

**City Of Martinsburg
Special City Council Meeting
Tuesday, March 25, 2014
5:00 PM**

With a quorum present, the special session of the Martinsburg City Council was called to order by Mayor George Karos at 5:00 p.m. The following Council Members were present: Don Anderson, Dennis Etherington, Kevin Knowles, Gregg Wachtel and Jason W. Baker. Absent were Roger Lewis and Max Parkinson. Also present were: Mark S. Baldwin, City Manager, Kin Sayre, City Attorney, Gena Long, City Recorder, Police Chief Kevin Miller, Fire Chief Paul Bragg, Public Works Director Jeff Wilkerson, City Engineer/Planning Director Michael Covell, and Finance Director Mark Spickler.

3. Presentations

a. Proclamation—National Public Health Week—April 7-13, 2014

The City Recorder read the Proclamation and presented it to the Berkeley County Health Department.

4. Petitions from Citizens

There were no petitions from citizens.

5. Receive and File Reports—Minutes—Correspondence Of the Following:

- a. Historic Preservation Review Commission January 06, 2014 Meeting Minutes
- b. Eastern Panhandle Planning and Development Council—Region 9 January 27 2014 Meeting Minutes
- c. Hagerstown Eastern Panhandle Metropolitan Planning Organization Interstate Council October 16, 2013 Meeting Minutes
- d. Martinsburg/Berkeley County Convention and Visitors Bureau February 2014 Minutes and Financial Statement and March 12, 2014 Agenda

Motion made by Councilman Etherington, seconded by Councilman Knowles, to receive and file items 5a-5d. Motion carried unanimously.

6. Reports of Chairpersons of Council Standing Committees

a. Budget and Finance Committee Meeting Minutes—March 18, 2014

Motion made by Councilman Baker, seconded by Councilman Wachtel, to approve the Budget and Finance Committee March 18, 2014 Meeting Minutes. Motion carried unanimously.

**Budget and Finance Committee Meeting Minutes
March 18, 2014—4:30 PM**

Present: Chairman Gregg Wachtel, Dennis Etherington, Don Anderson

Others Present: Mayor Karos, Councilmembers Kevin Knowles and Jason W. Baker, Mark S. Baldwin, City Manager; along with Mark B. Spickler, Finance Director and John McVey from the Journal

Unable to Attend: Max Parkinson and Roger Lewis

Chairman Wachtel opened the meeting and the following items were discussed and recommended for City Council approval at the special City Council meeting on March 25, 2014.

a. General Fund Budget	\$ 14,250,000
b. Coal Severance Tax Fund Budget	\$ 75,000
c. Police Levy Fund Budget	\$ 2,045,000
d. Water and Sewer Fund Budget	\$ 6,700,000
e. Sanitation Fund Budget	\$ 3,500,000
f. Parking Fund Budget	\$ 175,000
g. Fire/EMS Budget	\$ 1,585,000
h. Outside Agencies/Other Governmental Agencies (see attached list of recommendations to be funded from the General Fund and Coal Severance Account).	

As part of the General Fund discussion, it was also recommended that the Council forgive the outstanding loan for the Berkeley County Rec Center wing from the General Development Fund effective July 1, 2014 (approximately \$200,000),

2. Discuss Alpha Associates proposal, per discussion with City staff, to evaluate water line and sewer line relocation as part of the N. Queen Street Underpass project:

Consensus of the Committee was to recommend to City Council the authorization for Alpha Associates to conduct an evaluation of the water and sewer line, \$12,567.

3. Reminder of the special City Council meeting to approve budget(s) is scheduled for Tuesday, March 25, 2014 at 5:00 PM in the J. Oakley Seibert Council Chambers.

Meeting adjourned.

7. Report of Mayor

a. Reminder of Special Council Meeting scheduled for Tuesday, April 15, 2014 at 5:00 PM to approve/deny FY 2014-2015 levy rates and other business as needed.

b. Schedule Special City Council Meeting for Tuesday, April 29, 2014 at 6:30 PM to hold public hearing to solicit comment on City of Martinsburg Home Rule Plan and other business as needed.

8. Report of City Attorney

There was no report of the City Attorney.

9. Report of City Manager

There was no report of the City Manager.

10. Unfinished Business

a. Third and final reading of Ordinance 2014-04: *An Ordinance Providing For The Conveyance Of Nine Thousand One Hundred Forty Nine (9,149) Square-Feet Located Adjacent To The Raleigh Street Extension To C & D Assets, LLC. In Exchange For Two Thousand Two Hundred (2,200) Square-Feet Adjacent To Baltimore Street, To the City Of Martinsburg*

Motion made by Councilman Etherington, seconded by Councilman Wachtel, to hear the third and final reading of Ordinance 2014-04, by title only, and approve. Motion carried 4-1, Baker, no.

13. New Business

a. Adopt Resolution 2014-02 to approve General Fund Budget Revision #3 for FY 2013-2014

Motion made by Councilman Etherington, seconded by Councilman Baker, to adopt Resolution 2014-02. Motion carried unanimously.

b. Adopt Resolution 2014-03 to approve Coal Severance Tax Fund Budget Revision #2 for FY 2013-2014

Motion made by Councilman Knowles, seconded by Councilman Baker, to adopt Resolution 2014-03. Motion carried unanimously.

c. Approve/deny Police Levy Fund Budget Revision #1 for FY 2013-2014

Motion made by Councilman Knowles, seconded by Councilman Baker, to approve Police Levy Fund Budget Revision #1. Motion carried unanimously.

d. Approve/deny Fire/EMS Budget Revision #1 for FY 2013-2014

Motion made by Councilman Knowles, seconded by Councilman Baker, to approve Fire/EMS Budget Revision #1. Motion carried unanimously.

e. Approve/deny Water and Sewer Fund Budget Revision #1 for FY 2013-2014

Motion made by Councilman Etherington, seconded by Councilman Knowles, to approve Water and Sewer Fund Budget Revision #1. Motion carried 4-1, Anderson, no.

f. Approve/deny Sanitation Fund Budget Revision #1 for FY 2013-2014

Motion made by Councilman Etherington, seconded by Councilman Wachtel, to approve Sanitation Fund Budget Revision #1. Motion carried unanimously.

g. Approve/deny Parking Fund Budget Revision #1 for FY 2013-2014

Motion made by Councilman Etherington, seconded by Councilman Knowles, to approve Parking Fund Budget Revision #1. Motion carried unanimously.

h. Approve/deny forgiveness of outstanding loan balance for the Berkeley County Recreation Center Wing from the General Development Fund, effective July 1, 2014—Approximately \$200,000 (See March 18 Budget & Finance Committee Minutes)

Motion made by Councilman Baker, seconded by Councilman Etherington, to forgive outstanding loan balance for the Berkeley County Recreation Center Wing effective July 1, 2014. Motion carried unanimously.

i. Approve/deny \$14,250,000 General Fund Budget for FY 2014-2015

Motion made by Councilman Wachtel, seconded by Councilman Etherington, to approve the FY 2014-15 General Fund Budget. Motion carried unanimously.

j. Approve/deny \$75,000 Coal Severance Tax Fund Budget for FY 2014-2015

Motion made by Councilman Wachtel, seconded by Councilman Etherington, to approve the FY 2014-15 Coal Severance Tax Fund Budget. Motion carried unanimously.

k. Approve/deny \$2,045,000 Police Levy Fund Budget for FY 2014-2015

Motion made by Councilman Wachtel, seconded by Councilman Etherington, to approve the FY 2014-15 Police Levy Fund Budget. Motion carried unanimously.

l. Approve/deny \$1,585,000 Fire/EMS Fund Budget for FY 2014-2015

Motion made by Councilman Knowles, seconded by Councilman Etherington, to approve the FY 2014-15 Fire/EMS Fund Budget. Motion carried unanimously.

m. Approve/deny \$6,700,000 Water and Sewer Fund Budget for FY 2014-2015

Motion made by Councilman Wachtel, seconded by Councilman Etherington, to approve the FY 2014-15 Water and Sewer Fund Budget. Motion carried unanimously.

n. Approve/deny \$3,500,000 Sanitation Fund Budget for FY 2014-2015

Motion made by Councilman Wachtel, seconded by Councilman Etherington, to approve the FY 2014-15 Sanitation Fund Budget. Motion carried unanimously.

o. Approve/deny \$175,000 Parking Fund Budget for FY 2014-2015

Motion made by Councilman Etherington, seconded by Councilman Wachtel, to approve the FY 2014-15 Parking Fund Budget. Motion carried 4-1, Anderson, no.

~~p. Approve/deny request from Stonepoint Neighborhood Association to close a portion of Gemstone Drive on Saturday, May 17, 2014 from 6-8 PM for purposes of conducting a neighborhood block party~~

Item removed per requestor.

q. Approve/deny purchase of Utilities Maintenance Management System--\$10,564—64 Seconds, Inc.—Water Utility Plant Account

The City Manager stated that this approval would be contingent upon review of the agreement by legal counsel.

Motion made by Councilman Etherington, seconded by Councilman Knowles, to approve the purchase of Utilities Maintenance Management System. Motion carried unanimously.

r. Approve/deny amending Alpha Associates' scope of work for the North Queen Street Underpass Project to include evaluation of water line and sewer line--\$12,567

Motion made by Councilman Knowles, seconded by Councilman Etherington, to amend Alpha Associates scope of work for the N. Queen Street Underpass to include evaluation of water and sewer line. Motion carried unanimously.

s. Approve/deny City of Martinsburg Home Rule Plan and reminder of Special City Council Meeting for Public Hearing to solicit comment regarding the City of Martinsburg Home Rule Plan—Tuesday, April 29 @ 6:30 PM

Motion made by Councilman Knowles, seconded by Councilman Wachtel, to approve the City of Martinsburg Home Rule Plan. Motion carried unanimously.

12 . Executive Session

Motion made by Councilman Etherington, seconded by Councilman Knowles, to go into executive session for legal and real estate matters at 5:20 PM. Motion carried unanimously.

13. Adjournment

Meeting was adjourned by unanimous consent at 5:45 PM.



George Karos, Mayor

Gena Long, City Recorder