

**City of Martinsburg
Special Council Meeting
Tuesday, April 21, 2020
The J. Oakley Seibert Council Chambers**

Due to COVID-19 protocols and in accordance with the Berkeley County Health Department's order restricting number of persons permissible per square footage, this meeting was held telephonically. The meeting was also streamed live to the City's Facebook page.

With a quorum present, the regular session of the Martinsburg City Council was called to order by Mayor George Karos at 5:00 PM. The following Council Members were present via telephone: Harriet Johnson, Gregg Wachtel Dennis Etherington, Kevin Knowles, Kimberly Nelson and Jason Baker. Physically present were the Mayor, City Attorney Kin Sayre and City Manager Mark Baldwin. Councilman Collinson arrived at 5:06 PM.

3. Salute to Flag

Mayor Karos led the salute to the flag.

4. Prayer—

Mayor Karos led the invocation.

5. Presentations

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

- a. For the Kids, by George, Children's Museum April 2, 2020 Meeting Minutes**
- b. Comcast memorandum, dated April 13, 2020, regarding channel line-up**

Motion made by Councilman Knowles, seconded by Councilman Etherington, to approve. Motion carried unanimously.

7. Reports of Chairpersons of Council Standing Committees

8. Report of Mayor

- a. Reappoint Melody Jones to the Martinsburg Housing Authority, term expiring 5/4/2025**

Motion made by Councilman Etherington, seconded by Councilman Wachtel, to approve. Motion carried unanimously.

- b. Reappoint Dennis Etherington and Steve Knipe to the Shade Tree Commission, term expiring 5/9/2023**

Motion made by Councilwoman Johnson, seconded by Councilman Wachtel, to approve. Motion carried unanimously.

9. Report of City Attorney

10. Report of City Manager

City Manager Mark Baldwin stated that, upon discussion with Finance Director Mark Spickler, it was determined that it would be prudent to extend deadlines on quarterly B&O tax filing, with no penalties or interest. No action was necessary.

11. Unfinished Business

12. New Business

a. Approve/deny FY 2021-2022 levy rate

Motion made by Kk, seconded by Councilman Etherington, to approve. Motion carried unanimously.

b. Approve/deny extension of the City of Martinsburg's banking service contract with Jefferson Security Bank through June 30, 2022

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

c. Approve/deny recommendation to reject bid from American Landscape and Construction, Inc. (low bidder) in the amount of \$476,351.94—no WV Contractor's license

City Manager Mark Baldwin explained that the bidder did not have a WV Contractor's License at the time of bid, as required by State code.

Councilwoman Nelson asked why a contractor would go through the trouble of bidding without meeting the requirements. City Attorney replied that they may have not been aware or may have misunderstood the code as they are not located in WV.

Motion made by Councilman Etherington, seconded by Councilman Knowles, to reject the bid. Motion carried unanimously.

d. Approve/deny bid recommendation for water/sewer/stormwater project at E. Martin Street—Snyder Environmental--\$542,955

Motion made by Councilman Etherington, seconded by Councilwoman Nelson, to approve the bid. Motion carried unanimously.

e. Approve/deny quote from Silling Architects to provide services in relation to the Race Street parcel merger--\$1,200

Motion made by Councilman Etherington, seconded by Councilwoman Johnson, to approve. Motion carried unanimously.

f. Confirm emergency purchase of KN95 masks for Martinsburg Fire Department--\$10,500

Motion made by Councilman Etherington, seconded by Councilman Wachtel, to confirm. Motion carried unanimously.

g. Confirm increasing credit limit to \$25,000 for emergency purchases related to COVID-19

Motion made by Councilwoman Nelson, seconded by Councilwoman Johnson, to confirm. Motion carried unanimously.

h. Discuss and take action as necessary regarding additional paid sick leave for full-time employees (up to 80 hours if needed) to continue COVID-19 social distancing and split staffing protocols

City Manager Mark Baldwin asked that Council approve up to 80 additional hours to be used as needed, at the discretion of the administration through mid-May, depending on guidance from the State.

Motion made by Councilman Wachtel, seconded by Councilman Knowles, to approve. Motion carried unanimously.

Meeting adjourned by unanimous consent at 5:14 PM.

George Karos, Mayor

Gena Long, City Recorder