

1 **STATE OF WEST VIRGINIA, COUNTY OF MARSHALL, CITY OF MOUNDSVILLE**
2 **JUNE 19, 2018**

3
4 The Council of the City of Moundsville met in regular session in the Council Chambers on
5 June 19, 2018 at 7:00 pm.

6
7 Meeting was called to order by Mayor Allen R Hendershot, who gave the invocation before
8 leading in the Pledge of Allegiance.

9
10 Acting City Clerk Ankrom called the roll and the following Councilpersons were in attendance:
11 DeWitt, Vice Mayor Remke, Saunders, Wood, and Mayor Hendershot. Absent were
12 Councilman Haynes and Councilwoman Hunt. Also present were Building Inspector
13 Richmond, Interim Fire Chief Brandon, Police Chief Mitchell, Public Works Director
14 Stocklask, CPA Kathryn Goddard, and Attorney Thomas White. Absent were City Manager
15 Hess, City Clerk Hewitt, and Recreation Director Coville.

16
17 **MINUTES:**

18 **Regular Council Meeting of June 5, 2018**

19 Vice Mayor Remke made a motion to accept as presented the minutes of the June 5, 2018
20 Regular meeting. Motion was seconded by Councilwoman DeWitt and carried unanimously.

21
22 **GENERAL PUBLIC HEARING:**

23 **A. Caitlyn Fithen, Wheeling Power Company**

24 Caitlyn Fithen of Wheeling Power Company was in attendance to explain the two construction
25 easements listed later in the Agenda. One between Wheeling Power, the City of Moundsville,
26 and the Marshall County Board of Education will allow access through Monarch Field, with
27 nothing being moved. The Board of Education has already agreed to this easement and the
28 equal distribution of payment.

29
30 The second easement, between the City and Wheeling Power, is on 1st Street, next to the
31 Housing Authority property. All other landowners have agreed with the changes, which moves
32 the easement to the opposite side of utility lines. Ms Fithen confirmed all old lines will be
33 removed and new lines put in; and lines running over the Street Department Garage will be
34 moved. Attorney White confirmed that he and Manager Hess have reviewed the easements and
35 are agreeable to the terms. Between the two easements, the City of Moundsville will receive
36 approximately \$11,825.00.

37
38 * Alan Hall appeared on behalf of Mike Lautar of 908 6th Street. Mr. Hall has spoken to David
39 Griffen, Land Manager of AEP in Charleston, and Dwayne Crow, the Right-of-Way Manager
40 at American Electric Power in Wheeling. Both of these gentlemen confirmed that they will
41 indeed have access to the utility pole and lines, should City Council decide to reconsider the
42 alley abandonment. Vice Mayor Remke made a motion to put the alley abandonment on the
43 July 3, 2018 Council agenda. Motion was seconded by Councilman Wood and carried

1 unanimously. Notifications will have to be sent to neighboring residents; and Mayor
2 Hendershot doesn't want a fee charged.

3
4 * Jim Rollins of 312 9th Street wanted to confirm that he is permitted to trim the portion of a
5 neighbor's tree that hangs over onto his property. Attorney White confirmed that is
6 permissible.

7
8 **OLD BUSINESS:**

9 Attorney White read the Resolution by Title only:

10 **Discussion and Approval of an Ordinance Pertaining to Annual Pool Passes for**
11 **Employees, Retirees and Family Members (Second Reading)**

12
13 Councilman Saunders made a motion to approve the Resolution for discussion. Motion was
14 seconded by Councilman Wood. Councilwoman Dewitt reminded that, until recently,
15 employee and retiree family members were permitted to use 4 Seasons Pool at no charge.
16 Mayor Hendershot called for a roll call vote, and Acting Clerk Ankrom announced the
17 following tally: four yeas, one nay; Councilwoman Dewitt voting nay.

18
19 **Other Items to be Discussed by Council**

20 * Councilwoman Dewitt asked if a letter had been sent to the Department of Highways,
21 regarding the intersection of 5th Street and Jefferson Avenue. Acting Clerk Ankrom noted that
22 Manager Hess did note in her report that a letter was sent requesting the traffic study.

23
24 * Councilman Wood still has to meet with Manager Hess to discuss Council and Manager
25 goals.

26
27 * Councilman Wood clarified that Mound View Nursing Home is not closing, but merely
28 changing ownership. Mayor Hendershot confirmed that is the case; and all employees are
29 being required to interview with the new management.

30
31 * Councilman Wood made a motion to equally share the cost of purchasing and installing new
32 sinks, for the 4 Seasons Pool Concession Stand, with the Friends of Moundville Parks and
33 Recreation. Motion was seconded by Councilman Saunders and carried unanimously.

34
35 * Mayor Hendershot commented that he attended a meeting at the Pool earlier today, and the
36 new tables are very nice!

37
38 * Councilman Wood noted the Swim Dance scheduled for August 16, 2018 at 4 Seasons Pool.

39
40 * Vice Mayor Remke asked about the Sprint tower project. There is nothing new at this time.
41 Acting Clerk Ankrom will ask Manager Hess to report any new information at the next
42 meeting.

1 * Vice Mayor Remke asked about the 8th Street house that had been on fire. Inspector
2 Richmond is waiting for the asbestos report, and the demolition has been advertised for bids.
3 Vice Mayor Remke commented that there is another house, just a few doors away from the
4 proposed basketball court on Pearl Street, that is also in very bad condition.

5
6 * Vice Mayor Remke wants to discuss recycling service at July Committee meetings. It was
7 noted that Howard Coffield is on vacation until June 26, 2018, so Manager Hess may not be
8 able to connect with him before the July Committee meetings.

9
10 * Vice Mayor Remke asked about the paving bids, which will be discussed later in the
11 meeting.

12
13 * Vice Mayor Remke asked about the Dectron system. There is no information at this time.

14
15 * Vice Mayor Remke asked about progress on installing new software at the City Building.
16 Acting Clerk Ankrom reported that she and Manager Hess have not discussed it further.
17 However, since the stormwater utility billing is being moved to the water bills, Acting Clerk
18 Ankrom would make the recommendation to wait until after the July billing. Mr. Feamster
19 from AccuFund said they would need to move the utility billing information after a billing
20 calculation, and July will be the first cycle without the stormwater. That would also give ample
21 time to move Budgetary and Payroll information, as well as make sure everyone comfortable
22 with the system, including the new Building Inspection module.

23
24 * Vice Mayor Remke made a motion to accept the proposal from Auros Group, at a cost of
25 \$7,000.00, for City Building and Urban Planning Solicitation services. Councilman Wood
26 seconded the motion to place this on the July 3, 2018 Council agenda. Mayor Hendershot
27 called for a roll call vote, and Acting Clerk Ankrom announced the following tally: four yeas,
28 one nay; Councilman Saunders voting nay. Motion passes.

29
30 * Councilman Saunders asked about the Fire Chief testing. Although it is not official, Interim
31 Chief Brandon confirmed he had the higher score. He and Interim Assistant Chief Kimple both
32 scored very well on the test. Mayor Hendershot congratulated both Interim Chief Brandon and
33 Interim Assistant Chief Kimple!

34
35 * Councilman Saunders commented the paving bid is much higher than the engineer estimated.

36
37 * Councilman Saunders asked about Jason Drive. Director Stocklask believes that the Sanitary
38 and Stormwater Boards poured concrete drains. When that is complete, Director Stocklask's
39 Department can complete their portion of repairs.

40
41 **NEW BUSINESS:**

42 **A. Discussion and Approval of a Resolution for Annual Renewal of Loans**

43

1 Mayor Hendershot read the Resolution by Title only:

2 **RESOLUTION AUTHORIZING THE CITY OF MOUNDSVILLE TO ENTER INTO**
3 **ANNUAL LOANS FOR LEASE PURCHASE OF CERTAIN ITEMS OF EQUIPMENT**
4 **FOR THE CITY OF MOUNDSVILLE**

5
6 Vice Mayor Remke made the motion to approve the resolution authorizing the City Manager to
7 enter into annual lease purchase loans. Motion was seconded by Councilman Sauders. CPA
8 Goddard briefly reviewed the list, which included the recently-purchased Police Department
9 Explorers, new Fire vehicle and prospective dump truck. Motion carried unanimously.

10
11 **B. Discussion and Approval of a Resolution for a Supplemental Construction Easement**
12 **with Wheeling Power Company**

13
14 Mayor Hendershot read the Resolution by Title only:

15 **RESOLUTION AUTHORIZING THE CITY OF MOUNDSVILLE AND THE**
16 **MARSHALL COUNTY BOARD OF EDUCATION TO ENTER INTO A**
17 **SUPPLEMENTAL CONSTRUCTION EASEMENT AND RIGHT OF WAY**
18 **AGREEMENT FOR 0.203 ACRES WITH WHEELING POWER COMPANY**

19
20 Councilman Sauders made the motion to approve the resolution authorizing the construction
21 easement. Motion was seconded by Councilman Wood and carried unanimously.

22
23 **C. Discussion and Approval of a Resolution for a Supplemental Construction Easement**
24 **with Wheeling Power Company**

25
26 Mayor Hendershot read the Resolution by Title only:

27 **RESOLUTION AUTHORIZING THE CITY OF MOUNDSVILLE TO ENTER INTO A**
28 **SUPPLEMENTAL CONSTRUCTION EASEMENT AND RIGHT OF WAY**
29 **AGREEMENT FOR 0.135 ACRES WITH WHEELING POWER COMPANY**

30
31 Vice Mayor Remke made the motion to approve the resolution authorizing the construction
32 easement. Motion was seconded by Councilwoman Dewitt and carried unanimously.

33
34 **D. Discussion and Approval of Recommendations from Planning Commission**

35 **1. Consider a Recommendation by the Moundsville Planning Commission for a Zone**
36 **Change at 298 11th Street from R-1 Residentail Single Family to C-1 Corridor**
37 **Commercial**

38 Vice Mayor Remke made a motion directing Attorney White to draft the ordinance for a zone
39 change at 298 11th Street to C-1 Corridor Commercial. Motion was seconded by Councilman
40 Wood and carried unanimously.

41
42 **2. Consider a Recommendation by the Moundsville Planning Commission for a**
43 **Zoning Correction at 1014 Thompson Avenue to C-1 Corridor Commercial**

1 Councilman Saunders made a motion to direct Attorney White to draft the ordinance for a zone
2 correction at 1014 Thompson Avenue to C-1 Corridor Commercial. Motion was seconded by
3 Councilwoman Dewitt and carried unanimously.

4

5 **3. Consider a Recommendation by the Moundsville Planning Commission for a**
6 **Zoning Correction at 1109 Purdy Avenue to C-1 Corridor Commercial**

7 Vice Mayor Remke made a motion to direct Attorney White to draft the ordinance for a zone
8 correction at 1109 Purdy Avenue to C-1 Corridor Commercial. Motion was seconded by
9 Councilwoman Dewitt and carried unanimously.

10

11 **F. Discussion and Approval of Appointment for Zoning Appeals Board**

12 Councilman Saunders made a motion to appoint Della Deskins to the Board of Zoning Appeals,
13 which Councilwoman Dewitt seconded. Mrs Deskins' was the only letter of interest received.
14 Motion carried unanimously. There is still one vacancy on the Board of Zoning Appeals.

15

16 **G. Discussion and Approval of Bid Award for Street Paving**

17 Councilman Saunders made a motion to award the street paving project to Klug Bros Inc,
18 which was the only bid received. Motion was seconded by Vice Mayor Remke for discussion.
19 Council was disappointed that the bid came in so much higher than the engineering estimates.
20 Brief discussion was held on advertising again, but this would delay the paving projects even
21 longer. Mayor Hendershot called for a roll call vote, and Acting Clerk Ankrom announced the
22 following tally: four yeas, one nay; Vice Mayor Remke voting nay. Motion passes.

23

24 **Other items to be Discussed by Council**

25 * Councilwoman DeWitt retrieved some information from the West Virginia Recycling
26 Assistance Grant Program. The online application is 53 pages and due each year by the first
27 business day in July. Although the July 2, 2018 deadline is not feasible, she would like
28 Moundsville to apply for next year's grant cycle. A maximum of \$150,000.00 is awarded,
29 which can cover employees, supplies, machinery, and advertising. Councilwoman Dewitt
30 made a motion to include this on the Policy Committee Agenda, which was seconded by
31 Councilman Wood and carried unanimously. It was suggested to encourage County
32 collaboration in the recycling program.

33

34 * Councilwoman Dewitt was at the Marshall County Library to see artist Michael Albert, who
35 uses recycled material in his artwork. She had several pieces to give away.

36

37 * Councilman Wood asked for Manager Hess to check on the 3rd Street house, near the Post
38 Office. This property has been a consistent problem.

39

40 * Vice Mayor Remke made a motion, to discuss at the July Finance Committee meeting,
41 contracting with Civil Environmental Consultants, to work on expansion at 4 Seasons Pool.
42 Motion was seconded by Councilman Wood, who asked for copies of reports or other
43 information from the Consultants. Mayor Hendershot called for a roll call vote, and Acting

1 Clerk Ankrom announced the following tally: four yeas, one nay; Councilman Saunders voting
2 nay. Motion passes.

3
4 * Councilman Saunders asked about painting of the parking meters. Chief Mitchell explained
5 that the Moundsville Middle School students were not able to do their part due to inclement
6 weather toward the end of the school year. Manager Hess should contact the Historic
7 Landmarks Commission to see if they are still interested in painting meters. There is also some
8 confusion about which part of town each group was going to paint.

9

10 **MANAGER ITEMS:**

11 Acting Clerk Ankrom read a note from Howard and Karen Coffield, on behalf of Marshall
12 County Relay for Life, thanking Council for their support of the 2018 Relay Event.
13 Councilwoman Dewitt made a motion to receive and file the note, which was seconded by Vice
14 Mayor Remke and carried unanimously.

15

16 Acting Clerk Ankrom then read the notes Manager Hess had prepared:

17 • Manager Hess continues to work on the 2018 Community Day event. There is
18 approximately \$2,600.00 to fund the event.

19

20 • Discussion was already held on computer software upgrades.

21

22 • There will be a Recreation Advisory Board meeting on June 21, 2018.

23

24 • Howard Coffied will not return from vacation until June 26, 2018, so he will not be
25 available to meet about recycling services until after that date,.

26

27 • Manager Hess has received and reviewed numerous Work Orders and phone calls about
28 high grass.

29

30 • The Clerk's Office staff will be training to update their CPR and AED procedures. Some
31 Street Department and Sanitary Board employees have already been recertified.

32

33 • Manager Hess wanted to inform everyone that the Jefferson Avenue Extension, from
34 Connie's Castle to Route 2, will be closed for eight weeks.

35

36 • Manager Hess wanted to confirm that Middle Grave Creek has been cleaned for this year.

37

38 • The request to the Department of Highways, about a traffic study at 5th Street and Jefferson
39 Avenue, was already discussed.

40

41 • Manager Hess has not yet received any information on the bridges.

42

43 • Manager Hess wanted to report that the summer help, at the Recreation and Street

1 Departments, appear to be working out very well.

2
3 Vice Mayor Remke made a motion to receive and file legal ads:

4 June 13 ad for Demolition Bids at 1111 8th Street

5 June 8 ad for Sealed Bids for Street Improvements

6 June 11 ad for Planning Commission Public Hearing for replatting 1717 2nd Street

7 May 29, 31, June 1 ads for Demolition Bids at 1111 8th Street

8 Motion was seconded by Councilwoman Dewitt and carried unanimously.

9
10 **MAYOR ITEMS:**

11 • Mayor Hendershot attended the Special Water Board meeting on June 18, at which time
12 they approved the emergency repair on 1st Street, which will be one block longer than
13 originally planned. The street will be shut down for two weeks, and better signage will be
14 posted. The street will be paved when work is complete. This area was included in the
15 grant application.

16
17 • Mayor Hendershot attended the Jefferson Avenue Car Show, which was very nice, but not
18 as well attended as in previous years. The organizers continue to do a great job!

19
20 • Mayor Hendershot attended the Marshall County Relay for Life event. Organizers continue
21 to point out that almost every family in the Ohio Valley is affected by cancer.

22
23 • Mayor Hendershot attended the Music in the Park, which was very good!

24
25 • Mayor Hendershot referred to the Sanitary Board minutes, which were confusing as to
26 whether the Board is interested in purchasing the Street Department's excavator. Director
27 Stocklask informed that ICR appraised the excavator at \$40,000.00 to \$50,000.00 with the
28 number of hours and condition of the machine. A mini-excavator runs around \$45,000.00.
29 It was suggested that Director Stocklask get a trade-in value for the excavator and offer it to
30 the Sanitary Board for that price. If the Board doesn't want to pay that value, the excavator
31 should be traded in on a mini-excavator.

32
33 • Mayor Hendershot thanked Councilwoman Dewitt for pursuing recycling services for City
34 residents!

35
36 • Mayor Hendershot, Vice Mayor Remke, Councilwoman Dewitt, and Councilman Saunders
37 met with Cunningham Recreation to discuss the City's playground facilities. He thought it
38 was a fruitful meeting. It was suggested that Council members list 10 items they would like
39 to see at 4 Seasons Pool.

40
41 • Mayor Hendershot asked for Manager Hess to contact AEP in regard to the power line
42 hanging over Railroad Avenue. There are three transformers hanging on a pole in the area,
43 causing the pole to bow and hang over Railroad Avenue.

1 **COMMITTEE REPORTS:**

2 *Discussion of Recommendations by the Traffic Committee*

3 **1. Discussion and Approval of Obligating 20% of Initial Collections of Sales Tax for**
4 **Street Paving. Committee recommends authorizing this obligation from the 1% Sales Tax**
5 Councilman Saunders made a motion to authorize 20% of the Municipal Sales Tax for street
6 paving. Motion was seconded by Councilman Wood, who wanted to clarify that 20% should
7 come from all sales tax revenue. Motion carried unanimously.

8
9 Director Stocklask will have a presentation, on additional street paving, for the July Finance
10 Committee meeting.

11
12 *Discussion of Recommendations by the Finance Committee*

13 **1. Discussion of Purchasing Plow Truck for Street Department. Committee**
14 **recommends authorizing the purchase of a 2020 Plow Truck at a cost of \$119,246**

15 Vice Mayor Remke made a motion to purchase the plow truck at a cost of \$119,246.00, which
16 Councilman Saunders seconded. The financing has been approved, and there is a 6 ½ week
17 lead time on the truck. Mayor Hendershot pointed out that a 2019 truck, not the 2020 model,
18 will be purchased. Director Stocklask prefers the motor and transmission included with the
19 2019 bid. Motion carried unanimously.

20
21 **2. Discussion of Request for Donation to John Marshall Marching Monarchs.**
22 **Committee recommends donating \$50.00**

23 Vice Mayor Remke made the motion to donate \$50.00 for an ad in the John Marshall Marching
24 Monarch football program. Motion was seconded by Councilwoman Dewitt and carried
25 unanimously.

26
27 **3. Discussion of Funding for Urban Planner to perform study for placing second floor**
28 **on City Building. Committee recommends to move forward with discovery process**
29 This item was already discussed and voted on.

30
31 **4. Discussion of Placing a Basketball Court on Pearl Street, off of Parriott Avenue.**
32 **Committee recommends to forward to Council to look at costs associated with**
33 **installation**

34 It was agreed to have Manager Hess and Director Coville research the costs and report back to
35 Council.

36
37 The issue of construction B&O taxes was again mentioned. Acting Clerk Ankrom informed
38 that approximately \$37,000.00 has been placed in the General Government Capital
39 Improvements account, and about \$4,500.00 has yet to be transferred. Mayor Hendershot
40 noted that contractors who provide performance bonds will eventually pay the Business &
41 Occupation Tax, at the end of the project.

1 ***Discussion of Recommendations by the Policy Committee***

2 Vice Mayor Remke scheduled a meeting in Center Township, Pennsylvania for June 26, 2018.
3 Attendees would need to leave Moundsville around 11:30 am, to arrive by 1:00 PM. Due to
4 scheduling conflicts with many Council members, it was asked if Vice Mayor Remke could
5 reschedule the meeting. Mayor Hendershot made a motion to use the City vehicle when
6 Council travels for meetings. Motion was seconded by Councilwoman Dewitt and carried
7 unanimously.

8
9 Mayor Hendershot already mentioned the meeting with the Marshall County Board of
10 Education regarding ADA facilities at 4 Seasons Pool.

11
12 Councilman Wood and Manager Hess will have a report, on Council and Manager goals, at the
13 July Committee meeting.

14
15 **COUNCIL ITEMS:**

16 * **Dewitt** – Talked with Director Coville about 4-wheelers being used at the City RV Park.
17 Nothing is getting torn up at this time, but residents have complained.

18
19 * **Wood** – Nothing at this time.

20
21 * **Remke** – Nothing at this time.

22
23 * **Saunders** – Asked for clarification on grass cutting at the proposed basketball court property
24 on Pearl Street. A lawn service was hired by the resident using the property for parking.
25 Director Stocklask confirmed that the Street Department normally does the mowing; and he's
26 not aware that any City employee gave the resident permission to park there.

27
28 Councilman Saunders made the motion to adjourn, which was seconded by Councilwoman
29 Dewitt. Meeting adjourned at 8:23 PM.

30
31
32
33
34
35 _____
Karen L Ankrom, Acting City Clerk

Allen R Hendershot, Mayor