

**City of Martinsburg
Special Council Meeting
Monday, June 24, 2019
The J. Oakley Seibert Council Chambers**

With a quorum present, the special session of the Martinsburg City Council was called to order by Mayor George Karos at 5:00 PM. The following Council Members were present: Gregg Wachtel, Harriet Johnson, Dennis Etherington, Kevin Knowles, Ken Collinson and Jason Baker. Also present were: Mark Baldwin, City Manager; Gena Long, City Recorder, City Attorney Kin Sayre, Police Deputy Chief George Swartwood, Fire Chief J.D. Hummingbird, Utilities Director Steve Knipe and Finance Director Mark Spickler.

3. Salute to Flag

Councilwoman Johnson led the salute to the flag.

4. Prayer—

Mayor George Karos delivered the invocation.

5. Presentations

a. Source Water Protection Plan Update—Steve Knipe Utilities Director

Mr. Knipe stated that the City is required to update its source water protection plan periodically, per statute, with concentration on the following eleven points:

1. System Information—update population number;
2. Water Treatment Facilities—addition of Granulated Activated System at the Big Springs Water Filtration Plant; update water production numbers for both facilities;
3. Water Source/Delineation—no change;
4. Protection Team—update protection team numbers;
5. PSSC—review and update;
6. Prioritization of Threats and Management Strategies—the prioritization of treats remains the same with a large emphasis placed upon highways and railroads. Add information regarding the creation of the City's Stormwater Department. Update information on the City's public sewer system improvements;
7. Education and Outreach Activities—coordinate and update with Public Works Department;
8. Contingency Plan—update to include the Early Warning Monitoring Systems at both facilities;
9. Single Source Study—since the City maintains two separate water filtration plants, this study is not required;
10. Communication Plan—review and update;
11. Emergency Response—update laboratory list.

6. Petitions from Citizens

7. Receive and File Reports—Minutes—Correspondence of the Following:

8. Reports of Chairpersons of Council Standing Committees

9. Report of Mayor

a. Schedule Special City Council Meeting for Monday, July 29, 2019 at 5 PM to approve FY 2019-2020 Budget Revisions and other items as necessary

b. Discuss changing the date of the August 2019 Regular Council Meeting from August 8 to August 15 to accommodate Municipal League Attendance

Consensus of Council was to reschedule the meeting.

c. Report the following vacancies:

- **Historic Preservation Review Commission (1)**
- **Parking Authority (2)**

10. Report of City Attorney

11. Report of City Manager

12. Unfinished Business

a. Third and Final Reading of Ordinance 2019-06, Amending Ordinance 2019-05, which Established Job Descriptions for Employees of the City of Martinsburg, West Virginia

Motion made by Councilman Wachtel, seconded by Councilman Etherington, to read Ordinance 2019-06 through the third and final reading, by title only, and adopt. Motion carried unanimously.

b. Third and Final Reading of Ordinance 2019-07, Amending and Reenacting the City of Martinsburg Personnel Rules and Policies, Section V, Employment at Subsection L, Overtime Pay

Motion made by Councilman Wachtel, seconded by Councilman Etherington, to read Ordinance 2019-07 through the third and final reading, by title only, and adopt. Motion carried unanimously.

13. New Business

a. Approve/deny bid recommendation for Big Springs Water Filtration Plant HVAC Replacement--\$5,390—Eastern Panhandle Heating and Cooling—Water/Sewer Fund

Motion made by Councilman Collinson, seconded by Councilman Etherington, to approve the bid recommendation. Motion carried unanimously.

b. Approve/deny Agreement between City of Martinsburg and Innovative, Inc., for Hardware, Software and It Services for the Water/Sewer Department—63 months @\$ 1,393.18

Motion made by Councilman Etherington, seconded by Councilman Baker, to approve the agreement.

Finance Director Mark Spickler stated that the approval also needs to address the monthly on-site service fee of \$378/month.

Motion amended and seconded.

Motion carried unanimously.

Executive Session

Council went into Executive Session for legal and real estate at 5:10 PM.

Meeting adjourned by unanimous consent at 5:27 PM.

George Karos, Mayor

Gena Long, City Recorder