CITY OF CHARLES TOWN
BUILDING COMMISSION
AGENDA • JULY 9, 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

: **2026-1647:** Building Commission Meeting Minutes - April 9, 2026
Building Commission Report - 4-9-26.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

: **2026-1648:** Financial Review
April & May 2026 Bank Statements.pdf
June 2026 Revenue & Expense Report.pdf

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

AGENDA ITEM (ID #)

Meeting: 07/09/26
Department: Building Commission
Category: Report
Initiator:

2026-1647: Building Commission Meeting Minutes - April 9, 2026

ATTACHMENTS:
- Building Commission Report - 4-9-26.pdf

City of Charles Town
Building Commission Minutes
April 9, 2026

Call to Order at 3:08 PM

1. **Persons present**: Building Commission members Keith Veler, Liz McDonald, Ezra Griffith Mary Ellen Mahoney, Operations Director Cindy Rezmer

2. **Approval of Minutes**

   2026-1369: Building Commission Meeting Minutes – February 12, 2026

   Ms. Mahoney moved to approve the minutes. Ms. McDonald seconded the motion, and it passed by unanimous vote.

3. **Unfinished Business**

4. **New Business**

   2026-1370: Financial Review

   The financial report was reviewed with no changes made.

   2026-1371: Potential Building Commission Vacancy

   Ms. Rezmer reported that Ms. Edgar may potentially be moving out of the city limits of Charles Town and would no longer be able to serve on the Commission. Once confirmed the city will advertise the open position.

   2026-1372: Letter of Entry Requests (2) for Augustine Avenue Phase III

   Ms. McDonald moved to approve Mr. Veler to sign the Letter of Entry Request. Ms. Mahoney seconded the motion, and it passed by unanimous vote.

5. **Meeting adjourned at 3:19pm**

DRAFT

Building Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/09/26
Department: Building Commission
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1648: Financial Review

ATTACHMENTS:

- April & May 2026 Bank Statements.pdf
- June 2026 Revenue & Expense Report.pdf

Potomac Bank, Inc.
P.O. Box 906
Charles Town, WV 25414

POTOMAC BANK

RETURN SERVICE REQUESTED

143100-30A 38295
Charles Town Building Commission
PO Box 14
Charles Town, WV 25414

Contact Us
304-725-8431
cdars@potomac.bank

Account
Charles Town Building Commission

Date
04/30/2026

IntraFi Cash Service℠, or ICS®, Monthly Statement

The following information is a summary of activity in your account(s) for the month of April 2026 and the list of FDIC-insured institution(s) that hold your deposits as of the date indicated. These deposits have been placed by us, as your agent and custodian, in deposit accounts through IntraFi Cash Service. Funds in your deposit accounts at the FDIC-insured institutions at which your funds have been placed will be "deposits," as defined by federal law. Certain conditions must be satisfied for "pass-through" FDIC deposit insurance coverage to apply. To meet the conditions for pass-through FDIC deposit insurance, deposit accounts at FDIC-insured banks in IntraFi's network that hold deposits placed using an IntraFi service are titled, and deposit account records are maintained, in accordance with FDIC regulations for pass-through coverage.

This statement details the collateralization of your account balance. You should retain a copy of this statement for your records. This statement may also assist you with your account reconcilement, however we suggest you use the statements provided by Potomac Bank with your account. If you need additional information or clarification, please feel free to contact us at (304) 725-8431.

Summary of Accounts

Account ID	Deposit Option	Interest Rate	Opening Balance	Ending Balance
*********130	Demand	1.40%	$318,861.65	$319,211.18
TOTAL			**$318,861.65**	**$319,211.18**

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IntraFi and ICS are registered service marks, and IntraFi Cash Service is a service mark, of IntraFi Network LLC.

DETAILED ACCOUNT OVERVIEW

Account ID: *********130
Account Title: Charles Town Building Commission

Account Summary - Demand

Statement Period	4/1-4/30/2026	Average Daily Balance	$303,612.48
Previous Period Ending Balance	$318,861.65	Interest Rate at End of Statement Period	1.40%
Total Program Deposits	27,057.98	Annual Percentage Yield Earned	1.41%
Total Program Withdrawals	(27,057.98)	YTD Interest Paid	1,344.73
Interest Capitalized	349.53		
Current Period Ending Balance	**$319,211.18**		

Account Transaction Detail

Date	Activity Type	Amount	Balance
04/02/2026	Withdrawal	($10,390.98)	$308,470.67
04/07/2026	Withdrawal	(16,667.00)	291,803.67
04/22/2026	Deposit	27,057.98	318,861.65
04/30/2026	Interest Capitalization	349.53	319,211.18

Summary of Balances as of April 30, 2026

FDIC-Insured Institution	City/State	FDIC Cert No.	Balance
Citizens Bank, National Association	Providence, RI	57957	$247,284.37
Raymond James Bank	St. Petersburg, FL	33893	71,926.81

CONTAINS CONFIDENTIAL INFORMATION

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Member FDIC

POTOMAC BANK

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Potomac Online Banking

Date 4/30/26 Page 1
Primary Account XXXXXXXXX2130
Images

CHARLES TOWN BUILDING COMMISSION
PO BOX 14
CHARLES TOWN WV 25414-0014

CHECKING ACCOUNTS

PUBLIC FUNDS NON-INTEREST		Number of Images	0
Account Number	XXXXXXXXX2130	Statement Dates 4/01/26 thru	4/30/26
Previous Balance	.00	Days This Statement Period	30
3 Deposits	54,115.96	Average Ledger	.00
4 Checks/Charges	54,115.96	Average Collected	.00
Service Charge	.00		
Interest Paid	.00		
Current Balance	.00		

DEPOSITS AND ADDITIONS

Date	Description	Amount
4/01	Investment Sweep From DDA Acct No. XXXXXXXXX3065-D	10,390.98
4/06	Investment Sweep From DDA Acct No. XXXXXXXXX3065-D	16,667.00
4/21	April 26 Rents PD CTUB CWH Web Xfer From/To: 33092792-D/3337 2130-D	27,057.98

WITHDRAWALS AND DEDUCTIONS

Date	Description	Amount
4/01	Transfer to Loan Acct No. XXXXXXXXX4048	10,390.98-
4/06	1220040802 USDA RD RUS PAYMENT 26/04/06 ID #-0000 TRACE #-041036040089927	3,827.00-
4/06	1220040802 USDA RD RUS PAYMENT 26/04/06 ID #-0000 TRACE #-041036040090192	12,840.00-
4/21	Investment Sweep to DDA Acct No. XXXXXXXXX3065-D	27,057.98-

DAILY BALANCE INFORMATION

Date	Balance	Date	Balance	Date	Balance
4/01	.00	4/06	.00	4/21	.00

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Potomac Online Banking

Date 4/30/26 Page 2
Primary Account XXXXXXXXX2130
Images

CHARLES TOWN BUILDING COMMISSION
PO BOX 14
CHARLES TOWN WV 25414-0014

PUBLIC FUNDS NON-INTEREST XXXXXXXXX2130 (Continued)

***** END OF STATEMENT *****

To report Lost or Stolen ATM/Debit Cards call us Monday through Friday 8:30AM to 5:00PM at 304-725-8431, all other times call 1-866-546-8273.

Potomac Bank, Inc.
P.O. Box 906
Charles Town, WV 25414

RETURN SERVICE REQUESTED

143977-29A 39644
Charles Town Building Commission
PO Box 14
Charles Town, WV 25414

Contact Us
304-725-8431
cdars@potomac.bank

Account
Charles Town Building Commission

Date
05/31/2026

IntraFi Cash Service℠, or ICS®, Monthly Statement

The following information is a summary of activity in your account(s) for the month of May 2026 and the list of FDIC-insured institution(s) that hold your deposits as of the date indicated. These deposits have been placed by us, as your agent and custodian, in deposit accounts through IntraFi Cash Service. Funds in your deposit accounts at the FDIC-insured institutions at which your funds have been placed will be "deposits," as defined by federal law. Certain conditions must be satisfied for "pass-through" FDIC deposit insurance coverage to apply. To meet the conditions for pass-through FDIC deposit insurance, deposit accounts at FDIC-insured banks in IntraFi's network that hold deposits placed using an IntraFi service are titled, and deposit account records are maintained, in accordance with FDIC regulations for pass-through coverage.

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Summary of Accounts

Account ID	Deposit Option	Interest Rate	Opening Balance	Ending Balance
*********130	Demand	1.40%	$319,211.18	$319,589.51
TOTAL			**$319,211.18**	**$319,589.51**

CONTAINS CONFIDENTIAL INFORMATION

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Member FDIC

DETAILED ACCOUNT OVERVIEW

Account ID: *********130
Account Title: Charles Town Building Commission

Account Summary - Demand

Statement Period	5/1-5/31/2026	Average Daily Balance	$318,015.35
Previous Period Ending Balance	$319,211.18	Interest Rate at End of Statement Period	1.40%
Total Program Deposits	27,057.98	Annual Percentage Yield Earned	1.41%
Total Program Withdrawals	(27,057.98)	YTD Interest Paid	1,723.06
Interest Capitalized	378.33		
Current Period Ending Balance	**$319,589.51**		

Account Transaction Detail

Date	Activity Type	Amount	Balance
05/04/2026	Withdrawal	($10,390.98)	$308,820.20
05/05/2026	Withdrawal	(16,667.00)	292,153.20
05/06/2026	Deposit	27,057.98	319,211.18
05/29/2026	Interest Capitalization	378.33	319,589.51

Summary of Balances as of May 31, 2026

FDIC-Insured Institution	City/State	FDIC Cert No.	Balance
Pinnacle Bank	Nashville, TN	35583	$72,295.65
Raymond James Bank	St. Petersburg, FL	33893	247,293.86

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Member FDIC

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Potomac Online Banking

Date 5/29/26 Page 1
Primary Account XXXXXXXXX2130
Images

CHARLES TOWN BUILDING COMMISSION
PO BOX 14
CHARLES TOWN WV 25414-0014

CHECKING ACCOUNTS

PUBLIC FUNDS NON-INTEREST		Number of Images	0
Account Number	XXXXXXXXX2130	Statement Dates 5/01/26 thru	5/31/26
Previous Balance	.00	Days This Statement Period	31
3 Deposits	54,115.96	Average Ledger	.00
4 Checks/Charges	54,115.96	Average Collected	.00
Service Charge	.00		
Interest Paid	.00		
Current Balance	.00		

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5/05	Rent May 2026 PD CTUB CWH Web Xfer From/To: 33092792-D/33372 130-D	27,057.98

WITHDRAWALS AND DEDUCTIONS

Date	Description	Amount
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5/04	1220040802 USDA RD RUS PAYMENT 26/05/04 ID #-0000 TRACE #-041036046383706	3,827.00-
5/04	1220040802 USDA RD RUS PAYMENT 26/05/04 ID #-0000 TRACE #-041036046383807	12,840.00-
5/05	Investment Sweep to DDA Acct No. XXXXXXXXX3065-D	27,057.98-

DAILY BALANCE INFORMATION

Date	Balance	Date	Balance	Date	Balance
5/01	.00	5/04	.00	5/05	.00

POTOMAC BANK

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Potomac Online Banking

Date 5/29/26 Page 2
Primary Account XXXXXXXXX2130
Images

CHARLES TOWN BUILDING COMMISSION
PO BOX 14
CHARLES TOWN WV 25414-0014

PUBLIC FUNDS NON-INTEREST XXXXXXXXX2130 (Continued)

***** END OF STATEMENT *****

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Charles Town, WV

FY 2026 Building Commission Revenues and Expenses

REVENUES	JULY 2025	AUGUST 2025	SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025	DECEMBER 2025	JANUARY 2026	FEBRUARY 2026	MARCH 2026	APRIL 2026	MAY 2026	JUNE 2026	FY 2026 YEAR TO DATE
Charles Washington Hall Lease Income	33,334	16,667		16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	200,004
661 Municipal Annex Lease Income	20,782	10,391		10,391	10,391	10,391	10,391	10,391	10,391	10,391	10,391	10,391	124,692
Interest Income	499	506	468	470	1,028	360	319	324	352	350	378		5,054
Contributions from Sales Tax													-
TOTAL REVENUES	**54,615**	**27,564**	**468**	**27,528**	**28,086**	**27,418**	**27,377**	**27,382**	**27,410**	**27,408**	**27,436**	**27,058**	**329,750**
EXPENSES													
Charles Washington Hall Bond	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	200,004
661 Municipal Annex Building Loan	5,659	4,818	7,827	6,279	5,730	6,451	5,906	6,062	6,496	6,235	6,251	6,130	73,843
661 Municipal Annex Building Loan Interest	4,732	5,573	2,564	4,112	4,661	3,940	4,485	4,329	3,895	4,156	4,140	4,261	50,849
TOTAL EXPENSES	**27,058**	**27,058**	**27,058**	**27,058**	**27,058**	**27,058**	**27,058**	**27,058**	**27,058**	**27,058**	**27,058**	**27,058**	**324,696**
REVENUES OVER EXPENSES	**27,557**	**506**	**(26,590)**	**470**	**1,028**	**360**	**319**	**324**	**352**	**350**	**378**	**-**	**5,054**