

TOWN OF ROMNEY
ROMNEY, WEST VIRGINIA
AUGUST 6, 2018

Mayor Keadle called to order the regular Town of Romney Council Meeting, August 6, 2018 at 7:00 p.m. and led the group in the Pledge of Allegiance followed by prayer by Councilman Smith.

Roll Call:

Mayor Keadle: present	Councilwoman O'Brien: present
Recorder Shanholtzer: present	Councilman McKenery: present
City Administrator Szabo: present	Councilman Duncan: present
Clerk/Treasure Betty Colebaank present	Councilman Hott; present
Public Works Coordinator Richard Kiser: present	Councilman Latenberger: 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 July 4, 2018 by Councilman McKenery, seconded by Councilwoman O'Brien. Motion carried.
2. **Special Session:** Motion to approve minutes of July 5, 2018 Special Session for purpose of the meeting is to adjust the estimated 2018-19 budget to match the actual balances; the transfer of funds from the Senate Bill 234 fund both water and sewer accounts; and for the second reading of the amendment to the Planning and Zoning Commission Membership. Motion to approve by Councilman McKenery, seconded by Councilman Smith. Motion carried. O'Brien.
3. **Special Session:** Historic Landmark Commission June 21, 2018 minutes tabled until next meeting.
4. Comments from Guest. No guests were on the Agenda for July 2, 2018.
5. **Communications:** All communications are available for review in the Town Office.
6. **Committee Reports:**
 - a. **Ordinance and Finance:** No report.
 - b. **Sanitation and Water:** Councilman Smith. Smith stated that the employees of the Waste Sewer Department were very appreciative of the letter received from the Council.
 - c. **Streets, Sidewalks and Buildings:** Councilman Hott. Concerned about property that needed grass cut. Councilman Laitenberger stated there had been a good response concerning the new paving, however had a request for gravel to be placed due to pavement drop.
 - d. **Police Department:** June 2018 Activity Report in packet for your review.
 - e. **Romney Historic Landmarks:** Carol Shaw absent no report.
 - f. **Refresh, Restart Romney:** No report.
 - g. **Parks and Recreation:** No meeting in July. No report.
 - h. **Romney Paving Board:** No report
7. **Building Permits:** July 2018 report reviewed.

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8. **Interconnector Report:** July 2018 report reviewed.
9. **Overtime Report:** July 2018 report reviewed.
10. **Police Board Report:** August 2, 2018.

Old Business:

1. The Police vehicle grant was approved.
2. Accommodations for the Peach Festival were discussed.
3. Donation from the Moose Club for \$400.00 was received to cover the cost of a vault lock mount for one of the rifles purchased for the officers.

New Business:

Dennis Morris was sworn in for a 2- year term and Gary Smith was sworn in for a 3- year term as members of the Police Board.

All officers attended the ALICE Training (active shooter) last week – 16 hours each. This fulfills their certification requirement for this year. The Chief will have an additional 8 hours to complete.

The ALICE Training was held at Hampshire High School with Deputy Jamie Carter as instructor.

Next meeting will be on Monday July 30, 2018 at 9:00 a.m. in Council Chambers.

Consolidated Checking Account: July 2018 report reviewed. Payment of Bills/Vendor Report (a complete copy of all invoices and vendor report information available for review in the business office.) Motion by Councilwoman O'Brien to approve payment of bills based on availability of funds. Seconded by Councilman Smith. Motion carried.

10. **Old Business:** None

11. **New Business:**

Resolution: The Governing Body of the Town of Romney does hereby approve the appointment of Larry Johnson to the position of Town of Romney Municipal Court Judge, for the period July 1, 2028 through June 30, 2029. Motion by Councilman Duncan. Seconded by Councilman Laitenberger. Motion Carried

Resolution: The Governing Body of the Town of Romney does hereby authorize the Town Clerk / Treasurer, Betty Colebank, to pay certain recurring invoices. (see attachment A). Motion by Councilman Smith. Seconded by Councilman Duncan. Motion carried.

Motion: The Governing Body of the Town of Romney does hereby approve the amendment of the existing Town of Romney Personnel Handbook to incorporate a Leave Donation Policy that defines a program in which employees may donate some of their accrued but unused paid leave, including annual, sick and compensatory leave, to other employees who have a Medical Emergency in accordance with requirements set forth in the policy (see attachment B). Motion by Councilman Hott. Seconded by Councilwoman O'Brien. Motion carried.

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Resolution: The Governing Body of the Town of Romney does hereby by authorize the Town Administrator to make an offer of employment to Donald Oates for the position of Operator-IN-Training for the Town of Romney Water Department. This will be a permanent, full-time position, with a starting of \$12.00 per hour, and will include insurance and benefits. Motion by Councilman McKenery. Seconded by Councilwoman O'Brien. Motion carried.

Motion: The Governing Body of the Town of Romney does hereby by approve payment of invoice COR716183 dated 07/16/2018 from Liller Paving and Excavation LLC. The amount \$5,910.00 is in addition to the originally quoted amount \$98,480.00. Motion by Councilman Hott. Seconded by Councilman McKenery. (see attachment C). The vote was unanimous not to pay the additional amount.

Motion: The Governing Body of the Town of Romney does hereby agree to a request from FNB Bank, Inc. to increase the amount previously requested at the Regular Meeting of the Town of Romney Town Council on June 4th, 2018 for the removal of trees at 90 W. Rosemary Lane. Original amount agreed upon was no more than two-thousand dollars (2,000.00) and that to be increased by \$650.00 for a total of \$2650.00. (See attachment D). Motion by councilman Smith, Seconded by Councilman Duncan. Motion carried.

Motion: The Governing Body of the Town of Romney does hereby approve request from the Romney Women's Club to sponsor a Halloween Parade on W. Rosemary Lane, Wednesday, October 31th, 2018 at 5:30 p.m., beginning at the Town pool and ending at FNB Bank. Motion by Councilman McKenery. Seconded by Councilman Duncan. Motion carried.

11. Mayor's Report:

- a. The painting of the Town Office is complete. Please take a look at the lobby and adjacent offices.
- b. The 2018 Paving Project is complete.
- c. The "Two Hour Free Parking" Pilot Program continues to receive positive response. The Pilot period will run through February 28, 2019. Lines to delineate parking spaces where meter heads have been removed, will be painted as soon as weather permits. There are now a total of 22 flower pots that replaced parking heads on Main Street with one on South High and one on South Grafton. 2-Hour Free Parking Signs were posted on the block from Marsham Street to High Street and from High Street to Grafton.
- d. The Romney HLC series "Romney on the Menu" was held on Friday July 20th at the BOR Community Building. This will continue to be held at the BOR Community Building. (Always the 3rd Friday of each month at 5:30 p.m.). The July 15 program was presented by Fred Fields with his historic collection of photos and memorabilia. The next Romney on the Menu will be Friday August 17th at 5:30 at the BOR Community Building with Dan Oates, local historian, as the speaker.
- e. The Town continues to encourage property owners and residents to cleanup clean up unsightly property and to rid the Town of unregistered vehicles. Property owners should be aware that

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when grass is cut, it is to be cut to that the clippings land on the property owners and not in the street. Certified letters are sent allowing 10 days for improvement, non-compliance resulting in summons to appear before the Municipal Judge.

- f. The latest communication on the Streetscape Project for the north side of Main Street from Endler Avenue to High Street is that the plans moved to Contract Administration on July 7th. It is supposed to take from one week to 90 days for approval. We anticipate that construction will begin this fall.
- g. The application of the Historic Landmarks Commission to be designated as a Certified Local Government was sent on July 5th. Notice was received in late July that further information is required which includes a professional assessment of the Historic Area. Grants to fund 70% of the cost are being considered.
- h. Contracts were mailed to Prof. Jesse Richardson of the Land Use and Sustainable Development Clinic of WVU Law School were mailed on Friday August 3th. One Contract will be to research and analyze municipal liability for stormwater management and flooding damage. The second Contract is for review of existing dilapidated building and other land use ordinances and for making recommendations for revision of such ordinances.
- i. An Event permit has been issued for Flea Market on South High Street for Saturday, September 1st, sponsored by Hampshire County Chamber of Commerce.
- j. The report to FEMA to be considered for assistance in the designated flood incident period between May 28th and June 3, 2018, was submitted today. Areas receiving damage during that period were Depot Valley Road area, storm water from Charles Street, and the Lockwood sink hole.
- k. The Rannell's Acres Sewer Project remains in process. A Status Conference Call was held first part of July and another schedule for August 8th.
- l. The Grant submission for a new police vehicle was approved. The Town will receive \$23,200.00 toward a vehicle costing \$33,441,00 (This is in excess of 69% of the cost of the vehicle. It would have been 75% of the cost of the vehicle, but now we are receiving a 2019 model.) The Cost, concession and fees are subject to change. A public hearing on this Grant is scheduled for 5:30 p.m. on Monday, September 10th.
- m. The Grant submission for the new excavator was approved and the amount of the Grant increased from \$45,000.00 to \$55,000.00, leaving a match for the Town of \$26,389.00.

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- n. Serious flooding continues to occur on North Marshan Street. A meeting I soon to be arranged to learn how Bath, West Virginia. Addressed their storm drainage problems with the assistance of DEP.
- o. The 1% Sales Tax received for the 2nd quarter of 2018 was \$61,068.91.
- p. Research continues into the Public/Public Fire Protection fee. The plan is to have proposal ready for the next Work Session and then present to the next Council Approval.

12. Administrator's Report:

- a. C.I. Thornnurg will be coming to give employees a tutorial on telemetry on August 23, 2018, at 2:00 p.m. All Council members are welcome to attend.
- b. Performance evaluations – Self Assessment forms have been distributed to all employees and Supervisors are scheduling the first round of meetings with employees before the end of August, at which time they will establish goals and objectives for the upcoming year. Supervisors will schedule follow up / status meetings with employees in late fall and early Spring, and we plan to wrap up evaluations by May 31, 2019. upcoming year.
- c. Griffiths & Associates requesting a large amount of data from FY 017 for the Cost of Service Study required by the PSC for the rate increase protest from CHPSD. During my review of the data, I have found an inordinate amount of errors and missing information. I will begin immediately working with the Supervisors to implement a documentation plan, starting with data required annually for the PSC reports.

13. Public Works Coordinator:

- 1. July Water Leaks – three (3)
 - a. Armstrong
 - b. Everett
 - c. Leonard
- 2. Installed a new tap and approximately 40' feet of new PVC pipe to one trailer on Kuykendall and abandoned 40' ft of old inch ductile iron line.
- 3. Installed a new 2' inch PVC water line on Charles Street before paving (Approximate 96 feet). Tied in three taps and installed new meter. Abandoned 200" feet of old 2' inch ductile line.
- 4. Installed a new tap that takes care of four houses on Leonard St. last week by adding approximately 24' feet of 1' PVC pipe and a shut off valve. Abandoned approximately 40' feet pf old line.

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5. Installed a new tap for 860 Leonard Street on 8/6/2018.

Note: All of the above taps and associated new lines totaled approximately 160' feet and now fed from the newer 6" inch line installed in 1998.

This last tap allowed for us to shut off and abandon approximately 2500' feet of an old 2' inch ductile iron pipe that was in very bad condition and had experienced seven leaks in just 2018.

6. Marsham flooding problem is due to undersized storm water piping and will need to be researched further for any funding that may be available as it will be extremely expensive to correct. The State Road project on Route 50 will only add to the volume of water to Marsham, which will only make matters worse.
7. **Adjournment:** Motion by Councilman McKenery . Seconded by Councilwoman O'Brien. Motion carried.

Beverly C. Keadle, Mayor

Richard T. Shanholtzer, Recorder