CITY OF CHARLES TOWN
INFRASTRUCTURE COMMITTEE
AGENDA • SEPTEMBER 18, 2025

Committee Meeting **COUNCIL CHAMBERS** **4:30 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. UNFINISHED BUSINESS

: **2025-1012:** Street Paving Update

: **2025-1013:** Stormwater Issues and Updates

: **2025-1014:** Request for New Handicapped Spaces(s) North Samuel Street

: **2025-1015:** Parking on 200 Block East Washington Street - Request by Charles Town Library

: **2025-1016:** Augustine Avenue Trail Project Update - Phases 1, 2 and 3

: **2025-1017:** Congress Street and Lawrence Street Intersection Project Update

3. NEW BUSINESS

: **2025-1018:** Maintenance Director Report

: **2025-1019:** Crosswalk at Haversack Circle and Campbell - Norborne Glebe (referral from City Council)

: **2025-1020:** Mordington Avenue Sidewalk - Referral from City Council

: **2025-1021:** Placement of Pneumatic Tubes and Mobile Speed Radar Sign

: **2025-1022:** WV Route 9 Bike-Path Site Visit with HEPMPO

: **2025-1023:** Weed and Waste Wednesdays Upcoming Dates

: **2025-1024:** EPA Thriving Communities Grant - Next Steps

: **2025-1025:** Issues Reported Through City App
SCity of Ch25090316040.pdf

: **2025-1026:** Staff Updates

: **2025-1040:** Parks and Recreation Budget Review

4. ADJOURNMENT

5. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas_minutes.php

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 09/18/25
Department: Infrastructure Committee
Category: Report
Initiator:

AGENDA ITEM (ID #)

2025-1012: Street Paving Update

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/18/25
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SCHEDULED

AGENDA ITEM (ID #)

2025-1013: Stormwater Issues and Updates

- Study by Greenway Engineering
- Liberty Street Stormwater Project

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

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AGENDA ITEM (ID #)

2025-1014: Request for New Handicapped Spaces(s) North Samuel Street

- Update per Cindy Rezmer: "Please be advised that we did add a $500 fine sign and the space is now enforceable per Chief. This information has been shared with Mr. Morrow. He understands it is still temporary and will be removed upon completion of Liberty Street project."

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Infrastructure Committee
101 East Washington Street
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2025-1015: Parking on 200 Block East Washington Street - Request by Charles Town Library

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

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Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1016: Augustine Avenue Trail Project Update - Phases 1, 2 and 3

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101 East Washington Street
Charles Town, WV 25414

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2025-1017: Congress Street and Lawrence Street Intersection Project Update

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2025-1018: Maintenance Director Report

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2025-1019: Crosswalk at Haversack Circle and Campbell - Norborne Glebe (referral from City Council)

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2025-1020: Mordington Avenue Sidewalk - Referral from City Council

ATTACHMENTS:

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Charles Town, WV 25414

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2025-1021: Placement of Pneumatic Tubes and Mobile Speed Radar Sign

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2025-1022: WV Route 9 Bike-Path Site Visit with HEPMPO

ATTACHMENTS:

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2025-1023: Weed and Waste Wednesdays Upcoming Dates

- September 24, 2025, at 5:00PM
- October 22, 2025, at 9:00AM

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2025-1024: EPA Thriving Communities Grant - Next Steps

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AGENDA ITEM (ID #)

2025-1025: Issues Reported Through City App

ATTACHMENTS:

- SCity of Ch25090316040.pdf

Add/Edit Request

Update & Exit | Update | Cancel

Old | New Look

Print | Audit Trail

Assigned to: Jim Wysong

Request: 7594 **Entered on:** 07/21/2025 06:56 AM

Long form

(1 followup items below)

Customer Information | Create another request for customer

Last name: Pritt | First name: Adam | Phone: 3046204484 | Alt phone:

Address: 219 Angus Road | City: Charles Town | State: WV | Zip code: 25414

Email: Apritt15@yahoo.com

* Topic: Streets

Request type: Problem

Entered via: Web

Problem Location: 175 Olympus Rd

Priority: Normal



Attachments: Add attachments

* Description: Hello,

I've recently bought a home in the new Stone Spring neighborhood being built by Stanley Martin in Charles Town. The neighborhood has direct access onto Route 9 West toward Ranson, however, it is extremely dangerous to use because there is no merge area/lane when getting onto 9. I'd highly recommend the town build a merge lane for the many families that live here to safely get on Route 9. There is plenty of room for a merge lane and should be a relatively easy project. I've already witnessed countless close calls of what would be fatal accidents in my short time living here, and the problem will only continue to get worse as more people move into the community. Recommend this project gets moved to the top of the To Do list the soonest. Thanks for all that you do.

All the Best,

Work Order Info: Site: Location field | Charge Account: | Job Type: | Special Category:

Tasks (0, $0) | Materials (0, $0) | Total cost: $0

Delete	Status	Start Date	Due Date	Description	Assigned To	Hrs Spent	Labor Charge	Date Completed
	Open				(Select)			

Reason closed: This must be filled in to close the request. Contents of field, and attachments that are marked as Send to Customer when Closed, are e-mailed for customer notification.

Due Date: 08/05/2025 Leave blank for automatic calculation

Insert Reason Closed: (Select message from list)

Update & Exit | Update | Cancel

Collaboration Area (internal notes, email correspondence)

1: Message sent to customer by Jim Wysong 08/15/2025 09:07 AM

Adam

I will pass your request over to the infrastructure committee.

Thanks

To add notes or send emails about this Request, enter message below or insert message (Select message from list), then press the appropriate button.

To add an internal note, or send a message to the customer or another employee about this request, enter your message here (at least four characters) and the buttons to the right will enable. Then press one of the buttons.

Add/Edit Request

Update & Exit | Update | Cancel

Old | New Look

Print | Audit Trail

Assigned to: Jim Wysong

Request: 7657 **Entered on:** 08/01/2025 06:51 AM

Long form

Customer Information Create another request for customer

Last name: Anonymous | First name: | Phone: | Alt phone:

Address: | City: | State: | Zip code:

Email:

* Topic: Streets

Request type: Problem

Entered via: Web

Problem Location: 202 W Liberty St

Priority: Normal



Attachments: Add attachments

* Description: Could a crosswalk be added at this intersection so we can walk from Washington Street to Paddy's?
A 4-way stop might be something to explore too.

Work Order Info: Site: Location field | Charge Account: | Job Type: | Special Category:

Tasks (1, $25) | Materials (0, $0) | Total cost: $25

Delete	Status	Start Date	Due Date	Description	Assigned To	Hrs Spent	Labor Charge	Date Completed
☐	Closed	08/15/2025			Wysong, Jim	.5	25	08/15/2025
	Open				(Select)			

Reason closed: This request will be sent to the infrastructure committee

Due Date: 08/16/2025 Leave blank for automatic calculation

Insert Reason Closed: (Select message from list)

Update & Exit | Update | Cancel

Collaboration Area (internal notes, email correspondence)

To add notes or send emails about this Request, enter message below or insert message (Select message from list), then press the appropriate button.

To add an internal note, or send a message to another employee about this request, enter your message here (at least four characters) and then press one of the buttons to the right. You will not be able to email the customer as there is no way to notify the customer.

Send to Customer

Add Internal Note

Send to Employee(s)

Add/Edit Request

Update & Exit | Update | Cancel

Old | New Look

Mark as Duplicate | Print | Audit Trail

Assigned to: Jim Wysong

Request: 7704 **Entered on:** 08/25/2025 7:44 PM

Long form

Customer Information Create another request for customer

Last name: Anonymous
First name:
Phone:
Alt phone:
Address:
City:
State:
Zip code:
Email:

* Topic: Streets

Request type: Problem

Entered via: Web

Problem Location: 119 S Seminary St

Priority: Normal

Followers: 0 Add Remove



Attachments: Add attachments

* Description: Can we get stop bars and possibly a crosswalk at Seminary and Congress Streets? Many people run the stop sign on Seminary. This is possible because they cannot see the stop sign and some paint might help.

Work Order Info:

Site: Location field
Charge Account:
Job Type:
Special Category:

Tasks (1, $25) | Materials (0, $0) | Total cost: $25

Delete	Status	Start Date	Due Date	Description	Assigned To	Hrs Spent	Labor Charge	Date Completed
☐	Closed	08/26/2025			Wysong, Jim	.5	25	08/26/2025
	Open				(Select)			

Reason closed: Will send to the infrastructure committee

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2025-1026: Staff Updates

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2025-1040: Parks and Recreation Budget Review

ATTACHMENTS: