CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

www.ransonwv.gov

May 6, 2025 | 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: April 15, 2025
   City Council 04152025.docx

III. CITIZEN'S PRESENTATIONS/PETITIONS

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police Status Report
   PD Stats.pdf
2. City Manager Report

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Mayor for the Day Essay Contest Winner Announcement
   SKM_C451i25050208410.pdf
2. Employee Handbook Project - Council Mark-Up
3. Ranson Mini - Grant Program : FY 2024 Mini Grant Distribution
   Mini Grant 2024 Chart.pdf
4. Settlement Distribution from State Attorney General Related to Pfizer/Lipitor Lawsuit
   S1st Floor 25042813000.pdf

5. WV Department of Highways Correspondence: Route 9 and Oak Lee Drive
   DOH RT9 Oaklee .pdf
   WV DOH Response rt9 and Oak lee Drive .pdf

6. Update on Social Services Coordinator Position
   LTR Re Financial Support for the Social Services Coordinator (Signed).pdf
   County Administrator email 4212025.docx

7. City of Ranson Banner Policy
   BANNER APPLICATION - 2025 Version (003).pdf

VIII. ADJOURNMENT

IX. INFORMATION ONLY

1. Update: Business Partner Ranson Elementary
   Business Partners.docx

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: April 15, 2025

ATTACHMENTS:

City Council 04152025.docx

CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

www.ransonwv.gov

April 15, 2025 | 7:00 P.M. | Council Chamber

I. CALL TO ORDER

Keith D. Pierson, Mayor	Present
Tommy Custer	Present
Ken Suits	Present
Amanda Stroud	Present
Andy Colandrea	Present
Herbie McDaniel	Present
Mike Anderson	Present

II. APPROVAL OF MINUTES

Minutes were approved with one correction, communications from the mayor at the April 1, 2025 meeting Mayor, Keith D. Pierson ask the council to return the City Manager evaluation to the City Clerk before the April 15, 2025 meeting.

Keith D. Pierson, Mayor	Abstain
Tommy Custer	Yes
Ken Suits	Yes
Amanda Stroud	Yes
Andy Colandrea	Yes
Herbie McDaniel	Yes
Mike Anderson	Yes

III. CITIZEN'S PRESENTATIONS/PETITIONS

Ray Casiano spoke to the Mayor and Council regarding his concerns on Fairfax Blvd. The Mayor, Public Works Director and Police Chief will be looking into his concerns.

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police Status Report
   No Action at this time
2. Community Development Status Report - March
   No Action at this time

3. Finance Department Status Report – March
   No Action at this time

4. Public Works Status Report - March
   No Action at this time

5. Parks and Recreation Status Report- March
   No Action at this time

6. City Manager Report

City Manager Todd Wilt informed the mayor and council paving has begun. Write in Candidates deadline was today April 15, 2025. Next in the election will be poll training that will take place Monday May 5, 2025 at 6:00 PM. Retirement conversation will be on the May 20, 2025 still waiting on more information, hope to have it before the May meeting but there has been a request from at least one council to have it on the May 20, 2025 agenda. Career day for Ranson Elementary will be Thursday, April 11, 2025.Business partnership scholarship in the amount of $ 1,000.00 will come out of the Community Sponsorship line. FY26 Social service funding of $ 18,182.00 from the contingencies line. City manager was looking for directions on Brier Run Annexation. There were a number of discrepancies some of those discrepancies were clarified. The annexation will be two readings. If all the information can be provided before the May 6, 2025 meeting then there will be a decision from this council body. If information is received after the May 6, 2025 meeting then the decision will be by the body that is seated on July 1, 2025.

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. 25-3-REZ-Consideration - to rezone the following parcel 08 9000200000000 located off Cranes Lane, Ranson, WV 25438

Keith D. Pierson, Mayor	Abstain
Tommy Custer	Yes
Ken Suits	Motion
Amanda Stroud	Second
Andy Colandrea	Yes
Herbie McDaniel	Yes
Mike Anderson	Yes

2. Resolution 2025-05: Approval & Adoption of the Fiscal Year 2026 Levy Rate for the City of Ranson

Keith D. Pierson, Mayor	Abstain
Tommy Custer	Yes
Ken Suits	Motion
Amanda Stroud	Yes
Andy Colandrea	Second
Herbie McDaniel	Yes
Mike Anderson	Yes

3. Resolution 2025-06: Approval of Capital Improvement Fund Budget for FY 2026

Keith D. Pierson, Mayor	Abstain
Tommy Custer	Motion
Ken Suits	Yes
Amanda Stroud	Yes
Andy Colandrea	Yes
Herbie McDaniel	Yes
Mike Anderson	Second

4. Consideration for Stop Sign Installation at 19th and Fairfax Avenue

Keith D. Pierson, Mayor	Abstain
Tommy Custer	Yes
Ken Suits	Yes
Amanda Stroud	Yes
Andy Colandrea	Yes
Herbie McDaniel	Second
Mike Anderson	Motion

5. Consideration for Do not enter Sign Installation on Stallion Street

Keith D. Pierson, Mayor	Abstain
Tommy Custer	Second
Ken Suits	Yes
Amanda Stroud	Yes
Andy Colandrea	Motion
Herbie McDaniel	Yes
Mike Anderson	Yes

6. WVABCA Licensing request- Zoning form, Applicant Colandrea Corporation DBA Inferno Brewery

Keith D. Pierson, Mayor	Abstain
Tommy Custer	Yes
Ken Suits	Abstain
Amanda Stroud	Second
Andy Colandrea	Abstain
Herbie McDaniel	Yes
Mike Anderson	Motion

7. Employee Handbook Revision Process
   City Manager Todd Wilt informed the council the Handbook is still being drafted and hopes to have a draft in front of the council on May 6, 2025 meeting to review.

VIII. ADJOURNMENT

The meeting was adjourned at 7:41 PM. The motion to adjourn was made by Councilmember Mike Anderson and seconded by Councilmember Herbie McDaniel the next Council meeting is scheduled for May 6, 2025, at 7:00 PM at the Ranson City Council Chambers, located at 312 S. Mildred Street, Ranson, WV 25438.

IX. INFORMATION ONLY

1. Information April 15, 2025
   Business Partner Ranson Elementary School

_____
Keith D. Pierson, Mayor

_____
Darla Armstrong, City Clerk

AGENDA ITEM IV.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Chief Of Police Status Report

ATTACHMENTS:

PD Stats.pdf

Ranson Police Department
April 2025 Stats

April 2025	Calls for Service	Reports	Arrest	Citations	Warnings	Accidents
Chief Roberts	40	0	0	0	0	0
Capt. Lutman	28	0	0	0	0	0
Lt. McBride	56	1	4	21	6	0
Sgt. Sigulinsky	66	2	3	2	2	1
Sgt. Watson	160	5	1	76	14	3
Sgt. Lynch	83	3	1	7	6	4
Cpl. Hosby Brown	64	0	3	10	6	0
Cpl. Custer	0	0	0	0	0	0
Cpl. Hood	23	0	0	0	0	0
Cpl. Hutcherson	97	3	4	24	22	2
Ptlm. Swartz	87	5	2	6	6	3
Ptlm. Meacham	98	3	6	9	5	0
Ptlm. Black	79	1	7	14	10	2
Ptlm. Portner	0	0	0	0	0	0
Ptlm. Jenkins	62	1	2	7	25	0
Ptlm. Palmer	49	2	2	1	10	0
Ptlm. Lancaster	47	2	2	10	15	1
Ptlm. Wheat	120	5	5	7	40	2
Ptlm. Sealander	0	0	0	0	0	0
Walk Ins	200	0	0	0	0	0
TOTAL:	1359	33	42	194	167	18

Drone Call Outs:

4-22-25: Assist Charles Town Police Department in the Huntfield subdivision for illegal dumping of hydrolic oil containers.

Capt. Todd D. Lutman Sr.

AGENDA ITEM IV.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: City Manager Report

The City Manager will present a report addressing matters of relevance to the City Council. Council action is not anticipated or requested on these matters.

ATTACHMENTS:

AGENDA ITEM VII.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Mayor for the Day Essay Contest Winner Announcement

The winners were presented with a letter on Friday, May 2. During the month of May, the Mayor will visit Ranson Elementary School to have lunch with the second- and third-place winners. First-place winners will visit City Hall on May 23, to spend the day at City Hall, serving as Mayor for the Day!

1st Place- J. Williams
2nd Place -L. Chicas
3rd Place - H. Vega

ATTACHMENTS:

SKM_C451i25050208410.pdf

Jaeda

"If I Were Mayor For A Day."

If I were Mayor for a day, I would want to help as many people as I could. The first thing I would do is start a toy drive for kids in need. Every child should feel happy and loved, especially during holidays. I would ask people in the city to donate new toys, and we would give them out to children who don't have much. It would be a fun way to bring smiles to their faces.

Next, I would help the homeless by finding them a safe place to stay. No one should have to sleep outside, especially when it's cold or rainy. I would also make sure they have warm meals to eat every day. My city would work with groups and volunteers to make this happen. It's important to care for people who are struggling.

Lastly, I would give money to schools so students can get the supplies they need. Some kids can't afford notebooks, pencils, or backpacks. I want all students to have what they need to learn and succeed. I would also support teachers by making sure they have the tools to teach well. Education is the key to a better future for everyone.

If I was mayor for the day I would have a celibration for schools and special education students for their hard work and dedecation. Anothar thing I would do is I would take a walk around town and give food out for the homless and help them get on their feet. The last thing I would do is I would donate to chidren hospitals and charieties. These are some of the things I would do if I was mayor for the day.

[redacted] Hernandez Vega

If I was the mayor ?

If I was the mayor .I would plant more trees and also put more rules for recycling and . I will make a day to .Remember Mr. Todd one of are best custodian that passed away he was someone that in are heart we will never forget and .I make sure to help school

give student time for there work and try to make school work fun and make students feel like they really want to do it.And also try to make student feel good every day they come to school and give them the best education any person see us say this state has one of the .Best dedication and education and in school lunch at least once a week lest put a really good lunch . Also if i was the mayor i will make sure to give donate money to kid in need and pay for kid that need surgery or there doctor bills and visit the sick and try to get parent a time to get away from their kids

.If i Was the mayor i think i might be the best

Thank for reading.

AGENDA ITEM VII.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Employee Handbook Project - Council Mark-Up

The City Council is requested to review the current working draft of the employee handbook and submit any comments or suggestions by May 20. The City Manager intends to present the final version to the Council for consideration at the June 4 meeting.

ATTACHMENTS:

AGENDA ITEM VII.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Ranson Mini - Grant Program : FY 2024 Mini Grant Distribution

The Mini-Grant Committee provides the included funding recommendations based on the evaluations of this year's Mini Grant program applications. The City Council is asked to consider final approval of these recommendations.

ATTACHMENTS:

Mini Grant 2024 Chart.pdf

Organization	Amount Requested 2024	Mini Grant 2024	Needs
• 4H Shooting	$ 4,500.00	$2,500.00	Basic Needs, Equipment, Safety, Education Training, Supplies
• 44 College Ready Foundation	$ 3,000.00	$ 2,500.00	Financial Literacy project for High School Students Ranson and the Eastern Panhandle of WV
• Eastern Panhandle Transit Authority	In- Kind	----------	Capital In Kind Installation Bus stop Signage, EPTA is requesting Ranson Public Works department install (5) signs placed within the city of Ranson EPTA obtained the permits required from WV DOH for the placement of the bus stop signs.
• African American Community Association of Jefferson County	$8,000.00	$ 3,500.00	Provide Monthly meals to the Homeless, Free Exercise Classes, conduct 4 free educational/ Training classes for youths and/or Seniors
• Blue Ridge Lodge Knights of Pythias	$ 3,500.00	$ 2,500.00	Basic Needs, Construction of Part of a Roof, Equipment
• Boys and Girls Club	$ 10,000.00	$ 3,000.00	Summer Programs M-F Full Days
• Charles Town Lions Club	$ 3,500.00	$ 3,000.00	Vision Program, Caring for Environment, Feeding the Hungry and aiding seniors and disabled citizens.
• Charles Washington Symphony Orchestra Corp.	$ 300.00	$ 300.00	Project /Program 3-4 original sheet music scores for 2025-2026
• Community Market Inc.	$5,000.00	$ 2,500.00	Food Box Giveaways fresh and local food August 2024 150 giveaway boxes in Ranson
• Firehouse Gallery LTD	$3,000.00	----------	Art Workshops, photography, illustration, painting and jewelry
• Harpers Ferry Bolivar Honor	$ 1,500.00	$1,500.00	Purchasing and Maintaining Uniforms, flags and other Military Funeral Accessories

• JC African American Culture & Heritage Festival	$ 3,000.00	$1,000.00	Project /Program support
• JC Animal Welfare Society (01/27/2025)	$2,400.00	$ 2,400.00	Spay/Neuter Coupons this cost will cover 60 Procedures
• JC Council on Aging (1/31/2025)	$ 5,000.00	$ 5,300.00 and any funds left over	Host activities, games, music, mutual learning and Activities
• JC NAACP Youth	$3,000.00	$ 3,000.00	Backpack program in Ranson free Bookbags with supplies, food, Haircuts, games music
• JC Parks and Recreation	$ 3,000.00	----------	Lacrosse Club – Lacrosse opportunities for youth of JC
• Jefferson County Deputy Reserve, INC	$ 5,000.00	$ 3,000.00	Reserve Emergency Equipment – Funeral Escort, Charity Ride Police Escorts, Road Closures, Emergency Reponses
• Potomac Valley Audubon Society	$ 5,340.00	$ 3,000.00	Educational Programs for Ranson Elementary School
• Ranson Elementary: Rise up Singing	$ 5,000.00	$ 2,500.00	Railing for a stage, Singing each year at the tree lighting, Joyful music at the school several times year
• Ranson Elementary: STEAM Program	$ 1,433.00	$ 1,000.00	30 Edison Robots with Chargers to enhance hands on learning in coding robotics and engineering
• Ranson Community Gardens Inc.	$ 5,000.00	$ 2,500.00	High Tunnel clear plastic covering is reaching the end of its lifecycle.
• Jefferson County Historic Landmarks Commission	$ 2,500.00	$ 1,500.00	Depot by creating a small parking area, composed of a water permeable gravel place with two spots, adjacent to the site.
• To The Res Q Inc.	$ 5,500.00	$ 2,500.00	Spay/ Neuter, of Cats and Kittens in the Ranson Area
• Jackson-Perks American Legion Post 71	$10,000.00	$ 1,500.00	Send 12 Juniors from Washington and Jefferson to Mountaineer Boys state and in

			need of repairing an AC unit that is 30 years old
• Charles Town Racetrack Chaplaincy Support	$ 5,000.00	$ 2,500.00	Crisis Intervention, Ongoing Cost, Project/Program System
• FOP 83 Panhandle Lodge **4/16/2025**	$ 5,000.00	$ 5,000.00	Santa with a Badge Kids shopping with Police Officer
Total Request	**$ 108,473.00 + In Kind EPTA**	**$ 58,000.00**	

AGENDA ITEM VII.4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Settlement Distribution from State Attorney General Related to Pfizer/Lipitor Lawsuit

The City has received a $15,000 settlement from the West Virginia Attorney General's Office as part of a statewide distribution resulting from a lawsuit involving Pfizer and its cholesterol-lowering drug, Lipitor. The settlement amount was based on municipal population and is **unrelated** to the opioid settlement funds. There are no known restrictions or reporting requirements associated with these funds, which should be deposited into the City's General Fund per the State Auditors Office. Staff recommends that the City Council authorize a budget revision to include this revenue in the FY25 General Fund budget and determine the appropriate allocation of the funds.

ATTACHMENTS:

S1st Floor 25042813000.pdf

Office of the Attorney General
Consumer Protection and
Antitrust Division
Physical Address:
State Capitol, Bldg. 6, Suite 401
Charleston, WV 25305
Mailing Address:
P.O. Box 1789
Charleston, WV 25326-1789

State of West Virginia
John B. McCuskey
Attorney General

(304) 558-8986
Fax (304) 558-0184
Consumer Hotline
1(800) 368-8808
Preneed Funeral Services
(304) 558-8986
Senior Protection Hotline
(304) 558-1155
E-Mail: consumer@wvago.gov
www.wvago.gov

April 25, 2025

City of Ranson
312 South Mildred Street
Ranson, WV 25438

RE: *State ex rel. McCuskey v. Pfizer, Inc., et al.*

Dear Mayor:

Building upon my time as State Auditor and now serving as the Attorney General for the great State of West Virginia, I am continuing to fight to protect West Virginians.

I am excited to deliver to you and the residents of Ranson, a check in the amount of $15,000.00.

The Office of the Attorney General was successful in obtaining a recovery of excess payments or reimbursements Ranson paid for name-brand LIPITOR when there was a delay in the availability of generic Lipitor. The Court approved this distribution based upon population classification of counties and cities.

If I can be of further assistance to you or the citizens of Ranson, please do not hesitate to call me.

If you have any questions regarding this check or the lawsuit, please contact the Consumer Protection and Antitrust Division of our office at 1-800-368-8808.

Faithfully yours,

J. B. McCuskey
Attorney General

AGENDA ITEM VII.5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: WV Department of Highways Correspondence: Route 9 and Oak Lee Drive

Included for Council review is a response letter from the West Virginia Department of Highways, addressing the City's February correspondence regarding potential improvements or modifications to the traffic signal at the Route 9 and Oak Lee Drive intersection.

ATTACHMENTS:

DOH RT9 Oaklee .pdf
WV DOH Response rt9 and Oak lee Drive .pdf

City of Ranson

Office of The Mayor

312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 725-1010 | Fax (304) 728-8579
Email: dpierson@ransonwv.us

Keith D. Pierson, Mayor

RANSON
AT THE CENTER OF OPPORTUNITY.

Council Members:
Mike Anderson
Tommy Custer
Ken Suits
Herbie McDaniel
Amanda Stroud
Andy Colandrea

February 19, 2025

Stephen Todd Rumbaugh
Deputy Secretary/Commissioner of Highways
WV Department of Transportation
Building 5
1900 Kanawha Boulevard East
Charleston, WV 25305

Dear Mr. Rumbaugh,

On behalf of the Ranson City Council, I am writing to request the implementation of changes to the intersection of WV Route 9 and Oak Lee Drive. The council is aware that the Department of Transportation continuously monitors the operation and safety of this intersection. However, the Ranson Police Department has cited concerns regarding this, and preliminary data suggests that this intersection would benefit from changes.

The data that has been collected indicates that there has been a total of 230 crashes in the last ten years. Of these incidents, two required medevac services and one suffered fatality on-site. This accounts for 9.21% of all accidents in the City of Ranson.

Due to the high speed, the most substantial vulnerability of this intersection is the traffic leaving the shopping center. The visibility of the traffic leaving the shopping center is poor and this group is the first to enter the intersection. Currently, the timing of the traffic light is a 5-second yellow phase, followed by a ~1 second transition to green for the traffic entering the intersection.

The Ranson City Council would like to request the following changes to be implemented immediately:

1) Provide a 3.5 all-red phase to allow traffic time to clear the intersection.
2) Change the sequence to allow the turning lanes on Route 9 to go first, due to the improved visibility. This would also allow an additional 20 seconds of crossing time for the increased amount of pedestrian traffic.
3) If the Department does not agree to change the sequence, offset the turning lanes leaving the shopping center to allow for improved visibility.

Thank you for your time and assistance regarding this important safety concern. If you have any questions, please reach out to the City Manager Todd Wilt. He can be reached at twilt@ransonwv.us or by phone at (304)724-3872.

Respectfully,



Keith D. Pierson, Mayor

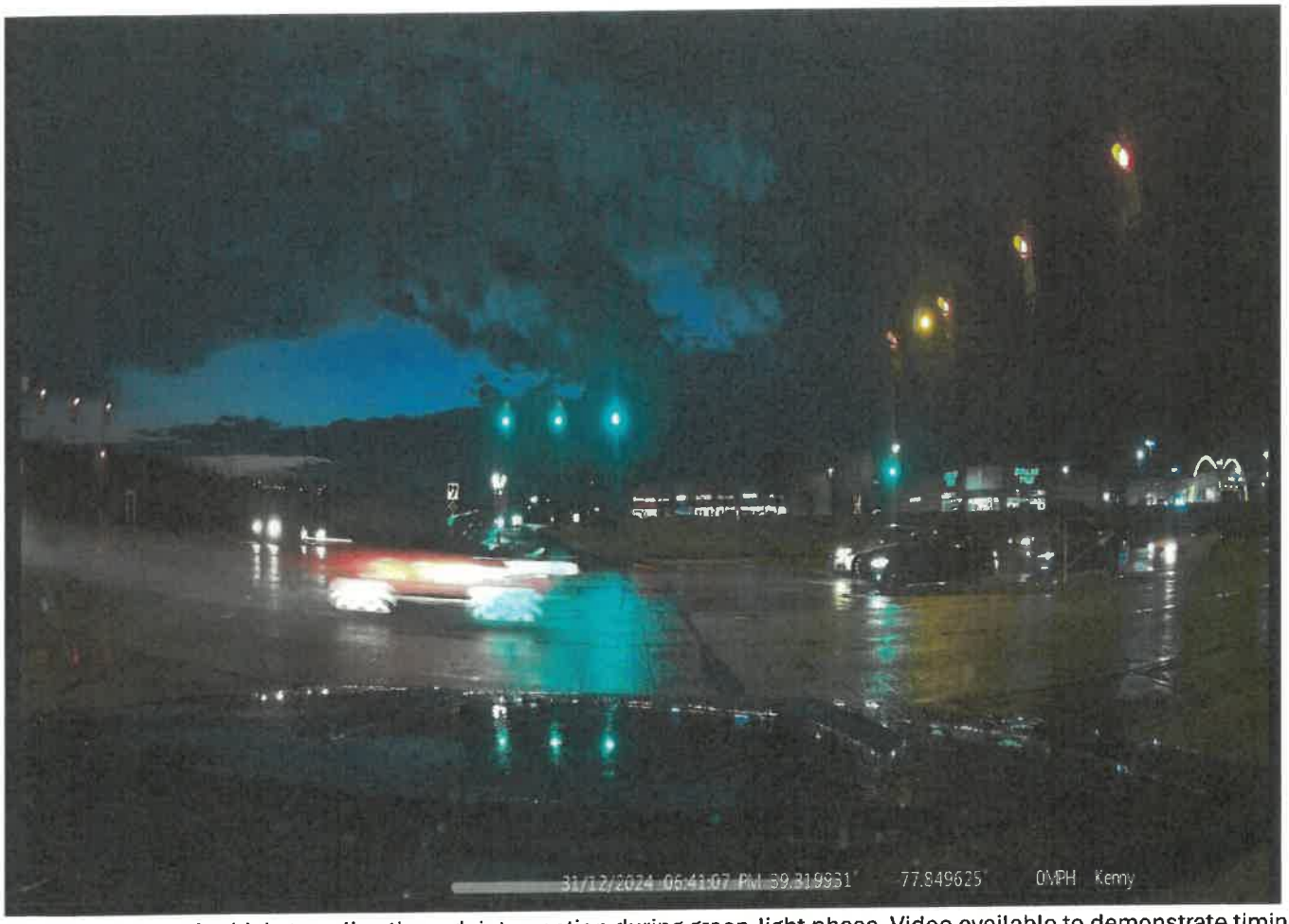


Exhibit A. – Image of vehicle traveling through intersection during green-light phase. Video available to demonstrate timing, if requested.



Exhibit B. – Night view Route 9 West from lane crossing intersection. Image taken from full-sized pickup truck.



Exhibit C. – Day view Route 9 West from lane crossing intersection.



Exhibit D. – Example of improvement of line-of-sight, achieved by offsetting turning lanes.

Chief,

I have completed research into the number and type of crashes that Ranson Police Department has responded to within our jurisdiction. Please see the below chart and let me know if there is anything else you need. From 2015 to 2024, the Ranson Police Department investigated a total of 2,472 crashes. I went back on the crashes with entrapments and high mechanism and found 3 total crashes where 2 people were life flighted out and 1 died at that intersection. These were 3 separate crashes. One from 2018, 2022, and 2024.

Year	Total Crashes	Home Depot Light	% at HD Light
2015	295	28	9.5%
2016	237	21	8.9%
2017	239	19	7.9%
2018	213	20	9.3%
2019	224	18	8.0%
2020	222	19	8.5%
2021	264	28	10.6%
2022	276	33	11.9%
2023	252	23	9.1%
2024	250	21	8.4%

MVC with Entrapment	26
MVC with Fluids	31
MVC High Mechanism	6
MVC Hit and Run	400
MVC with Injury	257
MVC no Injury	1672
MVC Unknown	75
MVC Vehicle Fire	2
MVC with pedestrian	3

As far as the question regarding pedestrian traffic, I have no statistics to be able to provide other than the fact that I have witnessed pedestrians crossing the intersection.

Sergeant Adam C. Watson

Exhibit E. – A preliminary report, outlining the quantity of incidents at this intersection.

Docusign Envelope ID: 70506799-832B-4E80-891D-35759FBAEFEB

WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444

Stephen T. Rumbaugh, P. E.
Secretary of Transportation
Commissioner of Highways

April 8, 2025

The Honorable Keith Pierson
Mayor
City of Ranson
312 South, Mildred Street
Ranson, West Virginia 25438

Dear Mayor Pierson:

Thank you for your letter, dated February 19, 2025, regarding your requests pertaining to the safety of the intersection of WV Route 9 and Oak Lee Drive, in Jefferson County, to the West Virginia Division of Highways (WVDOH). Our Traffic Engineering Division has reviewed your request.

In regard to your request to increase the red clearance intervals, please note our Agency adheres to the standards contained in the federal Manual on Uniform Traffic Control Devices (MUTCD) with respect to the use and operation of traffic control devices, as required by federal law and state code. MUTCD standards pertaining to traffic signals are extensive. The MUTCD includes requirements specific to yellow change intervals and red clearance intervals for traffic signals and requires these to be determined using engineering practices. The MUTCD goes on to specify that the engineering practices to be used in calculating these are contained in standards that are developed by the Institute of Transportation Engineers (ITE). Factors that are used to calculate these include the actual operating speed of vehicles approaching the intersection, the grade of the roadway approaching the intersection, and the length of pavement vehicles must traverse to get through the intersection. Although implementing longer red clearance intervals would seem to be a way to increase the safety of the intersection, in many cases, actions such as this can have unintended negative effects. For example, this would require removing green time from each of the approaches, which could increase driver frustration in heavy traffic conditions. This increased frustration and drivers becoming increasingly cognizant of the substantially increased red clearance intervals over time may result in increased red light running. This could in turn result in potentially increasing the potential for crashes at other signalized intersections involving drivers who routinely navigate and become accustomed to the substantially increased red clearance intervals at this intersection, but then also navigate intersections with yellow and red times calculated in accordance with the MUTCD requirements. Standards such as the MUTCD are intended to foster national uniformity in the use and operation of traffic control devices, which in turn results in uniform expectations on behalf of drivers. The current operating speeds for vehicles entering the intersection were reviewed, and updated yellow change intervals and red clearance intervals were calculated.

E.E.O./AFFIRMATIVE ACTION EMPLOYER

Docusign Envelope ID: 70506799-832B-4E80-891D-35759FBAEFEB

With respect to your request pertaining to the sequencing of the lights for left-turning vehicles on Route 9, the existing programming provides for protected (oncoming conflicting traffic is stopped) left turns off Route 9 before providing a green indication to the oncoming conflicting through traffic. We are agreeable to modifying the programming so that the protected left turns are allowed after the conflicting through traffic has been allowed to travel through the intersection to decrease the likelihood of high-speed crashes once traffic from Oak Lee Drive is allowed to enter the intersection.

We will proceed with implementing the updated red and yellow intervals, as well as the protected left turn sequence related programming changes within the next 30 to 45 days.

Again, thank you for writing and sharing your concerns. I would like to assure you that the safety of all users of our roadways is our Agency's main priority and that we are always receptive to discussing any concerns that you have in order to develop appropriate solutions in a collective manner. Should you have any questions or require additional information, please do not hesitate to contact Ted Whitmore, P.E., Director of Traffic Engineering, at (304) 414-7373.

Sincerely,

Stephen T. Rumbaugh, P.E.
Secretary of Transportation/
Commissioner of Highways

STR: Wt

AGENDA ITEM VII.6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Update on Social Services Coordinator Position

The Jefferson County Commission sent a message that on Thursday, April 17 they approved the FY26 budget to fully fund the Social Services Coordinator position with County funding. As a result, municipal funding support for this position is no longer needed and with consent of the Council a FY26 budget revision for this item will no longer be planned for.

ATTACHMENTS:

LTR Re Financial Support for the Social Services Coordinator (Signed).pdf
County Administrator email 4212025.docx

JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 Fax: (304) 725-7916
Web: www.jeffersoncountywv.org

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

March 24, 2025

Via email:
Laura Whittington, Town Manager, Bolivar
Patty Morse, Harpers Ferry
Todd Wilt, Ranson
Gino Sisco, Shepherdstown

Dear Colleagues,

I are writing to request your municipality's partnership in funding the Social Services Coordinator position in Fiscal Year 2026 (FY26).

The Social Services Coordinator is a countywide resource established to strengthen our social service infrastructure by supporting assistance in seeking and applying for grant funding. Located at Jefferson County Community Ministries (JCCM), the Coordinator works directly with nonprofits and service providers to identify community needs and help fill service gaps across the county by identifying sources of funding.

The total cost to fully fund the position in FY26, including salary, benefits, and projected FY26 Cost of Living Adjustment (COLA) and potential merit increase, is **$92,344**. To date:

- The City of Charles Town has committed $35,000
- The Jefferson County Commission has budgeted $29,162

This leaves a **remaining balance of $28,182**, which the Commission is asking to be shared among Bolivar, Harpers Ferry, Ranson, and Shepherdstown. Your contribution will help ensure the continuity of this critical resource for the residents of your communities and the county at large.

I appreciate your consideration of this request and your commitment to collaboration on countywide initiatives. Please feel free to contact us with any questions or if you would like to discuss this opportunity further.

Sincerely,

Edwina Benites-LM

Edwina Benites-LM
County Administrator
Jefferson County Commission

Emailed : Monday, April 21, 2025

Crew:
On Thursday, the Commission approved updates to the FY26 budget to fully fund the Social Services Coordinator position. As a result, municipal funding support for this position is no longer needed.
Thank you for your efforts in working with your councils to support this important role. We also appreciate the outreach from your mayors and councils expressing their commitment to seeing the position incorporated into the County's budget.
If any checks have already been issued, please let me know, and I will ensure they are returned promptly.
Eddie

Edwina Benites-LM
County Administrator

Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414
(304) 728-3284

AGENDA ITEM VII.7

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: City of Ranson Banner Policy

Staff presents the included updated Banner Policy for Council review. Revisions include updated locations, banner quantities, display durations, allowable banner types, and clearer guidance regarding eligible organizations.

ATTACHMENTS:

BANNER APPLICATION - 2025 Version (003).pdf

CITY OF RANSON BANNER POLICY

PURPOSE:
The City of Ranson provides designated locations for banner displays to promote community-oriented events that enhance civic pride, cultural engagement, and recreational participation. Banners may be used to advertise non-commercial events hosted by civic, cultural, or nonprofit groups.

This program supports special events that contribute to Ranson's vibrancy and visibility, while complementing the City's appearance and promoting a strong, active, and engaged community. All proposals are reviewed individually, and the City reserves final authority over approvals and scheduling.

ELIGIBILITY REQUIREMENTS:

- Applications are accepted from civic, cultural, and nonprofit organizations promoting non-commercial community events.
- Banners may not advertise specific products, businesses, or political campaigns.
- Banner content must match the approved application. The City reserves the right to deny placement if the actual banner differs from the approved version.
- Generally, organizations are limited to two events per year, with banners displayed for up to two weeks per event. Extensions may be granted based on scheduling availability and other considerations.

APPLICATION PROCESS:
Applications must be submitted at least 60 days before the requested installation date.

Applications may be obtained:

- In person at Ranson Visitor Center, 216 N. Mildred Street, Ranson, WV 25438
- Online at www.ransonwv.gov/forms-and-documents

In addition to the completed application, applicants must submit the following:

1. Banner artwork/design
2. Proof of tax-exempt status

Approved banners must be delivered to Ranson Visitor Center no later than **two weeks prior** to the scheduled installation date.

SCHEDULING & DISPLAY TIMELINE:

- Banners may be installed up to 14 days before the event date and will be removed within 7 days after the event concludes. Limit of 20 banners unless prior approval by city manager.
- Banner display durations are not guaranteed and may be shortened at the City's discretion due to weather, operational needs, or staffing.
- Early removal (e.g., due to wind damage) will be considered the end of the display period.
- Applicants must retrieve banners from the Visitor Center within 7 days of removal. Notification will be provided via email or phone.

BANNER SPECIFICATIONS:

Pole Banners (Lamp Posts & Utility Poles):

- Durable outdoor material
- Semi-circular wind slits
- Sewn-in hems
- Metal grommets at all corners
- Size:
  - Lamp Posts: 18” x 36”
  - Utility Poles: 30” x 72”

Lancaster Circle Banners:

- Durable outdoor material
- Semi-circular wind slits
- Sewn-in hems
- Metal grommets at all corners
- Size:
  - 19 feet (L) x 3 feet (H)

LIABILITY & DAMAGES:

- The City of Ranson is not responsible for damage or loss of banners due to weather, wear and tears, or defects.
- Banners that pose safety risks (e.g., torn, frayed, or hanging improperly) will be removed without notice.

SUBMISSION & CONTACT INFORMATION:

Completed applications and supporting documents may be submitted:

In person at:

Ranson Visitor Center
216 N. Mildred Street
Ranson, WV 25438

By email to:

dmclure@ransonwv.us

For questions regarding banner specifications, scheduling, or approval, please contact:

- Debbie McClure, Director of Community Programs – (304) 724-3862, dmclure@ransonwv.us
- Bill Silveous, Public Works Director – (304) 724-3875, bsilveous@ransonwv.us

CITY OF RANSON BANNER APPLICATION

Business/Organization Name:_____

Mailing Address:_____

POC:_____ **Phone:**_____

Email Address:_____

Name of Event:_____

Date of Event:_____ **Duration of Event:**_____

Tax Exempt Number _____ **Number of Banners Requested:** _____

Installation Date: _____ **Removal Date:**_____

Location:

_____ **- Lancaster Circle** _____ **- Pole Banners**

I have read and understand the policies and regulations outlined in this application. I agree to comply with and consent to all terms, policies, and procedures as stated..

Signature: _____ **Date:** _____

_____

AUTHORIZATION:

☐ **Approved** ☐ **Denied**

City Official Signature: _____ **Date:** _____

AGENDA ITEM IX.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **INFORMATION ONLY**

SUBJECT: Update: Business Partner Ranson Elementary

ATTACHMENTS:

Business Partners.docx

Business Partners: Ranson Elementary School

- Snacks and mini water bottles needed for 3rd, 4th, and 5th Grade State Testing. Snacks must be dropped off by May 14th.
    - 50 total needed for May 19th and 150 total each day for May 20th – May 22nd
    - UPDATE – I am pleased to say that Amanda, Tommy, and I believe Ken have all agreed to purchase the snacks needed for the entire testing time. I believe another Business Partner is purchasing the water bottles. Thank you all for your generosity!!
- Field Day is scheduled for May 27th from 9-11 for kindergarten through 2nd grade and 1-3 for 3rd through 5th grade. Business Partners are asked to attend and run a station. I have done so for the last few years and plan to continue this year.
- The school will be hosting a movie night for the students on May 29th starting at 4:30PM
- Teacher Appreciation Week is May 5th – May 9th. The school has roughly 55-60 staff members onsite if anyone would like to drop off snacks or other items for the wonderful, hardworking staff.
- The Back to School Open House will be tentatively held on August 12th from 4:30-6:30. I do participate in this each year where I speak to the students and parents about all things Ranson. I will need funds to purchase giveaways, preferably with the City's logo (pencils, pens, trinkets for the students). I also use any leftovers to add to the goody bags I make each child who wins Student or Role Model of the Month when I eat lunch with them 2-3 times per school year. We can discuss funds at a later time!
- Career Day for the school is Friday, April 11th from 9AM-11AM. Because the Police Department and the Public Works Department are the "cooler" departments, Officer Swartz will be attending on behalf of the Police Department and Howard Harder will be attending on behalf of Public Works.
- The Easter Egg Hunt being hosted by Parks & Recreation has been rescheduled for Saturday, April 19th. This event is for the Ranson students and their families. I will be in attendance helping at the event as needed.
- The Mayor for the Day Essay forms were delivered to the school at the end of March. They are due back to me by April 25th. We will pick the winners by May 1st. I'm assuming that we are doing as we have done the last two years meaning that Amanda, Mike, and I will read the essays, meet to discuss, and pick the winners. If this needs to change, please let me know. I will certainly provide copies of the essays to all interested Council Members. The MFTD Tour will be on May 23rd.
- I have requested to be placed on the Parks & Recreation agenda to request they continue the tradition of funding the Scoop Dawg Ice Cream Truck for the kindergarten and 5th grade "graduates" on the last day of school, May 30th. The cost is $350.
- We are still signed up to read to the 1st Graders on Thursdays at 11AM.