CITY OF CHARLES TOWN

BUILDING COMMISSION
AGENDA • MAY 14, 2025

Commission/Board Meeting **CITY HALL** **3:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2025-563:** Building Commission Meeting Minutes - February 27, 2025
Building Commission Report - 2-27-25.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

: **2025-561:** Financial Review

: **2025-562:** Election of New Chair

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas-and-minutes/

Building Commission
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 05/14/25
Department: Building Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

2025-563: Building Commission Meeting Minutes - February 27, 2025

ATTACHMENTS:

- Building Commission Report - 2-27-25.pdf

City of Charles Town Building Commission Meeting Minutes

February 27, 2025

Call to Order at 3:05PM

1. **Persons present**: Building Commission members Keith Veler, Liz McDonald, Sarah Edgar, Finance Director Lori Nice and Operations Director Cindy Rezmer

2. **Vote for Temporary Chairman**
    a. Commission voted to appoint Keith Veler as temporary chair
    b. Will elect permanent chair at May 14 meeting

3. **Approval of Minutes**
   2025-241: Approved Minutes for November 20, 2024

4. **Unfinished Business**

5. **New Business**

   2025-242: Financial Review with Finance Director Lori Nice

   Regarding other expenses like maintenance and utilities. Lori clarified that the purpose of the Building Commission is to provide an avenue for the city to borrow funds and the only activity that should be seen are loan payments going out and rental payments coming in. Lori has made those changes and moved maintenance repairs, utilities, etc. to the City's general fund. Building Commission will not see those going forward. Sarah inquired if there should be some kind of reimbursement for the repairs, utilities,etc. that Building Commission has previously made. Lori will follow up on this. On the bank statement, Lori explained that the ACH debit coming out is the Police Department, The loan for Charles Washington Hall is done with a check since that's how loan was set up. Lori will audit FY24 loan payments to ensure everything is accurate and up to date.

6. **Meeting adjourned at 3:35pm**

7. **Next meeting scheduled for 3:00pm, May 14, 2025**

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2025-561: Financial Review

ATTACHMENTS:

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101 East Washington Street
Charles Town, WV 25414

Meeting: 05/14/25
Department: Building Commission
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SCHEDULED

AGENDA ITEM (ID #)

2025-562: Election of New Chair

ATTACHMENTS: