

**City of Romney**  
**Romney, West Virginia**  
**February 5, 2018**

Mayor Keadle called to order the regular City of Romney Council Meeting, February 5, 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: absent
Municipal Attorney Moreland: present	Councilman Hott: present
City Clerk/Treasurer Betty Colebank: present	Councilman Laitenberger: absent
	Councilman Smith: present

Mayor Keadle declared there to be a quorum. Erica Legion

1. **Previous Minutes:** Motion to approve minutes of the Regular Council meeting of January 8, 2018, by Councilman Smith seconded by Councilman Allen. Motion carried.
2. **Comments from Guest:** No guests were on the agenda for the month of February 5, 2018.
3. **Communications:** All communication is available for review in the Town Office.
4. **Committee Reports:**
  - a. **Streets, Sidewalks and Buildings:** Councilman Hott- Potomac Edison has installed a new street light on Sioux Lane which has improved the lighting greatly. Meeting with representative from Potomac Valley Transit Authority on February 17, 2018 concerning the moving of the two bus shelters to 7-11 and the America Legion.
  - b. **Paving Board:** Councilman Hott- See motion concerning 2018 Street Paving Season.
  - c. **Municipal Attorney:** Cathy Moreland – Reviewed the agreement and approved the Rannells Acres Sewer project.
  - d. **Refresh, Restart Romney:** Teresa Dillon reported the following, which are in the making for this summer:
    - i. Four (4) Black Rubbermaid Commercial Metro Smokers Stations to be placed in problems areas in town.
    - ii. Target a list of street/road signs that are faded or bent and need of replacement.
    - iii. Plan to paint fire hydrants on Main Street when weather permits.
    - iv. Working with United Way to have a “Day of Caring” where they send in volunteers to help with a clean-up project and pay for hauling away & disposal of trash collected.
    - v. Plan on participating in the great Route 50 Yard Sale.
    - vi. Working closely with Project Romney and Romney Business and Professional Organization to create a master calendar of events in Romney.
    - vii. Send letters to heads of organizations & groups in Romney who we can work with/help in projects they have started or are planning. Get their events on the master calendar.
    - viii. Spoke to Farm Credit about a donation of flags and poles for the town. The only request is the flags to be related to agriculture. A donation has been approved, they just need to decide on which style and how many they will sponsor. Should have the final donation in 2-3 weeks.
    - ix. Next meeting is February 20, 2018.

- e. **Police Board:** James R. Lambert reported the following:
    - i. The chief of police displayed one of the new body cams and explained their use.
    - ii. The board approved the purchase of Narcan (a [2] two dose supply for each of the three patrol cars). As a contribution to the local police force. Lambert's Drug Store will match the \$180.00 cost that the town will pay.
    - iii. Chief Lambert has talked to a candidate who is interested in either part time or full-time work on the Town Police Force. This candidate is certified and has experience. More information will be available in the next few months.
    - iv. The Police Board, to enhance retention, recommends to Council a pay increase of 5-9 % for the Town Police Officers.
    - v. The Police recommends checking into grant funding for a new police cruiser.
  
  - f. **Parks & Recreation:** Dennis Morris- No report. There was not a meeting in January due to the weather. Next meeting February 20, 2018.
  - g. **Ordinance and Finance:** David Allen and Adam McKenery- Working sessions have proven to be very beneficial in gathering information.
  - h. **Sanitation and Water:** John Duncan and Gary Smith-No report.
  - i. **Romney Historic Landmarks:** Carol Shaw-No report.
5. **Police Department Activity Report:** January 2018 report reviewed.
6. **Overtime Reports:** January 2018 report reviewed.
7. **Consolidated Checking Report:** Payments of Bills (a complete copy of all invoices and vendor report information available for review in the Business Office). Motion by Councilman Hott to approve payment of bills based on availability of funds seconded by Councilman McKenery. Motion carried.
8. **Building Permits:** January 2018 report reviewed.
9. **Old Business:**
- a. **Ordinance:** Fireworks Ordinance providing the regulation of the use of consumer fireworks and sparkling devices within the municipal boundaries of the Town of Romney. Final Reading. Motion by Councilman Allen and seconded by Councilman Smith. Motion carried.
10. **New Business:**
- a. **Ordinance:** An Ordinance providing for the Adoption of the West Virginia State Building Code set forth and defined by Title 87, Series 4 of The Code of State Rules as amended. First Reading Motion by Councilman Hott and seconded by Councilman Allen. Motion carried. Second Reading (in title only) Motion by councilman Allen seconded by Councilman Hott. Motion carried.
  - b. **Motion:** The Governing Body of Town of Romney does hereby authorize the City Administrator to post the position of Water Operator in Training {OIT}. This will be a full-time position, with benefits, a starting salary of \$12.00 per hour and will report to the Water Systems Supervisor. Motion by Councilman Smith, seconded by Councilman Hott. Motion carried.
  - c. **Motion:** To authorize the Mayor and Administrator to proceed with a one-year Town of Romney Pilot Parking Program, as presented by the Town of Romney Planning and Zoning Commission. Motion by Councilman McKenery, seconded by Councilman Hott. Motion carried.
  - d. **Motion:** The Governing Body of the Town of Romney does hereby authorize the appointment of Donald Compton as Board Member to the Region 8 Solid Waste Authority. Motion by Councilman Hott, seconded by Councilman McKenery. Motion carried.

e. **Motion:** The Governing Body of the Town of Romney does hereby approve the appointment of the following Council members to the 5-G Interview Committee, as required by Region 8 Planning & Development Council's selection process for grant funded projects.

- i. Adam McKenery           Town Council
- ii. John Duncan            Town Council
- iii. Gary Smith             Town Council

Non-voting, advisory members appointed to the committees are:

- Jessica Szabo            City Administrator
- Richard Kizer           Public Works Coordinator

Motion by Councilman Hott, seconded by Councilman Allen. Motion carried.

f. **Motion:** The Governing Body of the Town of Romney does hereby approve the City Administrator to initiate a Request for Bids for the Street Paving Season. Further, the Governing Body approves selection Board, as those to be paved in the 2018 Paving Season, providing necessary funds are available.

- 1. Charles Street           from Depot Street Ext to Kuykendall Street
- 2. Leonard Lane            from Cherry Lane to Depot Street
- 3. Wirgman Hill Drive      from Charleevoix Place to B Heavener residence
- 4. Hampshire Street      from Main Street to W. Gravel Lane
- 5. W. Gravel Lane          from Wirgman Avenue to Route 50
- 6. Seventh Street          from south side of Central Avenue
- 7. N. Grafton Street       from E. Sioux Lane to Armstrong Street
- 8. Everett Place            from N. Marsham Street to N. Bolton Street
- 9. Wirgman Hill Drive      from Wirgman Avenue to Arnold House
- 10. W. Marathon Place     from S. Marsham Street to S. High Street
- 11. N. Marshman Street     from W. Sioux Lane to W. Birch Lane
- 12. Fairfax Street          from Rosemary Lane to W. Sioux Lane
- 13. Cornwell Drive         from end of previous paving to end of street

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

g. **Motion:** The Governing Body of the Town of Romney does hereby authorize the Town Administrator to request an Water Income Statement and Cash Flow Analysis from Griffiths & Associates, using data from Fiscal Year 2017, so as to obtain the most up-to-date data for Water rate increase. The cost is approximately \$2,500.00. Motion by Councilman McKenery , seconded by Councilman Smith. Motion carried.

#### 11. Mayor's Report:

- a. The AHEC Grant for the gravel for the walking trail. This Grant is for up to \$2,500.00 with approved signage or up to \$1,000.00 without signage. The Council discussed this subject briefly at the last working session. AHEC has informed us that there will be no adverse effect for the Town if we choose not to accept the Grant and instead want to request assistance for the Town Swimming Pool when grant applications are accept next year. This item will be placed on the Agenda for Council approve.
- b. Multiple frozen water meters his past month. Our crew has been out servicing all calls. Proactive plans are being made to try to avoid this happening next winter. (See Richard Kizer's comments).
- c. The Filing period ended on January 27, 2018 for Town Election to be held on Tuesday, June 12, 2018. Three Council seats and that of the Town Recorder will be filled at that time. To this date, four people have filed for Council-Lisa Hilerman, Paula O'Brien, Adam McKenery and John Duncan; Richard Shanholtzer has filed for Town Recorder. Write in candidates may file until April 24, 2018. Filing forms may be completed at the Business Office in the Town Office Building.

- d. The Preliminary Audit is complete, and no exceptions were found. It now goes to the Federal Audit Clearing House as a single audit and to the State Auditor's Office. When it is received back in our office it will be on file for viewing. Good job.
- e. Mayor Keadle continues to work on the application to become a Certified Local Government for the Historic Landmarks Commission. They are in the process of making a list of the properties in the original 100 lots. This list, with information Mayor Keadle is assembling, will complete the packet to be submitted to the State for the approval procedure.
- f. The Street Scape Project continues to be a work in progress. The Administrator reminds the DOH frequently that we are anxiously awaiting a starting date.
- g. At the November 6, 2017 Council Meeting Council authorized the Mayor and Administrator, in agreement, to make donations to the Town of Romney Parks and Rec Commission, from the General Fund, as needed, but not to exceed a total of \$4500.00
- h. On October 16, 2017, an electronic motion to make a deposit in the amount of \$1289.02 to the Swimming Pool Account from the General Fund Contribution Account in order to cover the automatic withdrawal of the mortgage payment. A check was then given to Dennis Morris to be deposit in the Swimming Pool Account.
- i. On October 30, 2017, at the working session, council approved the transfer of \$1407.00 from the General Fund Contribution Account to the Swimming Pool Account to Cover payment of federal withholding (Form 941) for the 3<sup>rd</sup> quarter. A Check was then written for that amount and given to Dennis Morris to be deposited in the Swimming Pool Account. These two transactions left a balance of \$1803.98 remaining of the \$4500.00 authorized by Council.
- j. When the Audit was completed last week, Mayor Keadle authorized the payment of \$1800.00 toward the Parks and Rec Commission's portion of the Audit bill – that being \$2050.00. This left a balance of \$250.00 to be paid by Parks and Rec.
- k. In response to many complaints about Dogs and Cats running at large in the community and damaging property of others, Mayor Keadle placed an ad in the Hampshire Review and the Weekender to run for two consecutive weeks alerting residents to the Ordinance and the associated penalties. Hopefully this will relieve the situation

**12. Administrator's Report:**

- a. The Mayor and Administrator attended the Municipal League Mid-Winter Conference in Charleston on January 21, 2018.
- b. The Mayor, Public Works Coordinator and Administrator attended a Budget Prep Seminar, presented by WV Auditor's Office, in Martinsburg WV on January 30, 2018.
- c. The Mayor, Public Works Coordinator and Administrator attended a P-Card (purchase card) Coordinator Training Seminar, presented by the WV Auditor's Office, in Martinsburg WV on January 31, 2018.
- d. Administrator Szabo is researching a new uniform provider for Town employees. We are looking to purchase uniforms, instead of renting them as we have in the past. The Administrator and Public Works Coordinator met with one vender and selected Uniforms but have yet to receive pricing information. Our contract with Unifirst expires in June.
- e. We are planning on a Street Paving pre-bid meeting for Friday, February 16, 2018.

13. **Public Works Coordinator Report:**

- a. We had 7 leaks in January, including one on New Year's Eve, two of the leaks required Overtime and Comp time.
- b. The water line replacement is planned for both Leonard and Charles Streets as soon as weather permits to eliminate the old two-inch line that fails so regularly.

14. **Adjournment:** Motion by Councilman McKenery, seconded by Councilman Hott. Motion carried.

---

Beverly C. Keadle, Mayor

---

Richard T. Shanholtzer, Recorder