CITY OF CHARLES TOWN

CITY COUNCIL
AGENDA • MAY 30, 2025

Special Meeting **COUNCIL CHAMBERS** **7:00 PM**
101 E Washington Street, Charles Town, WV 25414

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: **2025-589:** City Council Meeting Minutes - May 19, 2025
CityCouncilMeetingMinutes_19May2025_Draft_rmt.pdf

: **2025-590:** Municipal Election Canvass - May 28, 2025
Election Canvass Meeting Minutes - May 28, 2025.pdf

3. NEW BUSINESS

: **2025-588:** Certification of the 2025 Municipal Election
Board of Canvassers Declared Election Results - May 28, 2025.pdf

: **2025-586:** Mayor Oath of Office

4. ADJOURNMENT

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

https://www.charlestownwv.us/government/agendas-and-minutes/

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/30/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-589: City Council Meeting Minutes - May 19, 2025

ATTACHMENTS:
- CityCouncilMeetingMinutes_19May2025_Draft_rmt.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • May 19, 2025

Regular Meeting **Council Chambers** **7:00 PM**

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Bob Trainor	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Julie Philabaum	Councilmember	Present	
Micheal George	Councilmember	Present	
Andie Sugrue	Councilmember	Present	

Mr. John Nissel, City Manager; Ms. Stephanie Grove, City Attorney; Ms. Alissa Meeks, Community Development Director; Ms. Cindy Rezmer, Operations Director; Ms. Lori Nice, Finance Director; Ms. Liz Cook, Business Development/Downtown Coordinator; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2025-564: City Council Meeting Minutes - May 5, 2025

The following change was made to the minutes:

Packet page 7, Unfinished Business, Agenda Item 2025-522:

Second Paragraph, first line: replace **"...excused..."** with **"...recused..."** to read "**Ms. Sugrue recused herself..."**

3. PUBLIC COMMENT

Ms. Smith, a current board member of the Charles Town Library, requested Council consider granting $20,000 of the "But For" grant money allocation to the Charles Town Library.

4. WARD REPORTS

Ward 1

Mr. Kratovil had nothing to report.

Ms. Ricketts reported that the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) will hold a zoom meeting on May 20, 2025, at 11:00AM to discuss the recently completed Washington Street Corridor Study.

Ward 2

Mr. Hynes congratulated the Jefferson County Wild Lacrosse Club for their successful season.

Mr. Tester had nothing to report.

Ward 3

Ms. Philabaum had nothing to report.

Ward 4

Mr. George had nothing to report.

Ms. Sugrue thanked Councilmember Philabaum for her service to the City of Charles Town.

5. MAYOR'S REPORT

Mayor Trainor, noting his last regular Council meeting, thanked City staff and Councilmembers for their service and stated his pleasure serving with them as Mayor for the past 6 years.

6. COMMITTEE REPORTS

2025-570: Personnel Committee Report - May 12, 2025

Mr. George reviewed the Personnel Committee Report with Council.

7. CITY MANAGER REPORT

City Manager Report - May 19, 2025

Mr. Nissel reviewed the City Manager's Report with Council. Ms. Meeks presented an update on the Augustine Trail Project and Ms. Rezmer presented an update on the Liberty Street Stormwater Remediation Project.

8. POLICE CHIEF REPORT

Chief Kutcher reviewed the CTPD's April Statistical Report with Council. He also reported that the CTPD is now fully staffed with 18 sworn police officers.

9. UNFINISHED BUSINESS

2025-567: Memorandum of Understanding (MOU) with The Martinsburg Initiative - Police Social Worker Program

Mr. Tester moved to remove this agenda item from the Table. Mr. Hynes seconded the motion, and there were no objections.

Mr. Hynes moved to approve the Memorandum of Understanding (MOU) with The Martinsburg Initiative, Inc. (TMI), as presented to fully fund a full-time position and with the following edit:

Packet page 19 (MOU page 4), paragraph 13.1, second line, add: **"…$75,000 for FY2026…"** Ms. Sugrue seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Andie Sugrue
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue

2025-574: B&O Status - APUS - Possible Executive Session

Ms. Philabaum moved to enter into Executive Session. Ms. Ricketts seconded the motion, and there were no objections.

Ms. Sugrue recused herself from this agenda item due to possible conflict of interest.

Mayor Trainor declared Council in Executive Session.

Mayor Trainor declared Council out of Executive Session.

No Council action was taken on this agenda item after the Executive Session

2025-575: Real Estate Redevelopment - Possible Executive Session

This agenda item was discussed during agenda item 2025-574's Executive Session.

Mr. Hynes moved to direct staff to prepare a Council letter for the Mayor's signature to the Jefferson County Commissioners requesting that the real estate redevelopment plan presentation be placed on the next possible County Commission meeting agenda. Ms. Sugrue seconded the motion, and it passed by unanimous vote.

Note: Ms. Sugrue was present during this item’s discussion

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Andie Sugrue
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue

10. NEW BUSINESS

2025-523: CTPD Personnel Allowance Discussion - Possible Executive Session

This agenda item was discussed during agenda item 2025-574's Executive Session.

No Council action was taken on this agenda item after the Executive Session.

Note: Ms. Sugrue was present during this item’s discussion

2025-565: City Manager Transition Plan - Possible Executive Session

This agenda item was discussed during agenda item 2025-574's Executive Session.

No Council action was taken on this agenda item after the Executive Session.

Note: Ms. Sugrue was present during this item’s discussion

2025-568: "But For" Distribution for FY2025

Mr. Hynes moved to distribute the FY2025 "But For" grant money as follows:

- Jefferson County Community Ministries - $25,000
- Charles Town Library - $15,000
- Eastern Panhandle Transit Authority - $20,000

Mr. Kratovil seconded the motion, and it passed by a 6-1 vote.

RESULT:	**APPROVED [6-1]**
MOVER:	Jeff Hynes
SECONDER:	James Kratovil
AYES:	Kratovil, Ricketts, Hynes, Tester, George, Sugrue
NAYS:	Philabaum

2025-576: Capital Improvement Plan (CIP) Discussion

Council agreed to include this agenda item on the June 16, 2025, Council meeting agenda.

2025-579: Transmission Presentation

Mrs. Mary Gee, a Jefferson County resident, presented to the Council an update on the proposed PJM – a Regional Transmission Organization (RTO) – projects submittals. Namely, the MidAtlantic Resiliency Link (MARL), Valley Link, and a 3rd 2025 project and their negative impacts to Jefferson County residents.

Mr. Hynes moved to task City staff to develop a draft resolution and accompanying letter to the West Virginia Public Service Commission (PSC) opposing the PJM proposed projects and to present it to Council for review and approval. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue

11. REFERRALS TO COMMITTEES/COMMISSIONS

2025-569: New Parking Spaces on the 200 Block of E. Washington Street

Ms. Philabaum moved to refer the additional parking spaces request for the 200 block of E. Washington Street to the Ordinance Committee. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Julie Philabaum
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue

12. APPROVAL OF BILLS

2025-577: Payment of Bills - May 19, 2025

Mr. Kratovil moved to approve the bills for payment. Hearing no objections, Mayor Trainor declared the bills approved for payment.

13. ADJOURNMENT

Mayor Trainor asked if there was any other business to come before the Council. Hearing none, he adjourned the meeting at 9:57PM.

14. INFORMATION ONLY - NEXT MEETINGS:

Election Canvass Meeting, May 28, 2025, at 7:00PM;
Special Council/Election Certification Meeting, May 30, 2025, at 7:00PM;
Regular Council Meeting, June 2, 2025, at 7:00PM

2025-571: Tree City USA Letter from the Arbor Day Foundation

2025-572: Council Select Committee on the Hill Farm Property, LLC Annexation Signed Letter

2025-573: Council Select Committee on Memorializing the "Coloured" Graveyard Signed Letter

2025-578: Memorandum of Understanding (MOU) with Charles Town Now

2025-581: Mr. Bill Seibert letter to US Postal Service

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/30/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-590: Municipal Election Canvass - May 28, 2025

ATTACHMENTS:

- Election Canvass Meeting Minutes - May 28, 2025.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • May 28, 2025

Special Meeting **Council Chambers** **7:00 PM**

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Bob Trainor	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Julie Philabaum	Councilmember	Present	
Micheal George	Councilmember	Absent	
Andie Sugrue	Councilmember	Absent	

Mr. John Nissel, City Manager; Ms. Cindy Rezmer, Operations Director; and Ms. Carolyn Vezzosi, Deputy City Clerk, were also in attendance.

1. NEW BUISNESS

2025-585: 2025 Municipal Election Canvassing

Mayor Trainor announced that the purpose of the canvass is a proceeding required by law in which the materials, equipment, and results of an election are reviewed, corrected, and officially recorded prior to the certification of the election results.

Mayor Trainor then asked for a motion to set a bond amount for any recount at $50. The motion was moved by Mr. Hynes, seconded by Ms. Philabaum and approved unanimously.

Ms. Vezzosi then proceeded to review the 2025 municipal election materials and results with the members. The members first counted the actual number of ballots cast and counted on early voting (281), absentee (3), and election day (290).

Next, Ms. Vezzosi reported the number of spoiled ballots (1) and provisional ballots (5).

Ms. Vezzosi reviewed each of the five provisional ballots with the members and recommended that the provisional ballot numbered 1 should not be accepted because the voter did not reside within the City limits, and ballots numbered 3 and 4 not be accepted because they registered to vote past the due date of May 1, 2025.

The council agreed not to accept those provisional ballots.

Ms. Vezzosi reported that provisional ballots numbered 2 and 5 were submitted by individuals with valid Jefferson County voter registrations and were living within City limits. The Council agreed to accept and count the provisional ballots as recommended by staff.

Ms. Vezzosi then reported that (3) ballots were deemed provisional due to the ballot not containing proper signatures of poll clerks. Mr. Kratovil moved to accept the provisional ballots with signature errors. Mr. Hynes seconded the motion, and it passed unanimously.

The provisional ballots were added to the preliminary vote counts reported on election night.

Ms. Vezzosi read out the new vote totals based on the canvass as follows:

Mayor
Michael Tolbert – 81
Mike George – 317
Joseph Burwell – 173

Ward 1
Elizabeth Ricketts – 391

Ward 2
Jeff Hynes - 407

Ward 3
Courtney Knill - 239
Nate Hartman - 325

Ward 4
Lleona Chew- 152
Andie Sugrue - 357

After reading the results, Mr. Kratovil moved to declare the election results and enter the results into the official record of canvass. The motion was seconded by Ms. Philabaum and approved unanimously. Only the results of this final vote are recorded in the table below.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Julie Philabaum
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum

2. ADJOURNMENT

There being no further business, Mayor Trainor declared the meeting adjourned at 7:16PM.

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AGENDA ITEM (ID #)

2025-588: Certification of the 2025 Municipal Election

ATTACHMENTS:

- Board of Canvassers Declared Election Results - May 28, 2025.pdf

BOARD OF CANVASSERS
DECLARED ELECTION RESULTS
CITY OF CHARLES TOWN – May 28, 2025

MAYOR

Michael Tobert …… 81

Mike George …….. 317

Joseph Burwell …… 173

WARD 1

Elizabeth Ricketts…… 391

WARD 2

Jeff Hynes…..…….. 407

WARD 3

Courtney Knill …… 239

Nate Hartman ……. 325

WARD 4

Lleona Chew …….. 152

Andie Sugrue …… 357

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101 East Washington Street
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AGENDA ITEM (ID #)

2025-586: Mayor Oath of Office

ATTACHMENTS: