CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • MARCH 16, 2026

Regular Session **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

: **2026-1269:** City Council Special Meeting Minutes - February 26, 2026
City Council Special Meeting - February 26, 2026 - draft.pdf

: **2026-1270:** City Council Workshop Meeting Minutes - March 2, 2026
City Council Workshop Minutes - March 2, 2026 - draft.pdf

: **2026-1263:** City Council Meeting Minutes - March 2, 2026
City Council Meeting Minutes - March 2, 2026 - draft.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2026-1264**: Mayor's Report - March 16, 2026

6. COMMITTEE REPORTS

: **2026-1265:** Personnel Committee Report - March 9, 2026
Personnel Committee Report 3-9-26.pdf

: **2026-1266:** Board of Parks and Recreation Report - February 12, 2026
CT Parks and Rec Report February 2026.pdf

7. CITY MANAGER REPORT

: **2026-1267:** City Manager's Report - March 16, 2026
CMR 16 March 2026.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2026-1268:** Public Statement of Charles Town Utility Board (CTUB) Service Area

: **2026-1271:** WV Legislative Update

: **2026-1272:** Legal Update - Charles Town Utility Board (CTUB) - Possible Executive

Session

: **2026-1276:** Discussion on Waiving of Business and Occupation Fees for City Projects
SKM_C360i26031111190.pdf

: **2026-1284:** Discussion on Financing/Possibly Purchasing Vacant County Buildings

10. NEW BUSINESS

: **2026-1273:** Appointment of a Representative to the Eastern Panhandle Transit Authority

: **2026-1274:** BR2026-01: Norborne Glebe Phase 15 - Bond Reduction
1. Staff Report.pdf
2._Application.pdf
3._Estimate.pdf
4._KH_Review.pdf

: **2026-1275:** BR2026-02: Avalon Phase 1 - Bond Initiation
1. Staff Report.pdf
2._Application.pdf
3._Estimate.pdf
4. KH Review.pdf

: **2026-1281:** FY2026 Capital Budget Revision #8
Capital Budget 8th Revision.pdf

: **2026-1282:** Charles Town Now Market Analysis Presentation
FINAL Charles Town WV Market Analysis Feb 2026.pdf

: **2026-1283:** Cease and Desist Letter Concerning Utility Area - Possible Executive Session

: **2026-1285:** Augustine Avenue Trail Phase 3 Update
Augustine Avenue Phase 2 Bid Totals.docx

: **2026-1286:** City of Charles Town Court Magistrate Position Discussion

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2026-1277:** Payment of Bills - March 16, 2026
GEN FUND COUNCIL REPORT 2026-03-16.pdf
COUNCIL REPORT PCARD 03-16-26.pdf
CAPITAL RESERVE COUNCIL REPORT 2026-03-16.pdf
PARKS N REC COUNCIL REPORT 2026-03-16.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Monday, April 6, 2026

: **2026-1287:** Charles Town Utility Board (CTUB) Meeting Minutes - February 11, 2026, February 18, 2026, and February 25, 2026
2026.02.11 UB MINUTES .pdf
2026.02.18 UB MINUTES .pdf
2026.02.25 UB MINUTES .pdf

: **2026-1288:** Charles Town Community Priorities 2026/FY2027
Charles Town Earmark Matrix FY27_Approved via Council.pdf

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

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