

City of Martinsburg
J. Oakley Seibert Council
Chambers
Regular City Council Meeting
Thursday, February 14, 2019
6:30 P.M.

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Prayer—
5. Approve January 10, 2019 Regular Council Meeting Minutes
6. Approve December 2018 Administrative and Financial Report
7. **Presentations**
 - a. Administer Oath of Office to Martinsburg Police Officers Lawrence Meeks, III, Dalton Condo and Ethan Anderson
 - b. Make comment on ABCA Zoning Form for Brix 27, LLC—135 N. Queen Street (upgrade of current license)
 - c. Make comment on ABCA Zoning Form for Family Dollar Stores of West Virginia, LLC, d.b.a. Family Dollar #21681—605 Winchester Avenue
 - d. Proclamation—General Aviation Appreciation Month
 - e. Martinsburg Police Department/Martinsburg Fire Department EMS Operations and Joint Overdose Response Strategies 2018 Annual Report
8. **Petitions from Citizens (Two (2) Minute Maximum)**
9. **Receive and File Reports—Minutes—Correspondence of The Following:**
 - a. Eastern West Virginia Regional Airport Authority November 19, 2018 Meeting Minutes and Financial Reports
 - b. Eastern Panhandle Transit Authority January 14, 2019 Meeting Minutes and Financial Reports
 - c. Martinsburg-Berkeley County Convention and Visitor’s Bureau November 28, 2018 Meeting Minutes and Financial Reports
 - d. Main Street Martinsburg November 26, 2018 Meeting Minutes, Financial Reports and

President's Report

- e. Comcast Memorandum regarding International Package Update
- f. ISO Memo and Report regarding Public Protection Classification Survey
- g. Historic Preservation Review Commission November 5, 2018 Meeting Minutes
- h. Martinsburg-Berkeley County Parks and Recreation December 18, 2018 Board Meeting Minutes
- i. Planning Commission January 2, 2019 Meeting Minutes
- j. Martinsburg Fire Department 2018 Annual Report

10. Reports of Chairpersons of Council Standing Committees:

11. Report of Mayor

- a. Appoint Robin Truax to the Human Relations Committee to fill an expired term ending July 9, 2020
- b. Report the following vacancies:
 - Board of Zoning Appeals (2 alternates)
 - Parking Authority (2)
 - Human Relations Committee (1)
 - Code Appeals Board (engineer or architect)
 - Historic Preservation Review Commission (1)
 - Fire Civil Service Commission (1)
 - M-BC Convention and Visitor's Bureau (1)

12. Report of City Attorney

13. Report of City Manager

a. Projects update

- Underpass Project
- Gateway/Wayfinding
- Train Station Corridor
- WVDOT E. Burke Street Bridge
- WVDOT Traffic Signals/ADA Ramps
- WVDOT Ramps City-Wide
- City Street Repaving Project
- Police/Municipal Court Building

14. Unfinished Business

15. New Business

- a. First and Second Reading of Ordinance 2019-01 to Amend the City of Martinsburg

Zoning Map to Rezone an Unimproved Parcel Identified as the Southeast Corner of the New York Avenue and Rte. 45 Intersection (1647 New York Avenue)

- b.** Approve/deny Special Events Application 1902 for Berkeley Heights Elementary School's Berkeley Heights 5K along detailed route, Saturday, May 18, 2019, contingent upon proof of adequate liability insurance and payment of any recommended fees for City services--\$560
- c.** Approve/deny Special Events Application 1903 for Main Street Martinsburg/Norwalk Soap Box Derby Race to take place in the Town Square Pedestrian Plaza and South Queen Street on Saturday, June 8, 2019 (rain date of June 15) from 6:30 AM until 3:30 PM, contingent upon proof of adequate liability and payment of any recommended fees for City Services, unless waived in accordance with ordinance (\$4,017.50)
- d.** Approve/deny Special Events Application 1904 for Main Street Martinsburg's Snowman Auction to take place on the Town Square Pedestrian Plaza on Sunday, March 31, 2019 from 3-4 PM, contingent upon proof of adequate liability insurance and payment of any recommended fees for City Services unless waived in accordance with ordinance
- e.** Approve/deny Special Events Application 1907 for Main Street Martinsburg's Cruise-in on Main Car Show to take place on Queen Street on Sunday, June 16, 2019 from 2-5 PM, contingent upon proof of adequate liability insurance and payment of any recommended fees for City services, unless waived in accordance with ordinance (\$1,478)
- f.** Approve/deny Special Events Application 1910 for Main Street Martinsburg's Kids Rock Concert Series to take place on Thursdays from June 6, 2019-August 29, 2019 from 11 AM until noon on the Town Square Pedestrian Plaza, contingent upon proof of adequate liability insurance and payment of any recommended fees for City services, unless waived in accordance with ordinance (\$0.00)
- g.** Approve/deny Special Events Application 1918 for God Won Ministries International, Inc's God's in the Square Event to take place on the Town Square Pedestrian Plaza on Saturday, April 6, 2019 from noon-4 PM (6 total hours for clean-up to take-down), contingent upon proof of adequate liability insurance and payment of any recommended fees for City Services (\$0.00)
- h.** Approve/deny Eastern Panhandle Transit Authority's request to construct a bus shelter in the City right of way near 111 W. King Street
- i.** Discuss and take action as necessary regarding the purchase or of 5" water supply hose for the Martinsburg Fire Department (see memo)
- j.** Approve/deny bid recommendation for 4" water supply hose for the Martinsburg Fire Department--\$49,754.31—Whitmer Public Safety Group (See Item 16 H Memo)
- k.** Approve/deny bid recommendation for Martinsburg Fire Department software update--\$8,735.74—ROK Brothers Inc.
- l.** Approve/deny repairs to Martinsburg Fire Department Engine 1--\$20,218.86 (estimate)
- m.** Discuss and take action as necessary regarding WRNR's request to broadcast and stream

City meetings

- n. Approve/deny hire of Stormwater interns for the summer of 2019 and associated partnerships with Shepherd University and Cacapon Institute
- o. Approve/deny Client Additional Services Confirmation between the City of Martinsburg and Frazier Associates for Gateway/Wayfinding Signage Project (Alpha Associates) -- \$10,050.00
- p. Approve/deny appointment of the following to the Berkeley County Local Emergency Planning Committee:
 - Public Works Director Jeff Wilkerson
 - Fire Lieutenant Jason Hoover
 - Police Lieutenant Scott Doyle
 - City Engineer/Planning Director Kim Petrucci
- q. Approve/deny Martinsburg Police Department's Safe Handling of Drug Evidence Operational Policy
- r. Discuss and take action as necessary regarding vegetated roof for Martinsburg Police Department/Municipal
- s. Approve/deny Pay Application # 9 for W. Harley Miller for the Martinsburg Police Department/Municipal Court building--\$258,917.40
- t. Approve/deny Change Order #2 between the City of Martinsburg and W. Harley Miller--\$24,970 (estimate; more information to be provided)
- u. See memo regarding Martinsburg Fire Department Hazardous Material Response update

17. 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)