

**CITY COUNCIL MEETING
TUESDAY, JANUARY 3rd, 2017, 7:00 PM**

AGENDA ITEM I - CALL TO ORDER:

Mayor Pierson called this meeting to order at 7:00 p.m.

AGENDA ITEM II - MEMBERS PRESENT:

City Clerk Stacey A. Dodson Pfaltzgraff reported all Council Members present: Dave Cheshire, Donnie Haines, Mike Anderson, Scott Coulter and Jay Watson with the exception of Tony Grant. Also present were City Manager Andy Blake, Chief William Roper, Assistant City Manager Edward Erfurt, and CVB Director Debbie McClure.

AGENDA ITEM III – APPROVAL OF MINUTES – December 13, 2016, Regular Meeting

Minutes of the **December 13, 2016**, Regular Meeting was presented for approval. There were no objections to the Minutes. Minutes was accepted as submitted.

AGENDA ITEM IV – CITIZEN'S PRESENTATIONS/PETITIONS

None

AGENDA V - CITY MANAGER/STAFF REPORTS

CHIEF OF POLICE

1. Staff attended a local Homeland Security training seminar
2. Staff attended a meeting held by WVU Hospital with a local Focus Group of law enforcement, legal and county government staff to discuss quality of health issues
3. Staff attended a meeting with the Jefferson County Sheriff's Department to discuss the local Task Force
4. New Police Officer Brian Wilson was hired November 16th, 2016, to join the Ranson Police Department. Preparations are being made for his entrance into the Police Academy.
5. Staff attended the WV Chiefs of Police Association meeting at Yeager Airport
6. Staff attended a meeting at the Jefferson County Headquarters to discuss E-Ticketing, which is the electronic version for writing citations in the CAD system
7. Staff members participated in the Annual Christmas Tree Lighting on November 26th, 2016

8. Staff attended a meeting presented by HIDTA officials in Martinsburg, WV with other law enforcement officials to discuss a new tracking system, which will collect informational statistics for overdoses occurring in the area
9. Staff attended 2 meetings with the residents of Briar Run and 1 meeting with the HOA of Briar Run
10. Staff attended several meetings with local law enforcement staff, elected officials, and new Prosecuting Attorney Matt Harvey concerning drug issues and the Task Force to address these concerns
11. Officer Adam Watson has developed and implemented the department's Facebook page. The purpose for developing this tool is to fully engage and educate the community in a dialogue about issues within the community. The department plans to also use the Facebook page as a crucial messaging tool during crises.
12. After consideration concerning the replacement of the department's side arms, existing weapons over ten years old will be replaced with the Glock 9mm semi-automatic pistol. The total expense for sixteen Glock model 17 9mm pistols, fifteen level III duty holsters and 15 magazine pouches will be \$2,400.00.
13. Staff attended the Governor's Committee meeting on Substance Abuse
14. Staff attended a meeting with Council Member Anderson and residents at Fairfax Crossing Development
15. Staff attended the Oaths of Office for the Circuit Court Judges
16. Staff attended the Business Partner Breakfast at Ranson Elementary School
17. Staff attended the monthly meeting of the LEPC Homeland Security where members of the National Guard spoke about their capabilities during emergency situations
18. Addressing personnel matters with Attorney Charles Howard and Attorney John Teare
19. A 2011 Ford Fusion was recently seized during a drug arrest and will be utilized for surveillance operations within the department
20. Staff attended the Annual Christmas Parade December 3rd, 2016
21. Chief Roper provided Statistic Reports for December 2016, along with a comparison chart of calls for service for 2015 and 2016

CITY MANAGER

HAPPY NEW YEAR AND THANKS:

Happy New Year. Thanks for all the staff, volunteers, Council members, board and commission members and non-profit partners who took part in and held several successful holiday events over November and December.

BUILDING CODE OFFICIAL:

Charles Clingan, Ranson's Building Code Official, has resigned to take a comparable position in the City of Martinsburg. The City of Ranson has already posted a job advertisement for a replacement. A Building Code Official is a required position

under the adopted building code and requires specific certifications. Chuck's last day will be January 13. Ruckmann Engineering will be handling building inspections until such time as a replacement can be hired. Job advertisement and description is attached.

PLANNING TECHNICIAN:

The City has reposted the Planning Technician position after not being satisfied with the qualifications of the first round of candidates. Although the job does not close until mid-January, the City has received qualified applicants through the second round of postings.

"SEE SOMETHING, SAY SOMETHING":

The week before Christmas, a report from a concerned neighbor called into City Hall resulted in several agencies quickly coming together at the request of the Mayor and the Community Development Department to help an elderly resident who was in desperate need of assistance. Her water had been turned off for several weeks, the home was not habitable and the resident had no food. The City would like to thank the staff of Jefferson County Council on Aging, Jefferson County Community Ministries and Jefferson County Health Department for their response. Because of the cooperation and mobilization of these agencies, one of our fellow residents is not in danger.

MGM NATIONAL HARBOR:

MGM National Harbor opened its casino earlier this month. Although the City has moved all lottery funds into a capital account, the City is closely monitoring the financial impact.

2017 BUDGET:

The turning of the calendar means it's time to start thinking and preparing the 2017-2018 budget. Meetings with Department Heads will start taking place in January.

CANDIDATE FILING PERIOD:

Public Notice of Candidate Filing Period Published in the Spirit on 12/28 and 1/4/17.

Please be advised that the City of Ranson will hold a Municipal Election on June 6, 2017, to elect a Mayor (4-year term), Ward 3 Council Member (4-year term), and an At-Large Council Member (4-year term). Those individuals elected will take the oath of office on July 1, 2017.

Those persons interested in running for any of these offices must be eligible to vote in Ranson and may file their Certificate of Announcement, filing fee of \$25.00 and Campaign Finance Forms at Ranson City Hall beginning Monday, January 9, 2017, during the hours of 9 a.m. until 5 p.m. The filing period closes Saturday, January 28, 2017. Certificates of Announcement being mailed must be postmarked no later than midnight on January 28, 2017. Appropriate forms may be picked up at City Hall or

downloaded from the City's website at www.cityofransonwv.net.

All questions regarding the 2017 Ranson Municipal Election should be directed to City Clerk Stacey A. Dodson Pfaltzgraff.

AGENDA ITEM VI – COMMUNICATIONS FROM THE MAYOR

1. Correspondence
 - a. Comcast
 - b. Good Shepherd
 - c. Hospice
 - d. Potomac Valley Audubon Society
2. Letter of Resignation - Charles Clingan

AGENDA ITEM VII – COUNCIL BUSINESS

1. **Ordinance #2016-296 – 2nd READING** of an Ordinance Amending the City of Ranson Municipal Code, Chapter 16, Article I, By Adding Section 16-16 “Removal From Office” - The purposes and intent of these Planning Commissioner Removal procedures are:
 1. To establish uniform procedures for the removal of planning commissioners first appointed or reappointed to the planning commission on or after the effective date of West Virginia Code § 8A-2-4 upon charges preferred by a third party;
 2. To ensure that qualified individuals willing to volunteer their services to the planning commission will do so without undue fear of being hectorred out of office by potentially bankrupting attorney's fees and costs incurred in defending a removal action upon charges preferred by a third party pursuant to W. Va. Code § 6-6-7;
 3. To limit Ranson's exposure to costly attorney's fees and costs that the City might otherwise be required to pay on behalf of a planning commissioner who must defend against a removal action upon charges preferred by a third party pursuant to W. Va. Code § 6-6-7;
 4. To provide the exclusive procedure for removal by a third party of a planning commissioner first appointed or re-appointed to the planning commission on or after the effective date of West Virginia Code § 8A-2-4;
 5. This Ordinance is procedural as it sets forth the process for removal of planning commissioner first appointed or re-appointed to the planning commission on or after the effective date of West Virginia Code §8A-2-4. It is not intended to create or diminish the substantive due process rights embodied in the West Virginia Constitution or West Virginia Code. Therefore, it is the express purpose and intent of the City of Ranson that

this Ordinance be applied retroactively from the effective date of West Virginia Code § 8A-2-4;

6. To ensure that all applicable legal standards and criteria are properly incorporated in these procedures.

Motion was made by Council Member Cheshire to approve the **2nd READING of Ordinance #2016-296**. Motion was seconded by Council Member Coulter. Motion carried unanimously.

2. **Ordinance #2017-297 - 1st READING** of an Ordinance Amending the City of Ranson Municipal Code, Chapter 2, Section 2-15, by Adding Subsection (B) "Resignation by Inactivity"*Resignation by "Inactivity."* Duly appointed members of City boards and commissions shall be required to attend no less than half the official meetings held within a given calendar year. Failure to attend no less than half of the official meetings within a given calendar year, without a prior written excuse from the Chairman contained in the minutes, shall be considered as formal notice of resignation from said board or commission. In addition, failure to attend three-consecutive regular meetings or special meetings without notice or prior written excuse from the Chairman contained in the minutes shall be considered as formal notice of resignation. Members who have missed three consecutive meetings or more before the adoption of this Ordinance are considered to have resigned.

If an individual becomes inactive or has been inactive as described above, the City Clerk shall send a notice accepting the individual's resignation effective immediately by certified mail, return-receipt requested, or by hand delivery to the individual whose resignation is being accepted and such letter shall be placed in the minutes of the board or commission. The City Council shall then appoint replacement board or commissioner in accordance with applicable law for the remainder of the resigned individual's term.

Motion was made by Council Member Haines to approve the **1st READING of Ordinance #2017-297**. Motion was seconded by Council Member Coulter. Motion carried unanimously.

AGENDA ITEM VIII - ADJOURNMENT

Motion was made by Council Member Anderson to adjourn. Motion was seconded by Council Member Haines. The Regular Council Session adjourned at 7:38 pm. The

next Regular Council meeting was scheduled for Tuesday, January 17th, 2017, at 7:00 pm.



Stacey A. Dodson Pfaltzgraff
City Clerk



Keith D. Pierson
Mayor