

TOWN OF ROMNEY
ROMNEY, WEST VIRGINIA
OCTOBER 1, 2018

Mayor Keadle called to order the regular Town of Romney Council Meeting, October 1, 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: absent
City Administrator Szabo: present	Councilman Duncan: present
Clerk/Treasurer Betty Colebank present	Councilman Hott; present
Councilman Smith; present	Councilman Latenberger: present
Public Works Coordinator Richard Kiser: present	

Mayor Keadle declared there to be a quorum.

1. **Previous Minutes:** Motion to approve minutes of the Regular Council meeting of September 10, 2018. Motion by Councilwoman O'Brien, seconded by Councilman Duncan. Motion carried.
2. **Comments from Guest:** No guests were on the Agenda for October 1, 2018.
3. **Communications:** All communications are available for review in the Town Office.
4. **Committee Reports:**
 - a. **Ordinance and Finance:** Adam McKenery and Paula O'Brien. No report.
 - b. **Sanitation and Water:** John Duncan and Gary Smith. No report.
 - c. **Streets, Sidewalks and Buildings:** Duncan Hott and Carl Laitenburger. Washington Street Project is on going meeting every month. Attorney is holding up project.
 - d. **Police Department:** September 2018 Activity Report in packet for your review.
 - e. **Romney Historic Landmarks:** Carol Shaw absent no report
 - f. **Refresh, Restart Romney:** 100 new fall flags placed on Main and High Streets. The summer flowers have been replaced with Fall Mums.
 - g. **Parks and Recreation:** Adam McKenery. No report.
 - h. **Romney Historic Landmarks:** Carol Shaw, President No report.
 - i. **Animal Care and Control Board:** Stacie Land. No report.
5. **Building Permits:** September 2018 report reviewed.
6. **Interconnector Report:** September 2018 report reviewed.
7. **Overtime Report:** September 2018 reviewed.
8. **Police Board:** Mayor Keadle

The Police Board met on Monday, September 24, 2018.

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Old Business:

1. The Police vehicle was ordered. We anticipate a December delivery date.
2. Oz's surgery was worse than anticipated – 3 tumors removed. However, the surgery was successful and Oz is back to work.

New Business:

- 1 The Board recommended applying for another grant for a new police vehicle through the USDA Community Facilities Loan and Grant Program.
- 2 WIFI for the police vehicles has been installed. This will allow officers to communicate directly with the state office when citations are issued.
- 3 Chief Lambert announced a new scheduling program.
- 4 The United Boot Drive will be held on Route 50 in front of the Bottling Works on Thursday, October 4, 2018 from 11:00 a.m. until 6:00 p.m.

Next meeting scheduled for Monday, October 29, 2018 at 9:00 a.m.

9. **Consolidated Checking Account:** September 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 Duncan to approve payment of bills based on availability of funds. Seconded by Councilman Smith. Motion carried.

10. **Old Business:**

Ordinance; Now Therefore, the Romney Town Council adopts the following ordinance amending the Town of Romney Planning and Zoning Ordinance Article VI, Section 602, item 9, as follows:

9. Schools, churches, hospitals, and financial institutions.

Third Reading: Motion by Councilman Latitenberger, Seconded by Councilwoman O'Brien. Motion Carried.

11. **New Business:**

Subject: The Governing Body of the Town of Romney does hereby approve the selection of Harold Fortner as the FY 2018 auditor for a cost of \$8,000.00.

Resolution: The Romney Town Council approves this resolution and authorizes actions as so stated in subject. Motion by Councilman Duncan. Seconded by Councilwoman O'Brien. Motion carried.

Resolution: Whereas, the Town of Romney supports and request that its Legislators and Governor pass and sign legislation removing the sunset date in WV Code 8-1-5A and making the Home Rule Program a permanent one in West Virginia. Motion by Councilman Duncan. Seconded by Councilman Smith. Motion carried.

Subject: The Governing Body of the Town of Romney does hereby authorize Mayor Beverly C. Keadle to proclaim October as Breast Cancer Awareness Month.

Resolution: The Romney Town Council approves this resolution and authorizes as so stated in subject. Motion by Councilman

Smith. Seconded by Councilman Hott. Motion carried.

Subject: The Governing Body of the Town of Romney does hereby approve Trick or Treating in the Town of Romney on Wednesday, October 31, 2018 from 6:00 p.m. to 8:00 p.m.

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Motion: The Romney Town Council approves this motion and authorizes actions as so stated in subject. Motion by Councilman Hott. Seconded by Councilman Duncan. Motion Carried.

12. **Mayor's Report:**

- A. 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 replace parking meter 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.
- B. The Romney HLC series "Romney on the Menu" was held on Friday, September 21 at the Bottling Works. (Usually the 3rd Friday of each month at 5:30 p.m. at the BOR Community Building.) The exception was made for the September program as Michael Smith presented the history of the Romney Coco Cola Bottling Plant at the former location.
- C. The next Romney on the Menu will be Friday, November 16 at 5:30 at the BOB Community Building . Dan Oates will continue his presentation on the 1940 census. October's program was rescheduled to November because of a date conflict.
- D. 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 owner 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.
- E. The latest communication on the Streetscape Project for the north side of Main Street from Endler Avenue to High Street is that plans moved to Contract Administration on July 7. The report from September 17 is that the project has been accept by Contract Administration and is in the line for advertising. DOH projects November 13, 2018 as the letting date.
- F. An Event permits have been issued for: 1) **Hampshire Heritage Car Show** 9:00 A.M. TO 6:00 P.M. ON Sunday, September 30, at the Old Middle School Football Field. 2) October 4, the **United Way** will sponsor a "boot drive" collecting dollars to kick off their campaign. This will be from 11:00 A.M. UNTIL 6:00 P.M. ON Route 50 om front of the Bottling Works. 3) **Life Chain** from 11:00 a.m. till noon on Saturday, October 6, 2018, along Routes 50 and 28.
- G. **FEMA** representatives were here on Wednesday, September 26 for a status update from flooding between May 28 and June 3. We are nearing completion of submitting disaster-related damage information and plan to apply for pre-mitigation grant funding.

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- H. The Rannell's Acres Sewer Project remains in process. Another Status Conference Call is scheduled for October 15 at 10:00 a.m.
- I. Research continues into The Public/Private Fire Protection fee. The plan is to have a proposal ready for the next Work Session and then present to the next Council meeting for approval.
- J. Recently met with Tanner Haid of the Community Tree Project. He has submitted his suggestion for tree plantings in Celebration Park and encourages planting throughout Town. The grant application due date is February 1, 2018 for Spring planting.
- K. Ave Anders, registered engineer, has completed a comprehensive feasibility study for the Depot Valley property commonly known as "the walking trail". She has a meeting scheduled with Chad Thompson of DEP to discuss further plans for the area—to include grant funding.
- L. Appalachian Regional Commission Application Workshop is scheduled for October 10. ARC funding is focused on water and wastewater projects with an eye on economic development.
- M. On Monday, September 24, I met with Travel Writers visiting in the area. They were very interested in our Town and the revitalization efforts.
- N. Bill Wylie, III, of the Romney Rotary Club, has taken the initiative to apply for a Rotary Grant for new trash containers for the Town.
- O. The Town of Romney received notice of a grant award of \$1,876.00 dollars from within the Culture and History budget. More information will follow.

13. Administrator's Report;

1. Performance Evaluations

- A. Have met with all department Supervisor's to review their employee's Self-Assessments and Goals and objective.
 - B. Finalizing paperwork for review at the next Personnel Committee meeting.
2. Met with Personnel Committee 09/06 to establish a restructuring of the Water Department Org Chart. In doing so, we are able to provide employees with opportunity for advancement within the reorganization should they excel in the annual performance appraisals and possess a desire to further their career with the Town: Ken Maiers is now our Water Distribution Supervisor and is working with the Public Works Coordinator and the Maintenance Department to start putting long-range plans into place for the Water Department System.

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3. Have been meeting weekly with one Water and Sewer employee to get SEMS up and running.
4. Encode Software Integration – we continue to gather data from “power users” that will be vital for programmers.
5. Continue to work with Supervisor’s on Operations portion of the PSC report:
 - A. Depreciation Schedules and Asset Replacement
 - B. Unaccounted water usage.
 - C. All these providing data will have a much better handle on the data they are providing for the PSC report.
6. C.I. Thornburg came on 09/11/18 and 09/12/18 to perform meter testing and calibration on our master meter and several of the larger meters around Town.
7. Continuing to transfer data to electronic format on the shared drive.
 - A. Daily Tank Levels: Daily Rainfall
 - B. Purchasing logs
 - C. Gas/Mileage log: Hours worked logs, Daily Work Reports.

14. Public Works Coordinator

1. September Water leaks – 6 (6)

9/4 Birch Lane, 9/18 Leonard & Sioux, 9/19 N. Marsham and Everett,
9/22 High Street & Sioux, 9/24 Marathon Pl, 9/26 Depot and Bolton.
2. Cleanup from long periods of heavy rain, street drains cleared, gravel put back where it washed into the Street.
3. Filled a bad sink hole on Gravel Lane that exposed our main water line to the Town as an emergency repair.
4. Added a storm drain on Marsham to help reduce the flow into just one inlet from Route 50 to Rosemary. Recent heavy rains tested the flow and seemed to help the situation, but we will keep our eye on it when or if we get another down pour that we have had numerous times this summer.
5. Removed a tree from 6th Street that had fallen due to the soft ground in the area.
6. We received our new trailer in advance of obtaining the new excavator.
7. Sold the old back hoe to the highest bidder at \$9,150.00 dollars, all other bidders were all in the \$7,000.00 + range

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15. **Adjournment.** Motion by Councilman Duncan. Seconded by Councilman Laitenberger. Motion carried.

Beverly C. Keadle, Mayor

Richard T. Shanholtzer, Recorder