

TOWN OF ROMNEY
ROMNEY, WEST VIRGINIA
NOVEMBER 5, 2018

Mayor Keadle called to order the regular Town of Romney Council Meeting, November 5, 2018 at 7:00 p.m. and Councilman Smith led the group in prayer followed by the Pledge of Allegiance.

Roll Call:

Mayor Keadle: present	Councilwoman O'Brien: present
Recorder Shanholtzer: present	Councilman McKenery: present
City Administrator Szabo: present	Councilman Duncan: present
Clerk/Treasurer: Betty Colebank: present	Councilman Hott: present
	Councilman Laitenberger: present
Public Works Coord.: Richard Kiser: 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 October 1, 2018. Motion by Councilwoman O'Brien, seconded by Councilman Laitenberger. Motion carried.
2. **Comments from Guest:** No guests were on the Agenda for November 5, 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 Laitenberger. Councilman Hott updated the status of the pedestrian shelter.
 - d. **Police Department:** October 2018 Activity Report in packet for your review.
 - e. **Romney Historic Landmarks:** Carol Shaw. No report
 - f. **Refresh, Restart Romney:** Teresa Dillon. No report.
 - 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:** October 2018 report reviewed.
6. **Interconnector Report:** October 2018 report reviewed.
7. **Overtime Report:** October 2018 reviewed.
8. **Police Board:** Mayor Keadle
The Police Board met on Monday, October 29, 2018.

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Old Business:

Vault lock mounts were ordered for each vehicle.

New Business:

The Board recommended the purchase of "Guardian Angel" hands free light for each officer. This will allow the officer to be seen by others and will provide hands free lighting. The cost is \$82.00 each.

The Grant for the second police vehicle was completed and submitted.

Officer Carroll will apply for a grant from State Farm.

New classifications and merit-based pay will be decided by the Police Board at the next meeting.

Next meeting scheduled for Monday, November 26, 2018 at 9:00 a.m.

9. **Consolidated Checking Account:** October 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 Hott. Motion carried.

10. **Old Business:**

Ordinance: Private Fire Protection

Now Therefore, the Romney Town Council has the authority to adopt Rates, Rules and Regulations for Furnishing Water at Romney and vicinity, Hampshire County, West Virginia.

Private Fire Protection

Permanent fire protection apparatus, including hydrants and sprinkler connections, owned and maintained by an entity other than the Town of The Romney may be connected to the Water Distribution System where comparable. Those connections are be used only for fire protection and in extinguishing fires, except as otherwise expressly authorized by the Town's ordinances or by Romney Town Council. All private Fire Protection connections are to be made only by prior express written notification to the Town of Romney Business Office. Private fire connections shall be assessed and pay an annual fee based on the size of the connection to the Water Distribution System, as follow:

4-inch service line with hydrants, sprinklers, and/or hose connections	\$180.00
6-inch service line with hydrants, sprinklers, and/or hose connections	\$200.00
8-inch service line with hydrants, sprinklers, and /or hose connections	\$220.00
10-inch service line with hydrants, sprinklers, and/or hose connections	\$240.00
12-inch service line with hydrants, sprinklers, and/or hose connection	\$260.00

This ordinance shall become effective on the date of passage and adoption. The first reading of this ordinance having been moved by Councilman Hott and duly seconded by Councilman McKenery. Motion carried. Seconded Reading in Title Only motion by Councilman McKenery. Seconded by Councilman Laitenberger. Motion carried.

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11. **New Business:**

Resolution: Whereas, the Romney Town Council finds that costs are incurred by the Town in providing copies of municipal records.

Now Therefore the Romney Town Council does Hereby Resolve as Follows:

The fee(s) for copies is one dollar (\$1.00) per page.

The fee(s) set forth are hereby established and set and become effective upon adoption;

The fee (s) established and set shall not apply to any government entity.

The adoption of the foregoing resolution having been moved by Councilman Hott. Seconded by Councilwoman O'Brien. Motion carried.

Resolution: Now Be It Resolved that the Romney Town Council does hereby adopt the updated Region 8 Multi-Jurisdictional Hazard Mitigation Plan this 5th of November 2018. Motion by Councilwoman O'Brien. Seconded by Councilman McKenery. Motion carried.

Resolution: Now Be It Resolved that the Romney Town Council and Governing Body does hereby authorize Mayor Beverly C. Keadle to establish Town of Romney Veteran's Day Ceremony checking account. Motion by Councilman Duncan. Seconded by Councilman Smith. Motion carried.

Resolution: Now Be It Resolved that the Romney Town Council desires to define a "work week" for the purposes of effective scheduling and payroll processing. The adoption of this resolution having been moved by Councilman Duncan. Seconded by Councilman Smith. Motion carried.

Resolution: Now Be It Resolved, that the Romney Town Council and Governing Body does hereby authorize Mayor Beverly C. Keadle to submit a grant application to USDA Community Facilities Direct Loan and Grant Program for the purchase of a new police cruiser. Furthermore, the Governing Body does hereby authorize Mayor Beverly C. Keadle to provide all necessary documents required by USDA for consideration of grant funding, and to affix her signature to all documents necessary to complete the grant application process. Motion by Councilwoman O'Brien. Seconded by Councilman Hott. Motion Carried.

Resolution: Now Be It Resolved, that the Romney Town Council and Governing Body does hereby authorize Mayor Beverly C. Keadle to submit a grant application to USDA Community Facilities Direct Loan and Grant Program for the purchase of a new public works vehicle. Furthermore, the Governing Body does hereby authorize Mayor Beverly C. Keadle to provide all necessary documents required by USDA for consideration of grant funding, and to affix her signature to all documents necessary to complete the grant application process. Motion by Councilman Hott. Seconded by Councilman Laitenberger. Motion carried.

Resolution: Now Be It Resolved, that after due consideration, the Romney Town Council does hereby grant to the Mayor of Romney decision making authority as it pertains to the use of equipment listed on the Public Works Equipment Fee Schedule and owned by the Town of Romney, as he/she deems necessary, for the health and safety of the Town of Romney and its residents. Motion by Councilman Duncan. Seconded by Councilwoman O'Brien. Motion carried.

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Resolution: Now Be It Resolved, that the Romney Town Council and Governing Body does hereby approve the transfer of the State Barn located at 185 Depot Street from West Virginia Schools for the Deaf and Blind to the Town of Romney Building Commission. Motion by Councilman McKenery. Seconded by Councilman Laitenberger. 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. Two additional signs have been added on South High Street to prevent misunderstanding.
- B. The next Romney on the Menu will be Friday, November 16 at 5:30 at BOR Community Building. Dan Oates will continue his presentation on the 1940 census. October's program was rescheduled to November because of a date conflict.
- C. 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.
- D. 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 accepted by Contract Administration and is in the line for advertising. DOH projects November 13, 2018 as the letting date.
- E. FEMA update, we are nearing completion of submitting disaster-related damage information.
- F. The Rannell's Acres Sewer Project is nearing the time for construction bids. Another Status Conference Call is scheduled for November 14 at 10:00 a.m.
- G. Councilwoman O'Brien and the Mayor worked on submitting an AHEC grant for the Romney Rail Line Heritage Trail. The requested amount for paving and planting is \$14,313.00. Grants will be announced the first of January, 2019.

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- H. Other grants for a fourth police vehicle and public works pickup truck were submitted to USDA under the Community Facilities Loan and Grant Program.
- I. Police Officer Chris Carroll submitted a grant to State Farm in the amount of \$13,300.00 for 4 (four) new radar units.
- J. The final plans for the Veteran's Day Luncheon on November 11, 2018, are being made. It will be at the Bottling Works to begin at approximately 1:30 p.m. This event is free and open to the public. Please encourage all veterans to attend.
- K. Interviews for the Capital Improvement Projects for both Water and Sewer distribution have been held. Thrasher Engineering was chosen to proceed with the project. Region 8 will help with securing funding.
- L. Tom Elliott of USDA in Elkins was here last week to examine the rat situation in the Washington Street area of Romney. They will send info on poison boxes to put into drains under storm grates during dry events to treat for rats.

13. Administrator's Report:

- 1. Microtech Designs completed the Source Monitoring project by tying in the SCADA systems to the monitoring panel. If an emergency occurs regarding contaminants in our source water, an alarm will be sent to members of the Water Department.
- 2. Donald Oates passed his Class 1 Operator's test and has completed about half the hours required to become a Class 1 Operator.
- 3. Will be sending out an invite for the next Personnel meeting in the next two weeks to begin assigning pay ranges to all positions.
- 4. Animal Care & Control Board held their first meeting on October 11, 2018. The first order of business is to review an update the ordinances pertaining to animals in corporate limits, as well as review the agreement with the county for handling stray cats and dogs.
- 5. Working on offering Direct Deposit to employees as of January 1, 2019.
- 6. Continuing with Incode and SEMS integration.
 - a. Meeting this week about Chart of Accounts
 - b. Power-users begin on-line training this week

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14. Public Works Coordinator Report:

1. October Water leaks = Five (5) 10/19 at 5 Goldsboro, 10/15 at 461 Harmison Lane, 10/17 at 465 Elk Place, 10/19 at 225 Second Street, 10/29 at corner of Whippoorwill & Gravel.
2. Cleaned up from another storm that occurred on Sunday October 7th.
3. Repaired another sink hole on Gravel Lane and reworked the storm gutter to better handle high flows of rain water.
4. The added storm drain on Marsham appears to have helped reduce the flooding of Marsham during the downpour on the 7th.
5. Replaced a valve that was leaking on Bolton Street and repaved.
6. We received our new excavator and have put it right to work the same day.
7. Performed several asphalt patching around town this month when weather cooperated.

- 15. Adjournment:** Motion by Councilman McKenery. Seconded by Councilman Duncan. Motion carried.

Beverly C. Keadle, Mayor

Richard T. Shanholtzer, Recorder