

Town of Romney  
Romney, West Virginia  
May 7, 2018

Mayor Keadle called to order the regular Town of Romney Council Meeting, May 7, 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
City Clerk/Treasure Betty Colebank: absent	Councilman Hott: present
	Councilman Smith: present
	Councilman Laitenberger: present

Public Works Coordinator Richard Kizer: present

Mayor Keadle declared there to be a quorum.

A Public Hearing, which is a requirement by USDA for the mini-excavator grant for which we applied earlier this year, was held with no objections noted.

1. **Previous Minutes:** Motion to approve minutes of the Regular Council meeting of April 2, 2018, by Councilman Smith seconded by McKenery. Motion carried.
2. **Special Session:** Motion to approve minutes of April 17, 2018 Special Session for purpose of adopting the Levy for the Town Romney for Fiscal Year 2018-2019 as presented. Councilman Smith, with a second by Councilman Allen. Motion carried.
3. **Comments from Guest:** Bonnie Carder was on the agenda for May 7, 2018 however did not appear.
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. No report.
  - c. **Streets, Sidewalks and Buildings:** Councilman Hott. Five vehicles removed since last month. Stump is gone on Rosemary Lane. Two buildings on Everett have been torn down. Three more vehicles are in the process of being removed. Birch Lane not enough room for parking on both side of the street.
  - d. **Police Department:** April Activity Report in packet for your review.
  - e. **Police Board:** The Police Board met on Monday, April 23, 2018. The following information was discussed:
    - i. School Preparedness Program (Active Shooter). Training still being pursued.
    - ii. Laptop brackets for the computers and printers that the Governor's Highway Safety Programs supplied will be added to each vehicle.
    - iii. Officers will be attending mental health training in May.
    - iv. The replacement PBT has been received, furnished by the Governor's Highway Safety Program.

Next meeting will be on Monday, May 28, 2018 at 9:00 am in Council Chambers.

- f. **Romney Historic Landmarks:** Carol Shaw absent no report.
- g. **Refresh, Restart Romney:** Teresa Dillon. Casino night was sold out a week in advance. Great success.

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- h. Romney Paving Board:** Duncan Hott. Starting date June 2018.
- i. Parks and Recreation:** McKenery, Opened pool, some work for D&D. crack in steps and leak in baby pool.

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

7. **Overtime Report:** April 2018 report reviewed.

8. **Interconnector Report:** April 2018 report reviewed.

9. **Consolidated Checking Account:** April, 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 Allen. Motion carried.

10. **Old Business:**

- a. Ordinance:** Water Rate Increase- First Reading. Motion by Councilman Allen. Seconded by Councilman Hott. Motion carried. Second reading will be at special meeting, date to be announced.
- b. Ordinance:** Sewer Rate Increase-First Reading. Motion by Councilman Hott. Seconded by Councilman Smith. Motion carried. Second reading will be at special meeting, date to be announced.

11. **New Business:**

- a. Resolution:** The Town Council and Governing Body do hereby authorize the following payments as related to the Town of Romney Water Tank Project. In accordance with drawdown procedures established by the State of West Virginia; upon approval, payment in the amount of \$39,304.11 will be made for services rendered and/or reimbursement as follows;

R.G. Smith, Inc	\$14,449.00
The Thrasher Group, Inc.	\$ 264.36
R.G. Smith, Inc.	\$ 4,537.00
Town of Romney (software)	\$ 19,686.25
Town of Romney (apply to loan)	\$ 367.50
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	\$39,304.11

Motion by Councilman McKenery, seconded by Councilman **Smith**.  
**Motion Carried.**

- b. Resolution:** The Town of Romney, by its duty elected Town Council, hereby acknowledge the Town's responsibility for the maintenance of the water system, sewer system and rights of way over the same Rannell's Acres Subdivision, Romney District, Hampshire County, West Virginia, although the same is not within the municipal limits.

That for purposes of obtaining funding to improve the sewer system of Rannell's Acres, thereby improving the sewer system servicing all users of sewer service of the Town of Romney The Council hereby authorizes Cathe L. Moreland, Esq, to take legal action necessary to quiet title to the water, sewer and rights of way wherein the water and sewer lines are located in Rannell's Acres Subdivision Motion by Councilman McKenery, seconded by Councilman Smith. Motion carried.

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- c. Resolution:** Subject to approval of the State Auditor, as exofficio chief inspector of public offices, the Municipal Council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS, FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXIST, as shown on budget revision number four (No. 4), a copy of which is entered as part of this record. Motion by Councilman McKenery, seconded by Councilman Smith. Motion carried
- d. Resolution:** Amendment to Employee Handbook. Tabled till next meeting.
- e. Resolution:** The Romney Town Council & Governing Body does hereby approve implementation of a bi-annual trash collection. Cost estimate of four thousand dollars (4,000.00) per collection, includes dumpsters, transportation and disposal fees, as well as adequate manpower to oversee collection. Motion by Councilman Allen, seconded by Councilman McKenery. Motion carried.
- f. Resolution:** The Romney Town Council & Governing Body does hereby approve the hiring of a temporary, part-time employee, beginning Tuesday, May 8, 2018 and ending Tuesday, August 14, 2018. Primary function will be to maintain public grounds. Hourly rate will be \$9.50 with a maximum expenditure will not exceed four thousand two hundred fifty-six dollars (\$4,256.00. Motion by Councilman Allen, seconded by Councilman Hott. Motion carried.
- g. Motion:** The Romney Town Council & Governing Body does hereby authorize rental of a mini-excavator for completion of Water and Sewer line repair & replacement projects throughout Town. The cost for rental of the excavator through June 3, 2018 is three thousand seven hundred dollars (\$3,700.00). Motion by Councilman Allen, seconded by Councilman Hott. Motion carried.
- h. Motion:** The Romney Town Council & Governing Body does hereby approve the painting of the interior of Town Hall, estimated at a cost for materials and labor of four thousand eight hundred eighty-five dollars (\$4,885.00). Motion by Councilman McKenery, seconded by Councilman Smith. The vote thereon was as follows:

McKenery	Yes
Hott	No
Allen	No
Laitenberger	Yes
Smith	yes

Motion carried.

**12. Mayor's Report:**

- a. Waiting for Contract for Liller Paving and Excavating to sign so that they can apply for their performance bond. Paving should start in June.
- b. At the April 25, 2018 Planning and Zoning Meeting it was decided to make the remaining paid parking meters "2 Hour Free Parking." All meters are now either designated "free parking" or "2 Hour Free Parking." Planning and Zoning decided on the change to alleviate the confusion. Again, this is a Pilot Program that will continue to be tweaked. The Pilot period will run through February 28, 2019
- c. The Romney HLC series "Romney on the Menu" was held on Friday, April 20<sup>th</sup> at the BOR Community Building. This will continue to be held at the BOR Community Building. (Always the 3<sup>rd</sup> Friday of each month at 5:30 p.m.) The April 20<sup>th</sup> program was presented by Commissioner David Parker. The next "Romney on the Menu" will be on May 18<sup>th</sup> at the Bank of Romney Community Building.
- d. The Town continues to encourage property owners and residents to clean up unsightly property and to 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.
- e. On April 30<sup>th</sup> we received our executed copy of the Supplemental Agreement from DOH concerning the Street Scape Project. This means they received 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 a 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.
- f. Work continues on the Historic Landmarks Commission's attempt at applying to be recognized as a Certified Local Government. The goal is to submit this month.
- g. The Police Officers received their patrol rifles and ammo, but still need the racks to attach to the vehicles. They will be qualifying this month.

**13. Administrator's Report:**

- a. Water leaks / repairs – 4 water leaks in April
- b. Hire OIT for Water Department – Donald Oates
- c. Maintenance Department hosted an open house /BBQ on April 20th.
- d. Projects that are coming together.
  - i. Prep work for installation of new phones.
  - ii. SEMS Asset Management Software – first training session was April 25th.
  - iii. Completing the set up for the new accounting software.
- e. Planning & Zoning – work session to work on Ordinance – starting with enforcing building permits.

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

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Beverly C. Keadle, Mayor

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Richard T. Shanholtzer, Recorder