



CITY COUNCIL

~ MINUTES ~

REGULAR MEETING

312 S. Mildred Street
Ranson, WV 25438
www.cityofransonwv.net

Tuesday, November 7, 2017

7:00 PM

Council Chamber

I. CALL TO ORDER

The meeting was called to order at 7:00 PM by Mayor Keith D. Pierson

Attendee Name	Title	Status	Arrived
Keith D. Pierson	Mayor	Present	
Mike Anderson	Third Ward Council	Present	
David Cheshire	At-Large Council	Present	
Scott Coulter	First Ward Council	Present	
Tony Grant	At- Large Council	Present	
Donnie Haines	Second Ward Council	Present	
Jay Watson	At-Large Council	Present	

II. APPROVAL OF MINUTES

1. City Council - Regular Meeting - Oct 17, 2017 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Pierson, Anderson, Cheshire, Coulter, Grant, Haines, Watson

III. CITIZEN'S PRESENTATIONS/PETITIONS

None

IV. CITY MANAGER/STAFF REPORTS

Chief William Roper reported the following updates to Council: Attended the Annual Chamber of Commerce Awards Banquet for First Responders where Officer Adam Watson was recognized as Officer of the Year from the Ranson Police Department; attended a round table discussion, along with Senator Manchin and Senator Capito concerning the rise in narcotic abuse at the Shepherd University Campus; attended an 8-hour Winter Weather Hazards training session at the Bardane Maintenance Department; Sergeant Sigulinsky and Sergeant Norris attended a LEEDA supervisors meeting in Richmond, Virginia; an officer in the department attended 2 training sessions in Morgantown, West Virginia to learn about proper installation of car seats for special needs children; Officer Hosby-Brown attended a 2-day training session about Strategies for Supervisors and Media Relations; after taking military leave since September 24, 2017, Officer Henderson will be reporting to his

regular duties as a Police Officer Sunday, November 12, 2017; attended the LEPC Committee meeting; met with Pastor Jake Cordell with The Bridge Community Church to plan for the upcoming Trunk or Treat event on Fairfax Boulevard in Ranson; and staff assisted and participated in the event; attended the Day Reporting Center lunch meeting, along with Mayor Pierson; met with Finance Director Lori Nice to complete and submit 2 grant reports; the department participated in saturation patrols during the Annual Trick or Treating held October 31, 2017, from 6:00 pm until 8:00 pm; met with CVB Director Debbie McClure to discuss and make final preparations for the Annual Christmas Parade Saturday, December 2, 2017, at 2:00 pm. This year's theme will be "The North Pole." Additional assistance from the Jefferson County Deputy Reserves has been requested for this event; and letters will be delivered to all residents on the West side of the City; prepared department detail for Ranson's Annual Tree Lighting Saturday, November 25, 2017; the department participated in the National Drug Take Back Program Saturday, October 28, 2017, from 10:00 am until 2:00 pm; the Budget Inn was closed for business due to unpaid B&O taxes. All past due taxes have been paid in full and the new owner has applied for a new business license; with concerns brought to Council by citizen Joyce Garrison about parking on 2nd Avenue, staff met with Mr. Robert Zingg who stated he has spoken with his neighbors, as well as, his clients and provided a map, which provided information for parking. No other action will be taken at this time. All department Statistic Reports were provided to Council for review.

City Manager Andy Blake reported the following updates to Council:

ROXUL:

Roxul USA began construction on its new \$150 million, 135 acre manufacturing plant. The City has issued an erosion & sediment control permit and rough grading permit. Roxul has requested an exemption to work past the times permitted by ordinance. This request is before Council on Tuesday to grant an exception. Attached is a letter sent to Roxul which sets out the specifics of the Conditional Approval - contingent upon the completion of a full construction set. The Chamber of Commerce is hosting an introductory breakfast on November 17, at 8:30 a.m. at Hollywood Casino.

INFRASTRUCTURE & LINE OF CREDIT FOR INFRASTRUCTURE PROJECTS:

The State Auditor's Office has approved the City utilizing a Line of Credit to cover costs for sewer, water and road construction pending reimbursement by the State of West Virginia as to not expose the City's general or capital improvement fund. The City will utilize the City's Sales Tax Fund which authorized this type of transaction.

The City's engineering firm is submitting the necessary IJDC funding

applications this week for water and sewer. The firm has laid out a preliminary route for the new sewer line and is working on preliminary engineering. The goal is to have a complete bid packet for the infrastructure items by April 2018.

FAIRFAX BOULEVARD:

Fairfax Boulevard Phase 2 plans are being reviewed internally by Kimley Horn's Quality Control team. Final plans are scheduled to be submitted to the City by Friday, November 10. Once approved by the City, bids can be published.

JEFFERSON ORCHARDS:

The owners of the remaining Jefferson Orchards met with City staff regarding plans for future development, future land acquisitions and their desire to annex additional land. More information will be provided as the land owners submit plans.

PLANNING SOFTWARE:

The City's new planning software is live. The same software is being utilized by Jefferson County and the City of Charles Town. This software will allow contractors to submit applications online, pay fees online and check the status of all permits online. It will allow the contractors to input their information one time for all three jurisdictions, save the information and reduce redundancy of having to continuously input the same information.

BRIAR RUN:

Briar Run has been purchased by Dan Ryan Builders. The Development Agreement approved by the Planning Commission has been recorded. Dan Ryan will be turning in a revised set of construction drawings and revised final plat. Dan Ryan has already posted new surety totalling approximately \$700,000.

PEIA HEARING/HEALTH INSURANCE:

PEIA is holding a public hearing in Martinsburg on November 7. We met with another independent insurance agent regarding Aetna insurance plans. Unfortunately, after providing our employee roster, Aetna responded that it is not offering quotations to "non-ERISA" groups at this time. Their definition of non-ERISA groups includes local and state governments and also political subdivisions. After reviewing City of Ranson's SIC code (Standard Industry Classification code), Aetna declined to quote.

Although this is discouraging, the agent is contacting several other companies writing coverage in our area: CIGNA, The Health Plan, United HealthCare, and Highmark BCBS.

While this was a disappointment, it is not surprising. Over the past couple of years, the option has been between Mountain State Blue Cross and PEIA.

Mountain State's premiums have greatly increased over the years. We will keep attempting.

PEIA has preliminarily informed the City that rates are projected to increase next year by 2%.

CIVIC CENTER EVALUATION:

The City's Building Code Official and engineer will be performing a structural review of the Civic Center's roof to provide the City an opinion to what type of surface can be placed on the roof to repair leaks.

CHRISTMAS PARADE:

The cities of Ranson and Charles Town had their organizational meeting regarding this year's annual parade. The parade route and line-up will remain the same as it has been the last 3 years. The parade is 2:00 p.m. on December 2.

RANSON CVB ACCREDITATION:

The Ranson CVB received its 3 year CVB Accreditation renewal this week at the Governor's Tourism Conference.

CHARLES TOWN-RANSON SEWER ACQUISITION:

Charles Town and Ranson submitted a joint Petition to the WV Public Service Commission requesting approval of the asset purchase agreement. A copy of the Petition is attached.

HOLIDAY EVENTS:

November 11 - Offices Closed for Veterans' Day

November 23-24 - Offices Closed for Thanksgiving

November 25 - Ranson Tree Lighting @ Lancaster Circle

December 2 - Christmas Parade

December 5 - Employee Recognition/Holiday Dinner @ Moose Lodge

December 5 - Council Meeting Cancelled

December 9 - Pizza Party with Santa @ Ranson Civic Center

December 19 - City Council Meeting

December 25-26 - Offices Closed for Christmas

January 1 - Offices Closed for New Years' Day

January 2 - Council Meeting Cancelled

V. COMMUNICATIONS FROM THE MAYOR

1. Letter of Appreciation - Jefferson County Community Ministries
2. Letter of Support - Jefferson County Health Department

VI. COUNCIL BUSINESS

1. Resolution #2017-052 - A Resolution of the City of Ranson Adopting and Approving an Amendment to the Capital Improvement Fund Budget for 2017-2018

As required by State law, the City is revising its current capital budget to ensure each department remains with their budgeted amounts for the fiscal year. The changes listed below for both the Revenues (Receipts) and Expenditures have a net effect of \$101,000.00 dollars. Staff recommends that the Capital Fund - fund balance be budgeted as follows: 1. Revenue (Receipts) adjustments - Based on revenue projections through the balance of the fiscal year, the staff recommended the following revisions to the following revenue line items:

<u>Account Number</u>	<u>Account Description</u>	<u>Increase or (Decrease) revenues</u>	<u>Reason for change in revenues</u>
201.298.000	Assigned Fund Balance	\$101,000	This is FY17 additional Fund Balance brought forward into FY18.

The net effect of the increases and decreases in the above revenues line items is \$101,000.00 dollars. 2. 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 \$101,000.00. The staff recommended the following revisions:

<u>Account Number</u>	<u>Account Description</u>	<u>Increase or (Decrease) Expenditures</u>	<u>Reason for change in Expenditures</u>
201.997.459	Street & Transportation Capital	\$101,000	\$46,000 brought forward from FY17 for sidewalk replacement. \$25,000 funding for street light replacement.

	Expenses		\$15,000 additional expenses for snow plow. Transfer of \$15,000 from mini-excavator for snow plow. \$30,000 for fence around Public Works yard.
The net effect of the increases and decreases in the above expenditure line items is \$101,000.00 dollars.			

RESULT: APPROVED [UNANIMOUS]
MOVER: Donnie Haines, Second Ward Council
SECONDER: Tony Grant, At- Large Council
AYES: Pierson, Anderson, Cheshire, Coulter, Grant, Haines, Watson

2. Resolution #2017-053 - A Resolution of the City Council of Ranson, West Virginia Approving Ranson Civic Center HVAC Project Manual and Bid Documents

The City Manager is authorized to publish and advertise the Project Manual and Bid Documents for the City of Ranson's Civic Center HVAC Improvement Project and carry out any necessary actions to fulfill the purposes of such documents.

RESULT: APPROVED [UNANIMOUS]
MOVER: Jay Watson, At-Large Council
SECONDER: Donnie Haines, Second Ward Council
AYES: Pierson, Anderson, Cheshire, Coulter, Grant, Haines, Watson

3. Resolution #2017-054 - A Resolution of the City Council of Ranson, West Virginia Authorizing the Mayor or His Designee to Execute a Memorandum of Understanding Between the Jefferson County Development Authority and the City of Ranson

The City Council desires to enter a formal Memorandum of Understanding with the Jefferson County Development Authority for purposes of general economic development of the City.

RESULT: APPROVED [UNANIMOUS]
MOVER: Donnie Haines, Second Ward Council
SECONDER: David Cheshire, At-Large Council
AYES: Pierson, Anderson, Cheshire, Coulter, Grant, Haines, Watson

4. Resolution #2017-055 - A Resolution of the City of Ranson Authorizing the Mayor to Execute an Agreement with Dan Ryan Builders West Virginia LLC

The Mayor is authorized to execute the Agreement with Dan Ryan Builders West Virginia, LLC

RESULT:	APPROVED [6 TO 1]
MOVER:	Tony Grant, At- Large Council
SECONDER:	Jay Watson, At-Large Council
AYES:	Pierson, Cheshire, Coulter, Grant, Haines, Watson
NAYS:	Mike Anderson

5. Resolution #2017-056 - A Resolution of the City Council of Ranson, West Virginia Cancelling the December 5, 2017, Regularly Scheduled City Council Meeting

The regularly scheduled City Council meeting for December 5, 2017, will be cancelled. The next City Council meeting will be held on December 19, 2017, at 7:00 pm.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Donnie Haines, Second Ward Council
SECONDER:	Scott Coulter, First Ward Council
AYES:	Pierson, Anderson, Cheshire, Coulter, Grant, Haines, Watson

6. Proclamation - Christian Heritage Week

The City of Ranson, along with 202 mayors and 128 cities, towns, and villages throughout the State of West Virginia, have proclaimed Christian Heritage Week since 2001; and do hereby proclaim November 19-25, 2017, Thanksgiving week as Christian Heritage Week.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tony Grant, At- Large Council
SECONDER:	Jay Watson, At-Large Council
AYES:	Pierson, Anderson, Cheshire, Coulter, Grant, Haines, Watson

7. Special Activity Permit - Leetown Baptist Church

Brenda Chapman requested Council's approval to have a boot drive Saturday, November 18, 2017, from 9:00 am until 12:00 pm at Beltline Avenue and Mildred Street to raise funds for holiday food boxes.

RESULT: APPROVED [UNANIMOUS]
MOVER: Tony Grant, At- Large Council
SECONDER: Donnie Haines, Second Ward Council
AYES: Pierson, Anderson, Cheshire, Coulter, Grant, Haines, Watson

8. Discussion/Action - Extension of Construction Hours for Roxul USA and the City of Ranson Pursuant to Ranson Code 14-13

RESULT: APPROVED [UNANIMOUS]
MOVER: Donnie Haines, Second Ward Council
SECONDER: David Cheshire, At-Large Council
AYES: Pierson, Anderson, Cheshire, Coulter, Grant, Haines, Watson

9. Executive Session - Real Estate

Motion was made by Council Member Haines to adjourn and take a 5 minute recess and reconvene into Executive Session to discuss real estate. Motion was seconded by Council Member Grant. Motion passed unanimously. The next Regular Council meeting was scheduled for November 21, 2017, at 7:00 pm.

VII. ADJOURNMENT

The meeting was closed at 8:51 PM

Keith D. Pierson
Mayor

Stacey A. Dodson Pfaltzgraff
City Clerk