

**CITY COUNCIL MEETING
TUESDAY, APRIL 4, 2017, 7:00 PM**

AGENDA ITEM I - CALL TO ORDER & MEMBERS PRESENT:

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

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

AGENDA ITEM II – APPROVAL OF MINUTES – March 21, 2017, Regular Meeting

Minutes of the **March 21, 2017, Regular Meeting** was presented for approval. There were no objections to the Minutes. Minutes was accepted as submitted.

AGENDA ITEM III – CITIZEN'S PRESENTATIONS/PETITIONS

Ranson CVB Director Debbie McClure – Fiscal Year 2015-2016 Annual Report – Ranson CVB Director Debbie McClure presented the Fiscal Year 2015-2016 Ranson CVB Annual Report to Council, which included a Letter from the CVB Board; FY15-16 Ranson CVB Funding; FY 15-16 Ranson Revenues/Top 10 Visiting States; FY 15-16 Ranson CVB Accomplishments/Goals; FY 15-16 Marketing/Public Relations Efforts; FY15-16 Advertising Expenses; and FY 15-16 Miscellaneous Expenses. Ms. McClure also provided several rack cards, promoting revitalization, recreation, adventure, and history in the City of Ranson, which have been distributed in several locations to help promote tourism. Mayor Pierson thanked Ms. McClure for her dedication and hard work with the Ranson CVB.

AGENDA IV - CITY MANAGER/STAFF REPORTS

CHIEF OF POLICE

Chief of Police William Roper provided the following updates to Council:

- March 21, 2017, Council Meeting – Chief Roper attended the March 21, 2017, Council Meeting at Ranson City Hall Council Chamber
- Investigator Department Interviews – Captain Roberts and 3 members of the Eastern Panhandle Violent Crimes Unit interviewed members within the department who have expressed interest in filling the Narcotic Officer position. Individuals interviewed for the position were Sergeant Sigulinsky, Corporal McBride, Corporal Lynch, and Officer Custer.

- Handle with Care and Human Trafficking Training – The following officers attended an 8-hour training seminar in Martinsburg, WV on March 23, 2017: Chief Roper, Captain Roberts, Corporal McBride, and Officer Hosby-Brown.
- New Officer - When filling any position within the department, persons must be on the eligibility list. These persons must have successfully completed and passed a written exam, interview, physical agility test, background investigation and psychological exam. Congratulations to Mr. Ryan Jenkins. Mr. Jenkins will be sworn in at the next Regular Council Meeting, which will be held Tuesday, April 18, 2017.
- New Side Arms – Contact has been made with the vendor supplying new equipment for the department. All equipment has been received, except the Glock 9mm's.
- Body Worn Cameras – All body worn cameras have been received by the department. Accurate Systems will be installing the cameras and training will be provided for the officers in May.
- E-Ticketing – E-Ticketing is an electronic computer system, which processes traffic citations. The department was awarded most of the equipment from the Highway Safety Department. Accurate Systems will be working with the department to install the program.
- Tabletop Exercise – Chief Roper attended a tabletop exercise in Moorefield, WV, along with 6 other counties in the State. The exercise will be activated in the Eastern Panhandle in September 2017.
- Fatal Vehicular Accident – The department's accident re-constructionist Officer Watson is currently investigating a fatal vehicular accident, which occurred Monday, March 27, 2017, on the Route #9 by-pass at the North Point overpass.
- Narcotic Arrest – Officer Mathew Custer arrested a male suspect from Silver Spring Maryland for possession with intent to deliver marijuana; and fleeing an officer. During this arrest, Officer Custer attempted to seize approximately \$1,000.00 in U.S. currency.
- Narcotic Round-Up – Members of the department assisted the Eastern Panhandle Drug Task Force on the second narcotic round-up within 1 month.
- Spillman Training – Officer Henderson attended a 2-day CAD training seminar in North Carolina.
- National Drug Take-Back Program – The Ranson Police Department will once again be participating in the National Drug Take-Back Program Saturday,

April 29, 2017, from 10:00 am until 2:00 pm. Any individuals wishing to discard any prescription medications may drop them off at the Ranson Police Department. All medications will be picked up and destroyed by the Drug Enforcement Administration (DEA).

- Part-Time Administrative Position – The department's part-time Assistant Kelly Campbell has submitted her letter of resignation, effective March 30, 2017. The department will be advertising to fill this part-time vacancy.
- Police Academy – Officer Brian Wilson began his Police Academy training Monday, April 3, 2017, and will complete the program the end of June 2017.
- Fines, Fees, and Court Costs – Chief Roper wishes to thank the department members for keeping the highways safe. This line item for Fiscal Year 2016-2017, was budgeted for \$220,000.00; and reports indicate 99% of the budgeted amount \$214,434.00 has been met.
- Monthly Statistic Reports – Copies of the Statistic Reports for March 2017, were provided to Council for review.

CITY MANAGER

City Manager Andy Blake provided the following updates to Council:

- Building Inspector - Building Inspector Brian Riston began his employment with the City of Ranson Monday, April 3rd, 2017, in the Community Development Department. Mr. Riston is a Certified Residential Inspector and will be working to acquire his Building Code Official Certification. Ranson staff is pleased to have Mr. Riston joining the Ranson Community Development team.
- WV Legislative Session - The Legislative Session will conclude this week in Charleston, WV. Mr. Blake shared the status of several Bills on the legislative agenda for consideration.
- NIMS Training - Mr. Blake, along with Council Members, will be attending NIMS training April 5, 2017, at 8:00 am.
- Grand Opening - The City of Charles Town has invited Mayor, Council, and Staff to attend the grand opening of Charles Washington Hall, Friday, April 7th, 2017, at 10:00 am.
- Sidewalk Curbing - Sidewalk curbing is continuing to move forward. Workers will be moving to Thirteenth Avenue to continue the enhancements.

- Kidde Site - Staff is waiting for the environmental testing results for the Kidde site, which are being processed in the lab and will soon be released to Ranson.
- Sewer Consolidation - Sewer consolidation is in litigation. No comment is being released at this time.

AGENDA ITEM V – COMMUNICATIONS FROM THE MAYOR

1. Harvest Pointe Community Church - Projects
2. Letter of Support - Bakerton Fire Department
3. Ranson Elementary School - Bike to School - May 10, 2017
4. Ranson Elementary School - Career Week - Week of May 22, 2017 - Guest Speakers Needed
5. Resignation Letter - Kelly D. Campbell
6. Resolution #2017-015 - Certifying the 2017 Ranson Municipal Election Ballot by the Ballot Commissioners was completed March 28, 2017

AGENDA ITEM VI – COUNCIL BUSINESS

1. **Resolution #2017-016** - A Resolution of the City Council of Ranson, West Virginia Approving Poll Worker Appointments for the 2017 Ranson Municipal Election - The City Council approved the following list of poll workers submitted by the City Clerk:

Nora Drish	Democrat	Sharon Glassford	Republican
Joyce Pifer	Democrat	Jerome Sather	Republican
Cindy Slusher	Democrat	Sharon Sather	Republican

Motion was made by Council Member Grant to approve **Resolution #2017-016**. Motion was seconded by Council Member Haines. City Clerk Stacey Pfaltzgraff reported Ballot Commissioners Becky Briggs and Jerome Sather met with the City Clerk March 28, 2017, at 10:00 am to certify the ballot. Public Notice was placed in the City Hall kiosk. The ballot has been authorized and forwarded to Casto & Harris for print. Training for all poll workers has been scheduled for Tuesday, May 9, 2017, at 5:00 pm at Ranson City Hall. Motion carried unanimously.

2. **Resolution #2017-017** - FY 2016-2017 Capital Fund Budget Adjustment #1 – As required by State law, the City is revised its current capital budget to ensure each department remains within their budgeted amounts for the fiscal year. The changes listed below for both the Revenues (Receipts) and Expenditures have a net effect of \$0.00 dollars. Staff recommended that the Capital Fund - fund balance be budgeted as follows:

Expenditure adjustments - As required by State Law, expense line items cannot exceed 100%. The expenditure adjustments listed below only affect individual departments' budgets, and the overall impact by department and the overall Capital Fund is \$0.00. The staff recommended the following revisions:

Account Number	Account Description	Increase or (Decrease) Expenditures	Reason for change in Expenditures
201.976.459	Public Safety Capital Expenses	\$40,000	New patrol vehicle
201.997.459	Street & Transportation Capital Expenses	(\$40,000)	Transfer of funds to account 201.976.459 for payment of new patrol vehicle

The net effect of the increases and decreases in the above expenditure line items is \$0.00 dollars.

Motion was made by Council Member Grant to approve **Resolution #2017-017**. Motion was seconded by Council Member Coulter. Finance Director Lori Nice reviewed the Capital Budget with Council. Motion carried unanimously.

3. **Capital Fund Budget Report - FY 2016-2017** - Finance Director Lori Nice provided the FY 2016-2017 Capital Fund Budget Report for January and February to Council for review. Motion was made by Council Member Haines to approve the **Capital Fund Budget Report for FY 2016-2017**. Motion was seconded by Council Member Cheshire. Motion carried unanimously.
4. **Special Activity Permit** - Harpers Ferry/Bolivar District Veterans - Doug Craze requested Council's approval to have a fundraiser for the Harpers Ferry/Bolivar District Veterans organization Saturday, May 13, 2017, from 9:00 am until 12:00 pm at the corner of Mildred Street and Beltline Avenue. Motion was made by Council Member Haines to approve said **Special Activity Permit**. Motion was seconded by Council Member Coulter. Motion carried unanimously.
5. **Special Activity Permit** – Ranson Festival and Car Show – Ranson CVB Director Debbie McClure requested Council's approval to have the Annual Ranson Festival and Car Show, Saturday, June 3, 2017, on Fairfax Boulevard, Mildred Street, and 3rd Avenue. Motion was made by Council Member Cheshire to approve said **Special Activity Permit**. Motion was seconded by


Council Member Haines. The rain date has been scheduled for Saturday, June 10, 2017. Motion carried unanimously.

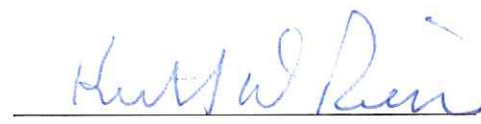
6. **Special Activity Permit – Car Show** – Theresa Shirley requested Council’s approval to have a Car Show in memory of Johnny Shirley with proceeds being donated to Relay for Life, Saturday, July 15, 2017, on S. Mildred Street to the Corner of 2nd Avenue and 3rd Avenue. Motion was made by Council Member Coulter to approve said **Special Activity Permit**. Motion was seconded by Council Member Haines. The rain date has been scheduled for Sunday, July 16, 2017. Motion carried unanimously.

7. **Intent to Operate a Private Club – Benchwarmers** - Under the requirements set forth in 60-7-4a and/or 11-16-8(a) (5) of the W. Va. State Code, a person intending to apply for a license to operate an ABCA licensed Private Club, Private Wine Restaurant or Tavern at any location within a municipality must file a notice of such intention with the Clerk or Recorder of such municipality at least ten (10) days prior to filing an application for such license with the Alcohol Beverage Control Administration. Pursuant to this requirement, notice is herein given that the following intends to apply to the WV ABCA for a license to operate a Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern issued pursuant to the provisions of §§ Chapter 60, Article 7 and Article 8 and/or Chapter 11, Article 16 of the W. Va. State Code. (Original copy must be submitted to the WVABCA Licensing Division via the applicant) Motion was made by Council Member Anderson to approve said **Intent to Operate a Private Club** without comment. Motion was seconded by Council Member Cheshire. Motion carried unanimously.

AGENDA ITEM VII - ADJOURNMENT

Chief of Police William Roper requested Council to go into Executive Session for the Eastern Panhandle Drug Task Force Presentation. Council took a 5 minute recess at 7:28 pm and reconvened into Executive Session at 7:33 pm. No action was taken. Motion was made by Council Member Cheshire to adjourn. Motion was seconded by Council Member Haines. Council adjourned at 8:35 pm. The next Regular Council meeting was scheduled for Tuesday, April 18th, 2017, at 7:00 pm.


Stacey A. Dodson Pfaltzgraff
City Clerk


Keith D. Pierson
Mayor