

**City Of Martinsburg**  
**Regular City Council Meeting**  
**Thursday March 8, 2012**  
**6:30 P.M.**

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Prayerô Pastor Danny Custerô Martinsburg Union Rescue Mission
5. Approve February 9, 2012 regular Council meeting minutes.
6. Approve January 2012 Administrative and Financial Report.
7. **Presentations**
  - (a) Proclamationô Fair Housing Monthô April 2012
  - (b) Proclamationô 100<sup>th</sup> Anniversary of the Girl Scouts of the USAô March 12, 2012
  - (c) Chesapeake Bay Community Trees Grantô Herb Peddicord, Chesapeake Bay Watershed Forester, WV Division of Forestry (Move item 15f up for approve/deny).
8. **Petitions From Citizens**
9. **Receive And File Reports—Minutes—Correspondence Of The Following:**
  - (a) Martinsburg Board of Zoning Appeals January 03, 2012 meeting minutes
  - (b) Martinsburg-Berkeley County Parks and Recreation Board January 17, 2012 meeting minutes.
  - (c) City of Martinsburg Police Department Calendar Year 2011 Statistical Activities Report.
10. **Reports Of Chairpersons Of Council Standing Committees**
11. **Report Of Mayor**
  - (a) Appoint Ms. Terry Colburn to the Martinsburg Historic Preservation Review Commission to fill expired term beginning 1/1/2012 and ending 1/1/2015.
  - (b) Appoint Mr. Michael L. Kyne, Jr. to the Martinsburg Historic Preservation Review Commission to fill the unexpired term beginning 1/21/2011 and ending 1/21/2014.

- (c) Appoint Ms. April J. King to the Martinsburg Board of Zoning Appeals as an alternate to fill unexpired term beginning 1/1/2010 and ending 1/1/2013.
- (d) Appoint Ms. Brenda Orndorff to the Eastern Panhandle Transit Authority to fill the unexpired term beginning 8/1/11 and ending 8/1/14.
- (e) Approve staff committee to evaluate engineer qualification statements for the Waste Water Treatment Plant Upgrade Project (Utilities Director Steve Knipe, City Engineer/Planning Director Michael Covell, Assistant Utilities Director James Kelly, Chief Operator Waste Water Treatment Plant Kenny Michael and City Manager Mark Baldwin)
- (f) Appoint Roger Lewis and Dennis Etherington as co-chairs for the "Take Pride in Your Community Spring Clean-up" event.
- (g) Schedule Budget and Finance Committee meeting for Wednesday, March 21, 2012 at 4:30 PM.
- (h) Schedule Special City Council meeting for Tuesday, March 27, 2012 at 5:00 PM.

## **12. Report Of City Attorney**

## **13. Report Of City Manager**

- (a) Projects update.
- (b) Transportation Enhancement Grant - Train Station Corridor--\$656,151.00 (\$524,920.80 grant funds, 131,230.20 city match)
- (c) Wastewater treatment plant upgrade project - update.

## **14. Unfinished Business**

- (a) Resolution 2012-04: Resolution of the Council of the City of Martinsburg calling upon the United States Congress to ensure a fair and equitable electoral process
- (b) Diocese of Wheeling-Charleston appealing the January 9, 2012 decision of the Martinsburg Historic Preservation Review Commission - 110 W. John

## **15. New Business**

- (a) First and Second reading of Ordinance 2012-01: An Ordinance to provide for the adoption, approval and implementation of an intergovernmental agreement between the City of Martinsburg, West Virginia, a municipal corporation, and Blue Ridge Community and Technical College, a state institution of higher education, to enter into an agreement for an alternate mainline extension agreement
- (b) Approve/deny Resolution 2012-05: A Resolution of the City Council of the City of Martinsburg to approve amendment of FY 2010 and FY 2011 HOME program funds to area-wide for Homebuyer Assistance

- (c) Approve/deny authorization for either the Mayor or the City Manager to sign the Grantee Closeout Certification and Grant Closeout Agreement for the Community Development Block Grant-Recovery (CDBG-R) Program, Grant B-09-MY-54-0006.
- (d) Approve/Deny Draft FY 2012-2013 Community Development Block Grant Program (CDBG) and HOME investment Partnership Annual Action Plan.
- (e) Approve/deny Deed of Dedication to the City of Martinsburg for alleyway north of W. Race Street and west of Boyd Avenue.
- (f) Approve/deny Chesapeake Bay Trees Grant letter of intent to apply for grant funds--\$20,000 (\$10,000 Bay Grant, \$10,000 City match, with \$5,000 in kind.)
- (g) Approve/deny bid for installation of DI Voice Vault ® II Digital Audio Recorder at City Police Headquarters® Stephen Campbell and Associates--\$13,595
- (h) Approve/deny bid for demolition of Orchard House and other structures (bid opening 3/6/12)
- (i) Approve/deny bid for bay addition at Public Works® Minghini& General Contractors, Inc.--\$210,830.00
- (j) Approve/deny request for permission, and approval of route, on behalf of the Berkeley County Ministerial Association to conduct the Good Friday Crosswalk on April 6, 2012 from 10:30 am until 12:00 pm.
- (k) Approve/deny the Gateway Garden Club& request to landscape the area around the Bishop Monument at the three-way junction of Stephen Street, Faulkner Avenue and Virginia Avenue.
- (l) Approve/deny the following Standard Operating Procedures for the Martinsburg Fire Department
  - i. Rope Rescue Operations
  - ii. Specialized Technical Operations Team
  - iii. Structural Collapse Search and Rescue
  - iv. Trench Rescue Operations
  - v. Confined Space Search and Rescue
  - vi. Emergency Medical Services: EMS Supplies and Restocking
- (m) Approve/deny City of Martinsburg& 22<sup>nd</sup> Annual "Take Pride in your Community" Spring Clean-up event for May 19, 2012.
- (n) Approve/deny Prosperity Landscaping services for Town Square Pedestrian Plaza--\$2600.00
- (o) Discuss FY 2012-2013 property tax levy rates.
- (p) Approve/deny Eastern Panhandle TrailBlazer& request for a sprint from S. Queen to Town Square as part of Heritage Days events® May 12, 2012.

- (q) Approve/deny The Arts Centre's request to hold Wine and Arts Festival on the lawn of Boydville, Saturday May 26, 2012 and Sunday, May 27, 2012, including approval of letter of endorsement to ABC Commission and Public Works assistance.
- (r) Approve/deny Resolution 2012-06: A Resolution of the City of Martinsburg authorizing George Karos, Mayor of Martinsburg, to file an application and enter into a contractual agreement with the West Virginia Development Office for the purpose of acquiring funds through the Community Participation Grant Program for cornice and roof repairs at the Apollo Civic Theatre.

#### **16. 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)

#### **17. Adjournment**