CITY OF CHARLES TOWN

BUILDING COMMISSION
AGENDA • FEBRUARY 27, 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

: **2025-241:** Building Commission Meeting Minutes - November 20, 2024
Building Commission Report - 11-20-24.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

: **2025-242:** Financial Review with Finance Director Lori Nice

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

AGENDA ITEM (ID #)

Meeting: 02/27/25
Department: Building Commission
Category: Report
Initiator:

2025-241: Building Commission Meeting Minutes - November 20, 2024

ATTACHMENTS:

- Building Commission Report - 11-20-24.pdf

City of Charles Town Building Commission Minutes

November 20, 2024 Meeting

Call to Order at 3:01PM

1. **Persons present**: Building Commission members Keith Veler, Liz McDonald, Mary Ellen Mahoney, Sarah Edgar (Zoom), John Rish (Zoom) and Operations Director Cindy Rezmer

2. **Approval of Minutes**
   Approved Minutes for May 22, 2024 and August 2, 2024.

3. **Unfinished Business**

4. **New Business**

   2024-1162: Financial Summary Review
   Reviewed bank statements and transactions for July, August, Sept, Oct 2024. Cindy Rezmer provided information on charges for inspections. There are two different test/inspections one for fire alarm test and one for sprinkler test. Liz McDonald inquired about 10/08 deposit of $27,0579.98. Staff will verify with finance team and invite Finance Director Lori Nice to next meeting to provide more detail and insight into financial statements. Staff confirmed that brick work done on exterior of building was out of City's capital budget.

   2024-1163: Refrigerator Repair at Bushell and Peck
   Staff presented information about cooler repair at Bushel & Peck. City is responsible for any major repair over $500. Ortega's also had electrical work done to support kitchen machinery (burrito press). Commission decided they would like to be notified of any expense needed that is over $5,000.

   2024-1164: Keith Veler asked commission if they were supportive of him applying for another term as Chairman. Commission unanimously agreed that he should apply and continue service as Chairman.

5. **Meeting adjourned at 3:17pm**

6. **Next meeting scheduled for 3:00pm, February 26, 2024.**

Building Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/27/25
Department: Building Commission
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-242: Financial Review with Finance Director Lori Nice

ATTACHMENTS: