

TOWN OF ROMNEY
ROMNEY, WEST VIRGINIA
JUNE 4, 2018

Mayor Keadle called to order the regular City of Romney Council Meeting, June 4, 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
Clerk/Treasure Betty Colebank present	Councilman Hott; present
Public Works Coordinator Richard Kiser: 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 May 7, 2018, by Councilman Duncan seconded by Councilman McKenery. Motion carried.
2. **Special Session:** Motion to approve minutes of May 16, 2018 Special Session for purpose of the Second Readings in Title Only of the Ordinances increasing the Water and Sewer Rates. Be it noted that the only change is to the Ordinance increasing the Sewer Rates and that change is only to add the Resale of \$7.58 per 1,000 gallons for both Phase 1 and Phase 2. Motion to approve by Councilman Hott, second by Councilman Laitenberger. Motion carried.
3. Comments from Guest No guests were on the Agenda for June 4, 2018.
4. **Communications:** All communications are available for review in the Town Office.
5. **Committee Reports:**
 - a. **Ordinance and Finance:** Councilman Allen. No report.
 - b. **Sanitation and Water:** Councilman Smith. On May 24, 2018 a group travelled to Charleston to accept an award from the DEP. Letter drafted to Congratulate the Water Department on a job well done.
 - c. **Streets, Sidewalks and Buildings:** Councilman Hott. Reported that a Fitness Center will be opening on Sioux Lane.
 - d. **Police Department:** May 2018 Activity Report in packet for your review.
 - e. **Police Board:** The Police Board met on Monday, May 29, 2018. The following information was discussed:
 - i. The patrol rifles and ammo have been purchased and the officers have practiced and passed their qualification with them.
 - ii. The cage for the Chief's vehicle has been received and installed.
 - iii. Chris Carroll has applied to be hired as a part time officer. He is fully qualified and ready to work. When the Council has approved his hiring, his equipment will be ordered.
 - iv. The Police Board voted to purchase tasers for the officers.

Next meeting will be on Monday, June 25, 2018 at 9:00 a.m. in Council Chambers.

TOWN OF ROMNEY
ROMNEY, WEST VIRGINIA
JUNE 4, 2018

- f. **Police Department:** May 2018 Activity Report in packet for your review.
 - g. **Romney Historic Landmarks:** Carol Shaw absent no report.
 - h. **Refresh, Restart Romney:** Teresa Dillon absent, however Mayor Keadle informed us that on June 23, 2018 their will be a Day of Sharing and Caring a joint effort with United Way working downtown to spruce up the area. See Teresa Dillon for sign up. Lunch will be served.
 - i. **Romney Paving Board:** No report
 - j. **Parks and Recreation:** No report.
6. **Building Permits: Permits for May 2018** reviewed.
7. **Interconnector Report:** May 2018 report reviewed.
- 8 **Overtime Report:** May 2018 report reviewed.

Consolidated Checking Account: May 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 Councilman McKenery to approve payment of bills based on availability of funds. Seconded by Councilman Smith. Motion carried.

9. **Old Business:**

Ordinance: Water Rate Increase- Final reading. **(Public Hearing was held this same date at 6:00 p.m.)** Motion by Councilman Duncan. Seconded by Council McKenery. Motion carried

Ordinance: Sewer Rate Increase- Final reading. **(Public Hearing was held this same date at 6:00 p.m.)** Motion by Council Smith. Seconded by Council Laitenberger. Motion carried.

10. **New Business:**

Resolution: The Town Council and Governing Body do hereby approve the proposed amendment to the Town of Romney Planning and Zoning Ordinance, Article VIII, Section 801 through Section 808. Motion by Councilman Duncan. Seconded by Councilman Hott. Motion carried.

Resolution: The revision of the 2017-2018 General Budget of the City of Romney. Motion by Councilman Hott. Seconded by Council McKenery. Motion carried.

Resolution: In-House revision of the **2017-2018 General Fund Budget** of the City of Romney. Motion by Councilman McKenery. Seconded by councilman Hott. Motion carried.

Resolution: The Governing Body of the Town of Romney does hereby authorize the Mayor and Romney Police Department to make an offer of employment to a candidate of their choosing for the position of Police Officer. This will be a permanent, part-time position, with a starting wage of fifteen dollars (\$15.00) per hour, with no insurance or benefits. The successful candidate will report to the Chief of Police, James Lambert. Motion by Councilman Laitenberger. Seconded by Councilman McKenery. Motion carried.

Resolution: The Romney Town Council & Governing Body does hereby authorize Administrator Jessica Szabo, under advisement from the town's Human Resource Attorney, to amend the Town of Romney On-Call Policy. The amended policy shall become permanent record in the Town of Romney Employee Handbook. Motion by Council Duncan. Seconded by Councilman McKenery. Motion carried.

TOWN OF ROMNEY
ROMNEY, WEST VIRGINIA
JUNE 4, 2018

Resolution: Now Be It Resolved, the Town of Romney Council & Governing Body does hereby agree to enter into a partnership with FNB, Inc., to fell and dispose of three (3) TREES LOCATED AT 90 w. Rosemary Lane, Romney, West Virginia, at a total cost to the Town of Romney not to exceed two thousand dollars (\$2,000.00). Motion by councilman McKenery. Seconded by Councilman Duncan. Motion carried.

Resolution: The Romney Town Council & Governing Body does hereby authorize and extension of the rental of a mini-excavator for completion of storm sewer repairs throughout Town. The cost for rental of the excavator though June 30, 2018 is three thousand seven hundred dollars (\$3,700.00). Motion by councilman Hott. Seconded by Councilman Duncan. Motion carried.

Resolution: The Governing Body of the Town of Romney does hereby authorize Mayor Beverly Keadle to affix her signature to the Memorandum of Understanding. FY 2018-2019, in support of Potomac Highlands Guild and their effort to promote recovery in five counties, including Hampshire County, from Opioid Use Disorder, with the use of Recovery Coaching for individuals who survive a non-fatal overdose. Motion by Councilman Hott. Seconded by Councilman Smith. Motion carried.

11. Mayor's Report:

- a. The WWTP and the employees received an award for "most improved" from the DEP presented on Thursday, May 24, 2018 at 1:30 p.m. at the DEP Office in Charleston. The press release will be in the newspaper on Wednesday.
- b. The Paving Project should start in June.
- c. The Romney HLC series "Romney on the Menu" was held on Friday, May 18 at the BOR Community Building This will continue to be held at the BOR Community Building. (Always the 3th Friday of each month at 5:30 p.m. The May 18th program was presented by Isaac Lewis, "All Bottled up in History.
- d. The next Romney on the Menu" will be on June 15-at the BOR Community Building. The presenter will be Louisa Bridges and her topic is the important role Romney women played in the Civil War and Romney development as a town, starting with Cornelia Peak McDonald wife of Romney lawyer Angus McDonald and mother of 18, who lived in Romney in the Davis House and wrote a fascinating diary that detailed her firsthand experience of life as a woman during the Civil War.
- e. The Town continues to encourage property owners and residents to clean up unsightly property and to rid the Town of unregistered vehicles. Property owners should be aware that when grass is cut, it is to be cut so 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. Still waiting to hear from DOH on our Streetscape Project for the north side of Main Street from Endler Avenue to High Street. On April 30 we received our executed copy of the Supplemental Agreement from DOH concerning the Street Scape Project. This means they received our payment in the amount of \$53,680.00. Now we wait for processing through the Contract Administration Department of the DOH. When that is complete the bids will be let. There is 90-day timeline between the time the bids are let or opened and when the contract is awarded, but this could be as little as one Week.
- g. The application of the Historic Landmarks Commission to be designated as a Certified Local Government is ready for signature and ready to send. There was not a quorum at May's meeting to approve. Hopefully there will be at the June meeting so that this document may be sent.

TOWN OF ROMNEY
ROMNEY, WEST VIRGINIA
JUNE 4, 2018

- h. Ruth Rowan presented the Town with a West Virginia flag to replace the tattered one. It was hoisted on the flag pole at the Memorial Celebration.
- i. This is the last Council meeting for Councilman David Allen. I would like to express my appreciation for his service to the Town and hope that he will remain active in the community.

12. Administrator's Report:

- a. The USDA received their grant allotment for the Community Grants; the excavator will be funded, and the fund administrator is hoping to deliver to the Town soon.
- b. The 2018 street paving is expected to begin during the first week of July.
- c. We had our encode (new software) Kick off Meeting on June 4, will continue to have status meeting every two weeks.
- d. Personnel:
 - i. Water Dept. – Rick is still out on medical leave, he sees a doctor every week; will not come back until doctor sees significant improvement. Donald Oates, the OIT is performing very well and has been working a great deal in the field on distribution lines with the Maintenance Dept.
 - ii. Sewer Dept.-Steve Lake is out at least until June 20th when he has a follow up with his physician.

13. Public Works Coordinator:

- a. Five water leaks around town occurred during the month of May.
- b. Completed storm drain work on Grafton and High Streets with good results during the recent storm. Completed the infrastructure replacement projects both sewer lines and water lines that needed to be done before paving starts. All valves, manholes and various access points in area to be paved are marked and ready to adjust as paving begins.
- c. Recognized the three maintenance workers, Robbie, Chris and Noah for carrying out all of the task listed above.
- d. Continue to repair areas affected by the heavy rains where the Town is responsible.

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

Beverly C. Keadle, Mayor

Richard T. Shanholtzer, Recorder