

TOWN OF ROMNEY  
ROMNEY, WEST VIRGINIA  
APRIL 2, 2018

Mayor Keadle called to order the regular City of Romney Council Meeting, April 2, 2018 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
City Clerk/Treasure Betty Colebank: absent	Councilman Hott: present
Councilman Smith: present	Councilman Laitenberger: present

Public Works Coordinator Richard Kizer: present Councilman Smith: present

Mayor Keadle declared there to be a quorum.

1. **Previous Minutes:** Motion to approve minutes of the Regular Council meeting of March 5, 2018, by Councilman Duncan seconded by McKenery. Motion carried.
  
2. **Special Session:** Motion to approve minutes of March 9, 2018 Special Session for approval of adopting the City of Romney Budget for Fiscal Year 2018-2019 by councilman McKenery seconded by councilman Duncan. Motion carried.
  
3. Comments from Guest: No guests were on the agenda for the month of April.
  
4. Communications: All communication is available for review in the Town Office.
  
5. Committee Reports:
  - A. Ordinance and Finance: Councilman Allen. No report.
  
  - B. Sanitation and Water: Councilman Smith. Met with Central Hampshire to discuss water and sewer rates.
  
  - C. Streets, Sidewalks and Buildings: Councilman Hott. Letters have been sent out concerning vehicles without license on Everett Place, Rosemary Lane and Marsham streets. Dilapidated building located on Bolton belonging to Church of God needs attention could be hazardous. Street light at the Dairy Queen has been repaired by Potomac Edison.
  
  - D. Parks and Recreation: Councilman McKenery: Exploring options for replacing the heat pump at the Catholic Charities building. Looking into activities for the youth. Jamie Carter's recertification for pool operator to pay from the pool budget. Meeting held March 28, 2018. There was a quorum.
  
  - E. Police Department: March Activity Report in packet for your review.
  
  - F. Police Board: Mayor Keadle. The Police Board met on Monday, March 26, 2018.

Discussion topics were:

- a. **School Preparedness Program (Active Shooter).** Training course recommended.
- b. **Equipment and ammunition.** Check into acquiring AR15 Patrol Rifle for each officer.

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- c. **Target Practice.** Our officers must qualify twice a year. We need to allow several rounds of ammunition for each officer to practice in between.
- d. The Governor's Highway Safety Program: Has started a new program called the Date Tracking and Agency Support Program. This program will help agencies get certain supplies they need but in return the agencies have to go online at the beginning of every month and submit their monthly activity. Our department signed up for this program at the beginning of February and has submitted Jan, Feb and March's activity.
- e. At the Board's request on March 27, 2018 Stacy submitted a Request for Equipment form to get a new PBT (Preliminary Breath Test) for Patrolman Reno. (He lost his several months back while on a DUI traffic stop and has been borrowing one of the others Patrolman's). We received an email from the Regional Coordinator this morning letting us know that we "provided good justification for the provision of the requested equipment" and they would be sending us a new PBT next week. If we would have had to purchase one ourselves it would have cost between \$500-\$800.
- f. The Governor's Highway Safety Program also has supplied our officers with a lap-top computer each, a printer each and 2 reams of paper. We are waiting an estimate for the mounting the computers in each police vehicle. This will be submitted to the Safety Program for possible payment.
- g. Next meeting will be on Monday, April 23, 2018 at 9:00a.m. in Council Chambers.

6. **Building Permits:** March 2018 report reviewed.

7. **Old Business: None**

8. **New Business:**

- I. **Resolution:** Fair Housing Act whereas, the City of Romney desires to give meaning to the guarantees of equal rights contained in the Constitution and laws of this state and the United States, and to encourage and bring about mutual self-respect and understanding among all citizen and groups in the City of Romney. Motion by Councilman McKenery, seconded by Councilman Smith. Motion carried.

- II. **Resolution:** The Romney Town of Romney & Governing Body does hereby authorize Mayor Beverly C. Keadle to affix her signature to an application for grant funding from USDA Community Facilities Guaranteed Loan Program for the purchase of 2018 Ford Police Interceptor Utility AWD. Estimated purchase price is Thirty thousand nine hundred and eighty-nine dollars (\$30,989.00) Awarded grant is seventy-five percent (75%) of purchase price, with a twenty-five percent (25%) match from Town of Romney.

75% USDA grant                      \$23,241.75

25% Town of Romney match     \$ 7,747.25

Motion by Councilman Duncan, seconded by Councilman McKenery  
Motion carried.

- iii. **Resolution:** The Romney Town & Governing Body does hereby authorize Jessica Szabo, City Administrator to amend the Town of Romney Employee Handbook with the addition of the First Respond On-Call Policy (see attached policy). Motion by Councilman McKenery, seconded by Councilman Duncan. Motion carried.

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iv. **Resolution:** The Romney Town Council & Governing Body does hereby approve funding for Region 8 Planning & Development Council, for Fiscal

2019. In the amount of one thousand three hundred and eighty-six dollars (\$1,386.00). Motion by Councilman Duncan, seconded by Councilman McKenery. Motion carried.

v. **Resolution:** The Romney Town Council & Governing Body does hereby approve reimbursement for the use of personal cell phones, by exempt employees who do not carry a company cell phone but are required to be on call outside regular business hours. Reimbursement shall not exceed sixty-five dollars (\$65.00) per month and will be paid out during the last payroll of each month. Motion by Councilman Duncan, seconded by Councilman Smith. Let be known that Mayor Keadle had to break the tie for the motion to carry.

vi. **Resolution:** The Governing Body of the Town of Romney acknowledges the need for access and the benefit of specialized professional services as related to municipal legal matters. Effective with the adoption of this resolution by favorable quorum vote, Council authorizes the Mayor to engage such legal services. After affording the required 30-day notice, the professional fee for services agreement with the current municipal legal counsel will end. Motion by Councilman Allen, seconded by Councilman Smith. Motion carried.

vii. **Motion:** The Romney Town Council & Governing Body does hereby authorize Betty Colebank, Town Clerk to pay off the existing loan for the 2016 Ford Explorer Police Interceptor at the Bank of Romney. Pay off amount as of Thursday, April 5, 2018 is \$2,921.70. Motion by Councilman McKenery, second by Councilman Duncan. Motion carried.

viii. **Motion;** The Romney Town Council & Governing Body does hereby authorize a contribution of \$500.00 from the Town of Romney General Fund to Potomac Valley Transit Authority for Fiscal Year 2019. Motion by Councilman Duncan, seconded by Councilman McKenery. Motion carried.

ix. **Motion:** The Romney Town Council & Governing Body does hereby authorize the following funding for the cleaning of the river intake screen, as well as cleaning, inspection and reporting of the well housing adjacent to the river. Cleaning of the intake screen is estimated at two thousand four hundred and fifty dollars (\$2,450.00). Cleaning inspection and reporting on the well housing is four thousand six hundred seventy-five dollars (\$4,675.00). Motion by Councilman Duncan, seconded by Councilman McKenery. Motion carried.

x. **Motion:** The Romney Town Council & Governing Body does hereby authorize the following funding for Water and Sewer line repair & replacement throughout Town. These projects must be completed prior to the onset of 2018 street paving. Estimations are as follows.

	<b>Materials</b>	<b>Equipment</b>	<b>Total</b>
<b>Water</b>	<b>\$3,170.00</b>	<b>\$2,237.50</b>	<b>\$5,408.00</b>
<b>Sewer</b>	<b>\$2,910.00</b>	<b>\$2,237.50</b>	<b>\$5,148.00</b>

Motion by Councilman Duncan, seconded by Councilman McKenery. Motion carried.

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- xi. Motion:** Pedestrian Shelter to be re-located from Birch Lane to 7-11 property. Materials to be furnished by PVTA and labor will be furnished by The Town of Romney. Motion by Councilman Allen, seconded by Councilman Hott. Motion carried.

**Mayor's Report:**

- i. The Street Paving Bids were received and opened on Friday, March 2, 2018. Liller Paving Excavating from Fort Ashby was the winning (and lowest) bidder at \$98,480.00. No schedule yet for when paving will begin.
- ii. Ava Anders, a local engineer, has volunteered her time to work on the feasibility and planning of the Old Depot area walking trail. We hope that her efforts will result in obtaining a grant for future projects.
- iii. Parking Pilot Program started on Thursday, March. Seven meters in town are now marked "2 Hour Free Parking" All meters that are now designated "free parking" are so marked with labels. Labels have been added to the "paid parking meters, showing that nickels, dimes and quarters are acceptable. All meters have been recalibrated for 5 cents=12 minutes, 10 cents=24 minutes, and 25 cents=60 minutes.
- iv. The Romney HLC series "Romney on the Menu" was held on Friday, March 16 at 5:30 P.M. At the Shaffer Funeral Home with Carter Wagoner speaking about the John J. Cornwell home.
- v. Beginning with Friday, April 20, the series will be held at the BOR Community Building, (Always the 3<sup>rd</sup> Friday of each month at 5:30 p.m.). April 20<sup>th</sup> program will be present by Commissioner David Parker.
- vi. The Town continues to encourage property owners and residents to clean up unsightly property and rid the Town of unregistered vehicles. Certified letters are sent allowing 10 days for improvement, non-compliance resulting in summons to appear before the Municipal Judge.
- vii. We submitted an application for a Community Facilities Grant (that you voted on earlier this evening). This for a new police vehicle. The vehicle to be replaced is a 2009 with approximately 103,000 miles. The bid is only effective until May 14, so if the grant is not approved by that date, we must wait until August for another bid.
- viii. We received correspondence on Friday, March 30, from DOH concerning the Street Scape Project. The Supplemental Agreement #2 is to be signed and returned with our payment in the amount of \$53,680.00. This amount was previously agreed to by council.
- ix. The Mayor attended the Floodplain Management Class from March 11 through March 15 at North Bend State Park.

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- x. The Romney Fire Company along with men from Springfield Volunteer Fire Company toured the Waste Water Treatment Plant and the Water plant. The purpose was to familiarize the companies with the location of our chlorine containers and plan for any emergency situation. Recommendations made included installing a windsock at the WWTP and also better labeling of the chlorine storage sites.

**9. Administrator's Report:**

- i. We have interviewed several candidates for the Water Department Operator-in-Training position. Will be scheduling second rounds this week.
- ii. The Romney Fire Company came for a tour of both the Water and Sewer plants on Monday, March 19<sup>th</sup> at 7:00 p.m., as part of developing a Chlorine Emergency Program. Several trucks from Romney and Springfield participated.
- iii. The old Water Department pick-up truck sold at bid for just over \$2,200.00.

**10. Public Works Coordinator Report;**

- i. Water leaks none for the month of March . ( a couple that are being watched).
- ii. Maintenance Shop Cookout Friday April 20<sup>th</sup> from Noon till approximately 2:30p.m. Tours of the shop and equipment upon request.

- 11. Motion to Adjourn:** Motion by Councilman McKenery, seconded by Councilman Smith.

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Beverly C. Keadle, Mayor

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Richard T. Shanholtzer, Recorder