

**CITY COUNCIL MEETING
TUESDAY, FEBRUARY 7th, 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, Tony Grant, Jay Watson, and Scott Coulter. Also present were City Manager Andy Blake, Chief William Roper, Assistant City Manager Edward Erfurt, Finance Director Lori Nice, CVB Director Debbie McClure, and GIS Analyst/Utility Coordinator Matt Piepenberg.

AGENDA ITEM III – APPROVAL OF MINUTES – January 17, 2017, Regular Meeting

Minutes of the **January 17, 2017**, 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

Tim Stranko, Esquire, was present to discuss Sewer Service in Ranson and Jefferson County. Mr. Stranko provided an overview to Council, which included current status for existing sewer providers in Jefferson County; benchmarking comparisons with other sanitary boards in the State of West Virginia; current costs to the citizens; the utility ratemaking law; current debt status; and recommendations for moving forward. Mayor Pierson recommended City Manager Andy Blake form a committee to further discuss the scope and scale of this project.

AGENDA V - CITY MANAGER/STAFF REPORTS

CHIEF OF POLICE

January 17th, 2017 – Attended the regular scheduled Council meeting

Hearing Board and Civil Service Commission Hearings – Attended 2 Hearings before the Hearing Board and 1 Civil Service Hearing regarding personnel matters pursuant to West Virginia Code, Chapter 8

Emergency Services Training - All members of the department participated in a 2-hour training session at the Jefferson County Emergency Headquarters covering criminal records, arrest warrants, driver's licenses, and registration checks pertaining to the weapons system

Bi-Annual Firearms Qualifications – All members of the department participated in the bi-annual firearms training

~~Department Vehicles – Two patrol vehicles were involved in accidents and are being repaired, along with mechanical repairs for the 2007 Dodge Charger~~

Arrests – During the current reporting period Officer Custer and Officer Ellis have made several arrests for drug-related crimes including seizing approximately 5 pounds of marijuana, Xanax, scales, crack cocaine, alprazolam, 4 pistols, a 2008 Infinity, and approximately \$8,000.00 US currency, along with a 2011 Ford Fusion and 2002 Dodge Neon from 2 previous narcotic arrests

Landlord Workshop – Attended the Partnership for Affordable Housing workshop held at Ranson City Hall January 25, 2017

Federal Grants – Met with Finance Director Lori Nice to review the grant reporting status for the COPS Hiring Program grant and the Body Worn Camera grant

Prosecuting Attorney Matt Harvey – Met with Jefferson County Prosecuting Attorney Matt Harvey, Sheriff Pete Dougherty, City of Charles Town Chief of Police Matt Kutcher, Ranson City Manager Andy Blake, City of Ranson Mayor Keith Pierson, and City of Ranson Council Member Jay Watson to discuss the Eastern Panhandle Drug Task Force. Considerations are being made whether local entities believe it would be beneficial to the community to join the Bureau of Criminal Investigations Task Force to better combat drug issues. A representative from the BCI Task Force has been invited to meet with Council to answer any questions and provide more information about the benefits of joining said task force

LEPC – Attended the local monthly committee meeting. Dr. Sheri Hoff was elected as the committee president

Home Depot – Scheduling a meeting with the Jefferson County Office of Homeland Security and the local Fire Departments to identify the storage of hazardous materials at this site should an emergency take place

Paint the Town Pink – Mrs. Bonnie Bell has scheduled this event for October 2017, which will include a walkathon and vendors. Recommendations were given to Mrs. Bell to contact Ranson Parks & Recreation Director Kim Hawkins about vendor set-up at the Ranson Civic Center

Ranson Festival – Met with Ranson CVB Director Debbie McClure to discuss the upcoming Annual Ranson Festival and Car Show

WV Chiefs of Police Association – Attending the February 21, 2017, monthly meeting in Charleston, WV

Fiscal 2017-2018 Budget – Prepared and submitted a five-year plan for the Public Safety budget for the department

Personnel – The department's schedule was adjusted to confirm coverage due to the absence of an officer for approximately 8-9 weeks

Statistic Reports – Statistic Reports for 2016, along with January 2017, were provided to Council for review

Body Worn Camera Policy - A brief discussion and overview of General Order #47, which covers the Body Worn Camera Policy, was provided to Council

CITY MANAGER

City Manager Andy Blake provided updates for the following:

1. Fiscal Year 2018 Budget – Budget Workshop was scheduled for Tuesday, February 21, 2017, at 6:00 pm in the Ranson City Hall Council Chamber;
2. Sewer Projects;
3. June 6, 2017, Municipal Election; and
4. Building Code Official and Planning Technician Positions.

AGENDA ITEM VI – COMMUNICATIONS FROM THE MAYOR

1. Charles Town Utility Board - Lead Tap Monitoring Program
2. DEP - WV Make It Shine
3. EPTA - Letter of Appreciation
4. Jefferson County Schools - Scholarship Program
5. Region 9 - FY 2018 Annual Assessment

AGENDA ITEM VII – COUNCIL BUSINESS

1. **Resolution #2017-001** - A Resolution of the City Council of Ranson, West Virginia to Conduct the Municipal Election Pursuant to the General Laws of the State of West Virginia and City of Ranson, Approving Ballot Commissioners and Other Related Purposes - Pursuant to the requirements of the laws of the State of West Virginia and the City of Ranson there is and shall be a municipal election in the City of Ranson on Tuesday, June 6, 2017, for the purpose of electing one (1) At-Large Council Member, one (1) Third Ward Council Member and Mayor for the full term of four (4) years. The City Council

accepted and approved the individuals nominated to be Ballot Commissioners by the City Clerk for the 2017 Ranson Municipal Election: Becky Briggs, Jerome Sather, and Stacey Pfaltzgraff. Motion was made by Council Member Cheshire to approve **Resolution #2017-001**. Motion was seconded by Council Member Coulter. Motion carried unanimously.

2. **Resolution #2017-002** - A Resolution of the City Council of the City of Ranson Adopting The Jefferson County Emergency Operations Plan Pursuant to The State Emergency Services Act (West Virginia Code, Chapter 15, Article 5, as Amended, (15-5-8) Provides That "Each Political Subdivision" of this State is Hereby Authorized and Directed to Establish a Local Organization for Emergency Services - The Director of each local organization may develop or cause to be developed, mutual aid agreements for reciprocal aid and assistance in case of disaster too great to be dealt with unassisted. It is in the best interest of the citizens of the Corporation of Ranson to enter into a joint agreement with the Jefferson County Commission to combine their respective resources and response for disaster assistance. Staff recommended Council to approve and adopt the provisions of the document known as the 2016 Jefferson County Emergency Operations Plan. Motion was made by Council Member Grant to approve **Resolution #2017-002**. Motion was seconded by Council Member Watson. Motion carried unanimously.

3. **Resolution #2017-003** - A Resolution of the City of Ranson Adopting Ranson Police Department General Order #47 - Body Worn Audio/Video Camera System – This policy has been approved by the U.S. Department of Justice. The City of Ranson and Charles Town were awarded a joint grant by the U.S. DOJ for the purchase and implementation of body worn cameras for members of the police department. Since the award, the Chiefs of the two departments have been working on policies in coordination with the Department of Justice. The grant provides for the initial purchase of the equipment, training and storage of the data. The following is a breakdown of the system: 15 Body Cameras, Docking Stations, Evidence.com storage (cloud system), Officer Training (one day), and Charging Systems


<i>Total Cost</i>	\$65,658.61
<i>Charles Town's Cost</i>	\$22,500.00
<i>Ranson's Cost</i>	\$43,158.61


The City Council has previously approved and set aside \$45,000.00 in the City's Capital Improvement Fund and Budget. Motion was made by Council Member Haines to approve **Resolution #2017-003**. Motion was seconded by Council Member Anderson. Discussion was held and motion carried by a vote of 6 to 1 with Council Member Watson not in favor of **Resolution #2017-003**.

4. **Resolution #2017-004** - A Resolution of the City Council of Ranson, West Virginia Authorizing the Mayor or His Designee to Execute a Work Order under the Approved Contract with R&L Landscaping - The City of Ranson placed out for public bid landscaping and mowing services. R&L was the sole bidder and has been determined by City staff to be the lowest and most responsible bidder. Thus, staff recommended that a contract with R&L be executed for the scope of services included within the public bid document. The City Council entered into a contract with R&L Landscaping on February 16, 2016, which permits the addition of individual work orders. The impact for the 2016-2017 budget year is \$8,000. Motion was made by Council Member Haines to approve **Resolution #2017-004**. Motion was seconded by Council Member Coulter. Motion carried unanimously.
5. **Resolution #2017-005** - A Resolution of the City Council of Ranson, West Virginia Authorizing the Mayor or His Designee to Execute a Contract With Kimley Horn to Produce Bid Documents for Fairfax Boulevard - Phase 2 - Kimley Horn has performed a preliminary analysis, has institutional knowledge and comprehensive written report of Fairfax Boulevard Phase 2 and staff recommended that City Council exercise Ranson Municipal Code 9-82 allowing for the acquisition of professional services. The City of Ranson and the W.Va. Department of Highways have reached terms which will allow the City to construct Fairfax Boulevard Phase 2. A recommendation was made by City Manager Blake to table **Resolution #2017-005** until the February 21, 2017, Regular Council meeting. Motion was made by Council Member Coulter to table said resolution. Motion was seconded by Council Member Cheshire. Motion carried unanimously.
6. **Resolution #2017-006** - A Resolution of the City Council of Ranson, West Virginia Authorizing the Mayor or His Designee to Execute an Agreement with Kable Builders, L.L.C. to Provide Inspections and Maintenance of the Storm Water Management Facilities for Wild Rose Subdivision - The Declarant purchased Lots 9-25 from Donald and Patricia Walker of the Wild Rose Subdivision situate in the City of Ranson, Jefferson County, West Virginia as being more particularly set forth on a plat recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia in Plat Book 25 at Page 325. As part of the obligation the Declarant covenant and agreed to provide for maintenance of the Storm Water Management Facilities currently as well as in the future, all of which is more particularly set forth in Section 7.08(6) of the Ordinance. Said obligations shall be assigned to the Wild Rose Homeowners Association, Inc. or any successor at the time that the Declarant has completed his obligations under the ordinances of the City of Ranson. Motion was made by Council Member Haines to approve **Resolution #2017-006**. Motion was seconded by Council Member Grant. Motion carried unanimously.

AGENDA ITEM VIII - ADJOURNMENT

Motion was made by Council Member Grant to adjourn. Motion was seconded by Council Member Cheshire. The Regular Council Session adjourned at 8:37 pm. The next Regular Council meeting was scheduled for Tuesday, February 21st, 2017, at 7:00 pm.


Stacey A. Dodson Pfaltzgraff
City Clerk


Keith D. Pierson
Mayor