

A Regular Meeting has been called of the Martinsburg City Council. Due to the recommendations of the Federal and State government and the CDC, members of the public are encouraged to view the meeting via media and social media outlets. All attempts will be made to stream via the City's Facebook page at [Facebook.com/CityofMartinsburg](https://www.facebook.com/CityofMartinsburg) or searching @CityofMartinsburg. Please address public comments regarding this agenda to glong@cityofmartinsburg.org

City of Martinsburg
Regular City Council Meeting
Thursday, September 10, 2020
6:30 P.M.

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Prayer— A. J. Roberts, Lead Pastor, The Church at Martinsburg
5. Approve August 13, 2020 Regular Council Meeting Minutes
6. Approve August 25, 2020 Special Council Meeting Minutes
7. Approve July 2020 Administrative and Financial Report
8. **Presentations**
 - a. Make comment on ABCA Zoning Form for Lemen Enterprises, Inc., D.B.A. 7-Eleven #10670B, 1015 N. Queen Street (liquor license renewal)
 - b. Proclamation—Constitution Week, September 17-23, 2020—Shenandoah Valley Chapter National Society Daughters of the American Revolution
9. **Petitions from Citizens**
10. **Receive and File Reports—Minutes—Correspondence of The Following:**
 - a. Comcast memorandum(s) regarding programming changes
 - b. Martinsburg-Berkeley County Convention and Visitor's Bureau July 28, 2020 Meeting Minutes
 - c. Hagerstown/Eastern Panhandle Metropolitan Planning Organization Interstate Council May 20, 2020 Meeting Minutes and Projects Update
 - d. Eastern Panhandle Regional Planning and Development Council—Region 9 June 22, 2020 Meeting Minutes
 - e. Eastern West Virginia Regional Airport Authority July 13, 2020 Meeting Minutes and Financial Statements

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- f. Letter of Resignation from the Human Relations Committee from Leonard Harris
- g. Legal notice of October 8, 2020 public hearing and non-exclusive cable franchise agreement between Shenandoah Cable Television, LLC
- h. Transportation Alternatives Grant Application for N. Queen Street Underpass Streetscape Project
- i. Transportation Alternatives Grant Application for design of Martinsburg-Tuscarora Community Trail Project
- j. The Housing Authority of the City of Martinsburg October 29, 2019, February 4, 2020, April 28, 2020, May 26, 2020, June 16, 2020, June 30, 2020 and July 21, 2020 Meeting Minutes

11. Reports of Council as a Whole Standing Committees:

- a. Council as a Whole Committee August 25, 2020 Meeting Minutes

12. Report of Mayor

- a. Appoint Elected Official to Serve on Hagerstown/Eastern Panhandle Metropolitan Planning Organization or name the City Manager as an Alternate to the elected official to attend the meetings—recommend Mark S. Baldwin to serve
- b. Appoint Mayor Harriet Johnson as Mayoral Appointment to the Region 9 Planning and Development Council through June 30, 2022 (vacated by George Karos)

Report the following vacancies:

- Parking Authority (2)
- Historic Preservation Review Commission (2)
- Shade Tree Committee (1)
- Human Relations Committee (2)

13. Report of City Attorney

- a. Non-exclusive cable franchise agreement between City of Martinsburg and Shenandoah Cable Television, LLC (Shentel)—see item 10 E
- b. Draft changes to Drug House Ordinance

14. Report of City Manager

- a. City Manager Report

15. Unfinished Business

16. New Business

- a. First and Second Reading of Ordinance 2020-14, amending Ordinance 2020-11 which Established Job Descriptions for Employees of the City of Martinsburg, West Virginia

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- b.** First and Second Reading of Ordinance 2020-15 Prohibiting the Digging or Drilling of Ground Water Wells in The City of Martinsburg, West Virginia
- c.** Approve Resolution 2020-21 concerning the City of Martinsburg's General Fund Budget Revision #2 for FY 2020-2021
- d.** Approve/deny Sanitation Fund Budget Revision #1 for FY 2020-2021
- e.** Approve/deny request from Main Street Martinsburg for hardware for banners along W. King Street--\$4,000
- f.** Approve/deny flu shots for City employees and officials--\$20.00 each
- g.** Approve/deny USGS Water Monitoring Agreement (Streamgaging) between the City of Martinsburg and the United States Geological Survey--\$4,200
- h.** Approve/deny bid recommendation for W. King Street/Alabama Avenue traffic signal upgrade (bid opening 9/8/2020)
- i.** Approve/deny Construction Contract between City of Martinsburg and Jefferson Asphalt for General Fund City street repaving--\$709,563
- j.** Approve/deny Change Order #1 between the City of Martinsburg and Jefferson Asphalt for General Fund City Street repaving--\$25,500
- k.** Approve/deny Construction Contract between the City of Martinsburg and Jefferson Asphalt for CDBG City Street repaving--\$46,442
- l.** Approve/deny Change Order #1 between the City of Martinsburg and Jefferson Asphalt for CDBG City Street repaving--\$57,400
- m.** Approve/deny Change Order #11 between the City of Martinsburg and W. Harley Miller for Martinsburg Police Department/Municipal Court Project--\$2,389
- n.** Approve/deny Pay Application #28 for Martinsburg Police Department/Municipal Court Project--\$2,697.00
- o.** Approve/deny contract for custodial services for new Martinsburg Police Department/Municipal Court Building
- p.** Approve/deny three-year agreement with Action Training Systems for interactive courses for the Martinsburg Fire Department--\$6,750 (General Fund)
- q.** Approve/deny amended additional services from O'Brien and Gere (OBG) for wastewater treatment plant--\$2,428 (total \$9,659/\$7,231 approved in August)

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- r. Approve/deny agreement between City of Martinsburg and Alpha Associates for Bidding and Construction Phase Fee Proposal for Train Station Corridor Project--\$107,852.75
- s. Discuss and take action as necessary regarding additional work on CSX right of way adjacent to White Avenue in conjunction with Train Station Corridor Grant Project
- t. Approve/deny request from WV Division of Highways for waiver from any City ordinance related to noise to allow for night time work for the Rock Cliff Intersection Improvement Project—February 1-December 31, 2021
- u. Approve/deny rental agreement with Innovative, Inc., for GIS Hypervisor server for the Wastewater Treatment Plant-- Stormwater Management Department--\$1,098.29/month for 27 months
- v. Discuss and take action regarding allowing urban deer hunting on City-owned property off Meadowbrook Drive near Oatesdale Park
- w. Approve/deny purchase of Dodge Ram extended-cab pick-up truck for the Planning Department--\$24,514 (\$20,000 previously approved)—Stephens Auto Center State Contract
- x. Discuss and take action as necessary on request to abandon a portion of the alley adjacent to 1425 W. King Street/204-206 S. Delaware Avenue
- y. Approve/deny agreement with CGI Communications for 2020 Community Development Program—see memo
- z. Discuss and take action as necessary regarding Trick or Treat in the City of Martinsburg for children 12 and under—Saturday, October 31, 2020 from 6-8 PM (see recommendation)
- aa. Discuss and take action as necessary regarding holiday schedule for Christmas and New Year's
- bb. Approve/deny amendment to contract with MyGovernmentOnline to include work order system and GPS in vehicles—Public Works and Utilities Departments (see attached memo for pricing)
- cc. Approve/deny bid recommendation for 2020 bulk deicing salt—Cargill Deicing Technology--\$101.94/ton (Clearlane)
- dd. Approve/deny Change Order #2 between City of Martinsburg and Snyder Environmental for E. Martin Street Utility relocation project—30 day time extension--\$0.00
- ee. Approve/deny Pay Application #3 to Snyder Environmental for E. Martin Street Utility

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relocation project--\$_____

- ff.** Approve/deny scope of work for City of Martinsburg Stormwater Financing and Outreach Study, Phase III—GKY & Associates--\$11,850
- gg.** Approve/deny Change Order #1 between Capital Business Interiors and City of Martinsburg for Martinsburg Police Department/Municipal Court Project—\$5,300
- hh.** Approve/deny Change Order #3 between the City of Martinsburg and Snyder Environmental—E. Martin Street Train Station Corridor Project (additional water line lateral work) --\$_____
- ii.** Approve/deny funding request from Roundhouse Authority--\$4,718—contribution toward new restroom facility

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)