

City of Martinsburg
Regular City Council Meeting
Thursday, June 14, 2018
6:30 P.M.

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Prayer—
5. Approve May 10, 2018 Regular Council Meeting Minutes
6. Approve April 2018 Administrative and Financial Report.
7. **Presentations**
 - a. Administer Oath of Office to Police Officer Aaron Miller
 - b. Administer Oath of Office to Firefighter/EMT-Basic Dallas Starliper
 - c. Make Comment on ABCA Zoning Form for Martinsburg Operations, LLC dba The Crossings at Martinsburg, 13857 Apple Harvest Drive
 - d. Make comment on ABCA Zoning Form for Eastern Panhandle Bicycle Company, dba Pedalin' Pints—805 E. Moler Avenue
 - e. Veterans Day Parade—Jamilla Fleet, Four State Community Veterans Engagement Board (move up Item 15 K)
 - f. Request to pave portion of alley—Christopher Breeze (move up item 15 T)
 - g. Update on Martinsburg PD and Municipal Court Revisions—Brian Estep, Silling Architects (move up item 15 dd & ee)
8. **Petitions from Citizens (Two (2) Minute Maximum)**
9. **Receive and File Reports—Minutes—Correspondence of The Following:**
 - a. Resolution of Accomplishment—Sanitation Laborer Douglas Myers for 30+ years of service—as read May 16, 2018
 - b. Main Street Martinsburg February 26, 2018, March 19, 2018 and April 16, 2018 Meeting Minutes and Financial Reports
 - c. Board of Zoning Appeals February 6. 2018 Meeting Minutes

- d. Historic Preservation Review Commission May 7, 2018 Meeting Minutes
- e. Martinsburg-Berkeley County Library Commission March 23, 2018 Meeting Minutes
- f. Memorandum from Martinsburg Moose Lodge 120 thanking the City of Martinsburg for the donation of the Dedication Stone from former Moose Lodge (W. Race Street)
- g. Code Appeals Board May 26, 2016 Meeting Minutes
- h. Letters to the Editor from Mayor George Karos regarding the renewal of the Police Levy via Special Election
- i. Letter of resignation from the Eastern West Virginia Regional Airport Authority from Betty Gunnoe, effective 6/30/2018 (end of term)

10. Reports of Chairpersons of Council Standing Committees:

- a. Council as a Whole Committee May 9, 2018 Meeting Minutes

11. Report of Mayor

- a. Announce Official Results of the City of Martinsburg Special Election to Renew the Police Levy, as held on May 8, 2018
- b. Fourth of July Fireworks Update/Reminder of City Ordinance and notifications regarding the discharge of fireworks
- c. Reschedule Regular August Council Meeting for Thursday, August 16, 2018 due to attendance at the WV Municipal League Summer Conference
- d. Discuss and take action as necessary regarding the following expiring terms on the Eastern Regional Airport Authority—terms expire 6/30/18
 - Ken Collinson
 - Jason Barrett
 - Vacancy
- e. Reappoint Bill Barney to the Code Appeals Board—7/12/18-7/12/2021
- f. Appoint Kenda Wright Rogers to the Historic Preservation Review Commission to fill an unexpired term ending 1/21/2020
- g. Reappoint the following to the Human Relations Committee—7/9/2018-7/9/2020
 - Jason Barrett
- h. Reappoint the following to the Region 9 Planning and Development Council 7/1/2018 - 6/30/2020
 - Mark Baldwin
 - George Karos
 - Vacancy

- i. Report the following vacancies:
 - Board of Zoning Appeals (1 alternate)
 - Parking Authority (2)
 - Human Relations Committee (2)
 - Airport Authority (1)
 - Region 9 (1)
 - Code Appeals Board (engineer or architect) and alternate (2)

12. Report of City Attorney

13. Report of City Manager

- a. Projects Update

14. Unfinished Business

- a. Third and Final Reading of Ordinance 2018-12 Amending the City of Martinsburg Zoning Map to Rezone 5.52 Acres of an Unimproved Parcel off Tavern Road, also identified as Tax Map M4E, Parcel 61 from BS (Service Business) to BC (Community Business)
- b. Third and Final Reading of Ordinance 2018-13 Amending the City of Martinsburg Zoning Map to Rezone 70.29 Acres of an Unimproved Parcel of Tavern Road, Directly North of Martin's Landing Apartment Complex and Bethel Pentecostal Assembly of God; also Identified as Tax Map M30, Parcel 53 from RP (Planned Residential) to BC (Community Business)

15. New Business

- a. First and Second Reading of Ordinance 2018-14 Approving and Adopting Current Replacement Pages to the Codified Ordinances
- b. Approve/deny Resolution 2018-08 Concerning the City of Martinsburg 2017-2018 General Fund Budget Revision # 4
- c. Approve/deny Budget Revision # 2 for the FY 2017-2018 Police Levy Fund
- d. Approve/deny Budget Revision #2 for the FY 2017-2018 Fire/EMS Fund
- e. Approve/deny Budget Revision # 2 for the FY 2017-2018 Water and Sewer Fund
- f. Approve/deny Budget Revision # 2 for the FY 2017-2018 Sanitation Fund
- g. Approve/deny Budget Revision # 2 for the FY 2017-2018 Parking Fund
- h. Approve/deny Resolution 2018-09 Approving the FY 2018 Annual Action Plan and Authorizing the Filing of the Application with HUD
- i. Appointments to the following positions:
 - City Recorder—Gena Long

- City Judge—Dale Buck
 - Alternate Judges—Jared Adams & Susan McLaughlin
 - City Treasurer--
- j.** Approve/deny Special Events Permit 1814 for Four State CVEB’s Veterans’ Day Parade, to take place along attached route on Saturday, November 10, 2018 from 1-2 PM (1.75 total hours) to include rolling street closure, contingent upon proof of adequate liability insurance and payment of any recommended fees for City Services—(\$1,549.50 recommended)
 - k.** Approve/deny Special Events Permit 1815 for Good Samaritan Free Clinic’s Block Party, to take place W. Addition Street between Virginia Avenue and S. Raleigh Streets, on Saturday, July 28, 2018 from 12 PM-4PM, (6 total hours) to include barricading of street, contingent upon proof of adequate liability insurance and payment of any recommended fees for City Services—(\$0.00 recommended)
 - l.** Approve/deny Special Events Permit 1816 for Main Street Martinsburg’s Martinsburg Rocks!, Kids’ Summer Concert Series to take place in the Town Square Pedestrian Plaza on the 1st and 3rd Thursday in June, July and August, from 10:30 AM- 1:30 PM (3 total hours), contingent upon proof of adequate liability insurance and payment of any recommended fees for City Services (\$0.00 recommended)
 - m.** Discuss and take action as necessary regarding FY 2018-2019 Animal Control Agreement see attached memo from Berkeley County Council—\$139,287
 - n.** Discuss and take action as necessary regarding memorandum from Martinsburg-Berkeley County Parks and Recreation Board with recommendations for future developments/funding for Lambert Park Pool (refer to Council as a Whole Committee for future meeting)
 - o.** Approve/deny agreement between the City of Martinsburg and Nancy S. Strine Consultants, LLC for administration and coordination of CDBG and HOME grants through 6/30/2019
 - p.** Approve/deny donation of decommissioned bicycles to the Martinsburg Initiative for use in community interaction
 - q.** Approve/deny bid recommendation for early warning monitoring systems or comparable for Big Springs and Kilmer Water Treatment Plants—60,283—Xylem, Inc (WVDHHR Office of Environmental Services grant--\$50,000\ City match \$10,283)
 - r.** Confirm consensus of telephone poll for the purchase of five (5) Martinsburg Police Department Ford Explorers --\$27,534 each—total with outfitting--\$165,870—Stephens Auto Center (state contract)—Police Levy Fund
 - s.** Approve/deny purchase of 60” 700 Series ZTR mower--\$7,495 for Utilities Department—Winchester Equipment Company
 - t.** Discuss and take action as necessary in regards to a request to pave a portion of alleyway that runs from Porter Avenue westward to the rear of 712 W. John Street
 - u.** Approve/deny bid recommendation for Martinsburg Fire Department multi-use sanitizer--\$4230.78—Henry Schein Medical/ EMS (sole provider)—Fire/EMS Fund

- v. Authorize Letter of Endorsement to the ABCA on behalf of the Berkeley County Humane Society Cocktails for Canines Fundraising Event to be held on Saturday, August 4, 2018 at Boydville, 601 S. Queen Street
- w. Approve/deny renewal of employee health insurance with Highmark Blue Cross/Blue Shield
- x. Approve/deny renewal of workers' compensation insurance with Brick Street
- y. Approve/deny renewal of causality and liability insurance with Travelers Insurance Company
- z. Approve/deny construction of stormwater practices (per memo) in compliance with the Canaan Valley Institute stormwater grant approval--\$64,000 (grand funded), in-kind services from City
- aa. Approve/deny Deed of Dedication and Easement between the City of Martinsburg and the Trustees of Mt. Hope Cemetery for a stormwater easement
- bb. Approve/deny Change Order #4 for the N. Queen Street Underpass Utility Relocation Project--\$56,361.88 credit to the City
- cc. Approve/deny Pay Application # 10 to Snyder Environmental for the N. Queen Street Underpass Utility Relocation Project--\$124,180.56 (final project pay-application)
- dd. Approve/deny Change Order #1 between the City of Martinsburg and W. Harley Miller for the Martinsburg Police Department/Municipal Court—Structural Steel Revisions--\$58,685
- ee. Approve/deny Pay Application # 1 for W. Harley Miller for the Martinsburg Police Department/Municipal Court building--\$175,140.00

16. Executive Session

- (a) Discuss pending legal matters with Counsel (if necessary)
- (b) Discuss personnel matters (if necessary)
- (c) Discuss real estate matters involving competitive bids (if necessary)