



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: November 4, 2019

ADMINISTRATION AND OPERATIONS

Jefferson County Vision Mandamus Case Update. On October 28, Judge Hammer conducted a hearing with Jefferson County Vision (JCV), the City of Charles Town, and Rockwool legal representatives to hear arguments on a case regarding the "Blue Petition" and its application to future Route 9 Sewer Infrastructure project votes. More specifically, he ruled from the bench to allow Rockwool to intervene in the case as an indispensable party, rejected the JCV request to allow for a period of discovery, and asked each party to draft separate final orders so he can rule on the city's request to dismiss the case. The final orders are due by November 11, 2019 and a ruling on the city's motion to dismiss is expected soon thereafter.

City Website Update. City staff have been working with a Charles Town contractor to modernize the city's website and should be ready to launch the site in mid-November. A primary goal of the new website is improved functionality that will enhance the way people do business with the city. Among the enhancements being developed are: (1) an opportunity for people to sign up for alerts, (2) the ability for residents to directly report public service requests and for the city to track the resolution of such issues, (3) embedding the Charles Town police department website into the city's site; (4) the inclusion of more interactive maps; (5) a search function based on the consumer's needs; (6) the ability for vendors of city-sponsored events to register online; and (7) access to more business forms and city applications. City staff are still working with our financial software provider to eventually add the feature of paying business license fees and business and occupation taxes online.

COMMUNITY AND ECONOMIC DEVELOPMENT

Main Street Program Town Hall. City staff have scheduled a town hall meeting for downtown business owners and property owners to discuss three pressing issues affecting the downtown. The town hall is a result of ongoing confusion with business owners regarding the city's commercial sign ordinance. Recent warnings and citations from city staff to business owners have prompted considerable concern and confusion about the city's ordinance. In addition to this topic, city staff will also solicit feedback on the issues of downtown parking and noise that are currently under review by the Ordinance Committee. The purpose of the town hall is to educate business and property owners on existing ordinances and receive feedback on pending matters that we can share with city council as they consider changes. Council members are invited to attend this meeting if they are available and interested. The meeting details are included on the attached flyer.

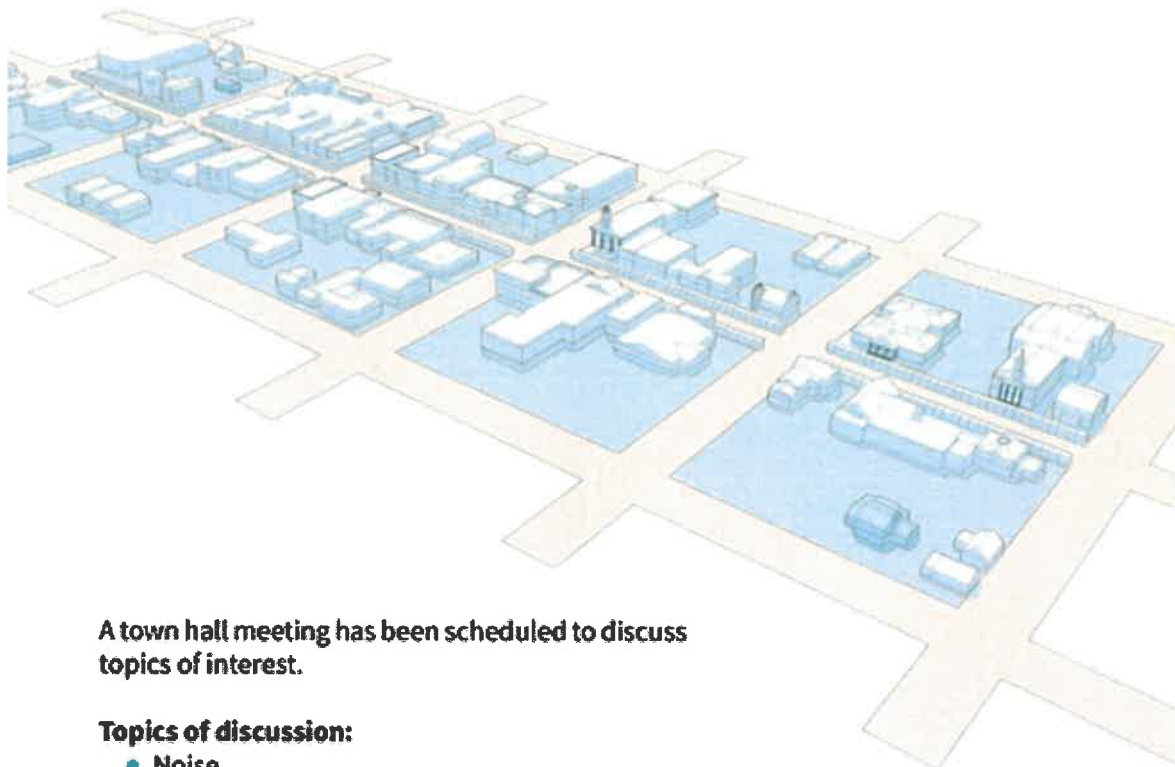
PUBLIC WORKS AND UTILITIES

Charles Town Utility Board (Board). The Board met for its regular meeting on October 23, 2019 and considered the following: (1) an amendment to the Board's Rules of Procedure to clarify the process for setting future meeting agendas, and (2) addendums to the Board's sewer specifications to add a requirement for submitting plumbing plans and to revise the developer cost share policy. Both addendums to the sewer specifications were tabled pending additional revisions. The Utility Board Manager also provided updates on the status of repairs at the water treatment plant; the status of a water modeling project still being developed by an outside engineer; the cost of recent pump station repairs; information on recent wastewater treatment flows (see attached) and Capacity Improvement Fund (CIF) collections; and the status of the smoke testing report.

Attachments



TOWN HALL MEETING ON TOPICS AFFECTING DOWNTOWN



A town hall meeting has been scheduled to discuss topics of interest.

Topics of discussion:

- Noise
- Parking
- Signage as it pertains to businesses

The participation of all Charles Town residents, property owners, and business owners is encouraged.

**Tuesday,
November 5, 2019
6:00pm at**

Corner of West Washington Street
and North George Street

CITY OF CHARLES TOWN
101 East Washington Street
304 - 724 - 3243
www.charlestownwv.us



**CHARLES TOWN UTILITY BOARD
WASTEWATER TREATMENT PLANT FLOW DATA
Friday, October 18, 2019**

*STAFF REPORTS
MISCELLANEOUS*

CHARLES TOWN WASTEWATER PLANT FLOW DATA

YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	Total Available (EDU's)
2010	1.75	386	1.06 ✓	0.69	690,000	4,600
2011	1.75	386	1.06 ✓	0.69	690,000	4,600
2012	1.75	381	1.04 ✓	0.71	710,000	4,733
2013	1.75	379	1.04 ✓	0.71	710,000	4,733
2014	1.75	355	0.97 ✓	0.78	780,000	5,200
2015	1.75	384	1.05 ✓	0.7	700,000	4,667
2016	1.75	419	1.14 ✓	0.61	610,000	4,067
2017	1.75	393	1.08 ✓	0.67	670,000	4,467
2018	1.75	491	1.34 ✓	0.41	410,000	2,733
2019	1.75					-

TUSCAWILLA WASTEWATER PLANT FLOW DATA

YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	Total Available (EDU's)
2010	0.5	50	0.14 ✓	0.36	360,000	2,400
2011	0.5	50	0.14 ✓	0.36	360,000	2,400
2012	0.5	52	0.14 ✓	0.36	360,000	2,400
2013	0.5	51	0.13 ✓	0.36	360,000	2,400
2014	0.5	50	0.14 ✓	0.36	360,000	2,400
2015	0.5	48	0.13 ✓	0.37	370,000	2,467
2016	0.5	49	0.13 ✓	0.37	370,000	2,467
2017	0.5	48	0.14 ✓	0.36	360,000	2,400
2018	0.5	78	0.21 ✓	0.29	290,000	1,933
2019				0		-

Total EDU's available between CT and Tusawilla

2010	7,000
2011	7,000
2012	7,133
2013	7,133
2014	7,600
2015	7,133
2016	6,533
2017	6,867
2018	4,667
2019	-

2018

	Total	AVERAGE	MAX
JANUARY	32.661	1.054	1.221
FEBRUARY	30.252	1.08	1.252
MARCH	32.335	1.043	1.263
APRIL	31.036	1.035	1.696
MAY	52.188	1.683	3.725
JUNE	39.835	1.328	1.909
JULY	39.857	1.286	2.046
AUGUST	43.625	1.407	2.286
SEPTEMBER	42.236	1.408	2.286
OCTOBER	45.503	1.468	2.57
NOVEMBER	50.364	1.679	2.342
DECEMBER	50.973	1.644	3.047
Annual Total	490.865	1.342917	2.136917

2018

	Total	AVERAGE	MAX
JANUARY	4.004	0.13	0.28
FEBRUARY	3.515	0.13	0.17
MARCH	3.714	0.12	0.169
APRIL	3.786	0.126	0.215
MAY	6.292	0.203	0.343
JUNE	8.27	0.28	0.34
JULY	5.97	0.19	0.28
AUGUST	7.42	0.24	0.36
SEPTEMBER	8.94	0.3	0.44
OCTOBER	7.1	0.23	0.39
NOVEMBER	10.9	0.36	0.48
DECEMBER	8.31	0.27	0.39
Annual Total	78.221	0.214917	0.321417

2019

	Total	AVERAGE	MAX
JANUARY	51.37	1.66	2.01
FEBRUARY	43.72	1.56	1.97
MARCH	44.32	1.43	1.7
APRIL	37.29	1.24	1.37
MAY	45.1	1.45	2.01
JUNE	33.83	1.13	1.27
JULY	39.09	1.26	2.29
AUGUST	33.33	1.08	1.23
SEPTEMBER	30.89	1.03	1.16
OCTOBER			
NOVEMBER			
DECEMBER			
Annual Total	358.94	1.315556	1.667778

2019

	Total	AVERAGE	MAX
JANUARY	6.25	0.2	0.3
FEBRUARY	4.98	0.18	0.32
MARCH	7.53	0.24	0.36
APRIL	5.28	0.18	0.27
MAY	7.88	0.25	0.41
JUNE	3.75	0.12	0.16
JULY	4.2	0.14	0.22
AUGUST	3.75	0.12	0.15
SEPTEMBER	3.64	0.12	0.15
OCTOBER			
NOVEMBER			
DECEMBER			
Annual Total	47.26	0.17222	0.26