CITY OF CHARLES TOWN
BUILDING COMMISSION
AGENDA • NOVEMBER 20, 2024

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.1 : **2024-1165:** Building Commission Meeting Minutes - May 22, 2024
Building Commission Report - 5-22-2024.pdf

2.2 : **2024-1166:** Building Commission Meeting Minutes - August 2, 2024
Building Commission Report - 8-2-24.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **2024-1162:** Financial Review
SKM_300i24111510340.pdf
July-October BC Council Report.pdf

4.2 : **2024-1163:** Refrigerator Repair at Bushell and Peck

4.3 : **2024-1164:** Building Commission Term Ending 12/31/2024

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: 11/20/24
Department: Building Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

2024-1165: Building Commission Meeting Minutes - May 22, 2024

ATTACHMENTS:

- Building Commission Report - 5-22-2024.pdf

City of Charles Town Building Commission Report

May 22, 2024 Meeting

Call to Order at 3:10PM

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

2. **Approval of minutes** – postponed to next meeting

3. **Unfinished Business**
   2024-515 Evitts Run Conservancy Deed of Easement and Right of Way

   Commission approved and Chairman Keith Veler signed revised Deed of Easement and Right of Way for Charles Town Utility Board: Sanitary Sewer Collection System Project. Changes had been made at the request of City's counsel, Michael Funk.

4. **New Business**

   2024-516: Financial Summary Review

   Two building commission bank accounts had been inactive and outdated. Funds were closed and moved into city paving fund as was decided two years ago. Mary Ellen Mahoney accompanied Cindy Rezmer to Truist to accomplish bank account updates as she was shown as signatory on accounts.

   Staff to work with new Finance Director to get online access to bank account statements so information will be most current. Staff provided detail on bank transactions, including elevator repair that was over $7k.

5. **Meeting adjourned at 3:26pm**

6. **Next meeting scheduled for 3:00pm, August 2, 2024.**

Building Commission
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 11/20/24
Department: Building Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

2024-1166: Building Commission Meeting Minutes - August 2, 2024

ATTACHMENTS:

- Building Commission Report - 8-2-24.pdf

City of Charles Town Building Commission Report

August 2, 2024 Meeting

Call to Order at 3:04PM

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

2. **Approval of Minutes**
   Determined that minutes had not been approved at prior meeting. Determined that staff would do minutes going forward. Approval postponed until next meeting.

3. **Unfinished Business**

4. **New Business**

   2024-779: Evitts Run Conservancy Deed of Easement and Right of Way
   Commission approved and Chairman Keith Veler signed Deed of Easement and Right of Way for Charles Town Utility Board: Sanitary Sewer Collection System Project

   2024-780: Financial Summary Review
   Reviewed bank statements and transactions for April-June, 2024. Keith Veler inquired about tuckpointing work at CW Hall, staff to find out what budget this was in.

5. **Meeting adjourned at 3:29pm**

6. **Next meeting scheduled for 3:00pm, November 19, 2024.**

Building Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/20/24
Department: Building Commission
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1162: Financial Review

ATTACHMENTS:

- SKM_300i24111510340.pdf
- July-October BC Council Report.pdf

TRUIST

725-01-01-00 22170 0 C 001 30 50 004
CITY OF CHARLES TOWN
CHARLES TOWN BUILDING COMMISION ACCT
PO BOX 14
CHARLES TOWN WV 25414-0014

RECEIVED
AUG 05 2024
BY: VB

Reconciled 8-10-24

Your account statement
For 07/31/2024

Contact us
Truist.com
(844) 4TRUIST or (844) 487-8478

■ BASIC PUBLIC FUND CHECKING 0005175764862

Account summary

Your previous balance as of 06/28/2024	$187,319.50
Checks	- 15,081.90
Other withdrawals, debits and service charges	- 16,667.00
Deposits, credits and interest	+ 0.00
Your new balance as of 07/31/2024	**= $155,570.60** ✓

Checks

DATE	CHECK #	AMOUNT($)
07/01	3469 ✓	266.23
07/01	*3474 ✓	229.38
07/17	*3477 ✓	10,390.98
07/22	3478 ✓	1,368.65
07/23	3479 ✓	2,826.66

* indicates a skip in sequential check numbers above this item

Total checks **= $15,081.90**

Other withdrawals, debits and service charges

DATE	DESCRIPTION		AMOUNT($)
07/05	ACH CORP DEBIT PAYMENT	USDA RD DCFO CITY OF CHARLES TOWN B CUSTOMER ID 0000	3,827.00 ✓
07/05	ACH CORP DEBIT PAYMENT	USDA RD DCFO CITY OF CHARLES TOWN B CUSTOMER ID 0000	12,840.00 ✓

Total other withdrawals, debits and service charges **= $16,667.00**

TRUIST

725-01-01-00 22170 0 C 001 30 50 004
CITY OF CHARLES TOWN
CHARLES TOWN BUILDING COMMISION ACCT
PO BOX 14
CHARLES TOWN WV 25414-0014

RECEIVED
SEP 09 2024
BY: VB

Reconciled 10-19-24

Your account statement

For 08/30/2024

Contact us

Truist.com

(844) 4TRUIST or (844) 487-8478

■ BASIC PUBLIC FUND CHECKING 0005175764862

Account summary

Your previous balance as of 07/31/2024	$155,570.60
Checks	- 11,118.48
Other withdrawals, debits and service charges	- 16,667.00
Deposits, credits and interest	+ 0.00
Your new balance as of 08/30/2024	**= $127,785.12**

Checks

DATE	CHECK #	AMOUNT($)
08/07	3480	10,390.98
08/13	3481	467.50
08/30	3482	170.00
08/30	3483	90.00
	Total checks	**= $11,118.48**

Other withdrawals, debits and service charges

DATE	DESCRIPTION		AMOUNT($)
08/05	ACH CORP DEBIT PAYMENT	USDA RD DCFO CITY OF CHARLES TOWN B CUSTOMER ID 0000	3,827.00
08/05	ACH CORP DEBIT PAYMENT	USDA RD DCFO CITY OF CHARLES TOWN B CUSTOMER ID 0000	12,840.00
Total other withdrawals, debits and service charges			**= $16,667.00**

TRUIST

725-01-01-00 22170 0 C 001 30 50 004
CITY OF CHARLES TOWN
CHARLES TOWN BUILDING COMMISION ACCT
PO BOX 14
CHARLES TOWN WV 25414-0014

RECEIVED
OCT 07 2024
BY: VR

Reconciled 11-19-24

Your account statement

For 09/30/2024

Contact us

Truist.com

(844) 4TRUIST or
(844) 487-8478

■ BASIC PUBLIC FUND CHECKING 0005175764862

Account summary

Your previous balance as of 08/30/2024	$127,785.12
Checks	- 20,331.36
Other withdrawals, debits and service charges	- 16,667.00
Deposits, credits and interest	+ 81,173.94
Your new balance as of 09/30/2024	**= $171,960.70**

Checks

DATE	CHECK #	AMOUNT($)
09/09	3484	3,800.00
09/11	3485	344.55
09/12	3486	545.02
09/04	3487	10,390.98
09/30	3488	2,177.40
09/24	3489	1,198.41
09/25	3490	1,875.00
	Total checks	**= $20,331.36**

Other withdrawals, debits and service charges

DATE	DESCRIPTION		AMOUNT($)
09/04	ACH CORP DEBIT PAYMENT	USDA RD DCFO CITY OF CHARLES TOWN B CUSTOMER ID 0000	3,827.00
09/04	ACH CORP DEBIT PAYMENT	USDA RD DCFO CITY OF CHARLES TOWN B CUSTOMER ID 0000 451-57	12,840.00
Total other withdrawals, debits and service charges			**= $16,667.00**

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT($)
09/04	DEPOSIT	81,173.94
Total deposits, credits and interest		**= $81,173.94**

Changes will be effective November 1, 2024 to the Commercial Bank Services Agreement ("CBSA") that governs your account, including revisions under Section B (Arbitration Agreement), Section F (Account Types), Section G (Account Rules), Section I (Certificate of Deposits), and Section J (Availability of Funds). Continued use of your account constitutes your acceptance of the changes. The most current version of the CBSA can be obtained at any Truist branch or online at www.truist.com/CBSA. All future transactions on your account will be governed by the amended CBSA. If you have questions about these changes, contact your local Truist branch or call 844-4TRUIST (844-487-8478).

TRUIST

725-01-01-00 22170 0 C 001 30 50 004
CITY OF CHARLES TOWN
CHARLES TOWN BUILDING COMMISION ACCT
PO BOX 14
CHARLES TOWN WV 25414-0014

Your account statement

For 10/31/2024

Contact us

Truist.com

(844) 4TRUIST or
(844) 487-8478

■ BASIC PUBLIC FUND CHECKING 0005175764862

Account summary

Your previous balance as of 09/30/2024	$171,960.70
Checks	- 10,565.96
Other withdrawals, debits and service charges	- 16,667.00
Deposits, credits and interest	+ 27,057.98
Your new balance as of 10/31/2024	**= $171,785.72**

Checks

DATE	CHECK #	AMOUNT($)	DATE	CHECK #	AMOUNT($)	DATE	CHECK #	AMOUNT($)
10/08	3491	10,390.98	10/18	3492	64.10	10/30	3493	110.88
						Total checks		**= $10,565.96**

Other withdrawals, debits and service charges

DATE	DESCRIPTION		AMOUNT($)
10/04	ACH CORP DEBIT PAYMENT	USDA RD DCFO CITY OF CHARLES TOWN B CUSTOMER ID 0000	3,827.00
10/04	ACH CORP DEBIT PAYMENT	USDA RD DCFO CITY OF CHARLES TOWN B CUSTOMER ID 0000	12,840.00
Total other withdrawals, debits and service charges			**= $16,667.00**

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT($)
10/08	DEPOSIT	27,057.98
Total deposits, credits and interest		**= $27,057.98**

Important: Fee Changes. Truist has completed an annual review of wholesale payment services pricing. As of January 1, 2025, fees will change for some treasury and payment services, including changes to depository, payment and select digital services. Additional detail will be available in your next statement.

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT
CITY HALL	BUILDING COMMISSIO	FRONTIER , INC	10/04/24	9/10-10/9 CH ELEVATOR PHN	64.10
		CENTRAL ELEVATOR INSPECTION SERVICES,	8/16/24	CH ELEVATOR INSPECTION	170.00
		WV DIVISION OF LABOR	8/16/24	FY25 CITY ELEVATOR INSPECT	90.00
		DEAD ROCK ELECTRICAL SERVICES	8/30/24	ELEC REPAIR BURRITO PRESS	3,800.00
				TOTAL:	4,124.10
CHARLES WASHINGTON HAL	BUILDING COMMISSIO	POTOMAC EDISON COMPANY	7/12/24	CW HALL MAY-JUNE 24 ELEC S	2,263.64
			7/12/24	CWH 2FL ELEC SERV MAY-JUNE	434.75
			9/13/24	CW HALL ELEC 7/31-8/28	1,115.31
		ENVIRO-TECH PEST SERVICES	9/13/24	CWH FY25 PEST SERVICES	1,333.80
		USDA RURAL DEVELOPMENT	8/22/24	CORR DUP AUG CWH PAYMENT	3,827.00-
			8/22/24	CORR DUP AUG CWH PAYMENT	12,840.00-
			8/22/24	OCT USDA CWH BOND PAYMENT	3,827.00
			8/22/24	MAY CWH LEASE PYMT	3,827.00
			8/22/24	MAY CWH LEASE PYMT	12,840.00
			7/05/24	JULY 2024 CWH BOND	3,827.00
			7/05/24	JULY 2024 CWH BOND	12,840.00
			8/05/24	8/24 USDA CWH BOND PYMT	12,840.00
			9/04/24	9/24 CWH BOND PYMT	3,827.00
			9/04/24	9/24 CWH BOND PYMT	12,840.00
		JOHNSON CONTROLS SECURITY SOLUTIONS	8/30/24	CWH ALARM SERV 9/1-11/30	344.55
			7/12/24	CWH ALARM SERV 7/1- 9/30/2	1,368.65
		M.S. JOHNSTON CO., INC.	8/30/24	BUSHEL&PECK COOLER REPAIR	545.02
		YOUNT, HYDE & BARBOUR, P.C.	9/13/24	CWH 2023 TAX RETURN	1,875.00
		BREWER & COMPANY OF WV, INC	8/01/24	CH QUARTLY SPRINKLER INSPE	467.50
				TOTAL:	59,749.22
ROUSS HALL	BUILDING COMMISSIO	POTOMAC EDISON COMPANY	7/12/24	108N GEORGE ELEC SERV5/30-	128.27
			9/13/24	ROUSS HALL ELEC 7/31-8/28	83.10
		FRONTIER , INC	10/18/24	9/25-10/24 ROUSS ELEVATOR	110.88
		ENVIRO-TECH PEST SERVICES	9/13/24	ROUSS HALL FY25PEST SERV	843.60
				TOTAL:	1,165.85
661 MUNI ANNEX BLDG	BUILDING COMMISSIO	BANK OF CHARLES TOWN	7/12/24	JULY 2024 BCT LOAN	6,500.17
			8/01/24	AUG 2024 BCT LOAN	5,751.93
			9/03/24	SEPT BCT LOAN	6,674.74
			10/04/24	OCT 24 BCT LOAN	6,392.20
				TOTAL:	25,319.04
LOAN INTRST-661 MUNI A	BUILDING COMMISSIO	BANK OF CHARLES TOWN	7/12/24	JULY 2024 BCT LOAN	3,890.81
			8/01/24	AUG 2024 BCT LOAN	4,639.05
			9/03/24	SEPT BCT LOAN	3,716.24
			10/04/24	OCT 24 BCT LOAN	3,998.78
				TOTAL:	16,244.88

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT

========== FUND TOTALS ==========	
400 BUILDING COMMISSION	106,603.09
GRAND TOTAL:	106,603.09

TOTAL PAGES: 2

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 02-CT BUILDING COMMISSION
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 7/01/2024 THRU 10/31/2024

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Department
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

Building Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/20/24
Department: Building Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1163: Refrigerator Repair at Bushell and Peck

ATTACHMENTS:

Building Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/20/24
Department: Building Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1164: Building Commission Term Ending 12/31/2024

ATTACHMENTS: