CITY OF CHARLES TOWN
INFRASTRUCTURE COMMITTEE
AGENDA • OCTOBER 27, 2025

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

1. CALL TO ORDER

2. UNFINISHED BUSINESS

: **2025-1179:** Stormwater Issues and Updates

: **2025-1180:** Mordington Avenue Sidewalk - Referral from City Council

: **2025-1181:** Placement of Pneumatic Tubes and Mobile Speed Radar Sign

: **2025-1182:** Crosswalk at Haversack Circle and Campbell - Norborne Glebe (referral from City Council)
Infrastructure request _ cross walks in NB.pdf

: **2025-1183:** Augustine Avenue Trail Project Update - Phases 1, 2 and 3

: **2025-1184:** Congress Street and Lawrence Street Intersection Project Update

3. NEW BUSINESS

: **2025-1185:** Maintenance Director Report

: **2025-1186:** Issues Reported Through City App
Requests through the CT App. - October 27th meeting.pdf
infrastructure location maps part 2.pdf

: **2025-1187:** Staff Updates

: **2025-1188:** Site Visit to W. Liberty Street - 500 Block Sidewalk Issue (Resident Request)

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

Meeting: 10/27/25
Department: Infrastructure Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1179: Stormwater Issues and Updates

- Study by Greenway Engineering
- Liberty Street Stormwater Project

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/27/25
Department: Infrastructure Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1180: Mordington Avenue Sidewalk - Referral from City Council

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/27/25
Department: Infrastructure Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1181: Placement of Pneumatic Tubes and Mobile Speed Radar Sign

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/27/25
Department: Infrastructure Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1182: Crosswalk at Haversack Circle and Campbell - Norborne Glebe (referral from City Council)

ATTACHMENTS:

- Infrastructure request _ cross walks in NB.pdf


STOP


HAVERSACK CT.
CAMPBELL DR.








STOP

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/27/25
Department: Infrastructure Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1183: Augustine Avenue Trail Project Update - Phases 1, 2 and 3

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 10/27/25
Department: Infrastructure Committee
Category: Report
Initiator:

AGENDA ITEM (ID #)

2025-1184: Congress Street and Lawrence Street Intersection Project Update

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/27/25
Department: Infrastructure Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1185: Maintenance Director Report

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 10/27/25
Department: Infrastructure Committee
Category: Report
Initiator:

AGENDA ITEM (ID #)

2025-1186: Issues Reported Through City App

ATTACHMENTS:

- Requests through the CT App. - October 27th meeting.pdf
- infrastructure location maps part 2.pdf

Add/Edit Request

Update & Exit | Update | Cancel

Old | New Look

Mark as Duplicate | Print | Audit Trail

Assigned to: Jim Wysong

Request: 7957 **Entered on:** 09/30/2025 08:15 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

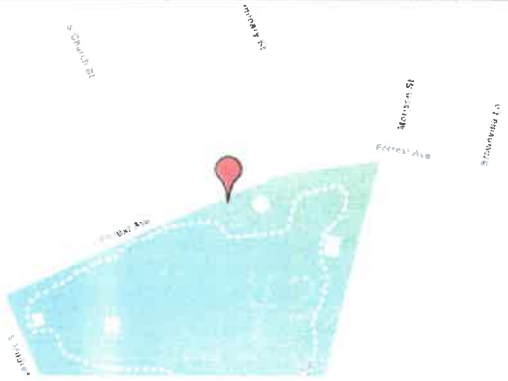
Request type: Problem

Entered via: Web

Problem Location: 410 E Forrest Ave

Priority: Normal

Followers: 0 Add Remove



Attachments: Add attachments

* Description: The middle school and high school buses stop in front of the Veterans Memorial near the stormwater drain. The buses pull all the way to the right and drop the kids off in the grass.

This is an area with too much asphalt an in desperate need of a sidewalk.

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: 10/15/2025 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: 7958 **Entered on:** 09/30/2025 08:19 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: Parks - Happy Retreat

Request type: Problem

Entered via: Web

Problem Location: 400 Forrest Ave

Priority: Normal

Followers: 0 Add Remove



Attachments: Add attachments

* Description: Could the city paint a crosswalk so people can safely cross the street? I would be nice to connect the existing sidewalks to the park and trails around happy retreat.

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: 10/10/2025 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: 7990 **Entered on:** 10/02/2025 07:49 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: 630 Morison St

(1 other record at this location)

Priority: Normal

Followers: 0 Add Remove



Attachments: Add attachments

* Description: Recent utility work has torn up the street and will require repaving. This is the same location where there is a drainage problem.

Over the years this intersection has gotten wider. Instead of just more paving, would it be possible to remove all the extra asphalt? It looks like the city could clean up the intersection and make it feel like a slow speed neighborhood street. This would be cheaper in the long run and reduce water run off.

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)	Q		

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: 10/17/2025 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: 7991 **Entered on:** 10/02/2025 07:53 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

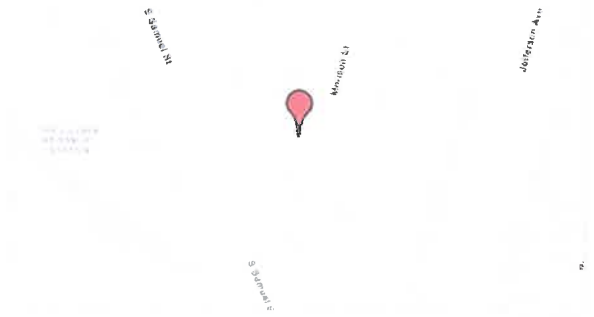
Request type: Problem

Entered via: Web

Problem Location: 806 Morison St

Priority: Normal

Followers: 0 Add Remove



Attachments: Add attachments

* Description: Now that CTUB has cleared all the brush between Morris and Samual Street you can see how close these streets really are.

Can we request that a sidewalk or multipurpose path be installed between these two streets. This would make it a lot easier for residents on Samual Street to walk to Memorial Park.

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: 10/17/2025 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: 7993 **Entered on:** 10/02/2025 07:58 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: Parks - Happy Retreat

Request type: Problem

Entered via: Web

Problem Location: 145 Blakeley Pl

Priority: Normal

Followers: 0 Add Remove



Attachments: Add attachments

* Description: Can we please get a crosswalk on Mordington? The school board employees speed down the street and this might make it safer for me to cross the street to use the trails at Happy Retreat.

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: 10/12/2025 Leave blank for automatic calculation

Insert Reason Closed: (Select message from list)

Update & Exit | Update | Cancel

Collaboration Area (internal notes, email correspondence)

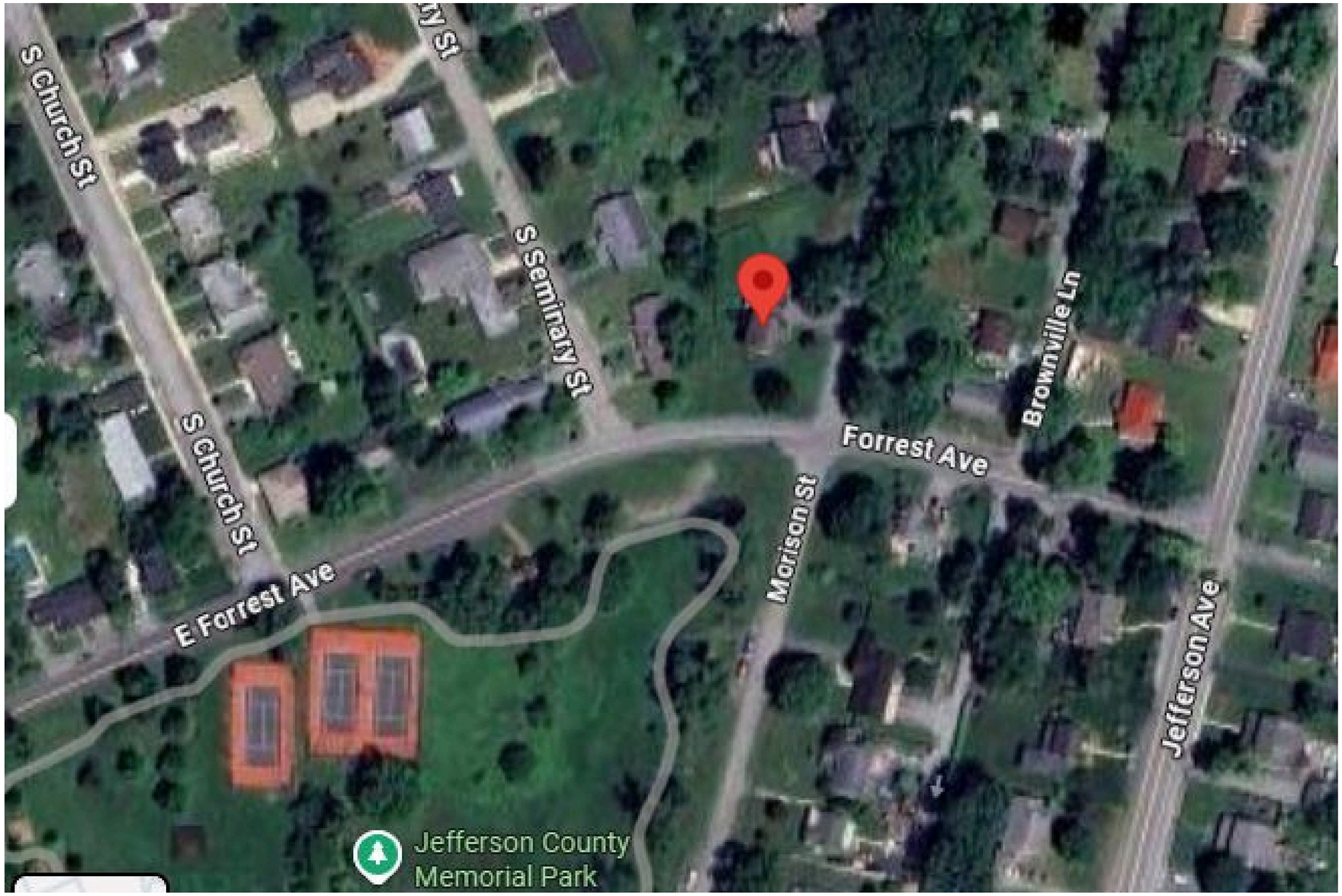
To add notes or send emails about this Request, enter message below or insert message (Select message from list), then press the appropriate button.

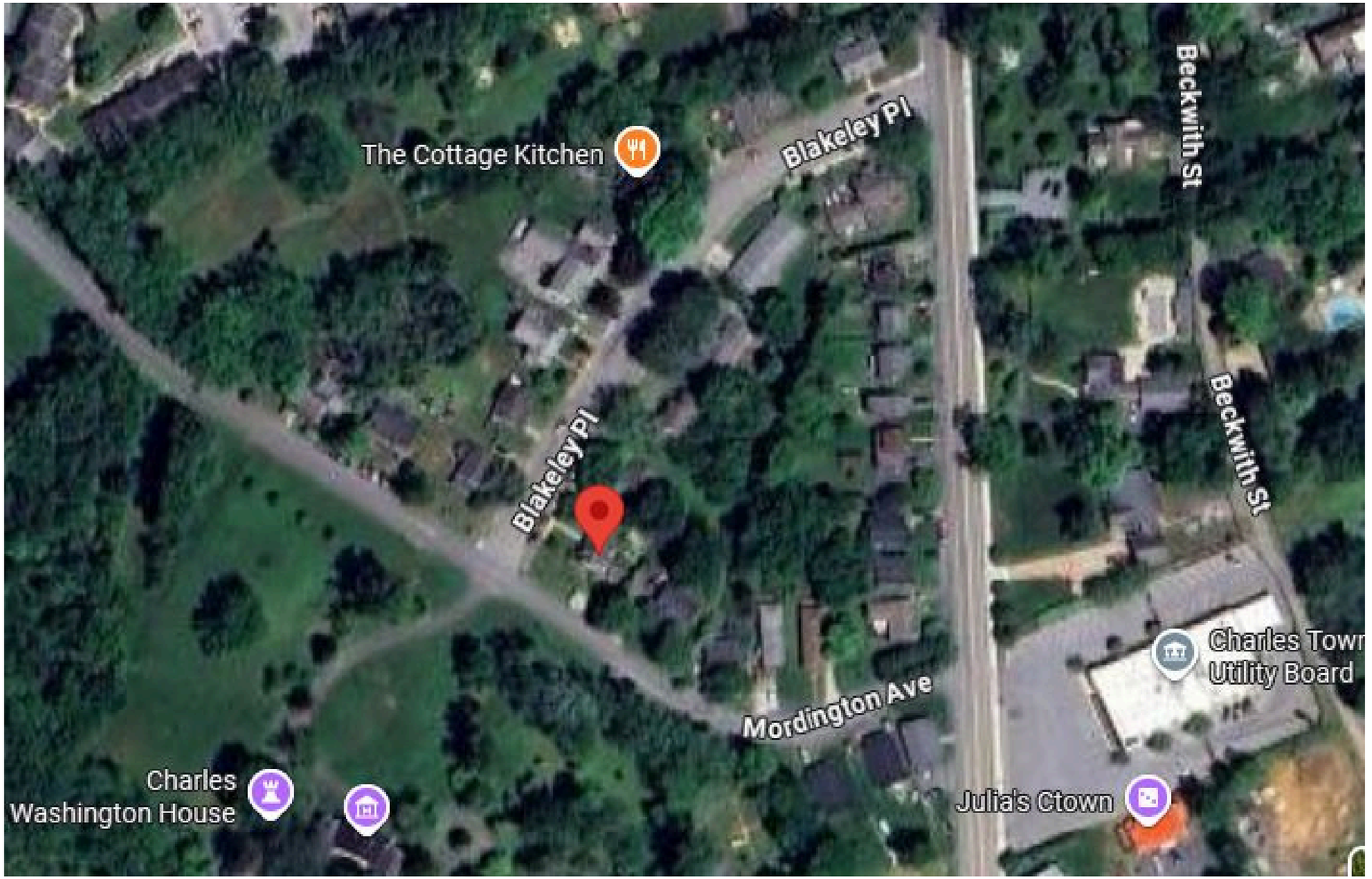
To add an internal note, or send a message to another employee about this request, enter your message here (at least four characters) and then press one of the buttons to the right. You will not be able to email the customer as there is no way to notify the customer.

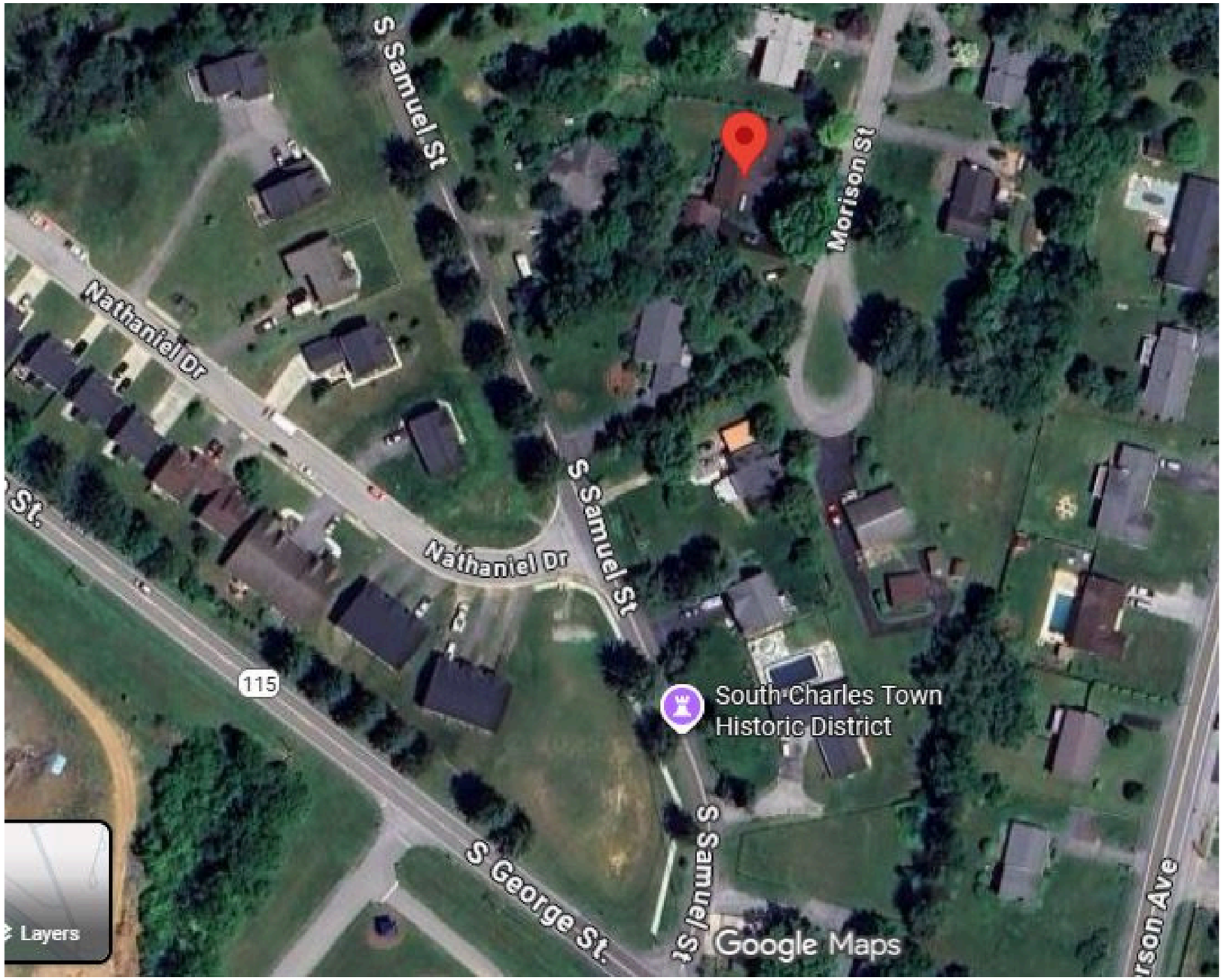
Send to Customer

Add Internal Note

Send to Employee(s)


S Church St
S Seminary St
S Church St
Forrest Ave
Brownville Ln
E Forrest Ave
Morison St
Jefferson Ave
Jefferson County
Memorial Park


The Cottage Kitchen
Blakeley Pl
Beckwith St
Blakeley Pl
Beckwith St
Mordington Ave
Charles Town
Utility Board
Charles
Washington House
Julia's Ctown


S Samuel St
Morison St
Nathaniel Dr
Nathaniel Dr
S Samuel St
St.
115
South Charles Town
Historic District
S George St.
S Samuel St
Layers
Google Maps
rson Ave

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/27/25
Department: Infrastructure Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1187: Staff Updates

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/27/25
Department: Infrastructure Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1188: Site Visit to W. Liberty Street - 500 Block Sidewalk Issue (Resident Request)

At the conclusion of the regular meeting, committee members will walk the area.

ATTACHMENTS: