



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

FROM: Daryl Hennessy, City Manager

SUBJECT: City Manager's Report

DATE: JUNE 17, 2019

This report provides updates for projects and issues of importance to the mayor and city council.

ADMINISTRATION AND OPERATIONS

Police Pension Annual Report. Attached is a copy of the 2018 annual report of the Charles Town Pension and Protection Fund. This fund is used to pay retired police officers and their beneficiaries. This is a closed fund that only serves former police officers. The city's current police officers are now part of the state retirement system, which is funded separately. This financial report summarizes the investments, contributions, and distributions for the fund. State law requires the sharing of this report with the governing board before it is submitted to Charleston by the city treasurer.

PUBLIC WORKS AND UTILITIES

Charles Town Utility Board - Meeting. At its meeting on June 13, the Board held a public hearing to receive feedback on the proposed three-year update of the city's source water protection plan. Additional comments will be received through June 21 at info@ctubwv.com. The Board also approved an Alternative Mainline Agreement for the President's Pointe project following PSC approval. The initial stage for this development is 76 units, with the complete build-out being over 1,100 units. The Board executed an agreement to smoke test parts of the system to determine where unauthorized inflow is entering the wastewater system and a task order with Hatch Chester for bid and constructions services related to the Route 9 sewer project. Finally, the Board authorized its chairman to enter into a purchase agreement for up to \$300,000, to be covered with Route 9 sewer bond proceeds, for land that will be used to construct a pump station near War Admiral Boulevard. The location of this pump is part of the original sewer design.

Charles Town Utility Board – Oversight. At its May 20 meeting, city council directed staff to work with the Board and/or utility department staff toward the release of select documents from a December 2018 FOIA. Utility department staff have started to sort through the documents again with their attorney to release what they can and discuss the other documents with the Board. I will continue to keep city council posted on the release of such documents.

Attachment