CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

312 South Mildred St
Ranson, WV 25438
www.ransonwv.gov

July 7, 2026 | 7:00 P.M. | Council Chamber

MEETING REGISTRATION:

https://ransonwv.gov/yourgovernment/agendas-and-minutes/

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Minutes - June 16, 2026
   City Council Regular Meeting June 16 2026.docx

III. CITIZEN'S PRESENTATIONS/PETITIONS

IV. CITY MANAGER/STAFF REPORTS

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Mayor Pro Tem Appointment
2. Discussion of Park Planned for Vicinity of Marcus Field
3. Discussion of Council Appointments to Boards & Commissions including but not limited to Planning Commission, Parks & Recreation, & Others
4. Consideration of Two (2) appointment to Board of Building Code Appeals Board.
   Building_Code_Appeals_Board.docx
   Joseph Alvini_Redacted.pdf
   Makeda Williams Board Application_Redacted.pdf

5. Consideration of Two (2) appointments to the Board of Zoning Appeals
    - June 2026 - December 31, 2029
    - June 2026 - December 31, 2029

    BZA_Opening.docx
    Makeda Williams Board Application_Redacted.pdf
    Joseph Alvini_Redacted.pdf

6. Legal Update Ref: Fairfax Crossing Real Estate, LLC v. City of Ranson, et. Al. (Possible Executive Session)

7. Legal Update Ref: Snyder v. City of Ranson, et al. (Possible Executive Session)

8. Legal Update Ref: Lynch & Sigulinksy v. City of Ranson, et al. (Possible Executive Session)

VIII. ADJOURNMENT

IX. INFORMATION ONLY

1. Jefferson County Museum and Charles Town Library's "25 Stops to Celebrate the 250th" driving tour.

2. WVABCA Vape or Smoke Shop License Application, Happy Hippy LLC
    Happy Hippy LLC .pdf

3. West Virginia Ethics Commission Newsletter - July 1, 2026
    WV Ethics 07012026.pdf

AGENDA ITEM II.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Minutes - June 16, 2026

ATTACHMENTS:

City Council Regular Meeting June 16 2026.docx

RANSON CITY COUNCIL MINUTES

June 16, 2026

I. CALL TO ORDER

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Present**
Herbie McDaniel	**Absent**
Stephan Fagan	**Zoom**
Wesley Wildrick	**Present**
Jaelyn Wratchford	**Present**
Jaden Bound	**Present**

II. APPROVAL OF MINUTES

1. Ranson City Council Minutes May 19, 2026

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Yes**
Herbie McDaniel	**Absent**
Stephan Fagan	**Yes**
Wesley Wildrick	**Yes**
Jaelyn Wratchford	**Yes**
Jaden Bound	**Yes**

III. CITIZEN'S PRESENTATIONS/PETITIONS

Citizen Amanda Stroud addressed the Mayor and Council regarding a funding request from Ranson Elementary School in the amount of $678.00. She requested that the purchase be made through Four Seasons Books in Shepherdstown, noting that doing so would support a local business. The requested funding was recommended to come from the Community Budget line item.

Dr. Wimer, President of the Jefferson County Foundation, addressed the Mayor and Council regarding Agenda Item 7 and provided comments concerning the language contained in the item and had been changed although the Ordinance 2026-03 language had no changes.

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police Status Report

Jeffery Cisar Chief of Police, informed Mayor and Council he has a request for two new traffic traitors that will provide data regarding traffic. Also, there will be testing at the Civic Center on Saturday June 20, 2026 and there were 8-10 candidates that will be testing.

2. Public Works Status Report - May
   No Action at this time

3. Finance Department Status Report - May
   No action at this time

4. Parks and Recreation Status Report – May
   No action at this time

5. Community Development Status Report – May
   No action at this time

6. City Manager Report

City Manager Todd Wilt thanked everyone for their involvement in the Ranson Car Show and Festival. He also reported that he attended the open houses for Jefferson County Community Ministries and the City of Ranson Public Works Building.

Mr. Wilt informed the Mayor and Council that Summer Wilkes will begin her role as Community Development Director on Tuesday, June 23, 2026. Ms. Wilkes joins the City from Purcellville, Virginia, where she served as a Community Developer.

Mr. Wilt reported that the City received seven proposals in response to the Request for Proposals (RFP) for the Police Department's 5G project.

He also informed the Mayor and Council that City offices would be closed on Friday in observance of Juneteenth and on Monday in observance of West Virginia Day.

Finally, Mr. Wilt provided an update on the Huntwell West development, noting that the city has received inquiries regarding the project trees coming down, Moving Dirt, summer heat, wind and dust. He stated that he has been in contact with the developer and confirmed that the development is proceeding in accordance with applicable rules and regulations. The Developer want to do the right thing. Please inform Mr. Wilt of any concerns.

COMMUNICATIONS FROM THE MAYOR

The Mayor thanked everyone for their involvement in the Ranson Car Show. He also announced that the swearing-in ceremony for the newly elected Council members has been rescheduled. The City Clerk will coordinate with the Council members to schedule a new date for the ceremony.

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

No comments at this time

VII. COUNCIL BUSINESS

1. Public Hearing to accept public comments for Ordinance 2026-03 amending and re-enacting the official zoning map of the city of Ranson Municipal code amending the zoning classification of parcel 08000800290000 and 08000800280000 consisting of -/+ 7.434 acres located off Jefferson Terrace Rd Rezoning from Urban Commercial (Retired zoning to Highway commercial.

   Dr. Wimer, President of the Jefferson County Foundation, shared the Foundation's concerns regarding the proposed amendment to the zoning classification of parcels 08000800290000 and 08000800280000, comprising approximately 7.434 acres located off Jefferson Terrace Road. On behalf of the Jefferson County Foundation, Dr. Wimer stated that the Foundation supports rezoning the property and agrees that it should not be designated as a park.

2. Consideration - Ordinance 2026-03 amending and re-enacting the official zoning map of the city of Ranson Municipal code amending the zoning classification of parcel 08000800290000 and 08000800280000 consisting of -/+ 7.434 acres located off Jefferson Terrace Rd Rezoning from Urban Commercial (Retired zoning to Highway commercial.

Brooke Perry, representing the property owners, addressed the Mayor and Council regarding the proposed zoning amendment and presented a presentation in support of the request.

Council Colandrea requests that in the future to use this verbiage for any rezoning to the map to be updated.

Council member Fagan motion to amend and requested the Ordinance title the Jefferson County Foundation recommend, Fagan stated in a bridge of good faith. Council Fagan does support the rezoning.
Fagan made a motion to amend and Council Wesley Wildrick Second motion

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**NO**
Herbie McDaniel	**Absent**
Stephan Fagan	**Motion**
Wesley Wildrick	**NO**
Jaelyn Wratchford	**NO**
Jaden Bound	**NO**

2026-03 Ordinance as stated

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Yes**
Herbie McDaniel	**Absent**
Stephan Fagan	**NO**
Wesley Wildrick	**Yes**
Jaelyn Wratchford	**Yes**
Jaden Bound	**Yes**

3. Ranson Elementary Fifth Grade Class Request for books
   Council member Wratchford made a motion for approval is requested to purchase 90 books for Ranson Elementary School at a total cost of $678.00. The books will be purchased locally, and the funds will be allocated from the Community budget item.

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Yes**
Herbie McDaniel	**Absent**
Stephan Fagan	**Yes**
Wesley Wildrick	**Second**
Jaelyn Wratchford	**Motion**
Jaden Bound	**Yes**

4. FY2025 City of Ranson Final Audit Report
   FY2025 Final Audit Report no action needed

VIII. ADJOURNMENT

The meeting was adjourned at 7:59 PM. The motion to adjourn was made by Councilmember Andy Colandera and seconded by Councilmember Wesley Wildrick the next Council meeting is scheduled for July 7, 2026 at 7:00 PM at the Ranson City Council Chambers, located at 312 S. Mildred Street, Ranson, WV 25438.

IX. INFORMATION ONLY

1. Table Drop June 17, 2026
   - Jefferson County Foundation Inc. – Agenda Language

_____
Ken Suits, Mayor

_____
Darla Armstrong, City Clerk

AGENDA ITEM VII.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Mayor Pro Tem Appointment

In accordance with Section 2-16 of the City Code, following each regular municipal election, Council is required to select from among its membership a Mayor Pro Tem by majority vote. The Mayor Pro Tem serves as vice chairman of Council and is authorized to act as mayor in the event of the mayor's absence, illness, disability, or incapacity, assuming the same duties and authority as the mayor during that time while retaining full voting rights as a council member.

Sec. 2-16. - Mayor pro tem—Appointment and authority.
(a)Appointment. Immediately after enactment of this section and at its first meeting following a regular municipal election thereafter, the council shall choose from its membership by majority vote a vice-chairman who shall have the title of mayor pro-tem.(b)Authority. The mayor pro tem shall act as mayor in the absence, illness, disability, or incapacity of the mayor and shall have the same duties and power as the mayor when so doing. The mayor pro tem shall cease to act as mayor upon the return of the mayor, or removal of disability or incapacity. The mayor pro tempore when acting as mayor, shall sign all documents, instruments and conveyances made by the city which require the seal of the city and preside over all council meetings where the mayor is absent. A council person serving as mayor pro tem shall have all of the powers of the mayor during the absence, disability or incapacity of the mayor, but shall remain entitled to vote as a council person. The determination of the mayor's inability to act or perform his or her duties because of illness, disability or absence from the city shall be made either by the mayor as evidenced by written or oral communication to the city clerk or by determination of the city council by a majority vote of the whole council.(c)Succession to office of the mayor. If a permanent vacancy occurs in the office of mayor due to death or resignation of the mayor, the mayor pro-tem shall be sworn in and assume the office of mayor for the mayor's unexpired term. Whenever the mayor pro-tem succeeds to the office of mayor for the remaining portion of the

mayor's unexpired term, it shall create a vacancy in the council, which vacancy shall be filled in accordance with the provisions of the City Charter for the remainder of the unexpired term for the office which the mayor pro tem was previously serving prior to assuming office of the mayor.

ATTACHMENTS:

AGENDA ITEM VII.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Discussion of Park Planned for Vicinity of Marcus Field

This item is presented at the request of Mayor Suits. As part of the development of Briar Run, Phases 5 and 6, a small parcel of property was dedicated to the city for use as a park. Early planning for the development of this park is currently underway through the Parks and Recreation Commission. Mayor Suits has asked to discuss with Council the naming of this park, noting that prior naming commitments have been made by previous councilors and parks commissioners. This item is brought forward for Council discussion.

ATTACHMENTS:

AGENDA ITEM VII.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Discussion of Council Appointments to Boards & Commissions including but not limited to Planning Commission, Parks & Recreation, & Others

Seats on at least the Planning Commission and Parks & Recreation Commission, have in recent history been filled by sitting councilors. While the respective City Code does not require these seats to be filled by council members, this has become the established practice. This item is brought forward for Council to discuss the process for these appointments.

ATTACHMENTS:

AGENDA ITEM VII.4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Two (2) appointment to Board of Building Code Appeals Board.

This item is presented for Council's consideration of an appointment to the Board of Building Code Appeals, which is a vacant two year term commencing in July 1, 2026 and expiring December 31, 2028. Staff has advertised the position. Per City Code, the Board of Building Code Appeals shall consist of five individuals appointed by City Council who are qualified by experience and training to pass on matters pertaining to building construction. Members may not be city employees.

The requirements for the position are outlined as follows:

- Board of Building Code Appeals shall consist of five individuals appointed by the city council whc are qualified by experience and training to pass on matters pertaining to building construction.
- Members may not be employees of the city.

ATTACHMENTS:

Building_Code_Appeals_Board.docx
Joseph Alvini_Redacted.pdf
Makeda Williams Board Application_Redacted.pdf

City of Ranson Building Code Appeals Board

The City of Ranson is seeking applicants for Three (3) opening on the Building Code Appeals Board. For the terms of June 2026 ending December 31, 2028. The Building Code Appeals Board assists the city in considering appeals of decisions made by Ranson building officials and other matters related to Ranson building code enforcement. To be eligible for appointment, applicants must meet the following criteria: Must be a qualified resident of the City of Ranson. Must have experience and training relevant to building construction and be qualified to review and make decisions on building-related matters. Members cannot be employees of the City of Ranson.

Qualified residents of Ranson who are interested in serving on the Board must complete an application form available at www.ransonwv.gov any other supporting materials that demonstrate their qualifications to serve can be submitted. Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438. This position is open until it is filled with first consideration of candidates scheduled for July 7, 2026.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Joseph Alvini	
Address: [redacted]	**Zip:** 25438
Telephone Home: [redacted]	**Email:** j[redacted]
Occupation: Software Engineer	**Employer:** [redacted]
Do you reside in the City Limits of Ranson? ☒ Yes ☐ No If so, how long? Approximately 8 months	
Political Affiliation: ☐ Republican ☒ Independent ☐ Democrat ☐ Other	
Education: ☐ Elementary ☒ High School ☒ College ☒ Graduate School	
Degrees/Majors/Course of Study: B.S. Computer Science; M.S. Cloud Computing Architecture	
Please list Certifications, Licenses, or other Vocational Training received: Google Cloud Professional Cloud Architect; Dell Boomi Professional Developer Certification	
Please list volunteer and other community experience (list by date): Teaching coding and technology skills to underserved youth. Assisted with community technology initiatives and volunteer projects.	
If appointed, could you meet: ☐ Mornings ☒ Afternoons ☒ Evenings	
If appointed, could you meet: ☒ Mon. ☒ Tues. ☒ Wed. ☒ Thurs. ☒ Fri.	

Check all areas in which you have experience and three (3) areas only in which you are interested.

EXP. INT.	EXP. INT.	EXP. INT.
☐ EXP. ☒ INT. Recreation	☒ EXP. ☐ INT. Business Management	☐ EXP. ☐ INT. Urban Concerns
☐ EXP. ☐ INT. Law/Police Matters	☐ EXP. ☐ INT. Cultural Activities	☒ EXP. ☐ INT. Fund Raising
☐ EXP. ☐ INT. Environment	☐ EXP. ☒ INT. Planning/Zoning	☐ EXP. ☐ INT. Construction Trades
☒ EXP. ☐ INT. Public Relations	☒ EXP. ☐ INT. Budgeting	☐ EXP. ☒ INT. Economic Development
☐ EXP. ☐ INT. Transportation	☒ EXP. ☐ INT. Youth	☐ EXP. ☐ INT. Health Issues
☒ EXP. ☐ INT. Volunteer Service	☒ EXP. ☐ INT. Aging Issues	☒ EXP. ☐ INT. Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐ **Planning Commission**	☐ **Convention/Visitors Bureau**
☒ **Board of Zoning Appeals**	☒ **Parks and Recreation Comm.**
☐ **Police Civil Service Comm.**	☒ **Building Code Appeals Board**
☐ **Building Commission**	☐ **Council At-Large**

What Board, Commission or Committee have you served (or are serving) on? None at this time.

References

Name: Benjamin Davis	Phone No.[redacted]
Name: Rafiq Flucas	Phone No.: [redacted]

Please explain why you are a good candidate for the position:

I am a software engineer with experience analyzing complex information, evaluating competing requirements, and making objective, fact-based decisions. As a resident of Ranson, I am committed to contributing to the continued growth and success of our community. I believe effective public service requires fairness, accountability, and a willingness to listen to all perspectives. I would be honored to serve the City of Ranson and apply my professional skills to help ensure thoughtful and consistent decisions that benefit both residents and the community as a whole.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us. A hard copy may also be mailed or delivered to City of Ranson, 312 S. Mildred Street, WV 25438.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name:	Makeda Williams		
Address:	[redacted]	**Zip:**	25438
Telephone Home:	[redacted]	**Email:**	[redacted]
Occupation:	Financial Educator	**Employer:**	[redacted]

Do you reside in the City Limits of Ranson? ☒ Yes ☐ No If so, how long? Approximately 8 months

Political Affiliation: ☐ Republican ☒ Independent ☐ Democrat ☐ Other

Education: ☐ Elementary ☐ High School ☒ College ☐ Graduate School

Degrees/Majors/Course of Study: B.S. Business Administration, Project Management Concentration; Magna Cum Laude

Please list Certifications, Licenses, or other Vocational Training received: Agile Leadership Principles Certification

Please list volunteer and other community experience (list by date): Developed and facilitated gaming-based social and recreational activities for mental health patients on a volunteer basis.

If appointed, could you meet: ☐ Mornings ☐ Afternoons ☒ Evenings

If appointed, could you meet: ☒ Mon. ☒ Tues. ☒ Wed. ☒ Thurs. ☒ Fri.

Check all areas in which you have experience and three (3) areas only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
☐	☒	Recreation	☒	☐	Business Management	☐	☐	Urban Concerns
☐	☐	Law/Police Matters	☐	☐	Cultural Activities	☒	☐	Fund Raising
☐	☐	Environment	☐	☒	Planning/Zoning	☐	☐	Construction Trades
☒	☐	Public Relations	☒	☐	Budgeting	☐	☒	Economic Development
☐	☐	Transportation	☐	☐	Youth	☒	☐	Health Issues
☒	☐	Volunteer Service	☒	☐	Aging Issues	☒	☐	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐ **Planning Commission**	☐ **Convention/Visitors Bureau**
☒ **Board of Zoning Appeals**	☒ **Parks and Recreation Comm.**
☐ **Police Civil Service Comm.**	☒ **Building Code Appeals Board**
☐ **Building Commission**	☐ **Council At-Large**

What Board, Commission or Committee have you served (or are serving) on?	None at this time.
References	
Name: Nikki Smith	Phone No.: [redacted]
Name: Angelica Mattia	Phone No.: [redacted]

Please explain why you are a good candidate for the position:

As a resident of Ranson, I am committed to helping our community continue to grow and thrive. My professional background in healthcare and financial education has provided me with experience working with individuals from diverse backgrounds, solving problems, communicating effectively, and managing responsibilities with professionalism and accountability. In addition, my volunteer work supporting mental health patients and my experience assisting a disabled family member have strengthened my understanding of the importance of compassion, service, and community involvement. I would be honored to serve the City of Ranson and contribute thoughtful, fair, and responsible input that supports the best interests of our residents and community.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us. A hard copy may also be mailed or delivered to City of Ranson, 312 S. Mildred Street, WV 25438.

AGENDA ITEM VII.5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Two (2) appointments to the Board of Zoning Appeals

- June 2026 - December 31, 2029
- June 2026 - December 31, 2029

This item is presented for Council's consideration of two appointments to the Board of Zoning Appeals, each for a term commencing in June 2026 and expiring December 31, 2029. The Board of Zoning Appeals is responsible for hearing and deciding appeals from any order, requirement, decision, or determination related to the city's zoning code and its administration. Applicants must have been residents of the City of Ranson for at least three years prior to appointment, may not be a member of the Planning Commission, and may not hold any other elective or appointive office within the city.

Board of Zoning Appeals is responsible for hearing and deciding appeals from any order, requirement, decision, or determination of the city's zoning code and its administration.

The requirements for the position are outlined as follows:

- Applicants must be a resident of the City of Ranson for at least three years prior to appointment.
- Applicants cannot be a member of the Planning Commission.
- Applicants cannot hold any other elective or appointive office within the city

ATTACHMENTS:

BZA_Opening.docx
Makeda Williams Board Application_Redacted.pdf
Joseph Alvini_Redacted.pdf

City of Ranson Board of Zoning Appeals Opening

The City of Ranson is accepting applications for Two (2) opening on its Board of Zoning Appeals with a term of June 1, 2026- December 31, 2029, The Board of Zoning Appeals is responsible for hearing and deciding appeals from any order, requirement, decision, or determination of the city's zoning code and its administration. Applicants must be a resident of the City of Ranson for at least three years prior to appointment. Applicants cannot be a member of the Planning Commission. Applicants cannot hold any other elective or appointive office within the city.

Qualified residents of Ranson who are interested in serving on the Commission must complete an application form, which is available at www.ransonwv.gov. Materials should be submitted to cityclerk@ransonwv.gov A hard copy may also be mailed or delivered to attention of the City Clerk at City of Ranson, 312 S. Mildred Street, WV 25438. This position is open until it is filled with the first consideration at the Ranson City Council meeting July 7, 2026.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name:	Makeda Williams		
Address:	[redacted]	**Zip:**	25438
Telephone Home:	[redacted]	**Email:**	[redacted]
Occupation:	Financial Educator	**Employer:**	[redacted]
Do you reside in the City Limits of Ranson?	☒ Yes ☐ No	If so, how long?	Approximately 8 months
Political Affiliation:	☐ Republican ☒ Independent ☐ Democrat ☐ Other		
Education:	☐ Elementary ☐ High School ☒ College ☐ Graduate School		
Degrees/Majors/Course of Study:	B.S. Business Administration, Project Management Concentration; Magna Cum Laude		
Please list Certifications, Licenses, or other Vocational Training received:	Agile Leadership Principles Certification		
Please list volunteer and other community experience (list by date):	Developed and facilitated gaming-based social and recreational activities for mental health patients on a volunteer basis.		
If appointed, could you meet:	☐ Mornings ☐ Afternoons ☒ Evenings		
If appointed, could you meet:	☒ Mon. ☒ Tues. ☒ Wed. ☒ Thurs. ☒ Fri.		

Check all areas in which you have experience and three (3) areas only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
☐	☒	Recreation	☒	☐	Business Management	☐	☐	Urban Concerns
☐	☐	Law/Police Matters	☐	☐	Cultural Activities	☒	☐	Fund Raising
☐	☐	Environment	☐	☒	Planning/Zoning	☐	☐	Construction Trades
☒	☐	Public Relations	☒	☐	Budgeting	☐	☒	Economic Development
☐	☐	Transportation	☐	☐	Youth	☒	☐	Health Issues
☒	☐	Volunteer Service	☒	☐	Aging Issues	☒	☐	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐ **Planning Commission**	☐ **Convention/Visitors Bureau**
☒ **Board of Zoning Appeals**	☒ **Parks and Recreation Comm.**
☐ **Police Civil Service Comm.**	☒ **Building Code Appeals Board**
☐ **Building Commission**	☐ **Council At-Large**

What Board, Commission or Committee have you served (or are serving) on?	None at this time.
References	
Name: Nikki Smith	Phone No.: [redacted]
Name: Angelica Mattia	Phone No.: [redacted]

Please explain why you are a good candidate for the position:

As a resident of Ranson, I am committed to helping our community continue to grow and thrive. My professional background in healthcare and financial education has provided me with experience working with individuals from diverse backgrounds, solving problems, communicating effectively, and managing responsibilities with professionalism and accountability. In addition, my volunteer work supporting mental health patients and my experience assisting a disabled family member have strengthened my understanding of the importance of compassion, service, and community involvement. I would be honored to serve the City of Ranson and contribute thoughtful, fair, and responsible input that supports the best interests of our residents and community.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us. A hard copy may also be mailed or delivered to City of Ranson, 312 S. Mildred Street, WV 25438.

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Ranson, West Virginia 25438
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Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Joseph Alvini	
Address: [redacted]	**Zip:** 25438
Telephone Home: [redacted]	**Email:** j[redacted]
Occupation: Software Engineer	**Employer:** [redacted]
Do you reside in the City Limits of Ranson? ☒ Yes ☐ No If so, how long? Approximately 8 months	
Political Affiliation: ☐ Republican ☒ Independent ☐ Democrat ☐ Other	
Education: ☐ Elementary ☒ High School ☒ College ☒ Graduate School	
Degrees/Majors/Course of Study: B.S. Computer Science; M.S. Cloud Computing Architecture	
Please list Certifications, Licenses, or other Vocational Training received: Google Cloud Professional Cloud Architect; Dell Boomi Professional Developer Certification	
Please list volunteer and other community experience (list by date): Teaching coding and technology skills to underserved youth. Assisted with community technology initiatives and volunteer projects.	
If appointed, could you meet: ☐ Mornings ☒ Afternoons ☒ Evenings	
If appointed, could you meet: ☒ Mon. ☒ Tues. ☒ Wed. ☒ Thurs. ☒ Fri.	

Check all areas in which you have experience and three (3) areas only in which you are interested.

EXP. INT.	EXP. INT.	EXP. INT.
☐ EXP. ☒ INT. Recreation	☒ EXP. ☐ INT. Business Management	☐ EXP. ☐ INT. Urban Concerns
☐ EXP. ☐ INT. Law/Police Matters	☐ EXP. ☐ INT. Cultural Activities	☒ EXP. ☐ INT. Fund Raising
☐ EXP. ☐ INT. Environment	☐ EXP. ☒ INT. Planning/Zoning	☐ EXP. ☐ INT. Construction Trades
☒ EXP. ☐ INT. Public Relations	☒ EXP. ☐ INT. Budgeting	☐ EXP. ☒ INT. Economic Development
☐ EXP. ☐ INT. Transportation	☒ EXP. ☐ INT. Youth	☐ EXP. ☐ INT. Health Issues
☒ EXP. ☐ INT. Volunteer Service	☒ EXP. ☐ INT. Aging Issues	☒ EXP. ☐ INT. Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐ **Planning Commission**	☐ **Convention/Visitors Bureau**
☒ **Board of Zoning Appeals**	☒ **Parks and Recreation Comm.**
☐ **Police Civil Service Comm.**	☒ **Building Code Appeals Board**
☐ **Building Commission**	☐ **Council At-Large**

What Board, Commission or Committee have you served (or are serving) on? None at this time.

References

Name: Benjamin Davis	Phone No.[redacted]
Name: Rafiq Flucas	Phone No.: [redacted]

Please explain why you are a good candidate for the position:

I am a software engineer with experience analyzing complex information, evaluating competing requirements, and making objective, fact-based decisions. As a resident of Ranson, I am committed to contributing to the continued growth and success of our community. I believe effective public service requires fairness, accountability, and a willingness to listen to all perspectives. I would be honored to serve the City of Ranson and apply my professional skills to help ensure thoughtful and consistent decisions that benefit both residents and the community as a whole.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us. A hard copy may also be mailed or delivered to City of Ranson, 312 S. Mildred Street, WV 25438.

AGENDA ITEM VII.6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Legal Update Ref: Fairfax Crossing Real Estate, LLC v. City of Ranson, et. Al. (Possible Executive Session)

The City Manager and City Attorney will provide Council with an update on the current status of this pending case. Council may consider entering executive session to discuss this matter as permitted under applicable law.

ATTACHMENTS:

AGENDA ITEM VII.7

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Legal Update Ref: Snyder v. City of Ranson, et al. (Possible Executive Session)

The City Manager and City Attorney will provide Council with an update on the current status of this pending case. Council may consider entering executive session to discuss this matter as permitted under applicable law.

ATTACHMENTS:

AGENDA ITEM VII.8

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Legal Update Ref: Lynch & Sigulinksy v. City of Ranson, et al. (Possible Executive Session)

The City Manager and City Attorney will provide Council with an update on the current status of this pending case. Council may consider entering executive session to discuss this matter as permitted under applicable law.

ATTACHMENTS:

AGENDA ITEM IX.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **INFORMATION ONLY**

SUBJECT: Jefferson County Museum and Charles Town Library's "25 Stops to Celebrate the 250th" driving tour.

This self-guided excursion features 25 historically relevant places in Jefferson County, covering the 18th, 19th, and 20th centuries. Stops in Ranson include the site of St. Hilda's Hall and the still-standing Robinson Cold Storage facility.

To access the tour, you can visit the link below. Our website also has a QR code that can be scanned if you wish to share with others. On the Google Map, each stop has a couple of paragraphs with important information and facts. We also included a reminder that the vast majority of these stops are private property and must be enjoyed from the car or sidewalk.

Link to Google map for more Information
https://link.edgepilot.com/x/kjUnsVhl9qQVcgSLaflct7o?u=https://ctlibrary.org/25-stops-to-celebrate-the-countrys-250th/

ATTACHMENTS:

AGENDA ITEM IX.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **INFORMATION ONLY**

SUBJECT: WVABCA Vape or Smoke Shop License Application, Happy Hippy LLC

Pursuant to W.Va. Code §16-9H-1 et seq., a municipality must be notified when an applicant intends to apply to the WVABCA for a license to operate a Vape or Smoke Shop within its jurisdiction. This item serves as that official notification to Council. On June 24, 2026, an application was submitted by Mahmood N. Shad on behalf of Happy Hippy LLC for a location at 101 S. Mildred Street. Staff has completed the required zoning review of the application and processed it accordingly. The application submission and the staff completed zoning form are attached for Council's review and will be included in the agenda packet.

ATTACHMENTS:

Happy Hippy LLC .pdf

Zoning Form

Note: If an establishment's location is not situated within a municipality, this office will need a letter from the County Commission stating that the establishment location is zoned properly. All applicants must complete the front portion of the form.

To: Municipal Clerk or Recorder

Under the requirements set forth in W.Va. Code §16-9H-1 *et seq.*, a person intending to apply for a license to operate a WVABCA licensed Vape or Smoke Shop must meet licensure requirements. The WVABCA requires that any Vape or Smoke Shop applying to operate at any location within a municipality **must file a notice of such intention with the Clerk or Recorder of such municipality at least ten (10) days prior** to filing an application for such license with the WVABCA. Pursuant to this requirement, **notice** is herein given that the following intends to apply to the WVABCA for a license to operate a Vape or Smoke Shop pursuant to the provisions of W.Va. Code §16-9H-1 *et seq. and 175 CSR 12.*

Entity Name: Happy Hippy LLC

DBA (Doing Business As): Happy Hippy LLC

Address of Establishment: 101 S Mildred St Ranson WV 25438
(Street/Route) (City) (State) (Zip Code)

Applicant's Name(s): Shad Mahmood Naseer
(Last) (First) (Middle)

Mangat Ajit Singh.
(Last) (First) (Middle)

*Use additional sheet for signatures if needed.

General Description of Premises: _____

_____

This Notice has been filed with the Clerk or Recorder of the City/Town of Ranson WV **on this** 24 **day of** June, 2026.

Applicant's Signature(s): M. [signature] Date: 6-24-2026

[signature] Date: 06/24/2026

(Municipality is to fill out the reverse side of the form)

(For Use by Municipal Authorities Only)

1. Is the proposed location for the Vape or Smoke Shop described consistent with the zoning ordinances of your Municipality as either a permitted use or a conditional use of such premises?

   Yes ✓ No____

2. If the answer to the first question was "No" does your Municipality provide within its zoning requirements suitable alternative locations for a Vape or Smoke Shop?

   Yes____ No____

3. Additional comments to the WV Alcohol Beverage Control Administration:

   The proposed location is a permitted retail use under the City of Ranson SmartCode (T4O district). The City notes a church is in close proximity and defers to the WVABCA to determine compliance with the required 300-foot separation under W.Va. Code §16-9H-1 and 175 CSR 12.

Todd Wilt, City Manager

Approved By: Authorized Official Signature and Title

Ranson, WV

City/Town

Date: 6/29/26

Return Original To: WVABCA
Licensing Division
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302

AGENDA ITEM IX.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **INFORMATION ONLY**

SUBJECT: West Virginia Ethics Commission Newsletter - July 1, 2026

ATTACHMENTS:

WV Ethics 07012026.pdf

West Virginia Ethics Commission Newsletter

July 1, 2026, 30th Edition

Training Opportunities

Our next virtual training on the Ethics and Open Meetings Acts will be July 30, 2026, from noon-1:00 p.m. The training has been approved for one hour of CPE and CLE credits. Email kimberly.b.weber@wv.gov for an invite. Personalized training sessions on the Ethics and Open Meetings Acts for professional associations and other large groups are available.

New Advisory Opinions

Advisory Opinion 2026-02

Under the Ethics Act's Name and Likeness provision, a Sheriff's Office may not place the Sheriff's name on a large 4' x 8' sign on the front of the Sheriff's Office building. The Commission considered the sheriff's name excessive detail that fails to communicate the office's services or advance its public mission. Therefore, the exceptions related to "communicating with constituents" and "office signage" do not apply, and the sign is prohibited by the Act's Name and Likeness provision.

This quarter, the Ethics Commission released three opinions regarding whether planning commissioners can vote on zoning for utility-scale solar developments.

Advisory Opinion 2026-04

Can a planning commissioner who owns property adjacent to a proposed utility-scale solar development vote on zoning matters affecting the solar project?

The answer is – it depends on whether the planning commissioner is part of a "class of five or more similarly situated persons" or entities. Planning commissioners who own property next to a proposed solar utility site possess a financial interest in related zoning decisions that affect the project. Nevertheless, the Commission concluded that these individuals qualified for the class exception, as they were among a group of at least five similarly situated home and farm owners. Based on the planning administrator's opinion and detailed parcel maps, the commissioners were part of larger groups of eight property owners, permitting their participation in the zoning matters.



Training At a Glance

July 30, 2026
Noon – 1:00 p.m.
Virtual Training
1 hour CPE / CLE

Personalized Training

On-site or virtual sessions available for professional associations and large groups.

Questions?

Contact us at ethics@wv.gov for more information.

What's New?

New Website Launch

Our updated website is now live with improved navigation, enhanced accessibility features, and streamlined content. The redesigned site offers a more use friendly experience and easier access to Commission informatio and resources. Website content will continue to be updated regularly.

Visit: ethics.wv.gov

Advisory Opinion 2026-04 (continued)

Can a planning commissioner vote if the developer offered him a "good neighbor agreement?"

The developer of the solar utility's mere offer of a "good neighbor agreement" to a planning commissioner did not prevent the commissioner from voting. Such an agreement calls for property owners to promise not to interfere with the developer's efforts to obtain land use permits and approvals, disparage the project, or disclose the agreement's terms. As the offer was not accepted by the planning commissioner, the commissioner lacked a prohibited financial interest in the development, permitting participation in all planning commission and committee matters concerning the project.



Advisory Opinion 2026-05

Can a county planning commissioner who leases property to the developer of a proposed utility-scale solar project vote on matters affecting the solar project?

Again, it depends on whether the planning commissioner is part of a class of five or more similarly situated persons or entities. The planning commissioner was one of at least five other lessors of property to the developer for the solar utility. One of his siblings was a member of the class.

Can a planning commissioner's siblings be included in the class exception?

Yes. The Act prohibits a public official from voting on matters affecting the financial interests of their immediate family members. "Immediate family" is defined as "a spouse with whom the individual is living as husband and wife and any dependent child or children, dependent grandchild or grandchildren, and dependent parent or parents."

Since "sibling" is not included in the definition, the Commission concluded that the legislature did not intend to bar siblings from inclusion in the class. Therefore, the Requester's two siblings were not automatically excluded from the class size. Because the addition of a sibling brought the class size to a minimum of five members, the planning commissioner was authorized to participate in the vote.

Advisory Opinion 2026-06

Can a planning commissioner vote on zoning matters given that the solar utility developer gave a research grant to his employer, a public university?

Yes. Since the donation had already occurred and will have no impact on the commissioner's salary or benefits, he does not possess a personal financial interest in the donation or the zoning matters. If the university has a financial interest in the zoning outcomes, the university's financial interest is not imputed to its employees.

New Contract Exemptions

CE 2026-06 Huntington Stormwater Utility

The Ethics Commission granted a contract exemption to Huntington Stormwater Utility to buy a submersible water pump from Service Pump & Supply Co., Inc., which is owned by Huntington Mayor Patrick Farrell. Mr. Farrell is also the Chair of Stormwater Utility.



CE 2026-07 Huntington Water Quality Board

The Ethics Commission granted a Contract Exemption to the Huntington Water Quality Board permitting it to contract with C.J. Hughes Construction Company, Inc., and Tribute Contracting and Consulting, LLC. Both companies are wholly owned subsidiaries of Energy Services of America Corp., and Patrick Farrell is a board member. The contract is for on-call services for emergency repairs, operational repairs, maintenance and construction through December 31, 2027.

