CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, FEBRUARY 26, 2025

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of February 12, 2025 Regular Meeting Minutes
      UB Minutes 02.12.25.pdf

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

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

   https://us06web.zoom.us/j/81381363833?pwd=3wvM1UmwrU8Pv2f2QXjw7HGNkDnqKe.1

   Meeting ID: 813 8136 3833
   Passcode: 643013
   (301)715-8592

3. **UNFINISHED BUSINESS**
   a. Request for Proposals for Capacity Improvement Fee Study
      Raftelis Proposal.pdf
      NewGen Proposal.pdf

4. **NEW BUSINESS**
   a. Pine Run Ranch Project Availability Letter
      Availability Letter.pdf
   b. Maintenance Building Project - Design Proposal
      Maintenance Building Final Design Engineering Proposal.pdf
   c. Moyno Pump Replacement
      Pump Quote.pdf
   d. Lease Amendment - Verizon - 6th Avenue Tank
      6th Avenue Lease Amendment.pdf

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

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

6. **APPROVAL OF BILLS**
   a. February 26, 2025
      Board Report 02.26.25.pdf

7. **ADJOURNMENT**

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

CHARLES TOWN UTILITY BOARD

Wednesday, February 26, 2025

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

Approval of February 12, 2025 Regular Meeting Minutes

Attachments:

UB Minutes 02.12.25.pdf

Charles Town Utility Board
Regular Board Meeting
February 12, 2025

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

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of January 8, 2025 Minutes

The Chairman called for changes or corrections to the January 8, 2025 regular meeting minutes.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the January 8, 2025 minutes.**

Approval of February 5, 2025 Minutes

The Chairman called for changes or corrections to the February 8, 2028 special meeting minutes.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the February 8, 2025 minutes.**

PUBLIC COMMENT

The Board received no public comments.

ELECTION OF OFFICERS

Action: **Motion made by Mr. Kratovil, second by Mrs. Parker, the Board unanimously approved the nomination of Mr. Maxey as Vice Chairman. Mr. Maxey accepted the nomination.**

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the nomination of Mr. Pierson as Treasurer. Mr. Pierson accepted the nomination.**

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the nomination of Ms. Stottlemyer as Secretary. Ms. Stottlemyer accepted the nomination.**

UNFINISHED BUSINESS

Request for Proposals for Public Relations Services

i. Selection Committee

The Chairman provided that as a form of transparency, the Board voted last month to send out a Request for Proposals for Public Relations services to educate the public on PFAS as well as anything else that may arise. Mrs. Stolipher mentioned she received proposals from Thrasher

Engineering, Cooley Public Strategies and Edwards Management Consultants, Inc. In the past, a committee was formed to interview the applicants and bring a recommendation back to the Board. The Board provided discussions and chose Mr. Maxey, Mr. Kratovil, Mrs. Stolipher and Ms. Stottlemyer as the selection committee.

Action: No action required by the Board.

Request for Proposals for Capacity Improvement Fee Study

Mrs. Stolipher provided after advertising for RFPs, she received no proposals. She reached out to Gannett Fleming who provided the initial proposal last month and they would not be able to get to the study for several months due to staff changes. Mrs. Stolipher will continue to reach out to firms that can provide that service. The Board and Mr. Rodecker provided discussions.

Action: No action required by the Board.

Request for Proposals for PFAS Testing

Mrs. Stolipher provided she received proposals from Eurofins Lancaster Laboratories Testing, A-Zone Environmental Services and Mountain State Resources & Equipment. After confirming the testing would include one sample per week for a month, Mrs. Stolipher confirmed Eurofins was the lowest cost at $3,404.00. She mentioned Eurofins did provide PFAS sampling for CTUB on the water side.

Action: Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the proposal from Eurofins.

NEW BUSINESS

Renewal and Replacement Project - Resolution No. 28 – Contractor Pay Application No. 28

Mrs. Stolipher included the contractor application for Payment No. 28 in the amount of $13,945.89 for work completed.

Action: Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 28.

2022 Collection System Project - Resolution No.4 – CIF Payment # 3

Mrs. Stolipher included the pay application for Resolution No. 4 in the amount of $17,619.15 for work completed.

Action: Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Resolution No. 4 – CIF Payment # 3.

DSI Plotter Lease Agreement

Mrs. Stolipher and Mrs. Shultz provided the renewal lease agreement for the large format plotter at $2,844 per year for five years which includes the maintenance agreement and an option to upgrade after the lease is up. The Board provided discussions.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the DSI plotter lease agreement as submitted.

Water Treatment Plant Chlorine Room Modifications

Mrs. Stolipher mentioned the critical upgrades needed at the water treatment plant chlorine room to address safety and compliance concerns. Chris Eckenrode, from Gwin Dobson & Foreman,

presented the modifications needed for the "safety" project and proposed to put out to bid once permits are acquired at an estimated cost of $215,000.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey to put this project out to bid and determine the funding when bids are received.**

Maintenance Building Project

Mrs. Stolipher provided this was a conceptual design task the Board authorized last fall to construct a new climate-controlled maintenance building for supply storage, jetter truck, vehicle bays, etc. Mrs. Shultz provided this project is included in the project budget split between water and sewer. Mr. Eckenrode gave a brief overview of the project. The Board provided discussions

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved proceed with the project design to go out to bid.**

Mr. Kratovil dropped off from the Zoom call at 4:44PM and was unable to vote on the motion.

Pine Run Ranch Project Request

Mrs. Stolipher received a request from Pine Run Ranch, LLC to allow Berkeley County PSSD to provide water and sewer service to a property in Kearneysville since they have nearby infrastructure. She recommended CTUB allow them to request service from Berkeley County and issue them the standard availability letter stating so as done in the past. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved tabling the request until the Board can review the drafted letter.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided staff is continuing to work on the asset management and billing integration and Dewberry is finalizing the Water Model. Mr. Eckenrode reviewed the various projects they are currently working on including the Renewal and Replacement project, Collection System Project, EPA Administrative Order, baffle wall installation Preliminary Engineering Report, the Asbury block sewer replacement, Summit Point evaluation and the Sewer Specifications. The Board provided discussions.

Mr. Kratovil rejoined the meeting by phone at 4:51PM.

Mrs. Shultz gave a brief overview of the CTUB Financial Statements for FY2024 and the Arbitrage Rebate Certificate for the 2022 B & C Construction Fund account.

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

Chairman Report

The Chairman provided no updates.

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

APPROVAL OF BILLS

January 22, 2025
February 12, 2025

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

EXECUTIVE SESSION

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

Action: **Motion by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved convening into Executive Session at 5:15 P.M. to discuss the initiation of litigation regarding encroachment in CTUB service territory.**

The Board convened back into public session at 5:38 P.M.

Action: **Motion by Mr. Pierson, second by Mr. Maxey, the Board unanimously authorized Mr. Rodecker filing a complaint against American Water as discussed in executive session.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:39 P.M.

INFORMATION ONLY

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

_____ _____

John Nissel, Chairman

Ashley Stottlemyer, Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, February 26, 2025

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

Request for Proposals for Capacity Improvement Fee Study

Attachments:

Raftelis Proposal.pdf
NewGen Proposal.pdf

RAFTELIS

February 20, 2025

Ms. Kristen M. Stolipher
Utility General Manager
Charles Town Utility Board
Charles Town, WV 25414

RE: Water and Sewer Capacity Improvement Fee Study

Dear Ms. Stolipher:

Raftelis has prepared this engagement letter for Charles Town Utility Board ("Board") to calculate updated water and sewer capacity improvement fees. This letter documents our understanding of the project, our proposed work plan, and our estimated fees.

Understanding of the Project
Capacity improvement fees are one-time charges assessed to new water and/or sewer customers for their use of system capacity and serve as an equitable method by which to recover up-front system capacity costs from those using the capacity. There are several methodologies Raftelis can employ to calculate the fees, and which methodology is used depends on the characteristics and dynamics of the Board's water and sewer system. These methodologies include:

- Buy-in Methodology
- Incremental Cost Methodology
- Combined Cost Methodology

The Buy-In Methodology is most appropriate in cases where the existing system assets currently have extra capacity to provide service to new customers. This approach calculates a fee based upon the proportional cost of each user's share of existing system capacity. The cost of the facilities is based on fixed assets records and usually includes escalation of the depreciated value of those assets to current dollars.

The Incremental Cost (or Marginal Cost) Methodology focuses on the cost of adding facilities to serve new customers. It is most appropriate in situations where existing facilities do not have available capacity to provide service to new customers, and the cost for new capacity can be tied to an approved capital improvement plan ("CIP"), or where additional capacity is currently being added and costs can be tied to an on-going construction program.

The Combined Cost approach is used in cases where the existing assets provide some capacity to accommodate new customers, but where the CIP also identifies significant capital investment to add additional infrastructure to address future growth and capacity needs.

Project Tasks
We believe the following tasks will be necessary to complete the study.

Task 1: Project Management and Administration, Board Workshop
This task provides for consistent and competent project oversight to ensure all objectives of the study are met efficiently and on schedule. We will have a kick-off call with Board staff to discuss the scope, data needs, schedule, and any other relevant milestones.

During this task, we will prepare a Capacity Improvement Fee 101 presentation to introduce the Board members to what the fees are, how they are calculated, and what to expect from the study. Our team will attend an in person meeting to present the results to the Board and other members as needed.

Task 2: Data Collection and Review
Raftelis will prepare a detailed data request list that will identify the information needed to complete the study. Examples of data may include current detailed fixed asset information, the current and approved capital improvement plan, existing debt service if any, capacity in existing or proposed facilities, etc. During this task, the project team will have detailed discussions with Board staff to understand the Board's fixed assets and the growth-related planned capital improvements projects, as well as the anticipated growth.

Task 3: Data Analysis and Fee Calculation
Raftelis will develop a model which will provide the functionality to determine the cost basis for the water and sewer capacity improvement fees, determine the capacity supported by the cost basis, and ultimately determine a cost per gallon per day for capacity in assets. This cost of capacity per gallon per day will be multiplied by the level of service needed to serve each customer, which becomes the basis for the utility's fees.

We will then work with the Board to determine the best method to scale the fee for your utility. The capacity improvement fee can be assessed in various ways. For example, one common approach is to scale the fee by meter size using demand ratios established by the American Water Works Association.

Once all objectives are completed through Task 3, Raftelis will conduct a call to review assumptions, ask any follow up questions, and discuss preliminary results. This will give Board staff the opportunity to react to and provide insight on the preliminary results prior to the completion of the study. Raftelis will then make any modifications and finalize the calculation of the capacity improvement fees.

Task 4: Preparation of Letter Report and Presentation of Study Results
Raftelis will document the study's process and findings in a letter report that will be made available to the Board. Raftelis will also prepare and conduct a presentation regarding the study results to the Board and City Council as needed.

As outlined in the scope of work above, Raftelis is to calculate cost justified water and sewer capacity improvement fees using common industry practices. Raftelis shall provide no opinion on the legality of the capacity improvement fees implemented by the client. It is the responsibility of the client to ensure compliance of the capacity improvement fees any local legislation. The scope of work does not include any additional work other than the calculation of the capacity improvement fees, such as opinions or recommendations on the administration of these fees, the timing and use of revenues from the collection of these fees, etc., as that is the responsibility of the client.

Project Team

Ms. Melissa Levin will serve as the Project Director and provide quality assurance review of the engagement. Ms. Mihaela Coopersmith will serve as Project Manager, facilitating communication with the Board, reviewing analyses, and ensuring the study meets the City of Charles Town's objectives. Mr. Ben Heaton will serve as Lead Consultant and support Ms. Coopersmith.

Project Fees

Raftelis proposes to complete the scope of work outlined above for fees and expenses of $43,320. Exhibit 1 provides a work plan that identifies the level of effort anticipated for each task and the hourly rates used to develop our cost proposal. It is our practice to bill monthly for fees and expenses as they are incurred during a project. The attached work plan provides only an estimate of the time required to complete each task, and we reserve the right to shift hours among tasks as circumstances may change during the project. Total fees and expenses will be limited to the amount proposed unless specific approval for an adjustment in scope is requested and received from the Board.

Exhibit 1 – Proposed Work Plan and Fees

	Meetings		Hours					
Tasks	Virtual	In Person	Melissa Levin	Mihaela Coopersmith	Ben Heaton	Admin	Total Hours	Total Fees & Expenses
1. Project Initiation, Management, and Fees 101 Workshop	1	1	4	18	8	4	34	$10,415
2. Data Collection & Review			4	6	10		20	$5,970
3. Calculation of Updated Fees	1		4	20	36		60	$16,480
4. Report and Presentation of Study Results	1	1	4	18	10		32	$10,455
Total Meetings / Hours	**3**	**2**	**16**	**62**	**64**	**4**	**146**	–
Hourly Billing Rates	**–**	**–**	**$425**	**$295**	**$230**	**$100**	**–**	–
Total Professional Fees	–	–	**$6,800**	**$18,290**	**$14,720**	**$400**	**–**	**$40,210**
							Travel Expenses	**$1,650**
							Technology Fee	**$1,460**
							Total Expenses	**$3,110**
							Total Fees & Expenses	**$43,320**

Project Schedule

The capacity improvement fee study update will be completed with enough time to allow for the 45-day public comment period, and implementation of updated fees by the required deadline. This completion date assumes we are able to obtain data in a timely manner.

Should you have any questions, please do not hesitate to contact Ms. Coopersmith at (843) 253-0357 or me at (704) 936-4433. If the scope of work and fees outlined in this letter are acceptable, please sign and return one copy of the letter for our files. We are delighted to have this opportunity to work with you again and to provide continued assistance to the Board of Currituck.

Sincerely,
RAFTELIS FINANCIAL CONSULTANTS, INC

Melissa Levin
Executive Vice President

Mihaela Coopersmith
Manager

We accept the terms of this Engagement Letter: (please sign and return one original).

_____	_____
Signature	Date
_____	_____
Title	Name of authorized agent

Raftelis is registered with the U.S. Securities Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) as a Municipal Advisor. Registration as a Municipal Advisor is a requirement under the Dodd-Frank Wall Street Reform and Consumer Protection Act. All firms that provide financial forecasts that include assumptions about the size, timing, and terms for possible future debt issues, as well as debt issuance support services for specific proposed bond issues, including bond feasibility studies and coverage forecasts, must be registered with the SEC and MSRB to legally provide financial opinions and advice. Raftelis's registration as a Municipal Advisor means our clients can be confident that Raftelis is fully qualified and capable of providing financial advice related to all aspects of utility financial planning in compliance with the applicable regulations of the SEC and the MSRB.

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NewGen Strategies & Solutions

900 Bestgate Road, Suite 402
Annapolis, Maryland 21401
Phone: (443) 951-4207

February 21, 2025

Kristen M. Stolipher
Utility General Manager
Charles Town Utility Board
661 South George Street, Suite 101
Charles Town, WV 25414

Re: Proposed Scope of Services and Fee – Water and Wastewater Capacity Improvement Fee Study

Dear Ms. Stolipher:

Based on our conversation, it is our understanding that the City of Charles Town, by and through the Charles Town Utility Board (CTUB) is interested in engaging NewGen Strategies and Solutions, LLC (NewGen) to complete an evaluation of CTUB's Capacity Improvement Fees (CIF) for its water and wastewater systems. We propose the following scope of work and fee.

Project Understanding

The Charles Town Utility Board was created in 1998 by the City of Charles Town City Council upon the issuance of Combined Waterworks and Sewerage System Revenue Bonds under Article 147 of the Codified Ordinances of the City. Since that time, CTUB has made investments to ensure its ability to provide water and wastewater treatment capacity to customers in Charles Town and the surrounding area.

The purpose of NewGen's study is to evaluate and determine appropriate Capital Improvement Fees to be charged to new connections joining CTUB's water and wastewater systems. The fees are intended to recover CTUB's cost of constructing water and wastewater capacity. NewGen's study will demonstrate adherence to the principle that "growth pays for growth".

Scope of Services and Deliverables

The following scope of services will result in a comprehensive evaluation of CTUB's currently effective CIFs, the facilitation of input and understating from CTUB members and members of the Charles Town City Council, and the calculation of updated, cost-based CIFs.

Task 1 – Request for Information (RFI) and Introductory Workshop

Within two (2) business days of notice to proceed, NewGen will request from CTUB the information necessary to support our calculation of cost-based Capital Improvement Fees for each system including system capacity and asset data, capital improvement plans (CIPs), prior CIF evaluations. After the provision of the requested information, NewGen will meet with CTUB staff to discuss the information submitted and confirm our understanding of each item.

NewGen will conduct a joint workshop with the CTUB Board and Charles Town City Council to discuss the purpose and goals of the CIF Study. NewGen will discuss the standard industry approach to calculating CIFs, key policy decisions that are inherent in the application of CIFs, and the study timeline. Two key topics

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that will be discussed are the flow of funds related to operating vs. capital costs/revenues and the risks inherent in over or understating CIFs, as well as the practice of subtracting debt principal from the calculation of CIFs. NewGen understands that this issue is a key policy item for CTUB and the City Council. NewGen will solicit feedback from Board and Council members regarding policy perspectives.

Task 1 Deliverables:

- Request for Information
- Joint workshop with the CTUB Board and Charles Town City Council

Task 2 – Capital Improvement Fees Evaluation and Presentation

NewGen will calculate, using the combined (aka hybrid) CIF methodology, cost-based CIFs for the water and wastewater systems. This approach considers both CTUB's historical investment I capacity as well as planned future investment NewGen will use a ten-year capital planning horizon beginning in FY 2025 for the purposes of calculating the CIFs. NewGen will rely on the most recently published Engineer News Record (ENR) capital cost index to determine the Replacement Cost New Less Depreciation (RCNLD) of historical investments in each system. NewGen will confirm the timing, estimated cost, funding source, and growth/non-growth allocation of each project in the forecasted CIPs. NewGen will confirm any assumptions regarding the maturity and interest rate of debt funded projects. When calculating the CIFs, NewGen will clearly identify any offsets related to debt principal and/or Contributions in Aid of Capital (CAIC) and demonstrate CIFs with and without these offsets.

NewGen will submit to the CTUB draft memorandums demonstrating the calculations supporting our recommended CIFs for the water and wastewater systems. NewGen will present these draft results at a meeting of the CTUB Board and answer any questions Board members may have.

Task 2 Deliverables:

- Draft Water and Wastewater CIF Memorandums
- Presentation of Draft Study Results to a CTUB Meeting

Task 3 – Final Memorandum

After the meeting with the CTUB, NewGen will finalize the recommended CIF memorandums and submit them to the CTUB. The memorandums will be supported by the detailed calculations supporting NewGen's recommendations. NewGen will then meet again with the CTUB to present the final CIF study recommendations. NewGen will also provide CTUB staff with the calculations supporting the CIF recommendations in Microsoft Excel ® format.

Task 3 Deliverables:

- Final Water and Wastewater CIF Memorandums
- Presentation of Final Study Results to a CTUB Meeting
- Microsoft Excel ® Spreadsheet supporting CIF Calculations

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Project Fee

The lump sum fee to perform the Scope of Services described herein is **$55,000**, payable in the following amounts:

- 25% ($13,750) after the completion of the Initial Workshop (Task 1)
- 50% ($27,500) after the delivery of the Draft Memorandums and Draft Presentation (Task 2)
- 25% ($13,750) after the delivery of the Final Memorandums and Final Presentation (Task 3)

The lump-sum includes four (4) in-person meetings:

- Initial meeting with CTUB staff to discuss the study's data.
- Joint Workshop with CTUB and Charles Town City Council.
- Presentation of Draft CIF Study Results at a CTUB Meeting.
- Presentation of Final CIF Study Results at a CTUB Meeting.

Any additional services will be billed at NewGen's hourly billing rates, effective through December 31, 2025, as provided in the following table.

NewGen Strategies and Solutions
2025 Billing Rates

Position	Hourly Billing Rate
Partner	$280 – $440
Principal	$275 – $440
Senior Manager	$240 – $295
Manager	$200 – $240
Senior Consultant	$185 – $200
Consultant	$175 – $185
Administrative Services	$135

Project Timeline

Our project timeline relies on the timely provision of all requested data from CTUB. NewGen will complete the CIF study within the following timeline, assuming Notice to Proceed prior to March 15, 2025:

Estimated Project Timeline

Study Element	Complete Before
Notice to Proceed	March 15, 2025
Submission of RFI	March 18, 2025
Task 1 Workshop	April 30, 2025
Submission of Draft Memos	May 31, 2025
Draft Results Presentation	June 30, 2025
Submission of Final Memos	July 31, 2025
Results Presentation	August 31, 2025

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All payments made under this engagement should be remitted to:

NewGen Strategies and Solutions, LLC
275 W. Campbell Rd. Suite 440
Richardson, Texas 75080

By executing this letter, you agree that the services rendered by NewGen will be performed in accordance with instructions or specifications received by CTUB and will be provided with the degree of skill and judgment exercised by recognized professionals performing services of a similar nature and consistent with the applicable industry best practices.

Additionally, CTUB and NewGen mutually agree that during the term of this Agreement and for a period of one (1) year after any termination, the parties agree not to solicit the other entities employees related to this Agreement. This clause does not apply where an employee seeks employment in response to an advertisement placed into the public domain for a specific position or other general recruitment activities.

If this letter and its terms and conditions are acceptable, please execute via DocuSign or physically and return via email or mail. If you should have any questions regarding this letter and/or require additional information, please contact me at (443) 951-4207.

Very truly yours,

NewGen Strategies and Solutions

DocuSigned by:
C11651334F8F462...

Eric Callocchia
Partner

Charles Town Utility Board (CIF Study – Not to Exceed $55,000)

Signed _____ Printed _____

Title _____ Date _____

CHARLES TOWN UTILITY BOARD

Wednesday, February 26, 2025

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

Pine Run Ranch Project Availability Letter

Attachments:

Availability Letter.pdf

Charles Town
Utility Board

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

UTILITY BOARD

CHAIRMAN
City of Charles Town City Manager
John Nissel

VICE CHAIRMAN
John Maxey

TREASURER
City of Ranson Mayor
Duke Pierson

SECRETARY
Ashley Stottlemyer

Board Member
Heidi Parker

Board Member
Patrick Kratovil

UTILITY MANAGER
Kristen Stolipher

February 26, 2025

Mr. Elliot Kletter
Pine Run Ranch, LLC.
Via Electronic mail delivery: pinerunranchllc@gmail.com

Re: 500 Febrey Road, Kearneysville, WV 25438

Dear Mr. Kletter:

This letter is to inform you that, following review of the information provided with your January 28, 2025 request for approval, the Charles Town Utility Board (CTUB), at its meeting on February 26, 2025, voted to grant its consent to allow Berkeley County Public Water Service District (BCPSWD) and Berkeley County Public Sewer Service District (BCPSSD) to provide public domestic water service and sewer service to the above referenced property as shown on the arial photograph provided with your January 28 request. An extension of CTUB public water and sewer would be extensive given that the closest point of connection is over three (3) miles away from the subject property.

Please be advised that any extension of service from the property referenced herein would require advanced approval from CTUB. Although it is currently not feasible to serve the property, CTUB may expand in this area in the future. Accordingly, CTUB conditions its approval upon receipt of the right of first refusal to extend service from the subject property.

Should you have any questions, please do not hesitate to contact me.

Regards,

Kristen Stolipher
Utility General Manager

DRAFT

CHARLES TOWN UTILITY BOARD

Wednesday, February 26, 2025

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

Maintenance Building Project - Design Proposal

Attachments:

Maintenance Building Final Design Engineering Proposal.pdf

GD&F
GWIN
DOBSON &
FOREMAN
ENGINEERS

February 13, 2025

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

Attn: Kristen M. Stolipher, Utility General Manager

RE: Charles Town WWTF New Maintenance Building
Final Design Engineering Proposal (Task Order)

Dear Mrs. Stolipher:

Per your request, Gwin, Dobson & Foreman, Inc. (GD&F) is pleased to present the following proposal (Task Order) to perform final design for a new Maintenance Building near the existing Charles Town Wastewater Treatment Facility.

Understanding of the Project

CTUB is looking to construct a new maintenance building on land which they already own located adjacent to the existing Charles Town Wastewater Treatment Facility. GD&F prepared conceptual design drawings for the building that were presented to the Board during the February 12, 2025, Board Meeting. The conceptual drawings were approved and GD&F will now proceed with final design.

Proposed Services

GD&F will provide the following services:

- Site topographic survey and basemap
- Design new utilities to new building that include: water, sewer and electric service
- Prepare building permit
- Prepare final site/civil, architectural, structural, HVAC, plumbing and electrical drawings
- Prepare technical and bidding specifications
- Prepare final construction cost estimate
- Provide bid phase services

Services that are not included:

- Permit fees
- Geotechnical Investigations

Proposed Schedule

GD&F will begin immediately upon written authorization from the Board and will complete the final design within three (3) months of authorization.

Proposed Cost

GD&F will provide the above scope of services for an estimated, not-to-exceed, fee of 46,000. Invoices will be submitted on a monthly basis based on GDF current standard rates. Payment will be made on an accrued hourly basis plus expenses. The expenses include direct expenses such as mileage, printing/copying, etc. as necessary to complete the services. Payment is due within thirty (30) days of invoicing.

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

Respectfully submitted,
GWIN, DOBSON & FOREMAN, INC.

Christopher M. Eckenrode

Christopher M. Eckenrode, P.E.
Engineering Manager

CME/mad
Prop/2025/CTUB_MaintBldgFinalDesign_ESP_2-13-25.doc
cc: File

ACCEPTANCE OF PROPOSAL

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

_____ _____

Authorized Representative Date

_____

Attest/Witness

CHARLES TOWN UTILITY BOARD

Wednesday, February 26, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Moyno Pump Replacement

Attachments:

Pump Quote.pdf

Geiger Pump & Equipment Co.
8924 Yellow Brick Road
Baltimore, MD 21237
410.682.2660 ***phone***
410.682.4750 ***fax***

Date: February 5, 2025

To: Charles Town Utility Board
Attention: Brody Carper

From: Irene Pais Email: IPais@geigerinc.com

Quote #: Q-250205-21130-Q7 - 0
Reference: Moyno Pump Replacement

Thank you for giving us the opportunity to provide you with this quotation.

Per your request, we are pleased to offer the following:

Description:	Moyno EZ Strip Pump, size Z37K, cast iron construction with nitrile stator. Close-coupled to a 10HP gearmotor, and mounted on a painted carbon steel baseplate
Price Per Unit:	$16,476.50
Quantity:	1
Extended Price:	$16,476.50
Lead Time:	14-16 weeks

All prices are quoted FOB shipping point and are offered per our standard terms and conditions included here. Freight will be Prepaid and Added.

Please let me know if you have any questions or require any additional information.

Best regards,

Irene Pais
Sales Engineer

Geiger Pump & Equipment Co.
8924 Yellow Brick Road
Baltimore, MD 21237
410.682.2660 *phone*
410.682.4750 *fax*

TERMS AND CONDITIONS

PRICING: Quotations are valid for acceptance within 30 days from the date of the proposal. Prices quoted are net and will be held firm for the delivery period quoted provided we have received an acceptable written purchase order and all submittal data is approved and returned to us within 60 days from date submitted. We do not accept responsibility for typographical errors.

ESCALATION: In the event that the completion of the purchase order is materially delayed by the convenience of the Purchaser, the Purchaser agrees to additionally pay for the resulting documented price increases in the cost of the supplied items, including storage costs that may be incurred by the Seller.

SALES TAX: Geiger Pump & Equipment is required to charge applicable sales tax on all items for which a tax exemption certificate has not been provided. Tax exemption certification is the responsibility of the purchaser.

PAYMENT TERMS: Invoices rendered to the Purchaser are payable upon receipt of the invoice. For all purchases with established credit, terms are net 30 days from the date of shipment. All payment must be in U.S. Dollars. All equipment is invoiced on date of shipment. Partial shipments and partial payment to be allowed unless otherwise noted. A 1-1/2% per monthly carrying charge will apply to all amounts due which exceed 30 days.

NONCANCELLATION: Purchaser may not cancel or terminate for convenience, or direct suspension of manufacture, except on mutually acceptable terms.

FREIGHT POLICY: Unless otherwise stated in the quotation, all merchandise is F.O.B. manufacturer's plant.

WARRANTY: Any warranty given is the minimum required by law. Products sold by Geiger Pump & Equipment have a LIMITED WARRANTY for materials and workmanship only. This warranty is for a period not to exceed one year from shipment, and Geiger Pump & Equipment's liability in all events is limited to and shall not exceed the purchase price paid. Repair or replacement will be a Geiger Pump and Equipment Company, option. ANY LIABILITY FOR CONSEQUENTIAL AND INCIDENTAL DAMAGE IS EXPRESSLY DISCLAIMED. THERE IS NO IMPLIED WARRANTY OF MERCHANTABILITY: OR FITNESS FOR A PARTICULAR USE OR PURPOSE, NOR ANY OTHER WARRANTY WHICH EXTENDS BEYOND THE DESCRIPTION ON THE FACE THEREOF. Most products sold by Geiger Pump & Equipment are covered by a manufacturer's warranty. When warranted by the manufacturer, Geiger Pump & Equipment will pass on such warranty to the customer and be limited to the terms of that warranty. The manufacturer's warranty is then given in lieu of any and all warranties, express or implied, by Geiger Pump & Equipment. Copies of the manufacturer's warranties are available through Geiger Pump & Equipment at no charge when requested by the customer.

DESTINATION: All products sold are for domestic use only, unless specifically documented otherwise by purchaser. Export and re-export sales must comply in all respects with the laws and regulations of the United States, the intended use and destination must be documented and approved by Geiger Pump & Equipment, and minimum billing is two hundred and fifty (250) dollars net.

ADDITIONAL TERMS AND CONDITIONS: Geiger Pump & Equipment shall not be liable for any damages suffered by the buyer for any delays in delivery of goods. Purchase Orders made out directly to the equipment manufacturer may be subject to the terms and conditions of that manufacturer in addition to those stated herein. Return of goods is within the discretion of Geiger Pump & Equipment. A copy of Geiger Pump & Equipment's written return policy will be provided upon request.

CHARLES TOWN UTILITY BOARD

Wednesday, February 26, 2025

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

Lease Amendment - Verizon - 6th Avenue Tank

Attachments:

6th Avenue Lease Amendment.pdf

Docusign Envelope ID: 4FCC70A9-6EF2-40ED-AC7B-01CCDBAE46ED

TENANT Site ID: Ranson
TENANT Site No. 5000014638

THIRD AMENDMENT TO LEASE AGREEMENT

Site Name/Location: **The City of Charles Town – WV-004 6th Avenue**
6th Avenue, Charles Town, Jefferson County, West Virginia

This Third Amendment to Lease Agreement (the "Third Amendment"), dated as of _____, 2025 is made and entered into by and between CELLCO PARTNERSHIP ("Tenant"), a Delaware general partnership, with its principal offices at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920; and the CITY OF CHARLES TOWN, WEST VIRGINA ("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 Lease Agreement dated as of May 30, 2008 (the "Agreement") pursuant to which Tenant is leasing from Landlord space on Landlord's water tank (the "Tank") and within Landlord's Property located off 6th Avenue, 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 a First Amendment to that Lease Agreement dated as of September 9, 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 Lease and 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 a Second Amendment to that Lease Agreement dated as of February 12, 2020 (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 Lease, First Amendment, and Second Amendment, and Landlord was amenable to such changes in configuration in accordance with the terms thereof; and

WHEREAS, Tenant desires to change the configuration of its antennas and related 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. In consideration of Landlord's consent to the equipment modifications referenced in Exhibit 2-3 of this Third Amendment, the monthly Rent is hereby affirmed for the current year of the Agreement expiring July 31, 2025, and shall be Two Thousand Seven Hundred Sixty-Nine Dollars and Seventy-Seven Cents ($2,769.77). On each August 1st throughout this Extension Term or any other Extension Term, the monthly Rent shall be increased subject to the annual monthly rental increase set forth in Section 4(b) of the Agreement.

2. **Exhibit 2** to the Agreement is hereby deleted in its entirety, and the new **Exhibit 2-3** to the Agreement, the Colocation Application of Tenant, is hereby incorporated into the Agreement in lieu thereof.

3. **Exhibit 3** to the Agreement is hereby deleted in its entirety, and the new **Exhibit 3-3** to the Agreement, the Tenant As-Built Construction Drawings, is hereby incorporated into the Agreement in lieu thereof.

4. Except as expressly amended herein, the Agreement, First Amendment, and Second Amendment terms and provisions thereof shall remain in full force and effect. Capitalized terms not otherwise defined herein shall have the meanings ascribed to such terms in the Agreement.

5. This Amendment may be executed in multiple counterparts, each of which, when executed, shall be deemed an original instrument, but all of which taken together shall constitute one and the same agreement.

Docusign Envelope ID: 4FCC70A9-6EF2-40ED-AC7B-01CCDBAE46ED

TENANT Site ID: Ranson
TENANT Site No. 5000014638

IN WITNESS WHEREOF, the parties have executed this Amendment as of the day and year first above written.

Witness

Signed by:
Charika H. Johnson
1A0FF1FEF11B48B...

Print Name: Charika H. Johnson

TENANT:

CELLCO PARTNERSHIP
a Delaware general partnership

By: Signed by: Sean Dunston
629FE71C6A324B0...

Name: Sean Dunston

Title: Associate Director
Feb 10, 2025

Witness

_____

Print Name:_____

LANDLORD:

CITY OF CHARLES TOWN
a Municipal Corporation

By: _____

Name:_____

Title: _____

Docusign Envelope ID: 4FCC70A9-6EF2-40ED-AC7B-01CCDBAE46ED

TENANT Site ID: Ranson
TENANT Site No. 5000014638

EXHIBIT 2-3

CO-LOCATION APPLICATION OF TENANT

[See Attached Co-location Application of Tenant]

Docusign Envelope ID: 4FCC70A9-6EF2-40ED-AC7B-01CCDBAE46ED

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

INTERNAL USE ONLY	
APP VERSION #	2
LEASE #	11
AMENDMENT #	3

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-004 (Elevated Tank)**
Charles Town Site Name:	**6th Avenue**
Application Date:	11/26/2024
Revision Dates:	V2 - 12/15/2024 by MEH
OPS Approval:	2/4/2025

APPLICANT / CARRIER INFORMATION

Carrier Name:	**Verizon Wireless**	**Contact Name:**	**TJ Harris**
Carrier Site Number:	**5000014638**	**Contact Number:**	**443-370-5472**
Carrier Site Name:	**Ranson**	**Contact Fax:**	
Carrier Legal Entity Name:	Cellco Partnership d/b/a Verizon Wireless	**Contact Address:**	10 Church Circle Annapolis, MD 21401
State of registration:	Delaware		
Type of entity (LP, LLC, Corp) d/b/a (If applicable)	General Partnership		
Notice Address for Lease:	180 Washington Valley Road Bedminster, NJ 07921 Attention: Network Real Estate	**Contact E-mail:**	timothy.harris@smartlinkgroup.com
With copies to:		**Additional E-mail:**	
Carrier Invoice Address:		**Desired Install Date:**	TBD
Carrier Invoice Contact - Name, Title, Phone No.		**Carrier NOC#**	800-852-2671

ADDITIONAL CONTACT INFORMATION

Leasing Contact Name/Number:	TJ Harris // 443-370-5472
RF Contact Name/Number:	
Construction Contact Name/Number:	Adam Willetts // 240-481-1433
Emergency Contact Name/Number:	

SITE INFORMATION

Latitude:	**39.298428**	**N**	**Existing Structure Type:**	**Water Tank (Elevated)**
Longitude:	**-77.857892**	**W**	**Existing Structure Height:**	**94'**
Site Address:	**215 East 6th Avenue, Ranson, WV 25438**			

FREQUENCY/TECHNOLOGY INFORMATION

Type of Technology for all equipment (i.e., 3G, LTE, CMDA, MW, WiFi, TV, etc.)		4G, 5G, LTE
TX Frequency (MHz)	Licensed	B2 - 1975-1990, B5-880-890, B13 -777-787, B66 - 2120-2130, 2170-2180, B43 - 3760-3780,3780-3800
RX Frequency (MHz)	Licensed	B2 - 1895-1910, B5-835-845, B13 -746-756, B66 - 1720-1730,1730-1735,1770-1780, B43 - 3700-3720,3720-3740,3740-3760
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

Verizon to remove (6) antennas, install (9) antennas, remove (6) RRHs, install (6) RRHs, remove (1) OVP, install (1) OVP, install (1) hybrid cable, and retain (1) hybrid cable. Verizon is leased for (12) antennas so we will reserve (3) for future use, reflected below. No existing or future 1-5/8" heliax remain as part of this amendment.

Docusign Envelope ID: 4FCC70A9-6EF2-40ED-AC7B-01CCDBAE46ED

EXISTING 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	105	105	Sector Frames	1	JMA	MX06FRO860-02	95.9" x 15.4" x 10.7"	79	0	No
Panel	105	105	Sector Frames	1	JMA	MX06FRO860-02	95.9" x 15.4" x 10.7"	79	0	No
Panel	105	105	Sector Frames	1	JMA	MX06FRO860-02	95.9" x 15.4" x 10.7"	79	120	No
Panel	105	105	Sector Frames	1	JMA	MX06FRO860-02	95.9" x 15.4" x 10.7"	79	120	No
Panel	105	105	Sector Frames	1	JMA	MX06FRO860-02	95.9" x 15.4" x 10.7"	79	240	No
Panel	105	105	Sector Frames	1	JMA	MX06FRO860-02	95.9" x 15.4" x 10.7"	79	240	No
Panel	105	105	Sector Frames	3	Unknown	Unknown	47.4" x 4.1" x 5.9"	48.5	0, 120, 240	Reserve
OVP	105	105	Sector Frames	1	Raycap	3315 6OVP	28.93" x 15.73" x 10.3"	32	240	No
RRU	105	105	Sector Frames	3	Nokia	AHFIC B2/B66a RRH	26.6" x 12.9 x 7.6"	79	0, 120, 240	No
RRU	105	105	Sector Frames	3	Nokia	UHBA B13 RRH 4x30	20.9" x 11.8" x 7.5"	55.6	0, 120, 240	No

EXISTING LINES Applicant's Existing Lines and Specifications					
Line Type	**Line Size (Inches)**	**Total # of Lines**	**Coax interior or exterior (for monopoles)**	**Remain**	**Comments:**
Hybrid Cable	1-1/4"	1	N/A	Yes	

Docusign Envelope ID: 4FCC70A9-6EF2-40ED-AC7B-01CCDBAE46ED

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 (New)	105	105	Sector Frames	1	JMA	MX06FRO860-02E	95.9" x 12.2" x 7.5"	51	0
Panel (New)	105	105	Sector Frames	1	Samsung	MT6413-77A	28.9" x 15.8" x 5.5"	57.32	0
Panel (New)	105	105	Sector Frames	1	JMA	MX06FRO860-02E	95.9" x 12.2" x 7.5"	51	0
Panel (New)	105	105	Sector Frames	1	JMA	MX06FRO860-02E	95.9" x 12.2" x 7.5"	51	120
Panel (New)	105	105	Sector Frames	1	Samsung	MT6413-77A	28.9" x 15.8" x 5.5"	57.32	120
Panel (New)	105	105	Sector Frames	1	JMA	MX06FRO860-02E	95.9" x 12.2" x 7.5"	51	120
Panel (New)	105	105	Sector Frames	1	JMA	MX06FRO860-02E	95.9" x 12.2" x 7.5"	51	240
Panel (New)	105	105	Sector Frames	1	Samsung	MT6413-77A	28.9" x 15.8" x 5.5"	57.32	240
Panel (New)	105	105	Sector Frames	1	JMA	MX06FRO860-02E	95.9" x 12.2" x 7.5"	51	240
Panel (Reserve)	105	105	Sector Frames	3 total (1 per sector)	Unknown	Unknown	47.4" x 4.1" x 5.9"	48.5	0, 120, 240
RRU (New)	105	105	Sector Frames	3	Samsung	B2/B66A RRH ORAN RF4439d-25A	15" x 15" x 10"	74.7	0, 120, 240
RRU (New)	105	105	Sector Frames	3	Samsung	B5/B13 RF4461d-13A	15" x 15" x 10.2"	79.1	0, 120, 240
OVP (New)	105	105	Sector Frames	1	Raycap	RCMDC-6627-PF-48	29.5" x 16.5" x 12.6"	32	240

PROPOSED LINES Applicant's Proposed Lines and Specifications				
Line Type	**Line Size (Inches)**	**Total # of Lines**	**Coax interior or exterior (for monopoles)**	**Comments:**
Coax				
RET Home Run Cable				
Fiber	1-1/4"	2	N/A	Installing one (1) New Hybrid Cable in addition to one (1) Existing Hybrid Cable
DC Power				

Docusign Envelope ID: 4FCC70A9-6EF2-40ED-AC7B-01CCDBAE46ED

PROPOSED FINAL CONFIGURATION TOTALS	
EQUIPMENT TYPE	TOTAL
Panel Antennas	9 installd
Omni/Whip Antennas	0
RRU	6
TMA	0
Diplexer / Triplexer	0
Bias T	0
Surge Suppressor	0
MW Dish	0
Ice Shield	0
ODU	0
Filter	0
Combiner	0
Junction Box	1
RET	0
Equipment Cabinets	
Other (Please specify) Panels Reserved	3
Other (Please specify)	
Other (Please specify)	
Other (Please specify)	
Other (Please specify)	

PROPOSED FINAL CONFIGURATION TOTALS	
LINE TYPE	TOTAL
Coax	0
Hybrid	2
CAT5	0
DC/Power	0
RET	0
Fiber	0

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.

Docusign Envelope ID: 4FCC70A9-6EF2-40ED-AC7B-01CCDBAE46ED

GROUND / INTERIOR SPACE REQUIREMENTS							
Total Ground / Interior Area Dimensions: **L' x W' = Total Square Feet Required**	12' x 7" X 30	(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)	0 X 0	Cabinet Installation Type	Tenant Shelter				
Shelter Pad Dimensions	12'-7" X 30'	Shelter Manufacturer					
Rooftop Antenna Total Area Required	0 X 0	Antenna Sled Dimensions (per sector)	0 X 0	Antenna Wall Mount Dimensions (per sector)	0 X 0		

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	No change to existing				

GENERATOR REQUIREMENTS					
Generator Required?:	Existing	Generator Fuel Type	Diesel	Generator Size	60kw
Generator Pad Dimensions		Inside Generator Room		Generator Manufacturer	
Generator Fuel Tank Pad Dimensions				Fuel Tank Manufacturer	Belly Tank in Generator Room

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

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 / N/A	If wet seals required, please provide address:	

ADDITIONAL COMMENTS

12' - 7" x 30' Leased area, plus 2 - 4' x 5' door pads

No changes to leased ground space or installed ground equipment.

CHARLES TOWN UTILITY BOARD

Wednesday, February 26, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Lease Amendment - Verizon - Keyes Ferry Tank

Attachments:

Keyes Ferry Lease Amendment.pdf

Docusign Envelope ID: 7BC5A86C-3CC5-4700-A3EB-C17624140F08

Tenant GL/Site Name:5000010922/Charles Town

FOURTH AMENDMENT TO LEASE AGREEMENT

Site Name/Location: **The City of Charles Town – WV-001 Keyes Ferry Road**
Keyes Ferry Road, Jefferson County, West Virginia

This Fourth Amendment to Lease Agreement (the "Fourth Amendment"), dated as of _____, 2025, is made and entered into by and between CELLCO PARTNERSHIP d/b/a Verizon Wireless ("Tenant"), a Delaware General Partnership, with its principal offices at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920; and the CITY OF CHARLES TOWN, WEST VIRGINA ("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 Lease Agreement dated as of January 21, 2008 (the "Agreement") pursuant to which Tenant is leasing from Landlord space on Landlord's water tank (the "Tank") and within Landlord's Property located at 475 Keyes Ferry Road, 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 dated as of June 12, 2013 (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 Agreement and First Amendment, and Landlord is amenable to such changes in configuration in accordance with the terms thereof; and

WHEREAS Landlord and Tenant are parties to that Second Amendment dated as of September 9, 2015 (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 Agreement, First Amendment and Second Amendment, and Landlord is amenable to such changes in configuration in accordance with the terms thereof; and

WHEREAS Landlord and Tenant are parties to that Third Amendment dated as of May 27, 2020 (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 Agreement, First Amendment, Second Amendment, and Third Amendment, and Landlord is amenable to such changes in configuration in accordance with the terms thereof; and

WHEREAS, Tenant desires to change the configuration of its antennas and related 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. Paragraph 4(a) is hereby deleted in its entirety and the following are hereby incorporated into the Agreement in lieu thereof:

4. RENT. (a) In consideration of Lessor's consent to the equipment modifications referenced in Exhibit 2-4 of this Fourth Amendment, the monthly rent is hereby affirmed for the current year of the Agreement expiring January 31, 2026 and shall be Three Thousand Four Hundred Ninety-Four Dollars and Forty-Five Cents ($3,494.45). On each February 1st, throughout this Renewal Term or any other Renewal Terms, the monthly rent shall be increased subject to the annual monthly rental increase set forth in Section 4(b) of the Agreement.

2. **Exhibit 2** to the Agreement is hereby deleted in its entirety, and the new **Exhibit 2-4** to the Agreement, the Colocation Application of Tenant, is hereby incorporated into the Agreement in lieu thereof.

3. **Exhibit 3** to the Agreement is hereby deleted in its entirety, and the new **Exhibit 3-4** to the Agreement, the Tenant As-Built Construction Drawings, is hereby incorporated into the Agreement in lieu thereof.

Tenant GL/Site Name:5000010922 /Charles Town

4. Except as expressly amended herein, the Agreement, the First Amendment, the Second Amendment, and the Third Amendment's terms and provisions thereof shall remain in full force and effect. Capitalized terms not otherwise defined herein shall have the meanings ascribed to such terms in the Agreement.

5. This Amendment may be executed in multiple counterparts, each of which, when executed, shall be deemed an original instrument, but all of which taken together shall constitute one and the same agreement.

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

Witness

Signed by:
Charika H. Johnson
1A0FF1FEF11B48B...

Print Name: Charika H. Johnson

TENANT:

CELLCO PARTNERSHIP d/b/a Verizon Wireless

Signed by:
By: Sean Dunston
629FE71C6A324B0...

Name: Sean Dunston

Title: Associate Director

Feb 13, 2025

Witness

_____

Print Name:_____

LANDLORD:

CITY OF CHARLES TOWN
a Municipal Corporation

By: _____

Name:_____

Title: _____

Docusign Envelope ID: 7BC5A86C-3CC5-4700-A3EB-C17624140F08

Tenant GL/Site Name:5000010922 /Charles Town

EXHIBIT 2-4

CO-LOCATION APPLICATION OF TENANT

[See Attached Co-location Application of Tenant]

Docusign Envelope ID: 7BC5A86C-3CC5-4700-A3EB-C17624140F08

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

INTERNAL USE ONLY	
APP VERSION #	2
LEASE #	9
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-001**
Charles Town Site Name:	**Keyes Ferry Road**
Application Date:	12/13/2024
Revision Dates:	V2 - 12/15/2024 by MEH; V3 - 12/19/2024 by MEH
OPS Approval:	2/4/2025

APPLICANT / CARRIER INFORMATION

Carrier Name:	**Verizon Wireless**	**Contact Name:**	**TJ Harris**
Carrier Site Number:	**16823292**	**Contact Number:**	**443-370-5472**
Carrier Site Name:	**Charles Town**	**Contact Fax:**	
Carrier Legal Entity Name:	Cellco Partnership d/b/a Verizon Wireless	**Contact Address:**	10 Church Circle Annapolis, MD 21401
State of registration:	Delaware		
Type of entity (LP, LLC, Corp) d/b/a (If applicable)	General Partnership		
Notice Address for Lease:	180 Washington Valley Road Bedminster, NJ 07921 Attention: Network Real Estate	**Contact E-mail:**	timothy.harris@smartlinkgroup.com
With copies to:		**Additional E-mail:**	timothy.harris@smartlinkgroup.com
Carrier Invoice Address:		**Desired Install Date:**	TBD
Carrier Invoice Contact - Name, Title, Phone No.		**Carrier NOC#**	800-852-2671

ADDITIONAL CONTACT INFORMATION

Leasing Contact Name/Number:	TJ Harris // 443-370-5472
RF Contact Name/Number:	
Construction Contact Name/Number:	Adam Willetts // 240-481-1433
Emergency Contact Name/Number:	

SITE INFORMATION

Latitude:	**39.292967**	**N**	**Existing Structure Type:**	**Water Tank**
Longitude:	**-77.832567**	**W**	**Existing Structure Height:**	**159'-6"**
Site Address:	**475 Keyes Ferry Road, Charles Town, West Virginia 25414**			

FREQUENCY/TECHNOLOGY INFORMATION

Type of Technology for all equipment (i.e., 3G, LTE, CMDA, MW, WiFi, TV, etc.)		4G, 5G, LTE
TX Frequency (MHz)	Licensed	B2 - 1975-1990, B5-880-890, B13 -777-787, B66 - 2120-2130, 2170-2180, B43 - 3760-3780,3780-3800
RX Frequency (MHz)	Licensed	B2 - 1895-1910, B5-835-845, B13 -746-756, B66 - 1720-1730,1730-1735,1770-1780, B43 - 3700-3720,3720-3740,3740-3760
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

Verizon to remove (6) antennas, install (9) antennas, remove (6) RRH's, install (6) RRH's, remove (1) OVP, install (1) OVP, remove (12) 1-5/8" coax, install (1) hybrid cable, and retain (1) hybrid cable. Retain (1) MW and (1) EW90-107 elliptical waveguide.

EXISTING 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	163	163	Pipe Mount	3	JMA	MX06FRO860-02	95.9" x 15.4" x 10.7"	79	0, 120, 240	No
Panel	163	163	Pipe Mount	3	JMA	MX06FRO860-02	95.9" x 15.4" x 10.7"	79	0, 120, 240	No
RRU	163	163	Pipe Mount	3	Nokia	UHBA B13 RRH 4x30	20.9" x 11.8" x 7.5"	55.6	0, 120, 240	No
RRU	163	163	Pipe Mount	3	Nokia	AHFIC B2/B66a	22.05" x 12.13" x 7.12"	79.36	0, 120, 240	No
OVP	163	163	Pipe Mount	1	Raycap	3315 6OVP	28.93" x 15.73" x 10.3"	32	0	No
MW Dish	164	164	Pipe Mount	1	Commscope	VHLP800-11	2.6' Diameter	49	36	Yes

EXISTING LINES Applicant's Existing Lines and Specifications					
Line Type	**Line Size (Inches)**	**Total # of Lines**	**Coax interior or exterior (for monopoles)**	**Remain**	**Comments:**
Coax	1-5/8"	12	N/A	No	Remove (12) coax on site.
Hybrid	1-1/4"	1	N/A	Yes	Retaining (1) 6x12 hybrid cable
Waveguide	1.319" x 0.799"	1	N/A	Yes	Retaining (1) EWP90-107 Elliptical Waveguide

Docusign Envelope ID: 7BC5A86C-3CC5-4700-A3EB-C17624140F08

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	163	163	Pipe Mount	6 (2 per Sector)	JMA	MX06FRO860-02E	95.9" x 12.2" x 7.5"	51	0, 120, 240
Panel	163	163	Pipe Mount	3 (1 per sector)	Samsung	MT6413-77A	28.9" x 15.8" x 5.5"	57.3	0, 120, 240
RRU	163	163	Pipe Mount	3	Samsung	B2/B66 RF4439d-25A	15" x 15" x 10"	74.7	0, 120, 240
RRU	163	163	Pipe Mount	3	Samsung	B5/B13 RF4461d-13A	15" x 15" x 10.2"	79.1	0, 120, 240
OVP	163	163	Pipe Mount	1	Raycap	RCMDC-6627-PF-48	29.5" x 16.5" x 12.6"	32	0
MW Dish	164	164	Pipe Mount	1	Commscope	VHLP800-11	2.6' Diameter	49	36

PROPOSED LINES Applicant's Proposed Lines and Specifications				
Line Type	**Line Size (Inches)**	**Total # of Lines**	**Coax interior or exterior (for monopoles)**	**Comments:**
Coax	1.319" x 0.799"	1	N/A	(1) EWP90-107 Elliptical Waveguide
RET Home Run Cable				
Fiber	1-1/4" hybrid cable	2	N/A	Installing (1) new 6x12 hybrid cable and retaining (1) existing hybrid cable
DC Power				

PROPOSED FINAL CONFIGURATION TOTALS	
EQUIPMENT TYPE	TOTAL
Panel Antennas	9
Omni/Whip Antennas	0
RRU	6
TMA	0
Diplexer / Triplexer	0
Bias T	0
Surge Suppressor	0
MW Dish	1
Ice Shield	0
ODU	0
Filter	0
Combiner	0
Junction Box	1
RET	0
Equipment Cabinets	0
Other (Please specify)	
Other (Please specify) EW90-107 WG	1
Other (Please specify)	
Other (Please specify)	
Other (Please specify)	

PROPOSED FINAL CONFIGURATION TOTALS	
LINE TYPE	TOTAL
Coax	1
Hybrid	2
CAT5	0
DC/Power	0
RET	0
Fiber	0

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**	30 X 16	(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)	20 X 12	Cabinet Installation Type	Tenant Shelter				
Shelter Pad Dimensions	10 X 4	Shelter Manufacturer					
Rooftop Antenna Total Area Required	0 X 0	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	No changes to existing				

GENERATOR REQUIREMENTS					
Generator Required?:	Existing	Generator Fuel Type		Generator Size	
Generator Pad Dimensions	10' x 4'		Generator Manufacturer		
Generator Fuel Tank Pad Dimensions			Fuel Tank Manufacturer		

AC POWER REQUIREMENTS			
Meter Type	Existing Tenant Meter	Estimated Monthly Utility Usage Amount	
Voltage		Total Amperage	

FIBER / BACKHAUL					
Fiber Installation Status	Existing (No Change)	Fiber Provider			
Cable Type	Fiber	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
No changes to leased ground space or installed ground equipment.

CHARLES TOWN UTILITY BOARD

Wednesday, February 26, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

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

CHARLES TOWN UTILITY BOARD

Wednesday, February 26, 2025

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

Manager Report

Attachments:

Revenue & Expense January 2025.pdf

Charles Town Water Department
Revenue & Expense Summary
January 31, 2025

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,740,000	Metered Sales - Residential	2,181,667	2,105,465	(76,202)
1,800,000	Metered Sales - Commercial	1,050,000	1,028,595	(21,405)
65,000	Metered Sales - Glen Haven/Cavaland	37,917	36,276	(1,640)
40,000	Sale for Resale - Bulk Water	23,333	22,806	(528)
90,000	Forfieted Discounts	52,500	48,798	(3,702)
30,000	Misc. Service Rev - Reconnection / Tap Fees	17,500	13,897	(3,603)
565,000	Tank Lot Rental Income (Non-Operating)	329,583	335,768	6,184
270,000	Interest Income (Non-Operating)	157,500	194,932	37,432
34,000	Sinking Fund Income (Non-Operating)	19,833	18,390	(1,443)
40,000	Miscellaneous Income (Non-Operating)	23,333	37,913	14,580
-	Gain on Sale of Assets	-	8,160	8,160
6,674,000	**TOTAL REVENUES**	3,893,167	3,851,000	(42,167)
	EXPENSES			
15,000	WS - Materials & Supplies Expense	8,750	6,852	(1,898)
60,000	WS - Maint of Water Source	35,000	33,203	(1,797)
484,096	WT - Salaries & Wages - Operations Labor	282,389	282,899	510
155,000	WT - Power & Fuel	90,417	84,880	(5,537)
10,000	WT - Power & Fuel - GH/CAV	5,833	4,495	(1,338)
235,000	WT - Chemical Expense	137,083	125,263	(11,821)
30,000	WT - Testing	17,500	9,998	(7,502)
30,000	WT - Materials & Supplies Expense	17,500	17,682	182
6,500	WT - Materials & Supplies Expense - GH/CAV	3,792	2,976	(816)
55,000	WT - Sludge Hauling	32,083	21,470	(10,613)
90,000	WT - Maint of Water Treatment Plant	52,500	41,984	(10,516)
10,000	WT - Maint of Water Plant - GH/CAV	5,833	8,036	2,203
20,000	WT - Licenses & Subscriptions	11,667	8,326	(3,340)
512,125	TD - Salaries & Wages - Maintenance Labor	298,740	302,213	3,473
30,000	TD - Materials & Supplies Expense	17,500	12,406	(5,094)
40,000	TD - Maint of Dist Reservior & Standpipes	23,333	24,174	841
120,000	TD - Maint of Mains	70,000	30,540	(39,460)
195,000	TD - Maint of Services	113,750	84,165	(29,585)
360,000	TD - Maint of Meters	210,000	261,590	51,590
50,000	TD - Maint of Hydrants	29,167	24,033	(5,134)
205,055	CA - Salaries & Wages	119,615	113,696	(5,919)
75,500	CA - Billing Expense	44,042	48,391	4,349
112,000	CA - Credit Card Processing Fees	65,333	58,629	(6,705)
82,000	CA - Licenses & Subscriptions (includes Sensus)	47,833	41,140	(6,693)
15,000	CA - Bad Debt Expense	8,750	6,726	(2,024)
147,399	GA - Salaries & Wages	85,983	85,704	(279)
2,500	GA - Director Compensation	1,458	1,175	(283)
229,592	GA - Employee Insurance & Benefits	133,929	126,907	(7,022)
121,381	GA - Employee Pension Expense	70,806	67,574	(3,232)
103,365	GA - Payroll Taxes - FICA Tax Expense	60,296	61,833	1,536

Charles Town Water Department
Revenue & Expense Summary
January 31, 2025

7,140	GA - OPEB (Other Post Employment Benefits)	4,165	3,773	(392)
23,325	GA - Employee 457 Expense	13,606	13,392	(214)
30,000	GA - Office Supplies & Expense	17,500	20,757	3,257
20,000	GA - Travel, Training, & Education	11,667	10,199	(1,468)
15,000	GA - Uniform Expense	8,750	6,062	(2,688)
22,000	GA - Computer - Technology Expense	12,833	8,124	(4,709)
30,000	GA - Maint. of General Property	17,500	12,236	(5,264)
28,000	GA - Licenses & Subscriptions	16,333	15,715	(618)
30,000	GA - Contractual Services - Engineering	17,500	12,941	(4,559)
25,000	GA - Contractual Services - Accounting	14,583	4,535	(10,048)
65,000	GA - Contractual Services - Legal	37,917	8,621	(29,296)
35,000	GA - Contractual Services - Other	20,417	2,640	(17,777)
15,300	GA - Rental of Building	8,925	8,925	-
72,000	GA - Transportation Expense	42,000	27,809	(14,191)
95,000	GA - Insurance	55,417	65,590	10,174
22,510	GA - Worker's Comp	13,131	11,424	(1,706)
25,000	GA - Regulatory Commission Expense	14,583	3,383	(11,200)
6,000	GA - Bond Administration Fees	3,500	2,770	(730)
15,000	GA - Misc. General Expense	8,750	3,279	(5,471)
5,000	Advertising & Publication Expense	2,917	1,980	(937)
358,160	Interest on Long Term Debt (Non-Operating)	208,927	180,320	(28,607)
1,328,615	Depreciation Expense (Non-Cash)	775,025	775,025	-
5,874,563	**TOTAL EXPENSES**	3,426,829	3,198,460	(228,368)
799,437	Excess (Deficit)	466,338	652,539	

Board request 5/8/2024

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating)	1,250,636

OPERATING CASH ACCOUNT
Reconciliation to Cash:

Cash Balance @ 6/30/24	644,529	
Disbursements To Date	(3,780,967)	
Expenses	3,198,460	
Deposits To Date	4,213,744	
Revenues	(3,851,000)	
OPERATING CASH BALANCE @ 01/31/2025	1,077,306	
	1,077,306	Water Operating
	0	

Added to report in 2019

OTHER CASH ACCOUNT BALANCES

Water Capacity Improvement Fund	7,315,958
Water Renewal & Replacement Fund	836,385
Water Working Capital Fund	404,924

Charles Town Sewer Department
Revenue & Expense Summary
January 31, 2025

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,042,000	CTUB Service Revenue	1,774,500	1,700,584	(73,916)
1,845,000	Ranson Revenue	1,076,250	1,064,594	(11,656)
2,720,000	JCPSD Revenue	1,586,667	1,550,313	(36,354)
45,000	Customer Forfieted Discounts	26,250	24,606	(1,644)
38,000	Customer Forfieted Discounts- RA	22,167	20,110	(2,057)
50,000	Customer Forfieted Discounts- PSD	29,167	23,846	(5,321)
30,000	Misc. Sewer Revenues (Non-Operating)	17,500	16,852	(648)
325,000	Interest Income (Non-Operating)	189,583	219,282	29,699
50,000	Sinking Fund Income (Non-Operating)	29,167	33,760	4,594
8,145,000	**TOTAL REVENUES**	4,751,250	4,653,946	(97,304)
	EXPENSES			
15,000	CS - Materials & Supplies Expense	7,500	4,540	(2,960)
90,000	CS - Maint of Service Connections	45,000	37,715	(7,285)
180,000	CS - Maint of Collecting & Trans. Mains	90,000	40,302	(49,698)
513,870	PS - Salaries & Wages	256,935	260,261	3,326
155,000	PS - Power & Fuel	77,500	86,615	9,115
25,000	PS - Materials & Supplies Expense	12,500	11,400	(1,100)
65,000	PS - Sludge Hauling	32,500	22,548	(9,952)
180,000	PS - Maint of Pump Stations	90,000	91,868	1,868
297,257	TD - Salaries & Wages	148,629	170,622	21,994
175,000	TD - Power - CT Plant	87,500	101,939	14,439
90,000	TD - Power - TUI	45,000	50,350	5,350
10,000	TD - Power - Deerfield	5,000	3,287	(1,713)
180,000	TD - Chemical Expense - CT	90,000	85,493	(4,507)
25,000	TD - Chemical Expense - TUI	12,500	7,979	(4,521)
45,000	TD - Testing - CT	22,500	20,348	(2,152)
12,000	TD - Testing - TUI	6,000	6,447	447
80,000	TD - Materials & Supplies Expense	40,000	39,874	(126)
60,000	TD - Sludge Hauling - TUI	30,000	12,000	(18,000)
120,000	TD - Maint. Burns Farm	60,000	57,148	(2,852)
230,000	TD - Maint. Treatment Plant - CT	115,000	96,526	(18,474)
150,000	TD - Maint. Treatment Plant - TUI	75,000	67,945	(7,055)
30,000	TD - Maint. Treatment Plant - Deerfield	15,000	15,515	515
15,000	TD - Licenses & Subscriptions	7,500	10,608	3,108
307,992	CA - Billing & Acct Labor	153,996	161,614	7,618
85,000	CA - Billing Expense	42,500	48,391	5,891
110,000	CA - Credit Card Processing Fees	55,000	58,629	3,629
60,000	CA - Licenses & Subscriptions	30,000	41,140	11,140
25,000	CA - Bad Debt Expense	12,500	11,473	(1,027)
227,276	GA - Salaries & Wages	113,638	134,088	20,450
2,500	GA - Director Compensation	1,250	1,175	(75)
198,920	GA - Employee Insurance & Benefits	99,460	113,426	13,966
122,304	GA - Employee Pension Expense	61,152	63,596	2,444
104,150	GA - Payroll Taxes - FICA Tax Expense	52,075	55,699	3,624

Charles Town Sewer Department
Revenue & Expense Summary
January 31, 2025

6,120	GA - OPEB (Other Post Employment Benefits)	3,060	3,299	239
23,808	GA - Employee 457 Expense	11,904	12,818	914
30,000	GA - Office Supplies & Expense	15,000	21,178	6,178
30,000	GA - Travel, Training, & Education	15,000	19,223	4,223
15,000	GA - Uniform Expense	7,500	5,314	(2,186)
20,000	GA - Computer - Technology Expense	10,000	7,924	(2,076)
30,000	GA - Maint. of General Property	15,000	9,851	(5,149)
30,000	GA - Licenses & Subscriptions	15,000	15,566	566
35,000	GA - Contractual Services - Engineering	17,500	17,109	(391)
30,000	GA - Contractual Services - Accounting	15,000	3,510	(11,490)
200,000	GA - Contractual Services - Legal	100,000	65,007	(34,993)
35,000	GA - Contractual Services - Other	17,500	2,640	(14,860)
15,300	GA - Rental of Building	7,650	8,925	1,275
90,000	GA - Transportation Expense	45,000	47,516	2,516
110,000	GA - Insurance	55,000	65,590	10,590
19,958	GA - Worker's Comp	9,979	11,158	1,179
35,000	GA - Regulatory Commission Expense	17,500	6,135	(11,365)
55,000	GA - Bond Administration Fees	27,500	24,860	(2,640)
15,000	GA - Misc. General Expense	7,500	7,033	(467)
5,000	GA - Advertising & Publication Expense	2,500	1,354	(1,146)
587,147	Interest on Long Term Debt (Non-Operating)	293,574	293,952	378
2,411,199	Depreciation Expense (Non-Cash)	1,205,600	1,205,600	-
7,814,801	**TOTAL EXPENSES**	3,907,401	3,846,119	(61,281)
330,199	Excess (Deficit)	843,849	807,827	

***Board request 5/8/2024**	**NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS**		
	CIF Revenue (Non-Operating)	1,681,527	
	Grant Revenue - WDA EEGF	-	
	OPERATING CASH ACCOUNT		
	Reconciliation to Cash:		
	Cash Balance @ 6/30/24	1,798,204	
	Disbursements To Date	(6,779,865)	
	Expenses	3,846,119	
	Deposits To Date	8,722,507	
	Revenues	(6,335,473)	
	OPERATING CASH BALANCE @ 01/31/2025	3,740,846	
		3,740,846	Sewer Operating
		(0)	
***Added to report in 2019**	**OTHER CASH ACCOUNT BALANCES**		
	Sewer Capacity Improvement Fund	7,417,794	
	Sewer Renewal & Replacement Fund	683,278	
	Sewer Working Capital Fund	745,132	

CHARLES TOWN UTILITY BOARD

Wednesday, February 26, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, February 26, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

February 26, 2025

Attachments:

Board Report 02.26.25.pdf

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
WV BUREAU OF PUBLIC HEALTH	K.STOLIPHER CLSS I WW RNWL	WATER FUND	WATER		62.50
	K.STOLIPHER CLSS I WW RNWL	SEWER FUND	SEWER		62.50
	H.TWAROG CLSS S CERT	SEWER FUND	SEWER		100.00
				TOTAL:	225.00
XYLEM WATER SOLUTIONS U.S.A., INC.	SVC GODWIN AT RIVER	WATER FUND	WATER		1,176.86
				TOTAL:	1,176.86

========== FUND TOTALS ==========	
50 WATER FUND	63,659.02
60 SEWER FUND	74,347.39
GRAND TOTAL:	138,006.41

TOTAL PAGES: 4

APPROVED BY: _____

APPROVED BY: _____

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	709-000069	WATER FUND	NON-DEPARTMENTAL	15.41
	709-000208	WATER FUND	NON-DEPARTMENTAL	15.41
	709-000218	WATER FUND	NON-DEPARTMENTAL	27.51
	710-000125	WATER FUND	NON-DEPARTMENTAL	15.06
	711-000034	WATER FUND	NON-DEPARTMENTAL	23.54
	712-000016	WATER FUND	NON-DEPARTMENTAL	18.08
	712-000018	WATER FUND	NON-DEPARTMENTAL	12.37
	713-000202	WATER FUND	NON-DEPARTMENTAL	24.75
	713-000309	WATER FUND	NON-DEPARTMENTAL	33.51
	713-000310	WATER FUND	NON-DEPARTMENTAL	35.44
	713-000312	WATER FUND	NON-DEPARTMENTAL	35.44
	713-000313	WATER FUND	NON-DEPARTMENTAL	25.73
	713-000314	WATER FUND	NON-DEPARTMENTAL	27.67
	713-000322	WATER FUND	NON-DEPARTMENTAL	33.50
			TOTAL:	722.35
MISS UTILITY OF WV, INC.	MESSAGE FEES: JAN	WATER FUND	WATER	166.62
	MESSAGE FEES: JAN	SEWER FUND	SEWER	166.63
			TOTAL:	333.25
MOODY'S INVESTORS SERVICE INC	ANNUAL FEE: 7/01/23 - 6/30	WATER FUND	WATER	250.00
	ANNUAL FEE: 7/01/23 - 6/30	SEWER FUND	SEWER	250.00
			TOTAL:	500.00
LOGICAL CONCEPTS, INC	REPAIRS: SHN2 & JHS	SEWER FUND	SEWER	358.80
	REPAIRS: SHN2 & JHS	SEWER FUND	SEWER	321.00
	PS MONITORING	SEWER FUND	SEWER	103.69
			TOTAL:	783.49
CHRIS OWENS	PER DIEM 3/09 - 3/14/25	WATER FUND	WATER	374.00
			TOTAL:	374.00
PACE ANALYTICAL SERVICES, LLC	TESTING: CT WKLY	SEWER FUND	SEWER	264.20
			TOTAL:	264.20
SHENANDOAH SALES & SERVICE, INC.	DUMP TRUCK MAINT	WATER FUND	WATER	95.00
			TOTAL:	95.00
STH, INC.	BACKUP FLOAT CONTROL	SEWER FUND	SEWER	328.00
			TOTAL:	328.00
GERALD TAYLOR CO., INC.	PUMP / TRANSPORT	WATER FUND	WATER	602.24
	PUMP / TRANSPORT	WATER FUND	WATER	866.61
	SUPERVAC	SEWER FUND	SEWER	2,063.16
			TOTAL:	3,532.01
THE CI THORNBURG CO, INC.	CHLORINE	WATER FUND	WATER	2,804.11
	TRANSCEIVER	WATER FUND	WATER	14,346.72
			TOTAL:	17,150.83
HD SUPPLY INC	CHEMKEY, AMMONIA, COLORIME	WATER FUND	WATER	742.49
	CHEMKEY, AMMONIA, COLORIME	WATER FUND	WATER	801.88
	AMMONIA REAGENT	WATER FUND	WATER	177.00
	MARS THRUST BUSTER	WATER FUND	WATER	832.85
	TNT, PIPET TIPS	SEWER FUND	SEWER	2,149.99
			TOTAL:	4,704.21

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GUTTMAN ENERGY	W/E 2/09/25	WATER FUND	WATER	670.95
	W/E 2/16/25	WATER FUND	WATER	493.24
	W/E 2/09/25	SEWER FUND	SEWER	1,096.20
	W/E 2/16/25	SEWER FUND	SEWER	996.21
			TOTAL:	3,256.60
GWIN DOBSON & FOREMAN INC	WTP CHLORINE ROOM UPGRADES	WATER FUND	NON-DEPARTMENTAL	791.90
	STNDRD SPECS UPDATE	WATER FUND	WATER	2,671.50
	CT ASST MNGMNT PLAN	WATER FUND	WATER	6,550.25
	WW SYS PRELIM ENGNR RPRT	SEWER FUND	NON-DEPARTMENTAL	7,378.80
	WW CLLCTN SYS PRJCT	SEWER FUND	NON-DEPARTMENTAL	6,240.92
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL	649.50
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL	4,631.96
	ASBRYCHRCH SWRMN RPLCMNT	SEWER FUND	NON-DEPARTMENTAL	2,938.90
	WW CLCTN SYS PRJCT RPR SVC	SEWER FUND	NON-DEPARTMENTAL	1,495.18
	STNDRD SPECS UPDATE	SEWER FUND	SEWER	2,671.50
	CT ASST MNGMNT PLAN	SEWER FUND	SEWER	6,550.26
			TOTAL:	42,570.67
DUSTIN GREGORY	MILEAGE: 2/11/25	WATER FUND	WATER	289.10
	PER DIEM 3/09 - 3/14/25	WATER FUND	WATER	374.00
			TOTAL:	663.10
JAMES RIVER EQUIPMENT	50G REPAIR	WATER FUND	WATER	2,838.00
			TOTAL:	2,838.00
JEFFERSON PUBLISHING COMPANY	1/2 & 1/9/25 NOTICES: WA&W	WATER FUND	WATER	81.65
	1/16 & 1/23/25 NOTICES: PR	WATER FUND	WATER	81.65
	1/2 & 1/9/25 NOTICES: WA&W	SEWER FUND	SEWER	81.65
	1/9 & 1/16/25 NOTICE: WW T	SEWER FUND	SEWER	125.58
	1/16 & 1/23/25 NOTICES: PR	SEWER FUND	SEWER	81.65
			TOTAL:	452.18
KAY CASTO & CHANEY PLLC	GENERAL: THRU 1/31/25	WATER FUND	WATER	292.50
	MIDDLEWAY: THRU 1/31/25	WATER FUND	WATER	2,957.50
	GRIMES LN: THRU 1/31/25	WATER FUND	WATER	793.50
	GENERAL: THRU 1/31/25	SEWER FUND	SEWER	520.00
			TOTAL:	4,563.50
CARSON KLOCKMANN	MILEAGE: 2/11/25	WATER FUND	WATER	289.10
			TOTAL:	289.10
MCKINNEY'S AUTO REPAIR	WATER VEHICLE REPAIR	WATER FUND	WATER	1,042.12
			TOTAL:	1,042.12
SECURITY DEPOSIT REFUNDS	102-000410	WATER FUND	NON-DEPARTMENTAL	139.96
	701-001600	WATER FUND	NON-DEPARTMENTAL	24.74
	701-003520	WATER FUND	NON-DEPARTMENTAL	17.95
	702-002230	WATER FUND	NON-DEPARTMENTAL	32.54
	705-003850	WATER FUND	NON-DEPARTMENTAL	25.65
	705-003860	WATER FUND	NON-DEPARTMENTAL	21.44
	708-001660	WATER FUND	NON-DEPARTMENTAL	6.13
	709-000014	WATER FUND	NON-DEPARTMENTAL	24.75
	709-000033	WATER FUND	NON-DEPARTMENTAL	46.94
	709-000044	WATER FUND	NON-DEPARTMENTAL	7.27
	709-000050	WATER FUND	NON-DEPARTMENTAL	31.56

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
ANTIETAM ELECTRICAL CONTRACTORS, INC	RPLC LED LIGHT CAV	WATER FUND	WATER		336.49
	LIGHT FIXTURES BURNS BOOST	WATER FUND	WATER		273.14
	EXPLOSION PROOF HEATERS	SEWER FUND	SEWER		8,999.75
	EXPLOSION PROOF HEATERS	SEWER FUND	SEWER		8,999.75
				TOTAL:	18,609.13
CARMEUSE LIME & STONE	HYDRATE CHEMICAL BULK	SEWER FUND	SEWER		3,076.10
				TOTAL:	3,076.10
CHAMPION INDUSTRIES, INC	PRINTING SVCS JAN	WATER FUND	WATER		1,354.18
	POSTAGE 4 PRINTING SVCS JA	WATER FUND	WATER		3,435.38
	PRINTING SVCS JAN	SEWER FUND	SEWER		1,354.19
	POSTAGE 4 PRINTING SVCS JA	SEWER FUND	SEWER		3,435.39
				TOTAL:	9,579.14
CHS TRAFFIC CONTROL SERVICES, INC.	ASBURY PROJECT: 2/03 & 2/0	SEWER FUND	SEWER		2,490.00
				TOTAL:	2,490.00
CORE & MAIN	CPLG, PIPE, PVC ADPT, PVC	WATER FUND	WATER		181.16
	S VLV BOX W/LID	WATER FUND	WATER		143.86
	CPLG	WATER FUND	WATER		740.32
	CPLG	WATER FUND	WATER		979.44
	TUBE	WATER FUND	WATER		300.00
	GSKT	SEWER FUND	SEWER		412.20
				TOTAL:	2,756.98
COYNE CHEMICAL	AMMONIUM SULFATE 40% NSF	WATER FUND	WATER		1,586.00
	CONTAINER RETURNS	WATER FUND	WATER		30.00-
				TOTAL:	1,556.00
CRYSTAL SPRINGS	MNTHLY SVC@ 661 & 842	WATER FUND	WATER		146.86
	MNTHLY SVC@ 661 & 842	SEWER FUND	SEWER		71.94
				TOTAL:	218.80
CUMMINS, INC	TRBLSHT 4TH AVE PS	SEWER FUND	SEWER		1,882.39
				TOTAL:	1,882.39
DEWBERRY ENGINEERS INC	TO8 WATER MODEL UPDATE	WATER FUND	NON-DEPARTMENTAL		9,145.00
				TOTAL:	9,145.00
WV DEPT OF HEALTH & HUMAN SERVICES	FLOURIDE TEST	WATER FUND	WATER		20.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		138.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		253.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		184.00
				TOTAL:	595.00
DODSON SEPTIC SERVICES, LLC	MARTINS PS	SEWER FUND	SEWER		1,375.00
				TOTAL:	1,375.00
EAST MOUNTAIN HEALTH PHYSICIANS, INC	G.COSTELLO HEP A&B VACCINE	WATER FUND	WATER		234.00
				TOTAL:	234.00
EI TECHNICAL SERVICES	CALIBRATED @ CTWWTP & TWWT	SEWER FUND	SEWER		312.20
	CALIBRATED @ CTWWTP & TWWT	SEWER FUND	SEWER		312.20
				TOTAL:	624.40

CHARLES TOWN UTILITY BOARD

Wednesday, February 26, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

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