

**STATE OF WEST VIRGINIA, COUNTY OF MARSHALL, CITY OF  
MOUNDSVILLE, JANUARY 15, 2019**

The Council of the City of Moundsville met in Regular Session in the Council Chambers on January 15, 2019 at 7::00 p.m.

Meeting was called to order by Mayor Phil Remke who also gave the invocation.

City Clerk Hewitt called the roll and the following Councilpersons were in attendance: Dewitt, Haynes, Hunt, Saunders, Vice Mayor David Wood, Sara Wood and Mayor Remke. Also present were City Manager Healy, Police Chief Mitchell, Public Works Director Stocklask, Building Inspector Richmond, Recreation Director Coville, CPA Goddard and Attorney White. Absent: Fire Chief Brandon.

**MINUTES:**

**Regular Council Meeting of January 2, 2019.**

Councilperson DeWitt made a motion to accept and approve the minutes of the regular council meeting of January 2, 2019, seconded by Councilperson Haynes. Motion carried unanimously.

**GENERAL PUBLIC HEARING:**

\* Todd Morris, 118 Olive Avenue, Teacher at John Marshall High School, introduced Draft Team student, Tristan McKeag who presented council with four “Unlocking the Future” logo’s.

Council applauded Mr. McKeag for an outstanding job and expressing interest in the community. Councilperson Hunt made a motion to discuss at the February policy meeting the possibility of a new logo for the City of Moundsville, seconded by Councilperson DeWitt. Motion carried unanimously.

**Discussion and Approval of an Ordinance Implementing a Program to Charge for Emergency Fire Department Responses. (Second Reading)**

Attorney White read the following ordinance by title only to be passed by council on second and final reading:

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF MOUNDSVILLE, WEST VIRGINIA, ESTABLISHING AND IMPLEMENTING A PROGRAM TO CHARGE MITIGATION RATES FOR THE DEPLOYMENT OF EMERGENCY AND NON-EMERGENCY SERVICES RENDERED BY THE MOUNDSVILLE FIRE DEPARTMENT. (SECOND READING)**

Mayor Remke entertained a motion on the above ordinance. Not hearing a motion, the ordinance died.

**Other Items to be Discussed by Council.**

\* Councilperson DeWitt asked if customers were going to be able to pay their bills online when the new systems is in place? AccuFund has a program that will allow online payments but we are not sure if it is included in the city's system.

\* Councilperson Haynes asked how the Moundsville Volunteer Fire Department can approach the Moundsville Planning Commission for a request to build a campground after council denied the request? Attorney White said the MVFD is permitted to approach the Planning Commission as many times as they wish.

Councilperson Hunt, who is a member of the Moundsville Planning Commission, said the MVFD is attempting to ask for approval under a different section of the code for mixed use.

\* Councilperson Haynes asked if there had been any update on Mrs. Niciforis's complaint from last meeting? No update reported at this time. Manager Healy said he will check with Building Inspector Wilson tomorrow.

\* Councilperson Saunders reported a street light burnt out on Poplar Avenue that was fixed but continues to burn out.

\* Councilperson Hunt asked for the status on the audit compilation. CPA Goddard said the firm is continuing to work on the figures. And auditors have requested an additional extension from the State Auditor's Office.

\* Councilperson Hunt asked why there was a loss in the RV Park account. Ms. Goddard reported from pool expenditures.

\* Vice Mayor Wood asked for an update on the Police Department building and the progress of discussion concerning financing of two garbage trucks. Manager Healy will discuss those matters listed on his report.

\* Councilperson Saunders asked for any update on the water problems at Jason Drive? Manager Healy said he will research and address the problem.

## **NEW BUSINESS:**

### **Discussion and Approval of a Resolution to Share Certain Accounting Expenses with the Moundsville Water Board and Moundsville Sanitary Board and Moundsville Stormwater Board.**

Vice Mayor Wood made a motion to approve the resolution to share accounting expenses with other departments, seconded by Councilperson DeWitt. Motion carried unanimously.

### **Discussion and Approval of a Resolution Concerning to Establish Boundaries, Covenants and Land Restrictions for the Land and Water Conservation Fund Grant on Property Owned by the City of Moundsville.**

Councilperson Saunders made a motion to approve the resolution for the Land & Water Conservation Grant, seconded by Councilperson Hunt. Motion carried unanimously.

### **Appointment to the Moundsville Housing Authority. (Manager's Appointment)**

Manager Healy announced that he appointed Heather Martin to the Moundsville Housing Authority Board.

### **Appointment to the Moundsville Fire Civil Service Commission. (Chamber's Appointment)**

Manager Healy received a letter from the Marshall County Chamber of Commerce announcing their appointment of Fred Brunner to the Moundsville Fire Civil Service Commission.

## **Other Items to be Discussed by Council.**

\* Councilperson Hunt suggested to have informational programs created for the March 1 & 2, 2019 Home Expo illustrating City of Moundsville projects and costs.

\* Councilperson Saunders said a citizen has requested additional lighting on the 1600 block of Ruby Street. Councilperson DeWitt said this is the same area she reported dead trees in the “alley”.

\* Councilperson S. Wood asked for paving list for Phase II & III and also council’s list they provided in December.

\* Councilperson S. Wood suggested council members using the same email address as employees. City Clerk will research the possibility.

\* Councilperson S. Wood suggested placing sub committee meeting agendas and minutes on the city’s website. City Clerk will research the suggestion.

## **MANAGER ITEMS:**

Manager Healy reported the following information to council:

\* Appointed Sondra Hewitt as Acting City Manager in his absence and Karen Ankrom will when both City Manager Healy and Sondra Hewitt are absent.

\* Appointed Sondra Hewitt to continue as Office Supervisor. And Karen Ankrom will serve in Ms. Hewitt’s absence.

\* Manager Healy met with the department heads and office staff informing them of his goals for the city and his expectations for all employees.

\* Provided council members with an updated draft of the employee policy manual. The draft and changes can be discussed at a policy sub committee meeting.

\* Manager Healy spoke with United Electric concerning the street lights on the east side of Jefferson Avenue between Third Street & Fifth Street. Mr. Kubovicz reported having a crew at the site several times. He believes the problem is due to a

bare wire underground. In the spring, he plans to go through the junction box checking the wires. Mr. Kubovicz was unable to provide a cost estimate. He is hoping they will not have to dig up the sidewalk to find the problem.

\* Manager Healy contacted Katie Dantrassy concerning grant writing. Due to bad timing and being busy with her current job, she feels it would be better if council were to find another individual. However, Ms. Dantrassy and Manager Healy will stay in contact.

\* Manager Healy and CPA Goddard met to discuss the budget process. Manager Healy has received most of the department heads budget information. Council will need to schedule a budget workshop.

\* A letter was received from the insurance company concerning the damage of the Police Department building. It was determined the damage was caused by long term weathering, therefore, Commercial Insurance will not cover costs to repair the building.

\* Reported the Water Board will be replacing an existing water line on Eastern Fourth Street from Poplar Avenue to Willard Avenue. Work will start the first week of February. The Water Department will notify residents if and when water service will be off.

\* Manager Healy reminded council members of the West Virginia Municipal League Conference will be January 27 & 28, 2019 in Charleston.

\* Manager Healy discussed with CPA Goddard a couple of scenarios on the purchase of the garbage trucks. There is a possibility of taking some money from the CD and utilizing it as a down payment. It is Ms. Goddard's recommendation, based on interest rates, not to pay off the existing trucks but use money for a down payment to insure less of a purchase price. A budget revision will have to be done regardless of the decision.

#### **MAYOR ITEMS:**

\* Mayor Remke apologized for missing the Water Board meeting as he was ill.

\* Mayor Remke informed council that he and Manager Healy plan to meet with individuals concerning usage of the 1% sales tax.

\* Mayor Remke entertained a motion to invite grant writer, Tina Morris, to the finance sub committee meeting. Motion was made by Councilperson Hunt and seconded by Vice Mayor Wood. Motion carried unanimously.

City Manager Healy reminded council members that Belomar can also be utilized when applying for federal and state grants free of charge.

\* Mayor Remke announced that Councilperson Haynes will be chairman of the Sanitation Committee.

\* Vice Mayor Wood complimented the city employees, Sanitary Department employee J.R. Logsdon and city police officers performed CPR on an individual at McDonald's this morning until medical emergency personnel arrived.

## **COMMITTEE ITEMS:**

### **Discussion and Approval of Recommendations by the Finance Committee.**

1. Discussion of Sponsoring Business After Hours on January 31, 2019. Committee recommends sponsoring Business After Hours and budgeting no more than \$1500.00.

Councilperson DeWitt made a motion to allocate \$1500 for Business After Hours, seconded by Vice Mayor Wood. Motion carried unanimously.

Mayor Remke asked Attorney White for his opinion after researching city codes concerning alcohol on city property. Attorney White said after extensive research of the city's code the only restriction he found was that of employees are prohibited to use alcohol while on the job. And council added a section in Sanford Center's lease prohibiting alcohol on the property.

Mayor Remke made a motion to discuss alcohol usage for certain events on city property, seconded by Councilperson Saunders. Motion carried unanimously.

### **Discussion and Approval of Recommendations by the Policy Committee.**

1. Discussion of Reducing Number of Planning Commission Members. Committee recommends directing City Attorney to draft an ordinance to reduce the

number of Planning Commission members from eleven (11) to seven (7).

Vice Mayor Wood made a motion to direct Attorney White to draft an ordinance to reduce members of the Planning Commission from eleven to seven, seconded by Councilperson Haynes.

Mayor Remke called for a voice vote. City Clerk Hewitt announced the following tally. 4 yeas, 3 nays. DeWitt, Hunt and S. Wood voting nay. Motion carried.

### **COUNCIL ITEMS:**

\* **DeWitt** - Asked when the Recycling grant applications are due? Manager Healy believes the applications are due in July.

\* Noticed water trucks traveling on Parriott Avenue which is not a truck route. She suggested notifying the trucking companies of the city's truck route. Manager Healy will speak with Chief Mitchell on the matter.

\* **Wood, D** - Reiterated Councilperson Hunt's discussion on the 2019 Home Expo. Council needs to be more aggressive promoting their hand outs and items at the home show.

\* **Haynes** - Announced a Sanitation Committee meeting is scheduled for January 17, 2019 at the Moundsville Council Chambers.

\* **Wood, S** - Made a motion to look into the possibility of utilizing the "On Trac" Main Street program, seconded by Councilperson Hunt. Discussion will be at the policy committee meeting.

\* **Hunt** - Thanked City Treasurer Karen Ankrom for providing council with the employee wage and benefit report.

\* Commended City Manager Healy for keeping the 2019 budget process moving forward.

\* **Saunders** - Made a motion to discuss at traffic committee the possibility of contracting with another company for parking meters, seconded Councilperson

Haynes. Motion carried unanimously.

\* Would like to approach the Middle School to paint the parking meters this year and possibly the mural paintings.

\* **Wood, D** - Commended the Street Department for installing the new flag poles at the Riverfront Park.

Councilperson Haynes made a motion to adjourn, seconded by Councilperson S. Wood. Motion carried unanimously.

Meeting adjourned at 8:15 p.m.

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Sondra J. Hewitt, City Clerk

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Philip Remke, Mayor