

**City Of Martinsburg  
Regular Council Meeting  
August 15, 2013  
The J. Oakley Seibert Council Chambers**

With a quorum present, the regular session of the Martinsburg City Council was called to order by Mayor George Karos at 6:30 p.m. The following Council Members were present: Don Anderson, Dennis Etherington, Kevin Knowles, Jason Baker, Max Parkinson, Gregg Wachtel, and Roger Lewis. Also present were: Mark Baldwin, City Manager, Katherine Wilkes, Legal Counsel, Tracy Smith, City Planner, Chief Paul Bragg, Martinsburg Fire Department, Captain George Swartwood, Martinsburg Police Department, Steve Knipe, Utilities Director, Michael Covell, City Engineer/Planning Director, Patricia McMillan, Community Development Director, Jeff Wilkerson, Public Works Director and Mark Spickler, Finance Director.

**3. Salute to Flag**

Councilman Knowles led the Salute to the Flag.

**4. Prayer—** Pastor Al Clipp, Calvary United Methodist Church

Pastor Clipp lead the invocation.

Mayor Karos welcomed Boy Scout Troop 164, who introduces themselves.

**5. Approve July 29, 2013 Special Meeting Minutes**

Motion made by Councilman Knowles, seconded by Councilman Baker, to approve the July 29, 2013 Special Meeting Minutes. Motion carried unanimously.

**6. Approve June 2013 Administrative and Financial Report.**

Motion made by Councilman Baker, seconded by Councilmen Parkinson, to approve the June 2013 Administrative and Financial Report. Motion carried unanimously.

**7. Presentations**

**a. Administer Oath of Office to Police Sergeant Frank Polinik**

The City Planner, Tracy Smith, administered the Oath of Office to Police Sergeant Frank Polinik.

**b. Administer Oath of Office to Police Officer Stephen Dopson**

The City Planner, Tracy Smith, administered the Oath of Office to Police Officer Stephen Dopson

**c. City of Martinsburg i-Tree Streets Inventory—Frank F. Rodgers, Executive Director, Cacapon Institute and Tanner Haid, Urban Forestry Coordinator, Cacapon Institute**

Mr. Frank Rodgers, Director, Cacapon Institute, explained the i-Tree Streets Inventory. He explained that the inventory is part of a broader project with the WV Division of Forestry to increase urban tree canopy. The City of Martinsburg, he stated, is approximately 31% of the City is covered by tree canopy, which is very good for a town. He stated that the Cacapon Institute is currently conducting a bird's eye study, and then will return to Council to discuss the setting of an tree canopy plan. Martinsburg will be the only municipality which has conducted an Urban Tree Assessment and a street tree inventory, at this time.

He explained the benefits of significant tree coverage, such as shade, cutting down on wind and the health benefits due to the air filtration provided by the trees. There are also economic features, as people tend to travel further for and stay longer on Main streets with good tree coverage.

The Mayor thanked all of the members of the Cacapon Institute and the department heads that have worked on the project.

**8. Petitions From Citizens**

There were no petitions from citizens.

**9. Receive and File Reports—Minutes—Correspondence of the Following:**

a. Martinsburg Board of Zoning Appeals July 16, 2013 Meeting Minutes

b. Martinsburg Planning Commission July 10, 2013 Meeting Minutes

Motion made by Councilman Knowles, seconded by Councilman Baker to receive and file items 9 a-b. Motion carried unanimously.

**10. Reports of Chairpersons of Council Standing Committees**

**a. Budget and Finance Committee August 1, 2013 Meeting Minutes**

Motion made by Councilman Etherington, seconded by Councilman Wachtel, to approve the Budget and Finance Committee August 1, 2013 Meeting Minutes. Motion carried unanimously.

The minute are as follows:

**Budget and Finance Committee Meeting Minutes**  
**August 1, 2013—4:30 PM.**

**Present-** Chairman of Budget and Finance Committee, Gregg Wachtel; Roger Lewis; Max Parkinson; Dennis Etherington and Don Anderson

**Others Present:** Mayor George Karos, Mark S. Baldwin, City Manager, Councilmember Kevin Knowles, Mark B. Spickler, Finance Director and John McVey, The Journal

**Unable to Attend:**

Chairman Wachtel opened the meeting and the FY 2013-2014 Budgets were discussed.

**I. A. General Fund Unassigned Fund Balance (Unencumbered Balance -**

Mark Spickler, Finance Director, provided an overview and explanation of the General Fund Unassigned Fund Balance (Unencumbered Balance).

**B. City Manager Recommendations/Committee Discussion**

City Manager, Mark S. Baldwin, provided an overview of recommendations for the FY 2013-214 Unassigned Balance. Consensus of the Committee was to forward the City Manager Recommendations to City Council for approval.

**C. FY 2013-2014 Budget—Going Level Overview**

Finance Director Mark B. Spickler, provided an over view of the going level report.

**D. FY 2013-2014 Employee Pay Increase Recommendation/Committee Discussion**

City Manager and Finance Director provided an overview of the following items:

1. Current Pay Grade Scale (45% spread)
2. Recommended Pay Grade Scale (1% COLA and 50% Spread)
3. Recommended Merit Pay Scale (2% Average)
4. Estimated Employee Pay Increase Cost Summary (Annually)
5. Resolution 2013-14 (DRAFT)

Consensus of the Committee was to recommend to City Council the following:

- a. Adopt Resolution amending the Pay Grade Plan to reflect 1% COLA for all eligible City employees, retroactive to July 1, 2013.
- b. Adopt Merit Pay Scale of 0%-4% with the average of 2% for all eligible City employees, retroactive to July 1, 2013

**E. City Projects Update—**

City Manager provided an overview of the past, present and future City projects. He further mentioned a future project will be improvements to the Martinsburg Fire Station and exterior concrete areas.

**2. Wastewater Treatment Plant Project Financing Update—**  
Discussions/Actions if needed

City Manager informed the Committee that bids continue to be evaluated for final recommendation for contract award.

**11. Report of Mayor**

**a. Raleigh Street Update**

Mayor Karos gave an update on the progress of the Raleigh Street Extension, stating that it should be finished in approximately one week; he was still awaiting word from the Department of Highways regarding a date of formal dedication and opening ceremony.

**b. Future meetings related to the Wastewater Treatment Plant Upgrade Project**

- Special Meeting on Wednesday, September 4, 2013 at 5:00 PM.
- Regular Meeting on Thursday, September 12, 2013 at 6:60 PM
- Special Meeting on Monday, September 23, 2013 at 5:00 PM

**12. Report of City Attorney**

The City Attorney had nothing to report.

**13. Report of City Manager**

**a. Projects Update**

City Manager Mark Baldwin had nothing further to add.

**14. Unfinished Business**

**a. Third and Final Reading of Ordinance 2013-11: *An Ordinance Amending and Reenacting The City of Martinsburg Code, Part 3, Chapter 3, Article 345, Section 35 by Amending Section 345.35 "Operation of Vehicles with Safety Belts"***

Motion made by Councilman Lewis, seconded by Councilman Baker, to hear the third and final reading, by title only, and approve Ordinance 2013-11. Motion carried unanimously.

**b. Third and Final Reading of Ordinance 2013-12: *An Ordinance Amending The City of Martinsburg Code, Part 3 "Traffic Code", Chapter 5, "Vehicular Operation" by Adding Article 351 "Licensing," Section 12 "Graduated Driver's License" to Provide for the Enforcement of the West Virginia Graduated Driver's Licenses; Definitions, Exceptions, Penalties***

Motion made by Councilman Etherington, seconded by Councilman Wachtel, to hear the third and final reading, by title only, and approve Ordinance 2013-12. Motion carried unanimously.

**15. New Business**

**a. First and Second Reading of Ordinance 2013-13: *An Ordinance to Change and Establish the Name of a Street***

Motion made by Councilman Etherington, seconded by Councilman Parkinson, to hear the first and second reading of Ordinance 2013-13. Motion carried unanimously.

**b. Approve/deny Resolution 2013-13: *General Revision #2 for FY 2013-2014***

Motion made by Councilman Etherington, seconded by Councilman Knowles, to approve Resolution 2013-13. Motion carried unanimously.

**c. Approve/deny Budget and Finance Committee Recommendations for FY 2013-2014 employee pay recommendations (1% C.O.L.A. and merit pay scale 0%-4%), retroactive to July 1, 2013**

Motion made by Councilman Lewis, seconded by Councilman Parkinson, to approve the Budget and Finance Committee Recommendations for FY 2013-2014 employee pay recommendations retroactive to July 1, 2013. Motion carried unanimously.

**d. Approve/deny Resolution 2013-14: *Resolution Increasing Minimum Ranges for Each Pay Grade by 1% for Fiscal Year Beginning July 1, 2013***

Finance Director Mark Spickler explained that the Resolution also increases the spread between pay grades from 45% to 50%.

Motion made by Councilman Etherington, seconded by Councilman Knowles, to approve Resolution 2103-14. Motion carried unanimously.

**e. Approve/deny Martinsburg First Church of the Nazarene's request to close a portion of Vicky Bullett Street from N. High Street to Albert Street from 10 AM until 6:00 PM on Saturday, September 7, 2013 for purposes of a community event**

Motion made by Councilman Baker, seconded by Councilman Anderson, to approve the Martinsburg First Church of the Nazarene's request to close a portion of Vicky Bullett Street from N. High Street to Albert Street from 10AM until 6PM on Saturday, September 7, 2013 for purposes of a community event.

**f. Approve/deny renewal of Subrecipient Agreement with Eastern West Virginia Community Action Council to administer the Morgan County Tenant Assistance Program for Fiscal Year 2013.**

Motion made by Councilman Etherington, seconded by Councilman Wachtel, to approve the renewal of the Subrecipient Agreement with the Eastern West Virginia Community Action Council to administer Morgan County Tenant Assistance Program for FY 2013. Motion carried unanimously.

**g. Approve/deny bid for cleaning of anaerobic digester—Agri-Sludge, Inc--\$66,749.00  
Sewer Department Utility Plant Account**

Councilman Anderson asked if this request had been budgeted, Utilities Director Steve Knipe stated that it was.

Motion made by Councilman Baker, seconded by Councilman Etherington, to approve the bid for the cleaning of the anaerobic digester in the amount of \$66,749 to Agri-Sludge, Inc.

**h. Approve/deny bid for five (5) Power 90 Firing Range Targets and accompanying equipment--\$11,375 (JAG Grant-\$8,000, Police Levy-\$3,375)**

Motion made by Councilman Wachtel, seconded by Councilman Baker, to approve the bid for five Power 90 Firing Range Targets and accompanying equipment. Motion carried unanimously.

**i. Approve/deny bid for Rope Rescue Equipment—Municipal Emergency Services, Inc--\$17,531 + shipping—Fire/EMS Fund**

The low bids did not meet specifications, and the Fire Chief requested award of the bid to Municipal Emergency Services, Inc, even though they were not the low bidder.

Motion made by Councilman Wachtel, seconded by Councilman Baker, to approve the bid for Rope Rescue Equipment in the amount of \$17,531 plus shipping to Municipal Emergency Service, Inc. Motion carried unanimously.

**j. Approve/deny purchase of Hurst Rescue Equipment (power unit)—Interstate Rescue (sole provider) \$8,240—Fire/EMS Fund**

Motion made by Councilman Wachtel, seconded by Councilman Etherington, to approve the purchase of Hurst Rescue Equipment in the amount of \$8,240 from Interstate Rescue. Motion carried unanimously.

**k. Authorize City Manager and Fire Chief to bid Fire Station improvements**

Councilman Anderson asked what improvements were being considered. City Manager Mark Baldwin replied that they are putting together a list of building repairs and repairs to the outside concrete apron, that full list would be provided. The Mayor and Chief Bragg mentioned that the building has had no major repairs since 1978.

Motion made by Councilman Knowles, seconded by Councilman Etherington, to authorize the City Manager and Fire Chief to bid Fire Station improvements. Motion carried unanimously.

**l. Authorize Mayor to sign West Virginia Department of Health and Human Resources Grant Agreement--\$3500.00—Martinsburg Fire Department 4 Place Bunker Gear Dryer**

Motion made by Councilman Wachtel, seconded by Councilman Etherington, to authorize the Mayor to sign the West Virginia Department of Health and Human Resources Grant Agreement for Martinsburg Fire Department 4-Place Bunker Gear Dryer in the amount of \$3500.00. Motion carried unanimously.

**m. Wastewater Treatment Plant Upgrade Project action (if necessary)**

City Manager Mark Baldwin explained that no action was necessary at this time, but the special meetings were schedule earlier for purposes of action related to bond closings and other items necessary for the Wastewater Treatment Plant Upgrade Project.

**16. Executive Session**

There was no Executive Session.

**Adjournment**

Meeting was adjourned by unanimous consent at 6:59 PM.



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George Karos, Mayor



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Gena Long, City Recorder