City of Martinsburg
City Council
Thursday, October 8, 2026
6:30 PM
J. Oakley Seibert City Council Chambers

1. **Call to Order**
2. **Roll Call**
3. **Salute to Flag**
4. **Prayer – Steve Sosson, Beth El Congregation**
5. **Approval of Minutes**
   - **5.a** Approve September 10, 2026, Regular City Council Meeting Minutes (pg. 3-9)
6. **Approve Administrative and Financial Report**
   - **6.a** 2025/2026 Financial Statements (pg. 10-57)
7. **Presentations**
   - **7.a** Administer Oath of Office to Firefighter Trace Cassady
   - **7.b** Proclamation - National Fire Prevention Week Oct. 4-10, 2026 (pg. 58)
   - **7.c** Proclamation - Municipal Government Week Oct. 12-18, 2026 (pg. 59)
   - **7.d** Proclamation - Celebrating 80th Anniversary of WEPM Radio, October 13, 2026 (pg. 60)
8. **Petitions from Citizens**
9. **Receive and File Reports—Minutes—Correspondence of The Following:**
   - **9.a** Shade Tree Commission - August 2026 Meeting Minutes (pg. 61-63)
   - **9.b** Eastern Panhandle Transit Authority September Meeting Packet (9/21/26) - Agenda, Minutes, Statement of Activity, Budget Report (pg. 64-76)
   - **9.c** Martinsburg-Berkeley County Public Library Commission - September 2026 Agenda (pg. 77)
10. **Reports of Council as a Whole Committee:**
11. **Report of Mayor**
    - **11.a** Current Open Committee Seats:
      - Board of Zoning Appeals - 1 vacancy (alternate)
      - Housing Authority - 2 vacancies (regular)
      - Roundhouse Authority - 3 vacancies
        - 2 voting
        - 1 non-voting (City Council liaison)
      - Human Relations Committee - 1 vacancy (regular)
      - Code of Appeals Board - 3 vacancies (regular)
    - **11.b** Approve/deny appointment of Nadine Kennedy as a member of the Martinsburg Housing Authority to fill an unexpired term, 5/4/2022-5/4/2027 (pg. 78)
    - **11.c** Approve/deny appointment of Alyssa Nazarok as a member of the Human Relations Committee to fill an expired term, 7/9/2026-7/8/2028 (pg. 79-81)
    - **11.d** Approve/deny appointment of Jonathan Bodwell to the Board of Zoning Appeals (alternate) to fill an expired term, 10/1/2025-9/30/2028 (pg. 82-83)

11.e Approve/deny appointment of Councilwoman Heidi Crawford (Council Liaison) to the Roundhouse Authority (10/8/26 - 10/7/29)

12. Report of City Attorney

13. Report of City Manager

14. Unfinished Business

15. New Business

15.a Approve/Deny Resolution 2026-09 Authorizing 2026-2027 General Fund Budget revision #2 (pg. 84-85)

15.b Approve/Deny Resolution 2026-10 extending the Master Agreement with Civil and Environmental Consultants, Inc (CEC) for engineering services through June 30, 2028 (pg. 86-87)

15.c Approve/Deny Resolution 2026-11 between City of Martinsburg and Berkeley County Board of Education for Martinsburg High School Resource Officer (pg. 88-101)

15.d Approve/Deny 2026/2027 Morrow Fund revision #1 (pg. 102-103)

15.e Approve/Deny Environmental Services Agreement with the Air National Guard for Big Springs GAC Treatment System Operations and Maintenance for FY2027–FY2028 (pg. 104-118)

15.f Approve/Deny bid recommendation for Downtown Street Light Removal and Installation Project to Valentine Electric, Inc. -- $105,000 (Congressional Earmark) (pg. 119)

15.g Approve/Deny Task Order with Electronic Specialties Wireless Speaker and Security Camera Removal and Reinstallation Project as Part of Street Lighting Replacement Project ($61,836.48 (Congressional Earmark/Sales Tax) (pg. 120-121)

15.h Approve/Deny CEC Task Order No. 45 Comprehensive Plan ($225,000 - Community Development Fund) (pg. 122-131)

15.i Approve/Deny CEC Task Order No. 48 Boltz Park Design ($24,000) (CDGB) (pg. 132-137)

15.j Approve/Deny CEC Task Order 49 to perform Phase I Environmental Report for future West Side Fire Station (pg. 138-142)

15.k Approve/Deny Authorization to Place the Martinsburg Skate Park Out to Bid (pg. 143-145)

15.l Approve/Deny donation offer by LGI Homes to construct pergola on Frog Hollow Trail (pg. 146-148)

15.m Approve/Deny Authorization to submit application to the WV DEP for FY 2027 Dilapidated Properties Program (DLAP) (pg. 149-150)

15.n Approve/Deny Purchasing, Expenditure, Contracting and Payment Approval Policy (pg. 151-156)

15.o Approve/Deny Funding Request for Thanksgiving Meal Program ($10,000 Morrow Fund; Connecting People; Schedule B, Part One, C) (pg. 157)

15.p Approve/Deny CEC Task Order ____ to subcontract for the construction of storage facility at Martinsburg Fire Department

16. Executive Session

City of Martinsburg
City Council
Thursday, September 10, 2026
J. Oakley Seibert City Council Chambers
Martinsburg City Hall
232 N. Queen Street

1) Call to Order

2) Roll Call

The following Council Members were present: Steve Knipe, Heidi Gibbons Crawford, Dennis Etherington, David Haarberg, Ken Collinson, Kimberly Nelson, and Jason Baker. Also present were: Mayor Kevin Knowles, City Attorney Kin Sayre, City Recorder Ray Lee, Public Works Director Jeff Wilkerson, Fire Chief Brad Knieriem, and Police Chief Erin Gibbons.

3) Salute to Flag

4) Prayer – Reverend Walter Bowers, United Methodist Church (Retired)

5) Approval of Minutes

5.a) Approve August 13, 2026, Regular City Council Meeting Minutes (pg. 3-13)

City Council Draft-Final Minutes - 81326.pdf

Motion made by Councilman Steve Knipe, to approve 5.a) Approve August 13, 2026, Regular City Council Meeting Minutes (pg. 3-13). Motion carried unanimously.

6) Approve Administrative and Financial Report

Motion made by Councilman Steve Knipe, to approve 6) Approve Administrative and Financial Report. Motion carried unanimously.

7) Presentations

7.a) Administer Oath of Office to Police Officer Mackenzie Duclos

7.b) Administer Oath of Office to Fire Battalion Chief Zackery Morgan Administer Oath of Office to Lieutenants: James Miller and Tony Curtis Administer Oath of Office to Firefighters: James Hartman, Aidan Kuriger, Christian Garver, Colton Albright, David Kemp, Mason Brown, Andrew Clem and Wyatt Montgomery

7.c) Proclamation: Suicide Prevention Month - September 2026 (pg.14)

Proclamation_-_Suicide_Prevention_Month_2026.docx

7.d) Proclamation: Constitution Week, September 17-23, 2026, Shenandoah Valley Chapter and William Henshaw Chapter, National Society Daughters of the American Revolution (pg. 15)

Constitution Week Proclamation 2026.docx

8) Petitions from Citizens

Mr. Keith Weinebratten (704 W. Virginia Ave.) stated that he has lived in his home since the 1990s. As development increased in the area in the early 2000s, he noticed water rising from manholes after rain events and entering his home, which sits at ground level. In response, he built a four-inch concrete barrier and placed sandbags around his home. He stated that development since 2013–2014 has made the problem worse, and that the City repeatedly promised improvements and repairs. After the 2018 flood, the City repaired damage to his basement. He stated that flooding has occurred several times since, including during the 9/27 storm, without any assistance from the City. He said the problem continues to worsen, asked that the City repair the damage. He invited any City staff and/or Councilmembers to contact him to discuss the issue further.

Ms. Tiffany Showe (605 S. Raleigh St.) stated that she has lived in her home since 2018 and that it has flooded every year during heavy rain events, most often in July and August. She said the 9/27 storm brought approximately 32 inches of water around the house, ruining the basement and submerging the electrical panel. An oil tank was also torn loose, leaking oil into the floodwater inside the home and emitted headache-inducing fumes. She stated that the recurring flooding would make the home difficult to sell, but that she loves her home and the neighborhood and does not want to move. She asked what options her family would have if the City does not reimburse them for the damage.

The Mayor noted that City Hall staff have distributed the West Virginia Damage Assessment Surveys for anyone reporting damages from the flood, and added that discussions can continue outside of tonight's meeting.

Ms. Brenda Arevalo (1205 Grave Court) addressed Council regarding two matters. First, she referenced West Virginia Code § 17C-6-7, which requires stationary and movable signage notifying the public that radar or laser speed enforcement is in use. She stated that no such signage currently exists within the City/County, and requested that the use of radar and LiDAR devices be suspended until the required signage is installed, and that officers place movable signage if permanent signage is not present. Second, she requested that the magistrate who presided over her traffic case on 9/26 be censured. She stated that the magistrate relied on a prima facie standard and said repeatedly that he was disregarding the evidence she presented, which she characterized as a violation of her constitutional right to a fair trial.

Ms. Deborah Rabsatt (308 Jensen Way East) stated that she and her husband purchased their home approximately three years ago and have paid the City's stormwater tax since that time. She asked what the tax funds and how the revenue is used, and expressed concern regarding the residents who spoke earlier in the meeting about flooding in their homes as a result of the 9/27 storm. She requested additional information about the City's stormwater program in general and who at City Hall to contact.

9) Receive and File Reports—Minutes—Correspondence of The Following:

9.a) Shade Tree Commission - May 2026 Agenda & Meeting Minutes, June 2026 Agenda (pg. 16-22)

26 05 May 06 Agenda Shade Tree Commission Minutes.pdf

26 05 Jun 03 Agenda Shade Tree Commission Minutes.pdf

9.b) Berkeley County Roundhouse Authority - July 2026 Meeting Minutes (pg. 23)

Roundhouse Minutes 07.08.26.pdf

9.c) Martinsburg-Berkeley County Public Library Commission - August 2026 Agenda (pg. 24)

Martinsburg-Berkeley County Public Library Board Agenda - August 27th 2026.docx

9.d) Martinsburg-Berkeley County Convention and Visitors Bureau (CVB) - Approved July 2026 Minutes, August 2026 Agenda, July 2026 Balance Sheet, July 2026 Profit & Loss (pg. 25-31)

CVB Board Minutes 7.29.2026.pdf

CVB Board Meeting Agenda - Aug 2026.pdf

CVB Balance Sheet - July 2026.pdf

CVB Profit and Loss - July 2026.pdf

9.e) Berkeley Senior Services Board of Directors - August (8/26) 2026 Agenda, July (7/22) 2026 Minutes & Financial Report (pg. 32-36)

Berkeley Senior Services Agenda - Aug 2026.pdf

Berkeley Senior Services Minutes - July 2026.pdf

Berkeley Senior Services Financial Report - July 2026.pdf

Motion made by Councilman Dennis Etherington, seconded by Councilman Steve Knipe, to approve 9) Receive and File Reports—Minutes—Correspondence of The Following:. Motion carried unanimously.

10) Reports of Council as a Whole Committee:

11) Report of Mayor

11.a) Current Open Committee Seats: Board of Zoning Appeals - 1 vacancy (alternate) Housing Authority - 2 vacancies (regular) Roundhouse Authority - 3 vacancies 2 voting 1 non-voting (City Council liaison) Human Relations Committee - 1 vacancy (regular) Code of Appeals Board - 3 vacancies (regular)

12) Report of City Attorney

13) Report of City Manager

14) Unfinished Business

14.a) Third and Final Reading of Ordinance 2026-09 Amending Assigned Strength and Revising Job Descriptions for the Finance Department. (pg. 37-42)

STRENGTH ORDINANCE 2026-(Recommended).pdf

Memo - Finance Department Restructuring.pdf

Motion made by Councilman Dennis Etherington, seconded by Councilman Steve Knipe, to approve 14.a) Third and Final Reading of Ordinance 2026-09 Amending Assigned Strength and Revising Job Descriptions for the Finance Department. (pg. 37-42). Motion carried unanimously.

15) New Business Agenda amended to add item 15.p.

15.a) Approve/Deny award of bid for 2026 Asphalt Paving Bid Award to Slonakers Custom Paving -- $859,990.75 (pg. 43)

20260903 Street Paving Bid Opening.docx

Motion made by Councilman Dennis Etherington, seconded by Councilman Steve Knipe, to approve 15.a) Approve/Deny award of bid for 2026 Asphalt Paving Bid Award to Slonakers Custom Paving -- $859,990.75 (pg. 43). Motion carried unanimously.

15.b) Approve/Deny award of bid for Two Ambulances to Atlantic Emergency Solutions -- $765,000.00 (contingent upon specification review) (pg. 44)

20260903 MFD Ambulance Bid Opening.docx

Motion made by Councilman Dennis Etherington, seconded by Councilman Heidi Gibbons Crawford, to approve 15.b) Approve/Deny award of bid for Two Ambulances to Atlantic Emergency Solutions -- $765,000.00 (contingent upon specification review) (pg. 44). Motion carried unanimously.

15.c) Approve/deny land sales contract between City of Martinsburg & the Estate of Gladys Cogle for the purposes of future fire department and other public purposes (Tax Map 2 Parcel No. 59) (pg. 45-64)

2026-08-21 Draft Purchase Contract - Estate Redline v3.pdf

Cogle Docs.pdf

rev_cogle_bndy_plat.pdf

Motion made by Councilman David Haarberg, seconded by Councilman Kimberly Nelson, to approve 15.c) Approve/deny land sales contract between City of Martinsburg & the Estate of

Gladys Cogle for the purposes of future fire department and other public purposes (Tax Map 2 Parcel No. 59) (pg. 45-64). Motion carried unanimously.

15.d) Approve/Deny funding request by Martinsburg Initiative for Cold Weather Shelter ($25,000 Morrow Fund)

Motion made by Councilman Ken Collinson, seconded by Councilman Kimberly Nelson, to approve 15.d) Approve/Deny funding request by Martinsburg Initiative for Cold Weather Shelter ($25,000 Morrow Fund). Motion carried unanimously.

15.e) Approve/Deny Funding Request by For the Kids, by George Children's Museum ($25,000, Coal Severance Fund)

Motion made by Councilman Jason Baker, seconded by Councilman Ken Collinson, to approve 15.e) Approve/Deny Funding Request by For the Kids, by George Children's Museum ($25,000, Coal Severance Fund). Motion carried unanimously.

15.f) Approve/Deny the Award of the Tree Removal Project to Pennington's Tree Service --$15,100.00 (pg. 65-66)

Tree Removal Memo.pdf

Motion made by Councilman Ken Collinson, seconded by Councilman Dennis Etherington, to approve 15.f) Approve/Deny the Award of the Tree Removal Project to Pennington's Tree Service --$15,100.00 (pg. 65-66). Motion carried unanimously.

15.g) Approve/Deny agreement with R&L Landscaping for City Hall landscaping and planters -- $2,975.00 (pg. 67)

R&L Landscapes City Hall Landscaping and Planters SOW 2026.docx

Motion made by Councilman Kimberly Nelson, seconded by Councilman Dennis Etherington, to approve 15.g) Approve/Deny agreement with R&L Landscaping for City Hall landscaping and planters -- $2,975.00 (pg. 67). Motion carried unanimously.

15.h) Approve/Deny 2026 Employee Flu Shots (budgeted)

Motion made by Councilman Dennis Etherington, seconded by Councilman Heidi Gibbons Crawford, to approve 15.h) Approve/Deny 2026 Employee Flu Shots (budgeted). Motion carried unanimously.

15.i) Approve/Deny Trick or Treat in the City of Martinsburg - Saturday, October 31, 2026 from 6-8pm

Motion made by Councilman Dennis Etherington, seconded by Councilman Jason Baker, to approve 15.i) Approve/Deny Trick or Treat in the City of Martinsburg - Saturday, October 31, 2026 from 6-8pm. Motion carried unanimously.

15.j) Approve/Deny free 3-hour Holiday Street Parking November 27, 2026 through January 4, 2027

Motion made by Councilman David Haarberg, seconded by Councilman Steve Knipe, to approve 15.j) Approve/Deny free 3-hour Holiday Street Parking November 27, 2026 through January 4, 2027. Motion carried unanimously.

15.k) Approve/Deny Recommended Christmas and New Year's Holiday Schedule for the City of Martinsburg Employees (pg. 68)

Christmas_holiday_history_2026.docx

Motion made by Councilman Dennis Etherington, seconded by Councilman David Haarberg, to approve 15.k) Approve/Deny Recommended Christmas and New Year's Holiday Schedule for the City of Martinsburg Employees (pg. 68). Motion carried unanimously.

15.l) Approve/Deny the Acceptance and Planting of Donated Beautyberry Shrubs at P.O. Faulkner Park request from Shade Tree Commission (pg.69)

Beauty Berry planting at PO Faulkner Park Memo July 2026.docx - Google Docs.pdf

Motion made by Councilman David Haarberg, seconded by Councilman Ken Collinson, to approve 15.l) Approve/Deny the Acceptance and Planting of Donated Beautyberry Shrubs at P.O. Faulkner Park request from Shade Tree Commission (pg.69). Motion carried unanimously.

15.m) Approve/Deny the Shade Tree Commission's Request to Implement a Tree and Shrub Planting Project at Leeland Park -- $1,000.00 (pg. 70)

Leeland Park Tree Project Memo May 11 2026.docx - Google Docs (1).pdf

Motion made by Councilman David Haarberg, seconded by Councilman Heidi Gibbons Crawford, to approve 15.m) Approve/Deny the Shade Tree Commission's Request to Implement a Tree and Shrub Planting Project at Leeland Park -- $1,000.00 (pg. 70). Motion carried unanimously.

15.n) Approve/Deny the Shade Tree Commission's Request to Plant Nine Street Trees Along West Burke Street and West South Street -- $2,500.00 (pg. 71-74)

Memo to City Ref 2 Burke St and West South St Plantings Fall 2026 (1).pdf

Att A West Burke Street map (1).pdf

Att B West South Street map (1).pdf

Motion made by Councilman Kimberly Nelson, seconded by Councilman David Haarberg, to approve 15.n) Approve/Deny the Shade Tree Commission's Request to Plant Nine Street Trees Along West Burke Street and West South Street -- $2,500.00 (pg. 71-74). Motion carried unanimously.

15.o) Approve/Deny the Shade Tree Commission's Request to Implement the Proposed Tree Planting and Replacement Project at the Martinsburg Public Library Plaza (pg. 75-77)

Memo to City Ref Proposed Cacapon Grant for Library Plaza May 11 2026.docx - Google Docs (2).pdf

Motion made by Councilman David Haarberg, seconded by Councilman Heidi Gibbons Crawford, to approve 15.o)
Approve/Deny the Shade Tree Commission's Request to Implement the Proposed Tree Planting and Replacement Project at the Martinsburg Public Library Plaza (pg. 75-77). Motion carried unanimously.

15.p) Approve/Deny Acceptance of SAMHSA Grant for Implementation of Martinsburg Mobile Crisis Integration Partnership and Approval of The Martinsburg Initiative as Subrecipient (pg. 79-88)

1H79SM091670-01-Noa.pdf

Motion made by Councilman Kimberly Nelson, seconded by Councilman Ken Collinson, to approve 15.p) Approve/Deny Acceptance of SAMHSA Grant for Implementation of Martinsburg Mobile Crisis Integration Partnership and Approval of The Martinsburg Initiative as Subrecipient (pg. 79-88). Motion carried unanimously.

16) Executive Session - none, move to adjourn.

Motion made by Councilman Dennis Etherington, seconded by Councilman Steve Knipe, to approve 16) Executive Session - none, move to adjourn.. Motion carried unanimously.

CITY OF MARTINSBURG
FISCAL YEAR 2025-2026

Report of the Finance Officer of the City of Martinsburg, West Virginia, for the year of July 1, 2025 through June 30, 2026.

Recording cash receipts and expenditures from account of the City Treasurer, Heidi Crawford and also Bonded Debt of the City as of June 30, 2026.

GENERAL FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025:		
OPERATING & MAINTENANCE FUND	$	4,962,436.93
CREDIT CARD ACCOUNT		233,762.07
UNEMPLOYMENT COMPENSATION FUND		28,556.70
TOTAL GENERAL FUND	**$**	**5,224,755.70**
RECEIPTS		
BUSINESS & OCCUPATION TAXES	$	12,346,013.05
PROPERTY TAXES (BY SHERRIFF)		4,227,127.02
FEDERAL GRANTS		3,772,256.29
PERMITS		1,845,906.78
FIRE FEES		1,138,911.10
2% EXCISE TAXES		1,097,094.15
HOTEL/MOTEL TAXES		817,073.34
POLICE FINES, BONDS & COURT COSTS		398,918.07
COMMUNITY DEVELOPMENT FEES		243,381.00
LIQUOR & WINE TAXES		233,836.06
MISCELLANEOUS REVENUE		219,843.75
FEDERAL GRANTS - POLICE DEPT.		167,138.20
STATE UTILITY TAX AND IRP FEES		239,371.70
INTEREST EARNED		150,771.57
FRANCHISE FEES		144,027.66
VIDEO LOTTERY		111,741.22
BUSINESS LICENSE FEES		53,883.63
GAS & OIL SEVERANCE TAXES		46,813.55
HOUSING CODE COMPLIANCE FEES		25,912.00
GAMING INCOME		11,338.75
REGIONAL JAIL FUND		7,624.59
CONTRIBUTION - OTHER FUNDS		5,297,689.23
TOTAL AMOUNT OF RECEIPTS	**$**	**32,596,672.71**
TOTAL AMOUNT OF EXPENDITURES	**$**	**31,791,260.05**
GENERAL FUND BALANCE ON JUNE 30, 2026:		
OPERATING & MAINTENANCE FUND	$	5,929,871.25
CREDIT CARD ACCOUNT	$	100,297.11
TOTAL GENERAL FUND	**$**	**6,030,168.36**

GENERAL FUND EXPENDITURES

EXPENDITURES:

7CS CONSULTING LLC	$ 495.00
A PLUS PLUMBING, LLC	6,960.00
AARON MILLER	1,771.70
AARON RICE	76.91
ABSHIRE ENTERPRISES INC.	140.21
ACTION FACILITIES MANAGEMENT INC	112,032.14
ADAM ALBAUGH	495.79
ADAM STEPHEN MEMORIAL ASSOCIATION	3,750.00
ADVANCE AUTO PARTS	605.40
ADVANCE MULTISERVICES LLC	5,371.25
AFLAC ATTN: REMITTANCE PROCESSING SERVICES	130,895.33
AGGREGATE EXPENDITURES – PAYMENTS $50 OR LESS	634.35
AIS MECHANICIAL LLC	4,962.57
ALERT-ALL CORPORATION	3,366.00
ALL ABOUT FABRIC	103.25
ALLEN W. PLOTNER SR.	28,042.00
ALPHA TEAM SP LLC	2,196.26
AMANDA ROBERSON	324.90
AMAZON CAPITAL SERVICES	12,654.49
AMERICAN LEGAL PUBLISHING	465.00
AMERICAN PRODUCERS SUPPLY CO., INC.	10,033.99
AMMO-UP	685.63
ANDREW GARCIA	1,080.68
ANDREW JACKSON	453.50
ANDREW WEST	498.86
ANDY BLAKE	2,264.19
ANN LAMB ESTATE	73.80
ANTHONY EMANA	50.75
APEX WATER AND PROCESS INC.	2,575.78
ARDEN EQUIPMENT REPAIR, INC.	7,205.36
ARMOR EXPRESS	7,898.26
ARTURO GALES	300.00
ASHLEY GRADY	247.00
AT&T MOBILITY	4,351.33
ATLANTIC ACCUPSYCH, INC.	1,425.00
ATLANTIC EMERGENCY SOLUTIONS	1,853,804.18
ATLANTIC TACTICAL	437.88
AUSTIN DEHAVEN	382.00
AUSTIN SHANK	480.00
AVAYA CLOUD OFFICE	37,812.69
AXON ENTERPRISES, INC.	84,853.80
B & H PHOTO-VIDEO	175.38
BALTIMORE TRUCK CENTER	262.53
BATTERY MART	4,704.39
BECKY HALL	442.80

BELTWAY INTERNATIONAL, LLC	7,453.29
BENCHMARK PROFESSIONAL SEMINARS, INC.	150.00
BENJAMIN GRESSLER	189.00
BERGEY'S , INC.	221.96
BERKELEY CLUB BEVERAGES	5,645.58
BERKELEY CO EMERGENCY AMBULANCE AUTHORITY	2,844.00
BERKELEY CO. SHERIFF	3,626.11
BERKELEY COUNTY CIRCUIT COURT	308.00
BERKELEY COUNTY COMMISSION	1,552.73
BERKELEY COUNTY COUNCIL	10,042.01
BERKELEY COUNTY MEALS ON WHEELS INC.	5,500.00
BERKELEY GLASS	1,600.00
BERKELEY MEDICAL CENTER	50,028.89
BERKELEY SENIOR SERVICES	9,000.00
BERKELEY-MORGAN COUNTY BOARD OF HEALTH	40,867.00
BFPE INTERNATIONAL	375.00
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	90.36
BJ'S CUSTOM CREATIONS	34,088.42
BLADETECH INDUSTRIES, INC.	241.48
BLUE 360 MEDIA LLC	187.37
BMI	459.00
BOBBY HAUN	1,055.52
BOB'S TIRE SERVICE, INC.	6,574.83
BORLIE MECHANICAL CONTRACTING, LLC	42,924.07
BOUND TREE MEDICAL, LLC.	24,225.42
BOWLES RICE LLP	189,165.86
BOX ALARM GRILLES, LLC	3,984.00
BOYS & GIRLS CLUB OF THE EASTERN PANHANDLE	146,782.90
BRADLEY KNIERIEM	343.64
BRADLEY MICHAEL	140.00
BRADLEY ROBERSON	531.66
BRADLEY ROBERTS	975.69
BRANDON SHIRLEY	510.49
BRANDY ARNOLD	453.00
BRANTS ELECTRICAL	4,434.85
BREEANNA SIMS	375.60
BRIEL PC ATTORNEYS	89,973.00
BROOKE GUE	56.00
BROOKHOLLOW CARDS	186.56
BROWNELLS INC.	122.40
BUETTNER TIRE DISTRIBUTORS OF WV	994.68
BUREAU FOR PUBLIC HEALTH	1,000.00
C.E.S.	89.00
CAPITAL ELECTRIC	3,133.48
CAPITAL ONE	2,157.73
CAPITOL PROCESSING SERVICES	400.00
CARDINAL TITLE, PLLC	90,335.29
CARE SERVICES, INC.	695.32
CARGILL INCORPORATED	25,897.84

CARLOS RUBIO	150.00
CARTER MACHINERY COMPANY, INC.	2,461.82
CASA OF THE EASTERN PANHANDLE	5,625.00
CATROW LAW PLLC	19,568.99
CCAP/LOAVES & FISHES	52,070.34
CENTRAL TRUCK & TRAILER PARTS, LLC	2,574.78
CHIEF TECHNOLOGIES LLC	11,997.00
CHILDREN'S HOME SOCIETY OF WV	3,375.00
CHRISTOPHER O'NEIL	639.77
CIARA METTHEWS	239.00
CINTAS CORPORATION	338.11
CITY HOSPITAL, INC.	1,226.35
CITY OF MARTINSBURG	5,386,046.87
CIVICPLUS LLC	7,924.77
CIVIL & ENVIRONMENTAL CONSULTANTS, INC.	115,796.33
CMA'S CHRYSLER DODGE JEEP RAM OF MARTINSBURG	17,307.20
CMA'S TOYOTA CHEVEROLET OF MARTINSBURG	377.34
CMTA INC.	14,479.11
COBY ENGLE	1,926.35
COLLIFLOWER INC. - BALTIMORE	466.92
COLONIAL FARM NURSERY & LANDSCAPING, INC.	1,134.00
COLUMBIA SOFT	10,275.00
COMCAST	19,450.37
COMMERCIAL SERVICES	196.79
COMMONWEALTH OF VIRGINIA	612.59
COMMUNITY ALTERNATIVES TO VIOLENCE	6,750.00
COMMUNITY NETWORKS INC.	41,777.61
COMPTROLLER OF MD	1,433.96
CONRAD LUTTRELL LLP	98,415.49
COREY GRAY	2,670.77
CORY ROMAN	6,166.11
COX HOLLIDA YOUNG PLLC	698.88
CRAWFORD LAW GROUP, PLLC	93,866.34
CROWN AWARDS	5,454.59
CRYSTAL CUMMINGS	246.38
CUMBERLAND VALLEY HEATING & AIR CONDITIONING INC.	825.00
D & D LC	3,621.04
DALE BUCK	38,115.00
DALTON CONDO	729.26
DAN RYAN BUILDERS	12,200.44
DANA KNOWLES	2,251.62
DANIEL NORTH	432.99
DANIEL SMOLYAR	891.00
DASH MEDICAL GLOVES LLC	764.91
DAVID POPE	140.00
DAVID STANLEY	297.50
DEAFNET ASSC. INC.	1,190.00
DEANNA SMITH	592.00
DEREK ENGLISH	440.00

DIANE ORENDI	73.78
DIVISION OF ADMINISTRATIVE SERVICES	1,500.00
DIVISION OF JUSTICE & COMMUNITY SERVICES	3,000.00
DOMESTIC UNIFORM RENTAL	2,429.60
DOOR SERV PRO, LLC	1,658.86
DPF SERVICES, LLC	1,035.00
DUANE JACKSON	152.00
EAS HOME SERVICES	480.00
EAST MOUNTAIN HEALTH PHYSICIANS INC	16,050.09
EASTERN PANHANDLE REG. PLN. & DEV. COUNCIL	39,984.21
EASTERN PANHANDLE TRANSIT AUTHORITY	55,000.00
EASTERN WV REGIONAL AIRPORT	15,000.00
EHRLICH	408.92
ELECTRONIC SPECIALTY COMPANY	16,262.20
EMBROIDERED PATCHES PLUS	344.40
EMERGENCY VEHICLE SPECIALIST	528.45
EMPOWER RETIREMENT	124,920.05
EMPOWER TRUST COMPANY, LLC	20,782.73
ENCOVA INSURANCE COMPANY	177,323.72
ENHANCED PRINTING AND PROMOTIONS	5,139.99
EQUIFAX INFORMATION SVCS, LLC	854.24
EQUITABLE FINANCIAL LIFE INSURANCE CO OF AMERICA	160,398.47
ERIN GIBBONS	948.67
ESCREEN, INC.	150.00
ESO SOLUTIONS, Inc.	20,377.40
EVETT JONES	234.00
EXECUTIVE EMERGENCY LIGHTING LLC	19,330.05
FAST SIGNS	1,173.34
FASTENAL COMPANY	5,141.25
FED EX	381.07
FESCO EMERGENCY SALES	2,476.63
FFC PROPERTIES, LLC	73.80
FIDELITY POWER SYSTEMS	1,271.00
FINLEY ASPHALT	108,033.34
FIRE & POLICE SELECTION, INC.	6,589.75
FIRE SAFETY EQUIPMENT SUPPLY	1,399.18
FIRE SERVICE PERFORMANCE	200.00
FRANK POLINIK	1,379.47
FRIENDS TITLE & ESCROW CO.	24,500.00
FRONTIER	32,734.97
FRYE MASONRY LLC	50,500.00
G & TRIPLE T LLC	2,500.00
GALLS, LLC	15,643.84
GARRETT PUGH	216.63
GARY HARTMAN	886.00
GEARCLEAN, INC.	833.56
GENA REESE	53,275.83
GEORGE & DEBRA WEEDEN & WALT'S	8,500.00
GOIN' POSTAL	295.95

GOLDEN EQUIPMENT CO. INC.	3,565.81
GOLDEN RULE CREATIONS	573.08
GOVERNMENTJOBS.COM, INC.	79,396.20
GRAINGER	292.88
GRANICUS	67,282.30
GRAYSON ROMINE	1,568.34
GREEN MONSTAH FIREARMS, LLC	60.52
GREENCASTLE CHEVROLET	107,987.80
GREG PATTON	616.35
GROVE'S CLEANING SERVICE	48,625.16
GUARDIAN CSC LLC	2,213.74
H.N. FUNKHOUSER	3,377.57
HABITAT FOR HUMANITY E. PANHANDLE	141,800.52
HAGERSTOWN SPRING & ALIGNMENT	892.88
HANGER GRAPHIX	100.00
HARMISON & ASSOCIATES	24,500.00
HARRIS COMPUTER SYSTEMS	2,150.00
HARRIS ENTERPRISE RESOURCE PLANNING	6,625.43
HAVTECH SOLUTIONS DIVISION, LLC	44,929.93
HdL COMPANIES	60,012.07
HENRY SCHEIN, INC.	11,725.72
HIGHMARK	358,389.95
HILLARY FENDLEY	295.99
HIRERIGHT, LLC	2,753.57
HJV LIMITED PARTNERSHIP	8,290.00
HOAR CONSTRUCTION, LLC	14,177.56
HONEYWELL ANALYTICS INC	1,250.00
HUGH GRAHAM	500.00
HWA ENTERPRISES LP LLP	133,765.56
IACP-INTERNATIONAL ASSC. CHIEF OF POLICE	220.00
IAFC	250.00
ICMA	1,200.00
IDEMIA IDENTITY & SECURITY USA LLC	4,202.50
INFINITE WINDOW CLEANING	5,380.00
ING GRANITE INC	1,157.50
INNOVATIVE INC.	866,548.51
INTERNATIONAL CODE COUNCIL	750.00
INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS	220.00
INTERSTATE GARAGE DOORS	3,804.64
INWOOD QUARRY, INC.	3,283.89
IRON MOUNTAIN INCORPORATED	13,541.08
J. C. EHRLICH	8,370.25
J.J. KELLER @ ASSOCIATES, INC.	271.86
JACK WILLIAMS	135.64
JARED ADAMS	1,170.00
JARED LUCIANO	70.00
JARRET DEHAVEN	1,017.55
JASON SWOPE	1,711.00
JAY BAUSERMAN	119.00

JDB PROPERTIES LLC	586,228.16
JEFF BAKER	102.50
JEFF WILKERSON	594.10
JEFFERSON COUNTY COMMUNITY MINISTRIES	59,460.20
JEFFERSON PUBLISHING CO. INC.	71.90
JENKINS SERVICES, INC.	159.18
JENNY LYNN PHOTOGRAPHY	200.00
JOEL KYLER	500.00
JOHN E. REID ASSC. INC.	1,210.00
JOHN OAKES	325.00
JOHN OREM	1,071.00
JOHNNIES EXPRESS	363.30
JOHNNY BLUE, INC.	208.00
JOHNSON CONTROLS FIRE PROTECTION LP	2,000.00
JONES & BARTLETT LEARNING, LLC	327.51
JOSHUA MILLS	851.55
JT'S MOBILE TRUCK REPAIR, LLC	42,286.75
JUST TECH LLC	1,740.34
JUSTIN HARPER	660.00
JUSTIN MAY	3,399.99
JUSTIN NORTHCRAFT	178.37
KADEEM LAVOUN BRIM	576.00
KAITLYN SNYDER	4,777.58
KAY CASTO & CHANEY PLLC	6,320.25
KEATON, FRAZER, MILLESON, PLLC	24,500.00
KEGERREIS OUTDOOR ADVERTISING, LLC	5,300.00
KELLY GENERATOR & EQUIPMENT	2,991.79
KELLY JANE HOTT	1,263.00
KENT PARSONS FORD INC.	3,431.86
KEVIN HARTMAN	1,858.56
KEVIN KNOWLES	6,515.06
KEVIN MILLER	308.00
KEVIN PANSCH	340.00
KILL THE FLASHOVER, INC.	250.00
KIMBERLY PETRUCCI	398.43
KTS LEADERSHIP AND CONSULTING, LLC	390.00
KUSTOM SIGNALS INC.	325.13
KYLE PARKER	194.71
LEADSONLINE	5,202.90
LEGACY HOUSE TITLE	37,977.73
LEGAL & LIABILITY RISK MANAGEMENT INSTITUTE	2,000.00
LENNAR HOMES	51.50
LES'S AUTO REPAIR & TOWING	52,580.30
LEWIS PAINT & HARDWARE	6,410.98
LEXISNEXIS RISK SOLUTIONS FL INC.	3,827.73
LIBERTY DYNAMIC LLC	3,255.40
LIGHTHOUSE UNIFORM CO	77.85
LILIAN CARP	150.00
LINDE GAS & EQUIPMENT, INC.	2,642.41

LOWE'S	29,957.24
LUCILLE BENNETT	478.00
MAACO MARTINSBURG	4,158.17
MACKENZIE DUCLOS	940.56
MAIN STREET MARTINSBURG	124,717.85
MARCY STEERMAN	550.00
MARLIN LEASING CORPORATION	152.21
MARTINSBURG LITTLE LEAGUE ASSOCIATION	25,000.00
MARTINSBURG UNION RESCUE MISSION	147.60
MARYLAND CHILD SUPPORT ACCOUNT	1,438.20
MARYLAND SAFE ZONES	80.00
MASON MAY	242.00
MATTHEW BENDER & CO., INC.	511.04
MATTHEW ZOLLINGER	361.59
MAUCKS PLUMBING SERVICE LLC	1,054.61
MAXLOCK LLC	783.10
MBC CHAMBER OF COMMERCE	3,085.00
MBC PARKS & REC	1,950,478.08
MBC PUBLIC LIBRARY	172,627.19
MBC VISITOR'S BUREAU	468,478.08
MELISSA COBB	113.40
MES SERVICE COMPANY , LLC	2,907.44
MICHAEL & KRISTINE PUGH & MRS LLC	7,500.00
MICHAEL BARTON	73.80
MICHAEL CASTELGRANDE	458.88
MICHAEL CHAPUT	454.66
MICHAEL DEJARNETT	299.88
MICHAEL JONES	434.88
MICHAEL ROBERTS	1,065.42
MID ATLANTIC ENTRY MD, LLC	934.50
MINGHINI'S GENERAL CONTRACTORS, INC.	60.00
MISTRAS GROUP, INC.	3,979.00
MORGAN COUNTY PARTNERSHIP	16,087.17
MOSES AUTO GROUP	436.77
MOTOROLA SOLUTIONS INC.	29,323.35
MOUNTAINEER CUSTOM CARTRIDGE	4,100.00
MOUNTAINEER GAS COMPANY	65,120.39
MS JOHNSTON COMPANY INC.	8,242.38
MSTS RECEIVABLES LLC	391.25
MTS EQUIPMENT	10,837.00
MUNICIPAL FINANCE OFFICERS ASSOC. OF WV	275.00
N. QUEEN ST. CARWASH OIL & LUBE	275.41
NAHSHON COOK	1,258.87
NAPA AUTO PARTS	27,754.98
NATHAN BOWERS	147.50
NATHANIEL LANDRY, JR.	478.00
NATIONAL ASSOCIATION OF STATE FORESTERS	61.35
NATIONAL AUTO FLEET GROUP	113,708.60
NATIONAL LEAGUE OF CITIES	1,752.00

NATIONAL RIFLE ASSC. LAW ENFORCEMENT DIV.	745.00
NOREGON SYSTEMS, LLC	2,008.06
NOVA PENNINGTON TREE EXPERTS, LLC	4,200.00
ODP BUSINESS SOLUTIONS, LLC	17,564.46
OHD	1,010.00
OMG NATIONAL	1,554.57
ONLINE STORES	268.97
ORANSI LLC	470.40
ORSINI'S BROTHERS LIMITED	1,165.79
OWEN CHANG	528.00
OWEN SIFORD	103.00
PA SCDU	1,961.46
PA TURNPIKE TOLL BY PLATE	76.48
PAMELA LINGHAM	314.00
PANHANDLE PRINTING & DESIGN	11,369.05
PANSCH INVESTIGATIONS, LLC	680.00
PARAGON TITLE COMPANY PLLC	73,500.00
PARSONS OPEQUON MOTORS	2,739.83
PATH MASTER, INC.	922.00
PATRICK G. HENRY III ATTORNEY AT LAW	637.50
PAUL BALTIMORE	500.00
PAUL C. UNGER, JR. ESTATE	73.80
PAUL LEHMAN	414.20
PAYROLL	6,467,447.50
PEAC SOLUTIONS	1,826.52
PENN CARE, INC.	17,185.02
PENNINGTON DESIGNS, INC.	1,927.74
PERRY & ASSOCIATES CPAS	18,900.00
PERRY LEAVEY	73.80
PHARMALINK LLC	150.00
PILL & PILL PLLC	255,468.14
PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	18,355.37
PLACEMAKERS, LLC	31,894.00
POSITIVE PROMOTIONS, INC.	261.51
POTOMAC CARPENTRY, LLC	361.50
POTOMAC EDISON	455,933.87
PRINTING IMPRESSIONS	15,592.71
PROGRESSIVE PRINTING	1,895.56
PROSOURCE SPECIALTIES LLC	656.78
PURCHASE POWER	116,452.47
PYE-BARKER FIRE SAFETY LLC	821.93
QUALITY LOCK	553.50
QUILL LLC	4,565.03
R & L LANDSCAPES, INC.	155,086.00
R.M. ROACH & SONS, INC.	199.00
RAUL THAIS-LOZANO	439.89
RAY ALLEN MANUFACTURING	414.69
RCD, INC.	1,641.00
REBECCA R. RAMSEY	200.00

RELENTLESS, LLC	1,498.00
RENZIE SILVER	748.92
RESLEY TIRE COMPANY, INC.	9,417.03
RIZZO HEATING & AIR	69.70
ROBERTS OXYGEN COMPANY, INC.	11,109.25
ROCIC, RISS	656.00
ROCS FLEET BUSINESS SOLUTIONS	185,371.15
RODNEY CRAWFORD	1,492.50
ROK BROTHERS, INC.	11,285.94
RONALD J. OAKES JR.	124.70
RYAN COKE	528.00
RYAN S. FRITZ	1,626.78
SAFETY-KLEEN, SYSTEMS, INC.	110.53
SAMANTHA QUESENBERRY	1,497.00
SARAH MCCURRY	296.91
SCHOOLLOCKERS.COM	4,916.20
SCOTT DOYLE	1,064.29
SCOTT SWETT	147.60
SCPDC	13,619.88
SELF STORAGE PLUS	14,701.56
SHADE EQUIPMENT COMPANY INC.	5,500.76
SHANNON-BAUM SIGNS INC.	13,496.60
SHARE CORPORATION	4,500.86
SHENANDOAH VETERINARY HOSPITAL	2,343.22
SHENTEL	24,321.12
SHERWIN WILLIAMS	10,021.22
SHIRLEY COMPLETE HOME IMPROVEMENT, LLC	4,445.00
SIGNATURE COINS	556.00
SINISTER TINTING	370.00
SIRCHIE, LLC	887.82
SLONAKERS CUSTOM PAVING, LLC	810,109.00
SMARTLINK GROUP	4,534.44
SOFTCHOICE CORPORATION	17,038.80
SPECULATIVE FICTION ACADEMY, LLC	68.51
SPICHER'S ALARM MONITORING SERVICES INC	649.90
STANDARD & ASSOCIATES, INC.	4,315.00
STAPLES, INC.	5,920.91
STEPHANIE BROOKS	9,445.27
STEPHEN MCBRIDE	1,633.77
STEPHENS AUTO CENTER	173,388.00
STONE & STONE INVESTIGATIONS, LLC	135.00
STONER ENTERPRISES, INC.	781.46
SUN BADGE COMPANY	304.50
SUNRISE MEDICAL LABORATORIES INC	249.45
SUPER SHOES	3,486.06
SUPERIOR CONSTRUCTION & HAULING LLC	6,812.76
SUSIE THE CLOWN ENTERTAINMENT	82.00
TARGET SOLUTIONS LEARNING LLC	5,716.22
TAUNYA LUCKETT	775.00

TAX CREDIT BENEVOLENT ASSOCIATION	65,000.00
TAYLOR HERR	1,418.84
TELAMON CORPORATION	1,051.50
TELEFLEX LLC	2,200.00
THAD REID	900.00
THADDEUS WRIGHT	308.91
THE CENTER FOR MUNICIPAL SOLUTIONS	21,345.56
THE FREDERICK NEWS-POST	2,340.00
THE HUNTINGTON NATIONAL BANK	37,579.50
THE JOURNAL	13,617.91
THE LAW OFFICE OF RACHEL B. SPIKER, PLLC	98,000.00
THE M.R. STONE GROUP	10,053.60
THE MARTINSBURG INITIATIVE	418,266.61
THE MORGAN MESSENGER	127.50
THE NORTHERN VIRGINIA DAILY	2,200.00
THE WORKINGMAN'S STORE	1,142.27
THEODORE WORRELL	925.03
TK ELEVATOR CORPORATION	10,409.11
T-MOBILE	853.88
TOP ASPHALT SUPPLIERS, LLC	2,481.36
TOP OF THE LINE ELECTRIC	1,450.00
TOUCHPOINT MEDICAL, INC	1,920.00
TRACKER PRODUCTS LLC	5,125.97
TRACTOR SUPPLY CREDIT PLAN	347.94
TRAFFIC SAFETY WAREHOUSE	271.34
TRAVELERS	20,673.36
TREVIPAY	1,696.01
TRI COUNTY PROCESS SERVICE & STONE INVESTIGATIONS	900.00
TRI-COUNTY RENTALS	216.79
TROPHIES PLUS	1,643.02
TYLER TECHNOLOGIES INC.	82,769.13
TYMCO, INC.	134,943.00
U.S. POSTAL SERVICE	2,458.00
ULINE, INC	30,615.89
UNIFIRST CORPORATION	45,035.56
UNITED DIAGNOSTIC SERVICES LLC	6,700.00
UNITED LABORATORIES, INC.	5,198.85
UNITED STATES TREASURY	2,725,081.23
URBAN DESIGN VENTURES LLC	44,460.00
US CELLULAR	29,613.26
US HOOD CLEANING	800.00
USDA, APHIS, GENERAL	6,639.65
USINTEGRATION INC	1,680.00
USIQ INC.	95.91
VALLEY AUTO & DIESEL	19,604.42
VALLEY HEALTH EMPLOYER HEALTH	505.50
VALOR TECHNICAL CLEANING	13,939.90
VEHICLE SAFETY SUPPLY LLC	1,779.23
VIALYTICS AMERICAS , INC.	6,747.64

VICKIE MCCLAIN	797.00
VISA	51,181.76
VOICES AGAINST DOMESTIC VIOLENCE, INC.	1,544.14
VSP INSURANCE CO.	9,259.97
W.B. MASON CO., INC.	1,124.07
WEATHERHOLTZ BONDING LLC	1,318.00
WEISS BROTHERS OF HAGERSTOWN INC	3,579.57
WELLNET HEALTHCARE	70,325.02
WEST VIRGINIA PUBLIC SERVICE TRAINING MARTINSBURG	8,914.00
WHOLESALE TIRE, INC. - MARTINSBURG	8,030.98
WILKINS SHOE CENTER	493.00
WILLIAM GILL-NEWTON	1,921.77
WINCHESTER EQUIPMENT COMPANY	640.77
WINCHESTER MEDICAL CENTER, INC.	2,303.83
WINCHESTER RADIOLOGISTS PC	312.00
WITMER PUBLIC SAFETY GROUP, INC.	35,512.35
WON-DOOR CORPORATION	505.94
WRENCHES & WRECKERS	478.00
WV BCSE	28,986.30
WV CODE OFFICIALS ASSOCIATION	1,780.00
WV CONSOLIDATED PUBLIC RETIREMENT BOARD	984,193.64
WV CORP	646,081.55
WV CORRECTIONAL INDUSTRIES	881.50
WV DIVISION OF CORRECTIONS & REHABILITATION	59,549.39
WV MUNICIPAL LEAGUE, INC.	600.00
WV PROFESSIONAL FIRE CHIEF INC.	100.00
WV STATE AUDITOR OFFICE	3,024.00
WV STATE FIRE MARSHAL OFFICE	150.00
WV STATE POLICE ACADAMY	400.00
WV STATE TAX DEPARTMENT	478,883.62
WV STATE TREASURER OFFICE COURT REMITTANCE PROCSSI	177,444.17
WV TAX DIVISION COMPLIANCE	3,627.35
WVML	14,419.44
ZACHERY MORGAN	4,850.87
ZAMBELLI FIREWORKS MANUFACTURING	66,200.00
ZOLL MEDICAL CORPORATION	26,227.92
TOTAL AMOUNT OF EXPENDITURES	**31,791,260.05**

POLICE LEVY FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025	**$**	**1,330,053.82**
TOTAL AMOUNT OF RECEIPTS	**$**	**2,120,588.57**
EXPENDITURES		
PAYROLL	$	660,577.20
ACTION FACILITIES MANAGEMENT INC		10,836.36
ADVANCE AUTO PARTS		129.06
AFLAC ATTN: REMITTANCE PROCESSING SERVICES		5,392.54
AMMO-UP		150.50
APEX WATER AND PROCESS INC		262.90
ARMOR EXPRESS		1,191.37
AT&T MOBILITY		380.21
ATLANTIC TACTICAL		96.12
AXON ENTERPRISES, INC.		18,626.44
BENCHMARK PROFESSIONAL SEMINARS, INC.		100.00
BERKELEY CLUB BEVERAGES		289.67
BERKELEY COUNTY COMMISSION		185.77
BERKELEY COUNTY COUNCIL		62.91
BJ'S CUSTOM CREATIONS		462.33
BLADETECH INDUSTRIES, INC.		53.01
BORLIE MECHANICAL CONTRACTING, LLC		2,887.11
CINTAS CORPORATION		74.22
CITY HOSPITAL, INC.		456.02
CITY OF MARTINSBURG		830,732.22
CMA'S CHRYSLER DODGE JEEP RAM OF MARTINSBURG		251.67
COMCAST		752.50
D & D LC		653.85
DANIEL NORTH		351.82
DASH MEDICAL GLOVES LLC		167.91
DOMESTIC UNIFORM RENTAL		533.30
DOOR SERV PRO, LLC		364.14
EAST MOUNTAIN HEALTH PHYSICIANS INC		120.00
ELECTRONIC SPECIALTY COMPANY		312.93
EMBROIDERED PATCHES PLUS		75.60
EMPOWER RETIREMENT		1,650.00
ENCOVA INSURANCE COMPANY		13,337.49
EQUIFAX INFORMATION SVCS, LLC		187.52
EQUITABLE FINANCIAL LIFE INSURANCE CO OF AMERICA		729.47
EXECUTIVE EMERGENCY LIGHTING LLC		4,723.57
FIDELITY POWER SYSTEMS		279.00
FIRE SAFETY EQUIPMENT SUPPLY		94.32
FRONTIER		1,240.77
GALLS, LLC		3,364.82

GOIN' POSTAL	58.30
GROVE'S CLEANING SERVICE	10,476.00
GUARDIAN CSC LLC	348.76
HAVTECH SOLUTIONS DIVISION, LLC	2,064.96
HJV LIMITED PARTNERSHIP	360.00
IDEMIA IDENTITY & SECURITY USA LLC	922.50
INNOVATIVE INC.	398.88
INNOVATIVE INCORPORATED	383.06
IRON MOUNTAIN INCORPORATED	1,415.05
J. C. EHRLICH	163.07
J.J. KELLER @ ASSOCIATES, INC.	59.68
JARRET DEHAVEN	223.36
JOHN E. REID ASSC. INC.	655.00
JOHNNIES EXPRESS	79.75
JUST TECH LLC	216.79
JUSTIN DARBY	4,024.38
KTS LEADERSHIP AND CONSULTING, LLC	1,125.00
KUSTOM SIGNALS INC.	71.37
LEADSONLINE	1,142.10
LES'S AUTO REPAIR & TOWING	13,517.40
LEXISNEXIS RISK SOLUTIONS FL INC.	840.23
LIBERTY DYNAMIC LLC	714.60
MAACO MARTINSBURG	320.42
MAUCKS PLUMBING SERVICE LLC	231.50
MAXLOCK LLC	171.90
MISCELLANEOUS PAYMENTS < $50	447.46
MOUNTAINEER CUSTOM CARTRIDGE	2,400.00
MOUNTAINEER GAS COMPANY	6,413.12
ODP BUSINESS SOLUTIONS, LLC	2,205.36
PEAC SOLUTIONS	400.92
PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	437.21
POSITIVE PROMOTIONS, INC.	57.41
POTOMAC EDISON	9,530.04
PROGRESSIVE PRINTING	226.44
PROSOURCE SPECIALTIES LLC	144.17
PURCHASE POWER	1,016.30
QUALITY LOCK	121.50
RAY ALLEN MANUFACTURING	73.26
ROCIC, RISS	144.00
ROCKY BURCH	348.00
ROCS FLEET BUSINESS SOLUTIONS	20,779.68
SELF STORAGE PLUS WILLIAMSPORT PIKE	410.04
SHALLOW CREEK KENNELS, INC.	10,000.00
SHANE EVERHART	109.00
SHENANDOAH VETERINARY HOSPITAL	514.37
SHENTEL	1,568.12

SIRCHIE, LLC		194.89
STONER ENTERPRISES, INC.		171.54
SUN BADGE COMPANY		156.75
TARGET SOLUTIONS LEARNING LLC		1,254.78
TK ELEVATOR CORPORATION		1,245.75
T-MOBILE		187.43
TRACI JONES		979.18
TRACKER PRODUCTS LLC		1,125.21
TYLER ROSE		673.48
TYLER TECHNOLOGIES INC.		3,432.32
ULINE INC		297.74
UNITED STATES TREASURY		86,482.50
US CELLULAR		1,947.84
VALOR TECHNICAL CLEANING		3,060.10
VISA		2,266.57
WHOLESALE TIRE, INC. - MARTINSBURG		1,616.98
WON-DOOR CORPORATION		111.06
WV BCSE		3,891.68
WV CONSOLIDATED PUBLIC RETIREMENT BOARD		30,291.68
WV CORRECTIONAL INDUSTRIES		193.50
WV STATE TAX DEPARTMENT		29,662.00
TOTAL AMOUNT OF EXPENDITURES	**$**	**1,828,710.08**
POLICE LEVY FUND BALANCE ON JUNE 30, 2026:	**$**	**1,621,932.31**

WATER & SEWER FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025:		
CREDIT CARD ACCOUNT		410,674.62
DEPRECIATION FUND		384,985.81
REVENUE FUND		1,012,040.34
CAPITAL IMPROVEMENT FUND		1,753,596.80
CONSTRUCTION FUND		109,750.25
CASH WORKING CAPITAL RESERVE FUND		808,624.18
TOTAL WATER & SEWER FUND	**$**	**4,479,672.00**
RECEIPTS		
WATER SERVICE FEES		5,723,671.23
SEWER FEES		4,871,761.06
SEWER TAP FEES		6,154.00
CAPITAL IMPROVEMENT FEES		447,415.00
INTEREST EARNED		226,629.73
MISCELLANEOUS REVENUE		337,906.51
PENALTY - FORFEITED DISC		205,698.10
SETTLEMENTS - PFAS		1,921,083.44
TOTAL AMOUNT OF RECEIPTS	**$**	**13,740,319.07**
TOTAL AMOUNT OF EXPENDITURES	**$**	**10,656,504.22**
WATER & SEWER FUND BALANCE ON JUNE 30, 2026:		
OPERATING & MAINTENANCE FUND		1,481,573.11
CREDIT CARD ACCOUNT		425,576.73
DEPRECIATION FUND		1,365,932.24
CAPITAL IMPROVEMENT FUND		1,831,265.41
CASH WORKING CAPITAL RESERVE FUND		835,627.15
PFAS FUND		1,623,512.21
TOTAL WATER & SEWER FUND	**$**	**7,563,486.85**

WATER & SEWER FUND EXPENDITURES

EXPENDITURES:

120WATER INC.	$	47,757.42
ADVANCE AUTO PARTS		73.61
AFLAC ATTN: REMITTANCE PROCESSING SERVICES		8,414.66
AGGREGATE EXPENDITURES – PAYMENTS $50 OR LESS		164.91
ALTAVISTA INSTRUMENTS & CONTROLS, INC.		32,288.94
AMAZON CAPITAL SERVICES		6,280.49
AMELIA HUDDLESTON		323.00
AQUAGY		3,233.15
ARDEN EQUIPMENT REPAIR, INC.		886.18
ARGOS USA		25,000.00
ARJINDER SINGH		57.78
ATLANTIC MACHINERY INC.		59,042.37
AUMA ACTUATORS INC.		6,853.13
AVAYA CLOUD OFFICE		5,582.48
AWC CONTRACTING, LLC		9,028.92
B. A. MARTIN CERTIFIED WELDING, LLC		10,658.32
BADGER METER		300.00
BATTERY MART		463.34
BELLS & BOWS FLORIST		110.76
BERK CO. PUBLIC SERVICE SEWER DISTRICT		2,579.19
BERKELEY CLUB BEVERAGES		235.94
BERKELEY CO EMERGENCY AMBULANCE AUTHORITY		455.92
BFPE INTERNATIONAL		181.35
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.		24,205.88
BOB'S TIRE SERVICE, INC.		2,964.73
BSI ONLINE		1,995.00
C.E.S.		8,384.02
CAPITAL ELECTRIC		292.09
CAPITAL ONE		167.18
CARBON ACTIVATED CORPORATION		204,746.00
CARE SERVICES, INC.		3,586.13
CARSEN KLOCKMAN		658.20
CARTER MACHINERY COMPANY, INC.		7,205.94
CHRIS WILLING		646.00
CHRISTOPHER KISH		498.94
CITY OF MARTINSBURG		3,289,566.67
CIVIL & ENVIRONMENTAL CONSULTANTS, INC.		76,397.45
CMA'S CHRYSLER DODGE JEEP RAM OF MARTINSBURG		465.75
CODY E. HOTTLE		748.00
COMCAST		14,079.59
COMMONWEALTH OF VIRGINIA		1,123.31

COMPLETE DOCUMENT SOLUTIONS, CENTRAL PENN, LL	729.33
COMPTROLLER OF MD	581.49
CORE & MAIN	391,779.33
COX HOLLIDA YOUNG PLLC	10,990.00
COYNE CHEMICAL	351,279.91
CT/HX, LLC	774.00
CUMMINS SALES AND SERVICE	5,046.42
D & D LC	490.20
DAN RYAN BUILDERS	10,146.00
DAVE HARTMAN	1,956.63
DEPT. OF ENVIRONMENTAL PROTECTION	8,527.00
DOUBLE M STAR ENTERPRISE	45,222.40
DRB GROUP	8,455.00
DSI INC	22,873.08
EAST MOUNTAIN HEALTH PHYSICIANS INC	696.28
EHRLICH	1,389.05
ELECTRONIC SPECIALTY COMPANY	721.18
ELEVATED	1,476.00
EMPOWER RETIREMENT	11,506.75
ENCOVA INSURANCE COMPANY	30,395.25
ENDUSTRA FILTER MANUFACTURERS	3,820.00
ENHANCED PRINTING AND PROMOTIONS	2,552.95
EUROFINS EATON ANALYTICAL, LLC	2,929.50
EUROFINS LANCASTER LABORATORIES ENVIRONMENT	20,683.50
FAST SIGNS	3,022.93
FIRE SAFETY EQUIPMENT SUPPLY	2,820.00
FLAGGER FORCE, LLC	11,950.97
FREDERICKTOWNE LABS, INC.	69,070.00
FREIGHTLINER WESTERN STAR OF HAGERSTOWN	1,181.51
FRONTIER	21,582.23
GANTT'S EXCAVATING AND CONTRACTING, INC.	19,670.00
GEIGER PUMP & EQUIPMENT	5,623.87
GERALD L. PETERSON	343.00
GOIN' POSTAL	1,677.51
GRAINGER	3,439.82
GREGORY JONES	184.56
HACH COMPANY	237,304.34
HARBOR FREIGHT	1,964.69
HARPERS FEERY LOCK AND KEY LLC	298.00
HATCH ASSOCIATES CONSULTANTS, INC.	95,876.00
HAYDEN MEYER	2,022.46
HEIDLER ROOFING SERVICE, LLC	4,178.31
HEISTON SUPPLY INC.	1,267.38
HIRERIGHT, LLC	578.95

HOLTZMAN OIL CORP.	4,347.58
HYDRO CONTROLS LLC	34,475.00
HYDRO-DYNE ENGINEERING INC	28,009.44
INDUSTRIAL CHEM LABS & SERVICES INC	2,344.47
INFRAMARK, LLC	257,108.99
INITIALLY YOURS LLC	672.00
INNOVATIVE INC.	157,745.10
INNOVATIVE INCORPORATED	107,836.42
INTERSTATE GARAGE DOORS	340.51
J. C. EHRLICH	5,745.61
JAMES HASSEL VANMETRE	69.18
JAMES HITE	930.00
JAMES JONES	527.98
JAMES RIVER EQUIPMENT	1,063.20
JENNIFER CARROLL	309.12
JUSTIN HOOVER	92.08
KERSHNER CONTROLS	18,964.00
KIMBALL MIDWEST	6,492.74
L & J HOLDING COMPANY LLC	1,290.66
L/B WATER SERVICE, INC.	13,091.22
LES'S AUTO REPAIR & TOWING	813.68
LONG FENCE	8,875.34
LOUIS GAINER	265.00
LOWE'S	20,592.93
LYLE P STROSNYDER INC	19,299.78
LYNLIE BACON	166.97
MARTIN MARIETTA MATERIALS INC	18,516.12
MCCARTHY TIRE SERVICE COMPANY OF VA INC	2,617.49
MCMASTER-CARR SUPPLY	9,070.98
MICHAEL FAITH	385.38
MID ATLANTIC ENTRY MD, LLC	5,164.75
MILLER ENVIRONMENTAL INC.	9,628.91
MISS UTILITY OF WV, INC.	3,980.95
MORELANDS PLUMBING, INC.	8,547.00
MOUNTAIN STATE E.S.C.	1,005.00
MOUNTAINEER GAS COMPANY	57,977.21
MSTS RECEIVABLES LLC	955.75
NAPA	1,553.89
NAPA AUTO PARTS	1,537.89
NICK OWENS	444.78
NORTHERN SAFETY CO. INC.	605.43
ODP BUSINESS SOLUTIONS, LLC	4,306.20
OPEQUON MOTORS	548.58
PACE ANALYTICAL SERVICES, LLC	15,475.18

PARSONS OPEQUON MOTORS	4,723.23
PAYROLL	2,065,538.02
PERRY & ASSOCIATES CPAS	12,663.00
POTOMAC EDISON	753,204.37
PRINTING IMPRESSIONS	2,626.65
PROCESS/KANA INC	18,050.00
PUBLIC SERVICE COMMISSION OF WV	23,864.15
PUMPMAN	28,689.26
PYRZ WATER SUPPLY CO	3,353.50
R & L LANDSCAPES, INC.	30,300.00
RACHEL KINER	96.58
RAMBOLL AMERICAS ENGINEERING SOLUTIONS, INC.	18,316.75
RG GROUP	4,751.90
RIZZO HEATING & AIR	1,003.25
ROCS FLEET BUSINESS SOLUTIONS	34,214.79
RONALD SCHILDTKNECHT	883.22
ROSS VALVE	15,925.44
ROTORK CONTROLS, INC.	14,400.00
RYAN CARTER	1,491.87
SAFETY-KLEEN, SYSTEMS, INC.	272.80
SCOTT MANKINS	54.00
SCPDC	4,520.04
SHADE EQUIPMENT COMPANY INC.	67.95
SHARE CORPORATION	2,323.54
SIEMENS INDUSTRY INC.	62.00
SLONAKERS CUSTOM PAVING, LLC	26,200.00
SNYDER ENVIRONMENTAL SERVICES, INC.	125,690.25
STACY SANTINI	966.95
STAR EXCAVATING & ELECTRICAL, LLC	2,518.00
STEELES AUTOMATION LLC	32,197.50
STH	9,650.00
SUFFOLK SALES & SERVICE	287,085.51
SULLIVAN ENVIRONMENTAL TECH	5,262.37
SUNSET WATER SERVICES	7,086.94
SUPER SHOES	3,563.76
SUSAN FISHPAW-GRISSINGER	599.40
SWAN LAWN CARE, LLC	16,185.00
TAYLOR KNIGHT	374.00
TAYLOR'S	444.30
TECOYAH L. LUCAS	104.66
THE HUNTINGTON NATIONAL BANK	12,253.50
THE JOURNAL	1,110.90
THE WORKINGMAN'S STORE	2,676.45
THOMAS COSTIGAN	419.00

THOS. SOMERVILLE CO.		128.90
T-MOBILE		12,344.11
TOS FAWEHINMI		674.97
TOTAL SP LLC		220.00
TRACTOR SUPPLY CREDIT PLAN		2,482.19
TREVIPAY		1,652.89
TRI-COUNTY RENTALS		1,053.98
TRI-STATE TECHNICAL SALES CORPORATION		19,979.28
TROPHIES PLUS		1,969.50
U.S. GEOLOGICAL SURVEY		7,230.00
UNIFIRST CORPORATION		22,197.55
UNITED LABORATORIES, INC.	$	5,137.37
UNITED STATES TREASURY		255,294.63
UNIVAR SOLUTIONS USA, INC.		114,478.12
USABLUEBOOK		41,348.95
VISA		30,589.08
W.B. WELLS CO., INC.		10,002.40
WALKER PROCESS EQUIPMENT		4,078.02
WASTECORP PUMPS INC.		2,905.50
WINCHESTER & WESTERN RAILROAD		2,232.73
WINCHESTER EQUIPMENT COMPANY		190.40
W-L CONSTRUCTION & PAVING, INC.		13,100.00
WM CORPORATE SERVICES, INC.		156,086.43
WV CONSOLIDATED PUBLIC RETIREMENT BOARD		128,518.97
WV DEPT OF HEALTH		6,313.00
WV DIVISION OF LABOR SAFETY SECTION		90.00
WV MUNICIPAL WATER QUALITY ASSOCIATION INC		7,312.00
WV RURAL WATER ASSOCIATION		5,000.00
WV STATE TAX DEPARTMENT		50,285.00
WV TAX DIVISION COMPLIANCE		3,250.00
XYLEM DEWATERING SOLUTIONS, INC.		59,052.44
YSI INC		4,950.00
TOTAL AMOUNT OF EXPENDITURES	**$**	**10,656,504.22**

SANITATION FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025:		
OPERATING & MAINTENANCE FUNDS	$	1,507,441.43
CREDIT CARD ACCOUNT		249,472.17
TOTAL SANITATION FUND	**$**	**1,756,913.60**
RECEIPTS		
GARBAGE FEES	$	2,864,394.89
INTEREST EARNED		70,350.32
MISCELLANEOUS REVENUE		25.00
TOTAL AMOUNT OF RECEIPTS	**$**	**2,934,770.21**
TOTAL AMOUNT OF EXPENDITURES	**$**	**2,743,811.17**
SANITATION FUND BALANCE ON JUNE 30, 2026:		
OPERATING & MAINTENANCE FUNDS	$	1,827,715.77
CREDIT CARD ACCOUNT		120,156.87
TOTAL SANITATION FUND	**$**	**1,947,872.64**

SANITATION FUND EXPENDITURES

EXPENDITURES:

ADVANCE MULTISERVICES LLC	$	4,711.25
AFLAC ATTN: REMITTANCE PROCESSING SERVICES		3,231.72
AGGREGATE EXPENDITURES – PAYMENTS $50 OR LESS		74.17
AMERICAN PRODUCERS SUPPLY CO., INC.		457.82
APPLE VALLEY WASTE		8,101.15
BALTIMORE TRUCK CENTER		1,247.90
BATTERY MART		1,276.47
BELTWAY INTERNATIONAL, LLC		329.90
BERGEY'S , INC.		128.91
BOB'S TIRE SERVICE, INC.		113.00
BORLIE MECHANICAL CONTRACTING, LLC		1,933.33
BRUCE ROCKIE		369.00
CAPITAL ELECTRIC		381.28
CAPITAL ONE		1,487.18
CENTRAL TRUCK & TRAILER PARTS, LLC		4,634.70
CITY OF MARTINSBURG		554,660.22
COLLIFLOWER INC. - BALTIMORE		3,326.37
COMCAST		1,290.33
COMMERCIAL SERVICES		196.78
CUMBERLAND VALLEY HEATING & AIR CONDITIONING IN		825.00
DAVID POPE		140.00
DOG WASTE DEPOT		638.16
EAST MOUNTAIN HEALTH PHYSICIANS INC		585.12
EHRLICH		293.99
EMPOWER RETIREMENT		225.00
ENCOVA INSURANCE COMPANY		46,383.60
EQUITABLE FINANCIAL LIFE INSURANCE CO OF AMERICA		1,133.82
FASTENAL COMPANY		3,515.91
FIRE SAFETY EQUIPMENT SUPPLY		382.50
FREIGHTLINER OF WINCHESTER		8,342.00
FREIGHTLINER WESTERN STAR OF HAGERSTOWN		2,476.81
H.N. FUNKHOUSER		3,377.55
HIGHMARK INC.		10,789.01
HIRERIGHT, LLC		537.48
HOLTZ INDUSTRIES, INC.		973.90
INNOVATIVE INC.		8,621.87
INNOVATIVE INCORPORATED		23,096.68
ISAAC ANDERSON		90.00
J. C. EHRLICH		2,104.88
JEFF WILKERSON		594.10
JEFFREY B. PARISH		1,476.00

JOHN OAKES	140.00
LEWIS PAINT & HARDWARE	330.26
LINDE GAS & EQUIPMENT, INC.	2,642.41
LOWE'S	3,325.55
MARYLAND CHILD SUPPORT ACCOUNT	265.40
MOUNTAINEER GAS COMPANY	6,527.30
NAPA	4,931.76
NAPA AUTO PARTS	3,553.41
NOREGON SYSTEMS, LLC	2,008.06
ODP BUSINESS SOLUTIONS, LLC	452.63
PANHANDLE PRINTING & DESIGN	969.52
PAYROLL	784,775.78
PERRY & ASSOCIATES CPAS	2,646.00
PRINTING IMPRESSIONS	52.54
R.M. ROACH & SONS, INC.	199.00
RESLEY TIRE COMPANY, INC.	17,934.26
ROCS FLEET BUSINESS SOLUTIONS	77,371.11
RONALD J. OAKES JR.	124.70
SAFETY-KLEEN, SYSTEMS, INC.	110.53
SAMSARA INC	7,956.00
SCPDC	6,700.08
SHARE CORPORATION	4,293.83
SPICHER'S ALARM MONITORING SERVICES INC	649.90
STAPLES, INC.	898.55
SUPER SHOES	3,397.26
THE CHARLES TOWN GENERAL HOSPITAL	536.19
THE HUNTINGTON NATIONAL BANK	8,048.39
THE PETERBILT STORE - HAGERSTOWN	3,513.45
THE WORKINGMAN'S STORE	1,142.26
TREVIPAY	544.95
TROPHIES PLUS	1,420.50
TYMCO, INC.	134,943.00
ULINE, INC	9,548.00
UNIFIRST CORPORATION	41,225.29
UNITED LABORATORIES, INC.	961.64
UNITED STATES TREASURY	100,114.37
US CELLULAR	1,251.29
VIALYTICS AMERICAS , INC.	6,747.64
VISA	524.50
WEST VIRGINIA TRACTOR COMPANY	243,595.96
WM CORPORATE SERVICES, INC.	477,652.13
WV CONSOLIDATED PUBLIC RETIREMENT BOARD	55,435.91
WV STATE TAX DEPARTMENT	19,795.00
TOTAL AMOUNT OF EXPENDITURES	**$ 2,743,811.17**

PARKING FUND EXPENDITURES

BALANCE BROUGHT FORWARD ON JULY 1, 2025:		
OPERATING & MAINTENANCE FUNDS	$	112,191.81
RESERVE FUND		1,069.00
TOTAL PARKING FUND	**$**	**113,260.81**
RECEIPTS		
METER REVENUE	$	82,039.15
PARKING TICKET FINES		131,526.89
PARKING PERMITS		46,104.59
INTEREST EARNED		4,061.44
TOTAL AMOUNT OF RECEIPTS	**$**	**263,732.07**
EXPENDITURES		
AFLAC	$	1,831.84
AVAYA CLOUD OFFICE		821.98
BJ'S CUSTOM CREATIONS		44.00
CITY OF MARTINSBURG		55,532.00
COMPTROLLER OF MD		670.27
EMPOWER RETIREMENT		1,500.00
ENCOVA INSURANCE COMPANY		2,918.23
EQUITABLE FINANCIAL		75.86
HIGHMARK INC.		480.35
INNOVATIVE INC.		21,216.79
JASON MILLER		129.85
LES'S AUTO REPAIR & TOWING		193.46
LEWIS PAINT & HARDWARE		275.88
PAUL PARKER		110.21
PAYROLL		106,823.02
PERRY & ASSOCIATES CPAS		945.00
POTOMAC EDISON		1,948.00
PRINTING IMPRESSIONS		247.50
PROGRESSIVE PRINTING		1,239.55
ROGER JEFFREY		20.00
T2 SYSTEMS, INC.		8,924.75
UNIFIRST CORPORATION		492.12
UNITED STATES TREASURY		19,630.28
US CELLULAR		615.65
WV CONSOLIDATED PUBLIC RETIREMENT BOARD		9,292.59
WV STATE TAX DEPARTMENT		3,601.00
TOTAL AMOUNT OF EXPENDITURES	**$**	**239,580.18**
PARKING FUND BALANCE ON JUNE 30, 2026:		
OPERATING & MAINTENANCE FUNDS	$	137,412.70
TOTAL PARKING FUND	**$**	**137,412.70**

STORMWATER FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025:		
OPERATING & MAINTENANCE FUND	$	1,165,465.53
CREDIT CARD ACCOUNT		310,413.99
TOTAL WATER & SEWER FUND	**$**	**1,475,879.52**
RECEIPTS		
STORMWATER FEES	$	2,488,634.04
INTEREST EARNED		63,975.03
MISCELLANEOUS REVENUE		775.00
TOTAL AMOUNT OF RECEIPTS	**$**	**2,553,384.07**
TOTAL AMOUNT OF EXPENDITURES	**$**	**1,619,095.72**
STORMWATER FUND BALANCE ON JUNE 30, 2026:		
OPERATING & MAINTENANCE FUNDS	$	2,357,299.79
CREDIT CARD ACCOUNT		52,868.08
TOTAL STORMWATER FUND	**$**	**2,410,167.87**

STORMWATER FUND EXPENDITURES

EXPENDITURES

2ND NATURE SOFTWARE	43,319.27
ADVANCE MULTISERVICES LLC	1,732.50
AFLAC	1,975.52
ALICE J. GOODFELLOW	54.00
ALLIANCE FOR THE CHESAPEAKE BAY INC	1,000.00
AMAZON CAPITAL SERVICES	318.34
AMERICAN STORMWATER INSTITUTE, LLC	1,674.00
ANN LAMB ESTATE	72.00
ATLANTIC MACHINERY INC.	6,556.99
AUSTIN DOTSON	678.99
AVAYA CLOUD OFFICE	4,777.68
BADGER METER	900.00
BATTERY MART	339.90
BOB'S TIRE SERVICE, INC.	24.00
BORLIE MECHANICAL CONTRACTING, LLC	483.33
CAPITAL ONE	528.78
CARSYN L. COLLINS	19.80
CHRISTIN K. LOCKHART	54.00
CITY OF MARTINSBURG	371,934.37
CIVIL & ENVIRONMENTAL CONSULTANTS, INC.	25,698.01
CMA'S TOYOTA CHEVEROLET OF MARTINSBURG	570.26
COLONIAL FARM NURSERY & LANDSCAPING, INC.	132.00
COMMERCIAL SERVICES	104.53
COMMONWEALTH OF VIRGINIA	400.37
CORE & MAIN	594.72
D & D LC	172.00
DONALD SCOTT HADRICK	54.00
DUNCAN PARNELL, INC.	9,110.65
DUSTIN L. CHURCH	18.00
EASTERN PANHANDLE CONSERVATION DISTRICT	1,650.00
EASTERN PANHANDLE HOME BUILDERS ASSC.	800.00
EDUCATION & OUTREACH COMPANY	444.00
EMMA CUNNINGHAM	18.00
EMPOWER RETIREMENT	900.00
ENCOVA INSURANCE COMPANY	11,741.71
ENHANCED PRINTING AND PROMOTIONS	2,572.85
ENVIROMENTAL SYSTEMS RESEARCH INSTITUTE, INC.	33,794.00
EQUITABLE FINANCIAL LIFE INSURANCE CO OF AMERICA	691.34
FIRE SAFETY EQUIPMENT SUPPLY	325.00
FPG	461.75
FREDERICKTOWNE LABS, INC.	18,125.00

GOIN' POSTAL		63.00
GORDON CLAURHERTY		18.00
GREGORY GEORGE		79.20
HIGHMARK INC.		99.90
INNOVATIVE INC.		19,843.55
INNOVATIVE INCORPORATED		20,311.14
INWOOD QUARRY, INC.		262.28
ITPIPES		21,000.00
J. C. EHRLICH		257.50
JACOB WINES		178.80
JAMES G. KNODE ESTATE		39.60
JAMES HASSEL VANMETRE		39.60
JARED TOMLIN		956.00
JENNIFER CARROLL		55.00
KATE M. RHODES		108.00
KENNETH HUDSON		613.50
LAMAR RICHARDSON		54.00
LES'S AUTO REPAIR & TOWING		59.34
LINDE GAS & EQUIPMENT, INC.		35.07
LMJ WV LLC		54.00
LOWE'S		3,143.07
MADHU CORNELIUS		428.37
MARVIN GRIFFIN II		18.00
MARYLAND TRANSPORTATION AUTHORITY		6.00
MICHAEL GEORGE		72.00
MICHELLE C. RODIA, DMD, PLLC		118.52
MISS UTILITY OF WV, INC.		3,825.40
MOUNTAINEER GAS COMPANY		283.89
NAPA		189.96
NAPA AUTO PARTS		85.66
NATIONAL STORMWATER CENTER LLC		349.00
NC STATE UNIVERSITY-BAE		320.00
NEARMAP US INC.		16,930.43
NEW PIG CORPORATION		455.92
ODP BUSINESS SOLUTIONS, LLC		97.29
PAMALA K. CHAMBERS		54.00
PAUL C. UNGER, JR. ESTATE		54.00
PAYROLL	$	467,424.01
PERRY & ASSOCIATES CPAS		2,646.00
POSM SOFTWARE, LLC		6,500.00
POTOMAC PROPERTY RENTALS		54.00
POTOMAC VALLEY AUDUBON SOCIETY		19,431.00
PRINTING IMPRESSIONS		5,826.38
REBECCA RUSSELL		433.63

RICHARD FELCIANO		59.40
ROBERT SHAFFER		611.20
ROBIN KARK		112.82
ROCS FLEET BUSINESS SOLUTIONS		3,054.23
SCOTT MYERS		54.00
SIERRA ALBRIGHT		599.00
SNYDER ENVIRONMENTAL SERVICES, INC.		3,500.00
SPICHER'S ALARM MONITORING SERVICES INC		199.96
STAPLES, INC.		345.19
STEPHANIE WILLIAMS		79.20
STORMWATERONE.COM		799.00
SUPER SHOES		3,292.55
TERESA NICKLIN		36.00
THE STORMWATER TRAINING CENTER LLC		1,296.00
TRACTOR SUPPLY CREDIT PLAN		577.44
TREVIPAY		327.50
TYMCO, INC.		134,943.00
ULINE INC		3,670.45
UNIFIRST CORPORATION		625.48
UNITED STATES TREASURY		66,277.07
US CELLULAR		5,736.74
VISA		20,100.61
WINCHESTER & WESTERN RAILROAD		5,000.00
WINCHESTER METALS INC.		893.38
WV CONSOLIDATED PUBLIC RETIREMENT BOARD		38,595.80
WV STATE TAX DEPARTMENT		12,848.00
WVAGP		415.00
TOTAL AMOUNT OF EXPENDITURES	**$**	**1,441,744.69**

COAL SEVERANCE TAX FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025	**$**	**5,266.52**
TOTAL AMOUNT OF RECEIPTS	**$**	**65,550.92**
EXPENDITURES		
APOLLO CIVIC THEATRE, INC.	$	16,750.00
FOR THE KIDS BY GEORGE CHILDREN'S MUSEUM		25,000.00
TOTAL AMOUNT OF EXPENDITURES	**$**	**41,750.00**
COAL SEVERANCE TAX BALANCE ON JUNE 30, 2026	**$**	**29,067.44**

FIRE/EMS FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025	**$**	**2,032,324.97**
TOTAL AMOUNT OF RECEIPTS	**$**	**1,462,842.05**
EXPENDITURES		
CITY OF MARTINSBURG	$	843,907.21
HIRERIGHT, LLC		83.86
LOIS CLARK		20.00
MARTHA ROCKENBAUGH		85.37
MEDICAL CLAIMS ASSISTANCE, INC.		114,318.74
PAYMENT RESOLUTION SERVICES		91.59
POLARIS SALES, INC.		55,212.15
ROSSMAN & CO./PCB		79.07
UNITED HEALTHCARE		91.59
WASHINGTON NATIONAL INS CO.		84.26
WPS / TRICARE		91.59
TOTAL AMOUNT OF EXPENDITURES	**$**	**1,014,065.43**
FIRE/EMS FUND BALANCE ON JUNE 30, 2026	**$**	**2,481,101.59**

MORROW'S HOPE FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025	**$**	**833,120.04**
TOTAL AMOUNT OF RECEIPTS	**$**	**483,028.41**
EXPENDITURES		
ATLANTIC TACTICAL	$	66,260.13
AXON ENTERPRISES, INC.		51,560.00
BERKELEY COUNTY COUNCIL		11,060.64
CITY OF MARTINSBURG GENERAL FUND		101,182.50
COMMUNITY CUP COFFEE & MORE INC		16,000.00
ELECTRONIC SPECIALTY COMPANY		35,357.00
EXECUTIVE EMERGENCY LIGHTING LLC		41,607.70
FRIENDS OF RECOVERY		12,500.00
MARTINSBURG SUNRISE ROTARY CLUB		7,200.00
RECOVERY CHURCH MARTINSBURG		40,000.00
STEPHENS AUTO CENTER		251,154.00
THE MARTINSBURG INITIATIVE		97,375.00
TOTAL AMOUNT OF EXPENDITURES	**$**	**731,256.97**
MORROW'S HOPE FUND BALANCE ON JUNE 30, 2026	**$**	**584,891.48**

COMPUTER SYSTEM FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025	**$**	**307,070.75**
TOTAL AMOUNT OF RECEIPTS	**$**	**117,881.45**
EXPENDITURES		
ELECTRONIC SPECIALTY COMPANY	$	7,441.00
HARRIS COMPUTER SYSTEMS		108,868.81
HARRIS ENTERPRISE RESOURCE PLANNING		49,497.75
TOTAL AMOUNT OF EXPENDITURES	**$**	**165,807.56**
COMPUTER SYSTEM FUND BALANCE ON JUNE 30, 2026	**$**	**259,144.64**

TRAIN STATION FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025	**$**	**9,288.49**
TOTAL AMOUNT OF RECEIPTS	**$**	**150,448.60**
EXPENDITURES:		
ALLEGION ACCESS TECHNOLOGIES, LLC	$	722.39
AMAZON CAPITAL SERVICES		297.95
BATTERY MART		17.95
BOUND TREE MEDICAL, LLC.		461.97
BRANTS ELECTRICAL		450.00
CENTRAL ELEVATOR INSPECTION SERVICES		170.00
COMCAST		2,081.57
DAVIS DESIGNS, INC.		160.00
ELECTRONIC SPECIALTY COMPANY		901.18
FIRE SAFETY EQUIPMENT SUPPLY		427.00
FRONTIER		4,865.57
HUB CITY SPRINKLERS INC.		225.00
INFINITE WINDOW CLEANING		1,617.00
J. C. EHRLICH		2,368.47
JOHNSON CONTROLS FIRE PROTECTION LP		16,423.63
LOWE'S		1,077.22
MASTERDRY, LLC		2,084.46
MAUCKS PLUMBING SERVICE LLC		3,303.34
MOUNTAINEER GAS COMPANY		7,082.34
OPEQUON PLUMBING & HEATING		359.81
ORACLE ELEVATOR HOLDCO, INC.		2,260.63
POTOMAC EDISON		14,949.89
RIZZO HEATING & AIR		1,416.88
TK ELEVATOR CORPORATION		17,436.37
ULINE, INC		280.00
VALENTINE ELECTRIC, INC.		754.00
W.B. MASON CO., INC.		724.54
WEISS BROTHERS OF HAGERSTOWN INC		2,910.49
WV DIVISION OF LABOR SAFETY SECTION		360.00
TOTAL AMOUNT OF EXPENDITURES	**$**	**86,189.65**
TRAIN STATION FUND BALANCE ON JUNE 30, 2026		**$73,547.44**

POLICE PENSION FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025:		
HI FI ACCOUNT	$	739,003.86
LOCAL INVESTMENTS		11,700,648.26
TOTAL POLICE PENSION FUND	**$**	**12,439,652.12**
TOTAL AMOUNT OF RECEIPTS	**$**	**4,666,549.29**
EXPENDITURES		
CITY OF MARTINSBURG GENERAL FUND	$	2,098,330.69
PAUL LEHMAN		2,500.00
STEPTOE & JOHNSON PLLC		706.25
TOTAL AMOUNT OF EXPENDITURES	**$**	**2,101,536.94**
POLICE PENSION FUND BALANCE ON JUNE 30, 2026:		
HI FI ACCOUNT	$	1,365,243.30
LOCAL INVESTMENTS		13,639,421.17
TOTAL POLICE PENSION FUND	**$**	**15,004,664.47**

FIRE PENSION FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025:		
HI FI ACCOUNT	$	1,842,315.28
INVESTMENT BALANCE		4,675,065.15
TOTAL FIRE PENSION FUND	**$**	**6,517,380.43**
TOTAL AMOUNT OF RECEIPTS:	**$**	**3,519,678.99**
EXPENDITURES		
CITY OF MARTINSBURG GENERAL FUND		1,751,618.77
EMPOWER TRUST COMPANY, LLC		20,782.73
TOTAL AMOUNT OF EXPENDITURES	**$**	**1,772,401.50**
FIRE PENSION FUND BALANCE ON JUNE 30, 2026:		
HI FI ACCOUNT	$	2,838,792.02
INVESTMENT BALANCE		5,425,865.90
TOTAL FIRE PENSION FUND	**$**	**8,264,657.92**

OPEB (OTHER POST EMPLOYMENT BENEFITS) TRUST FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025	**$**	**3,558,032.86**
TOTAL AMOUNT OF RECEIPTS	**$**	**370,033.36**
OPEB TRUST FUND BALANCE ON JUNE 30, 2026	**$**	**3,928,066.22**

SALES TAX FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025	**$**	**2,878,596.22**
TOTAL AMOUNT OF RECEIPTS	**$**	**7,335,390.90**
EXPENDITURES		
GENERAL FUND ALLOCATION	$	3,250,000.00
CALLAS CONTRACTORS LLC		759,419.29
CITY OF MARTINSBURG GENERAL FUND		1,000,000.00
CIVIL & ENVIRONMENTAL CONSULTANTS, INC.		19,195.50
EASTERN WV REGIONAL AIRPORT		76,788.25
ELECTRONIC SPECIALTY COMPANY		15,273.00
HIGH PERFORMANCE CABLING CORP		7,819.88
SPACESAVER SYSTEMS, INC.		12,156.83
WAYNESBORO CONSTRUCTION		64,503.52
TOTAL AMOUNT OF EXPENDITURES	**$**	**5,205,156.27**
SALES TAX FUND BALANCE ON JUNE 30, 2026	**$**	**5,008,830.85**

RETIREMENT FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025	**$**	**4,105,573.54**
TOTAL AMOUNT OF RECEIPTS	**$**	**1,327,693.21**
RETIREMENT FUND BALANCE ON JUNE 30, 2026	**$**	**5,433,266.75**

TIF (TAX INCREMENT FINANCING) FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025	**$**	**150,611.96**
TOTAL AMOUNT OF RECEIPTS	**$**	**336,941.12**
TIF FUND BALANCE ON JUNE 30, 2026	**$**	**487,553.08**

POLICE DRUG LAW ENFORCEMENT FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025	**$**	**46,029.34**
TOTAL AMOUNT OF RECEIPTS	**$**	**95,479.86**
EXPENDITURES		
CITY OF MARTINSBURG	$	24,407.24
INFINITY LOCKSMITHS, LLC		308.00
TOTAL AMOUNT OF EXPENDITURES	**$**	**24,715.24**
POLICE DRUG LAW ENF FUND BALANCE ON JUNE 30, 2026	**$**	**116,793.96**

GENERAL DEVELOPMENT FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025	**$**	**4,864,458.12**
TOTAL AMOUNT OF RECEIPTS	**$**	**1,364,342.64**
GENERAL DEVELOPMENT FUND BALANCE ON JUNE 30, 2026	**$**	**6,228,800.76**

CAPITAL IMPROVEMENT / COMMUNITY DEVELOPMENT FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025	**$**	**248,200.27**
TOTAL AMOUNT OF RECEIPTS	**$**	**342,638.41**
EXPENDITURES		
CIVIL ENVIRONMENTAL CONSULTANTS	$	252,296.63
TOTAL AMOUNT OF EXPENDITURES	**$**	**252,296.63**
CAPITAL IMP/ COMMUNITY DEV FUND BALANCE ON JUNE 30, 2026	**$**	**338,542.05**

TIF PROJECT FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025:		
RESERVE FUND	$	261,715.23
DEBT SERVICE FUND		574,815.11
TOTAL TIF PROJECT FUND	**$**	**836,530.34**
TOTAL AMOUNT OF RECEIPTS	**$**	**25,862.38**
EXPENDITURES		
TIF INTEREST & PRINCIPAL PAYMENT	$	199,350.00
UNITED BANK		3,000.00
TOTAL AMOUNT OF EXPENDITURES		**202,350.00**
TIF PROJECT FUND BALANCE ON JUNE 30, 2026:		
RESERVE FUND	$	258,843.87
DEBT SERVICE FUND		401,198.85
TOTAL TIF PROJECT FUND	**$**	**660,042.72**

HEALTH & WELLNESS FUND

BALANCE BROUGHT FORWARD ON JULY 1, 2025:		**$ 193,481.09**
TOTAL AMOUNT OF RECEIPTS		**$ 4,972,411.98**
EXPENDITURES		
	CITY OF MARTINSBURG JE	$ 142,580.41
	CARL JONES	652.59
	CLARITY BENEFIT SOLUTIONS	1,322.45
	EDGAR AND KANDI GOCHENOUR	978.88
	EQUITABLE FINANCIAL LIFE INSURANCE CO OF AMERICA	214,201.71
	HIGHMARK WEST VIRGINIA	175,355.26
	HUMANA INSURANCE CO	23,866.71
	PARETO HEALTH LLC	3,800.00
	Public Employees Insurance Agency	8,240.00
	WELLNET HEALTHCARE	3,696,271.77
TOTAL AMOUNT OF EXPENDITURES		**$ 4,267,269.78**
HEALTH & WELLNESS FUND BALANCE ON JUNE 30, 2026:		**$ 898,623.29**

BONDED DEBT AS OF JUNE 30, 2026

WATER & SEWER REVENUE BONDS: ISSUED 9/27/00

BONDS OUTSTANDING JULY 1, 2025	$	1,268,737.00
BONDS OUTSTANDING JUNE 30, 2026	$	1,213,393.00

WATER & SEWER REVENUE BONDS: ISSUED 12/28/11

BONDS OUTSTANDING JULY 1, 2025	$	3,735,000.00
BONDS OUTSTANDING JUNE 30, 2026	$	3,255,000.00

WATER & SEWER REVENUE BONDS: ISSUED 10/1/13

BONDS OUTSTANDING JULY 1, 2025	$	16,681,391.00
BONDS OUTSTANDING JUNE 30, 2026	$	15,236,280.00

TAX INCREMENT REVENUE BONDS: ISSUED 8/6/15

BONDS OUTSTANDING JULY 1, 2025	$	1,855,000.00
BONDS OUTSTANDING JUNE 30, 2026	$	1,730,000.00

STATE OF WEST VIRGINIA
COUNTY OF BERKELEY, TO WIT

We hereby certify that the above report has been prepared to the best of our knowledge and is a true statement of the financial condition of the City of Martinsburg, Berkeley County, West Virginia for the Fiscal Year ending June 30, 2026.

_____ **Kevin Knowles, Mayor**

_____ **Heidi Crawford, City Treasurer**

_____ **Ken Collinson, City Councilman**

_____ **Andrew P. Blake, City Manager**

_____ **Stephanie N. Brooks, Finance Director**

Subscribed and Sworn before me this _____ day of September 2026.

My Commission expires _____.

_____
Notary Public

* LISTS OF MISCELLANEOUS PAYMENTS < $50 AND INDIVIDUAL SALARIES FOR EACH DEPARTMENT ARE AVAILABLE UPON REQUEST AT CITY HALL, 232 NORTH QUEEN STREET, MARTINSBURG, WV 25401.

* THIS REPORT WAS PREPARED BY: Stephanie N. Brooks, Finance Director
Brooke R. Gue, Finance Department Supervisor

Proclamation

Fire Prevention Week: October 4–10, 2026

City of Martinsburg, West Virginia

Whereas, the City of Martinsburg is committed to the safety and well-being of all residents, businesses, and visitors through proactive fire prevention and emergency preparedness; and

Whereas, Fire Prevention Week is observed annually during the week of October 9 to commemorate the Great Chicago Fire of 1871, which claimed more than 250 lives and left a lasting legacy on fire safety awareness; and

Whereas, the 2026 Fire Prevention Week theme, "Charge into Fire Safety™: Safe Charging Is a Superpower," focuses on everyday charging habits that reduce the risk of lithium-ion battery fires in homes and communities; and

Whereas, the Martinsburg Fire Department and emergency personnel work tirelessly to educate the public, respond to emergencies, and promote fire-safe practices, and their dedication deserves the recognition and gratitude of our entire community; and

Whereas, residents are encouraged to take personal responsibility for fire safety by installing and maintaining smoke alarms, planning escape routes, and practicing fire drills at home and at work;

Now, Therefore, I, Kevin Knowles, Mayor of the City of Martinsburg, West Virginia, do hereby proclaim the week of October 4–10, 2026, as

Fire Prevention Week

in the City of Martinsburg, and encourage all residents to participate in fire safety education activities and take proactive steps to protect their homes, families, and workplaces from fire.

In Witness Whereof, I, Kevin Knowles, Mayor, have hereunto set my hand and caused the official seal of the City of Martinsburg, West Virginia to be affixed on this 8th day of October, 2026.

CITY OF MARTINSBURG

_____
Kevin Knowles, Mayor

Attest:

_____
Ray Lee, City Recorder

Proclamation

31st Annual Municipal Government Week: October 12–18, 2026

City of Martinsburg, West Virginia

Whereas, municipal government is the level of government closest to the people and plays a vital role in shaping the quality of life in communities throughout West Virginia and the nation; and

Whereas, the City of Martinsburg, through the dedicated efforts of its elected officials and professional staff, provides essential services including public safety, infrastructure, water and sewer, planning, sanitation, and parks, while fostering civic engagement; and

Whereas, Municipal Government Week, now in its 31st year, highlights the importance of local governance, encourages civic education, and fosters public appreciation for the work of cities and towns; and

Whereas, Martinsburg's leadership and employees exemplify the values of transparency, service, and innovation, working diligently to meet the needs of residents and promote the City's continued growth and vitality; and

Whereas, the City of Martinsburg encourages all residents, students, and community organizations to learn more about municipal operations, participate in local decision-making, and celebrate the achievements of their city government;

Now, Therefore, I, Kevin Knowles, Mayor of the City of Martinsburg, West Virginia, do hereby proclaim the week of October 12–18, 2026, as

Municipal Government Week

in the City of Martinsburg, and urge all residents to recognize the essential role of municipal government in building strong, responsive, inclusive, and resilient communities.

In Witness Whereof, I, Kevin Knowles, Mayor, have hereunto set my hand and caused the official seal of the City of Martinsburg, West Virginia to be affixed on this 8th day of October, 2026.

CITY OF MARTINSBURG

_____
Kevin Knowles, Mayor

Attest:

_____
Ray Lee, City Recorder

Proclamation

Celebrating the 80th Anniversary of WEPM Radio

City of Martinsburg, West Virginia

Whereas, WEPM Radio first took to the airwaves in Martinsburg, West Virginia, on October 13, 1946, beginning a legacy of local broadcasting that now spans eight decades; and

Whereas, as the first radio station in the Eastern Panhandle, WEPM has long been a source of local news, sports, entertainment, and community programming, sharing the voices, events, accomplishments, and milestones that have shaped our region; and

Whereas, as Martinsburg and the Eastern Panhandle have grown and changed, WEPM has remained a familiar and trusted connection for generations of residents, while giving local organizations, businesses, schools, public officials, and community initiatives a way to reach listeners throughout the region; and

Whereas, the City of Martinsburg proudly recognizes this milestone and thanks the generations of broadcasters, staff members, community partners, and listeners who have contributed to WEPM's enduring legacy;

Now, Therefore, I, Kevin Knowles, Mayor of the City of Martinsburg, West Virginia, on behalf of the Martinsburg City Council and the citizens of Martinsburg, do hereby congratulate WEPM Radio on its

80th Anniversary

and extend our sincere appreciation for eight decades of service to Martinsburg and the Eastern Panhandle, with best wishes for many more years of informing, connecting, and serving our community.

In Witness Whereof, I, Kevin Knowles, Mayor, have hereunto set my hand and caused the official seal of the City of Martinsburg, West Virginia to be affixed on this 8th day of October, 2026.

CITY OF MARTINSBURG

_____
Kevin Knowles, Mayor

Attest:

_____
Ray Lee, City Recorder

MARTINSBURG SHADE TREE COMMISSION
Public Works Building Conference Room
800 Boston Street
WEDNESDAY, August 05, 2026
Regular Meeting Time: 5:00 PM

AGENDA

I. CALL TO ORDER:

II. ROLL CALL:

	NAME	**PRESENT/ABSENT**
1	Mark Thompson	Present
2	David Anderson	Present
3	Beezie Kearse	Absent
4	Mary Lewis	Absent
5	David Haarberg	Present
6	Walter Bowers	Absent
7	Ben Paulson	Present
8	Kenneth Greer	Present
9	Monica Bulat	Present
	CITY REPRESENTATIVES	
	Jeff Wilkerson	Present
	Sierra St. Claire	Absent

III. APPROVAL OF MEETING MINUTES:

Review/approve meeting minutes from May and June 2026 meetings.

- Meeting minutes are written in bold below the agenda items.
- **Members voted unanimously to approve the May and June 2026 minutes**

IV. UNFINISHED BUSINESS:

- Boltz Pocket Park Project -
  - Update: The Ward 2 Neighborhood Association has reviewed/approved the memo, so now we can sign and forward on to the City. No further updates.
- Greenway Trail Request Letter -
  - As the STC previously reviewed and approved the wording of the Letter, in June M. Thompson signed the final version of the letter, and forwarded to Jeff

.

Wilkerson, to be forwarded on to City Hall for review. No further updates at this time.
    - **Jeff W. says he believes this item will be included in the City Council agenda for next week.**
- Leeland Park Trees -
    - review draft memo
    - Memo was approved and signed in the May meeting. M. Thompson forwarded to Jeff Wilkerson, to submit it to City Hall for review. No further updates at this time.
    - **Jeff W. says he believes this item will be included in the City Council agenda for next week.**
- Martinsburg Public Library Plaza Project -
    - In May, M. Thompson sent the MPL project memo to J. Wilkerson to then forward on to City Hall to approve.
    - July 2: MPL held a meeting for all concerned parties about the MPL Plaza relandscaping effort. M. Thompson agreed to draft a memo that defines the area of the plaza to be planted, as well as explained the process for setting up a "Planting Committee" consisting of interested volunteers from MPL, STC, FOMPL and the various Garden Clubs in Martinsburg, to conduct a site visit and make recommendations on what plants will be requested from Cacapon. MPL will review and sign this memo at its July 30 meeting.
    - Week of July 6: Cacapon Institute contacted M. Thompson to notify STC that Cacapon intends to award the grant for MPL.
    - July 20: at the request of the Cacapon Institute, M. Thompson coordinated a site visit of the Plaza with participants from the Cacacapon Institute (J. Blount) as well as the WV Division of Forestry (S. Adams and Anne Kinkopf), who made recommendations for plants to be included in the planting.

- Martinsburg Middle School North Trail Project (POC: David Anderson)
    - no update
    - **David A. left a message with the Principal, and will set up a meeting with her to discuss a possible tree planting project on the school's grounds, near the trail**.

- Mulch for trees on Tuskeegee Drive - would Public Works be able to install more mulch for trees on Tuskeegee Drive
- Possible Tree Planting Projects for W. Burke and West South Street.
    - STC members held a site visit in late June to both locations.
    - After the site visit, M. Thompson prepared a notional tree planting "map" for both locations.
    - Discuss whether we want to add these plantings to the roster for planting for Fall 2026. There are timing and resource issues to be considered before vote.

.

- **David A. moved to plant 3 trees on Burke Street and 6 trees on West South Street, in one planting event to be held this Fall at a time TBD (sometime in Oct or Nov, depending on when Public Works can schedule it).**

V. NEW BUSINESS:

- New STC Members:
  - Beezie Kearse - returning previous member.
  - Ben Paulson - new member.
- Visitors from WV Division of Forestry:
  - Sam Adams - forester
  - **Sam Adams spoke about the various West Virginia Division of Forestry grants that are available for the Shade Tree Commission to apply to.**
- Cacapon Institute wants to donate 13 beauty berry plants to Martinsburg, to be planted in a public space. Chair has contacted the Director of Public Works about the idea of planting them at PO Faulkner Park this Fall. Site visit to be held in August. If Shade Tree Commission members vote to approve this effort, Chair will submit a memo describing the project to City Hall for approval.
  - **Mark T. will send an email and memo to the City Manager and Mayor, to ask for permission to move forward with the planting project at PO Faulkner Park.**

VI. OTHER BUSINESS:

VII. DISCUSSION/ACTION ITEMS:

VIII. ADJOURNMENT.

- **Moved and voted unanimously to adjourn.**

.

Eastern Panhandle Transit Authority
September 21, 2026, at 4:00 PM
In-Person (Zoom Available)
446 Novak Drive, Martinsburg, WV
Agenda Posted at EPTA Office
Copies Available 8:00 AM – 4:00 PM

1. Call to Order

2. Appointments:

3. Introduction of Guests:

4. Approval of Minutes
   August 2026 Board Meeting Minutes

5. Budget Report and Financials
   August 2026 Profit & Loss

6. Old Business
   A. EPTA Multimodal Transit Center
      i. Project Update
      ii. CTAA Visit: Executive Director Scott Bogren and Team
      iii. Secretary Mac Warner Visit Scheduled for October 7, 2026
   B. Code of Conduct for Board Members and County Representatives
   C. Debrief Employee Meeting September 19, 2026

7. New Business
   A. Board of Directors Committee Assignment Update
   B. Open Jefferson County Position
   C. Upgrade in November to AT&T Push-to-Talk
   D. Finance Committee Meeting
   E. Directors' Report

8. Legal / Personnel Matters (Executive Session)

Meeting Adjourned

Next Board of Directors Meeting: October 19, 2026

EASTERN PANHANDLE TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

The Eastern Panhandle Transit Authority (EPTA) Board of Directors met on Monday August 17, 2026. Present: Jennie Brockman, John Cline, Nic Diehl, Mike Ferrari, Kimberly Foore, Nadine Kennedy, Jim Klein, Jim McGowan, Andrew Mollohan, Elizabeth Ricketts, Tina Roach.

EPTA staff members present: Director Elaine Bartoldson and Deputy Director Louis Grindle.

Guests present: Jim Whitacre.

The Board Members monthly packet included the following: July 20, 2026, meeting minutes, August 17, 2026, meeting agenda and July Financial Statements.

The Board Meeting was called to order at 4:00 pm by President Nic Diehl.

APPOINTMENTS

None

INTRODUCTION OF GUESTS

None

APPROVAL OF MINUTES

President Nic Diehl asked if all Board Members had reviewed the July 20, 2026, board meeting minutes and if any corrections are needed. Jennie Brockman made a motion to approve the minutes; Nadine Kennedy seconded the motion; and the motion was approved.

BUDGET REPORT AND FINANCIALS

Elaine Bartoldson provided an overview of the July 2026 financials. We are at a negative because we were not able to invoice Harpers Ferry, we have no invoiced July into August. We have already drawn the funds down from the parks. No big surprises. YTD should be at 8.3% and we are under. Nadine Kennedy made a motion to approve the financials; Tina Roach seconded the motion; and the motion was approved.

June 2026 Profit & Loss Corrected: We normally do quarterly payments to WVCORE, and we had received a 6-month invoice and documented it when in fact we paid the quarter and it was adjusted back. Kimberly Foore made a motion to accept the updated correction; Jim McGowan seconded; and the motion was approved.

OLD BUSINESS

A. EPTA Multimodal Transit Center Project

i. Project Update: Water Line installation from the maintenance building to the proposed water meter vault which is right next to the admin building. Which is an 8" line and the 6" line that will go from the vault into the admin building has been placed. Waiting on the meter from the City of Martinsburg and approval on the vault. There is discussion between Myers and Michael Baker about the depth and size of the vault. Retaining Wall 1 has been dug out and the rebar placed. We have replaced the subcontractor and work is moving along. The forms are in place. Backfilling retaining wall 2&3. The remaining stone has been removed behind the maintenance building and will be used as fill where needed or removed. The diagrams for the drive thru bus wash ae included in the board packet. A video of the site was shown.

B. RFP 2026-037 Annual Audit Review Services – Board Approval Required: Nadine Kennedy made a motion to approve RFP 2026-037; Jennie Brockman seconded; and the motion was passed.

C. Code of Conduct for Board Members and County Representatives: Send to Louis if you have not already done so.

D. Q1 Meetings: Personnel (September 9, 2026, at 3:30), Safety (September 10, 2026, at 3:30): Zoom invites going out soon

E. Closeout FY2026: Amended June report and will do close out in September

F. EPTA Board of Directors Meeting Resuming to In-Person Only September 2026

NEW BUSINESS

A. Employee Meeting September 19, 2026

B. Directors Report:

a. Finalizing Harpers Ferry work plan and budget

b. Hired Office Administrator

c. Committee Meetings for 4th Quarter will happen in June 2026

d. Directors Report:

I. CTAA will be bringing people from DC to visit the site on September 11, 2026.

II. Closed out grant-used those funds to replace the changer balancer.

III. 2 shelters have been replaced in Ranson, 1 will be going to Boliver. We have 7 remaining after this with plans for all of them. Community partners are covering the installation costs.

IV. August 1-EPTA has unclaimed funds from Charles Town. Applied for.

V. Finance Committee paused-will set up meeting at the end of September

Legal/Personnel Matters (possible Executive Session)

No Executive Session

Jim McGowan made a motion to adjourn; Kimberly Foore seconded. Meeting was adjourned at 4:38pm.

The next Board Meeting will be September 21, 2026, at 4:00pm

Eastern Panhandle Transit Authority
Profit and Loss
August 2026

	Total
Income	
4000 Farebox Cash	5,374.11
4001 Farebox Tickets	11,226.46
4100 Grants	
4110 PY Operating Grant	76,634.00
4115 PY Preventative Maintenance	20,683.00
4150 Mobility Manager Grant WV	3,015.85
Total for 4100 Grants	**$100,332.85**
4400 Local Funds	
4410 Advertising Income Main	
4411 InKind Advertising	4,030.50
4412 Advertising Income	3,417.00
Total for 4410 Advertising Income Main	**$7,447.50**
4420 Contract Revenue	
4422 Harpers Ferry NPS	53,732.84
4424 NEMT-LogistiCare	17,531.75
4425 Shepherd University	357.50
4427 WVPTA	2,319.00
4429 Berkeley County Services	2,915.26
Total for 4420 Contract Revenue	**$76,856.35**
4430 Local Contribution	
4431 Berkeley County Commission	27,500.00
4437 Harpers Ferry Town Council	7,500.00
Total for 4430 Local Contribution	**$35,000.00**
Total for 4400 Local Funds	**$119,303.85**
Total for Income	**$236,237.27**
Gross Profit	**$236,237.27**
Expenses	
Total for 7000 Marketing Expense	**$4,030.50**
7030 Board Expense	550.00
Total for 7040 Contractual/Professional Services Main	**$1,273.99**
Total for 7051 Facility Maintenance Security	**$6,453.51**
7060 Fuel	32,095.12
Total for 7070 Garage/Vehicles Main	**$9,360.35**
Total for 7100 Insurance	**$11,502.17**
Total for 7200 Marketing	**$136.17**
Total for 7300 Office Expenses	**$325.00**
Total for 7400 Payroll Expenses	**$22,292.68**

7505 Printing/Copying	14.00
Total for 7550 Safety/Training	**$856.00**
7600 Salaries	
Total for 7610 Driver's Salaries	**$84,099.24**
Total for 7620 Maintenance	**$9,903.73**
Total for 7630 Staff Salaries	**$42,222.18**
Total for 7600 Salaries	**$136,225.15**
7700 Travel & Training	437.32
Total for 7710 Uniforms (Employee)	**$196.73**
Total for 7800 Utilities	**$1,880.36**
7915 Interest Paid	390.87
Total for Expenses	**$228,019.92**
Net Operating Income	**$8,217.35**
Other Income	
4815 MVB Reserve Interest	1.70
4820 Fuel Tax Credit	4,292.58
Building Grant Income	344,089.20
Total for Other Income	**$348,383.48**
Net Income	**$356,600.83**

Accrual Basis Monday, September 14, 2026 07:51 AM GMT-04:00

EPTA
Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L
July - August, 2026

	Total		
	Actual	Budget	16.6 % of Budget
Income			
4000 Farebox Cash	10,847.06	72,000.00	15.07%
4001 Farebox Tickets	15,000.71	90,000.00	16.67%
4100 Grants			
4110 PY Operating Grant	176,009.00		
4115 PY Preventative Maintenance	36,125.00		
4130 Current Year Preventative Maintenance		254,737.00	0.00%
4135 Current Year Operating Award		1,400,000.00	0.00%
4150 Mobility Manager Grant WV	7,362.33	42,000.00	17.53%
Total 4100 Grants	**$ 219,496.33**	**$ 1,696,737.00**	**12.94%**
4400 Local Funds			
4410 Advertising Income Main			
4411 InKind Advertising	8,061.00		
4412 Advertising Income	6,104.00	60,000.00	10.17%
Total 4410 Advertising Income Main	**$ 14,165.00**	**$ 60,000.00**	**23.61%**
4420 Contract Revenue			
4421 TANF		2,500.00	0.00%
4422 Harpers Ferry NPS	86,132.18	1,324,274.00	6.50%
4424 NEMT-LogistiCare	32,091.75	225,000.00	14.26%
4425 Shepherd University	357.50	180,000.00	0.20%
4426 MARC State WV/Dev Credit		72,500.00	0.00%
4427 WVPTA	6,526.50	150,000.00	4.35%
4429 Berkeley County Services	2,915.26	10,000.00	29.15%
Total 4420 Contract Revenue	**$ 128,023.19**	**$ 1,964,274.00**	**6.52%**
4430 Local Contribution			
4431 Berkeley County Commission	27,500.00	110,000.00	25.00%
4433 Bolivar Town Council		10,000.00	0.00%
4434 City of Charles Town		50,000.00	0.00%
4435 City of Martinsburg		80,000.00	0.00%
4436 City of Ranson		215,000.00	0.00%
4437 Harpers Ferry Town Council	7,500.00	10,000.00	75.00%
4438 Jefferson County Commission		125,000.00	0.00%
4439 Transit Contributions		45,000.00	0.00%
Total 4430 Local Contribution	**$ 35,000.00**	**$ 645,000.00**	**5.43%**
Total 4400 Local Funds	**$ 177,188.19**	**$ 2,669,274.00**	**6.64%**
Total Income	**$ 422,532.29**	**$ 4,528,011.00**	**9.33%**
Gross Profit	**$ 422,532.29**	**$ 4,528,011.00**	**9.33%**
Expenses			
Total 7000 Marketing Expense	**$ 8,061.00**	**$ 0.00**	
7005 Ad Legal, Procure, Employment		25,000.00	0.00%
7010 Audit Costs		6,750.00	0.00%
7020 Bank Service Charges		50.00	0.00%
7030 Board Expense	1,100.00	7,800.00	14.10%
Total 7040 Contractual/Professional Services Main	**$ 4,873.99**	**$ 121,000.00**	**4.03%**
7050 Dues/Subs/Memberships	75.00	12,000.00	0.63%
Total 7051 Facility Maintenance Security	**$ 11,270.85**	**$ 28,400.00**	**39.69%**

7060 Fuel		57,034.87	230,000.00	24.80%
Total 7070 Garage/Vehicles Main	**$**	**24,452.23**	**$ 1,125,420.00**	**2.17%**
Total 7100 Insurance	**$**	**23,004.34**	**$ 186,000.00**	**12.37%**
Total 7200 Marketing	**$**	**197.97**	**$ 14,850.00**	**1.33%**
Total 7300 Office Expenses	**$**	**810.04**	**$ 21,700.00**	**3.73%**
Total 7400 Payroll Expenses	**$**	**44,339.38**	**$ 336,329.00**	**13.18%**
7500 Postage & Delivery			2,500.00	0.00%
7505 Printing/Copying		28.00	20,000.00	0.14%
Total 7550 Safety/Training	**$**	**1,111.00**	**$ 7,000.00**	**15.87%**
7600 Salaries				
Total 7610 Driver's Salaries	**$**	**166,642.48**	**$ 1,249,000.00**	**13.34%**
Total 7620 Maintenance	**$**	**19,492.03**	**$ 155,000.00**	**12.58%**
Total 7630 Staff Salaries	**$**	**83,729.48**	**$ 575,717.00**	**14.54%**
Total 7600 Salaries	**$**	**269,863.99**	**$ 1,979,717.00**	**13.63%**
7700 Travel & Training		1,582.32	30,000.00	5.27%
Total 7710 Uniforms (Employee)	**$**	**388.49**	**$ 18,000.00**	**2.16%**
Total 7800 Utilities	**$**	**3,470.25**	**$ 30,500.00**	**11.38%**
7915 Interest Paid		809.01		
Total Expenses	**$**	**452,472.73**	**$ 4,203,016.00**	**10.77%**
Net Operating Income	**-$**	**29,940.44**	**$ 324,995.00**	**-9.21%**
Other Income				
4815 MVB Reserve Interest		3.40		
4820 Fuel Tax Credit		4,292.58		
5310 5310 Van Replacement			280,000.00	0.00%
5339 Bus Acquisition Grants			400,000.00	0.00%
Building Grant Income		1,007,020.20		
Total Other Income	**$**	**1,011,316.18**	**$ 680,000.00**	**148.72%**
Net Income	**$**	**981,375.74**	**$ 1,004,995.00**	**97.65%**

Budget Variance for August 2026 – **16.6%**

Expenses:

7050 Dues/Memberships

7051 Facility Maintenance / Security: (July) 16.96% - Electrician and Fire Fees; **(August) 39.69% - Electrician: Updated wiring for new tire and balancer machines; Maintenance: Lawn Care (Seasonal)**

7060 Fuel: (July) 10.84% - Increased Rack Pricing / Conflict

7070 Garage/Vehicles Main:

7100 Insurance:

7700 – Travel Training:

7610 Driver's Salaries:

Eastern Panhandle Transit Authority
Debt Schedule
Fiscal Year 2526

Original Loan		Maturity Date	CNB
7/6/2020	$ 824,075.80	3/22/2037	15 Years

Date	Beginning Loan Balance	Payment	Interest paid	Principal Paid	Additional Principal Paid	Ending Loan Balance	Fiscal YTD Cumulative Interest	Fiscal YTD Cumulative Principal Paid
7/2/2026	Ending Loan Balance	$ 10,000.00			$ 10,000.00	$ 146,260.30	$ -	$ 10,000.00
7/15/2026	$ 146,260.30	$ 5,191.07	$ 418.14	$ 4,772.93		$ 141,487.37	$ 418.14	$ 14,772.93
8/2/2026	$ 141,487.37	$ 10,000.00			$ 10,000.00	$ 131,487.37	$ 418.14	$ 24,772.93
8/15/2026	$ 131,487.37	$ 5,191.07	$ 390.87	$ 4,800.20		$ 126,687.17	$ 809.01	$ 29,573.13
9/2/2026	$ 126,687.17	$ 5,000.00			$ 5,000.00	$ 121,687.17	$ 809.01	$ 34,573.13
9/15/2026								
10/2/2026		$ 10,000.00						
10/15/2026								
11/2/2026		$ 10,000.00						
11/15/2026								
12/2/2026		$ 10,000.00						
12/15/2026								
1/2/2027		$ 10,000.00						
1/15/2027								
2/2/2027		$ 10,000.00						
2/15/2027								
3/2/2027		$ 10,000.00						
3/15/2027								
4/2/2027		$ 10,000.00						
4/15/2027								
5/2/2027		$ 10,000.00						
5/15/2027								
6/2/2027		$ 10,000.00						
6/15/2027								
7/2/2027								

$ 34,573.13	**Principal Paid**
$ 121,687.17	**Loan Balance**

Photo 9/17/2026





Photo 8/12/2026





Photo 9/17/2026



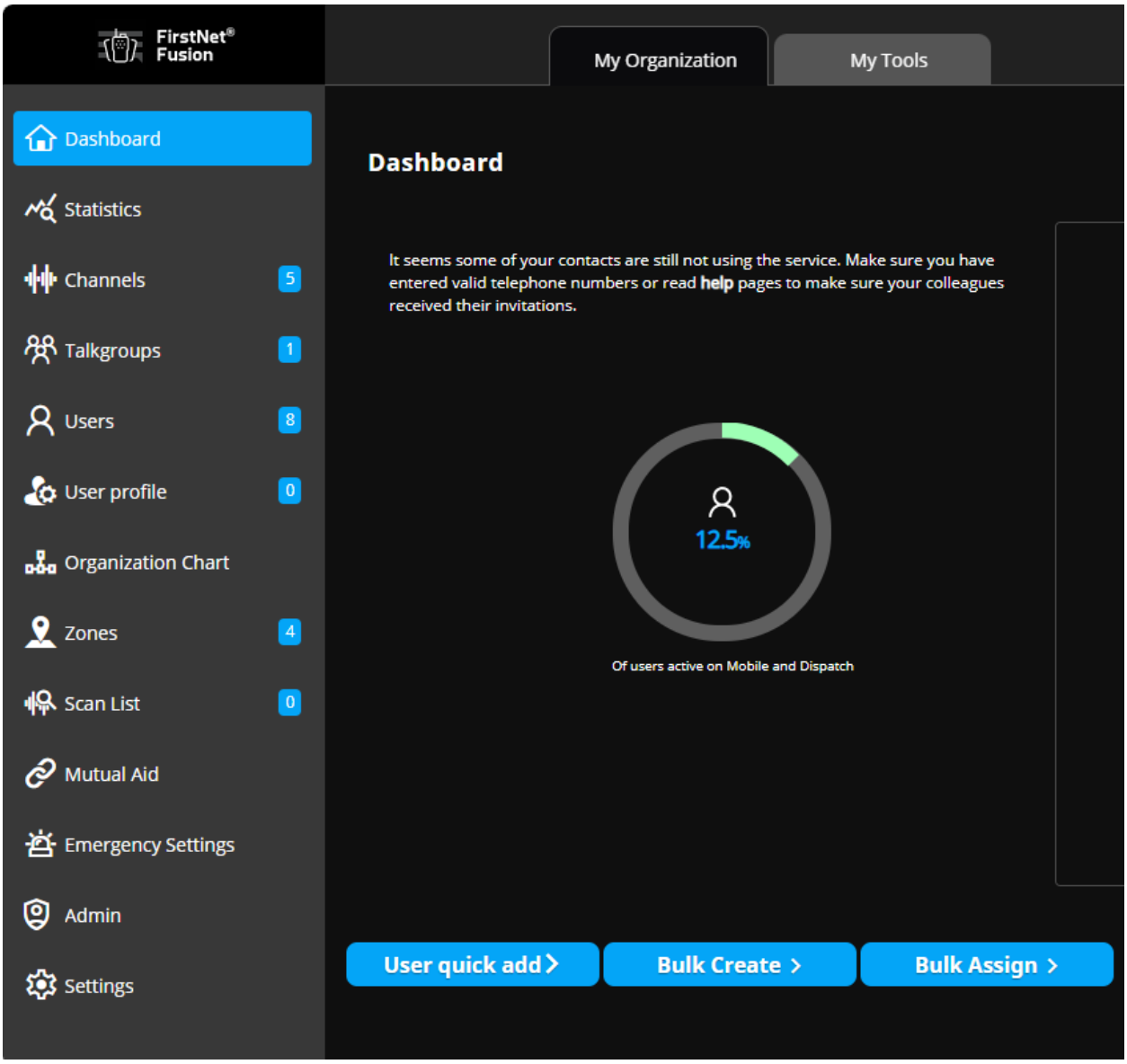


Photo 8/12/2026





6/20/2026


FirstNet®
Fusion
My Organization
My Tools
Dashboard
Statistics
Channels 5
Talkgroups 1
Users 8
User profile 0
Organization Chart
Zones 4
Scan List 0
Mutual Aid
Emergency Settings
Admin
Settings
Dashboard
It seems some of your contacts are still not using the service. Make sure you have entered valid telephone numbers or read help pages to make sure your colleagues received their invitations.
12.5%
Of users active on Mobile and Dispatch
User quick add >
Bulk Create >
Bulk Assign >

Meeting Agenda

Martinsburg-Berkeley County Public Library Commission
5:00 p.m. – September 24th 2026
Martinsburg Library

Call to Order

Review of the August Regular Meeting Minutes

Public Comments

Friends of the North Berkeley Library- Cheryl Rodgers, President

Executive Session- North Berkeley Parking Easement

Financial Report - Lynn Walker

Director's Report – Gretchen Fry

Facilities Report- Lynn Walker

Unfinished Business

New Business

Election of Officers

Next Meeting: Thursday October 22nd

Begin forwarded message:

From: Nadine Kennedy <nadinekennedy@premiermove.com>
Date: September 22, 2026 at 10:32:43 AM EDT
To: Kevin Knowles <KKnowles@cityofmartinsburg.org>
Subject: Nadine Kennedy Housing Authority Board

You don't often get email from nadinekennedy@premiermove.com. Learn why this is important

Good Morning Mayor Knowles,

I am writing to express my interest in the Housing Authority Board. Below is a short bio about myself. Thank you so much for your consideration and I look forward to speaking with you soon.

I, Nadine Kennedy, bring a strong background in both affordable housing and real estate to the Housing Authority Board. I've spent eight years in Property Management, specializing in affordable housing programs including Low-Income Housing Tax Credit (LIHTC), Section 8, and Senior Housing. I concluded my Property Management career as a Regional Property Manager, overseeing multiple communities and programs.
For the past four and a half years, I have been a top-producing Realtor serving the Eastern Panhandle. I am deeply committed to the community and currently serve on the Board of Advisors for The Salvation Army, the Berkeley County Parks & Recreation Board, and the Eastern Panhandle Transit Authority (EPTA) Board. I am also an active member of the Chamber of Commerce and Rotary and a proud member of the 2026 Leadership Berkeley class.
I am passionate about serving my community and bring a unique combination of hands-on affordable housing experience, real estate knowledge, and community involvement to the Housing Authority Board.

Kind Regards,

--



Nadine Kennedy Realtor®, Coldwell Banker Premier

304-263-4800 304-901-9795 nadinekennedy@premiermove.com

Address: 121 Administrative Dr.
Ste 100
Martinsburg, WV 25404

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Alyssa Nazarok
860 Marquette Drive Martinsburg WV 25401

609-437-3260

anazarok@telamon.org

Letter of Interest for Appointment to the Human Relations Committee

Dear Mayor and Members of City Council,

I am writing to express my interest in serving on the Human Relations Committee. As someone who has dedicated both my academic and professional career to issues of equity, inclusion, and community well-being, I would be honored to contribute to the Committee's important work in advising the City on equal opportunity, affirmative action, and community relations matters.

My educational background includes studies in Political Science and Global Studies, fields that provided me with a strong understanding of public policy, civil rights, social justice, and the diverse factors that shape communities. Through my coursework, I developed a deep appreciation for the importance of equitable access to opportunities, and the role local governments play in fostering inclusive environments.

Professionally, I previously served as a Fair Housing Specialist, a role that allowed me to work directly with individuals facing housing barriers and potential discrimination. This experience strengthened my understanding of fair housing laws, equal opportunity principles, and the practical challenges that many residents encounter. I gained valuable experience advocating for equitable treatment, educating community members about their rights, and promoting compliance with laws designed to ensure fairness and inclusion.

I am committed to thoughtful collaboration, active listening, and serving the community with integrity. I believe my educational background, professional experience, and genuine dedication to advancing equity and positive community relations would allow me to make a meaningful contribution to the Human Relations Committee.

Thank you for your consideration of my application. I would be honored to serve and support the City in promoting fairness, inclusion, and equal opportunity for all residents. I look forward to the opportunity to discuss my interest further.

Sincerely,

Alyssa Nazarok

Aly Nazarok

860 Marquette Drive
Martinsburg, WV 25401
(609) 437-3260
anazarok@telamon.org

SUMMARY

Knowledgeable young professional talented at learning quickly and adding value to any team. Strong history of successful projects using leadership, communication and teamwork to complete tasks. Dedicated staff and community member eager to make a difference.

EDUCATION

Masters of Arts- Appalachian Studies

Shepherd University, Shepherdstown, WV (2022-present)

Bachelor of Science- Political Science, Minor in Psychology

Shepherd University, Shepherdstown, WV (2022) ~ 4.0 GPA

Bachelor of Arts- Global Studies, Concentration in Global Governance and Peace

Shepherd University, Shepherdstown WV (2022) ~ 4.0 GPA

EXPERIENCE

Telamon TRC- Fair Housing Specialist & HUD Certified Housing Counselor

Martinsburg, WV • 08/24-Present

Conduct outreach and facilitate educational symposia to community-based organizations and housing-industry professionals on The Fair Housing Act. Screen client calls, capture intakes, investigate fair housing complaints, and advocate for fair housing rights. Coordinate a team of testers and carry out enforcement related activities.

Work one on one with clients in the areas of homeless counseling, rental counseling, pre-purchase counseling, mortgage counseling, and post purchase counseling. Provide Money Matters and Successful Renters Program education courses to the community.

SKILLS

Grant Writing

Streamline Processes

Advocacy

Certifications

HUD Housing Counselor Certification (August 29th 2024)

NCHEC Certification in Home Ownership Counseling (09/25)

NCHEC Certification in Home Buyer Education (07/25)

Home Equity Conversion Mortgage Counseling Certified (03/2026)

Certified Community Action Professional (CCAP, 06/2026)

Community Roles

Coach for EPIC Lightning Girls' Soccer Team (March 2024-Present)

Chair of the Strong and Stable Families Work Group through the Family Resource Network (October 2024-present)

Member of the West Virginia Young Professionals Group

Shepherd University- Adjunct Professor

Shepherdstown, WV • 08/24-Present

First Year Experience (FYEX)

Develop and teach an engaging, in-person community service course that promotes civic engagement and active learning. Create and deliver curriculum, assessments, and experiential assignments that connect students with community needs and service opportunities. Foster student growth through reflection, collaboration, and meaningful participation, while encouraging a strong sense of social responsibility and community involvement.

Debate & Forensics (08/24-08/25)

Taught students the fundamentals of debate and forensics, emphasizing preparation, competition strategies, and event-specific knowledge. Introduced and provided in-depth instruction on a variety of debate events (e.g., Lincoln-Douglas, Policy, Parliamentary) and individual speaking events (e.g., Informative, Persuasive, Extemporaneous, After-Dinner Speaking, Dramatic Interpretation, Poetry, and Prose Interpretation).

Guided students in selecting events and developing speeches, requiring them to create original content and deliver performance pieces to the class. Encouraged the development of critical thinking, research skills, and effective communication strategies, equipping students with skills applicable to both academic and professional contexts.

Meals on Wheels of Berkeley County- Administrative Assistant

Martinsburg, WV • 011/23-07/01/2024

Assist Executive Director Dianne Waldron in grants management and organizational administration. Leader of the Unity Campaign of the Eastern Panhandle that raised $40,000 in two and half weeks.

Assist with financial record keeping and banking utilizing QuickBooks, especially as related to grant utilization and accountability. Create and administer all surveys as part of a performance management program. Coordinate volunteers and meal delivery

(September 2024-present)

Member of the Health and Human Services Collaborative (September 2025-Present)

Berkeley County Toys for Tots Coordinator (08/25-present)

Trainings

• Navigating Credit Concerns Amidst Eviction and Foreclosure (05/25)

• Protecting Credit and Avoiding Scams in the Midst of a Crisis (05/25)

• Strong Coalitions: Building on Common Interests (05/25)

• NFHTA Fundamentals of Fair Housing Intake (12/24)

• NFTA Fundamentals of Fair Housing FHAP Investigations (09/24)

• NFTA Housing Protections for Persons Impacted by Domestic Violence and Sexual Assault (08/24)

Outlook

Fwd: Board of zoning appeals

From Kevin Knowles <KKnowles@cityofmartinsburg.org>
Date Sat 9/19/2026 8:42 AM
To Ray Lee <rlee@cityofmartinsburg.org>

FYI
Sent from my iPhone

Begin forwarded message:

> **From:** Jonathan Bodwell <jonathan@bodwellinsurancesolutions.com>
> **Date:** September 17, 2026 at 8:26:04 PM EDT
> **To:** Kevin Knowles <KKnowles@cityofmartinsburg.org>
> **Subject: Board of zoning appeals**
>
> **Kevin,**
> **I am interested in serving on the Cities Zoning Board as an alternate if possible.**
>
> **Thanks,**
> **Jonathan**
> Sent from my iPhone
> **CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jonathan Bodwell – Bio

From: Jonathan Bodwell <jonathan@bodwellinsurancesolutions.com>

Hello Mayor!

I was born and raised in Arlington, VA. I graduated from Bishop Ireton High School, attended Gettysburg College and graduated from West Virginia University. I moved to Martinsburg in 1996 and have raised 3 children here. I founded Bodwell Insurance Solutions in 2005 and we have grown to be a large business that is very active in the local community. I believe that we have an obligation to be a strong community partner.

We specialize in Medicare insurance, so I have a lot of experience dealing with seniors that are in public housing. I have seen the good and bad throughout my years and want to be of service by sitting on the Zoning Appeals Board.

Thanks,
Jonathan Bodwell

232 NORTH QUEEN STREET
P.O. BOX 828
MARTINSBURG, WV 25402
P: (304) 264-2131
F: (304) 264-2136

CITY OF MARTINSBURG
WEST VIRGINIA

www.cityofmartinsburg.org

MEMORANDUM

Date: October 1, 2026

To: Mayor and Council

From: Andrew P. Blake, City Manager
Stephanie Brooks, Finance Director

RE: ***General Fund Revision #2***

The purpose of General Fund Budget Revision No. 2 is to make budgetary adjustments necessary to accurately reflect current expenditure requirements and to correct a budgeting error identified during a review of employee benefit allocations. This revision is revenue neutral and does not increase overall General Fund appropriations.

The revision reallocates a total of $201,630 to address increased required employer contributions for the City's Police and Fire Pension plans and an error in Public Works health insurance. The adjustment properly aligns health insurance expenditures with projected costs and ensures that departmental budgets accurately reflect anticipated personnel-related expenses.

These additional appropriations are necessary to meet actuarially determined contribution requirements and ensure the City remains in compliance with its pension funding obligations.

Because the revision consists solely of reallocating existing budgeted funds and correcting accounting allocations, there is no net impact on the General Fund balance and no additional revenue is required. The revision maintains a balanced budget while ensuring that pension and employee benefit obligations are appropriately funded. The reductions used to offset these increases consist primarily of salary appropriations that were not expended and will not be needed during the first quarter of the fiscal year, as well as expenditures that have already been paid and no longer require budgeted appropriations.

Staff recommends approval of General Fund Budget Revision No. 2.

232 NORTH QUEEN STREET
P.O. BOX 828
MARTINSBURG, WV 25402
P: (304) 264-2131
F: (304) 264-2136

CITY OF MARTINSBURG
WEST VIRGINIA

www.cityofmartinsburg.org

 # 2026-09

RESOLUTION OF THE MARTINSBURG CITY COUNCIL

WHEREAS, The State Tax Department of West Virginia has revised its policy concerning municipal budget revisions, and

WHEREAS, the City received this policy on July 3, 1985, and

WHEREAS, the new policy requires that an Affidavit be signed and attached to each budget revision stating that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and

WHEREAS, a Resolution must accompany each budget revision,

NOW, THEREFORE, LET IT BE RESOLVED BY THE MAYOR AND CITY COUNCIL OF MARTINSBURG that Budget Revision #2 for the General Fund for the 2026-2027 fiscal year, submitted herewith, be authorized for the approval of the State Auditor of West Virginia. The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____, the vote thereon was as follows:

Heidi Gibbons Crawford	Yes	No
Stephen M. Knipe	Yes	No
Dennis J. Etherington	Yes	No
David Haarberg	Yes	No
Ken Collinson	Yes	No
Kimberly Nelson	Yes	No
Jason Baker	Yes	No

WHEREUPON, _____, declared said resolution duly adopted.

BE IT FURTHER RESOLVED that the City Manager, Andrew P. Blake, is designated and authorized to sign the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval and the accompanying Affidavits on behalf of the City of Martinsburg.

RESOLVED THIS 8th day of October, 2026.

_____
Kevin Knowles, Mayor

Attest:

_____
Ray Lee, Recorder

CITY OF MARTINSBURG
RESOLUTION NO. 2026-10

A RESOLUTION AUTHORIZING THE EXTENSION OF THE PROFESSIONAL SERVICES AGREEMENT WITH CIVIL & ENVIRONMENTAL CONSULTANTS, INC. (CEC) THROUGH JUNE 30, 2028

WHEREAS, the City of Martinsburg has previously entered into a professional services agreement with Civil & Environmental Consultants, Inc. ("CEC") for engineering, planning, permitting and related professional consulting services;

WHEREAS, as part of that process, the City publicly advertised a solicitation for expressions of interest, received and evaluated statements of qualifications, conducted interviews through a committee of City professional staff and department heads, ranked the firms based upon their qualifications, and unanimously determined that CEC was the most qualified firm, after which the City negotiated the professional services agreement with CEC;

WHEREAS, the City selected CEC through the qualifications-based procurement process required by Chapter 5G of the West Virginia Code, including West Virginia Code § 5G-1-3, for the procurement of architectural and engineering services;

WHEREAS, CEC has provided professional services to the City in support of public infrastructure improvements, regulatory compliance, planning initiatives, grant-funded projects and other municipal operations;

WHEREAS, the City continues to require access to these professional services to support ongoing and future projects and initiatives;

WHEREAS, the City Council has determined that extending the existing agreement will promote continuity, efficiency and the timely completion of municipal projects; and

WHEREAS, the City Council finds that extending the agreement through June 30, 2028, is in the best interests of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARTINSBURG, WEST VIRGINIA, THAT:

1. Extension of Agreement. The Martinsburg City Council hereby authorizes the extension of the existing professional services agreement with Civil & Environmental Consultants, Inc. (CEC) through June 30, 2028, under the existing terms and conditions of the agreement unless otherwise amended in writing by the parties.

2. Authorization. The City Manager is authorized to execute any documents necessary to effectuate this extension and to take such administrative actions as may be necessary to implement this resolution.

3. Effective Date. This resolution shall become effective upon adoption by the Martinsburg City Council.

ADOPTED by the City Council of the City of Martinsburg, West Virginia, this 8th day of October, 2026.

CITY OF MARTINSBURG

_____
Kevin Knowles, Mayor

ATTEST:

_____
Ray Lee, Recorder

Martinsburg Police Department

Chief Erin P. Gibbons
125 W. Race St. Martinsburg WV. 25401
Phone: (304) 264-2100 Fax: (304) 264-2110
Martinsburgpd.org

To: **Kevin Knowles, Mayor**
City Council Members
Andy Blake, City Manager

From: **Erin Gibbons, Chief of Police**

Subject: **MPD / Berkeley County Schools SRO MOU** **September 24th. 2026**

Dear Council Members,

I respectfully request City Council's approval of the attached School Resource Officer (SRO) Agreement between the City of Martinsburg and the Berkeley County Board of Education for the 2026-2027 school year.

The agreement continues the City's long-standing partnership with Berkeley County Schools by providing one full-time School Resource Officer assigned to Martinsburg High School. The proposed revisions affect only the City's contractual obligation for the School Resource Officer assigned to Martinsburg High School.

The updated agreement reflects several revisions intended to more accurately align compensation and operational expectations with the services provided by the Martinsburg Police Department. Key changes include:

1. The reimbursement rate has been established $325 per day for the SRO assignment.
2. The agreement reduces the reimbursable term from 200 days to 175 student instructional days, aligning compensation with the actual school calendar and the period during which the SRO is assigned to Martinsburg High School.
3. Language has been added to address overtime compensation when law enforcement coverage is requested by the school outside the SRO's regularly scheduled forty-hour work week. Under the agreement, approved overtime assignments requested by the Board of Education will be reimbursed at the established hourly rate for at least one officer.
4. Clarifications were made regarding the duties, responsibilities, supervision, and assignment of the SRO to ensure the agreement reflects current operational practices.
5. Various administrative and procedural provisions were updated to improve clarity and consistency throughout the document.

The revised agreement more accurately aligns reimbursement with the actual services provided by the City at Martinsburg High School while ensuring the Police Department is appropriately compensated for requested services beyond the SRO's regular assignment. The agreement continues to support school safety, foster

positive relationships between students and law enforcement, and provide coordinated responses to incidents affecting the school community.

I respectfully request that City Council authorize the Mayor to execute the attached agreement on behalf of the City of Martinsburg.

Please contact me if you have any questions regarding the agreement or the proposed revisions.

Respectfully,



Chief Erin Gibbons

AGREEMENT
School Based Law Enforcement Resource Officer

AGREEMENT is made this 1st day of July 2026, by and between the BERKELEY COUNTY BOARD OF EDUCATION and the CITY OF MARTINSBURG as follows:

W I T N E S S E T H:

WHEREAS, the BERKELEY COUNTY BOARD OF EDUCATION agrees to purchase from the CITY OF MARTINSBURG and the CITY OF MARTINSBURG agrees to provide for the BERKELEY COUNTY BOARD OF EDUCATION a School Based Law Enforcement Resource Officer at Martinsburg High School consisting of one full-time School Based Law Enforcement Officer (SRO), his or her vehicle, supplies and equipment and the BERKELEY COUNTY BOARD OF EDUCATION agrees to reimburse the CITY OF MARTINSBURG for its expenses in providing the said School Based Law Enforcement Officer (SRO) Program; and

WHEREAS, the BERKELEY COUNTY BOARD OF EDUCATION and THE CITY OF MARTINSBURG desire to set forth in this SCHOOL BASED LAW ENFORCEMENT OFFICER AGREEMENT the specific terms and conditions of the services to be performed and provided by said School Based Law Enforcement Officer (SRO) in the public schools of Berkeley County.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1.0 Goals and Objectives - It is understood and agreed that the BERKELEY COUNTY BOARD OF EDUCATION and THE CITY OF MARTINSBURG officials share the following goals and objectives regarding the School Based Law Enforcement Officer (SRO) Program in the schools:

1.1 To encourage the School Based Law Enforcement Officer (SRO) to attend extra-curricular activities held at schools, when possible, such as PTA meetings, athletic events and concerts;

1.2 To act swiftly and cooperatively when responding to major disruptions and criminal offenses at schools, such as: disorderly conduct by trespassers, weapons on campus, the sale and/or distribution of controlled substances, and riots;

1.3 To investigate crimes that occur at school;

1.4 To cooperate with law enforcement officials in their investigations of criminal offenses which occur off campus; and

1.5 To provide traffic control and crossing assistance during regular school arrival and dismissal whenever reasonably possible. At other times, the SRO may provide such assistance when, in the officer's professional judgment, it is necessary for the safety of students or the general public. The SRO shall not serve as a regularly assigned crossing guard or replace school personnel responsible for routine student crossings or class transitions.

2.0 Employment and Assignment of School Based Law Enforcement Officer (SRO)

2.1 The CITY OF MARTINSBURG agrees to employ one School Based Law Enforcement Officer (SRO) during the term of this agreement. The School Based Law Enforcement Officer (SRO) shall be an employee of the CITY OF MARTINSBURG and shall be subject to the administration, supervision and control of the CITY OF MARTINSBURG, except as such administration, supervision and control is subject to the terms and conditions of this Agreement.

2.2 The CITY OF MARTINSBURG agrees to provide and to pay the School Based Law Enforcement Officer (SRO) salary and employment benefits in accordance with the applicable salary schedules and employment practices of the CITY OF MARTINSBURG, including but not necessarily limited to: sick leave, annual leave, retirement compensation, disability salary continuation, workers compensation, unemployment compensation, life insurance, dental insurance, and medical/hospitalization insurance. The School Based Law Enforcement Officer (SRO) shall be subject to all other personnel policies and practices of the CITY OF MARTINSBURG, except as such policies or practices may have to be modified to comply with the terms and conditions of this Agreement.

2.3 The CITY OF MARTINSBURG, in its sole discretion. shall have the power and authority to hire, discharge and discipline the School Based Law Enforcement Officer (SRO). The CITY OF MARTINSBURG shall hold the BERKELEY COUNTY BOARD OF EDUCATION free, harmless and indemnified from and against any and all claims, suits or causes of action arising out of allegations of unfair or unlawful employment practices brought by the School Based Law Enforcement Officer (SRO)

2.4 The School Based Law Enforcement Officer (SRO) shall be assigned by the CITY OF MARTINSBURG to the Martinsburg High School.

2.5 In the event the School Based Law Enforcement Officer (SRO) is absent from work, the School Based Law Enforcement Officer (SRO) shall notify both his supervisor in the CITY OF MARTINSBURG and the principal of the school to which the School Based Law Enforcement Officer (SRO) is assigned. The CITY OF MARTINSBURG agrees to assign another officer to substitute for the absentee, if possible. If no substitute officer is provided, the Board may deduct that amount from its reimbursement to the CITY OF MARTINSBURG provided in Section 14.0 herein. After an absence for a period of ten (10) consecutive workdays, The CITY OF MARTINSBURG shall employ and/or assign a substitute School Based Law Enforcement Officer (SRO) to assume and perform the duties of the absentee.

3.0 Duty Hours

3.1 The School Based Law Enforcement Officer (SRO) shall be assigned no more than forty (40) hours in a workweek under this Agreement unless an overtime detail is approved. The CITY OF MARTINSBURG shall remain responsible for paying all wages and benefits owed to its officers. When the BERKELEY COUNTY BOARD OF EDUCATION, the school principal, or another authorized school representative requests law enforcement coverage outside the SRO's regularly scheduled forty-hour workweek for a school-sponsored or school-recognized need, event, or activity, the BERKELEY COUNTY BOARD OF EDUCATION shall reimburse the CITY OF MARTINSBURG at a rate of Fifty-Five Dollars ($55.00) per hour for each hour worked, regardless of whether the assignment is filled by the regularly assigned SRO or another CITY OF MARTINSBURG police officer. The assignment must be approved in advance by an authorized school representative and the Chief of Police or the Chief's designee, except in an emergency. Overtime arising solely from City-directed duties unrelated to a school need or request shall remain the responsibility of the CITY OF MARTINSBURG. The SRO's regular duty hours at Martinsburg High School shall be 7:00 a.m. to 3:00 p.m., unless otherwise agreed upon by the principal and the Chief of Police or the Chief's designee.

3.2 It is understood and agreed that time spent by the School Based Law Enforcement Officer (SRO) attending

court juvenile and/or criminal cases arising from and/or out their employment as a School Based Law Enforcement Officer (SRO) shall be considered as hours worked under this Agreement.

3.3 In the event of an emergency outside the school and the School Based Law Enforcement Officer (SRO) is ordered by the CITY OF MARTINSBURG to leave the school duty station during normal duty hours as described above and to perform other services for the CITY OF MARTINSBURG, the time spent shall not be considered hours worked under this agreement.

4.0 Basic Qualifications of the School Based Law Enforcement Officer (SRO)- To be a School Based Law Enforcement Officer (SRO), an officer must first meet all the following basic qualifications:

4.1 Shall be a commissioned officer and should have two years of law enforcement experience;

4.2 Shall possess sufficient knowledge of the applicable federal and state laws, City and County ordinances, and Board of Education policies and regulations;

4.3 Shall be capable of conducting in-depth criminal investigations;

4.4 Shall possess even temperament and set a good example for students;

4.5 Shall possess communication skills that enable the School Based Law Enforcement Officer (SRO) to function effectively within the school environment; and

4.6 Shall be physically and mentally fit to perform the duties of a law enforcement officer.

5.0 Duties of the School Based Law Enforcement Officer (SRO):

5.1 To protect lives and property for the citizens and school students of the County;

5.2 To enforce federal, state and local criminal laws and ordinances, and to assist school officials with the enforcement of Board of Education Policies and Administrative Regulations regarding student conduct;

5.3 To investigate criminal activity committed on or adjacent to school property that may affect the school, its students or Board of Education employees;

5.4 To counsel public school students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal or the principal's designee or by the parents of a student;

5.5 To answer questions that students may have about West Virginia Criminal or juvenile laws;

5.6 To assist other law enforcement officers with outside investigations concerning students attending the school to which the School Based Law Enforcement Officer (SRO) is assigned;

5.7 To provide security for special school events or functions, such as PTA meetings or athletic events, at the request of the principal; and

5.8 To provide traffic control during the arrival and departure of students whenever reasonably possible.

6.0 Chain of Command

6.1 As an employee of the CITY OF MARTINSBURG, School Based Law Enforcement Officer (SRO) shall follow the chain of command as set forth in the CITY OF MARTINSBURG Policies and Procedure Manual.

6.2 In the performance of his or her duties, the School Based Law Enforcement Officer (SRO) shall coordinate and communicate with the principal or the principal's designee of the school to which the Officer is assigned.

7.0 Training/Briefing

7.1 The CITY OF MARTINSBURG or the BERKELEY COUNTY BOARD OF EDUCATION, or designees, may request a meeting or briefing when either party determines that coordination or an exchange of information concerning the SRO Program is necessary. The Chief of Police, the Superintendent, or either party's designee may call such a meeting. The SRO and other appropriate representatives of either party may be required to attend, as determined by the Chief of Police and the Superintendent or their designees.

7.2 Training Sessions will be conducted to provide the School Based Law Enforcement Officer (SRO) with appropriate in-service training such as updates in the law, in-service firearms training, and in-service stun-gun training. The BERKELEY COUNTY BOARD OF EDUCATION also may provide training in Board of Education Policies, regulations and procedures.

8.0 Dress Code

8.1 The School Based Law Enforcement Officer (SRO) shall be provided by the CITY OF MARTINSBURG and required to wear a departmental issued uniform.

9.0 Supplies and Equipment

9.1 The CITY OF MARTINSBURG agrees to provide the School Based Law Enforcement Officer (SRO) with the following equipment:

9.2 Motor vehicle. The CITY OF MARTINSBURG shall provide a standard patrol vehicle for the School Based Law Enforcement Officer (SRO). In addition, the CITY OF MARTINSBURG agrees to:

a. Maintain the vehicle assigned to School Based Law Enforcement Officer (SRO);

b. Pay for gasoline, oil, replacement tires and other expenses associated with the operation of the said vehicle; and

c. Purchase and maintain comprehensive general auto liability insurance on the said vehicle.

9.3 Weapons and ammunition. The CITY OF MARTINSBURG agrees to provide the standard issue pistol and rounds of ammunition for each School Based Law Enforcement Officer (SRO).

9.4 Office Supplies. The CITY OF MARTINSBURG agrees to provide the School Based Law Enforcement Officer (SRO) with the usual and customary office supplies and forms required to perform their duties.

10.0 Transporting Students

10.1 It is agreed that School Based Law Enforcement Officer (SRO) shall not transport students in their vehicles except:

a. When the students are victim of a crime, under arrest, or some other emergency circumstances exists; and

b. When students are suspended and sent home from school pursuant to school disciplinary actions if the student's parent or guardian has refused or is unable to pick-up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.

10.2 If circumstances require that the School Based Law Enforcement Officer (SRO) transport a student, then the school officials must provide a school official or employee of the same gender as the student to be transported to accompany the officer in the vehicle.

10.3 If a student to be transported off campus is not under arrest, a victim of a crime, or violent or disruptive, the school administration shall provide transportation for the student, and the School Based Law Enforcement Officer (SRO) may accompany a school official in transporting a student.

10.4 A student shall not be transported to any location unless it is determined that the student's parent, guardian or custodian is at the destination to which the student is being transported. School Based Law Enforcement Officer (SRO) shall not transport students in their personal vehicles.

10.5 The School Based Law Enforcement Officer (SRO) shall notify the school principal before removing a student from campus.

11.0 Investigation, Interrogation, Search and Arrest Procedures

11.1 The Standard Operating Procedure (SOP) for the investigation of crimes and interrogation, search and arrest of students are the same as those followed by members of the CITY OF MARTINSBURG Police Department.

11.2 Law enforcement officials are responsible for enforcing the law on public streets, including at school bus stops. Therefore, the School Based Law Enforcement Officer (SRO) shall assist school officials and coordinate with the appropriate local law enforcement agency in the investigation of crimes that occur at bus stops and while students are walking to and from school.

12.0 Access to Education Records

12.1 School officials shall allow School Based Law Enforcement Officer (SRO) to inspect and copy any public records maintained by the school including student directory information such as yearbooks. However, law enforcement officials may not inspect and/or copy confidential student education records except in emergency situations.

12.2 If some information in a student's cumulative record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the School Based Law Enforcement Officer (SRO)that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.

12.3 If confidential student records information is needed, but no emergency situation exists, the information may be released only upon the issuance of a search warrant or subpoena to produce the records.

13.0 Term of Agreement

13.1 The term of this agreement is 175 days commencing and ending in conjunction with the Berkeley County Schools student instructional term.

14.0 Consideration

14.1 For and in consideration of the CITY OF MARTINSBURG providing the School Based Law Enforcement Officer (SRO) Program as described herein, the Berkeley County Board of Education agrees to reimburse the CITY OF MARTINSBURG for the full cost of the said Program, as determined by the Finance Officer of the City, subject to the approval of the Berkeley County Board of Education in a sufficient amount to fund the said Program. The total estimated reimbursement cost for the term of this Agreement is $325 per day for the School Based Law Enforcement Officer (SRO) assigned according to this Agreement. The total reimbursement cost for the regular 175-day SRO assignment will not exceed $57,525 for the school year, excluding reimbursement for additional hours under Section 3.1. Reimbursement for additional hours under Section 3.1 shall be invoiced separately and shall not be included in the estimated annual reimbursement amount or the stated maximum reimbursement for the regular 175-day SRO assignment.

14.2 The compensation shall be paid by the BERKELEY COUNTY BOARD OF EDUCATION to the CITY OF MARTINSBURG in 12 monthly installments on or about the first day of each calendar month. The Berkeley County Board of Education shall deduct from this installment for times where no School Based Law Enforcement Officer (SRO) was on duty according to the terms of this Agreement.

15.0 Insurance and Indemnification

15.1 The CITY OF MARTINSBURG shall purchase and maintain in full force and effect during the term of this agreement a general comprehensive liability insurance policy with coverage in an amount of not less than One Million Dollars ($1,000,000.00) for any acts or omissions that occur or claims that are made during the term of the Agreement.

15.2 The CITY OF MARTINSBURG agrees to hold the BERKELY COUNTY BOARD OF EDUCATION, its agents and employees free, harmless and indemnified from and against any and all claims, suits or causes of actions arising or in any way out of the performance of the duties of the School Based Law Enforcement Officer (SRO) or the School Based Law Enforcement Officer (SRO)Program.

16.0 Evaluation

16.1 It is mutually agreed that the BERKELEY COUNTY BAORD OF EDUCATION shall evaluate annually the School Based Law Enforcement Officer (SRO) Program and the performance of the School Based Law Enforcement Officer (SRO) of forms developed jointly by the parties. It is further understood that the BERKELEY COUNTY BAORD OF EDUCATION'S evaluation of the School Based Law Enforcement Officer (SRO) is advisory only and that the CITY OF MARTINSBURG retains the final authority to evaluate the performance of the School Based Law Enforcement Officer (SRO).

17.0 Notices

17.1 Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid and addressed as follows:

Dr. Ryan Saxe
Superintendent Berkeley County Schools
1453 Winchester Avenue
Martinsburg West Virginia 25405

Chief Erin Gibbons
Martinsburg Police Department
125 West Race Street
Martinsburg, West Virginia 2540

18.0 Good Faith

18.1 The Berkeley County Board of Education, the City of Martinsburg, their agents and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by negotiation between the Superintendent of Schools and the Chief of Police, or their designee.

19.0 Modification

19.1 This document constitutes a full understanding of the parties and no terms, conditions, understandings or agreement purporting to modify or vary the terms of this document shall be binding unless hereinafter made in writing and signed by both parties to be changed.

20.0 Termination of Agreement

20.1 This Agreement may be terminated by either party upon 45 days written notification that the other party has failed to substantially perform in accordance with the terms and conditions of this Agreement. This Agreement may be terminated without cause by either party upon 90 days written notification. Termination of this Agreement may only be accomplished as provided herein. In the event this Agreement is terminated, compensation will be made to the CITY OF MARTINSBURG for all services performed to date of termination. The Berkeley County Board of Education shall be entitled to a pro-rated refund for that period of time when the School Based Law Enforcement Officer (SRO) services are not provided because of the termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this School Based Law Enforcement Officer Agreement to be executed the day, and year first written above.

THE BOARD OF EDUCATION OF THE COUNTY OF BERKELEY, WEST VIRGINIA

By: _____

THE CITY OF MARTINSBURG, WEST VIRGINIA

By: _____

THE MARTINSBURG CITY POLICE DEPARTMENT

By: _____

Agreement Addendum

Instructions

Attached is a universal "**Agreement Addendum"** for which an LEA should complete and include as a part of the final contract/agreement any time a vendor required the LEA to sign the vendor's contract/agreement or the vendor submits alternate language with its bid or contract. LEAs are urged to execute the **Agreement Addendum** for all contracts, agreements or leases where equipment with maintenance is included.

AGREEMENTADDENDUM

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. **DISPUTES** Any references in this agreement to arbitration or to jurisdiction of any court other than the Circuit Court of the county in which the Agency is located are hereby deleted. The parties may agree to nonbinding mediation prior to litigation.
2. **HOLD HARMLESS** Any clause requiring the Agency to indemnity or hold harmless any party is hereby deleted in its entirety.
3. **GOVERNING LAW** The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. **TAXES** Provisions in the agreement requiring the Agency to pay taxes are deleted. At a political subdivision of the State of West Virginia, the Agency is generally exempt from Federal, State and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party.
5. **PAYMENT** Any reference to prepayment are deleted. Fees for software licenses, subscriptions, or maintenance are payable annually in advance. Payment for services will be in arrears.
6. **INTEREST** Any provisions for interest or charges on late payments is deleted. The Agency has no statutory authority to pay interest or late fees.
7. **NO WAIVER** Any language in this agreement requiring the Agency to waive any rights, claims or defenses is hereby deleted.
8. **FISCAL YEAR FUNDING** • Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds appropriated by the Legislature or otherwise being available fo this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATION** Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. **SIMILAR SERVICES** Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. **ATTORENY FEES** The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT** Not withstanding any clause to the contrary, the Agency reserves the right to assign the agreement to a State agency or another local governmental agency, board or commission of the State of West Virginia upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. **LIMITATION OF LIABILITY** The Agency, as a political subdivision of the State cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages to a certain dollar amount or to the amount of the agreement is hereby deleted. Limitations on special, incidental or consequential damages are acceptable. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE** Agency shall have the right to terminate the agreement upon thirty (30) days written notice to the Vendor. Agency agrees to pay Vendor for services rendered or goods received prior to the effective date of termination. In such event, the Agency will not be entitled to a refund of any software license, subscription or maintenance fees paid.
15. **TERMINATION CHARGES** Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of the current agreement term.
16. **RENEWAL** Any reference to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE** Any provision requiring the Agency to purchase insurance for the Vendor's property is deleted. The Agency is insured through the Board of Risk and Insurance Management, and will provide a certificate of property insurance upon request.
18. **RIGHT TO NOTICE** Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. **ACCELERATION** Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **CONFIDENTIALITY** Any provision regarding confidentiality of the terms and conditions of the agreement is hereby deleted. Governmental contracts are public records under West Virginia Freedom of Information Act.
21. **AMENDMENTS** All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modifications, alteration or changes may be made to this addendum without the express written approval of the Agency.

ACCEPTED BY:	**VENDOR:**
LOCAL EDUCATION AGENCY:_____	COMPANY NAME: _____
SIGNED: _____	SIGNED:_____
TITLE: _____	TITLE: _____
DATE: _____	DATE: _____

SCHOOL CALENDAR 2026-2027 SCHOOL YEAR For Berkeley County Schools

Using Equivalent Time Option: **YES** WVEIS: **0004**

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Instructional Days	Compensated Not Taught Days	Total Employment Days
first			PM FS 08/12	P 08/13	CD 08/14	PL 08/17	PL 08/18	PL 08/19	08/20	08/21	08/24	08/25	08/26	08/27	08/28	08/31	09/01	09/02	09/03	09/04	H 09/07	09/08																		16	4	20
second			09/09	09/10	09/11	09/14	09/15	09/16	09/17	09/18	09/21	09/22	09/23	09/24	09/25	09/28	09/29	09/30	10/01	10/02	10/05	10/06																		20	0	20
third			FS 10/07	10/08	10/09	10/12	10/13	PL 10/14	10/15	10/16	10/19	10/20	10/21	10/22	10/23	10/26	10/27	10/28	10/29	10/30	11/02	E 11/03																		19	1	20
fourth			11/04	11/05	11/06	11/09	11/10	H 11/11	11/12	11/13	11/16	11/17	11/18	11/19	11/20	O 11/23	O 11/24	O 11/25	H 11/26	O 11/27	11/30	12/01	12/02	12/03	12/04	12/07														18	2	20
fifth		12/08	12/09	12/10	12/11	12/14	12/15	12/16	12/17	FS 12/18	OS 12/21	OS 12/22	O 12/23	O 12/24	H 12/25	O 12/28	O 12/29	O 12/30	O 12/31	H 01/01	PL 01/04	01/05	01/06	01/07	01/08	01/11	01/12														16	4	20
sixth			01/13	01/14	01/15	H 01/18	01/19	01/20	01/21	01/22	01/25	01/26	01/27	01/28	01/29	02/01	02/02	FS 02/03	02/04	02/05	02/08	02/09																		19	1	20
seventh			02/10	02/11	02/12	02/15	02/16	02/17	02/18	02/19	02/22	02/23	02/24	02/25	02/26	03/01	03/02	03/03	03/04	03/05	03/08	03/09																		20	0	20
eighth			03/10	03/11	03/12	03/15	03/16	CD 03/17	03/18	03/19	03/22	03/23	03/24	03/25	03/26	O 03/29	O 03/30	O 03/31	O 04/01	O 04/02	04/05	04/06	04/07	04/08	04/09	04/12	04/13														19	1	20
ninth			FS 04/14	04/15	04/16	04/19	04/20	04/21	04/22	04/23	04/26	04/27	04/28	04/29	04/30	05/03	05/04	05/05	05/06	05/07	05/10	05/11																		20	0	20
tenth			05/12	05/13	05/14	05/17	05/18	05/19	05/20	05/21	05/24	05/25	05/26	05/27	05/28	H 05/31	P FS 06/01	TP 06/02	OS 06/03	OS 06/04	OS 06/07	OS 06/08																		13	7	20

Important Dates	
08/12/2026	First Day Employment Term
08/17/2026	First Day Instructional Term
08/17/2026	First Student Instruction
01/04/2027	Last Day First Semester
05/28/2027	Last Day Instructional Term
06/08/2027	Last Day Employment Term
10/06/2026	Last Day Second Month
12/18/2026	82nd Instructional Day
03/11/2027	130th Instructional Day
05/21/2027	175th Instructional Day

Faculty Senate FS 6	
08/12/2026	1st Meeting
10/07/2026	2nd Meeting
12/18/2026	3rd Meeting
02/03/2027	4th Meeting
04/14/2027	5th Meeting
06/01/2027	6th Meeting
Faculty Senate - Delay Days (2 hour delay)	

Prof. Learning PL(H) 5	
08/17/2026	Full Day (1.0)
08/18/2026	Full Day (1.0)
08/19/2026	Full Day (1.0)
10/14/2026	Full Day (1.0)
01/04/2027	Full Day (1.0)

School Holidays
West Virginia Code 18A-5-2
September 07, Labor Day
November 03, Election Day
November 11, Veterans Day
November 26, Thanksgiving Day
December 25, Christmas Day
January 01, New Years Day
January 18, Martin Luther King Jr.'s Birthday
May 31, Memorial Day

Non-instructional Days - Recap		
CD	2	Curriculum Development
P	2	Prep. for Opening/Closing Schools
TP	1	Teacher-Pupil-Parent Conference
OS	6	Outside School Environment
E	1	Primary/General Election
H	7	Holidays
PM	1	Professional Meeting
	20	Total Non-instructional Days

Out-of-Calendar (Non-paid) Days		
O	15	Out-of-Calendar Days
		SRO Contracted Days

Totals	180	20	200

Teacher Prep - Delay Days (2 hour delay)

9/16/26
1/19/27
2/24/27

08/20/2026 First Day For Students

Dates of Graduation

School	Hedgesville High School	Graduation Date 05/26/2027	School		Graduation Date
School	Martinsburg High School	Graduation Date 05/25/2027	School		Graduation Date
School	Musselman High School	Graduation Date 05/27/2027	School		Graduation Date
School	Spring Mills High School	Graduation Date 05/24/2027	School		Graduation Date

*** Subject to change

Date

Name of County Superintendent

CITY OF MARTINSBURG
RESOLUTION NO. 2026-11

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE BERKELEY COUNTY BOARD OF EDUCATION FOR THE SCHOOL-BASED LAW ENFORCEMENT RESOURCE OFFICER PROGRAM AT MARTINSBURG HIGH SCHOOL

WHEREAS, the City of Martinsburg and the Berkeley County Board of Education desire to continue their cooperative School-Based Law Enforcement Resource Officer Program at Martinsburg High School; and

WHEREAS, under the proposed intergovernmental agreement, the City will employ and assign one full-time School-Based Law Enforcement Resource Officer to Martinsburg High School and will retain responsibility for the officer's employment, supervision and law-enforcement duties; and

WHEREAS, the Berkeley County Board of Education will reimburse the City at the rate of Three Hundred Twenty-Five Dollars ($325.00) per instructional day for the regular 175-day assignment, in an amount not to exceed Fifty-Seven Thousand Five Hundred Twenty-Five Dollars ($57,525.00) for the school year; and

WHEREAS, the Berkeley County Board of Education will separately reimburse the City at the rate of Fifty-Five Dollars ($55.00) per hour for approved law-enforcement coverage requested outside the regularly scheduled forty-hour workweek; and

WHEREAS, the City Council finds that maintaining a School-Based Law Enforcement Resource Officer at Martinsburg High School promotes public safety, supports cooperation between school officials and law enforcement and serves the interests of the City, its residents and the school community.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARTINSBURG, WEST VIRGINIA, THAT:

1. **Approval of Agreement.** The intergovernmental agreement between the City of Martinsburg and the Berkeley County Board of Education for the School-Based Law Enforcement Resource Officer Program at Martinsburg High School for the 2026-2027 school year is hereby approved in substantially the form presented to City Council.
2. **Authorization to Execute.** The City Manager is authorized to execute the agreement on behalf of the City and to take all administrative actions reasonably necessary to implement and administer the agreement.
3. **Nonmaterial Revisions.** Before execution, the City Manager, in consultation with the City Attorney and Chief of Police, may approve corrections, clarifications and other nonmaterial revisions that do not materially increase the City's financial obligations or alter the essential purposes of the agreement.
4. **Effective Date.** This resolution shall become effective immediately upon its adoption.

ADOPTED by the City Council of the City of Martinsburg, West Virginia, this ____ day of _____ 2026.

CITY OF MARTINSBURG

_____

Kevin Knowles, Mayor

ATTEST:

_____

Ray Lee, Recorde**r**

232 NORTH QUEEN STREET
P.O. BOX 828
MARTINSBURG, WV 25402
P: (304) 264-2131
F: (304) 264-2136

CITY OF MARTINSBURG
WEST VIRGINIA

www.cityofmartinsburg.org

MEMORANDUM

Date: October 1, 2026

To: Mayor and Council

From: Andrew P. Blake, City Manager
Stephanie Brooks, Finance Director

RE: ***MORROW Fund Revision***

Attached is a MORROW Fund budget revision that allocates $25,000 to the Cold Weather Shelter as previously approved by Council and $10,000 to Rotary's Thanksgiving meal initiative.

City of Martinsburg
Morrow Hope Fund Budget

	New LTD Budget	LTD Actuals	LTD "AVAILABLE"	
REVENUE				
WV First Foundation	$ 1,893,154.98	$ 1,893,154.98	$ -	
Interest Earned	$ 63,816.79	$ 63,816.79	$ -	
TOTAL REVENUE	**$ 1,956,971.77**	**$ 1,956,971.77**	$ -	
EXPENDITURES				
City Department Funding/Project Funding				
Police Dept. - Police Vehicles & Equipment (5)	$ 508,102.32	$ 508,102.32	$ -	
Police Dept. - K-9 Replacement & Training	$ 16,250.00	$ 16,250.00	$ -	
Police Dept. - Alta Aware Security Cameras (3)	$ 35,357.00	$ 35,357.00	$ -	
Fire Dept. - Lucas Compression Systems (5)	$ 72,062.00	$ 72,062.00	$ -	
Fire Dept. - Power Load Systems (5)	$ 103,864.70	$ 103,864.70	$ -	
Fire Dept. - Ambulance Cots (5)	$ 134,078.88	$ 134,078.88	$ -	
Fire Dept. - Stair Pro Stair Chairs (5)	$ 61,404.84	$ 61,404.84	$ -	
EastRidge Sobering Facility	$ 200,000.00	$ 200,000.00	$ -	
Capital Outlay - Reimburse to City GF	$ 893.70	$ 893.70	$ -	
Martinsburg Initiative (Melody's House)	$ 50,000.00	$ 50,000.00	$ -	
Friends of Recovery	$ 2,500.00	$ 2,500.00	$ -	
Recovery Church	$ 40,000.00	$ 40,000.00	$ -	
Cold Weather Shelter (TMI)	$ 60,000.00	$ 35,000.00	$ 25,000.00	Latest Sep26 action
Nonprofit Microgrant	$ 17,200.00	$ 7,200.00	$ 10,000.00	Latest Oct26 action
BCC Police Passthrough	$ 62,620.64	$ 62,620.64	$ -	
Community Cup	$ 16,000.00	$ 16,000.00	$ -	
Friends of Recovery	$ 10,000.00	$ 10,000.00	$ -	
Martinsburg Initiative - Comm Specialist	$ 12,375.00	$ 12,375.00	$ -	
Bethany House (132k in FY27)	$ 132,000.00	$ 66,000.00	$ 66,000.00	Jan27 distribution
TO BE DESIGNATED FUNDS	$ 422,262.69	$ -	$ 422,262.69	
TOTAL EXPENDITURES	$ 1,956,971.77	$ 1,433,709.08	$ 523,262.69	
FUND BALANCE	$ -	$ 523,262.69		
CASH BALANCE	CASH BALANCE	$ 523,262.69		
DIFFERENCE		$ -		

ENVIRONMENTAL SERVICES AGREEMENT

For

THE PROVISION OF ALTERNATE WATER SUPPLIES

Between

THE NATIONAL GUARD BUREAU AIR NATIONAL GUARD DIRECTORATE

And

THE CITY OF MARTINSBURG, WEST VIRGINIA

THIS ENVIRONMENTAL SERVICES AGREEMENT for the OPERATION & MAINTENANCE OF A GRANULAR ACTIVATED CARBON (GAC) TREATMENT SYSTEM (this "**ESA**") is made as of the date of last signature (the "**Effective Date**") by and between the UNITED STATES OF AMERICA, acting by and through the NATIONAL GUARD BUREAU AIR NATIONAL GUARD DIRECTORATE (the "**ANG**"), and the CITY OF MARTINSBURG, OF THE STATE OF WEST VIRGINIA (the "**City**"). The ANG and City sometimes are collectively referred to in this ESA as the "**Parties**".

RECITALS

A. In 2014 and 2016, Perfluorooctanesulfonic acid (PFOS) and Perfluorooctanoic acid (PFOA) concentrations (individually or combined) exceeding the levels recommended in the May 2016 Environmental Protection Agency (EPA) lifetime health advisory (HA) for human exposure to PFOS and PFOA through drinking water were detected in the City's public drinking water supply well (Big Springs Deep Well) downgradient of Shepherd Field Air National Guard Base (ANGB), located in Martinsburg, West Virginia. The Big

Springs Deep Well supplied water to the Big Springs Filtration Plant, which distributed municipal water to the City of Martinsburg. The well was subsequently taken off-line.

B. The ANG conducted a Preliminary Assessment to assess potential PFOS/PFOA release locations at Shepherd Field ANGB, and the findings were documented in a final Perfluorinated Compounds Preliminary Assessment Site Visit Report dated December 2015. In October 2016, the ANG determined that the Shepherd Field ANGB is a likely contributor to PFOS/PFOA impacts to the City of Martinsburg Big Springs drinking water well, and this conclusion was documented in an ANG Memo dated November 2016. In October 2018, the ANG completed a Site Inspection report that confirmed the release of PFOS and PFOA at a combined concentration that exceeded the EPA's HA level for human exposure in on-base groundwater monitoring wells.

C. The City constructed a GAC treatment facility at the Big Springs Filtration Plant during 2017 and 2018 to treat PFOS/PFOA found in the City's drinking water supply to concentrations below the EPA lifetime HA. The Big Springs Deep Well resumed operation in December 2017.

D. In 2019, the City and the United States Air Force executed an Intergovernmental Agreement for reimbursement of certain water treatment costs, pursuant to Section 8142 of the Defense Appropriations Act, 2019.

E. In April 2019, the ANG prepared a Time Critical Removal Action (TCRA) Action Memorandum to document the decision to fund eligible costs for the construction, operation, and maintenance of the City's GAC water treatment system.

F. In March 2022, the City and the ANG entered into an Environmental Services Agreement for reimbursement of certain water treatment costs incurred during Fiscal

Years 2022 and 2023. The City and the ANG entered into subsequent agreements for Fiscal Years 2024, 2025, and 2026.

G. Section 104 of the Comprehensive Environmental Response Compensation and Liability Act (CERCLA), Executive Order 12580, and the Defense Environmental Restoration Program authorizes the Department of Defense, by and through the Department of the Air Force, to respond to releases of pollutants or contaminants from Federal facilities that have migrated off of those facilities.

H. PFOS and PFOA are CERCLA hazardous substances.

I. The ANG has determined that its activities on Shepherd Field ANGB may be, among others, a potential source of the PFOS/PFOA contamination affecting the Big Springs Deep Well, and that it therefore has the authority to provide a response, to include the provision of alternate water supplies to mitigate the impact to drinking water at the locations where PFOS/PFOA has impacted drinking water wells.

J. ANG has been delegated signature authority for this ESA by the Deputy Assistant Secretary of the Air Force (SAF/IEE) under 10 U.S.C. § 2701(d)(1) per the August 11, 2021 Memorandum.

ARTICLE I
ESA PURPOSE AND SCOPE

SECTION 101. Purpose.

The purpose of this ESA is to obtain the services of the City in accordance with 10 United States Code Section 2701(d) to operate and maintain a GAC treatment system for the affected Big Springs Well in furtherance of the ANG's CERCLA response action to provide alternate water supplies.

SECTION 102. Scope.

The City agrees to provide environmental services necessary to operate and maintain the constructed GAC system for the City's Big Springs Deep Well to reduce concentrations of PFOS/PFOA below EPA Maximum Contaminant Levels in drinking water for an additional period of two years. The ANG agrees to reimburse the City for its cost to operate and maintain the constructed GAC system for an additional period of two years as described herein. This extends the agreement, in accordance with current Air Force restoration policy, past the initial agreed upon five years of reimbursement from ANG.

ARTICLE II
OBLIGATIONS OF THE PARTIES

SECTION 201. City Obligations.

The City shall comply with the terms of this ESA.

SECTION 202. ANG Obligations.

The ANG shall comply with the terms of this ESA.

ARTICLE III
FUNDING AND PAYMENT

SECTION 301. ANG Payments.

During the ESA Term (as defined in Section 601 below), within 30 days of delivery to the ANG by the City of an annual payment request relating to operation and maintenance of a GAC treatment system, the ANG through United States Property and

Fiscal Officer ("USP&FO") for the West Virginia National Guard, shall remit to the City reimbursements not to exceed cost stipulated in Exhibit A.

SECTION 302. Anti-Deficiency Act.

The obligation of the ANG to make reimbursements is subject to the availability of appropriated funds. Nothing in this ESA shall be interpreted to require payments by the ANG in violation of the Anti-Deficiency Act (31 U.S.C. § 1341).

SECTION 303. Relation to Prompt Payment Act.

This ESA is not a contract as defined in Office of Management and Budget Circular A-125 which implements the Prompt Payment Act of 1982 (31 U.S.C. § 1421-3906) (the "**Act**"). Therefore, the Act does not apply to this ESA. However, the ANG will use its best efforts to make payment within 30 days of submission of an invoice.

ARTICLE IV
APPLICABLE LAWS

SECTION 401. Compliance with Applicable Laws.

The City shall comply, at its sole cost and expense (except for matters for which the ANG remains obligated under applicable federal laws and, other applicable laws for which the United States has expressly waived its sovereign immunity) with all federal, state and local laws, rules, regulations and ordinances which are applicable to the City. The ANG shall comply, at its sole cost and expense, with all federal laws and other laws for which the United States has expressly waived its sovereign immunity which are applicable to matters for which the ANG is obligated.

ARTICLE V
DISPUTE RESOLUTION

SECTION 501. Dispute Resolution.

In the event of any dispute arising out of or relating to this ESA, the Parties shall attempt, in good faith, to promptly resolve the dispute by mutual agreement using unassisted negotiation techniques (i.e., without the assistance of a neutral third party). As part of the unassisted negotiation, the Parties shall consider employing joint fact-finding, if material factual disputes are involved, and shall use other early resolution techniques appropriate to the circumstances. If the dispute cannot be resolved by mutual agreement, before or in conjunction with pursuing any remedy available to them under law or equity, the Parties, again by mutual agreement, may submit the dispute to an alternative dispute resolution procedure authorized by the Administrative Dispute Resolution Act of 1996, Pub. L. No. 104-320 (codified at 5 U.S.C. §§ 571, *et seq*.). Notwithstanding the above, each Party shall have the right to take whatever action at law or in equity deemed necessary or desirable to enforce any obligation of the other Party set forth in this ESA.

ARTICLE VI
GENERAL PROVISIONS

SECTION 601. ESA Term.

This ESA shall commence on October 1, 2026 (Fiscal Year 2027) and, pursuant to the Defense Environmental Restoration Program (DERP), be funded with DERP dollars. Unless terminated sooner under Section 605 of this Agreement, this Agreement shall remain in effect for a period of two years, ending September 30, 2028.

SECTION 602. Amendment.

The only method by which this ESA can be amended is by a formal written amendment signed by the Parties.

SECTION 603. Successors and Assigns.

This ESA may not be assigned by a Party. All obligations and covenants made under this ESA shall bind and inure to the benefit of any successor to a Party, whether or not expressly assumed by such successor.

SECTION 604. Entire Agreement.

This ESA constitutes the entire agreement between the Parties regarding the provision of alternate water supplies. Any and all prior discussions and understandings, written or oral, on this matter are superseded by this ESA.

SECTION 605. Severability.

If any provision of this ESA is held invalid by a court, the remainder of the ESA shall continue in force and effect to the extent not inconsistent with such holding.

SECTION 606. Execution.

This ESA may be executed in two counterparts, each of which shall be deemed an original.

SECTION 607. Conflict of Interest.

The Parties shall ensure that their employees are prohibited from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others.

SECTION 608. Officials Not to Benefit.

The City acknowledges that no member or delegate to the United States Congress, or resident Commissioner, shall be permitted to share in any part of this ESA or receive any benefit that may arise therefrom.

SECTION 609. Nondiscrimination.

The City covenants and agrees that no person, on the grounds of race, religion, color, national origin, sex, age or handicap, shall be denied benefits of, or otherwise be subjected to discrimination in connection with the City's performance under this ESA. Accordingly, the City covenants and agrees to comply with the following to the extent applicable:

A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d-2000d-7), and DoD regulations (32 C.F.R. Part 300) issued thereunder;

B. Executive Order 11246 and Department of Labor regulations issued thereunder (41 C.F.R. Part 60);

C. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); and,

D. The Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-6107) and implementing regulations issued thereunder as incorporated in 45 C.F.R. Part 90.

SECTION 610. Lobbying.

The City covenants and agrees that it will not expend any funds appropriated by Congress to pay any person for influencing or attempting to influence an officer or employee of any agency or a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract; the making of any federal grant; the entering into of any cooperative agreement; the making of any federal loan; and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, cooperative agreement or loan.

The City also agrees to comply with restrictions on lobbying, issued by the Office of Management and Budget (OMB) and DoD (32 C.F.R. Part 28) that implement the provisions of 31 U.S.C. § 1352.

SECTION 611. Drug-Free Work Place.

The City covenants and agrees that it will comply with the provisions of the Drug-Free Work Place Act of 1988, (41 U.S.C. §§ 701-707) and maintain a drug-free workplace. The City agrees to comply with the Final Rule, Government-Wide Requirements for Drug-Free Workplace (Grants), issued by OMB, and DoD (32 C.F.R. Part 25, Subpart F) to implement the Drug-Free Work Place Act of 1988.

SECTION 612. Audits.

The Comptroller General, the Inspector General of the DoD, the Defense Contract Audit Agency and/or the Air Force Audit Agency shall have direct access to sufficient records and information of the City, as they determine, to ensure accountability for federal funds. Any audit shall be conducted in accordance with OMB Circular A-133 and 32 C.F.R. § 33.26.

SECTION 613. Notices.

Any notice, transmittal, approval, or other official communication made under this ESA shall be in writing and shall be delivered by hand, electronic mail, or by mail to the other party at the addresses set forth below, or at any such other address as may be later designated from time to time by written notice using certified mail:

Primary: Christopher B. Sigler, Colonel, WVANG, Commander, 167 AW, 222 Sabre Jet Boulevard, Martinsburg, WV 25405
Christopher.sigler@us.af.mil

Alternate: Jenna Laube, P.E., Restoration Program Manager, NGB/A4VR, 3501 Fetchet Avenue, Joint Base Andrews, MD 20762

Jenna.laube@us.af.mil

The City points of contact for this ESA are:

Primary: Andy Blake, City Manager, City of Martinsburg, 232 N. Queen Street, Martinsburg, WV 25401
ABlake@cityofmartinsburg.org

Alternate: Crystal Cummings, Executive Secretary, City of Martinsburg, 232 N. Queen Street, Martinsburg, WV 25401
CCummings@cityofmartinsburg.org

SECTION 614. No Joint Venture.

Nothing contained in this ESA shall make, nor shall be construed to make, the Parties partners or joint venturers with each other. Neither will anything in this ESA render, nor be construed to render, either of the Parties liable to any third party for the debts or obligations of the other Party.

SECTION 615. Exhibits.

Exhibit A contains the projected costs of the project.

SECTION 616. Change of Circumstances.

Each Party will promptly notify the other Party of any legal impediment, change of circumstances, pending litigation, or any other event or condition that may adversely affect such Party's ability to carry out any of its obligations under this ESA.

SECTION 617. Force Majeure.

The Parties shall perform the requirements of this ESA except to the extent performance is prevented or delayed by events that constitute force majeure. "Force majeure" is defined as any event arising from causes which are beyond the control of a Party and which cannot be overcome with due diligence, and include but are not limited to war, terrorism, riots, strikes and other labor issues, severe weather, legal action by

private citizens or organizations that result in injunction, and acts of God, to the extent such events result in delays or cessation of the Tasks or Evaluation.

SECTION 618. Reservation of Rights.

It is the intent of the Parties that this ESA shall solely relate to the provision of services by the City on behalf of the ANG for the provision of alternate water supplies. The City reserves all rights of actions, claims and demands against any and all persons including, but not limited to, the United States of America and the National Guard Bureau Air National Guard Directorate for matters which relate to the contamination of its drinking water wells.

IN WITNESS WHEREOF, the Parties to this ESA, by their authorized representatives, hereby cause this ESA be executed as of the Effective Date.

ANG Signature Page to

Environmental Services Agreement

For

NATIONAL GUARD BUREAU AIR NATIONAL GUARD DIRECTORATE, acting by and through the ANG Office of Logistics, Engineering, and Force Protection

By: PASQUALE.ANTHONY.JOHN.1235648942 Digitally signed by PASQUALE.ANTHONY.JOHN.1235648942 Date: 2026.09.17 13:55:11 -04'00'

ANTHONY J. PASQUALE, Brig Gen, USAF
Director of Logistics, Engineering and
Force Protection

City Signature Page to

Environmental Services Agreement

For

CITY OF MARTINSBURG

By: _____

KEVIN KNOWLES
Mayor

EXHIBIT A

Costs for FY27 and FY28

These projected costs were provided to the ANG by the City of Martinsburg on August 5, 2026. As outlined in the ESA, City reimbursements are not to exceed these stipulated costs.

FY27: $397,521
FY28: $628,541

The cost basis provided to ANG by the City of Martinsburg is shown below.

City of Martinsburg, WV: PFAS Removal System
Estimated Annual Costs for Continuing Operations and Maintenance (O&M)
7/27/2026

Cost Item	Quantity	Units	Unit Cost	Annual Cost	Basis
GAC Replacement and Disposal (FY 2027)	80,000	pounds	$ 3.20	$ 255,933	Replace GAC in two of eight 40,000 lb. contactors
GAC Replacement and Disposal (FY 2028)	120,000	pounds	$ 4.00	$ 479,873	Replace GAC in three of eight 40,000 lb. contactors
Analytical Costs	120	each	$ 347.00	$ 41,640	10 PFOA/PFOS samples per month; 12 sampling events
Power	238,296	KWH	$ 0.13	$ 30,979	Est. power for pumping, heat, lighting, ventilation, etc.
Operations/City Staffing	365	Hours	$ 40.31	$ 14,715	1 hour/day
Building and Equipment Maintenance and Repairs	N/A	N/A	N/A	$ 24,255	2% of initial GAC equipment cost, adjusted for inflation at 5%
Technical Support	N/A	N/A	N/A	$ 30,000	Estimated annual cost for engineering support
Total Estimated Annual O&M FY October 1, 2026 to September 30, 2027				$ 397,521	Total of above items minus cost of GAC replacement for FY-2028
Total Estimated Annual O&M FY October 1, 2027 to September 30, 2028				$ 628,541	Add 25% inflation for GAC replacement and disposal, 5% for all other costs

BID OPENING

Downtown Street Light Removal and Installation Project

Bids Due at City Hall – 232 N. Queen St. on 09/30/26 at 9am
Bid Opening at 10am

DATE: September 30, 2026

TIME: 10:00 a.m.

PRESENT: Andy Blake, City Manager
Jeff Wilkerson, Public Works Director

BIDDER	AMOUNT
Valentine Electric, Inc. **110 Western Maryland Parkway** **Hagerstown, MD 21740**	**$105,000.00 ($750.00 per light)**
Davis H. Elliott Construction Company Inc. DBA Elliot Engineering Services 673 Blue Sky Parkway Lexington, KY 40509	$124,474.00 ($889.10 per light)

1325 DUNBAR AVENUE ● P.O. BOX 400 ● DUNBAR, WV 25064
PHONE 304-766-6277x33 ● Cell 304-993-1302 ● FAX 304-766-6270
bill.miller@electronicspecialty.com

Crystal Cummings
Executive Assistant
City of Martinsburg
232 N. Queen St.
Martinsburg, WV 25401
304-264-2131 ext. 277

DATE: September 23, 2026 (*Our 79th Year)*
QUOTATION NO: MUN-26-23-09 BM1

Wireless Speaker and Security Camera Removal and Reinstallation Project

Total for equipment, removal and reinstallation technical service……	**$61,836.48**	**add tax as applicable**
Phase A: Billable upon completion Net 30 days ……	**$18,500.00**	**add tax as applicable**
Phase B: Billable upon completion Net 30 days ……	**$43,336.48**	**add tax as applicable**

Approved By _____ Date _____ PO#_____

Terms for the above:

- Invoice technical after removal and reinstallation
- Above order can be placed using valid purchase order with credit approval.
- Above represents cost for payment by check or ACH. Add 4% to offset fees for payments by credit card
- ACH for Wire Transfers:

  Routing - 051904524
  Account - 8001232076

Contact information;
Electronic Specialty Company
PO Box 400, 1325 Dunbar Ave
Dunbar, WV 25064
Bill Miller Office: 304-766-6277 Cell: 304-993-1302 **bill.miller@electronicspecialty.com**

Bill of Materials:

Model	Quantity	Description
AV PACKOUT KITs	1 LOT	Packing and labeling supplies

Work Summary:

Phase A:

- Remove cameras, wireless AP's, speakers, and control panels from existing city light poles
- Pack each poles equipment into storage containers and label per location
- Haul to city provided secured location for storage
- Note: City to provide (lift as usual)

Phase B:

- Reinstall cameras, wireless AP's, speakers, and control panels on new city light poles
- AV team to realign wireless access points and test each location
- Note: City to provide (lift as usual)

ELECTRONIC SPECIALTY COMPANY

FOB: Project Site

Authorized by: ***Bill Miller***
Executive Vice President

TERMS: 30 days, Each Invoice

DCJS# 99-243170

This quotation is offered for your acceptance within 30 days

AUTHORIZATION FOR ADDITIONAL SERVICES

Client Name:	City of Martinsburg, WV	**Contact:**	City of Martinsburg, WV
Address:	City of Martinsburg 232 N. Queen St.	**Client Phone:**	(304) 264-2141
	Martinsburg, WV 25401	**Client Fax:**	
		Client Email:	
Date:			
Request No.:		**CEC Project Manager:**	Christopher Waddell
CEC Project:	364-901 **Task:** 45		
Project Name:	P-Task 45 - Comprehensive Plan		
Location:	Martinsburg, WV		

Proposed Scope of Services:

Civil & Environmental Consultants, Inc. (CEC) appreciates the opportunity to submit this proposal to the City of Martinsburg (Martinsburg) for professional consulting services for a comprehensive plan update.

The following sections of this proposal present our understanding of the project, scope of services, fees, schedule, and closing remarks.

UNDERSTANDING OF THE PROJECT

CEC, in partnership with subconsultant evolve Environment::Architecture (evolveEA), will prepare a Comprehensive Plan Update for the City of Martinsburg in accordance with Chapter 8A of the West Virginia Code. CEC will serve as Prime Consultant and primary point of contact to the City, with evolveEA providing specialized comprehensive planning and community engagement services.

The planning process will include a comprehensive evaluation of existing conditions, extensive public engagement, development of a community vision, preparation of future land use recommendations, and creation of an implementation framework to guide decision-making over the next 10 to 20 years. The final plan will be adoption-ready and satisfy all applicable statutory requirements for comprehensive plans contained within WV Code §8A-3.

SCOPE OF SERVICES

1.0 PROJECT MANAGEMENT AND COORDINATION

CEC will provide overall project management, client coordination, technical oversight, and quality assurance throughout the project.

Scope of Services:

- Project kickoff and development of project roadmap
- Project administration and contract management
- Schedule and budget management
- Coordination between the City, CEC, and evolveEA
- Fourteen (14) client coordination meetings

AUTHORIZATION FOR ADDITIONAL SERVICES

- Seven (7) internal Consultant Team coordination meetings
- Coordination with City staff, Planning Commission, City Council, and Steering Committee
- Review of project goals, approach, priority sites, and topic areas
- Development of stakeholder inventory
- Quality assurance/quality control

2.0 EXISTING CONDITIONS ASSESSMENT

Scope of Services:

The Consultant Team will evaluate existing conditions, trends, assets, challenges, and opportunities affecting Martinsburg. CEC will provide technical and local advisory support throughout the assessment, with direct involvement in urban form, infrastructure, transportation, parks, open space, and public facilities.

2.1 *Existing Plans and Policies*

- City, county, and regional plans and studies
- Existing goals and recommendations
- Policy alignment and conflicts

2.2 *Demographics, Housing, and Economic Development*

- Demographic and population trends
- Housing conditions and market trends
- Commercial and economic conditions
- Development and redevelopment trends

2.3 *Land Use, Zoning, and Urban Form*

- Existing land use and development patterns
- Zoning and regulatory conditions
- Vacant and underutilized properties
- Neighborhood and corridor character
- Urban form and streetscape conditions

2.4 *Transportation and Mobility*

- Roadway network
- Transit
- Bicycle and pedestrian facilities
- Multimodal connectivity
- Transportation opportunities and constraints

2.5 *Parks, Open Space, and Community Resources*

- Parks and recreation assets
- Trails and open space
- Community facilities
- Historic and cultural resources
- Natural and environmental resources

AUTHORIZATION FOR ADDITIONAL SERVICES

2.6 *Infrastructure and Utilities*

- Water and sanitary sewer systems
- Stormwater infrastructure
- Utility services
- Infrastructure capacity and constraints
- Infrastructure considerations related to future growth

Deliverables:

- Existing Conditions Assessment
- Existing Conditions and Systems Mapping
- Opportunities and Constraints Assessment
- Identification of Priority Places and Opportunity Areas

3.0 STAKEHOLDER AND COMMUNITY ENGAGEMENT

evolveEA will lead the community engagement program in coordination with CEC and the City. CEC will provide technical and local perspective throughout the engagement process.

3.1 *Steering Committee*

- Seven (7) Steering Committee meetings
- Review and guidance throughout each project phase

3.2 *Stakeholder Engagement*

- Up to sixteen (16) stakeholder interviews
- Six (6) focus groups
- Coordination with City departments, agencies, institutions, businesses, and community organizations

3.3 *Community Engagement*

- One (1) community survey
- Three (3) public meetings
- Interactive mapping, exercises, and prioritization activities
- Documentation and incorporation of community input

3.4 *Boards and Commissions*

- Three (3) Planning Commission and/or other board/commission meetings
- Coordination associated with plan review and adoption

Deliverables:

- Public Engagement Plan
- Community Survey
- Engagement Materials and Graphics
- Engagement Findings/Summaries

AUTHORIZATION FOR ADDITIONAL SERVICES

4.0 COMMUNITY ACTION PLAN

Based on the Existing Conditions Assessment and community input, the Consultant Team will establish a community vision and develop an integrated framework for future growth, investment, and implementation. evolveEA will lead comprehensive planning activities in coordination with CEC, with CEC providing technical, design, infrastructure, and implementation guidance.

4.1 *Community Vision and Goals*

- Community values and priorities
- Vision and planning goals
- Priority topic areas
- Priority places and opportunity areas

4.2 *Urban System Strategies*

- Land use and development
- Housing and economy
- Mobility and transportation
- Infrastructure
- Parks, public, and community resources
- Resilience and environmental considerations

4.3 *Future Place Types*

- Future land use and place types
- Development intensity and character
- Neighborhoods and corridors
- Building placement and massing
- Parking and multimodal considerations
- Public realm improvements

4.4 *Priority Initiatives*

- Priority redevelopment and opportunity sites
- Development concepts
- Public-space and mobility improvements
- Policy and programmatic initiatives
- Partnership and investment opportunities

4.5 *Implementation Plan*

- Priority actions
- Responsible parties and implementation partners
- Short, medium, and long-term timeframes
- Sequencing
- Resource and funding opportunities
- Measures for tracking progress

AUTHORIZATION FOR ADDITIONAL SERVICES

Deliverables:

- Community Vision and Planning Goals
- Urban System Strategies
- Future Place Types Map
- Priority Project Concepts/Development Prospectus
- Implementation Plan

5.0 COMPREHENSIVE PLAN DEVELOPMENT AND ADOPTION

The Consultant Team will integrate technical analysis, community vision, strategies, maps, priority projects, and implementation strategies into an accessible and adoption-ready Comprehensive Plan. evolveEA will lead document development and graphic production in coordination with CEC, with CEC providing overall project oversight, technical review, and QA/QC.

5.1 *Preliminary Comprehensive Plan*

- Compilation of plan narrative, maps, graphics, and recommendations
- City staff and Steering Committee review
- CEC technical and QA/QC review

5.2 *Pre-Final Comprehensive Plan*

- Incorporation of City and Steering Committee comments
- Pre-final plan document
- 30-day public comment period

5.3 *Final Comprehensive Plan and Adoption*

- Incorporation of public comments
- Planning Commission and City Council coordination
- Adoption support
- Final document production

Deliverables:

- Preliminary Comprehensive Plan
- Pre-Final Comprehensive Plan
- Final Comprehensive Plan
- Final GIS and Digital Files

AUTHORIZATION FOR ADDITIONAL SERVICES

Reason(s) for Additional Services and Impacts to Schedule:

PROJECT SCHEDULE

Phase	Duration
Project Initiation	Sep 2026
Existing Conditions & Data Collection	Sep-Dec 2026
Public Engagement Program	Aug 2026-Oct 2027
Visioning & Scenario Planning	Jan-Apr 2027
Comprehensive Plan Development	Apr-Oct 2027
Draft Plan Review	Nov 2027
Adoption Process	Dec 2027-Jan 2028

CEC Principal Signature: Steven A. Cain Digitally signed by Steven A. Cain DN: C=US, E=scain@cecinc.com, O="Civil & Environmental Consultants, Inc.", OU=WV Operations, CN=Steven A. Cain Date: 2026.09.30 15:37:54-04'00' **Estimated Additional Fee:** $225,000

Please provide a signature below authorizing CEC to proceed with the additional services. Upon receipt, CEC will begin the additional services under the Terms and Conditions of our initial Agreement Dated 11/12/20 for the additional fee identified above.

Client Authorized Signature: _____ **Date:** _____

232 NORTH QUEEN STREET
P.O. BOX 828
MARTINSBURG, WV 25402
P: (304) 264-2131
F: (304) 264-2136

CITY OF MARTINSBURG
WEST VIRGINIA

www.cityofmartinsburg.org

MEMORANDUM

Date: October 1, 2026

To: Mayor and Council

From: Andrew P. Blake, City Manager

RE: ***Comprehensive Plan***

Background

The City's current Comprehensive Plan was adopted in December 2018. West Virginia Code § 8A-3-11 requires the Planning Commission to review the comprehensive plan and make updates at least every ten years following adoption. Accordingly, the City's Comprehensive Plan must be reviewed and updated no later than December 2028.

A comprehensive plan is the City's long-range policy guide for future growth and development. It provides a framework for decisions involving land use, housing, transportation, infrastructure, economic development, public facilities, parks, community resources and other priorities. The updated plan will guide City decisions and investments over the next 10 to 20 years.

Given the time required for data collection, public participation, stakeholder engagement, plan development, review and formal adoption, staff recommends beginning the update now rather than waiting until the statutory deadline approaches.

Proposed Consultant Team

Civil & Environmental Consultants, Inc. (CEC), in partnership with evolve Environment::Architecture (evolveEA.com), has submitted a proposal to prepare the City's Comprehensive Plan update under CEC's current 5G contract with the City. CEC will serve as the prime consultant and the City's primary point of contact. CEC will be responsible for overall project management, technical oversight, coordination and quality assurance. evolveEA will provide specialized comprehensive planning, urban design and community engagement services.

Under the proposed scope, the consultant team will evaluate existing conditions, engage the community, develop a community vision, prepare future land-use recommendations and create an implementation framework. The final product will be an adoption-ready

Comprehensive Plan designed to satisfy the applicable requirements of Chapter 8A of the West Virginia Code.

Relevant evolveEA Experience

evolveEA brings extensive experience in comprehensive planning, strategic planning, urban design, placemaking, sustainability, resilience and community engagement. Its work extends well beyond West Virginia and includes planning and community-development projects for municipalities, counties, regional organizations and other public and community-based entities.

This broader experience will allow evolveEA to draw upon planning practices and approaches used in a variety of communities while adapting those practices to Martinsburg's particular needs, opportunities and priorities. The firm's portfolio includes community visioning, land-use planning, housing analysis, economic-development planning, resilience planning, public engagement and development of implementation strategies.

In West Virginia, evolveEA and CEC are currently working together on the City of Fairmont's new Comprehensive Plan. Fairmont describes the project as an inclusive planning process intended to establish a unified community vision and guide development and targeted investment over the next 10 to 20 years. The plan addresses housing, economic development, transportation, public spaces, utilities and community services.

evolveEA also prepared the Wheeling Forward 2034 Comprehensive Plan, which serves as a guide for orderly growth and change and provides a basis for future investment, planning and zoning decisions in Wheeling.

In Charles Town, evolveEA conducted a strategic planning process for the C-Town Arts & Culture District. Its work included assessing community assets, conducting interviews and public engagement, mapping important places, developing placemaking and branding strategies and helping build local capacity for implementation.

These West Virginia projects represent only a portion of evolveEA's experience. Together, its broader planning portfolio and direct experience with West Virginia communities provide the City with both a wide range of planning knowledge and an understanding of the conditions affecting municipalities in this state.

CEC's Existing Knowledge of Martinsburg

The consultant team will not be starting from scratch. Since 2020, CEC has worked extensively with the City on planning, engineering, infrastructure and grant-funded initiatives. This prior work has provided CEC with institutional knowledge of

Martinsburg's infrastructure, transportation network, development patterns, public facilities and long-term priorities.

The updated Comprehensive Plan will incorporate and build upon prior City work, including:

1. The Martinsburg Gateway Vision Plan and related corridor, streetscape, pedestrian-connectivity and community-identity recommendations.
2. The City's Safe Streets and Roads for All work, including preparation of a Comprehensive Safety Action Plan, transportation-safety analysis, public engagement and supplemental studies addressing schools, parks, transit facilities, downtown destinations and critical transportation corridors.
3. Water and wastewater utility planning, including existing infrastructure assessments, system modeling, capital needs and future capacity considerations.
4. Stormwater, water-quality and related infrastructure planning, including ongoing analysis of drainage, flooding, watershed conditions and potential capital improvements.
5. Other engineering, transportation, infrastructure and community-development studies completed or underway since 2020.

Incorporating these prior efforts will help prevent duplication, preserve the value of the City's previous planning investments and ensure the updated Comprehensive Plan aligns with projects already underway or anticipated. It will also allow the consultant team to examine how the City's individual planning and infrastructure initiatives fit together as part of a unified long-range vision.

Project Schedule

The proposed schedule calls for existing-conditions analysis, data collection and public engagement to occur during 2026 and 2027, followed by plan development and review. The adoption process is anticipated to occur between December 2027 and January 2028. This schedule would allow the City to complete the update well before the December 2028 statutory deadline.

Beginning the process now also provides sufficient time for meaningful public participation rather than treating the Comprehensive Plan as simply a statutory filing requirement.

Recommendation

Staff recommends authorizing CEC and evolveEA to proceed with the Comprehensive Plan update. The proposed consultant team combines CEC's existing knowledge of Martinsburg and its infrastructure with evolveEA's extensive experience in comprehensive planning, urban design, public engagement and implementation-focused community planning.

This approach will allow the City to meet its statutory obligation while producing a practical plan that incorporates previous City investments, coordinates ongoing initiatives and establishes a clear framework for future growth, development and public investment.

232 NORTH QUEEN STREET
P.O. BOX 828
MARTINSBURG, WV 25402
P: (304) 264-2131
F: (304) 264-2136

CITY OF MARTINSBURG
WEST VIRGINIA

www.cityofmartinsburg.org

MEMORANDUM

TO: Mayor & City Council

FROM: Community Development Department

DATE: October 2026

RE: Boltz Park – CDBG Project – CEC Design Task Order

OVERVIEW

The City has budgeted $198,547 in CDBG funding for improvements to the City-owned former Boltz Hardware property. The project is intended to transform the property into a small passive neighborhood park with accessible walkways, seating, landscaping, lighting, and other appropriate site amenities.

Staff is requesting approval of a $24,000 task order with CEC for the professional services necessary to move the project toward construction. The task order will include development of the project design and scope, preparation of plans and specifications, cost estimating, and other necessary design services.

This work will provide the City with a defined project scope and reliable construction cost estimate. It will also provide the information necessary for Community Development to complete the CDBG environmental review and prepare the project for procurement.

The $24,000 task order is included within the existing $198,547 project budget. Following the task order, approximately $174,547 will remain available for construction and implementation of the park improvements.

Approval of this task order does not award the construction contract. Construction will be separately procured following completion of design, environmental review, and all applicable federal and City requirements.

Requested Action:
Approve the $24,000 task order with CEC for design, scope development, plans and specifications, and cost estimating for the passive park project at the City-owned former Boltz Hardware property.

Cory D.M. Roman, Community Development Director

AUTHORIZATION FOR ADDITIONAL SERVICES

Client Name:	City of Martinsburg	**Contact:**	Andrew Blake
Address:	232 N. Queen St.	**Client Phone:**	304-264-2141
	Martinsburg, WV 25401	**Client Fax:**	N/A
		Client Email:	ablake@cityofmartinsburg.org
Date:	9/30/2026		
Request No.:		**CEC Project Manager:**	Matt Pizatella
CEC Project:	366-324 **Task:** 0001		
Project Name:	Task 48 – Boltz Park		
Location:	Martinsburg, WV		

Project Understanding:

CEC will provide professional design services for the development of a new park on the former Boltz Hardware property in Martinsburg, West Virginia. The project will transform the site into a small, inviting public space centered around a pedestrian plaza with seating, shade trees, and complementary landscaping. Services will include site survey, conceptual design, engineering design, and project management necessary to advance the project from initial concept through final design.

Proposed Scope of Services:

1.0 SURVEY SERVICES

1.1 Boundary Verification Survey

Purpose: CEC understands that the Client. is requesting a boundary verification survey of the lot currently being assessed on Tax Map 13, as Parcel 6, in Martinsburg Corp, of Berkeley County, West Virginia. The property is currently owned by the City of Martinsburg.

Scope of Services:

(1) CEC will obtain online deed records and/or travel to the Berkeley County Courthouse to search for the files of the Office of the County Clerk for property owners of records in, around, and adjoining the proposed Project limits.

(2) CEC will obtain copies of tax maps, plats, subdivision plans and roadway plans on record within and around the proposed Project limits. CEC will develop a "Chain of Title" for each targeted property. The Chain of Title for each property will be historically traced until adequate metes and bounds descriptions are attained to map the target property in relationship to other properties and proposed Project limits.

(3) CEC will develop a "field work map" based on recorded property descriptions to guide field crews in locating apparent and recorded ownership lines and existing, apparent property corners.

AUTHORIZATION FOR ADDITIONAL SERVICES

(4) CEC will provide a two (2) man survey crew to obtain field locations of the existing property line evidence in order to complete the boundary verification survey.

(5) Once field and office work is complete, found monuments will be compared with deeds of record and the boundary line location will be determined. CEC will provide the services of a West Virginia Professional Surveyor for boundary line determinations, title review, if necessary, survey project management, and overall survey quality control.

(6) The Client shall provide any as-built plans for the existing water, sanitary and storm sewer that may be located within the project area, if available.

(7) CEC will perform research of deeds of record in order to show property lines on the survey, however, it is recommended that The Client obtain a current title abstract to identify any easements that may exist on the subject property or obtain the services of a title company to perform the appropriated research. CEC can provide the appropriate resources to review and plot those easements provided within the above mentioned title abstract as an additional service upon request.

(8) This proposal does not include plats of survey and descriptions for proposed easements, land transfers, or other associated items that may be needed for development purposes such as zoning, annexations, lot splits, or subdivision plats.

(9) CEC will identify the property lines on the existing conditions base mapping so the design teams can layout the proposed site design.

(10) This scope does not include an ALTA/NSPS Land Title Survey, but can be provided as an additional service.

1.2 Topographic & Utility Survey

Purpose: The purpose is to provide a Topographic Survey including Planimetrics and Utilities of the lot mentioned above. The Survey information will be compiled into a base map for use by the design team.

Scope of Services:

CEC will provide a two (2) person survey crew to obtain approximate locations of the existing utilities, based upon surface evidence and any mapping/markings as provided by The Client or obtained through the placement of a utility line notification through the West Virginia One Call system (Miss Utility). CEC will locate the following within the proposed project limits:

- Edge of pavement, paint lines, edge shoulder/edge of berm (including side roads and driveways), sidewalks, ramps;
- Signs (noting size, support structure, type, public or private, wording);
- Utilities (visible evidence of underground and overhead, poles, guy wires, water valves, water meters, fire hydrants, gas valves, utility markers and paint marks, pedestals, transformers and noting pole ownership and number of wires);
- Fences (type), gates;
- Manholes, catch basins, culverts, pipes, field tiles (noting type of pipe and size, upstream and downstream invert elevations, headwall size and type, and direction of flow);
- Guardrail (type, face, and pole style);
- Foundations, concrete pads, building pads, with description; and
- Reference Points.

AUTHORIZATION FOR ADDITIONAL SERVICES

Conditions and Assumptions:

- This scope of work does not include the plotting of easements of record located within the project area. It is recommended to The Client to obtain a current title commitment to identify those easements or obtain the services of a title company to perform the appropriate research. CEC can provide the appropriate resources to review and plot those easements provided within the above-mentioned title commitment. These services can be provided at the time of your request under an approved change order.
- This scope of work does not include plats of land transfers or other associated items that may be needed for development purposes (such as zoning, annexations, lot spits, subdivision plats). If additional plats are requested beyond the boundary survey, additional field survey and courthouse research may be required, CEC can provide these services for and additional fee.
- This scope does not include the location of subsurface improvements beyond what may be determined by surface evidence, existing markings or measurements that may be obtained from the surface without entry into a confined space. In addition, CEC surveyors will not be permitted to enter confined spaces without specialized equipment and necessary permits. If the need for entry into confined spaces arises, CEC can assess the required effort (including safety planning, permit acquisition and testing to determine if a safe entry and egress can be achieved) and provide a scope of services and costs to perform this work.
- Utilities will be shown according to surface observations combined with plans and markings provided by calling the West Virginia 811 Utility service. Be aware that WV 811 may not respond to a request for markings unless excavation activities are involved, and does not mark private utility lines or services. Note that source information from plans and markings will be combined with observed evidence of utilities to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, an 811 utility locate request from a surveyor may be ignored or result in an incomplete response, in which case it shall be noted on the plat or map how this affected the assessment of the location of the utilities. Where additional or more detailed information is required, CEC can obtain the services of a private utility locate company at an additional fee upon request and approval.

2.0 CONCEPTUAL DESIGN

CEC will prepare a conceptual design for the proposed pocket park based on the completed survey and coordination with the city. The conceptual design will establish the overall layout, character, and proposed improvements for the site.

Conceptual design services will include:

- Development of a conceptual site layout illustrating the proposed plaza space, pedestrian circulation, seating areas, shade trees, and landscape areas.
- Preliminary selection and arrangement of site furnishings, paving materials, trees, and landscape materials.
- Refinement of the concept based on one (1) round of city comments.
- Preparation of a preliminary opinion of probable construction cost (OPC) based on the approved conceptual design.

AUTHORIZATION FOR ADDITIONAL SERVICES

3.0 ENGINEERING DESIGN

Upon approval of the conceptual design, CEC will prepare construction documents suitable for permitting, bidding, and construction of the proposed improvements.

Engineering and final design services will include:

- Site Layout Plan identifying proposed plaza improvements, pedestrian areas, site furnishings, and other site features.
- Grading and drainage improvements necessary to accommodate the proposed park improvements.
- Planting plan identifying proposed shade trees, shrubs, groundcovers, and other landscape materials.
- Preparation of construction details necessary to convey the proposed improvements.
- Preparation of technical specifications and bid quantities.
- Preparation of an updated opinion of probable construction cost.
- Preparation of final construction documents incorporating city review comments.

The design will be limited to improvements associated with the pocket park and will not include buildings, significant utility relocations, structural design, or other improvements not specifically identified in this scope.

4.0 PROJECT MANAGEMENT AND COORDINATION

CEC will provide project management and coordination throughout the conceptual and engineering design phases.

Services will include:

- Coordination with city staff and other project stakeholders, as necessary.
- Attendance at project kickoff and design review meetings.
- Internal coordination among CEC design disciplines.
- Review and incorporation of city comments at established project milestones.
- Quality assurance/quality control review of design documents prior to final submission.

This task assumes four (4) project coordination/design review meetings during the course of the project. Additional meetings, public engagement, permitting assistance, bidding services, and construction administration services may be provided as additional services if requested by the city.

5.0 EXCLUSIONS

- Boundary Survey
- State and Local Regulatory Tap Fees
- WVDOH MM-109 Permitting
- NPDES Permit Application Fees
- Geotechnical Services
- Bidding Services
- Construction Administration
- Construction Quality Assurance

AUTHORIZATION FOR ADDITIONAL SERVICES

6.0 LUMP SUM FEES

Task 1.0 –SURVEY SERVICES…….……..…… .$4,000
Task 2.0 –CONCEPTUAL DESIGN…..…….……..……...….$3,000
Task 3.0 –ENGINEERING DESIGN….……..……..…….$12,000
Task 4.0 –PROJECT MANAGEMENT & COORDINATION…..……..……...…….$5,000

CEC Principal Signature: _____ **Total Lump Sum Fee:** $24,000

Please provide a signature below authorizing CEC to proceed with the additional services. Upon receipt, CEC will begin the additional services under the Terms and Conditions of our initial Agreement Dated 11/12/20 for the additional fee identified above

Client Authorized Signature: _____ **Date:** _____

232 NORTH QUEEN STREET
P.O. BOX 828
MARTINSBURG, WV 25402
P: (304) 264-2131
F: (304) 264-2136

CITY OF MARTINSBURG
WEST VIRGINIA

www.cityofmartinsburg.org

MEMORANDUM

Date: October 1, 2026

To: Mayor and Council

From: Andrew P. Blake, City Manager

RE: ***Phase 1 Environmental – Future Fire Station***

I recommend that City Council authorize a Phase I Environmental Site Assessment (ESA) for the property under consideration for the City's new fire department facility prior to closing on the property. CEC's proposed assessment will follow ASTM E1527-21, be supervised by an Environmental Professional and include regulatory and historical records review, site reconnaissance, interviews and a written report identifying recognized environmental conditions and whether further investigation is warranted. CEC anticipates completing the report within four weeks after authorization and receipt of the required information and access.

The Phase I ESA is prudent because the fire department project will require a substantial public investment and may include federal funding. Identifying potential contamination before acquisition and construction can help the City evaluate the property, anticipate potential remediation or project delays and make an informed decision before committing additional public funds. The assessment may also support environmental due diligence required for particular federal funding programs, although staff will confirm the requirements of each funding source.

The assessment is also important to preserve the City's ability to qualify as a bona fide prospective purchaser under the federal Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Federal law requires a purchaser seeking that protection to conduct "all appropriate inquiries" before acquiring the property. EPA recognizes ASTM E1527-21 as a standard that may be used to satisfy the All Appropriate Inquiries requirements. A Phase I ESA does not, by itself, guarantee the protection: the City must satisfy the other statutory criteria and any continuing obligations, including taking reasonable steps concerning hazardous substances discovered at the property.

The proposed Phase I ESA does not include soil or groundwater sampling and does not address certain out-of-scope matters such as wetlands, asbestos, geotechnical suitability or endangered species. If the Phase I identifies a recognized environmental condition, CEC may recommend a Phase II investigation or other additional work before the City proceeds.

Considering the project's size, potential federal participation and the importance of limiting environmental and financial risk, the proposed $9,500 assessment is a reasonable due diligence expense. I recommend that Council authorize the Phase I ESA and permit staff to proceed with CEC before the City acquires or develops the property.

AUTHORIZATION FOR ADDITIONAL SERVICES

Client Name:	City of Martinsburg, WV	**Contact:**	Andrew Blake
Address:	232 N. Queen Street	**Client Phone:**	
	Martinsburg, WV 25401	**Client Fax:**	
		Client Email:	ablake@cityofmartinsburg.org
Date:	10/02/2026		
Request No.:	0001	**CEC Project Manager:**	Lane Tobin
CEC Project:	366-434 **Task:** 0001		
Project Name:	P-Task 49 - New Fire Dept		
Location:	Martinsburg, WV		

Proposed Scope of Services:

CEC will perform the following scope of services in order to meet the purpose of a Phase I Environmental Site Assessment (ESA) in accordance with the ASTM International, Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process E1527-21 (the "Standard"). The Phase I ESA will be conducted under the supervision of an Environmental Professional (EP), as defined by the Standard.

3.1 Records Review

The purpose of the records review is to obtain and review records that will help identify RECs in connection with the Subject Property. The records review will consist of the following:

(1) Standard Environmental Record Sources: A computer search of reasonably ascertainable and practically reviewable government agency databases will be performed to determine if the Subject Property, its adjoining properties, or properties in the surrounding area are included on government agency databases indicative of potential environmental problems or notifications. At a minimum, government agency databases to be reviewed for the environmental profile will include those listed in the Standard.

A review of the relevant regulatory agency files/records may be necessary to comply with the Standard if the Subject Property or an adjoining property is identified on one or more of the Standard Environmental Records. A combination of one or more methods may be used if CEC's EP concludes that a regulatory file/records review is needed to assess whether a REC exists at the Subject Property. Methods may include review of records maintained onsite, user-provided records, records obtained online from government agencies, interviews with regulatory officials or other individuals knowledgeable about the environmental conditions that resulted in the standard environmental record source listing, etc. Our proposed fee includes a budgetary allowance for review of a nominal quantity of regulatory records obtained via these methods. We will contact you to discuss additional fees if more

than what is described above is essential for CEC's EP to make a conclusion regarding a listing as it relates to a potential REC.

(2) Physical Setting Source: A current USGS 7.5-minute topographic map showing the area where the Subject Property is located will be reviewed. That portion of the topographic map showing the Subject Property will be presented as a figure in the Phase I ESA report. CEC may consult other sources as needed to understand the physical setting of the Subject Property. These sources may include soil surveys and groundwater availability maps, among other readily available and reasonably ascertainable resources.

(3) Historical Use Review: CEC will develop a history of the previous uses of the Subject Property, its adjoining properties, and properties in the surrounding area in order to help identify the likelihood of past uses having led to RECs in connection with the Subject Property. CEC will utilize various historical resources to develop the site history. These include resources such as:

- Aerial photographs
- Fire insurance maps
- Property tax files
- USGS topographic maps
- Local street/city directories
- Multi-tenant lists
- Recorded land title/chain of title records, if provided by others
- Prior environmental reports, if provided by others

3.2 Site Reconnaissance

A site reconnaissance will be performed to obtain information indicating the likelihood of identifying RECs in connection with the Subject Property. The site reconnaissance will consist of a site visit to observe the interior and exterior of the Subject Property and evaluate current and former uses of the Subject Property. The current uses of adjoining properties will be identified to the extent that they are visually and/or physically observable during the site visit or from public areas.

3.3 Interviews

CEC will make reasonable attempts to conduct interviews with past and/or present Subject Property owners, operators, and occupants as identified to us and pertinent to our assessment to obtain information indicating RECs in connection with the Subject Property. If appropriate and necessary, CEC will also interview state and/or local government officials to obtain information indicating RECs in connection with the Subject Property.

3.4 Report

After the above tasks, CEC will prepare a Phase I ESA report describing the scope of services performed, the findings including the identification of RECs, the EP's opinion(s) of the potential impact of identified RECs

on the Subject Property, and the EP's opinion regarding whether additional appropriate investigations would be necessary to detect the presence of hazardous substances or petroleum products. The Phase I ESA report will include the EP's qualifications, signature, and declaration, as required by the Standard. Reliance on the Phase I ESA report will be granted only to the City of Martinsburg, unless reliance by others is required and agreed to by CEC.

We will provide an electronic copy of the Phase I ESA report for your use. If requested, hard copies will be prepared and invoiced on a time and material basis in accordance with the project fees presented in Section 4.0 of this proposal.

3.5 User Responsibilities

The Standard defines the "user" as the party seeking to use the Standard to conduct a Phase I ESA of the Subject Property. A user may include, without limitation, a potential purchaser of property, a potential tenant of property, an owner of property, a lender, or a property manager. The user has specific obligations for a successful application of this practice. To meet the objectives of the Standard, CEC requires that the user or their designee provide CEC with the following:

- Environmental lien and Activity and Use Limitation (AUL) search results for the Subject Property
- Actual knowledge and specialized knowledge or experience of the user to identify conditions indicative of releases or threatened releases in connection with the Subject Property
- Reason for significantly lower purchase price
- Commonly known or reasonably ascertainable information that is material to RECs in connection with the Subject Property
- Degree of obviousness of the presence/likely presence of releases
- Owner/occupant and prior owner/occupant information

The "User Questionnaire" assists the user and the EP in gathering information from the user that may be relevant in identifying RECs. For your convenience, the User Questionnaire that needs to be conducted by the user or their designee and returned to us is included as Attachment A. The information provided will be used in our Phase I ESA report and is necessary to meet the requirements set forth in the Standard.

We have assumed that you will provide environmental lien and AUL documentation for the Subject Property. Environmental liens and AULs are legally distinct instruments and have very different purposes and both can commonly be found within recorded land title records (e.g., County Recorder/Registry of Deeds). The types of title reports that may disclose environmental liens and AULs include Preliminary Title Reports, Title Commitments, Condition of Title, and Title Abstracts; however, AUL information is not typically contained in a chain-of-title report.

Please note that an additional fee will be charged if CEC is requested to obtain/review an Environmental Lien/AUL search. The additional fee for the Environmental Lien/AUL Search depends upon various factors

AUTHORIZATION FOR ADDITIONAL SERVICES

including, but not necessarily limited to, the number of tax parcels comprising the Subject Property and the number of current owners of record.

Reason(s) for Additional Services and Impacts to Schedule:

The purpose of this Phase I ESA is to identify, to the extent feasible pursuant to the process prescribed herein, recognized environmental conditions (RECs) in connection with the Subject Property in accordance with the "Standard". The term "recognized environmental conditions" means the presence or likely presence of any hazardous substances or petroleum products in, on, or at a property: (1) due to any release to the environment; (2) under conditions indicative of a release to the environment; or (3) under conditions that pose a material threat of a future release to the environment. *De minimis* conditions are not RECs.

Unless otherwise explicitly stated, the scope of services for the Phase I ESA does not include the collection and analysis of any environmental media. In accordance with the Standard, issues considered beyond the scope of this Phase I ESA include asbestos-containing building materials, radon, lead-based paint, lead in drinking water, wetlands, regulatory compliance, cultural and historic resources, industrial hygiene, health and safety, ecological resources, endangered species, indoor air quality unrelated to releases of hazardous substances or petroleum products into the environment, biological agents, and mold. In addition, issues such as substances not defined as hazardous substances (i.e., "emerging contaminants," etc.), PCB-containing building materials, ionizing radiation, oil/gas production, mineral rights and mining, and geotechnical suitability are also considered beyond the scope of this project.

We anticipate being able to provide the Phase I ESA report to you within 4 weeks from the authorization to proceed. Conducting this project as described is contingent upon CEC receiving the completed User Questionnaire, having immediate access to all project areas, including current building spaces, and receiving other pertinent information you have or can obtain. That information would include contact names and telephone numbers, title information, land surveys and building drawings, and previous environmental reports. We may also require a representative to accompany us during the site visit.

CEC Principal Signature: _____ **Estimated Additional Fee:** $9,500

Please provide a signature below authorizing CEC to proceed with the additional services. Upon receipt, CEC will begin the additional services under the Terms and Conditions of our initial Agreement Dated 11/12/20 for the additional fee identified above

Client Authorized Signature: _____ **Date:** _____

232 NORTH QUEEN STREET
P.O. BOX 828
MARTINSBURG, WV 25402
P: (304) 264-2131
F: (304) 264-2136

CITY OF MARTINSBURG
WEST VIRGINIA

www.cityofmartinsburg.org

MEMORANDUM

Date: October 1, 2026

To: Mayor and Council

From: Andrew P. Blake, City Manager

RE: ***Skate Park Bids***

Background

For several years, the City, the Martinsburg-Berkeley County Parks and Recreation Board, and members of the local skateboarding community have discussed development of a skate park in Martinsburg. As part of that effort, a skate park design was prepared by American Ramp Builders under contract with the Martinsburg-Berkeley County Parks and Recreation Board. The plans are now 100% complete.

Staff has recently revisited the project and conducted discussions with multiple skate park vendors regarding project cost, construction feasibility, procurement options and market interest. Based upon those conversations, staff believes the project is ready to move forward and recommends advertising the project for competitive bids or otherwise evaluating available procurement options, including Sourcewell contracting. Staff's recommendation is not to commit to construction today. Rather, staff recommends obtaining actual market pricing so Council can evaluate whether the project can be delivered within available funding and determine next steps based on real numbers instead of estimates. If bids come in as expected, the next step will be for Council to award a bid.

Our goal is straightforward: to deliver a high-quality public amenity that Martinsburg's skateboarding community will use, value and be proud of, and that the City can also be proud to own and maintain. Staff believes the time is right to move forward while the project has momentum, funding and community support.

Available Funding

The City currently has approximately $500,000 available from Berkeley County Parks Impact Fee funds designated for park and recreational improvements and quality of life fees under the Monument Companies Interwoven PILOT Development Agreement. These

funds were specifically intended to support community amenities and quality-of-life investments.

Timing Considerations

Staff has evaluated pursuing future grant opportunities, including the Land and Water Conservation Fund and similar programs. While grant funding could potentially assist with the project, staff believes pursuing grants as the primary strategy would likely delay the skate park significantly.

Based upon current funding cycles and program requirements, obtaining grant funding could take at least two years and would likely involve:

1. Environmental reviews and clearance requirements.
2. Additional planning and administrative processes.
3. Competitive grant-review procedures.
4. A substantial local funding match.

Staff's understanding is that many of these grant opportunities would require a local match approaching or exceeding $500,000 regardless of the grant award amount. As a result, the City would still need to commit significant local resources while potentially delaying the project for several years. Additional amenities that were originally to be included in the Land Conservation Grant such as a pavilion, restrooms, additional site furnishings or other enhancements can be added as future phases as additional funding becomes available.

By moving forward now could position the City to begin construction in 2027 and deliver a long-discussed recreational amenity years earlier than waiting on future grant opportunities.

Project Cost and Scope

Based on conversations with skate park vendors, staff believes the project may be achievable for approximately $500,000 - $670,000, although the only way to determine actual project cost is through a competitive procurement process.

Because the proposed facility exceeds 5,000 square feet, stormwater management requirements will need to be addressed. In addition, the project should include widening the adjacent street to accommodate head-in parking, as well as construction of sidewalk connections from the parking area to the skate park and from the nearby trail system to the park. While staff does not believe these supporting improvements will be extraordinarily expensive, they are necessary components of the overall project and must be accounted for within the total budget.

Procurement Considerations

Staff understands that American Ramp Builders is a Sourcewell vendor. The City has successfully utilized Sourcewell contracts on numerous occasions to streamline procurement and obtain competitive pricing.

If the existing American Ramp design and associated pricing can be delivered within the City's budget, utilizing a cooperative purchasing mechanism may allow the project to move forward very quickly. However, staff also recognizes that competitive bidding may ultimately provide the City with the greatest flexibility and the most advantageous pricing – especially given the interest in this project.

Several skate park vendors have already expressed interest in the Martinsburg project, indicating that there is meaningful competition in the marketplace. Staff believes that obtaining actual pricing from qualified vendors is the most prudent next step.

Recommendation

Staff believes several key factors support moving forward now:

1. Majority of funding is currently available.
2. The City already owns the property.
3. The project has an existing conceptual design.
4. There is current Council support for the project.
5. Multiple vendors have expressed interest.
6. Delaying the project could expose it to future cost escalation, changes in priorities or funding uncertainty.
7. Moving forward now could result in a completed project in 2027.

After considering available funding, project readiness, construction timing and the potential delays associated with future grant opportunities, staff recommends that the City proceed immediately with procurement of the skate park project and obtain actual market pricing.

Moving forward now will allow Council to evaluate real construction costs, determine whether the project can be delivered within budget and potentially provide the Martinsburg community with a completed skate park as early as 2027.


City of Martinsburg
Public Service Tribute

Outlook

Pergola for Frog Hollow

From Robby Blair <director@mainstreetmartinsburg.com>
Date Fri 2026-10-02 10:23
To Andrew Blake <ABlake@cityofmartinsburg.org>

Good morning!

Thank you, Council for considering this generous contribution from a regional home builder who is hoping to get more involved here in our community. LGI Homes approached Main Street Martinsburg about being involved in a community day of giving over the summer, and ultimately we landed on a “community clean up day” on October 22nd of this year. Our volunteers, along with their team plan on planting daffodil bulbs at the “Welcome to Martinsburg” signs, along with taking a crew up and down Queen Street picking up trash.

The team at LGI wanted to donate something a little more impactful as well. They expressed interest in providing materials and labor to install a permanent pergola on our Frog Hollow Trail memorial for public servants who passed while in office. Main Street is very grateful to them for offering such a generous donation of time and resources to help beautify our city.

Thanks for consider!

Robby Blair
Executive Director
Main Street Martinsburg

mobile Phone 3042624200

emailAddress director@mainstreetmartinsburg.com
website www.mainstreetmartinsburg.com
address 229 E. Martin Street, Suite 5, Martinsburg, WV

linkedin facebook instagram

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

232 NORTH QUEEN STREET
P.O. BOX 828
MARTINSBURG, WV 25402
P: (304) 264-2131
F: (304) 264-2136



www.cityofmartinsburg.org

MEMORANDUM

TO: Mayor & City Council

FROM: Community Development Department and Department of Planning and Development

DATE: October 2026

RE: WVDEP Dilapidated Properties Program Grant Application

OVERVIEW

The Community Development Department and Department of Planning and Development are jointly requesting authorization to submit a grant application to the West Virginia Department of Environmental Protection (WVDEP) through its Dilapidated Properties Program (DLAP). Both departments will serve as leads for the proposed grant.

The Dilapidated Properties Program provides grant funding to municipalities and county commissions to address abandoned and dilapidated structures. Eligible activities can include title work, asbestos testing and abatement, demolition, and solid waste disposal associated with qualifying properties.

This funding opportunity is particularly important for the City because addressing dilapidated properties can require a significant expenditure of local funds. When the City must intervene to address an unsafe or severely deteriorated structure, demolition, environmental testing, disposal, legal, and related costs may ultimately be borne by the City. These expenditures generally provide no immediate financial return to the City, even though removing these structures provides an important public benefit.

The City currently utilizes liens on private properties when costs are incurred to address dilapidated structures and intends to continue this practice moving forward. This provides a mechanism for the City to seek recovery of costs while protecting the City's financial interest.

Grant funding would allow the City to address more properties while reducing the amount of local funding required for demolition and related expenses. Every eligible expense covered through the grant represents local resources that can remain available for other municipal priorities. Removing severely dilapidated structures also helps eliminate public safety hazards, reduce neighborhood

blight, improve surrounding property conditions, and create opportunities for properties to return to productive use.

Administration of the grant will be a coordinated effort between the two departments. Community Development Director Cory Roman will lead the financial and grant administration components, including invoicing, reimbursement requests, expenditure tracking, and required grant documentation. Director of Planning and Development Reiley Stanley will lead the planning and property-related components, including property identification, eligibility coordination, lien and property considerations, and other planning and development requirements associated with implementation. Both departments will work jointly on the application and overall management of the project.

APPLICATION DEADLINE

The City has already completed and updated its required Dilapidated Properties Survey in preparation for this funding opportunity. The FY2027 DLAP application deadline is November 3, 2026. Timely authorization will allow staff to finalize the properties proposed for funding, obtain necessary cost estimates and supporting information, and submit a complete application within WVDEP's established timeframe.

REQUESTED ACTION

Authorize the Community Development Department and Department of Planning and Development to jointly prepare and submit an application to the WVDEP Dilapidated Properties Program for the FY2027 funding opportunity and, if awarded, administer the grant in accordance with City and WVDEP requirements. Pursuing this funding provides the City an opportunity to address identified dilapidated properties, continue its existing lien-based approach for private properties, and reduce the financial burden of demolition and related activities on the City's General Fund.

Staff Leads:

Cory Roman
Community Development Director

Reiley Stanley
Director of Planning and Development

232 NORTH QUEEN STREET
P.O. BOX 828
MARTINSBURG, WV 25402
P: (304) 264-2131
F: (304) 264-2136

CITY OF MARTINSBURG
WEST VIRGINIA

www.cityofmartinsburg.org

MEMORANDUM

Date: October 1, 2026

To: Mayor and Council

From: Andrew P. Blake, City Manager

RE: ***Purchasing Policy***

The proposed Purchasing, Expenditure, Contracting and Payment Approval Policy is intended to formalize and solidify the City of Martinsburg's longstanding pattern and practice regarding routine purchases, expenditures and payments under the City's ordinances and Charter. The policy is also necessary to establish clear approval processes, internal controls and workflow authority as the City implements its new comprehensive financial software.

The City's purchasing authority and procurement requirements are already established through the City Charter and ordinances adopted by City Council. Section 5.1 of the City Charter assigns purchasing duties to the City Manager, who serves as the City's purchasing agent. The proposed policy does not create new purchasing authority, modify existing procurement requirements or expand the authority of the City Manager. Rather, it provides written guidance for administering purchases, expenditures and payments within the legal framework already established by the Charter, City ordinances, Council-adopted budgets and applicable state law to provide to the City's new software vendor.

Under the City's longstanding administrative practice, City Council exercises its fiscal authority by adopting the annual budget, approving budget amendments/revisions and establishing appropriations for City departments, programs and operations. Once Council establishes that fiscal authority, routine operational expenditures within approved appropriations are processed administratively in accordance with the Charter, applicable ordinances and established purchasing procedures.

These expenditures include utilities, chemicals, fuel, EMS pharmaceuticals, maintenance materials, operational supplies and other recurring obligations necessary for the continued operation of municipal services. Many of these obligations regularly exceed $2,000 and have historically been processed administratively when funding is available within an approved appropriation and applicable purchasing requirements have been satisfied as ordinary expenses in the course of operating the City.

The proposed policy places this existing practice into a clear, consistent written framework. It recognizes that routine expenditures made within duly adopted appropriations have historically been administered through the purchasing and payment processes established by the Charter, City ordinances and City administration. It distinguishes those routine administrative transactions from matters requiring separate Council action.

The policy provides that Council's approval of an identifiable budget line item, fund, project or other appropriation category constitutes Council assent under the Charter for routine expenditures made within that approved authority. The City Manager, acting as the City's purchasing agent, may administer those purchases and payments when sufficient appropriations exist, applicable procurement requirements have been satisfied and the matter is not otherwise reserved for separate Council approval.

Unbudgeted expenditures, new programs, acquisition or disposition of real property and any other matters requiring approval under state law, the Charter, City ordinances or Council policy will continue to require prior Council approval. Contracts and agreements will also continue to require Council approval when such approval is required by the Charter, applicable law, ordinance or Council policy.

This framework is consistent with W. Va. Code § 8-12-10, which authorizes municipalities to provide for the centralized purchasing of materials, supplies and equipment and to establish competitive bidding requirements by ordinance. Martinsburg has exercised that authority through its Charter and ordinances. The proposed policy does not waive or modify any competitive bidding, quotation, procurement, vendor-selection or contracting requirement. Instead, it clarifies how purchases and payments are administered after funding has been appropriated and applicable procurement requirements have been satisfied.

The policy also supports compliance with the West Virginia Prompt Pay Act. W. Va. Code § 8-13-22d requires the municipal department or agency initially receiving a legitimate, uncontested invoice to process the invoice for payment within ten days of receipt. It also requires a municipality or agency charged by law with processing a requisition for payment to process the claim or reject it for good cause within ten days. The statute generally requires payment within 60 days and provides for interest when payment is late, subject to applicable statutory exceptions.

Because City Council generally meets once each month, requiring every routine, budgeted invoice exceeding $2,000 to receive separate Council action before processing could make compliance with these timelines more difficult and increase the risk of delayed payment of lawful municipal obligations. The proposed policy establishes a structured process for processing valid obligations promptly while preserving appropriate documentation, internal controls and Council oversight.

The policy is also necessary to implement the City's new comprehensive financial software. The system will rely on defined electronic workflows for requisitions, purchase approvals, invoice processing, payment registers and electronic payments. To configure these workflows properly, the City must clearly identify approval authority and distinguish among:

1. Routine purchases within approved appropriations
2. Unbudgeted expenditures requiring Council action
3. Contracts and other matters requiring separate approval
4. Payment review and release responsibilities
5. Financial reporting and Council oversight requirements

The Finance Department will continue to review supporting documentation and prepare a payment register identifying the payee, amount, fund, account and purpose of each payment. The City Treasurer will review and approve the payment register before funds are released. When the Treasurer is absent or unavailable, the Mayor will perform that function. The policy also establishes internal controls addressing separation of duties, vendor and banking verification, approval authority, credential protection, transaction documentation and record retention.

Nothing in the proposed policy authorizes expenditures exceeding available appropriations, waives applicable bidding or procurement requirements, modifies the City Charter or existing ordinances, eliminates audit review or limits Council's authority to review expenditures, amend the budget or require separate approval of specified purchases, contracts or expenditure categories.

Council does and will continue to retain full fiscal and oversight authority. The City Manager will continue to provide monthly financial reports identifying revenues, expenditures and budget status. Council may request information concerning expenditures and purchasing activity, review payment registers, amend the budget and designate particular purchases, contracts or expenditure categories for separate approval.

In summary, the proposed policy does not create a new purchasing practice, expand the City Manager's authority or diminish Council oversight. It formalizes Martinsburg's longstanding administrative practice, implements and clarifies the purchasing framework already established by the City Charter and ordinances, supports timely payment of lawful obligations and establishes the clear approval structure and internal controls necessary to implement the City's new financial software.

CITY OF MARTINSBURG

Purchasing, Expenditure, Contracting and Payment Approval Policy

Council Findings

A. City Council finds that its approval of the annual budget, approved budget amendments, associated budget line items and other appropriation categories provides and is the necessary Council assent under the City Charter for the City Manager to make routine purchases within approved and available budget authority, without separate and subsequent Council approval for each such budgeted expense.

B. City Council exercises its fiscal authority through adoption of the annual budget, budget amendments, budget line items and other appropriation categories.

C. To harmonize these Charter provisions and permit efficient municipal operations, Council declares that expenditures made within an approved budget line item or other appropriation category are deemed to have Council assent under the Charter.

D. This policy does not waive competitive bidding, quotation or other procurement requirements and does not limit Council oversight.

Section 1. Purpose and Scope

This policy interprets and implements, but does not amend, expand or limit, the City Charter provisions governing purchasing, expenditures, contracts and payment approval. Purchases and payments within an approved budget line item or other Council-approved appropriation category do not require separate Council approval for each expense. The City Manager serves as the City's purchasing agent.

Council retains full oversight authority, including the authority to review expenditures, request information, amend the budget and designate items for separate approval.

Section 2. Key Terms

A. Available appropriations means funds approved by Council and remaining available within the applicable budget line item, fund, department, project, program or other Council-approved appropriation category.

B. Routine purchases means ordinary, recurring or operational purchases of goods, services, supplies, equipment, utilities, maintenance or repairs needed for City business. The term does not include new programs, major capital projects, professional services contracts, real estate transactions or matters otherwise reserved for Council approval.

Section 3. Budgeted and Unbudgeted Expenditures

A. Council approval of an identifiable budget line item or other appropriation category is deemed Council assent under the City Charter for expenditures made within that approved authority.

B. The City Manager may approve and administer routine purchases, expenditures and payments that are within available appropriations, comply with procurement requirements and are not otherwise reserved for separate Council approval.

C. A purchase, expenditure, project, program or financial obligation not included within an approved budget line item or other available appropriation requires prior Council approval by budget amendment, resolution, motion or other official action reflected in the minutes.

D. No City officer or employee may obligate funds in excess of available appropriations or transfer appropriated funds between departments, projects, programs, capital accounts or major expenditure categories except as authorized by the budget, budget amendment or applicable law.

E. Prior Council approval is required, regardless of available funding, for the acquisition or disposition of real property, a new program not contemplated by the budget, an item designated by Council for separate approval or any matter requiring Council approval by the Charter, applicable law, ordinance, Council policy or this policy.

Section 4. Contracts and Agreements

A. Contracts, leases, memoranda of understanding, professional services agreements, consulting agreements, engineering or architectural agreements, construction contracts, development agreements, grant agreements and other legally binding agreements require prior Council approval unless expressly authorized by the Charter, applicable law, ordinance, Council policy or this policy.

B. Council approval shall be reflected in the official minutes. After approval, the City Manager may execute and administer the agreement on behalf of the City.

Section 5. Payment Approval and Controls

A. Payments of lawful City obligations may be made by check, EFT, ACH, wire transfer, purchasing card, credit card, debit card or other City-approved method.

B. Before funds are released, the Finance Department shall prepare a payment register identifying the payee, amount, fund, account and purpose of each payment and shall review supporting documentation for proper authorization.

C. The City Treasurer shall review and approve the payment register before funds are released. In the Treasurer's absence, incapacity or vacancy, the Mayor shall perform this function.

D. The approving signature on the payment register authorizes all listed payments. A separate handwritten signature on an individual check or electronic instruction is not required by this policy.

E. The Finance Department shall maintain internal controls for electronic payments, including separation of duties, vendor and banking verification, approval authority, credential protection and transaction documentation. Signed registers and supporting records shall be retained as official financial records.

Section 6. Reporting and Council Oversight

A. The City Manager shall provide monthly financial reports identifying revenues, expenditures and budget status by fund, department and budget line item or other Council-approved appropriation category. Reports shall also identify electronic payments and notable purchases above any reporting threshold established by Council or the City Manager.

B. The City Manager shall promptly notify Council when a department, fund, project or appropriation category may exceed authorized funding or require a budget amendment.

C. Council may request information concerning expenditures, contracts, purchasing activity, payment processing, budget administration or payment registers and may designate future purchases, contracts or expenditure categories for separate approval.

Section 7. Emergency Purchases

A. In an emergency affecting public health, safety, property, infrastructure or essential City services, the City Manager may authorize reasonably necessary expenditures, subject to available appropriations, the Charter, applicable law, ordinance, Council policy or this policy.

B. The City Manager shall document the emergency, vendor, amount, basis for selection and reason ordinary procedures could not reasonably be followed and shall report the action to Council at its next regular meeting with any needed budget amendment or ratification request.

Section 8. Adoption and Effective Date

This policy shall be adopted by ordinance or formal resolution of City Council, shall become effective upon adoption and shall remain in effect until amended or repealed.

ADOPTION

_____

Kevin Knowles, Mayor

Attest:

_____

Ray Lee, City Recorder

Martinsburg Sunrise/Sunset Rotary

To: Kevin Knowles, Mayor of Martinsburg
From: Kirstie Beckwith, iPresident, Martinsburg Sunrise Rotary Club
Date: October 1, 2026
Subject: Grant Request – 2026 Thanksgiving Meal Program

Dear Mayor Knowles,

On behalf of the Martinsburg Sunrise Rotary Club, I am writing to respectfully request a $10,000 grant from the City of Martinsburg to support our annual Thanksgiving Meal Program.

For more than 20 years, Martinsburg Sunrise Rotary has worked to provide Thanksgiving meals to low-income individuals and families within our city. Last year, we distributed over 525 meals to Martinsburg residents, including 220 meals delivered directly to residents at Ambrose Towers, King's Daughters Court and Senior Towers. We have proudly served these communities for the past three years.

In 2025, the City of Martinsburg generously provided a $7,200 grant to support this effort, and we are grateful for the City's continued partnership. This year, we are requesting an increase to $10,000 due to rising food costs and the continued need among local seniors, families and individuals facing financial challenges.

The impact of this program extends beyond providing a Thanksgiving meal. For many of the residents we serve, a holiday meal can provide meaningful relief during a time when household expenses can be especially challenging. It also gives our Rotary volunteers an opportunity to connect directly with residents and remind them that their community cares about them. We are proud to partner with the City in serving our neighbors and helping make Thanksgiving a little brighter for those who need it most.

Thank you for your continued support of the Martinsburg Sunrise Rotary Club and this important community initiative. We greatly appreciate your consideration of our $10,000 grant request and would be happy to provide any additional information needed as you consider this proposal.

Sincerely,

Kirstie S. Beckwith
iPresident, Martinsburg Sunrise Rotary Club