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**CITY OF CHARLES TOWN, a municipal utility**  
**OF**  
**CHARLES TOWN, WEST VIRGINIA**  
**RATES, RULES AND REGULATIONS FOR FURNISHING**  
**SEWERAGE AND SEWAGE DISPOSAL SERVICE**  
at Charles Town, Ranson and vicinity, Jefferson County, West Virginia  
Filed with **THE PUBLIC SERVICE COMMISSION**  
of  
**WEST VIRGINIA**

Issued November 20, 2025

Effective for service rendered on  
and after January 1, 2026

Adopted By City Council  
on November 17, 2025

Issued by **CITY OF CHARLES TOWN,**  
a municipal corporation

By



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Mayor

RULES AND REGULATIONS

- I. Rules and Regulations for the Government of Sewerage Utilities, adopted by the Public Service Commission of West Virginia, and now in effect, and all amendments thereto and modifications thereafter made by the Commission are hereby adopted by reference.

SCHEDULE I

APPLICABILITY

Applicable within the entire territory served.

AVAILABILITY

Available for general domestic, commercial and industrial service.

RATES (Customers with a metered water supply)

First	2,000 gallons used per month	\$15.24 per 1,000 gallons
Over	2,000 gallons used per month	\$11.53 per 1,000 gallons

MINIMUM CHARGE

No bill shall be rendered for less than \$30.48 per month, which is the equivalent of 2,000 gallons. Where sewer service is available by gravity flow and the customer has not connected to public sewer, the customer shall pay this minimum charge.

FLAT RATE CHARGE (Customers with non-metered water supply)

Equivalent of 3,500 gallons of water usage, \$47.78 per month.

MULTIPLE OCCUPANCY

In apartment buildings, trailer parks, shopping centers or other multiple occupancy buildings or properties served by a master water meter, each discrete dwelling or business unit shall be required to pay not less than the minimum monthly charge provided herein.

DELAYED PAYMENT PENALTY

The above schedule is net. On all accounts not paid in full when due, 10% will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

TAP FEE

A tap fee of \$500.00 will be charged to customers applying for service outside of a sewerage system improvement project for each new tap to the system.

DISCONNECT-RECONNECT FEES

Whenever water service has been disconnected for non-payment of sewer bills in conjunction with a water service termination agreement with West Virginia American Water Company, a disconnection fee of \$20.00 shall be charged in addition to a reconnection fee of \$20.00 if service is restored.

RETURNED CHECK CHARGE

A service charge equal to the actual bank fee assessed to the sewer utility up to a maximum of \$25.00 will be imposed upon any customer whose check for payment of charges is returned by the bank due to insufficient funds.

LEAK ADJUSTMENT

\$1.01 per 1,000 gallons is to be used when the bill reflects unusual consumption which can be attributed to eligible leakage on the customer's side of the meter. This rate shall be applied to all such unusual consumption above 200% of the customer's historical average usage.

SECURITY DEPOSIT

Not to exceed two-twelfths (2/12) of the average usage of the applicant's specific customer class, or \$50.00, whichever is greater. This fee may be changed by applicable statutory provisions. Each new customer shall make a security deposit which shall be refunded per the regulations of the Public Service Commission of West Virginia.

EXCESS POLLUTION SURCHARGE

A surcharge to recover extraordinary costs is levied upon customer discharges placing extraordinary demand upon treatment facilities, as measured by waste stream parameters of biochemical oxygen demand (BOD) and/or suspended solids in the wastewater. Users discharging any water or wastes with a zero-day average BOD in excess of 300 milligrams per liter or a 30-day average suspended solids content in excess of 300 milligrams per liter or containing suspended solids with a character or quantity of pollutant requiring unusual attention or expense to handle or treat, shall pay, in addition to the base monthly sewer user charges, an additional surcharge (Cs) as determined by the following formula:

$$Cs = Bc (B) + Sc (S) + Pc (P)Vu$$

B = Concentration of B.O.D. from a user above a base level (300 mg/l)

Bc = O & M cost of treatment of unit of biochemical oxygen demand (B.O.D.)

S = Concentration of suspended solids from a user above a base level (300mg/l)

Sc = O & M costs for treatment of a unit of suspended solids

Pc = O & M cost for treatment of a unit of any pollutant

P = Concentration of any pollutant from a user above a base level

Vu = Volume contribution from a user per unit of time.

SCHEDULE II  
CAPACITY IMPROVEMENT FEES

APPLICABILITY

Applicable to the entire service area and due and payable for each customer connection adding new flows into the sewer collection system and treatment facility. Effective for service connections proposed on or after the date of enactment.

**(I)** CAPACITY IMPROVEMENT FEE

For all new service proposed to be connected to the Utility, there shall be paid to the Utility Board a Capacity Improvement Fee of \$4,495.00 for each residential connection or non-residential connection adding new flows into the sewer collection system and treatment facility. The Capacity Improvement Fee will be paid at the time of building permit application and a receipt from CTUB will be issued to the customer for the fees assessed. Connections shall be paid in accordance with the usage equivalent schedule set forth below.

ADDITIONAL CAPACITY IMPROVEMENT FEE – FLOWING SPRINGS PUMP STATION

Pursuant to the Flowing Springs Pump Station Repayment Agreement, customers in the Flowing Springs Development District connecting to the Flowing Springs Pump Station shall be charged an additional Capacity Improvement Fee of \$1,625.00 for each residential or non-residential connection. Connections for non-residential use shall be paid in accordance with a residential usage equivalent schedule set forth hereinafter.

**(I)** Indicates increase

**(C) USAGE EQUIVALENTS FOR MULTIPLE RESIDENTIAL OR NON-RESIDENTIAL CAPACITY IMPROVEMENT FEES**

Capacity Improvement Fees for multi-residential and non-residential structures requiring new or additional flow from the water distribution system and treatment facility shall be based upon the following:

<u>UNIT</u>	<u>WATER GALLONS/DAY</u>	<u>RESIDENTIAL USAGE EQUIVALENT</u>
<b>Apartments (two bedroom)</b>	210	0.75/unit
<b>Bowling Alleys</b>		
Per Alley	75	0.3/unit
Per Alley with Bar	225	0.8/unit
<b>Brewery per seat manufacture and sampling only</b>	2	0.01/seat
<b>Brewery per seat with ABCA License for onsite consumption</b>	5	0.02/seat
<b>Churches with kitchen</b>	5	0.02/member
<b>Churches w/o kitchen</b>	2	0.01/member
<b>Clinics</b>		
Per staff	20	0.07/staff
Per patient	5	0.02/staff
<b>Domestic Sewage</b>		
Residences (per resident -a-)		
New Collection System	70	4/unit
Summer Cottages, etc., per resident	50	0.2
Apartment Houses – one bedroom	140	0.5
--two bedroom	210	0.75
--three bedroom	280	1
<b>Hospitals</b>		
Each Patient (bedside)	300	1.1/patient
Each resident staff	100	0.4/staff
Each non-resident staff	20	0.07/staff
<b>Industrial Park (sanitary waste only)</b>		
Per developable acre	500	1.8/acre
<b>Institutions</b>		
Per resident	70	0.25/resident
<b>Laundry (coin operated)</b>		
Per machine	400	1.4/machine
<b>Mobile homes</b>	210	0.75/unit
<b>Nursing and rest homes</b>		
Per resident	150	0.5/resident
Per resident staff	70	0.3/staff
<b>Offices and warehouses</b>		
Per worker, no food service	20	0.07/worker
Add for food service, per worker	5	0.02/worker

**Recreation**

Parks, picnic areas	10	.04/area
Campground, per person	25	0.09/person
Amphitheater, per person	5	0.02/person
Historical site, per person	5	0.02/person
Lodges, per person	70	0.3/person
Park Residences, per person	70	0.3/person
Park washhouse, per person	30	0.11/person

**Restaurants**

24-hour service, per seat	50	0.18/seat
Ordinary, not 24-hour service, per seat	30	0.11/seat
Fast food service (single service, per seat	25	0.09/seat

**Schools**

Elementary, each staff or student	8	0.03/student or staff
High school, each staff or student	10	0.04/student or staff
Boarding school	70	0.25

**Service Stations**

Ordinary, not 24-hour service	500	1.8
24-hour service	1,000	3.6
Shopping mall per 100 sq. ft	15	0.05/100 sq. ft.
Tavern-Little or no food, per seat	20	0.1/seat

**Theaters**

Movie, per seat	2	0.01/seat
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**Travel Trailer Park**

No water to site, per person	35	0.13/person
Water to site, per person	50	0.18/person

**Winery**

Per seat manufacture and sampling only	2	0.01/seat
Per seat ABCA License allowing onsite consumption	5	0.02/seat

**Beauty Parlors/Barber shops**

Per chair	150	0.5/chair
Per operator	20	0.1/operator

**Dentist**

Per chair	20	0.1/chair
Per staff	20	0.1/staff

**Doctor**

Per patient	5	0.2/patient
Per staff	20	0.1/staff

If a unit does not appear on this schedule the sewer department shall determine its Residential Usage Equivalent in consultation with its consulting engineer.

(C) Indicates change in text