

**City Of Martinsburg**  
**Regular City Council Meeting**  
**Thursday, January 14, 2016**  
**6:30 P.M.**

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Prayerô
5. Approve December 10, 2015 Regular Meeting Minutes
6. Approve November 2015 Administrative and Financial Report.
7. **Public Hearing** to solicit comment on the City's FY 2016-2017 Community Development Block Grant (CDBG) program and HOME program funds through the Eastern Panhandle HOME Consortium, and the housing and community development and economic development needs of the City of Martinsburg.
8. **Presentations**
  - a. Administer Oath of Office to Martinsburg Police Officer Teresa Gibbons
  - b. Administer Oath of Office to Martinsburg Police Lieutenant Scott Doyle
  - c. Administer Oath of Office to Police Department Deputy Chief George Swartwood
  - d. Proclamation-January 2016 as General Aviation Appreciation Month
  - e. Make comment on ABC Zoning Form for Arkham 21, LLC ó 1017 S Queen Street
9. **Petitions from Citizens**
10. **Receive And File Reports—Minutes—Correspondence Of The Following:**
  - a. Historic Preservation Review Commission November 2, 2015 Meeting Minutes
  - b. Planning Commission October 7, 2015 Meeting Minutes
  - c. Berkeley County Animal Control November 2015 Incident Report
  - d. Martinsburg-Berkeley County Convention and Visitors Bureau November 18, 2015 Meeting Minutes

- e. City of Martinsburg audit letter for fiscal year ending June 30, 2015 (complete audit distributed to Mayor and Council and on file in the Finance Department )

#### **11. Reports Of Chairpersons Of Council Standing Committees:**

#### **12. Report Of Mayor**

- a. Appoint Kelly Tanksley to the Martinsburg-Berkeley County Convention and Visitors Bureau Board-1/1/2016-1/1/2018
- b. Schedule Special City Council Meeting for Thursday, January 21, 2016 @ 6:30 PM (First and Second Reading of Ordinance 2016-05: *An Ordinance Amending The City Of Martinsburg Code, Part 1, Administrative Code, Chapter 5, Administrative, By Adding Article 154, Nondiscrimination Policy, Section 01 And 02, To Provide For Equal Opportunity In The Areas Of Employment, Public Accommodations The Sale, Lease, Rental And Financing Of Housing Accommodations Is Hereby Declared To Be A Human Right Or Civil Right Of All Persons Without Regard To Race, Religion, Color, National Origin, Ancestry, Sex, Age, Blindness, Handicap, Or Sexual Orientation And Gender Identity (Third and Final Reading to be conducted at the Regular February 11, 2016 Council Meeting)*)
- c. Schedule Special City Council Meeting for Tuesday, January 26, 2016 @ 6:30 PM for third and final readings of Ordinances 2016-01 through 2016-04 (various text amendments) and other business as needed (**Ordinance 2016-05 dealing with the Nondiscrimination Policy will NOT be read at this meeting**)

#### **13. Report Of City Attorney**

#### **14. Report of City Manager**

- a. Projects Update

#### **15. Unfinished Business**

#### **16. New Business**

- a. First and Second Reading of Ordinance 2016-01: An Ordinance to Add to and/or Amend the Text of the Martinsburg Zoning Ordinance (MZO) at Section 522.3(a) (Design Limitations) contained within Section 522 (Service Business District) to Increase the Maximum Allowed Signage Size
- b. First and Second Reading of Ordinance 2016-02: An Ordinance to Add to and/or Amend the Text of the Martinsburg Zoning Ordinance (MZO) at Article X: Section 1003 (Plan Review Requirements) to Remove Plans for Painting from the Review of the Historic Preservation Review Commission and Remove (Color) from the Definition of (Exterior Architectural Features)
- c. First and Second Reading of Ordinance 2016-03: An Ordinance to Add to and/or Amend the Text of the Martinsburg Zoning Ordinance (MZO) at Article VI: (Design Regulations) to Include Clarifying Language and Regulations for Storage Buildings, Storage Shipping-bins, Donation Drop-off Bins, and Temporary Structures

- d. First and Second Reading of Ordinance 2016-04: An Ordinance to Add to and/or Amend the Text of the Martinsburg Zoning Ordinance (MZO) at Article II, Section 200  
Definition of Terms to Include Codification of the Federal Definition of Public Building
- e. Approve/deny authorization for Mayor Karos to sign a letter of endorsement to the ABC Commission for the Sunrise Rotary Club's 23rd Annual President Day Dance on Saturday, February 13, 2016 at 411 Auburn Street
- f. Approve/deny request from Norwalk Soap Box Derby, Inc. to hold the 17<sup>th</sup> annual ROCS Classic Norwalk Soap Box Derby on Saturday, June 11, 2016 (rain date of June 18)
- g. Approve/deny Revision to the Martinsburg Police Department Standards, Operational Policies & Procedures Manual to address Emergency Vehicle Operations Pursuits and Non-Pursuits
- h. Approve/deny revised Job Descriptions for the following positions in the Martinsburg Police Department:
  - Deputy Chief of Police
  - Police Captain
- i. Approve/deny the following City of Martinsburg Fire Department Standards of Operating Procedures:
  - Personnel Accountability System and Incident Scene Emergency Communication
  - Emergency Medical Services Sports Venue Coverage: EMS Guidelines for Medical Time Out
  - Performance Improvement Standards
  - Emergency Medical Services Quality Assurance Plan
- j. Approve/deny bid recommendation for pagers for Martinsburg Fire Department-\$\_\_\_\_\_ (bids to be opened on January 12, 2016)
- k. Approve/deny bid recommendation for Two (2) new ten (10) foot snow plows Shade Equipment Company, Inc.--\$13,430 total
- l. Approve/deny bid recommendation for HVAC unit to be installed at the Recycling Center Shenandoah Air Conditioning and Heating, Inc.--\$3,850
- m. Approve/deny FY 2016-2017 budget request of 2% of total proceeds of previous year's projected tax collection to Berkeley County Assessor for Valuation Fund

- n. Approve/deny agreement between the City of Martinsburg and Berkeley County Board of Education effective July 1, 2015, to provide for a school-based law enforcement officer--\$60,000 reimbursed to the City of Martinsburg
- o. Approve/deny Resolution 2016-01 authorizing HRI Inc. Application for January 2016 Payment #25 for the WWTP Upgrade Project--\$1,150,527.04
- p. Approve/deny Change Order # 15 between the City of Martinsburg, HRI, Inc., and O'Brien and Gere Engineers for \$80,025
- q. Approve/deny authorization to bid street repaving (CDBG Funds, only-see list)
- r. Approve/deny mosquito control treatments Erlich Pest Control--\$8,840 (three treatments)

#### **17. Executive Session**

- (a) Discuss pending legal matters with Counsel (if necessary)
- (b) Discuss personnel matters (if necessary)
- (c) Discuss real estate matters involving competitive bids (if necessary)