

CITY OF ROMNEY
ROMNEY, WEST VIRGINIA
SEPTEMBER 11, 2017

Mayor Keadle called to order the regular City of Romney Council Meeting September 11, 2017 at 7:00 p.m. and led the group in the Pledge of Allegiance followed by invocation by Councilman Gary Smith.

Roll Call:

Mayor Keadle: present	Councilman Allen: present
Recorder Shanholtzer: present	Councilman McKenery: present
City Administrator Szabo: present	Councilman Duncan: present
Municipal Attorney Moreland: present	Councilman Hott: present
City Clerk/Treasurer Betty Colebank: absent	Councilman Laitenberger: present
	Councilman Smith: present

Mayor Keadle declared there to be a quorum.

- **Previous Minutes:** Motion to approve minutes of the Regular Council meeting of August 7, 2017, by Councilman Duncan second by Councilman Hott. Motion carried.
- **Comments from Guests:** No guest.
- **Communications:** (Copy of all communications available for review in the Business Office)
- **Potomac Valley Transit Authority Annual Report was revised.**
- **Committee Reports:**
 - a) Ordinance and Finance: David Allen and Adam McKenery – No Report
 - b) Sanitation and Water: John Duncan and Gary Smith – No Report
 - c) Streets, Sidewalks and Buildings: Duncan Hott and Carl Laitenberger – Has permission from Rite Aid to place a PVTA bus shelter on the sidewalk in front of their building. Attending County Commission meeting on 09/12/2017 to request placement of a PVTA bus shelter to be placed on the corner next to the Courthouse.
 - d) Municipal Attorney: Cathe Moreland – Issue for Executive Session
 - e) Parks and Recreation: Dennis Morris – No Report.
 - f) Police Department: July Activity Report received.
 - a. Romney Police Board: Duncan Hott, Chief Doug York, Dennis Morris and Tim Anderson met on August 28, 2017. New members were sworn in and discussed issues concerning body cams needed for officers.
 - g) Romney Historic Landmarks: Carol Shaw – No report.
 - h) Planning & Zoning: Richard Kiser – Contacted the owners of the storage units at the west end of town; they stated they would remove the portable outhouse within the week. They seem agreeable to discussing options to improve the exterior of the building to be more aesthetically pleasing.
- **Building Permits:** Reviewed.
- **Consolidated Checking Report:** Payment of Bills (a complete copy of all invoices and vendor report information available for review in the Business Office). Motion by Councilman Smith to approve payment of bills based on availability of funds second by Councilman McKenery. Motion carried.
- **Overtime Report:** In Packet
- **Old Business:** None
- **New Business:**

CITY OF ROMNEY
ROMNEY, WEST VIRGINIA
SEPTEMBER 11, 2017

- A. Resolution: To authorize Administrator to post position for Wastewater Operator in Training. Motion by Councilman Smith, seconded by Councilman Duncan. Motion carried.
- B. Resolution: To authorize Administrator to post position for Public Works Coordinator. Motion by Councilman McKenery, seconded by Councilman Hott. Motion carried.
- C. Resolution: To approve the following amendments to the Employee Handbook:
MVA Record Check Policy
Pre-Employment Post- Offer Physical Assessment
Motion by Councilman Duncan, seconded by Councilman Hott. Motion carried.
- D. Resolution: To approve the purchase of SEMS Technologies Asset Management Software:
- | | |
|---------------------------------------|------------|
| SEMS Software | \$1,500.00 |
| Quickstart Asset Management Component | \$1,725.00 |
| Training | \$1,200.00 |
| Annual Subscription | \$1,500.00 |
- Motion by Councilman McKenery, seconded by Councilman Duncan.
- E. Resolution: To approve stipend of \$300.00 per month for the office of Town of Romney Zoning Officer. Motion by Councilman Duncan, seconded by Councilman McKenery. Motion carried.
- F. Motion: To approve budget of \$2,500.00 for Refresh-Restart-Romney Beautification Committee. The funds will be taken from the \$6,000.00 previously budgeted for the Tree Board. Motion by Councilman Hott, seconded by Councilman Duncan. Motion carried.
- G. Motion: To approve purchase of the 2017 Michie's West Virginia Code Annotated. Cost is \$1,260.17 which includes shipping and a 15% discount. The annual cost of the supplements is approximately \$734.00. Motion by Councilman Allen, seconded by Councilman McKenery. Motion carried.

• **Mayors Report:**

- A. The Romney Paving Board met with the following members:
Duncan Hott, Chair
Carl Laitenberger, Council Representative
Michael A. Smith
Josh Moreland
Bill Kiser
Robin Greene Watts
Paul Clower
Sue Voits
These individuals represent all parts of the Town. They will be working to prioritize streets for paving.
- B. Mayor Keadle's office conferenced with Sheetz representatives about the incidents that requires law enforcement officers to be called. They are going to investigate the problem and try for solutions. Also, they sent a representative last week to check the sidewalk complaint and Mayor Keadle believes that it will be addressed.
- C. The Rite Aid storage unit was moved off Main Street at the request of the Town and was placed along the side of their building, thus improving the street scape.
- D. The Fireworks Ordinance is complete and ready to be dispersed to Council for additions or corrections.

CITY OF ROMNEY
ROMNEY, WEST VIRGINIA
SEPTEMBER 11, 2017

- **Administrator's Report**
 - A. Water Leaks- 3 leaks in Romney
 - B. Water Department truck grant closes on Friday September 15, 2017. The Town should have the vehicle in the next two weeks.
 - C. Backhoe Replacement- Completed research with the assistance of all Public Works employees. Unanimous decision to purchase Caterpillar mini-excavator at a base price of \$60,000.00. The Town is going to apply for a USDA grant that will cover 55% of cost- Town will match 45%
 - D. Refresh-Restart-Romney
 - i. Community Yard Sale to be held Saturday, September 30 from 8:00 am until 5:00 pm. Sign up free and spaces will start in the center of town and work outward. Participants are responsible for their own clean up.
 - ii. Next meeting plans for Christmas will be discussed.
 - iii. Planning a big spring clean-up event to coincide with Earth Day celebration.
 - iv. Looking into new trash cans with ash trays for all over town.
 - E. Business Office
 - i. Billing process- Clerks follow billing process strictly as outlined by Public Service Commission. Internal process in review to help reduce time between reading meters and notifying residents with high consumption of potential water leaks.
- **Executive Session:** Motion to enter executive session for legal reasons by Councilman McKenery, seconded by Councilman Smith. Motion carried.
- **Back in Regular Session:** Let the record show no action was taken during the Executive Session.
- **Adjournment:** Motion by Councilman McKenery, seconded by Councilman Duncan. Motion carried.

Mayor, Beverly C. Keadle

Recorder, Richard T. Shanholtzer