

City of Martinsburg
Regular City Council Meeting
Thursday, February 13, 2020
6:30 P.M.

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Prayer— Lay Rabbi Steve Sassoon, Beth El Congregation
5. Approve January 9, 2020 Regular Council Meeting Minutes
6. Approve December 2019 Administrative and Financial Report
7. **Public Hearing** to present a substantial amendment to the City of Martinsburg’s FY 2018 Annual Action Plan for use of Community Development Block Grant Funds
8. **Public Hearing** to discuss the City’s FY 2020 Community Development Block Grant Program (CDBG) and HOME Investment Partnership Program (HOME) Entitlement funds through the Eastern Panhandle HOME Consortium and the housing and community development and economic development needs of the City of Martinsburg, WV
9. **Presentations**
 - a. West Virginia Municipal League James C. Hunt Lifetime Achievement Award presented to Mayor George Karos—Kevin Knowles, Vice President WVML
 - b. Aimee Tickerhoof, Kozicki, Hughes and Tickerhoof, Certified Public Accountants—FY 2018-2019 Audit
10. **Petitions from Citizens (Two (2) Minute Maximum)**
11. **Receive and File Reports—Minutes—Correspondence of The Following:**
 - a. Martinsburg-Berkeley County Parks and Recreation Board November 19, 2019 and December 17, 2019 Meeting Minutes
 - b. Eastern Panhandle Transit Authority December 16, 2019 Meeting Minutes
 - c. Main Street Martinsburg January 21, 2020 Meeting Minutes and Financial Report
 - d. Martinsburg-Berkeley County Convention and Visitor’s Bureau January 22, 2020 Meeting Minutes and Directors Report
 - e. Memorandums from Comcast regarding service delivery updates (January 10, 2020), programming changes (January 24, 2020) and pricing changes (January 27, 2020)

- f. Memorandum from Mayor Karos to WV Historic Preservation Office in support of Shenandoah Landlord, LLC's Historic Preservation Grant Application (January 23, 2020)
- g. Memorandum from Mayor Karos to the US Environmental Protection Agency, Office of Brownfields and Land Revitalization, in support of Martinsburg Interwoven Mills Revitalization Project Land Revitalization Technical Assistance Grant (January 22, 2020)
- h. Memorandum from Mayor Karos in support of Healthy Berkeley's Healthy People Healthy Places grant application (January 22, 2020)
- i. Hagerstown/Eastern Panhandle Metropolitan Planning Organization October 16, 2019 Meeting Minutes and Projects Update
- j. Eastern WV Regional Airport Authority December 9, 2019 Meeting Minutes and Financial Report
- k. City of Martinsburg 2019 Annual MS4 Stormwater Report
- l. Board of Zoning Appeals November 5, 2019 Meeting Minutes

12. Reports of Chairpersons of Council Standing Committees:

13. Report of Mayor

- a. Appoint Matthew DeHaven to the Martinsburg-Berkeley County Convention and Visitor's Bureau to fill an expired term ending 1/1/2022
- b. Reappoint Buzz Poland to the Martinsburg-Berkeley County Parks and Rec Board through 3/1/2023
- c. Schedule Council as a Whole Committee Meeting for Monday, February 24, 2020 at 4:30 PM to discuss budget and other business as needed

Report the following vacancies:

- Parking Authority (2)
- Historic Preservation Review Commission (1)
- Planning Commission (1)
- M-BC Convention and Visitor's Bureau (2)

14. Report of City Attorney

15. Report of City Manager

- a. Projects Update

16. Unfinished Business

17. New Business

- a. First and Second Reading of Ordinance 2020-01 Approving and Adopting Current

Replacement Pages to the Codified Ordinances

- b.** Approve/deny Resolution 2020-02 Amending the FY 2018 CDBG Program Budget and Annual Action Plan
- c.** Approve/deny Resolution 2020-03 Authorizing the Donation of Decommissioned Police 2007 Dodge Durango (4605) to the Morgan County Sheriff's office
- d.** Approve/deny Resolution 2020-04 Authorizing Supplemental Agreement #2 between the City of Martinsburg and the WV Department of Transportation, Division of Highways, for the E. Burke Street underpass project
- e.** Approve/deny Special Events Permit 2020-01 for Berkeley Heights 5K to be held on Saturday, April 18, 2020 along the attached route, contingent upon proof of adequate liability insurance and payment of any recommended fees for City services (\$700 recommended)
- f.** Approve/deny Special Events Permit 2020-02 for March of Dimes March for Babies Event to be held on Saturday, May 2, 2020, along attached route, contingent upon proof of adequate liability insurance and payment of any recommended fees for City services (\$210 recommended)
- g.** Approve/deny Special Events Permit 2020-03 for the Bucky's LTD Auto Body/Main Street Martinsburg Norwalk Soapbox Derby, to be held on Saturday June 13, 2020 from 7 Am until 3:30 PM (rain date June 20), contingent upon proof of adequate liability insurance and payment of any recommended fees for City services, (\$3,965.50 recommended unless waived in accordance with ordinance)
- h.** Approve/deny Special Events Permit 2020-04 for Main Street Martinsburg's Snowman Auction to be held on Sunday, March 29, 2020 from 3-4 PM in the Town Square Pedestrian Plaza, contingent upon proof of adequate liability insurance and payment of any recommended fees for City services (\$0 recommended)
- i.** Approve/deny Special Events Permit 2020-06 for St. John's Lutheran Church's Palm Sunday Gathering at the Square on Sunday, April 5, 2020 from 10 AM -10:15 AM, contingent upon proof of adequate liability insurance and payment of any recommended fees for City services (\$0 recommended)
- j.** Approve/deny Main Street Martinsburg's request to hold the Festival of Banners June-September 2020
- k.** Authorize Letter of Endorsement to the ABCA for Main Street Martinsburg's Wine Fest to be held on May 23-May 24 on the grounds of Boydville
- l.** Approve/deny Main Street Martinsburg's request to hold the Snowman Spectacular—January-March 2021
- m.** Appoint Deb Dorsey and Brenda Spaulding as Ballot Commissioners for the City of Martinsburg General Election
- n.** Approve/deny purchase of seven (7) replacement concealable ballistic vest for the

Martinsburg Police Department—Galls (State contract/ \$750 each—total \$5,551.72)
(Policy Levy/General Fund)

- o.** Approve/deny request from Martinsburg Police Department to pay invoice from Valley Guns from the Police Materials Fund (\$6,869.14) and Police Levy fund (\$1,507.86)—total \$8,377 (purchase approved November 14, 2019 from Drug Forfeiture Fund)—see memo
- p.** Approve/deny hiring of three (3) Stormwater interns for the summer of 2020 and associated partnerships with Shepherd University and Cacapon Institute (City funds 2 interns/Cacapon funds 1)
- q.** Approve/deny hiring of four (4) temporary Public Works seasonal employees for summer 2020
- r.** Approve/deny bid recommendation for tree removal on N. Alabama Avenue--\$4,500---Markley's Tree Service
- s.** Approve/deny Change Order #1 for the Gateway/Wayfinding Signage Project (\$0 and 0 days) for footer design and installation
- t.** Approve/deny Change Order #2 for Gateway/Wayfinding Signage Project (\$0/30 calendar days) for updated project schedule
- u.** Approve/deny Change Order #3 for Gateway/Wayfinding Signage Project (\$910 credit to City/0 days) for silt fencing
- v.** Approve/deny Change Order #4 for Gateway/Wayfinding Signage Project (\$910/0 days) for removal of sign
- w.** Approve/deny Change Order #5 for Gateway/Wayfinding Signage Project (\$1,725.88 credit to City/0 days) for punchlist items—see change order for full listing
- x.** Approve/deny purchase of fifteen (15) Taser devices, holsters, chargers and batteries – Axon--\$37,870 (General Fund Capital Outlay)
- y.** Confirm payment of Pay Application #5 from RiteLight Signs for the Gateway/Wayfinding Project --\$34,868.70
- z.** Approve/deny Change Order #7 for the Martinsburg Police Department/Municipal Court Building-- \$59,113
- aa.** Approve/deny Pay Application # 21 to W. Harley Miller for the Martinsburg Police Department/Municipal Court Building--\$281,050
- bb.** Approve/deny Pay Application #1 to Capital Business Interiors for the Martinsburg Police Department/Municipal Court Building--\$411,787.50
- cc.** Approve/deny Sanitary Pump Station (Vista Lane Area)—Snyder Environmental \$71,505 (Sewer Department Budget)
- dd.** Approve/deny bid recommendation for fencing at E. Burke Street Bridge Area--\$29,880

(General Fund/General Fund Reserve Budget)

- ee.** Approve/deny wastewater treatment plant hazardous waste disposal--\$39,980—SPSI (Sewer Department Budget)
- ff.** Approve/deny facility encroachment agreement between City of Martinsburg and CSX Transportation Inc and assorted fees (\$500)—water line project on CSX property (Water Department budget)
- gg.** Approve/deny facility encroachment agreement between City of Martinsburg and CSX Transportation Inc and assorted fees (\$6,300)—stormwater line project on CSX property (Stormwater Budget)
- hh.** Authorize bid process for water, sewer and stormwater project on E. Martin Street (Queen Street-White Avenue)

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)