CITY OF CHARLES TOWN
CONTRACTORS APPEAL BOARD
AGENDA • JULY 29, 2024

Contractors Appeal Board **COUNCIL CHAMBERS** **3:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2024-781:** Contractors Appeal Board Minutes - February 9, 2024
Contractors Appeal Board Meeting Minutes Feb 9 2024.pdf

: **2024-782:** Contractors Appeal Board Minutes - February 15, 2024
Contractors appeal board 2-15-2024 minutes.pdf

3. NEW BUSINESS

: **2024-783:** Approval of Board Rules and Regulations

4. UNFINISHED BUSINESS

5. CONTINUED CASES

6. ADJOURNMENT

7. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas-and-minutes/

Contractors Appeal Board
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

AGENDA ITEM (ID #)

Meeting: 07/29/24
Department: Contractors Appeal Board
Category: Report
Initiator:

2024-781: Contractors Appeal Board Minutes - February 9, 2024

ATTACHMENTS:

- Contractors Appeal Board Meeting Minutes Feb 9 2024.pdf

CITY OF CHARLES TOWN

CONTRACTORS APPEAL BOARD

MINUTES • FEBRUARY 9, 2024

Contractors Appeal Board **COUNCIL CHAMBERS** **2:00 PM**

101 East Washington Street, Charles Town, WV 25414

I. CALL TO ORDER

Present: Mark Roper, Chair
Chris Livingston
Adam Kimpel
Matt Printz

Staff: Dan Casto, Attorney
Delaine Englebert
John Holben, Fire Marshall
Cheryl Peterson

II. APPROVAL OF MINUTES

Minutes from December 7, 2023, approved.

RESULT:	**Approved**
MOVER:	Livingston
SECONDER:	Printz
AYES:	Kimpel, Livingston, Printz, Roper

III. NEW BUSINESS

: 2024-166 202 S. Samuel Street – Case #CE-24-1

Request for continuance made by Casto due to unmet quorum.

Motion made to grant continuance.

RESULT:	**Approved**
MOVER:	Livingston
SECONDER:	Roper
AYES:	Kimpel, Livingston, Printz, Roper

The new meeting date is set for February 15th, 2024, at 3pm at City Hall.

Motion made to approve new date and time.

RESULT:	**Approved**
MOVER:	Livingston
SECONDER:	Printz
AYES:	Kimpel, Livingston, Printz, Roper

IV. UNFINISHED BUSINESS

: 2024-167 202 S. Samuel Street – Case #CE-23-7

Discussion and decision moved to February 15th, 2024, due to unmet quorum.

V. ADJOURNMENT

Motion made to adjourn.

RESULT:	**Approved**
MOVER:	Livingston
SECONDER:	Printz
AYES:	Kimpel, Livingston, Printz, Roper

Contractors Appeal Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/29/24
Department: Contractors Appeal Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-782: Contractors Appeal Board Minutes - February 15, 2024

ATTACHMENTS:

- Contractors appeal board 2-15-2024 minutes.pdf

CITY OF CHARLES TOWN

CONTRACTORS APPEAL BOARD

MINUTES • FEBRUARY 15, 2024

Contractors Appeal Board **COUNCIL CHAMBERS** **3:00 PM**

101 East Washington Street, Charles Town, WV 25414

I. CALL TO ORDER

Present:
Mark Roper, Chair
Chris Livingston
Adam Kimpel
Matt Printz
Josh Foster

Staff:
Dan Casto, Attorney
Delaine Englebert
Mike Funk
John Holben, Fire Marshall
Cheryl Peterson

II. APPROVAL OF MINUTES

Minutes from February 9, 2024, approved.

RESULT:	**Approved**
MOVER:	Livingston
SECONDER:	Printz
AYES:	Roper, Livingston, Kimpel, Printz, Foster

III. NEW BUSINESS

: 2024-266 202 S. Samuel Street – Case #CE-21-1

Dan Casto spoke on behalf of the owner of the building regarding the appeal of violations. Present today concerning a window. Mike Funk spoke covering Casto's objections and serving as counsel for the city, proposing a movement to continue the hearing until after the city addresses alleged defects. Casto withdrew objection regarding Funk as council and kept other objections.

Motion made to move into executive session.

RESULT:	**Approved**
MOVER:	Livingston
SECONDER:	Printz
AYES:	Roper, Livingston, Kimpel, Printz, Foster

Motion made to close executive session.

RESULT:	**Approved**
MOVER:	Livingston
SECONDER:	Printz
AYES:	Roper, Livingston, Kimpel, Printz, Foster

The board decided to move forward with the case after the executive session. Englebert withdrew notice of violation with the term of the right to reissue at a later date. Casto accepts the withdrawal of the violation and moves forward with the second appeal.

IV. UNFINISHED BUSINESS

Both 2024-166 Case #CE-24-1 and **2024-167 Case #CE-23-7** withdrawn.

V. ADJOURNMENT

Motion made to adjourn.

RESULT:	**Approved**
MOVER:	Livingston
SECONDER:	Printz
AYES:	Roper, Livingston, Kimpel, Printz, Foster

Contractors Appeal Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/29/24
Department: Contractors Appeal Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-783: Approval of Board Rules and Regulations

ATTACHMENTS: