CITY OF CHARLES TOWN

BUILDING COMMISSION
AGENDA • FEBRUARY 12, 2026

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2026-1161:** Building Commission Report - November 2025
Building Commission Report - 11-12-25.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

: **2026-1162:** Financial Review

: **2026-1163:** Building Commission Vacancy

: **2026-1164:** Building Commission 2026 Meeting Schedule

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas_minutes.php

Building Commission
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 02/12/26
Department: Building Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

2026-1161: Building Commission Report - November 2025

ATTACHMENTS:

- Building Commission Report - 11-12-25.pdf

City of Charles Town Building Commission Minutes

November 12, 2025 Meeting

Call to Order at 3:03 PM

1. **Persons present**: Building Commission members Keith Veler, Sarah Edgar, Mary Ellen Mahoney, Operations Director Cindy Rezmer and Finance Director Lori Nice

2. **Approval of Minutes**

   2025-1250: Building Commission Meeting Minutes – May 15, 2025
   Minutes unanimously approved

   2025-1251: Building Commission Meeting Minutes – August 6, 2025
   Minutes unanimously approved

3. **Unfinished Business**

4. **New Business**

   2025-1247: Review and Transfer of Charles Washington Hall Developer Fees
   When renovations were done at Charles Washington Hall, we received federal and state historical tax credits. State credits were deposited with Building Commission and have been spent over the years. The Federal credits were deposited in the CW Hall Landlord account and were used to pay Mr.Wishneck (consultant) and to buy off our other partner in Landlord LLC and the remaining funds have been sitting in the account for years. Council requested that we liquidate the funds. Part of the process was to construct a Development Services Agreement between Building Commission and Landlord LLC and in that agreement Building Commission agreed to do services for the Landlord LLC in return for a fee. The remaining funds of historical tax credits will be moved to Building Commission to satisfy the Development Services Agreement and then Building Commission is to move money to the City Capital Fund. Staff presented letter from Mayor requesting transfer. Motion to transfer $577,602 from Building Commission to City was made by Sara and seconded by Mary Ellen. Approved unanimously

   2025-1248: Financial Review
   Review of bank statements and Revenues and Expenses report provided by Finance Director.

5. **Meeting adjourned at 3:18pm**

Building Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/12/26
Department: Building Commission
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1162: Financial Review

ATTACHMENTS:

Building Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/12/26
Department: Building Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1163: Building Commission Vacancy

ATTACHMENTS:

Building Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/12/26
Department: Building Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1164: Building Commission 2026 Meeting Schedule

ATTACHMENTS: