxey volunteered to attend the Council meeting with Mrs. Stolipher to present the CIF fees.

Fox Glen Subdivision Presentation

Mrs. Stolipher mentioned as a follow-up to the last meeting, Dr. Terrence Reidy was in attendance to address the Health Departments view of the Fox Glen Subdivision. She stated Region 9 was not available to attend, but provided a printout of grant opportunities. Mr. Reidy briefed the Board on the occasional septic system failure, typically ones that can be repaired, but since there is no inspection the number of failures is unknown. He stated he is not aware of a high number of failures in Fox Glen, but does suggest any new development in that area be hooked to public sewer. The Board provided discussions.

Mr. Ron Marcus reiterated his concerns from the last meeting of the failing systems in that area. He expressed his interest for the Board to consider a collaboration to extend sewer services to Fox Glen. Mrs. Stolipher provided that Region 9 will attend the next meeting to discuss available funding options. The Board provided discussions. Mr. Maxey suggested possibly including this area in the next draft of the strategic plan.

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

NEW BUSINESS

Collection System Project – Change Order #2

Mrs. Stolipher included the Change Order #2 totaling $261,917.04 for various items. Mr. Eckenrode briefed the Board on the changes to manholes, design for a temporary access road, electric and generator for the Lakeland pump station. The Board provided discussions. Mrs. Stolipher mentioned a portion of the costs would be pulled from contingency and the remainder from CIF's.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved Change Order #2.**

Raftelis Change Order

Mrs. Stolipher provided the Raftelis Change Order for an additional $16,000 (not to exceed) to cover the current overage, contingency for future meetings if needed and finalize the report. The Board mentioned they were pleased with the work Raftelis has presented thus far. Mihaela Coopersmith mentioned they would only bill for services requested by the Board.

Action: Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved the Raftelis Change Order.

Collection System Wastewater Treatment Plant Aluminum Translator Study Proposal - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

This item was moved to Executive Session at the end of the meeting.

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided she attended the West Virginia Rivers Coalition and DEP community meeting last month. Mrs. Parker had questions on the revised Consumer Confidence Reports and requested minutes from the Water Advisory Committee meeting. Mr. Maxey had questions on development projections and plant expansions. Mrs. Parker requested adding EDU data to the availability letter spreadsheet that was provided in the packet.

Action: No action required by the Board.

Chairman Report

The Chairman had nothing to report, other than he appreciated the respectful debate held by the Board earlier in the meeting.

Action: No action required by the Board.

APPROVAL OF BILLS

October 8, 2025

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

EXECUTIVE SESSION

Collection System Wastewater Treatment Plant Aluminum Translator Study Proposal - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

Action: Motion by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved convening into Executive Session at 5:46 P.M. to discuss Collection System Wastewater Treatment Plant Aluminum Translator Study Proposal - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the

investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

The Board convened back into public session at 6:09 P.M.

Action: **Motion by Mr. Maxey, second by Mr. Pierson, the Board unanimously accepted the proposal from Potesta Engineers for a scientific study of aluminum in the Evitts Run.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved to adjourn the meeting at 6:10 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, October 22, 2025 at 4:00 P.M. at 661 S. George Street.

Brent Manuel	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, October 22, 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, October 22, 2025

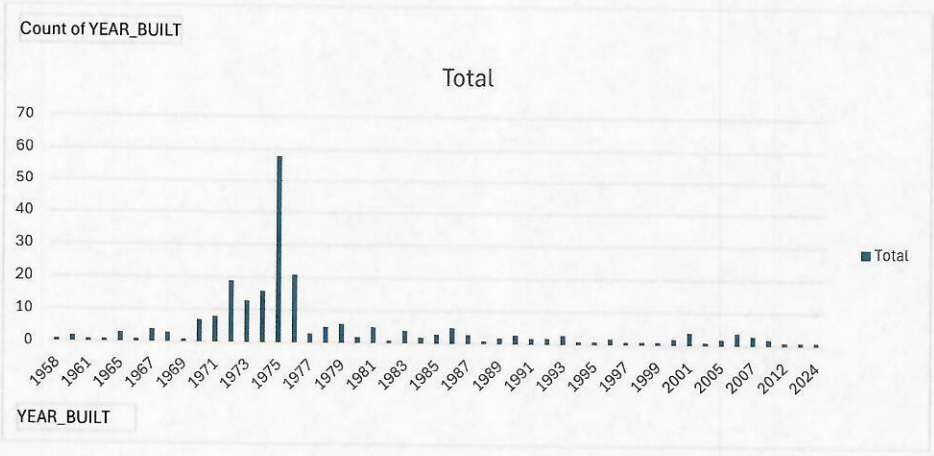
Regular Meeting **661 South George Street**
Charles Town, WV 25414

Fox Glen Subdivision Sewer Extension

Attachments:

Fox Glen Parcels.pdf
Why Maintain Your Septic System US EPA.pdf
Resolving Septic System Malfunctions US EPA.pdf
Septic Systems and Drinking Water US EPA.pdf

Row Labels	Count of YEAR_BUILT
1958	1
1960	2
1961	1
1964	1
1965	3
1966	1
1967	4
1968	3
1969	1
1970	7
1971	8
1972	19
1973	13
1974	16
1975	58
1976	21
1977	3
1978	5
1979	6
1980	2
1981	5
1982	1
1983	4
1984	2
1985	3
1986	5
1987	3
1988	1
1989	2
1990	3
1991	2
1992	2
1993	3
1994	1
1995	1
1996	2
1997	1
1998	1
1999	1
2000	2
2001	4
2002	1
2005	2
2006	4
2007	3
2008	2
2012	1
2022	1
2024	1
Grand Total	**239**



Why Maintain Your Septic System

Maintaining Your Septic System...

Saves you money



Regular septic system maintenance fees of $250 to $500 every three to five years is a bargain compared to the cost of repairing or replacing a malfunctioning system, which can cost between $5,000 and $15,000 for a conventional system. Alternative systems can cost even more. The frequency of pumping required for each system depends on how many people live in the home and the size of the system.

- Decentralized Wastewater Treatment Can Be Cost Effective and Economical (pdf) <https://www.epa.gov/sites/default/files/2015-06/documents/mou-economics-paper-081712_1.pdf> (3.16 MB)

Protects your property value

An unusable septic system or one in disrepair will lower your property value, and potentially can pose a costly legal liability.

- Buying or Selling a Home with an Onsite Wastewater System <https://www.nowra.org/customer-content/www/cms/files/resources/homeowner-onsite-systems-folder.pdf>

Keeps you and your neighbors healthy

Household wastewater contains disease causing bacteria and viruses and high levels of nitrogen and phosphorus. If a septic system is well-maintained and working properly, it will remove most of these pollutants. Insufficiently treated sewage from septic systems can cause groundwater contamination, which can spread disease in humans and animals. Improperly treated sewage poses the risk of contaminating nearby surface waters, and potentially cause various infectious diseases in swimmers, from eye and ear infections to acute gastrointestinal illness and hepatitis.

- Decentralized Wastewater Treatment Can Protect the Environment, Public Health, and Water Quality (pdf) <https://www.epa.gov/sites/default/files/2015-06/documents/mou-public-health-paper-081712_1.pdf> (1.85 MB)

Protects the environment

More than four billion gallons of wastewater are dispersed below the ground's surface every day. Ground water contaminated by poorly or untreated household wastewater poses dangers to drinking water and to the environment. Malfunctioning septic systems release bacteria, viruses, and chemicals toxic to local waterways. When these pollutants are released into the ground, they eventually enter streams, rivers, lakes, and more, harming local ecosystems by killing native plants, fish, and shellfish. Learn more about how septic systems can help support stronger communities.

- Decentralized Wastewater Treatment Can Be Green (pdf) <https://www.epa.gov/sites/default/files/2015-06/documents/mou-green-paper-081712-v2_1.pdf> (2.68 MB)

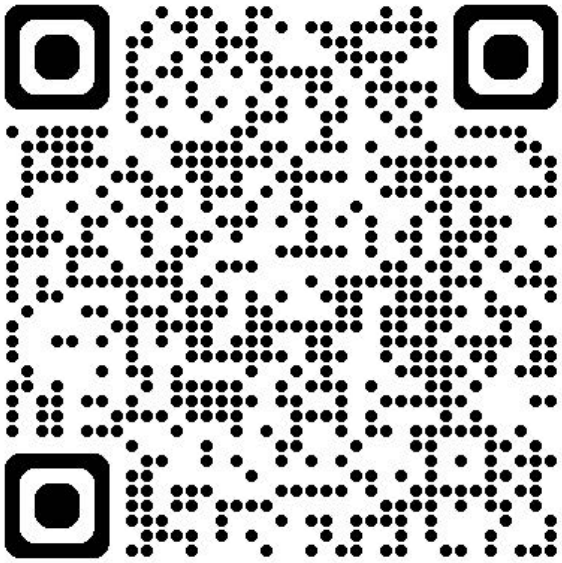
Frequent Questions on Maintaining Septic Systems

- **Who is responsible for maintaining septic systems?**
  - The owner of the system (i.e., the homeowner, property owner, homeowner's association, or other responsible management entity) is responsible for the overall operation, maintenance, and upkeep of the system, including repairs or replacement. The system users (i.e., occupants, tenants) are responsible for the proper use of the system, such as what materials go down the drain, how much water is used, etc.
  - EPA developed the New Homebuyer's Brochure and Guide to Septic Systems <https://epa.gov/septic/new-homebuyers-brochure-and-guide-septic-systems> to help new homeowners better understand maintaining their systems.
- **How often should my septic tank be pumped?**
  - In general, a septic tank should be inspected every 1 to 3 years and pumped every 3 to 5 years. The frequency of pumping the septic tank depends on the tank size, number of people in the household, habits of water use as well as the amount of solids accumulated in the tank. Some alternative systems that are more complex may require more frequent inspection or pumping. If you are unsure, ask your local septic system professional. A septic tank effluent filter may also require frequent maintenance and should be included in the inspection and maintenance activities. It is important to save your system's yearly schedule or maintenance records. See the National Onsite Wastewater Recycling Association's Guide and Record Keeping Folder example <https://www.nowra.org/customer-content/www/cms/files/resources/homeowner-onsite-systems-folder.pdf>.
  - Spring is a great time to service your septic system. EPA developed a customizable postcard <https://epa.gov/septic/spring-postcard> as a reminder to homeowners on the importance of regular preventative system maintenance.

- **I've never pumped my septic tank, is that a problem?**
    - If you have not pumped your septic tank in several years, but do not seem to be having any problems, it may mean one of several things:
        - There is minimal water use in the home, and/or the size of the septic tank and the biological activity maintains the solids at optimal levels. This is rare but may occur when there are only one or two people in the home.
        - The tank has a leak and is discharging wastewater into the ground instead of into the drainfield.
        - The tank is full of solids, which are slowly migrating and may eventually clog the drainfield. This may increase the cost of pumping the tank and may require replacing the entire drainfield if it becomes clogged.
- **What kind of additives are acceptable for use in my septic system?**
    - EPA does not make recommendations on individual septic system products. Commercially available microbiological and enzyme additives are promoted to reduce sludge and scum accumulation in septic tanks. However, these additives are not necessary for a septic system to function properly when treating domestic wastewater. Use caution when using additives in your septic system as they may decrease the performance of septic drainfields, which treat the wastewater from the septic tank. In general, do not use additives made of organic solvents or strong alkali chemicals because they pose a potential threat to soil structure and groundwater.
    - A variety of publications and organizations have assessed the impacts and effectiveness of different kinds of additives. EPA's Onsite Wastewater Treatment Systems Manual <https://epa.gov/sites/default/files/2015-06/documents/2004_07_07_septics_septic_2002_osdm_all.pdf> has additional information. Further, some states and localities have state-specific rules and regulations regarding septic system additives. Contact your local permitting authority (i.e., local health or environmental department) for more guidance.

- **How long does a septic system last?**
  - The lifespan of a septic system depends on the material it is made of, the design, installation, service and exposure conditions, and maintenance of the system. Typically, a septic tank made of concrete may last 50 years or more, although older tanks may not be as well constructed as newer tanks. Tanks made from other materials, such as plastic may last a similar timeframe. See the manufacturer for projected lifespan estimates as well as strength, design, installation, and warranty information.
  - If your septic system includes a pump, many pumps and controls will need to be replaced every 10 to 20 years. If you have an advanced treatment unit, check with the manufacturer for estimates of lifespan and warranty information.
  - If your drainfield is more than 25 to 30 years old, the natural biomat that forms in the bottom of the trenches or beds can thicken and reduce the ability of the drainfield to properly discharge the wastewater into the ground. This can cause ponding in the drainfield, surfacing of untreated wastewater, or backing up into the septic tank and into the plumbing in the house.
  - If your septic system is more than 25 to 30 years old, start planning for an upgrade before you are in an emergency situation. It is likely your system is close to its useful lifespan.

Last updated on March 24, 2025



Resolving Septic System Malfunctions

Why septic systems malfunction



Most septic systems malfunction because of inappropriate design or poor maintenance. Some soil-based systems (those with a drain field) are installed at sites with inadequate or inappropriate soils, excessive slopes, or high ground water tables. These conditions can cause hydraulic failures and contamination of nearby water sources.

Failure to perform routine maintenance can cause solids in the tank to migrate into the drain field and clog the system. Regular maintenance, such as pumping out the septic tank, should be done at least every three to five years. Also, being conservative with water and product use will reduce the load to the system and add to longevity.

What to do if your home floods

If sewage from your plumbing fixtures or onsite system backs up into your home, avoid contact with the sewage as it may contain harmful pathogens. Contact your local health department or regulatory agency for guidance. Cleanup personnel should wear protective clothing (e.g., long rubber gloves, face splash shields).

After cleanup is complete, thoroughly wash all equipment, tools, and clothing used during cleaning as well as the flooded area. Disinfect all items or areas exposed with a mixture of 90 percent water and 10 percent household bleach. The area should be dried

out thoroughly and not used until it has been completely dry for at least 24 hours.

For more information:

- Septic Systems - What to Do after the Flood <https://epa.gov/ground-water-and-drinking-water/septic-systems-what-do-after-flood>
- Septic Systems - What to Do after the Flood Questions and Answers <https://epa.gov/ground-water-and-drinking-water/septic-systems-what-do-after-flood-questions-and-answers>
- Guidance for Septic Systems Before, During and After a Flood (pdf) <https://www.neha.org/images/resources/flooding_guidance_condensed_%28septic%29_6-19-2019.pdf> (489.26 KB)
- If you have a private drinking water well, see what to do with your well after a flood <https://epa.gov/privatewells/what-do-your-private-well-after-flood>.

Whom to contact for help with your septic system

Contact a local septic system service provider, your local health department, or onsite wastewater treatment regulatory agency. Find the telephone number for your local health department online or in your local phone directory.

There are online searchable databases of installers and septic system service providers to find a professional in your area:

- National Onsite Wastewater Recycling Association's Septic Locator <https://www.nowra.org/septic-locator/>
- National Association of Wastewater Technicians <http://www.nawt.org/>
- The National Environmental Services Center <https://www.nesc.wvu.edu/> has a technical assistance hotline that can be accessed toll free at (304) 293-4191.

Frequent Questions on Resolving Septic System Malfunctions

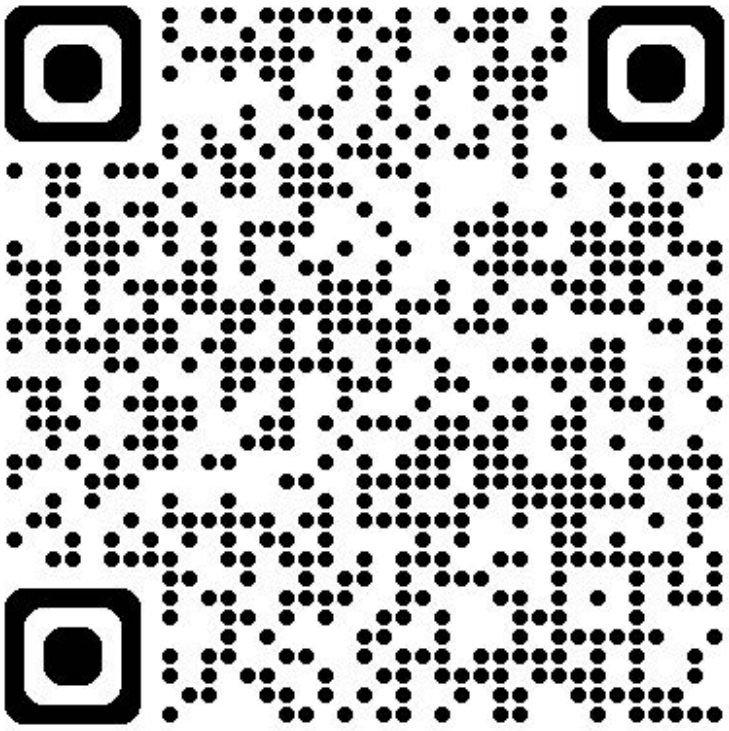
- **How can I prevent a septic system failure?**
  - Regular maintenance is the best method to prevent a septic system failure. Septic maintenance includes inspecting the entire system every 1 to 3 years and pumping the tank every 3 to 5 years. The frequency for pumping the septic tank depends on the tank size, number of people in the household, the water habits and use, if a garbage disposal is used, and the amount of solids accumulated in the tank. A rule of thumb is to pump the tank when the solids are two-thirds of the volume in the tank. Routine maintenance is the responsibility of the home or property owner. If you rent a home, you have responsibility for the proper use and operation of the system.
  - In general, you can avoid a septic system failure by:
    - Inspecting your system every 1 to 3 years
    - Pumping the tank every 3 to 5 years or as needed
    - Avoiding excess water use (e.g. spreading out laundry use over the week)
    - Flushing only human waste and toilet paper down the toilet.
- **What are common signs of a failing septic system?**
  - Water and sewage from toilets, drains, and sinks backing up into the home's plumbing
  - Bathtubs, showers, and sinks draining very slowly
  - Gurgling sounds in the plumbing system
  - Standing water or damp spots near or over the septic tank or drainfield
  - Sewage odors around the septic tank or drainfield
  - Bright green, spongy lush grass over the septic tank or drainfield, even during dry weather
  - Straight pipe discharging untreated wastewater to the ground surface
  - Algae blooms in nearby lakes or waterbodies
  - High levels of nitrates or coliform bacteria in surface waters or drinking water wells

- **If I smell a foul odor coming from my septic system, does that mean my system is failing?**
    - There may be several reasons for the smell, which can occur inside or outside your home. If you notice an odor, it may be coming from a roof vent or other vent pipe that allows the system pressure to equalize. This is a normal part of your system. Sometimes these vents can become obstructed and clogged (from leaves, debris, etc.) or the vent pipe can freeze during prolonged cold spells. These situations could cause an odor inside or outside of your home. Another possibility is a down draft (changes to wind pattern) or other location-specific conditions, which can create an odor inside or outside your home. In these cases, the vent may need to be cleaned or raised. There are charcoal filters available for roof vents that may also alleviate the odors.
    - If your drainfield is not working properly, that could be another reason you smell an odor inside your home or around the septic system. Soft, wet, or spongy soil (especially when there have been no significant rainfall events) around your drainfield is a good indication of a system failure. For general information on maintenance of your septic system, consult EPA's A Homeowners' Guide to Septic Systems <https://epa.gov/sites/default/files/2015-06/documents/septicsmart_longhomeownerguide_english508_0.pdf>.
    - It is not possible to diagnose the exact cause of an odor remotely. EPA recommends you contact a local septic system service provider and/or plumber to address the issue.
- **What about a smell from the septic system in my recreational vehicle (RV), boat or mobile home?**
    - If you spend any time in an RV or boat, you probably know about the problem of odors from sewage holding tanks.
    - Factsheet on Safe Wastewater Disposal for RV, Boat and Mobile Home Owners and Operators <https://epa.gov/septic/safe-wastewater-disposal-rv-boat-and-mobile-home-owners-and-operators> includes information on the dangers of chemical additives, such as holding tank deodorizers.

- **What should I expect in a typical septic system inspection?**
    - Septic system inspections are a vital step in making sure your system is operating properly. Regular inspections ensure you and your family do not get sick due to a leak or other problems with your septic system. Since these wastewater systems are located underground, homeowners may overlook having a septic inspection. Routine inspections help prevent expensive repairs to your system or avoid a sewage backup in your home. In many states, a septic system must be inspected with the transfer of real estate. However, it is not only when you are buying a home that these inspections are needed. Septic system inspections should be done every 1 to 3 years for as long as you own your home.

- In general, an inspection will involve the following:
  - Review of the system permit, design, and installation records (including system age)
  - Review of the septic tank pumping and system maintenance records
  - Opening and inspecting all tanks (septic tank, pump tank, distribution box)
  - Evaluating the septic tank sludge and scum levels and determining the need to pump
  - Assessing the condition of the septic tank effluent filter (if installed)
  - Looking for signs of leakage, such as low water levels in the tank
  - Looking for signs of backup, such as staining in the tank above the outlet pipe
  - Evaluating the integrity of the tank, inlet and outlet pipes and looking for signs of corrosion
  - Verifying all electrical connections, pumps, controls, and wiring are intact
  - Possibly using a camera to look at solid pipes and leach lines for blockages or collapsed piping
  - Evaluating the drainfield for signs of system failure, such as standing water (surfacing) or unequal drainage
  - Possibly excavating parts of the drainfield to look for signs of ponding in the system or groundwater impacting the drainfield
  - Examining the distribution box for structural integrity and to make sure drain lines are receiving equal flow
  - Reviewing other available records on water use and required inspections, monitoring, and reporting to ensure system compliance with local regulations regarding function and permit conditions.
- EPA's Quick Tip Video walks through a typical inspection, "Protect It and Inspect It!"
- Contact your local permitting authority (i.e., local health or environmental department) for a list of professional inspectors in your area.

Last updated on March 31, 2025



Septic Systems and Drinking Water

Septic systems provide wastewater treatment for many homeowners who also often get their drinking water from private wells. If a septic system is not working properly or is located too close to a drinking water well, contaminants from the wastewater can end up in drinking water. Learn how to locate, operate, and maintain your septic system to protect nearby wells.

Use the diagram below to learn about the typical components of a septic system, the potential for contamination of a well by a septic system, and the associated risk factors.

Click numbers on the graphic below to display related information beneath the graphic.

An alternative text version that does not require use of a mouse is available on the table below.

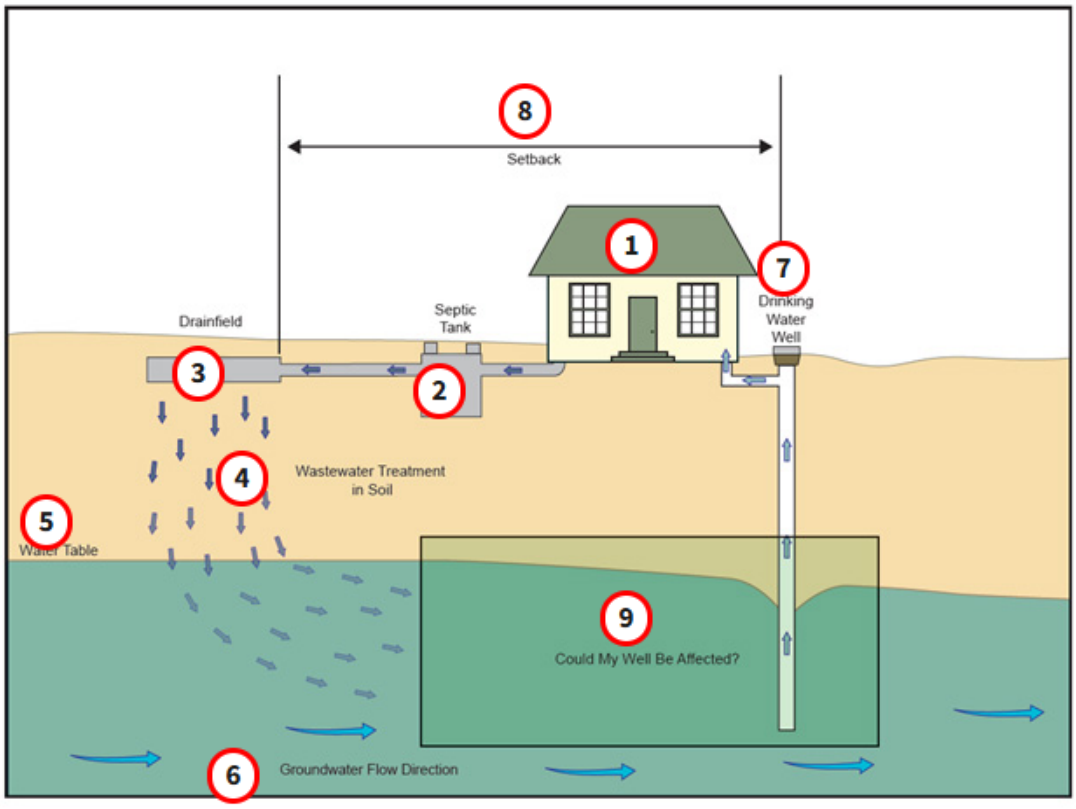


Table on Septic Systems and Drinking Water

Clickable Element	Text	Links
1. Bathrooms and Kitchens	Water from toilets, sinks, showers, and other appliances is called wastewater and can be harmful to human health. Wastewater contains harmful bacteria, viruses, and nutrients that could make you sick if it comes in contact with your drinking water well. Make sure the wastewater is properly treated by your septic system and that your drinking water well is located at the appropriate distance (set back) from your and your neighbor's system. Avoid flushing other chemicals or medications down the drain or toilet since they could also contaminate your drinking water well.	

Clickable Element	Text	Links
2. Septic Tank	Wastewater generated in your home exits through a drainage pipe and into a septic tank. The septic tank is a buried, water-tight container that holds wastewater for separation and treatment. The solids settle to the bottom (sludge) and fats, oil and grease float to the top (scum). Microorganisms act to break down the sludge and destroy some of the contaminants in the wastewater. Your septic tank should be serviced and pumped on a regular basis to make sure it's working properly.	Learn more about how your septic system works <https://epa.gov/septic/how-septic-systems-work>.

Clickable Element	Text	Links
3. Drainfield	The drainfield is a shallow, covered trench made in the soil in your yard. Partially treated wastewater from the septic tank flows out through the drainfield, filters down through the soil and enters the groundwater. If the drainfield is overloaded with too much liquid or clogged with solids, it will flood and cause sewage to surface in your yard or back up into your home.	

Clickable Element	Text	Links
4. Wastewater Treatment in Soil	Filtering wastewater through the soil removes most bacteria and viruses (also known as pathogens) and some nutrients. While soil can treat many contaminants, it cannot remove all of them (e.g., medicines, some cleaning products, other potentially harmful chemicals). If untreated wastewater surfaces in the yard, wastewater may contaminate your drinking water through an unsecured well cap or cracks in the well casing. It's important to avoid flushing medication and chemicals into your wastewater since it could contaminate your drinking water.	
5. Water Table	The water table is found where you first hit water if you dig a hole into the ground.	

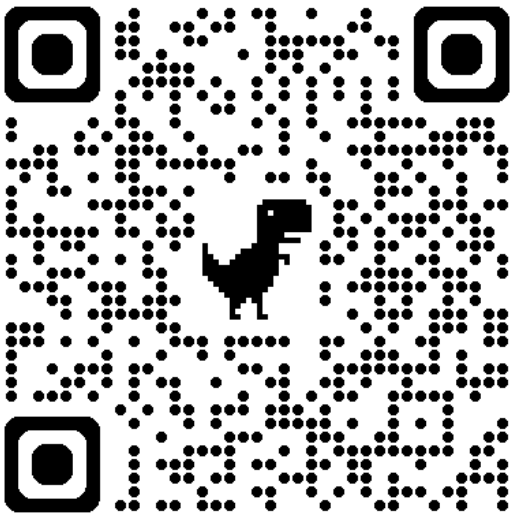
Clickable Element	Text	Links
6. Groundwater	The water below the water table is called groundwater. Groundwater flowing underneath a drainfield captures any remaining contaminants released from the septic system. A drinking water well is at greater risk of becoming contaminated if it is in the path of groundwater flow beneath a septic system.	
7. Drinking Water Well	A drinking water well is drilled or dug into the groundwater so water can be pumped to the surface. Deep wells located farther away from a septic system and not in the path of the groundwater flow from the septic system are least likely to be contaminated. Drinking water wells should be regularly tested to ensure your home's water is safe to drink.	Learn about private water wells <https://epa.gov/privatewells/learn-about-private-water-wells>.

Clickable Element	Text	Links
8. Setback Distance	Most states or local governments require a specific horizontal distance (or setback) between a septic system and a drinking water well. If the soil where you live is sandy, or porous, you may want to place your well farther away than the minimum required distance. Contamination is less likely the farther apart a well is from a septic system.	Consult your local health department about required setback distances in your area.

Clickable Element	Text	Links
9. Could my well be affected?	Your septic system could contaminate your drinking water well or a nearby well under certain conditions. Remember to test the drinking water from your well regularly and take corrective action as needed. The contamination risk to your well is LOWER: • the farther apart the well and septic system are located; • the deeper the well is placed and if it is in bedrock or below a defined layer of silt or clay; or, • when your septic system is pumped, and serviced on a regular basis. The contamination risk to your well is HIGHER: • if the well is at a shallow depth and in permeable soil;	Learn other ways to keep your private well safe from possible sources of contamination <https://epa.gov/privatewells/protect-your-homes-water#welltestanchor>.

Clickable Element	Text	Links
	• if the well is downgradient of the septic system (i.e., if the groundwater flows from the septic system towards the well); • if there are many homes on septic systems near the well; or, • if there is poor construction or maintenance of the well and/or septic system (i.e., contaminants can enter a cracked drinking well casing from ground or surface water).	

Last updated on August 7, 2025



CHARLES TOWN UTILITY BOARD

Wednesday, October 22, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Hite Road Park Sewer Request

CHARLES TOWN UTILITY BOARD

Wednesday, October 22, 2025

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

Collection System Project - Resolution No. 18 - WDA Payment #2, CIF Payment #11

Attachments:

Collection System Project - Resolution No. 18.pdf

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

RESOLUTION NO. 18
REQUEST FOR PAYMENT #18
(WDA EEGF GRANT PAYMENT #2, CIF PAYMENT #11)

RESOLUTION OF THE CHARLES TOWN UTILITY BOARD APPROVING INVOICES RELATING TO CONSTRUCTION AND OTHER SERVICES FOR THE COLLECTION SYSTEM 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. 07"** as follows.

Vendor	WDA EEGF Grant Funding	Capacity Improvement Fee (CIF) Fund Change Order No. 2	Total Approved for Payment
HRI, Inc.	$177,224.36	$3,035.24	$180,259.60
Total	**$177,224.36**	**$3,035.24**	**$180,259.60**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 22th day of October, 2025.

By: _____
Brent Manuel, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 07

Application Period: 9/1/25 to 9/30/25	Application Date: 10/10/2025	
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	
2	$251,494.68	$10,422.36
TOTALS	$372,974.68	$10,422.36
NET CHANGE BY CHANGE ORDERS	**$362,552.32**	

1.	**ORIGINAL CONTRACT PRICE**	**$ $6,074,000.00**
2.	**Net change by Change Orders**	**$ $362,552.32**
3.	**Current Contract Price (Line 1 ± 2)**	**$ $6,436,552.32**
4.	**TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)**	**$ $2,004,911.40**
5.	**RETAINAGE:**	
	a. 10% X $1,671,266.97 Work Completed	**$ $167,126.70**
	b. 10% X $333,644.43 Stored Material	**$ $33,364.44**
	c. Total Retainage (Line 5.a + Line 5.b)	**$ $200,491.14**
6.	**AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)**	**$ $1,804,420.26**
7.	**LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**	**$ $1,624,160.66**
8.	**AMOUNT DUE THIS APPLICATION**	**$ $180,259.60**
9.	**BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)**	**$ $4,632,132.06**

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: Bill Sarraf	Date: 10/10/2025

Payment of: $ 180,259.60
(Line 8 or other - attach explanation of the other amount)

is recommended by: David Santelli (Engineer) 10/10/2025 (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)

EJCDC® C-620 Contractor's Application for Payment
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American Iron and Steel (AIS) Qualifying and De Minimus Materials List

Note: This form must be updated and submitted with every pay estimate

DEMINIMIS COSTING WORKSHEET

Contract Name: CTUB 2022 Collection System Project — Date: 10/10/2025

Contract Price Incl. Change Orders:	$6,195,480.00
Estimated Costs of Materials Approx. 50% of Contract Amt:	$3,097,740.00
Allowable Total De Minimus Costs (5%):	$154,887.00
Total Cost of All De Minimus Items:	$662.40
Remaining Amount Allowed for Future De Minimus Items:	$154,224.60

Note 1: No Single De Minimus item can be more than 1% of the total material cost

No	Detailed Description and Manufacturer or Local Source of De Minimus	Quantity	Cost Per	Total Item Cost
1	Drop-In Anchors - 3/4"-10 SS	25	$18.73	$468.25
1	Threaded Rod 3/4"-10x6" 316SS	1	$194.15	$194.15
2				$0.00
3				$0.00
4				$0.00
6				$0.00
7				$0.00
8				$0.00
9				$0.00
10				$0.00
11				$0.00
12				$0.00

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

For (Contract): 01												Application Number: 07			
Application Period: 9/1/25 to 9/30/25												Application Date: 10/10/2025			
A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment			Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
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				
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		**0.75**	0.75		$2,250.00	$2,250.00		$2,250.00	75.0%	$750.00
4j	Sediment Bags	1	LS	$7,000.00	$7,000.00		**0.75**	0.75		$5,250.00	$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
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

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

For (Contract): 01												Application Number: 07			
Application Period: 9/1/25 to 9/30/25												Application Date: 10/10/2025			
A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment			Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
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				
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		**0.50**	0.50		$12,500.00	$12,500.00		$12,500.00	50.0%	$12,500.00
24b	Utilize Bypass Pump & Piping	1	LS	$50,000.00	$50,000.00		**0.50**	0.50		$25,000.00	$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		**0.50**	0.50		$12,500.00	$12,500.00		$12,500.00	50.0%	$12,500.00
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

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

For (Contract): 01												Application Number: 07			
Application Period: 9/1/25 to 9/30/25												Application Date: 10/10/2025			
A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment			Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
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				
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		**1054.75**	1054.75		$321,698.75	$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	**1106.08**	**1333.50**	2439.58	$127,199.20	$153,352.50	$280,551.70		$280,551.70	87.1%	$41,448.30
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	**9.00**	**1.00**	10.00	$76,500.00	$8,500.00	$85,000.00	$21,771.15	$106,771.15	62.8%	$63,228.85
43	4' Diameter Manhole Extension	50	VF	$650.00	$32,500.00	**14.75**		14.75	$9,587.50		$9,587.50		$9,587.50	29.5%	$22,912.50
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	**2.00**	**7.00**	9.00	$3,000.00	$10,500.00	$13,500.00		$13,500.00	34.6%	$25,500.00
46	Manhole Frame and Cover - Watertight	5	EA	$1,700.00	$8,500.00		**5.00**	5.00		$8,500.00	$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	**0.25**	**0.75**	1.00	$3,125.00	$9,375.00	$12,500.00		$12,500.00	25.0%	$37,500.00
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	**1.00**		1.00	$5,000.00		$5,000.00		$5,000.00	14.3%	$30,000.00
63	Launching / Receiving Pit	7	EA	$9,000.00	$63,000.00	**1.00**		1.00	$9,000.00		$9,000.00		$9,000.00	14.3%	$54,000.00
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		**318.54**	318.54		$29,305.68	$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
CO-2-A	Evitts Run MH Upsize	1	LS	$20,704.00	$20,704.00	**0.65**		0.65	$13,457.60		$13,457.60		$13,457.60	65.0%	$7,246.40
CO-2-B	Lakeland Place - 16th St Access Road	1	LS	$79,983.00	$79,983.00										$79,983.00
CO-2-C	Lakeland Place - ELB 5" Conduit	1420	LF	$71.00	$100,820.00										$100,820.00
CO-2-D	Davit Crane Credit	1	LS	-$10,422.36	-$10,422.36	**1.00**		1.00	-$10,422.36		-$10,422.36		-$10,422.36	100.0%	
CO-2-E	Lakeland Place - Potomac Edison	1	LS	$49,987.68	$49,987.68										$49,987.68
									$ -						
	Totals				**$6,436,552.32**				**$236,446.94**	**$1,434,820.03**	**$1,671,266.97**	**$333,644.43**	**$2,004,911.40**	31.1%	**$4,431,640.92**

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Stored Material Summary

Contractor's Application

For (Contract):	01	Application Number:	07
Application Period:	9/1/25 to 9/30/25	Application Date:	10/10/2025

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	9/2025	$31,535.50	$9,603.90
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	9/2025	$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**		**$98,851.78**	**$333,644.43**

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Date: October 22, 2025

Charles Town Utility Board
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 EEGF Grant # 1	Resolution No. 18 Request for Payment (RFP) #18 EEGF Grant #2 CIF # 11	BALANCE REMAINING
1 **CONSTRUCTION**											
a. Contract	$ 6,074,000.00	$ -	$ 21,600.00	$ 506,828.03	$ -	$ -	$ 620,946.92	$ -	$ 278,099.71	$ 177,224.36	$ 4,272,614.98
2 **CONSTRUCTION CONTINGENCY**											
a. Construction Contingency - (Note #1 &#7)	$ 303,684.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 303,684.00
b. B&O Tax Contingency (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order No. 2 - (Note #7)	$ 90,264.64	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,035.24	$ 87,229.40
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) - (Note #6)	$ 420,000.00	$ 24,305.25	$ -	$ -	$ 32,559.03	$ 35,677.65	$ -	$ 34,055.35	$ -	$ -	$ 229,810.18
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	**$ 7,986,638.64**	**$ 26,287.75**	**$ 21,600.00**	**$ 506,828.03**	**$ 32,559.03**	**$ 42,326.52**	**$ 620,946.92**	**$ 34,737.85**	**$ 278,099.71**	**$ 180,259.60**	**$ 5,056,256.93**
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	**$ 8,027,288.64**	**$ 26,287.75**	**$ 21,600.00**	**$ 506,828.03**	**$ 32,559.03**	**$ 42,326.52**	**$ 620,946.92**	**$ 34,737.85**	**$ 278,099.71**	**$ 180,259.60**	**$ 5,056,256.93**

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 EEGF # 1	Request for Payment (RFP) #18 EEGF Grant #2 CIF # 11	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,267,824.64	$ (26,287.75)	$ -	$ -	$ (32,559.03)	$ (42,326.52)	$ -	$ (34,737.85)	$ -	$ (3,035.24)	$ 2,138,827.95
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,389,304.64**	**$ (26,287.75)**	**$ -**	**$ -**	**$ (32,559.03)**	**$ (42,326.52)**	**$ -**	**$ (34,737.85)**	**$ -**	**$ (3,035.24)**	**$ 2,260,307.95**
2 GRANT FUNDS											
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (278,099.71)	$ (177,224.36)	$ 621,675.93
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500,000.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (278,099.71)**	**$ (177,224.36)**	**$ 1,121,675.93**
3 BOND ISSUE											
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ -	$ (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**	**$ -**	**$ (21,600.00)**	**$ (506,828.03)**	**$ -**	**$ -**	**$ (620,946.92)**	**$ -**	**$ -**	**$ -**	**$ 1,674,273.05**
4 Total Sources of Funds Line 1-3	**$ 8,027,288.64**	**$ (26,287.75)**	**$ (21,600.00)**	**$ (506,828.03)**	**$ (32,559.03)**	**$ (42,326.52)**	**$ (620,946.92)**	**$ (34,737.85)**	**$ (278,099.71)**	**$ (180,259.60)**	**$ 5,056,256.93**

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.

Note #6 -8/13/2025 - GDF - Task Order for Additional Construction Admin Services approved increase of $120,000 for project engineering CA & RPR services, to be paid from Capacity Improvement Fees.

Note #7 - 10/8/2025 - Change Order No. 2 was approved in the amount of $241,072.32, $150,807.68 to be funded with the CWSRF - Green Grant from contingency, the remaining $90,264.64 will be a increase in total project costs and funded with Capacity Improvement Fees.

CHARLES TOWN UTILITY BOARD

Wednesday, October 22, 2025

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

Collection System Project - Resolution No. 19 - CIF Payment #12

Attachments:

Collection System Project - Resolution No. 19.pdf

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

RESOLUTION NO. 19
REQUEST FOR PAYMENT #19
(CIF PAYMENT #12)

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	$28,028.96	$28,028.96
Total	**$0**	**$28,028.96**	**$28,028.96**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 22th day of October, 2025.

By: _____
Brent Manuel, Chairman

Date: October 22, 2025

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

A. COST OF PROJECT	APPROVED CONSTRUCTION BUDGET	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 EEGF Grant # 1	Resolution No. 18 Request for Payment (RFP) #18 EEGF Grant #2 CIF # 11	Resolution No. 19 Request for Payment (RFP) # 19 CIF # 12	BALANCE REMAINING
1 **CONSTRUCTION**											
a. Contract	$ 6,074,000.00	$ 21,600.00	$ 506,828.03	$ -	$ -	$ 620,946.92	$ -	$ 278,099.71	$ 177,224.36	$ -	$ 4,272,614.98
2 **CONSTRUCTION CONTINGENCY**											
a. Construction Contingency - (Note #1 &#7)	$ 303,684.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 303,684.00
b. B&O Tax Contingency (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order No. 2 - (Note #7)	$ 90,264.64	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,035.24	$ -	$ 87,229.40
3 **LEGAL SERVICES**											
a. Project Attorney - (Note #4)	$ 170,000.00	$ -	$ -	$ -	$ 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) - (Note #6)	$ 420,000.00	$ -	$ -	$ 32,559.03	$ 35,677.65	$ -	$ 34,055.35	$ -	$ -	$ 28,028.96	$ 201,781.22
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	$ -	$ -	$ -	$ 1,550.00	$ -	$ -	$ -	$ -	$ -	$ 3,139.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ 2,141.37	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 7,986,638.64**	**$ 21,600.00**	**$ 506,828.03**	**$ 32,559.03**	**$ 42,326.52**	**$ 620,946.92**	**$ 34,737.85**	**$ 278,099.71**	**$ 180,259.60**	**$ 28,028.96**	**$ 5,028,227.97**
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	**$ 8,027,288.64**	**$ 21,600.00**	**$ 506,828.03**	**$ 32,559.03**	**$ 42,326.52**	**$ 620,946.92**	**$ 34,737.85**	**$ 278,099.71**	**$ 180,259.60**	**$ 28,028.96**	**$ 5,028,227.97**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	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 EEGF # 1	Request for Payment (RFP) #18 EEGF Grant #2 CIF # 11	Request for Payment (RFP) # 19 CIF # 12	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,267,824.64	$ -	$ -	$ (32,559.03)	$ (42,326.52)	$ -	$ (34,737.85)	$ -	$ (3,035.24)	$ (28,028.96)	$ 2,110,798.99
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,389,304.64**	**$ -**	**$ -**	**$ (32,559.03)**	**$ (42,326.52)**	**$ -**	**$ (34,737.85)**	**$ -**	**$ (3,035.24)**	**$ (28,028.96)**	**$ 2,232,278.99**
2 GRANT FUNDS											
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ (278,099.71)	$ (177,224.36)	$ -	$ 621,675.93
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500,000.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (278,099.71)**	**$ (177,224.36)**	**$ -**	**$ 1,121,675.93**
3 BOND ISSUE											
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ (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**	**$ (21,600.00)**	**$ (506,828.03)**	**$ -**	**$ -**	**$ (620,946.92)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,674,273.05**
4 Total Sources of Funds Line 1-3	**$ 8,027,288.64**	**$ (21,600.00)**	**$ (506,828.03)**	**$ (32,559.03)**	**$ (42,326.52)**	**$ (620,946.92)**	**$ (34,737.85)**	**$ (278,099.71)**	**$ (180,259.60)**	**$ (28,028.96)**	**$ 5,028,227.97**

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.

Note #6 -8/13/2025 - GDF - Task Order for Additional Construction Admin Services approved increase of $120,000 for project engineering CA & RPR services, to be paid from Capacity Improvement Fees.

Note #7 - 10/8/2025 - Change Order No. 2 was approved in the amount of $241,072.32, $150,807.68 to be funded with the CWSRF - Green Grant from contingency, the remaining $90,264.64 will be a increase in total project costs and funded with Capacity Improvement

CHARLES TOWN UTILITY BOARD

Wednesday, October 22, 2025

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

Chlorine Room Modifications Project - Resolution No. 2

Attachments:

Chlorine Room Modification Project - Resolution No. 2.pdf

CHARLES TOWN UTILITY BOARD
WATER TREATMENT PLANT
CHLORINE ROOM MODIFICATIONS

RESOLUTION NO. 2

RESOLUTION OF THE CHARLES TOWN UTILITY BOARD APPROVING INVOICES RELATING TO CONSTRUCTION AND OTHER SERVICES FOR THE WATER 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 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 **"Contractor's Application for Payment No. 2"** as summarized below is hereby authorized and directed:

Vendor	**CTUB Internal Funds**	**Total Approved for Payment**
Snyder Environmental Services	$178,733.25	$178,733.25
Total	**$178,733.25**	**$178,733.25**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 22th day of October, 2025.

By: _____
Brent Manuel, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 2

	Application Period: Sep-25	Application Date: 10/13/2025
To (Owner): CHARLES TOWN UTILITY BOARD	From (Contractor): Snyder Environmental Services	Via (Engineer): GWIN, DOBSON, & FOREMAN, INC.
Project: WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATION	Contract:	
Owner's Contract No.:	Contractor's Project No.: 25C045	Engineer's Project No.: 21060

Application For Payment

Change Order Summary

Approved Change Orders

Number	Additions	Deductions
CO0001		30910
TOTALS		$30,910.00
NET CHANGE BY CHANGE ORDERS	-$30,910.00	

1. ORIGINAL CONTRACT PRICE	$	388,620.00
2. Net change by Change Orders		-$30,910.00
3. Current Contract Price (Line 1 ± 2)	$	357,710.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	$	216,242.50
5. RETAINAGE:		
a. 10% $216,242.50 Work Completed	$	21,624.25
b. 10% Stored Material	$	-
c. Total Retainage (Line 5.a + Line 5.b)	$	21,624.25
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	$	194,618.25
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	15,885.00
8. AMOUNT DUE THIS APPLICATION	$	178,733.25
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	$	163,091.75

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: Lisa Miller Date: 10/13/2025

Payment of: $ 178,733.25
(Line 8 or other - attach explanation of the other amount)

is recommended by: Christopher M. Echols 10-13-2025
(Engineer) (Date)

Payment of: $ 178,733.25
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

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

EJCDC® C-620 Contractor's Application for Payment
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Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):	WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATION	Application Number:	2
Application Period:	Sep-25	Application Date:	10/13/2025

Contract Information							Work Completed							
A						B	C		D		E	F		G
Bid Item Code	Client Code	Description	Item Quantity	Units	Unit Price	Scheduled Value ($)	Quantity Installed this Period	Value of Work Installed This Period	Quantity Installed to Date	Value of Work Installed to Date	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
100100		MOBILIZATION/DEMOBILIZATION	1	LS	18200	$ 18,200.00	0	$ -	0.50	$ 9,100.00		$ 9,100.00	50%	$ 9,100.00
200200		DEMOLITION	1	LS	16500	$ 16,500.00	0.75	$ 12,375.00	0.75	$ 12,375.00		$ 12,375.00	75%	$ 4,125.00
300000		HVAC	1	LS	33975	$ 33,975.00	0	$ -		$ -		$ -		$ 33,975.00
300100		DOORS/WINDOW	1	LS	51825	$ 51,825.00	0.30	$ 15,547.50	0.30	$ 15,547.50		$ 15,547.50	30%	$ 36,277.50
400000		SANDBLASTING	1	LS	8550	$ 8,550.00	0	$ -	1.00	$ 8,550.00		$ 8,550.00	100%	$ -
400100		PAINTING	1	LS	10550	$ 10,550.00	0.90	$ 9,495.00	0.90	$ 9,495.00		$ 9,495.00	90%	$ 1,055.00
500000		CHLORINE GAS SYSTEM	1	LS	130300	$ 130,300.00	0.90	$ 117,270.00	0.90	$ 117,270.00		$ 117,270.00	90%	$ 13,030.00
600000		ELECTRICAL	1	LS	87810	$ 87,810.00	0.50	$ 43,905.00	0.50	$ 43,905.00		$ 43,905.00	50%	$ 43,905.00
600100		TROLLY	1	LS	30910	$ 30,910.00		$ -	1.00	$ 30,910.00		$ 30,910.00	100%	$ -
CO0001		REMOVE TROLLY FROM PROJECT	1	LS	-30910	$ (30,910.00)	0	$ -	1.00	$ (30,910.00)		$ (30,910.00)	100%	$ -
						$ -	0	$ -		$ -		$ -		$ -
						$ -	0	$ -		$ -		$ -		$ -
		Totals				$ 357,710.00		$ 198,592.50		$ 216,242.50	$ -	$ 216,242.50		$ 141,467.50

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Date: October 22, 2025

Charles Town Utility Board
Water Treatment Plant - Chlorine Room Modifications
Schedule B - Internal Purposes Only

A. COST OF PROJECT	ESTIMATED CONSTRUCTION BUDGET	Paid from CTUB Internal Funds	Resolution No. 1 Contractor's Application for Payment No. 1	Resolution No. 2 Contractor's Application for Payment No. 2	BALANCE REMAINING
1 **CONSTRUCTION**					
a. Contract	$ 357,710.00	$ -	$ 15,885.00	$ 178,733.25	$ 163,091.75
b. Construction Contingency (5%)	$ 17,885.50	$ -	$ -	$ -	$ 17,885.50
2 **ENGINEERING SERVICES**					
a. GDF Engineering - Design	$ 19,400.00	$ 19,400.00	$ -	$ -	$ -
b. GDF Engineering - Construction & Start-up	$ 24,500.00	$ 16,594.50	$ -	$ -	$ 7,905.50
3 **ADMINISTRATIVE SERVICES**					
a. Permits	$ 2,000.00	$ 300.00	$ -	$ -	$ 1,700.00
b. Other Administrative Costs	$ 1,500.00	$ -	$ -	$ -	$ 1,500.00
4 **Total Project Costs Line 1-3**	**$ 422,995.50**	**$ 36,294.50**	**$ 15,885.00**	**$ 178,733.25**	**$ 192,082.75**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Paid from CTUB Internal Funds	Contractor's Application for Payment No. 1	Contractor's Application for Payment No. 2	BALANCE REMAINING
1 INTERNAL FUNDS					
a. Internal Funds (Operating/Renewal & Replacement Fund)	$ 422,995.50	$ (36,294.50)	$ (15,885.00)	$ (178,733.25)	$ 192,082.75
1 Total Sources of Funds	**$ 422,995.50**	**$ (36,294.50)**	**$ (15,885.00)**	**$ (178,733.25)**	**$ 192,082.75**

CHARLES TOWN UTILITY BOARD

Wednesday, October 22, 2025

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

WV-003 Sawgrass Drive - AT&T 4th Lease Amendment

Attachments:

WV-003 Sawgrass Drive AT-T 4th Amd.pdf

Docusign Envelope ID: 373A7881-772E-420E-8302-F05B7159837E

TENANT Site ID: Evitts Run FA #10064039

FOURTH AMENDMENT TO STRUCTURE LEASE AGREEMENT

Site Name/Location: **The City of Charles Town – WV-003 Sawgrass Drive**
325 Sawgrass Drive, Charles Town, Jefferson County, West Virginia

This Fourth Amendment to Structure Lease Agreement (the "Fourth Amendment"), dated as of the latter of the signature dates below, is made and entered into by and between NEW CINGULAR WIRELESS PCS, LLC ("Tenant"), a Delaware limited liability company, with its principal offices at 1025 Lenox Park Blvd NE, 3rd Floor, Atlanta, GA 30319; and the CITY OF CHARLES TOWN ("Landlord"), a Municipal Corporation, with an address at 101 East Washington Street, Charles Town, West Virginia 25414.

RECITALS

WHEREAS Landlord and Tenant are parties to that Structure Lease Agreement dated as of March 29, 2011 (the "Agreement") pursuant to which Tenant is leasing from Landlord space on Landlord's Structure (the "Structure") and within Landlord's Property located at 325 Sawgrass Drive, Charles Town, West Virginia for the purposes of operating certain communications antennas and related equipment thereat (collectively the "Premises"); and

WHEREAS Landlord and Tenant are parties to that First Amendment to that Agreement dated as of July 22, 2015 (the "First Amendment") whereby Tenant modified the configuration of its antennas and equipment at the Premises and within the Property in accordance with the terms of the First Amendment and Landlord was amenable to such changes in configuration in accordance with the terms thereof; and

WHEREAS Landlord and Tenant are parties to that Second Amendment to that Agreement dated as of July 26, 2018 (the "Second Amendment") whereby Tenant modified the configuration of its antennas and equipment at the Premises and within the Property in accordance with the terms of the Second Amendment and Landlord was amenable to such changes in configuration in accordance with the terms thereof; and

WHEREAS Landlord and Tenant are parties to that Third Amendment to that Agreement dated as of October 12, 2022 (the "Third Amendment") whereby Tenant modified the configuration of its antennas and equipment at the Premises and within the Property in accordance with the terms of the Third Amendment and Landlord was amenable to such changes in configuration in accordance with the terms thereof; and

WHEREAS, Tenant again desires to modify equipment at the Premises and within the Property in accordance with the terms hereof; and

NOW, THEREFORE, in consideration of the foregoing recitals and the agreements and covenants set forth herein, and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereto agree as follows:

1. **Exhibit 1-3** to the Third Amendment is hereby deleted in its entirety, and the new **Exhibit 1-4,** the Co-Lo Application of Tenant and the Landlord Approved Construction Drawings are hereby incorporated into the Agreement in lieu thereof.

2. **Rent.** In consideration of Landlord's consent to the equipment modifications referenced in Exhibit 1-4 of this Fourth Amendment, the monthly Rent is hereby affirmed for the current Term of the Agreement expiring May 8, 2026, and shall be Four Thousand Twenty-Seven Dollars and Ninety Cents ($4,027.90). The annual rent for each succeeding year throughout the term is also hereby affirmed and shall be increased by three percent (3%) of the previous year's rent on each May 1 thereafter.

SIGNATURES NEXT PAGE

TENANT Site ID: Evitts Run FA #10064039

IN WITNESS WHEREOF, the parties have executed this Fourth Amendment as of the respective day and year below written.

Witness

DocuSigned by:
Shannon Powers
D3AD8B434796436...

Print Name: Shannon Powers

TENANT:

NEW CINGULAR WIRELESS PCS, LLC
a Delaware limited liability company

By: AT&T Mobility Corporation
Its: Manager

By: Signed by: Nicole Guiliano 7BCC72EB24454CA...

Name: Nicole Guiliano

Title: Senior Real Estate Manager

Date: 10/14/2025

Initial
CB

Witness

_____

Print Name: _____

LANDLORD:

CITY OF CHARLES TOWN
a Municipal Corporation

By: _____

Name: _____

Title: _____

Date: _____

Docusign Envelope ID: 373A7881-772E-420E-8302-F05B7159837E

TENANT Site ID: Evitts Run FA #10064039

EXHIBIT 1-4

CO-LOCATION APPLICATION OF TENANT
FIVE (5) PAGES

[See Attached Co-location Application of Tenant]

Docusign Envelope ID: 373A7881-772E-420E-8302-F05B7159837E

☐ NEW LEASE	☑ AMENDMENT TO EXISTING LEASE	☐ ANCHOR TENANT	☐ RECONTRACT

INTERNAL USE ONLY	
APP VERSION #	2
LEASE #	15
AMENDMENT #	4

PLEASE RETURN THIS APPLICATION VIA EMAIL TO:

Wireless Networks Group, Inc.
1011 Holden Road
Frederick, Maryland 21701-3437
Attn: Michael Hofe

E-Mail: mhofe@wirelessnetworksgroup.com

Phone: 301-667-0001

Charles Town Site Number:	**WV-003**
Charles Town Site Name:	**Sawgrass Drive**
Application Date:	
Revision Dates:	5/31/2025 - MEH - Clarify Proposed Loading
OPS Approval:	9/24/2025

APPLICANT / CARRIER INFORMATION

Carrier Name:	**AT&T**	**Contact Name:**	**Chris Bireley**
Carrier Site Number:	**10064039**	**Contact Number:**	**(410) 430-8188**
Carrier Site Name:	**EVITTS RUN**	**Contact Fax:**	
Carrier Legal Entity Name:	New Cingular Wireless PCS,	**Contact Address:**	10 Church Circle Annapolis, MD 21401
State of registration:	DE		
Type of entity (LP, LLC, Corp) d/b/a (If applicable)	LLC		
Notice Address for Lease:	New Cingular Wireless PCS, LLC Attn: Network Real Estate Administration Cell Site ID: 10064309 - Name: EVITTS RUN (WV) 575 Morosgo Dr, Atlanta, GA 30324-3300	**Contact E-mail:**	chris.bireley@smartlinkgroup.com
With copies to:	New Cingular Wireless PCS, LLC Attn: Network Legal Dept. - Network Counsel Cell Site ID: 10065309 - EVITTS RUN (WV) FA: 10065309 208 S Akard St., Dallas, TX 75202-4206	**Additional E-mail:**	samantha.streb@smartlinkgroup.com
Carrier Invoice Address:		**Desired Install Date:**	
Carrier Invoice Contact - Name, Title, Phone No.		**Carrier NOC#**	(800) 225-3790

ADDITIONAL CONTACT INFORMATION

Leasing Contact Name/Number:	Chris Bireley - (410) 430-8188
RF Contact Name/Number:	Andres Gomez - N/A - ag3144@att.com
Construction Contact Name/Number:	Kyle Severance - (207) 632-9072 - kyle.severance@mastec.com
Emergency Contact Name/Number:	

SITE INFORMATION

Latitude:	**39.281883**	**N**	**Existing Structure Type:**	**Water Tank**
Longitude:	**-77.911997**	**W**	**Existing Structure Height:**	**140'**
Site Address:	**325 Sawgrass Drive, Charles Town, WV 25414**			

FREQUENCY/TECHNOLOGY INFORMATION

Type of Technology for all equipment (i.e., 3G, LTE, CMDA, MW, WiFi, TV, etc.)		5G
TX Frequency (MHz)	Licensed	B5 - 824 - 847; B25 - 1870 - 1910; B66 - 1730-1735; B12 - 704-716; B14 - 788 - 798; B30 - 2305-2315
RX Frequency (MHz)	Licensed	B5 - 869 - 892, B25 - 1950 - 1990; B66 - 2130-2135; B12 - 734-746, B14 - 758 - 768; B30 - 2350-2360
Tenants using an unlicensed band must provide exact Frequency Channels and Call Sign(s) to be utilized. (Providing the band range only will not be accepted.)		

PLEASE PROVIDE A BRIEF DESCRIPTION OF GENERAL SCOPE OF WORK

AT&T to remove the (6) existing antennas, (12) existing RRU's, (3) FC12's, (3) DC2's, (4) DC Cables, and (2) Fiber trunks. AT&T proposes to install (6) new antennas, (9) new RRU's, (3) DC9's, (6) Power trunks, (3) Fiber trunks and various Fiber and RF jumpers.

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EXISTING AUTHORIZED EQUIPMENT Applicant's Existing Equipment Configuration and Specifications										
Equipment Type (ex: panel, TMA, RRU)	**RAD (feet)**	**Mount Height (feet)**	**Mount Type**	**Equip Qty**	**Equipment Manufacturer**	**Equipment Model #**	**Equip Dim (HxWxD) (ft or in)**	**Equip Weight (lbs)**	**Az**	**Remain**
Panel	140	140	Pipe Mount	3	Kathrine	80010722	72 x 11.8 x 6	61.7	30, 150, 270	No
Panel	140	140	Pipe Mount	3	Commscope	SBNH-1D65C	96.6 x 11.9 x 7.1	62.9	30, 150, 270	No
Panel	140	140	Pipe Mount	3	Kathrine	80010966	96 x 20 x 6.9	125.7	30, 150, 270	Reserve
RRH	140	140	Pipe Mount	3	Alcatel Lucent	2x40W-07L	25.2 x 12.2 x 6.1	53	30, 150, 270	No
RRH	140	140	Pipe Mount	3	Nokia	Flexi 4T4R B14 160W	13 x 6.7 x 23	57	30, 150, 270	No
RRH	140	140	Pipe Mount	3	Alcatel Lucent	RRH2x60-1900	20.1 x 11.3 x 7.6	47	30, 150, 270	No
RRH	140	140	Pipe Mount	3	Alcatel Lucent	B66A-RRH4x45	11.8 x 7.2 x 25.8	58.8	30, 150, 270	No
TMA	140	140	Pipe Mount	3	Powerwave	TT19-08B111-001	9.9 x 6.7 x 5.4	18	30, 150, 270	Reserve
Raycap	140	140	Pipe Mount	6	Raycap	DC2-48-60-0-9E	10.3 x 6.3 x 10.8	17	30, 150, 270	No
Raycap	140	140	Pipe Mount	2	Raycap	FC12-PC6-10E	16.2 x 19.2 x 6.3	20.35	30, 270	Reserve

EXISTING AUTHORIZED LINES Applicant's Existing Lines and Specifications					
Line Type	**Line Size (Inches)**	**Total # of Lines**	**Coax interior or exterior (for monopoles)**	**Remain**	**Comments:**
Coax	1.625"	6		Yes	
RET	0.3"	3		Reserve	Remove existing but retain Loading Reserve
Fiber	3/8"	2		No	
DC	7/8"	4		No	

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PROPOSED EQUIPMENT Applicant's Proposed Equipment Configuration and Specifications									
Equipment Type (ex: panel, TMA, RRU, ice shields)	**RAD (feet)**	**Mount Height (feet)**	**Mount Type**	**Equip Qty**	**Equipment Manufacturer**	**Equipment Model #**	**Equip Dim (HxWxD) (ft or in)**	**Equip Weight (lbs)**	**Azimuth**
Panel	133	133	Pipe Mount	3	Cellmax	CMA-UBTULBULBHHP-6517-1 7-21-21	96" x 24" x 10"	104 lbs	30, 150, 270
Panel	133	133	Pipe Mount	3	Cellmax	120726	96" x 24" x 8.1"	160 lbs	30, 150, 270
Panel	133	133	Pipe Mount	3	Kathrine - RESERVE	80010966	96 x 20 x 6.9	125.7	30, 150, 270
RRU	133	133	Pipe Mount	3	Ericsson	4490 B5/B12	20.6" x 15.6" x 7"	68 lbs	30, 150, 270
RRU	133	133	Pipe Mount	3	Ericsson	4478 B14/29	18.1" x 13.4" x 8.3"	59.4 lbs	30, 150, 270
RRU	133	133	Pipe Mount	3	Ericsson	4890 B25/B66	15.1" x 17.5" x 6.9"	26.2 lbs	30, 150, 270
TMA	133	133	Pipe Mount	3	Powerwave - RESERVE	TT19-08B111-001	9.9 x 6.7 x 5.4	18	30, 150, 270
Raycap	133	133	Pipe Mount	3	Raycap	DC9-48-60-24-PC16-EV	18.3" × 10.2" × 31.4"	16 lbs	30, 150, 270
Raycap	133	133	Pipe Mount	2	Raycap - RESERVE	FC12-PC6-10E	16.2 x 19.2 x 6.3	20.35	30, 270

PROPOSED LINES Applicant's Proposed Lines and Specifications				
Line Type	**Line Size (Inches)**	**Total # of Lines**	**Coax interior or exterior (for monopoles)**	**Comments:**
Coax	1-5/8"	6		Existing
RET Home Run Cable	.3"	3		From Existing Reserve
Fiber	.4"	3		New
DC Power	.957"	3		New

PROPOSED FINAL CONFIGURATION TOTALS	
EQUIPMENT TYPE	TOTAL
Panel Antennas	6
Omni/Whip Antennas	
RRU	9
TMA	
Diplexer / Triplexer	
Bias T	
Surge Suppressor	3
MW Dish	
Ice Shield	
ODU	
Filter	
Combiner	
Junction Box	
RET	
Equipment Cabinets	
Other (Please specify) Panel Reserve	3
Other (Please specify) TMA Reserve	3
Other (Please specify) Raycap Reserve	2
Other (Please specify)	
Other (Please specify)	

PROPOSED FINAL CONFIGURATION TOTALS	
LINE TYPE	TOTAL
Coax	6
Hybrid	
CAT5	
DC/Power	6
RET	3-Reserve
Fiber	3

ADDITIONAL EQUIPMENT INFORMATION
• RRUs, TMAs and ODUs are required to be installed directly behind the antennas / MW dish. Otherwise there will be an additional charge. • All equipment lines are required to be installed inside the tower when space is available. Carriers will be charged an additional $25.00 per line per month if equipment lines are installed on the outside of the tower even though there is available space inside the tower. Charles Town must approve any installation of lines on the outside of the tower. • All tenant equipment must be installed within one continuous 10 ft vertical envelope. Exceeding this vertical space will be subject to additional rent.

GROUND / INTERIOR SPACE REQUIREMENTS							
Total Ground / Interior Area Dimensions: **L' x W' = Total Square Feet Required**	20 X 35	(Including all Equipment (i.e., Shelter, Equipment Platform or Pad, Generator Pad, Generator Fuel Tank Pad, Antenna Sleds, etc. – provide details below)					
Cabinet Area Dimensions (Pad/Platform)	7 X 16	Cabinet Installation Type	Ground Pad				
Shelter Pad Dimensions	1 X 30	Shelter Manufacturer					
Rooftop Antenna Total Area Required	X	Antenna Sled Dimensions (per sector)	X	Antenna Wall Mount Dimensions (per sector)	X		

EQUIPMENT CABINET REQUIREMENTS (Required for rooftops or Charles Town interior space)					
Number of Cabinets Required		Cabinet Dimensions (L' x W' x H')		Manufacturer:	
Number of Cabinets Required		Cabinet Dimensions (L' x W' x H')		Manufacturer:	
Number of Cabinets Required		Cabinet Dimensions (L' x W' x H')		Manufacturer:	
Equipment Cabinet Comments					

GENERATOR REQUIREMENTS					
Generator Required?:	Existing	Generator Fuel Type	Diesel	Generator Size	30 KW
Generator Pad Dimensions	4' x 10'			Generator Manufacturer	Generac
Generator Fuel Tank Pad Dimensions	Belly Tank under Genset within 4' x 10'			Fuel Tank Manufacturer	

AC POWER REQUIREMENTS			
Meter Type	Existing Tenant Meter	Estimated Monthly Utility Usage Amount	
Voltage	120/240	Total Amperage	200 Amp

FIBER / BACKHAUL					
Fiber Installation Status	Existing (No Change)	Fiber Provider			
Cable Type		Number of Points of Entry		Conduit/Riser Size (in inches)	

STRUCTURAL ANALYSIS DETAILS			
Structural Hardcopies Required?	No	If wet seals required, please provide address:	

ADDITIONAL COMMENTS

20' x 35' Leased Area (Shelter) and 7' x 16' Leased Area (Genset) is already existing.

Additional Mount hardware-
2 Rosenberger D200RRU
2 Unknown Pipe Mounts w/ Modifications

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EXHIBIT 1-4 (con't)

LANDLORD APPROVED CONSTRUCTION DRAWINGS
TWENTY-SEVEN (27) PAGES

[See Attached Landlord Approved Construction Drawings]

Docusign Envelope ID: 373A7881-772E-420E-8302-F05B7159837E

IWM Job Number	Oracle PTN	National Program	Primary/Secondary
WSWSH0042182	**2252A1FTHC**	**LTE**	**PRIMARY**
WSWSH0042312	2252A1FV9C	LTE Software Carrier	SECONDARY
WSWSH0042465	2252A1FV77	LTE	SECONDARY
WSWSH0042512	2252A1FTS4	LTE Software Carrier	SECONDARY
WSWSH0043144	2252A1FV0C	5G NR Radio software	SECONDARY
WSWSH0043154	2252A1FTJP	LTE	SECONDARY

AT&T

EVITTS RUN
FA NUMBER: 10064039
USID: 117848

325 SAWGRASS DR
CHARLES TOWN, WV 25414

UPGRADE ON AN EXISTING 139'-0" SILO

APPROVAL			
LANDLORD:	MICHAEL HOFE	PHONE:	301-667-0001

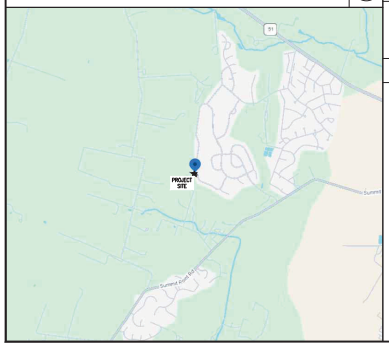
APPROVED DATE

By Michael E. Hofe at 12:04 pm, Sep 24, 2025

LOCAL MAP



VICINITY MAP



PROPERTY SUMMARY

PROPERTY INFORMATION

PARCEL #:	02013A04560000
HANDICAP REQUIREMENTS:	FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. HANDICAPPED ACCESS NOT REQUIRED
LATITUDE:	39° 16' 54.78" N (39.281883°)
LONGITUDE:	77° 54' 43.19" W (-77.911997°)
JURISDICTION:	JEFFERSON COUNTY
ZONING JURISDICTION:	JEFFERSON COUNTY
ZONING CLASSIFICATION:	100

MISS UTILITY OF MARYLAND
UTILITY NOTIFICATION CENTER OF MARYLAND
(800) 257-7777
WWW.MISSUTILITY.NET/
CALL 2 WORKING DAYS UTILITY NOTIFICATION PRIOR TO CONSTRUCTION

811

DESIGN CRITERIA

DESIGN WIND SPEED:
113 MPH (ULTIMATE, 3-SECOND GUST)

EXPOSURE: C

RISK CATEGORY: II

RF DESIGN VERIFICATION

NOTES:
1. PLEASE REFER TO **RFDS #RFDS-40020**, UPDATED 08/13/24 GENERATED FOR THE DRAWINGS
2. CONTRACTOR TO OBTAIN A CURRENT RFDS PRIOR TO CONSTRUCTION

APPLICABLE CODES

THE CONTRACTOR'S WORK SHALL COMPLY WITH ALL APPLICABLE NATIONAL, STATE AND LOCAL CODES AS ADOPTED BY THE LOCAL AUTHORITY HAVING JURISDICTION (AHJ) OVER THE LOCATION. THE EDITION OF THE AHJ ADOPTED CODES AND STANDARDS IN EFFECT ON THE DATE OF CONTRACT AWARD SHALL GOVERN THE DESIGN.

BUILDING CODE: 2021 EDITION

NATIONAL ELECTRIC CODE: 2020 EDITION

MECHANICAL CODE: 2021 EDITION

FIRE CODE: 2021 NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 1 & 101

LIFE SAFETY CODE: NFPA-101-2021

PROJECT INFORMATION

1. CONTRACTOR SHALL VERIFY ALL PLANS AND EXISTING DIMENSIONS AND CONDITIONS ON THE JOB SITE AND SHALL IMMEDIATELY NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR BE RESPONSIBLE FOR SAME.
2. THIS IS AN UNMANNED FACILITY AND WILL BE USED FOR THE TRANSMISSION OF RADIO SIGNALS FOR THE PURPOSE OF PROVIDING PUBLIC CELLULAR SERVICE.
3. AT&T CERTIFIES THAT THIS EQUIPMENT FACILITY WILL BE SERVICED ONLY BY AT&T EMPLOYEES AND SUBCONTRACTORS AND THE WORK ASSOCIATED WITH ANY EQUIPMENT CANNOT BE PERFORMED BY HANDICAPPED PERSONS. THIS FACILITY WILL BE FREQUENTED ONLY BY SERVICE PERSONNEL FOR REPAIR PURPOSES ONLY.
4. NO POTABLE WATER SUPPLY IS TO BE PROVIDED AT THIS LOCATION
5. NO WASTEWATER WILL BE GENERATED AT THIS LOCATION
6. NO SOLID WASTE WILL BE GENERATED AT THIS LOCATION
7. CONTRACTOR SHALL NOTIFY OWNER FOR ACCESS TO SITE
8. INSTALLATION OF ANTENNAS ON AN EXISTING SILO AND LINES IN AN EXISTING COMMUNICATION FACILITY WITH SHELTER AND GENERATOR.

SCOPE OF WORK

GROUND SCOPE OF WORK:
REMOVE NOKIA BBU CHASSIS
REMOVE (1) EXISTING LINAGE POWER INFINITY POWER PLANT
REMOVE (1) EXISTING ARGUS CXPS 24 TO 48VDC CONVERTER SYSTEM
REMOVE (20) EXISTING BATTERIES GNB ABSOLYTE GP 100/231
INSTALL (1) VERTIV NETSURE 7100 48V PLANT 58V
INSTALL (8) EMERSON ENERGY ESURE RECTIFIER -48VDC 2000W
INSTALL (2) EMERSON NETWORK POWER, TEMPERATURE PROBE KIT
INSTALL (1) EMERSON NETWORK POWER, INSUL 23IN RR E/W PAD BUSHING KIT
INSTALL (8) 170AH BATTERIES
ADD (4) VERTIV C48/37-3768 BULLET CONVERTER 375W
INSTALL (1) ERICSSON BASEBAND UNIT TO LTE RACK
INSTALL (1) 6672 BBU
INSTALL (1) 6610 SITE CONTROLLER

TOWER SCOPE OF WORK:

REMOVE (3) EXISTING FLEXI RRH 4T4R B14 160WFRBI RRHS FROM P2
REMOVE (3) EXISTING B66A RRH4X45-4R RRHS FROM P2 ALL SECTORS
REMOVE (3) EXISTING RRH2X60-1900A-4R RRHS FROM P3 ALL SECTORS
REMOVE (3) EXISTING RRH2X40W_7L RRHS FROM P3 ALL SECTORS
REMOVE (3) EXISTING CBC78-DS-43 DIPLEXERS FROM P3 ALL SECTORS
REMOVE (3) EXISTING B2/10966 ANTENNAS FROM P2 ALL SECTORS
REMOVE (3) EXISTING SBNHH-1D65C ANTENNAS FROM P3 ALL SECTORS
REMOVE (3) (ALL) EXISTING FC12'S
REMOVE (3) (ALL) EXISTINGDC2'S
REMOVE (4) (ALL) POWER TRUNKS
REMOVE (2) (ALL) FIBER TRUNKS
INSTALL (3) 4490 B5/B12A RRUS IN P1 ALL SECTORS
INSTALL (3) CMA-UBTULBULBHHP-6517-17-21-21 ANTENNAS IN P1
INSTALL (3) 4494 B14/29 RRUS IN P3 ALL SECTORS
INSTALL (3) CELLMAX 120726 ANTENNAS IN P3 ALL SECTORS
INSTALL (3) 4890 B25/B66 RRUS IN P3 ALL SECTORS
INSTALL (3) 6AWG POWER TRUNK / 48VDC POWER
INSTALL (3) DC9-48-60-24-PC16-EV
INSTALL (3) 6AWG POWER TRUNKS
INSTALL (3) 24 CHANNEL FIBER TRUNKS
INSTALL (48) HM-HM RF JUMPERS
INSTALL (9) DUAL MODE FIBER JUMPERS
INSTALL (6) RET CONTROL JUMPERS
INSTALL (9) 6AWG MINIMUM POWER JUMPERS
INSTALL (12) CAPS TO UNUSED PORTS ON ANTENNAS
EXISTING (6) COAX TO REMAIN

- INSTALL BREAKERS AS NEEDED PER ATT-CEM-18002
- BBU INFORMATION TO BE FINALIZED PRIOR TO CONSTRUCTION
- CONTRACTOR SHALL FURNISH ALL MATERIAL WITH THE EXCEPTION OF AT&T SUPPLIED MATERIAL.
- ALL MATERIAL SHALL BE INSTALLED BY THE CONTRACTOR, UNLESS OTHERWISE STATED.

SHEET	DESCRIPTION
T-1	TITLE PAGE
T-2	GENERAL NOTES
C-1	SITE COMPOUND PLAN
C-1.1	EQUIPMENT PLAN
C-2	SILO ELEVATION & ANTENNA PLAN
C-3	ANTENNA SCHEDULE
C-4	EQUIPMENT DETAILS
C-4.1	EQUIPMENT DETAILS
C-4.2	EQUIPMENT DETAILS
C-5	DC CABLE LENGTHS & FIBER CONNECTION, ASSIGNMENTS & COLOR CODES
C-6	PLUMBING DIAGRAM
E-1	ELECTRICAL NOTES & PANEL SCHEDULE
E-2	POWER CALCULATIONS
E-3	GROUNDING NOTES & DETAILS
REF	MOUNT MODIFICATION

REFERENCE DOCUMENTS

STRUCTURAL ANALYSIS:	DATED:	KIMLEY-HORN & ASSOCIATES, INC. 03/13/2025
ALPHA MOUNT DESIGN:	DATED:	KIMLEY-HORN & ASSOCIATES, INC. 04/09/2025
BETA MOUNT DESIGN:	DATED:	KIMLEY-HORN & ASSOCIATES, INC. 03/13/2025
GAMMA MOUNT DESIGN:	DATED:	KIMLEY-HORN & ASSOCIATES, INC. 03/17/2025

CONTACTS

APPLICANT
AT&T MOBILITY
1025 LENOX PARK BLVD NE
3RD FLOOR
ATLANTA, GA 30319

TOWER OWNER
CITY OF CHARLES TOWN
101 W WASHINGTON ST PO BOX 14
CHARLES TOWN, WV 25414
MICHAEL HOFE
301-667-0001

PROPERTY OWNER
CITY OF CHARLES TOWN
101 W WASHINGTON ST PO BOX 14
CHARLES TOWN, WV 25414
MICHAEL HOFE
301-667-0001

CIVIL ENGINEER
KIMLEY-HORN AND ASSOCIATES, INC.
3875 EMBASSY PKWY , SUITE 280
AKRON, OH 44333
(216) 505-8256

REAL ESTATE
MASTEC
ERIN GROVER
ERIN.GROVER@MASTEC.COM

PROJECT MANAGER
MASTEC
JOHN ABSHIRE
JOHN.ABSHIRE@MASTEC.COM

CONSTRUCTION MANAGER
SMARTLINK
CHRIS SANDERS
CHRIS.SANDERS@SMARTLINKGROUP.COM

AT&T
7150 STANDARD DRIVE
HANOVER, MD 21076

Kimley»Horn
© 2020 KIMLEY-HORN AND ASSOCIATES, INC.
3875 EMBASSY PARKWAY, SUITE 280
AKRON, OH 44333
(216) 505-8256

MasTec Communications Group
1151 SE CARY PKWY, SUITE 101
CARY, NC 27518

PROJECT INFORMATION:
EVITTS RUN
10064039
325 SAWGRASS DR
CHARLES TOWN, WV 25414
JEFFERSON COUNTY

SEAL:



09/24/2025
Exp: 12/31/26

REV.:	DATE:	DESCRIPTION:
1	09/22/25	FOR CONSTRUCTION
0	05/08/25	FOR CONSTRUCTION

DRAWN BY:	CHK.:	APV.:
JJDH	ECW	KJC

SHEET TITLE:
TITLE PAGE

SHEET NUMBER: T-1 REVISION: 1

KHA Job #:
KHCLE - 71124

CHARLES TOWN UTILITY BOARD

Wednesday, October 22, 2025

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

Ammonium Sensor Quote

Attachments:

Ammonium Sensor Quote.pdf

PumpMan Pittsburgh
3812 William Flynn Hwy, Building # 2
P.O. Box 199
Allison Park. PA 15101

Phone: 412-487-7140

Prepared By:Tim Tomasko Mobile: 412-977-0740 ttomasko@pumpmanpittsburgh.com

Quote #:Q2502594 Reference the Quote # when ordering
Date: Sep 24, 2025
Engineer:
Bid Date:
Costars:
Submittal Lead Time:
Spec. Section:
Equipment Lead Time: 2-4 Wks
Misc: YSI, Ammonium Probes w/Installation & Start-up
Valid For: 30 Days

To: Charles Town Utility Board
842 South George Street
Charles Town, WV 25414

Attention: Kristen Stolipher
Email: kristen@charlestownutilities.us
Fax:
Freight: Pre-Pay/Add
Project:

Manufacturer: YSI

PumpMan Quote • Q2502594 •

Line Item	Qty.	Equipment - Description - Details
1	2	YSI, System 2020MIQ/TC 2020 3G-H3 C6 Part # 470022Y System 2020 3G - 20 Channel Terminal/Controller 3 Current Outputs 3 Relay Outputs Power Supply 100-240 VAC USB Interface 5 available IQ Sensor Net Connections
2	2	YSI, Ammonium Probe Part # 107 072YK AmmoLyt Plus Ammonium probe complete with * Reference Electrode, * Ammonium Electrode * Potassium Electrode
3	2	YSI Air Compressor PN: 601401-1 YSI Air Compressor, 1-Channel, 115VAC CAB1-1
4	2	Xylem Analytics, Cleaning Head Assembly for IQ Sensors with 15 Meters of Tubing Part # 900107Y Cleaning Head Assembly for IQ Sensors with 15 Meters of Tubing
5	2	YSI, Sensor Connection Cable, IQ, 15 m, 49.2 ft Part # 480044Y Sensor Connection Cable, IQ, 15 m, 49.2 ft SACIQ-15.0
6	4	YSI, Adapter, Conduit, Stainless Steel Metric M16 male to 1/2" NPT female Part # 480053USY Adapter, Conduit, Stainless Steel

PumpMan Pittsburgh
3812 William Flynn Hwy, Building # 2
P.O. Box 199
Allison Park. PA 15101

Phone: 412-487-7140

Prepared By:Tim Tomasko Mobile: 412-977-0740 ttomasko@pumpmanpittsburgh.com

Quote #:Q2502594 Reference the Quote # when ordering
Date: Sep 24, 2025
Engineer:
Bid Date:
Costars:
Submittal Lead Time:
Spec. Section:
Equipment Lead Time: 2-4 Wks
Misc: YSI, Ammonium Probes w/Installation & Start-up
Valid For: 30 Days

To: Charles Town Utility Board
842 South George Street
Charles Town, WV 25414

Attention: Kristen Stolipher
Email: kristen@charlestownutilities.us
Fax:
Freight: Pre-Pay/Add
Project:

Manufacturer: YSI

PumpMan Quote • Q2502594 •

Line Item	Qty.	Equipment - Description - Details
		Metric M16 male to 1/2" NPT female
7	2	YSI, Single Sensor Floor Mounting Kit Part# 109304Y Supplied with: single sensor holder EH/U 170 SensoClean swing mounting EH/F 170-1,5 Vario floor mounting Pipe Plastic Sunshield Included

Manufacturer Quote #:

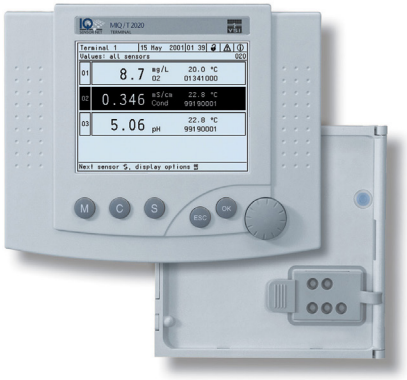
Proposal Total: **$41,287.98**

"Unless specifically mentioned this quote does not include installation, freight, startup or any taxes."

Quote includes PumpMan
Installation & Start-up

Freight is Prepay Add - Est
Freight is $200

a xylem brand



YSI IQ SensorNet 2020 3G

Continuous Water Quality Monitoring for Process Control

Powerful yet simple, the YSI **IQ SensorNet 2020 3G** is a modular water quality system for complete process control designed for wastewater. The 2020 3G network can accept additional sensors easily at any time and grow as your facility grows. Benefits include better network visibility and management, early detection of network failures, improved compliance with regulatory targets, and cost savings (energy, pump/blower maintenance, labor).

- 3-year instrument warranty
- User-replaceable cables and sensors. Many sensors provide ultrasonic cleaning.
- Centralized power supply along entire network; 2-wire cable provides power and communications
- Lightning protection along network
- 2020 3G provides tactile buttons; easily use while wearing gloves
- Modular expansion from 1 to 20 sensors; ability to extend network with additional modules
- Up to 48 output channels are possible
- LED status light
- Programmable access permission
- System redundancy if two terminals are used; use in one location or move from point to point

Building a system is easy...choose the IQ SensorNet 2020 3G, determine which modules are needed (control, communications, etc.), determine distances for cabling and select parameters.

Parameters:

Dissolved Oxygen (optical or electrochemical)
pH
ORP/Redox
Conductivity/Salinity
Temperature
Turbidity*
TSS (total suspended solids)*
Ammonium
Nitrate
Potassium
Sludge level
COD (chemical oxygen demand)*
TOC (total organic carbon)*
DOC (dissolved organic carbon share of TOC)*
SAC (spectral absorption coefficient)*
BOD (biochemical oxygen demand)*

* ultrasonic cleaning for sensors







YSI.com/IQSN2020

IQ SensorNet 2020 3G Terminal/Controller Specifications

Certifications	ETL, cETL (conforms with relevant UL and Canadian standards), CE
Electromagnetic Compatibility	EN 61326, Class B; FCC Class A, EMC for indispensable operation
Integrated Lightning Protection	According to EN 61326 enhanced over-voltage protection for *entire system*, implemented in each component
Cable	2-wire with shield for power supply and communications; resistant to polarity reversal; comprehensive EMC shield control; cable topology within network can be in the form of a line, tree, star or multiple star
	Total cable length max. = 1000 m (3280 ft) without signal amplifying; with signal amplifying module MIQ/JBR add an additional 1000 m
Radio	Radio transmission Class 1 with a range of 100 m (328 ft); max 300 m (984 ft)
Module Coupling at Rear	Combined mechanical and electrical connection for rapid coupling to modules; no wiring required
USB Interface	USB-A (host)
Display	Graphic color display; resolution 320 x 240 pixels; visible area 114 x 86 mm (4.49 x 3.39 in); backlit
Control Keys/Buttons	5 operation keys: 3 master keys for Measurement (M), Calibration (C), Set/System settings (S)
	2 function keys for confirmation/switching menu OK (OK) and Escape (ESC)
	4 directional button for quick selection of software functions and input of alphanumeric values
Datalogger	MIQ/TC 2020 3G; data memory for up to 525,600 data sets
Electrical	Directly via the IQ SensorNet when coupled to an MIQ module
Temperature Conditions	Operating Temperature: -4 to 131 °F (-20 to 55 °C)
	Storage Temperature: -13 to 149 °F (-25 to 65 °C)
Enclosure	Material: ASA (Acrylonitrile-Styrol-Acryloesterpolymer)
	Rating: IP-66, equivalent to NEMA 4X (not suitable for conduit connection)
	Dimensions: 210 W x 170 H x 40 D mm (8.27 W x 6.69 H x 1.57 D in)
	Weight: 1.0 kg (2.2 lbs)
	Warranty: 3 years

IQ SensorNet 2020 3G Module (MIQ) Specifications

Module Coupling at Front	Combined mechanical and electrical connection for rapid docking and removal of the terminal and docking additional modules
Module Coupling at Rear	Combined mechanical and electrical connection for docking additional modules; a total of 3 modules as a stacked mounted unit
Cable Feeds	4 screw cable glands M 16 x 105
Terminal Connections	Screw terminal strips; terminal area for solid connectors 0.2 to 4.0 mm for flexible connectors 0.2 to 2.5 mm; accessible through cover
	Used for connecting sensors or as an input/output or for looping through/branching of the IQ SensorNet cable
Additional Functions	Two LEDs (yellow and red) for monitoring the operating voltage; lightning protection; connection resistant to reversed polarity; integrated local identity; integrated switchable terminal resistor (SN terminator)
Enclosure	Material: PC 20% GF (Polycarbonate with 20% fiberglass)
	Rating: IP-66, equivalent to NEMA 4X (not suitable for conduit connection)
	Dimensions: 144 W x 144 H x 52 D mm (5.67 W x 5.67 H x 2.05 D in)
	Weight: 1.0 kg (2.2 lbs)
	Warranty: 3 years

IQ SensorNet 2020 3G Ordering Information (order 2020 3G, modules, cables, sensors separately)

MIQ/TC 2020 3G Item #470 020Y	Central terminal/controller unit only. Required to be installed once at any point, remains in the system and cannot be removed. Operation mode is shown through status LED. Up to 20 sensors can be connected.
MIQ/TC 2020 3G-H3 Item #470 022Y	Multiparameter system consisting of 2020 3G, MIQ/CR3 (3 analog and 3 relays) and MIQ/PS (power supply). Up to 20 sensors can be connected.
MIQ/TC 2020 3G-H3 C6 Item #470 024Y	Multiparameter system consisting of 2020 3G, MIQ/C6 (6 analog outputs) and MIQ/PS (power supply). Up to 20 sensors can be connected.
MIQ/TC 2020 3G-MC3 Item #470 026Y	Multiparameter system consisting of 2020 3G, MIQ/MC3 and MIQ/PS (power supply). Up to 20 sensors can be connected.

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YSI Digital AmmoLyt® Ammonium/Potassium Sensor for the IQ SensorNet System

The AmmoLyt® is a rugged, online probe for measuring temperature, ammonium and potassium concentrations with Ion Selective Electrodes (ISEs) using reference electrodes for the most accurate wastewater process monitoring.

The AmmoLyt® probe is used within the IQ SensorNet system and can therefore be networked with other probes and parameters for a complete process monitoring and control system. It can measure and display the compensated ammonium concentration with optional display of potassium. There is a constant potential with the measuring electrode and the reference electrode. This tension is read as the measured value and prevents interferences.

The AmmoLyt® is the ideal probe for quantitative measurement of ammonium in a wastewater treatment plant. The efficient control of ammonium in wastewater relies on the ability to take measurements directly in the process. This direct ISE measuring technology is possible with the AmmoLyt® sensor, enabling optimization of a plant in respect to process efficiency and energy consumption.

Parameters:

Ammonium
Potassium
Temperature

- Single- or dual- measurement of ammonium and potassium; measurement of potassium provides automatic and dynamic compensation
- Individual, user-replaceable electrodes and reference
- AmmoLyt® reference system is very stable over long periods of time
- Analog or digital output of measurement with output modules (sold separately) for recording and control purposes
- Electrodes are recognized automatically
- Optional display of potassium
- 2-year warranty on the probe, 1-year on electrodes

The AmmoLyt® ISE sensor provides continuous data to help with operational improvement decisions.



AmmoLyt® Plus 700 IQ Technical Specifications

Parameter	Measuring Range	Resolution	
NH_4-N	0.1 to 100.0 mg/L	0.1 mg/L	
	1 to 1000 mg/L	1 mg/L	
NH_4	0.1 to 129.0 mg/L	0.1 mg/L	
	1 to 1290 mg/L	1 mg/L	
mV (Ammonium)	-2000 to 2000 mV	1 mV	
K	1 to 1000 mg/L	1 mg/L	
mV (Potassium)	-2000 to +2000 mV	1 mV	
Temperature	-5 to 60 °C (23 to 140 °F)	0.1 K	Accuracy ± 0.5 K

Operating & Compensation Range Temperature	0 to 40 °C (32 to 104 °F)
Storage Temperature	0 to 40 °C (32 to 104 °F)
Warranty	2 years on probe, 12 months on electrode
pH range	4 to 12 for Ammonium
Dimensions	Length 392 mm (15.43 in); diameter 40 mm (1.57 in)- not including protective hood; weight (without sensor cable)~ 670 g (1.5 lbs)
Certifications	CE, cETLus, EN, UL, CAN/CSA
Protection Class	Sensor with SACIQ cable connected: IP68
Pressure Resistance	0.2 bar (2.9 psi); maximum immersion depth = 2 meters
Electrical	Power Consumption: 0.2 W, Two wire shielded IQ cable provides power and communication
Materials	Housing: Stainless Steel 1.4571, POM (for electrode material see product manual)

AmmoLyt® Plus 700 Electrode Specifications

Electrode	NH_4	K, Ref
Measured at 20° C (68° F) and concentration change of..	10 to 100 mg/L, NH_4-N	5 to 50 mg/L, K
Response time T_{90}	< 3 min	< 3 min

AmmoLyt® Plus 700 IQ Sensor Ordering Information

107 070Y	AmmoLyt® Plus 700 IQ. Robust digital ammonium probe for the ion-selective measurement (in-situ) of ammonium and potassium, for use with the IQ SensorNet system. Order electrodes separately.
107 071YK	AmmoLyt® Plus 700 IQ. Robust digital ammonium probe for the ion-selective measurement (in-situ) of ammonium and potassium, for use with the IQ SensorNet system. VARiON® Ref and VARiON® Plus NH_4 included. VARiON Plus® K electrode sold separately.
107 072YK	AmmoLyt® Plus 700 IQ. Robust digital ammonium probe for the ion-selective measurement (in-situ) of ammonium and potassium, for use with the IQ SensorNet system. VARiON® Ref and VARiON® Plus NH_4 and VARiON Plus® K included.
107 042Y	VARiON® Ref. Reference electrode for mounting into VARiON®Plus 700 IQ, NitraLyt® Plus, AmmoLyt® Plus probe.
107 044Y	VARiON Plus NH_4. Ammonium electrode for VARiON Plus 700 IQ and AmmoLyt Plus, measuring range: 0.1 - 1000 mg/l NH_4-N.
107 046Y	VARiON Plus K. Potassium electrode for VARiON Plus 700 IQ and for AmmoLyt Plus, measuring range: 1 - 1000 mg/l K+.

Visit YSI.com/IQ for additional information on the entire IQ SensorNet system

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CHARLES TOWN UTILITY BOARD

Wednesday, October 22, 2025

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

Media Farms - Revised Alternate Mainline Extension Agreement

Attachments:

Media Farms Sewer AMEA - Revised.pdf

ALTERNATE MAINLINE SEWAGE COLLECTION SYSTEM AGREEMENT

THIS AGREEMENT (the "Agreement") is made and effective this _____day of _____, 2025, by and between the **CITY OF CHARLES TOWN, by and through the CHARLES TOWN UTILITY BOARD**, (hereafter, "CTUB") and **Harvest Homes, LLC.** (hereafter " the DEVELOPER").

WHEREAS, CTUB has been authorized by the Public Service Commission of West Virginia ("Commission") to develop sewage collection and treatment facilities throughout its service area, together with vicinity residents and businesses, with public sewer service; and

WHEREAS, CTUB wishes to make public sewage collection and treatment facilities available to the greatest number of residential, commercial and industrial customers located within the service area as expeditiously as possible; and,

WHEREAS, the DEVELOPER is planning to develop certain lands known as Media Farms Subdivision (the "Development") situated within CTUB's service territory; and

WHEREAS, the Development will be located along Flowing Springs Road adjacent to the intersection with Old Country Club Road; and

WHEREAS, the DEVELOPER intends to construct 4542 Single Family residential homes; and

WHEREAS, the DEVELOPER intends to construct On-site and Off-site sewage collection systems on, in the area near to, or adjacent to the Development as approved by CTUB on the Development's Preliminary Plat. The On-site sewage collection system includes approximately 3,815 LF of 8" PVC SDR 35 and 400 LF of 8" PVC SDR 26 sewer line. The Off-site sewage collection system includes approximately 50' LF of 8" force main to the point of connection to the existing CTUB sewer system, along with the associated service laterals and manholes (the "Sewage Collection Systems") to service the Residential Lots, which will connect to the sewage collection and pumping system of CTUB; and

WHEREAS, it is in the best interest of the future users of the Development to have public sewer collection facilities available: and

WHEREAS, The Developer has read Rule 7.4 of the Commission's Rules for the Government of Sewer Utilities ("Sewer Rules") that became effective on March 25, 2023, in its entirety, understands the Rule and chooses to enter into this alternate main line extension agreement and to waive its right to refunds thereunder.

NOW, THEREFORE, for and in consideration of the covenants and agreements set forth herein, and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, CTUB and the DEVELOPER agree:

ARTICLE I

DESIGN AND REGULATORY APPROVAL

Section 1.01. The DEVELOPER hereby agrees to employ qualified professional engineers to design the On-site and Off-site sewage collection system (collectively referred to herein as "Sewage Collection System") for the DEVELOPER'S project, as described in general herein. All designs will be developed at the DEVELOPER'S expense and comply with CTUB'S Sewer System Specifications. All designs shall be reviewed and approved by CTUB's engineer prior to submission to the West Virginia Bureau for Public Health and the West Virginia Division of Environmental Protection for permits to construct and prior to the commencement of construction. Neither CTUB nor its engineers or agents shall bear any financial or any other responsibility for the design and construction of the Sewage Collection System (the design and construction of the Sewer Collection System shall be collectively referred to as the "Project").

Section 1.02. The DEVELOPER shall, at its own expense, submit the plans and specifications to the appropriate State, Federal, and local agencies for their approval. Any changes in the plans and specifications required by the governmental agencies shall be subject to the approval of CTUB. If requested, plans and specifications shall be submitted to the Commission for review.

ARTICLE II

CONSTRUCTION AND INSPECTION

Section 2.01. The DEVELOPER will construct the entire Sewer Collection System under this Agreement, including but not limited to, all main lines, service lines, pumping facilities, or other necessary appurtenances, for all residential, commercial, or other customers, either proposed or existing, On-site and Off-site as approved by CTUB on the Development's Preliminary Plat at the DEVELOPER'S expense. All construction shall be done in accordance with the approved plans and specifications for the Development and CTUB' s specifications. The DEVELOPER shall obtain, at its own expense, with the cooperation and support of CTUB, all necessary permits, authorizations and approvals of State, Federal, and local agencies during the construction phase and shall make such changes as are required by said agencies during this phase and such changes shall not be subject to further approval by CTUB.

Section 2.02. The DEVELOPER shall, with the cooperation and support of CTUB, obtain all necessary rights-of-way, real property, easements and take all other such actions, including but not limited to, legal action, as are necessary to complete the Sewer Collection System, at the DEVELOPER'S own expense. CTUB shall, at the request of the DEVELOPER, take such actions as are permitted by law to aid in obtaining the necessary rights of way, real property or easements on land not owned by the DEVELOPER, including, but not limited to, legal actions. The cost of said actions requested by the DEVELOPER, including amounts paid to property owners for the required real estate and easements as well as all litigation costs and taken by CTUB shall be borne by the DEVELOPER.

Section 2.03. CTUB shall bear no financial or other responsibility for the construction of the Sewage Collection System in the Development. However, prior to the substantial completion of the construction of the Sewage Collection System or phase thereof, CTUB shall have the right to inspect and approve the system of phase thereof to ensure that: (1) sewage will be satisfactorily transported from the Development in accordance with the terms of this Agreement and all applicable statutes, rules, and regulations legally applicable to CTUB; (2) infiltration will be minimized; (3) illegal and improper sources of inflow are eliminated; and (4) the system was constructed using sound engineering and construction standards, and using materials in compliance with CTUB's standards and specifications.

Section 2.04. CTUB shall have the right to inspect all work of the DEVELOPER, and its contractors, during all phases of construction to insure adequate installation of the system. The DEVELOPER shall pay CTUB for its construction inspection services. All fees shall be paid by the DEVELOPER to CTUB within fifteen (15) days of the date of the preconstruction meeting. Inspection services shall be no more than $1,500.00 per week for full-time inspection services for sewer installation.

Section 2.05. At the conclusion of construction, The DEVELOPER shall provide to CTUB a complete set of reproducible copies of the record drawings of the completed construction for the mainline extension, signed and sealed by the engineer who prepared the plans. Also, the DEVELOPER shall provide CTUB with executed easements for all sewer mains. SEWER SERVICE FROM THE MAINLINE EXTENSION COVERED BY THIS AGREEMENT WILL NOT BE GRANTED UNTIL THE "RECORD DRAWINGS" AND THE EXECUTED EASEMENTS ARE RECEIVED BY CTUB.

Section 2.06. At all times during the construction of said sewer system, or Phase thereof if the project is phased, the DEVELOPER shall maintain sole ownership of said sewer system.

Section 2.07. The DEVELOPER shall complete the mainline extension covered by this Agreement within five (5) years from the date of this Agreement. Failure to do so may make this Agreement null and void as to any uncompleted portions of the mainline extension. CTUB reserves the right to require the DEVELOPER to enter into a new agreement, have a design review and secure new permitting for the completion of the Project if sufficient proof can be demonstrated that rules, regulations or surrounding conditions have changed during the five (5) year time frame. Any new agreement will require the approval of the Commission.

ARTICLE III

TRANSFER OF OWNERSHIP

Section 3.01. Upon completion of the construction of the Sewage Collection System, or phase thereof, or parts of phases thereof at the discretion of CTUB, the DEVELOPER shall, with the cooperation and support of CTUB, obtain such State, Federal, and local certifications, authorizations, or approvals as required, at the DEVELOPER'S expense. After said certifications, authorizations or approvals are obtained, and the Sewage Collection System or phase thereof is completed in all respects, the DEVELOPER shall provide CTUB written notice of said completion. As used in this and subsequent Sections, "completed in all respects" includes, but is not limited to: (i) the system or phase thereof being physically complete; (ii) all testing performed by the certifying engineer; (iii)all electrical and mechanical systems inspected and certified by approved factory authorized representatives of the manufacturers; (iv) all systems or phase thereof having passed component validation, start-up and demonstration periods and training performed; (v) all engineers, material men, contractors and subcontractors of the DEVELOPER being paid for their work on said system or phase thereof; (vi) all rights of way, real property and easements required for the operation of the Sewage Collection System or phase thereof are acquired; (vii) all legal disputes regarding the Sewerage Collection System being materially resolved; and (viii) no outstanding liens on the Sewage Collection System or phase thereof existing.

Section 3.02. Upon receipt of the written notice described in Section 3.01, CTUB shall have ninety (90) days to inspect said Sewage Collection System or phase thereof and run such tests, at CTUB's sole expense, as CTUB feels are appropriate and necessary to determine that the Sewage Collection System or phase thereof has been properly designed and constructed using sound engineering and construction standards. Within the ninety (90) day period, CTUB shall provide the

DEVELOPER, in writing, a list of repairs which CTUB reasonably believes are required to cause the Sewage Collection System or phase thereof to comply with the plans and specifications previously approved by CTUB, as may have been modified by the changes required by any applicable State or Federal agency or other City department, and a list of other actions, which the DEVELOPER must take so that the system or phase thereof is completed in all respects in accordance with the approved plans. The DEVELOPER, at its own expense, shall make said reasonable repairs and once said repairs have been made, the DEVELOPER will provide CTUB with an additional written notice as set forth in Section 3.01 and CTUB shall have the same rights as it had upon receipt of the initial notice. The DEVELOPER shall not connect any businesses or structures to the sewer system or phase thereof until it has been fully tested by the engineer and CTUB and all repairs required by CTUB have been made. Notwithstanding the foregoing, if CTUB does not inspect the Sewage Collection System or phase thereof within thirty (30) days after receipt of the written notice described in Section 3.01., CTUB's right to such inspection shall terminate.

Section 3.03. If, after receipt of the notice set forth in Section 3.01, CTUB determines that the Sewage Collection System or phase thereof is completed in all respects, the DEVELOPER shall deliver, and CTUB shall accept, ownership of the Sewage Collection System or phase thereof necessary to connect to the sewage collection and pumping system built as part of the Development including rights-of-way, and all real property and easements necessary for the ownership, operation and maintenance of the system. The transfer of ownership shall occur no late than fifteen (15) days after the expiration of the CTUB' s right of inspection and testing, set forth in Section 3.02.

Section 3.04. Nothing in this Article shall be construed to prevent CTUB from accepting ownership of the system a section at a time, provided that CTUB shall accept a section of the system only if said section is complete in all respects and can be fully operational at the time of the transfer of that section. CTUB and the DEVELOPER shall have the same rights and obligations and shall follow the same procedures established in the Article for the transfer of ownership of the entire system.

Section 3.05. Prior to the transfer of ownership of the Sewage Collection System or phase thereof to CTUB, when the DEVELOPER applies for a building permit to construct a residential, commercial or industrial building in the Development, the DEVELOPER shall pay to CTUB (i) a non-refundable tap and inspection fee pursuant to approved CTUB tariff and (ii) a non-refundable Capacity Improvement Fee pursuant to the approved CTUB tariff. Payments shall be made on the same date the DEVELOPER applies for a building permit to construct the residential, commercial

or industrial building in the Development, which will result in said additional Customer. Notwithstanding the foregoing, CTUB shall only be entitled to retain a DEVELOPER tap or connection fee if CTUB, using its own resources, actually installs or inspects the tap and/or connection line and physically connects or inspects the connection to the customer's service. Once CTUB collects a tap or connection fee in accordance with the terms of this Agreement, CTUB shall not be permitted to collect from the customer any additional tap or service connection fee. CTUB shall only be permitted to collect one tap or connection fee per service connection in accordance with its Tariff on file with the Commission. CTUB's right to either retain the DEVELOPER's tap or connection fee deposit or to assess a tap or connection fee from a customer is contingent upon CTUB installing the tap and/or connection line, which physically connects a customer's service to the DEVELOPER's collection system.

ARTICLE IV

DEVELOPER REIMBURSEMENT

Section 4.01. CTUB will not reimburse the Developer for the installation, cost or any other costs associated with the installation and construction of the Sewage Collection System. Developer expressly waives any right to reimbursement under the Commission's Sewer Rules, 150 CSR 5, Rule 7.4, a copy of which is attached hereto as Exhibit A, and made a part hereof, and understands that CTUB's extension of service outlined in the Agreement herein shall be construed as an exemption to Rule 7.4. The Developer will collect reimbursement through appropriate pricing of real estate within its Development.

Section 4.02. Not later than fifteen (15) business days following the time of the transfer of ownership of the Sewage Collection System or phase thereof as provided in Article III, Developer shall provide CTUB with an itemized accounting of the costs of the Sewage Collection System or phase thereof. The costs shall include, but shall not be limited to, labor, materials, engineering fees and costs of permits. CTUB shall have a right to review copies of the records of Developer relating to the development of the Sewage Collection System and Developer shall, at the request of CTUB, provide CTUB with copies of all invoices relating to the development of the Sewage Collection System or phase thereof. CTUB shall verify the total cost of the Sewage Collection System or phase thereof and shall give notice in writing to Developer of CTUB's calculation of the total cost of the Sewage Collection System or phase thereof (the "Project Cost").

ARTICLE V

CONDITIONS PRECEDENT

Section 5.01. This Agreement and the respective obligations of the parties are expressly conditioned upon the decision by the DEVELOPER, such decision to be made in the sole and absolute discretion of the DEVELOPER, to commence construction of the Development and upon the written approval of this Agreement by the Commission.

Section 5.02. The DEVELOPER waives the right to receive an estimate of the cost of the extension.

Section 5.03. As a condition to obtaining a main extension, the DEVELOPER shall grant CTUB the necessary easements which will allow CTUB to make future extensions into unserved areas. Such future extensions shall not adversely affect the intended use of the Developer's Property nor shall Developer incur any additional cost for granting of said easement or construction within the easement(s). The granting of the necessary easements by the Developer to CTUB shall be made without CTUB being required to pay additional consideration for the additional easements to the DEVELOPER. CTUB has the right to further extend mains from and beyond the terminus of the mains constructed pursuant to this Agreement. In such an event, the DEVELOPER shall not be entitled to any refund for the connection of customers to such extension.

ARTICLE VI

SUBSEQUENT CONNECTIONS

Section 6.01. The DEVELOPER agrees that after the transfer of the ownership of the Sewage Collection System, or any portion thereof, to CTUB, the DEVELOPER shall be assessed, to the extent DEVELOPER owns the property for which a connection is requested, for each new connection upon the issuance of a sewer availability letter (i) a non-refundable tap and inspection fee pursuant to approved CTUB tariff and (ii) a non-refundable capacity improvement fee pursuant to the approved CTUB tariff. Payments shall be made on the same date the DEVELOPER applies for a building permit to construct the residential, commercial or industrial building in the Development, which will result in said additional Customer. Notwithstanding the foregoing, CTUB shall only be entitled to retain a DEVELOPER tap or connection fee if CTUB, using its own resources, actually installs or inspects the tap and/or connection line and physically connects or inspects the connection to the customer's service. Once CTUB collects a tap or connection fee in accordance with the terms of this

Agreement, CTUB shall not be permitted to collect from the customer any additional tap or service connection fee. CTUB shall only be permitted to collect one tap or connection fee per service connection in accordance with its Tariff on file with the PSC. CTUB's right to either retain DEVELOPER's tap or connection fee deposit or to assess a tap or connection fee from a customer is contingent upon CTUB installing the tap and/or connection line, which physically connects a customer's service to the DEVELOPER's collection system.

Section 6.02. The DEVELOPER hereby agrees that in the event that the DEVELOPER transfers, prior to completion, any portion of DEVELOPER'S land in the Development to any individual, corporation or other entity who will continue to engage in development of said land as contemplated by this Agreement, resulting in additional customers for CTUB, the DEVELOPER shall require, as a term of said transfer, that said individual, corporation or other entity assume the obligations of this Agreement.

ARTICLE VII

REPRESENTATIONS AND WARRANTIES

Section 7.01. The parties represent and warrant that the execution, delivery and performance of this agreement by them has been duly authorized and this agreement constitutes a valid and binding obligation of the parties in force full and accordance with its terms.

Section 7.02. The DEVELOPER represents and warrants that the Sewage Collection System or phase thereof will be designed and constructed in a proper workmanlike manner using sound principles of engineering and construction. The DEVELOPER hereby warrants DEVELOPER'S work on the Sewage Collection System's or phase thereof electrical and mechanical components, pump stations and treatment facilities for one (1) year from the date of the transfer of ownership of the Sewage Collection System or phase thereof to CTUB and, during such period, will make such repairs at the DEVELOPER'S expense, as are needed to maintain the Sewage Collection System or phase thereof in a proper operating condition in accordance with the approved plans therefore. CTUB will be responsible for reasonable maintenance of the system according to sound operating procedures and manufacturer's recommendations. The DEVELOPER will not be responsible for repairs due to CTUB failing to reasonably maintain the system.

Section 7.03. Upon notice from CTUB that all construction and testing requirements have been met, DEVELOPER shall post a one (1) year warranty bond in an amount sufficient to replace the system or phase thereof constructed by the DEVELOPER. The amount of the bond shall be 100-

percent of the cost of the improvements to be bonded at that time, and shall be for a period of 365 days that will begin on the date ownership of the On-Site and Off-Site Sewage Collection System or phase thereof is transferred to CTUB, At the conclusion of such one (1) year period, any warranty bond with respect to the Sewage Collection System or phase thereof shall automatically terminate and all bonded funds shall automatically be returned to the DEVELOPER.

ARTICLE VIII

MISCELLANEOUS PROVISIONS

Section 8.01. This Agreement shall in no manner alter or affect presently existing rates, charges, minimums or tariffs of CTUB and the same rates, fees, charges, minimums and tariffs shall apply uniformly to all customers of CTUB. This Agreement shall at all times be subordinate to any present or future trust indentures or other similar liens on the assets of CTUB, and the parties hereto recognize the priority of any such obligations and upon occurrence of default or assumption of operation and control by the trustee or holders of the bonds of CTUB this Agreement shall be subordinate to such obligations.

Section 8.02. Nothing in this Agreement shall be construed to make CTUB or its engineer and agents liable or responsible for any obligations of the DEVELOPER.

Section 8.03. The DEVELOPER hereby agrees to save and indemnify and keep harmless CTUB, its engineer and agents against all liability claims and judgments or demands for damages arising from accidents to third persons occurring prior to the date of the transfer of the ownership of the Sewage Collection System or phase thereof to CTUB, or to property owned by third persons occasioned by the DEVELOPER, its agents, employees, contractors and subcontractors, and against all claims for damages arising from accidents to the DEVELOPER, its agents, employees, contractors and sub-contractors, occasioned by third persons occurring prior to the date of the transfer of the Sewage Collection System to CTUB, except for those legally attributable to CTUB, its engineer or agents, other than the DEVELOPER, or employees of CTUB. The DEVELOPER will defend any and all suits that may be brought against CTUB on account of any such accidents (except those legally attributable to CTUB, its engineer or agents, other than Developer, or employees of CTUB) and will make good to, and reimburse, CTUB for any reasonable, out of pocket expenditures (including, but not limited to reasonable legal fees and expenses) that CTUB may make by reason of such accidents.

Section 8.04. The DEVELOPER hereby agrees to save and indemnify and keep harmless CTUB, its engineer and agents from all claims, demands, causes of action, or suits of whatever nature

arising out of the labor and materials used by the DEVELOPER and their contractors or sub-contractors, and from all laborers', materialmen's and mechanics' liens upon the Sewage Collection System or upon the property upon which the Sewage Collection System is located arising out of the labor and materials used by the DEVELOPER and its contractors or sub-contractors, and the DEVELOPER shall keep the Sewage Collection System or phase thereof and said property free and clear of all liens, claims and encumbrances until the time of the transfer of ownership of the Sewage Collection System or phase thereof to CTUB.

Section 8.05. Upon transfer of the ownership of the Sewage Collection System or phase thereof to CTUB, nothing in this Agreement shall be construed to provide the DEVELOPER with any ownership or other interest in the Sewage Collection System or phase thereof which will become the exclusive property of CTUB, or with a right to be reimbursed by CTUB for any and all construction cost, except as provided in this Agreement.

Section 8.06. The DEVELOPER hereby agrees to not pursue any lawsuit, cause of action, or claim of any kind against CTUB regarding insufficient sewage treatment capacity.

Section 8.07. This Agreement constitutes the entire Agreement between CTUB and the DEVELOPER with respect to the matters addressed and may be amended only in a subsequent writing executed by both parties. Any amendment to this Agreement should be submitted to the Commission for review and/or approval.

Section 8.08. This Agreement may not be assigned by CTUB without the prior written consent of the other party. The DEVELOPER may assign this Agreement without the consent of CTUB if the DEVELOPER sells all or any portion of the Development.

Section 8.09. The article and section headings in this Agreement are merely for the convenient reference of the parties and shall not affect the meaning or interpretation of this Agreement.

CITY OF CHARLES TOWN, by and through the CHARLES TOWN UTILITY BOARD

By:_____

Its: _____

ATTEST:

_____

Its: _____

HARVEST HOMES, LLC.

By:_____

Its:_____

ATTEST:

_____

Its: _____

EXHIBIT A

PUBLIC SERVICE COMMISSION RULE 7.4

Public Service Commission of West Virginia

Rules and Regulations for the Government of

Sewer Utilities. 150CSR7, Rule 7.4, Extension of Mains.

EXHIBIT B

DEVELOPER'S PROJECT

The Sewage Collection System to be constructed by Developer is described in the attached pages.

CHARLES TOWN UTILITY BOARD

Wednesday, October 22, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Utility Manager Report

Attachments:

Charles Town AOC Termination Notification 09.26.30.pdf
Avail Ltr Tracking - Rev 10.09.25.pdf

REGION 3
PHILADELPHIA, PA 19103

SENT VIA ELECTRONIC MAIL

The Honorable Michael George, Mayor
City of Charles Town
101 East Washington Street
Charles Town, West Virginia 25414
mgeorge@charlestownwv.us

Re: Administrative Order on Consent, U.S. EPA Docket No. CWA-03-2024-00197DN
City of Charles Town and Charles Town Utility Board, Charles Town, WV

Dear Honorable Michael George:

The United States Environmental Protection Agency Region 3 ("EPA") and the City of Charles Town, West Virgina, and the Charles Town Utility Board, Charles Town, West Virgina ("Respondents"), entered into an Administrative Order on Consent, Docket No. CWA-03-2024-00197DN ("the Order") with the following parties: the City of Charles Town, WV, and the Charles Town Utility Board, Charles Town, West Virgina. In accordance with Section IX (Certification of Compliance and Request for Termination Of AOC) of the Order, by letter dated August 8, 2025, Respondents submitted a Certification of Compliance and Request for Termination of the Order for the EPA's review.

Based upon the EPA's review of information, including certifications, submitted in accordance with the Order, and additional correspondence as appropriate, the EPA is granting Respondents' request for termination of the Order. In accordance with Section IX of the Order, this letter serves as written notification of termination of the Order.

Please note, however, that any future noncompliance with the Clean Water Act ("CWA"), 33 U.S.C. §§ 1251 et al., may result in the initiation of authorized investigation and enforcement action(s) pursuant to the CWA, including pursuant to CWA Sections 308 and 309, 33 U.S.C. §§ 1318 and 1319.

If you have any questions regarding this letter, please contact Mr. Steve Maslowski of my staff at 215-814-2371 or maslowski.steven@epa.gov.

Sincerely,

ANDREA BAIN

Digitally signed by ANDREA BAIN
Date: 2025.10.15 12:51:56 -04'00'

Andrea Bain
Acting Director
Enforcement and Compliance Assurance Division

cc: Ashley Stottlemyer, Charles Town Utility Board (astottlemyer@ctubwv.com)
Kristen M. Stolipher, Charles Town Utility Board (kstolipher@ctubwv.com)
EPA R3, Regional Hearing Clerk (R3_Hearing_Clerk@epa.gov)
Kathleen Root, Esq., EPA Region 3 (root.kathleen@epa.gov
Mr. Richard Lewis, Esq, Steptoe & Johnson PLLC (Richard.Lewis@steptoe-johnson.com)
Jessica Duffy, EPA Region 3 (duffy.jessica@epa.gov)
Brad M. Wright, WVDEP (brad.m.wright@wv.gov)
Robin Dolly, WVDEP (robin.c.dolly@wv.gov)
Michael Kanehl, WVDEP (michael.k.kanehl@wv.gov)

Development	Water	Sewer	Total Design EDU's	Total Built as of 2025	Remaining to be built	
Aspen Green		X	203	85	118	Under Construction
Avalon (formerly Fairview)	X	X	450	0	450	Design Complete - entering construction
Beallair		X	372	221	151	Under Construction
Birdhill		X	720	0	720	Design Phase
Blackford Village/Tackley Mill		X	500	0	500	Long term build-out
Briar Run		X	450	404	46	Long term build-out
Burr Industrial Park & Bardane		X	200	175	25	Long term build-out
Cambridge		X	140	92	48	Long term build-out
Cantor Hollow	X	X	124	0	124	Design Phase
Charles Town Infill	X	X	250	0	250	Long term build-out
Clayhill Farm		X	300	0	300	Conceptual Design
Country Club Commons		X	8	0	8	Design Phase
Harvest Hills		X	392	0	392	Conceptual Design
Hillside	X	X	150	0	150	Design Phase
Huntfield	X	X	3,200	661	2,539	Under Construction
Huntwell West		X	350	180	170	Under Construction
Jefferson Orchards		X	888	0	888	Long term build-out
Kable Townhomes	X	X	22	0	22	Conceptual Design
King's Crossing	X	X	404	193	211	Under Construction
Lakeland Place		X	464	287	177	Design Phase
Locust Knoll		X	300	0	300	Long term build-out
Madison Greens (formerly part of Ranson Gateway)		X	292	0	292	Under Construction
Magnolia Springs	X	X	300	300	0	Complete
Media Farms		X	45	0	45	Design Phase
Norborne Glebe	X	X	1,050	728	322	Under Construction
Old Town Ranson - Infill	X	X	250	0	250	Long term build-out
Potomac Marketplace (Commercial)		X	54	50	4	Long term build-out
President's Pointe		X	1,100	484	616	Under Construction
Prospect Place	X	X	170	0	170	Conceptual Design
Ranson Gateway (Commercial)		X	883	150	733	Long term build-out
Riverpointe		X	335	45	290	Under Construction
Red Clover Meadows		X	258	206	52	Under Construction
Shenandoah Springs		X	705	565	140	Under Construction
Shoemaker Property	X	X	300	0	300	Conceptual Design
Sleepy Hollow	X	X	500	0	500	Conceptual Design
Stonecrest		X	320	79	241	Under Construction
Stone Spring (formerly Fritts Property)	X	X	325	184	141	Under Construction
Washington Landing	X	X	274	274	0	Complete
West Branch Apartments		X	235	0	235	Design Complete - entering construction
Windmill Crossing	X	X	150	145	5	Long term build-out
WVU Medical	X	X	500	0	500	Conceptual Design
340 Mixed used Dan Ryan	X	X	500	0	500	Design Phase
Vinton Property	X	X	300	0	300	Design Phase
Total Projected Development			18,733	5,508	13,225	

CHARLES TOWN UTILITY BOARD

Wednesday, October 22, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, October 22, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

October 22, 2025

Attachments:

Board Report 10.22.25.pdf

Totals by Year-Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	**6-50**	**$64,250.12**	**$0.00**	**$243,964.53**	**$308,214.65**
Sewer	**6-60**	**$96,633.77**	**$0.00**	**$219,036.92**	**$315,670.69**
Total Of All Funds:		**$160,883.89**	**$0.00**	**$463,001.45**	**$623,885.34**

Totals by Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	**50**	**$64,250.12**	**$0.00**	**$243,964.53**	**$308,214.65**
Sewer	**60**	**$96,633.77**	**$0.00**	**$219,036.92**	**$315,670.69**
Total Of All Funds:		**$160,883.89**	**$0.00**	**$463,001.45**	**$623,885.34**

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 623,885.34

Encova, check dated 10/08/2025: 3,456.00

Security Deposit Refunds, checks dated 10/22/2025: 2,525.13

Total: $ 629,866.47

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
SHENA010		SHENANDOAH AIR CONDITIONI	*Account Continued*				
26-00601	10/14/25	DIAGNOSTIC TWWTP	Open	$99.00	$0.00		
SNYDE005		SNYDER ENVIRONMENTAL SERVICES					
26-00602	10/14/25	REPAIR GEAR BOX	Open	$6,027.50	$0.00		
26-00603	10/13/25	PROJECT 25C045	Open	$178,733.25	$0.00		
			Vendor Total:	**$184,760.75**			
STEPT005		STEPTOE & JOHNSON PLLC					
26-00632	10/16/25	GENERAL ENVIRONMENTAL	Open	$21,348.78	$0.00		
STHIN005		STH, INC.					
26-00604	10/13/25	WENDYS PS REPAIR	Open	$9,466.95	$0.00		
26-00618	10/14/25	BEALLAIR PS RPLCMNT	Open	$33,930.00	$0.00		
			Vendor Total:	**$43,396.95**			
SUPER005		SUPERIOR AUTO BODY, LLC					
26-00605	10/07/25	SEWER VEHICLE REPAIR	Open	$3,212.83	$0.00		
CITHO005		THE CI THORNBURG CO, INC.					
26-00562	10/09/25	ANTENNA, CONNECTORS	Open	$1,541.38	$0.00		
26-00610	10/13/25	TRANSCEIVER	Open	$2,660.00	$0.00		
26-00611	10/13/25	TRANSCEIVER	Open	$2,660.00	$0.00		
26-00612	10/13/25	TRANSCEIVER	Open	$7,410.00	$0.00		
26-00626	10/13/25	TRANSCEIVER	Open	$2,660.00	$0.00		
			Vendor Total:	**$16,931.38**			
TYLER005		TYLER TECHNOLOGIES					
26-00606	09/30/25	UB NOTIFICATION	Open	$358.70	$0.00		
WINCH030		WINCHESTER NOLAND CO.					
26-00621	10/03/25	BLEACH	Open	$25.74	$0.00		
WVWAT005		WV WATER DEVELOPMENT AUTH					
26-00631	10/22/25	#2017-175 INFRSTRCTR FNDPRJCT	Open	$1,278.00	$0.00		

Total Purchase Orders: 77 Total P.O. Line Items: 0 Total List Amount: $623,885.34 Total Void Amount: $0.00

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
JEFFE015		JEFFERSON COUNTY HEALTH D					
26-00630	10/15/25	TDAP VACCINE	Open	$468.00	$0.00		
JEFFE010		JEFFERSON RENTALS					
26-00588	10/07/25	FLWNGSPGS PS LIFT RENTAL	Open	$627.10	$0.00		
26-00589	10/07/25	BURR PS LIFT RENTAL	Open	$283.16	$0.00		
			Vendor Total:	**$910.26**			
KAYCA005		KAY CASTO & CHANEY PLLC					
26-00556	10/07/25	WLTS PS SWR PRJCT ESMNT	Open	$750.00	$0.00		
26-00590	10/07/25	CS PRJCT CONTRACT LEGAL	Open	$1,722.50	$0.00		
26-00615	10/13/25	GENERAL: THRU 9/30/25	Open	$9,000.00	$0.00		
26-00616	10/13/25	WVAW: THRU 9/30/25	Open	$216.00	$0.00		
26-00617	10/13/25	CIF MATTERS: THRU 9/30/25	Open	$975.00	$0.00		
			Vendor Total:	**$12,663.50**			
KENTP005		KENT PARSONS FORD					
26-00591	09/18/25	SEWER VEHICLE REPAIR	Open	$1,561.38	$0.00		
MISSU005		MISS UTILITY OF WV, INC.					
26-00592	10/08/25	MESSAGE FEES: SEP	Open	$640.15	$0.00		
NBCEN005		NB & C ENGINEERING SERVICES LL					
26-00593	10/07/25	PMI INSPCTN WV-002 CT RD	Open	$400.00	$0.00		
PRECI005		PRECISION PUMP & VALVE SERVICE					
26-00594	10/03/25	150HP BLWR MTR REPAIR	Open	$8,825.00	$0.00		
PREMI010		PREMIER RISK MANAGEMENT SOLUTI					
26-00595	10/09/25	SFTY CNSLTNG: 9/01 - 9/30/25	Open	$1,466.25	$0.00		
RAFTE005		RAFTELIS FINANCIAL CONSULTANTS					
26-00596	10/15/25	WA & SWR CAPACITY FEE STUDY	Open	$8,380.00	$0.00		
ROBER025		ROBERT LYNN KERSHNER					
26-00597	10/06/25	FLWNGSPGS & WNDYS PS REPAIRS	Open	$520.00	$0.00		
26-00598	10/10/25	CTWWTP REPAIR	Open	$555.00	$0.00		
26-00599	10/14/25	CTWWTP & TWWTP REPAIRS	Open	$1,287.50	$0.00		
26-00600	10/14/25	FLNGSPGS PS REPAIR	Open	$2,093.50	$0.00		
26-00619	10/15/25	CTWWTP SLDGPMP ROOM HEATER	Open	$1,186.50	$0.00		
			Vendor Total:	**$5,642.50**			
ROBER005		ROBERTS OXYGEN COMPANY, INC					
26-00628	10/16/25	YEARLY RENTAL RENEWAL	Open	$385.00	$0.00		
26-00629	10/16/25	YEARLY RENTAL RENEWAL	Open	$1,320.00	$0.00		
			Vendor Total:	**$1,705.00**			
RUMME005		RUMMEL, KLEPPER & KAHL, LLP					
26-00624	10/20/25	TO19 2021 CLLCTNSYSTM PRJCT	Open	$2,410.37	$0.00		
SHENA010		SHENANDOAH AIR CONDITIONI					

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
COYNE005		COYNE CHEMICAL	*Account Continued*				
26-00620	10/09/25	CONTAINER RETURNS	Open	30.00-	$0.00		
			Vendor Total:	**$6,948.74**			
CRANE005		CRANETECH INC					
26-00570	10/08/25	HOIST FOR BURR PS	Open	$12,692.00	$0.00		
CUMMI010		CUMMINS, INC					
26-00571	10/07/25	WLLWSPGS PS REPAIR	Open	$2,056.18	$0.00		
ELMSH005		ELM SHOES, INC					
26-00572	10/01/25	BOOTS	Open	$5,429.80	$0.00		
ERA00005		ERA					
26-00622	10/10/25	PH: WASTEWATER	Open	$210.25	$0.00		
GASKI005		GASKINS SERVICES LLC					
26-00573	10/14/25	TOPSOIL	Open	$1,050.00	$0.00		
GERAL005		GERALD TAYLOR CO., INC.					
26-00574	10/15/25	PUMP / TRANSPORT	Open	$1,394.70	$0.00		
26-00575	10/15/25	TRANSPORT	Open	$1,937.43	$0.00		
26-00576	10/15/25	SUPERVAC	Open	$2,435.80	$0.00		
			Vendor Total:	**$5,767.93**			
GRIFF005		GRIFFITH ENERGY SERVICES,					
26-00577	10/01/25	PROPANE: 1582 AUGUSTINE AVE	Open	$740.28	$0.00		
GUTTM005		GUTTMAN ENERGY					
26-00578	10/05/25	W/E 10/5/25	Open	$2,660.52	$0.00		
26-00579	10/12/25	W/E 10/12/25	Open	$1,391.78	$0.00		
			Vendor Total:	**$4,052.30**			
GWIND005		GWIN DOBSON & FOREMAN INC					
26-00580	09/30/25	WW CLCTN SYS PRJCT	Open	$8,219.60	$0.00		
26-00581	09/30/25	CLCTN SYS PJCT RPR	Open	$19,809.36	$0.00		
			Vendor Total:	**$28,028.96**			
HDSUP005		HD SUPPLY INC					
26-00582	10/13/25	PVC ELBOW	Open	$8.80	$0.00		
26-00583	10/10/25	CHEMKEY	Open	$225.60	$0.00		
26-00584	10/10/25	PVC ELBOW	Open	$26.40	$0.00		
26-00585	10/08/25	CORD GRIP	Open	$28.78	$0.00		
26-00586	10/08/25	CABLE TIES	Open	$10.95	$0.00		
26-00587	10/08/25	PVC BUSHING	Open	$2,617.41	$0.00		
26-00613	10/15/25	GLOVES, WIPES	Open	$643.94	$0.00		
26-00614	10/15/25	BOTTLE	Open	$125.02	$0.00		
			Vendor Total:	**$3,686.90**			
HUNTW005		HUNTWELL WV, LLC					
26-00623	10/22/25	SEWER UPSIZING PER AMEA	Open	$91,516.48	$0.00		

Ranges	Item Status	Purchase Types	Misc
Range: *First to Last* ***Rcvd Batch Id Range:*** *First to Last* ***Paid Date Range:*** *10/22/25 to 06/30/26*	***Open:*** *N* ***Void:*** *N* ***Paid:*** *Y* ***Held:*** *N* ***Aprv:*** *N* ***Rcvd:*** *N*	***Bid:*** *Y* ***State:*** *Y* ***Other:*** *Y* ***Exempt:*** *Y*	***P.O. Type:*** *All* ***Format:*** *Condensed* ***Include Non-Budgeted:*** *Y* ***Prior Year Only:*** *N* ***Vendors:*** *All*

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
3RDTI005		3RD TIME TRUCKING					
26-00557	09/05/25	HAULING	Open	$281.96	$0.00		
ANDRE005		ANDREAS HALE					
26-00607	10/22/25	PER DIEM: 11/2 - 11/7/25	Open	$374.00	$0.00		
APPLE005		APPLE VALLEY TIRE					
26-00608	10/15/25	SEWER VEHICLE TIRES	Open	$1,630.04	$0.00		
AUTOZ005		AUTOZONE					
26-00609	10/16/25	MAINT VEHICLE SUPPLIES	Open	$27.01	$0.00		
BIEDL005		BIEDLER'S ELECTRIC MOTOR REPAI					
26-00625	10/10/25	CTWWTP PUMP REPAIR	Open	$416.47	$0.00		
CHAMP005		CHAMPION INDUSTRIES, INC					
26-00558	09/30/25	PRINTING SVCS SEP	Open	$4,920.66	$0.00		
26-00559	09/30/25	POSTAGE 4 PRINTING SVCS SEP	Open	$12,954.14	$0.00		
			Vendor Total:	**$17,874.80**			
CHARL030		CHARLES TOWN SEWER					
26-00560	10/22/25	SEP FUNDING	Open	$46,708.61	$0.00		
CHARL035		CHARLES TOWN WATER					
26-00561	10/22/25	SEP FUNDING	Open	$35,988.41	$0.00		
CITYE005		CITY ELECTRIC SUPPLY CO					
26-00563	10/02/25	POWER RELAY	Open	$90.00	$0.00		
CITYO005		CITY OF CHARLES TOWN					
26-00564	10/02/25	AIR QUALITY TEST 9/15	Open	$1,250.70	$0.00		
26-00565	09/30/25	UB COLLECTIONS SEP	Open	$23,826.45	$0.00		
			Vendor Total:	**$25,077.15**			
COAST005		COASTTEC					
26-00566	10/08/25	APC SMART-UPS 2200VA LCD RM	Open	$839.30	$0.00		
COREM005		CORE & MAIN					
26-00567	10/13/25	HYD 3' BURY	Open	$7,575.14	$0.00		
26-00627	10/16/25	SEWER STOCK	Open	$2,921.67	$0.00		
			Vendor Total:	**$10,496.81**			
CORPO005		CORPORATION OF RANSON					
26-00568	09/30/25	SEP UT COLLECTIONS	Open	$5,416.42	$0.00		
COYNE005		COYNE CHEMICAL					
26-00569	10/09/25	CP - 837	Open	$6,978.74	$0.00		

CHARLES TOWN UTILITY BOARD

Wednesday, October 22, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - November 12, 2025 at 4:00 P.M.