

Town of Romney
Romney, West Virginia
March 5, 2018

Mayor Keadle called to order the regular City of Romney Council Meeting, March 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
Recorder Shanholtzer: present
City Administrator Szabo: present
Municipal Attorney Moreland: absent
City Clerk/Treasurer Betty Colebank: present
Public Works Coordinator Richard Kizer: present

Councilman Allen: present
Councilman McKenery: present
Councilman Duncan: present
Councilman Hott: present
Councilman Laitenberger: 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 February 5, 2018, by Councilman Hott seconded by McKenery. Motion carried.
2. **Comments from Guest:** No guests were on the agenda for the month of March 5, 2018.
3. **Communications:** All communication is available for review in the Town Office.
4. **Committee Reports:**
 - a. **Streets, Sidewalks and Buildings:** Councilman Hott- Trash from Bolton Street and Sioux Lane has been removed. The County Litter Control has removed trash from the walking trail at depot.
 - b. **Paving Board:** Councilman Hott- No report.
 - c. **Municipal Attorney:** Cathy Moreland – No report
 - d. **Refresh, Restart Romney:** Teresa Dillion- No report. Meeting scheduled for March 6, 2018.
 - e. **Police Board:** James R. Lambert reported the following:
 - i. The Police Board met on February 26, 2018.
 - ii. 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. The start date will tentatively be this summer.
 - iii. The Board authorized the purchase of a “cage” for the Chief’s police vehicle at a cost of approximately \$500-\$600.00. The attempt to get funding from a grant has failed.
 - iv. The Police Board recommends checking into grand funding for a new police cruiser.
 - v. The next meeting will be on Monday 26, 2018 at 9:00 a.m.
 - f. **Parks & Recreation:** McKenery- Met in February however there was no quorum. No action was taken.
 - 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- See copy of minutes dated January 18,2018 in handout packet.
5. **Police Department Activity Report:** February 2018 report reviewed.
6. **Overtime Reports:** February 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 Duncan to approve payment of bills based on availability of funds seconded by Councilman Smith. Motion carried.
8. **Building Permits:** February 2018 report reviewed.

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9. **Old Business:**

- i. **Ordinance:** Water rate increase {tabled till next monthly meeting}
- ii. **Motion:** The Governing Body of the Town of Romney does hereby agree to table the adoption of the West Virginia State Building Code until such time additional research is completed by the Planning & Zoning Commission. Motion by councilman Duncan, seconded by councilman Smith.
- iii. **Motion:** The Governing Body of the Town of Romney does hereby authorize a contribution of the net funds from parking meter revenue to the community pool. If any net funds are available. Motion by councilman Hott, seconded by councilman Smith. **Motion did not carry.**

10. **New Business:**

- i. **Ordinance:** Sewer rate increase. (tabled till next monthly meeting)
- ii. **Resolution:** The Governing Body of the Town of Romney does hereby approve the establishment of the Animal Care & Control Board. Furthermore, the Governing Body approves the appointment of Stacie Land as chairperson of said board. Mayor to establish a five member board including at least one council member. Motion by councilman McKenery, seconded by councilman Duncan. Motion carried.
- iii. **Motion:** The Governing Body of the Town of Romney does hereby authorize Mayor Beverly C. Keadle to affix her signature to the Memorandum of Understanding between the Town of Romney and the Region 8 Planning and Development Council as it pertains to WVDEP SRF No. C-544588, Town of
- iv. Romney Sanitary Sewer Improvements project. Motion by councilman McKenery, seconded by councilman Duncan. Motion carried.
- v. **Motion:** The Governing Body of the Town of Romney does hereby authorize Mayor Beverly C. Keadle to affix her signature to an engagement letter own establishing Steptoe & Johnson Attorneys at Law as Special Council for the duration of WVDEP SRF No. C-544588, Town of Romney Sanitary Improvement project. Motion by Councilman Duncan, seconded by councilman Smith. Motion carried.
- vi. **Motion:** The Governing Body of the Town of Romney does hereby authorize Mayor Beverly C. Keadle to affix her signature to an engagement letter establishing Cathe Moreland, Attorney at Law, as Local Council for the duration of WVDEP SRF No. C-544588, Town of Romney Sewer Improvements Sanitary project. Motion by councilman McKenery, seconded by councilman Hott. Motion carried
- vii. **Motion:** The Governing Body of Town of Romney does hereby authorize Mayor Beverly C. Keadle to affix her signature to an Accounting and Consulting Service Proposal and Agreement establishing Griffiths & Associates, PLLC as accounting consultants for the duration of WVDEP SRF No. C-544588, Town of Romney Sanitary Sewer Improvement project. Motion by councilman McKenery, seconded by councilman Duncan. Motion carried.
- viii. **Motion:** The Governing Body of the Town of Romney does hereby authorize Betty Colebank, City Clerk, to include in the FY 2019 Budget an across the board salary increase of thirty-five cents (\$0.35) per hour. Motion by Councilman McKenery, seconded by councilman Smith. Motion carried.
- ix. **Motion:** The Governing Body of the Town of Romney does hereby authorize the purchase of Tyler Technologies InCode 10 Accounting/Payroll software, as funds become available. The contract total of \$58,850 will be broken down as 25% at signing in FY2018, 65% in FY 2019 and the final 10% in FY2020, and will be

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divided equally among the Water, Sewer and General Funds. Motion by councilman McKenery, seconded by councilman Laitenberger. Motion carried.

- x. **Motion:** The Governing Body of the Town of Romney does hereby authorize an increase in all parking related fines from \$5.00 to \$10.00, as recommended by Town of Romney Planning & Zoning Commission. Motion by councilman Hott, seconded by councilman Laitenberger. Motion carried.
- xi. **Motion:** The Governing Body of the Town of Romney does hereby approve the final design plans provided by E.L. Robinson Engineering on November 11, 2017, for WV State Project No. U314-ROM/NE-3.02, Federal Project No.SRTS-2011 (128) D. Motion by councilman McKenery, seconded by councilman Duncan. Motion carried.

11. Mayor's Report:

- i. The Street Paving Bids were received and opened on Friday, 2. The wide disparity in the bids has resulted in analysis by our Public Works Coordinator and the Paving Board. This may result in a second bidding process.
- ii. Paula O'Brien reported on pursuing a grant from DEP for the Old Depot area. If it receives a favorable reply, it would be just for the first stage of planning or concept. Must be in by 3/15/18.
- iii. Parking Pilot Program started on Thursday, March 1. Seven meters in town are now marked "2 Hour Free Parking." When weather permits. The newer meters will be moved to replace older ones that remain in the 4-block area down town. All meters that are now designated "free parking" will be so marked with labels.
- iv. The Audit is complete and no exceptions were found. It is now in the Business Office for review.
- v. Work continues on the application to become a Certified Local Government for the Historic Landmark Commission. Committee members are in the process of making a list of the properties in the original 100 Lots. This list, along with other documents, will complete the packet to be submitted to the State for the approval procedure.
- vi. The Street Scape Project continues to be a work in progress. Today we received notice that the DOH will be sending us a contract to sign.
- vii. Complaints received of Cats running at large in the community and damaging property of others, the ad in the Hampshire Review and the Weekender ran for two weeks alerting residents to the Ordinance and the associated penalties. Traps have been placed to catch cats.
- viii. The Romney HLC "Romney on the Menu" was held on Friday 16 at 5:30 p.m. here in Council Chambers. Approximately 40 people were in attendance to hear Norwood Haines speak about the Old Depot.

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- ix. The next in the series will be on March 16 at Shaffer Funeral Home at 5:30, with Carter speaking about the John J. Cornwell home.
- x. Beginning with Friday, April 20, the series will be held at the BOR Community Building. (Always the 3rd Friday of each month).

12. Administrator's Report:

- i. The Town of Romney has moved their email to an offsite server to free up space on the in-house server. All employees within the organization, except the Police Department, have new email addresses. An updated list will be sent out.
- ii. Patrick Brennan, Project Manager, called today to notify me that an agreement would be forthcoming, and asked that I provide a document, signed by Council, indicating their approval of the final design.
- iii. I will send an email out with following dates to remember:
 - The Romney Project Wed. March 7th 1:30 p.m.
 - Budget Approval Meeting Fri. March 9th 5:00 p.m.
 - RHLC Thur. March 15th 9:00 a.m.
 - Romney on the Menu (Carter) Mar. 16th
 - Plant Tour- Romney Fire Co. Mon. March 19th 7:00 p.m.
 - Council Work Session Mon. March 28th 6:00 p.m.
 - Planning & Zoning Meeting Wed. March 28th 10:00 a.m.
 - Budget due to State Auditor Wed. March 28th
 - Set Levy Rates Tues. April 13th 5:00 p.m.
- iv. The Catholic Church hosts a Fish Fry every Friday during Lent, from 11:00 a.m. until 2:00 p.m. Carry out is available and officers who are in uniform will get a free meal.

13. Executive Session: Motion by Councilman Duncan, seconded by councilman McKenery to enter Executive Session for personnel matters. Motion carried.

Back into Regular Session: Let the records show no action was taken during Executive Session.

Motion to Adjourn: Motion by councilman Duncan seconded by councilman Smith. Motion carried.

Beverly C. Keadle, Mayor

Richard T. Shanholtzer, Recorder