



# CITY COUNCIL

~ MINUTES ~

## REGULAR MEETING

312 S. Mildred Street  
Ranson, WV 25438  
[www.cityofransonwv.net](http://www.cityofransonwv.net)

Tuesday, May 15, 2018

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	
Andrew Blake	City Manager	Present	
William Roper	Chief of Police	Present	
Stacey Pfaltzgraff	City Clerk	Present	
Edward Erfurt	Asst. City Manager	Present	
Lori Nice	Finance Director	Present	
Debbie McClure	CVB Director	Present	

### II. APPROVAL OF MINUTES

1. City Council - Regular Meeting - May 1, 2018 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>AYES:</b>	Pierson, Anderson, Cheshire, Coulter, Grant, Haines, Watson

### III. CITIZEN'S PRESENTATIONS/PETITIONS

There were no citizens present to speak before Council.

### IV. CITY MANAGER/STAFF REPORTS

Chief of Police William Roper - Chief Roper presented the following report to Council: Staff attended the May 1, 2018, Regular Council meeting; a meeting with a Safe Haven representative to discuss the Memorandum of Understanding for 2018-2019; a Drone demonstration recently presented by the Loudoun County Sheriff's Department for local law enforcement departments to see the benefits of using this type of tool for public safety. The Ranson Police Department is planning to purchase this device in the near future. Chief Roper

and Lieutenant Lutman recently attended an 8-hour supervisor's seminar in Morgantown, WV. Every year the department participates in the Drug Take Back Program. This year once again the program was a huge success. All substances were turned over to the DEA (Drug Enforcement Administration). On May 9 one of the department's sergeants was involved in a vehicular accident. Minor injuries occurred. The incident was reported to the insurance company for review. Ranson police and the Department of Public Works assisted with the 1 mile run Saturday, May 12, 2018, sponsored by local business Two Rivers Treads. Chief Roper reported the event was a success. Every year Ranson Elementary School organizes a Bike to School event. With Ranson Elementary being the only school in Jefferson County, which does not bus students to school, they have the opportunity to schedule this event to encourage bicycle safety and implement gross motor skills. Ranson Police assisted with this event once again and reported the event was a success. Every 2 years the Ranson Police Department schedules a firearm qualifications training. This year's event has been scheduled for Wednesday, May 23, 2018. The department assisted the City's Code Enforcement Officer with a notice of eviction for not having electricity at the residence. The property owner has appealed this decision and has the right to present the case before the Building Code Appeals Board for review. Chief Roper met with the City Manager and attorney to discuss a litigation case. Two new policies for the department were prepared and forwarded to the City attorney for review. Department staff met with Dice Corporation to discuss the operations of the new copy machine. For the past several days Ranson citizens encountered a detour route to continue the flow of traffic, while Norfolk Southern conducted maintenance at the railroad crossing located on North Mildred Street in Ranson. Chief Roper reported the work has been completed and traffic flow will resume as normal. Each quarter the staff reviews the department's Body Worn Camera footage. There were ten different footages reviewed with only 1 comment made. With the recent vacancy of the part-time administrative assistant position at the Ranson Police Department, Captain Roberts and the City Clerk will be conducting interviews May 22-23, after which a decision will be made to fill this position. Chief Roper provided the department's statistic reports for April to Council for review.

City Manager Andy Blake - City Manager Blake presented the following report to Council: The optional pre-bid meeting for Fairfax Boulevard Phase II was held May 15, 2018, at Ranson City Hall. Four contractors attended the meeting. The Civic Center renovations are continuing to move forward. The Public Works Director has been meeting with various vendors, along with staff to discuss, plan, and order supplies for the upgrades. No events will be scheduled in the building after May 30, while the renovations are being completed. The target date for completion is September 15, 2018. The City Manager and City Clerk interviewed the top 4 candidates out of fifty-six May 15 who applied for the Parks & Recreation Director position. After careful review and consideration,

the final decision will be made no later than Friday, May 18, 2018, at close of business. The posted position for Accounting Clerk I will officially close Friday, May 18, 2018, at 5:00 pm. As of May 16, approximately one hundred sixty applications have been submitted for this position. Staff plans to begin reviewing the applications soon, after which interviews will be scheduled for the top 6 candidates. The Community Development Department at Ranson City Hall continues to experience a steady flow of business while providing permits, inspections, and code enforcement throughout Ranson. The City Manager, City Engineer, and Building Code Official will be traveling to Mississippi May 20 to the Rockwool site in preparation for the new facility in Ranson located on 130 acres with the facility covering over 462,000 square feet. The manufacturing facility plans to employ approximately one hundred fifty employees ranging from the management levels to production lines. City Manager Blake prepared a draft sales agreement for property located behind the Kidde Foundry for review.

## **V. COMMUNICATIONS FROM THE MAYOR**

1. 26<sup>th</sup> Annual African American Cultural & Heritage Festival - Application for parade Saturday, August 18, 2018. Mayor Pierson advised the City Clerk to notify JCAACHF Council will be including a vehicle for this event.
2. Special Activity Permit - Hollywood Casino - Brandon Ledbetter requested Council's approval to have a 5k Saturday, September 22, 2018, from 8:30 am until 12:00 pm on 5<sup>th</sup> Avenue. Motion was made by Council Member Cheshire to approve said Special Activity Permit. Motion was seconded by Council Member Watson. Motion carried unanimously.

## **VI. COUNCIL BUSINESS**

1. ORDINANCE #2018-306 - 2nd READING and PUBLIC HEARING of an Ordinance Authorizing and Approving the Transfer and Conveyance of the Sewerage Collection and Transportation System of the City of Ranson to the City of Charles Town; Approving and Authorizing a Purchase Agreement By and Between the City of Ranson and the City of Charles Town; Authorizing and Approving the Execution of Certain Documents in Connection with the Transfer and Conveyance; and Setting Forth Other Matters Related Thereto

In accordance with Chapter 16, Article 13 of the West Virginia Code of 1931, as amended, Ranson currently provides sanitary sewerage collection service to approximately 1,725 customers within the corporate limits of Ranson and in the surrounding unincorporated area.

In accordance with Chapter 8, Article 20 of the West Virginia Code of 1931, as amended (the "Utility Board Act"), and pursuant to an Ordinance enacted by the Common Council of Charles Town on March 16, 1998, Charles Town created the Charles Town Utility Board (the "CTUB") and vested in the CTUB the responsibility for the supervision, management, control and

operation of the potable water treatment, storage and distribution system and sanitary sewerage collection, transmission and treatment system of Charles Town (collectively, the “CTUB System”).

Charles Town, acting by and through the CTUB, currently provides sanitary sewerage collection and treatment services to approximately 3,299 customers within the corporate limits of Charles Town and in the surrounding unincorporated area, and provides bulk sanitary sewerage treatment for Ranson and Jefferson County Public Service District.

Ranson and Charles Town have negotiated a form of Purchase Agreement (the “Acquisition Agreement”) whereby Ranson will transfer the Ranson Sewerage System to Charles Town pursuant to the terms, conditions and limitations contained therein.

Pursuant to a Commission Order dated February 7, 2018, in Case No. 17-1534-S-PC, the Public Service Commission of West Virginia consented to and approved the conveyance and transfer of the Ranson Sewerage System to Charles Town pursuant to the terms, conditions and limitations set forth in the Acquisition Agreement.

As consideration for the Acquisition, Charles Town will assume the public utility obligations of Ranson to provide sanitary sewerage collection, transmission and treatment services for the customers of the Ranson Sewerage System, now existing and in the future.

Mayor Pierson opened the Public Hearing for comment. There were no comments. Mayor Pierson closed the Public Hearing.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Tony Grant, At- Large Council
<b>SECONDER:</b>	Scott Coulter, First Ward Council
<b>AYES:</b>	Pierson, Anderson, Cheshire, Coulter, Grant, Haines, Watson

2. Resolution #2018-018 - A Resolution of the City Council of Ranson, West Virginia Approving an Alternate Poll Worker Appointment

Although no certificates of announcement or write-ins were filed to run against the 2 At-Large, Ward I, and Ward II Council Seats, the City Clerk is responsible for carrying out all duties for the election according to W.Va. State Code, City Charter, and Ranson Codified Ordinances from December 2017 thru July 2018. The City Clerk recommended Judy Ott to serve as an alternate poll worker, should the need arise to do so.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Jay Watson, At-Large Council
<b>SECONDER:</b>	David Cheshire, At-Large Council
<b>AYES:</b>	Pierson, Anderson, Cheshire, Coulter, Grant, Haines, Watson

3. Resolution #2018-019 - A Resolution of the City Council of Ranson, West Virginia Amending the Organizational and Authorized Positions Chart for the Purpose of Adding an Accounting Clerk I

The City Manager has recommended City Council to amend the organization and authorized positions chart of the City of Ranson changing the part-time Accounts Payable Clerk to a full-time Accounting Clerk I.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Tony Grant, At- Large Council
<b>SECONDER:</b>	Mike Anderson, Third Ward Council
<b>AYES:</b>	Pierson, Anderson, Cheshire, Coulter, Grant, Haines, Watson

4. Resolution #2018-020 - A Resolution of the City Council of Ranson, West Virginia Authorizing an Additional Corporal Position to the Ranson Police Department

The City Council, upon recommendation of the Police Chief, has found that it is in the best interest of the Ranson Police Department and the City of Ranson to authorize an additional corporal position. Council Member Jay Watson publicly announced he elected to abstain from providing a vote for said resolution.

<b>RESULT:</b>	<b>APPROVED [6 TO 0]</b>
<b>MOVER:</b>	Mike Anderson, Third Ward Council
<b>SECONDER:</b>	Donnie Haines, Second Ward Council
<b>AYES:</b>	Pierson, Anderson, Cheshire, Coulter, Grant, Haines
<b>ABSTAIN:</b>	Jay Watson

5. Oath of Office - Corporal Adam C. Watson

Congratulations to Adam C. Watson on his promotion to Corporal in the Ranson Police Department. Corporal Watson has served with the City for 13 years. The promotional status of the department is based on required testing for those individuals wishing to participate in the testing. Mayor Pierson administered the Oath of Office to Officer Watson promoting him to the rank of Corporal, while family was present to support Watson's accomplishments.

6. Resolution #2018-021 - A Resolution of the City Council of Ranson, West Virginia Approving 2018 Street Paving Projects and Bid Documents

Ranson's staff has prepared and presented a Project Manual and Bid Documents for the City of Ranson's 2018 Street Paving Projects. The following streets in Ranson are scheduled for paving: N. Fairfax Boulevard to N. Marshall Street, N. Reymann Street to N. Marshall Street, W. 6<sup>th</sup> Avenue

to Valley Branch Drive, Railroad Avenue to Cooke Street, E. 11<sup>th</sup> Avenue to E. Park Avenue, Valley Branch Drive - McDonald Street to End, W. 5<sup>th</sup> Avenue - McDonald Street to End, S. Mineral Street to McDonald Street, and N. Preston Street to E. Beltline Avenue

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

7. Special Activity Permit - Charles Town Lion's Club

Wayne Snowden requested Council's approval to have a boot drive Saturday, June 23, 2018, from 9:00 am until 12:00 pm at the intersection of Mildred Street and Beltline Avenue to raise funds to buy eye glasses for the needy.

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

8. Special Activity Permit - Breast & Body Health Service

Christy Moreland requested Council's approval to have a fund raiser Saturday, October 6, 2018, from 10:00 am until 12:00 pm at the Ranson Lion's Center to raise funds for breast cancer.

<b>RESULT:</b>	<b>APPROVED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Tony Grant, At- Large Council
<b>SECONDER:</b>	Mike Anderson, Third Ward Council
<b>AYES:</b>	Pierson, Anderson, Cheshire, Coulter, Grant, Haines, Watson

## VII. ADJOURNMENT

Motion was made by Council Member Watson to adjourn. Motion was seconded by Council Member Coulter. Due to the upcoming Ranson Municipal Election Tuesday, June 5, 2018, the next Council meeting was scheduled for Tuesday, June 12, 2018, at 7:00 pm.

The meeting was closed at 7:31 PM

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Keith D. Pierson  
Mayor

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Stacey A. Dodson Pfaltzgraff  
City Clerk