

1 **STATE OF WEST VIRGINIA, COUNTY OF MARSHALL,**
2 **CITY OF MOUNDSVILLE, JUNE 15, 2021**

3
4 The Council of the City of Moundsville met in Regular Session on June 15, 2021 at
5 6:00 PM.

6
7 Meeting was called to order by Mayor David Wood.

8
9 Invocation by Vice Mayor Judy Hunt.

10
11 Acting Clerk Ankrom called roll and the following Councilpersons were in
12 attendance: Chamberlain, DeWitt, Vice Mayor Hunt, Sara Wood and Mayor David
13 Wood. Absent were Councilpersons Saunders, who was out of town; and Wallace,
14 due to illness. Also present were City Manager Healy, Police Chief Mitchell, and
15 Attorney White.

16
17 **MINUTES:**

18
19 **Regular Council Meeting of June 1, 2021**

20 Councilwoman Sara Wood moved to approve the minutes of the Regular Council
21 Meeting of June 1, 2021, which was seconded by Councilman Chamberlain. Motion
22 carried unanimously.

23
24 **GENERAL PUBLIC HEARING:**

25 Pete Woods of 1434 Pearl Street thanked Councilwoman Dewitt for taking care of
26 the issues in their neighborhood.

27
28 H Carl Boso Jr of 305 10th Street mentioned there are still five or six campers around
29 town that have not been taken care of. Mr. Boso asked the neighbors around his
30 property at 8th Street and Lockwood Avenue, and no one claims to have complained
31 about the condition of the property. He also claims this property is not in the flood
32 plain.

33
34 Brianna Hickman of 2306 Center Street distributed flyers about the Juneteenth
35 informational table at the Marshall County Historical Society's WV Day celebration
36 on June 19, 2021 at Riverfront Park. Visitors will be able to paint canvas squares
37 that will be glued on plywood to make a "Freedom Flag;" and information about
38 Juneteenth and West Virginia Day will be distributed. While doing research, Miss
39 Hickman was excited to discover there was an Emancipation Celebration in 1867 in
40 Moundsville; and she is proud that Moundsville City Council took the initiative to

1 be one of the first communities to recognize the Juneteenth holiday. Miss Hickman
2 thanked the Moundsville Arts & Culture Commission for providing art supplies.

3
4 **CITY MANAGER ITEMS:**

5 City Manager Healy thanked Alan Olson of *The Intelligencer* for the excellent article
6 on the recycling program! Feedback has already been received from residents.
7 Manager Healy then provided the following report to council:

8 Personnel

9 · One desk clerk has been hired in the Parks & Recreation Department. We are
10 currently conducting interviews for lifeguards and desk clerks; and applications are
11 still being accepted for both positions.

12 · We are interviewing for the full-time Street Department position tomorrow.

13 1. The bid advertisement for the Municipal Building construction was in the paper
14 on June 9, and will be again tomorrow. A mandatory Pre-Bid Meeting is scheduled
15 for June 22 at 10:30 AM. Bids will be opened on Thursday, July 8, at 1:30 PM.

16 2. Council had a very productive Workshop last week discussing the American
17 Rescue Plan Act. I have e-mailed all of our ideas to Senator Manchin's Office for
18 further guidance. I would like to schedule a second Workshop in mid-July to further
19 review and hone down the suggested expenditures.

20 3. This is a reminder of the \$250,000 CDBG COVID assistance grant the city
21 received, to assist residents with mortgage, rent, and/or utility costs that have fallen
22 behind as a result of COVID. Residents must meet income guidelines and produce
23 proper documentation. Applications are available at the City Building, Four Seasons
24 Pool, and on the website. BelOMar Regional Council is handling the application
25 intake and processing, and any questions can be directed to Natalie Hamilton of
26 BelOMar at 304-242-1800, or call the City Clerk's Office at 304-845-3394. This
27 week, we provided our first payment, to a landlord, for a resident six months behind
28 on rent.

29 4. We received the hard copy of the asbestos test report on the Sanford Center. Since
30 Council has already authorized me to advertise for demolition, I will be coupling the
31 asbestos abatement with the demolition, and it will be advertised in early July. There
32 are still some personal items to be removed.

1 5. The committee to select the engineering firm for the City and Water and Sanitary
2 Boards met last week to hear presentations from the top three firms that were short-
3 listed. After scoring, the firms (in order) are Burgess & Niple, Civil &
4 Environmental Consultants, and The Thrasher Group. Per the 5-G process, I have
5 received a proposal from Burgess & Niple. We made some changes to the proposal,
6 and they will present at the July 13 Finance Committee.

7 6. As noted at the last meeting, the bathroom renovation project at Four Seasons
8 Pool is complete. Shortly after opening, we noticed the floors were slicker than
9 expected, even though the flooring was designed for that use. A quick e-mail to the
10 engineer, and conversations with the contractor and sub-contractor, resulted in the
11 addition of texture to the existing surface. This, in conjunction with new mats placed
12 at the pool-side entrance, have taken care of that problem, and the bathrooms are
13 fully operational.

14 7. Work on the Splash Pad is continuing. The tank is in the ground, plumbed, and
15 covered. All plumbing is through the wall, with all drain lines stubbed up. Supply
16 lines are still being installed to the location of each fixture. Electrical work is
17 continuing, and concrete work will start next week. The actual above-ground
18 fixtures should be shipped next week as well. The contractor is still targeting a mid
19 to late July completion date.

20 8. A five-on-five boys and girls basketball tournament started yesterday at East End,
21 with four teams (20-23 kids) participating; this will finish up tomorrow or Thursday.
22 A baseball/softball camp is being planned for late July and a volleyball camp in
23 August. Plans are also being made for a 5K walk/run involving the challenge course.

24 9. Family Fun Night is back! Four Seasons Pool is hosting these on Wednesdays
25 again this year. Every Wednesday night from 6-8 PM pool admission is only \$1,
26 and all patrons receive a bottle of water and a bag of chips. This will continue all
27 summer.

28 10. Council may remember that last year we applied for a Community Development
29 Block Grant to fund demolition. Last Wednesday, Mayor Wood and I participated
30 in a virtual presentation ceremony with Governor Justice. The City of Moundsville
31 was awarded \$112,200 to fund an eight-property demolition project, with the City
32 matching for two of those. This is great news, especially since Moundsville is no
33 longer eligible for CDBG funds based on a rise in income. Specific uses, such as
34 demolition and the COVID grant program, meet a different national objective, so we

1 are still eligible for those. Moundsville is one of the first cities to receive this
2 funding.

3 11. Last Wednesday, I spoke to the Rotary Club after an invitation from former
4 Councilperson Brianna Hickman. Members were glad to learn about the positive
5 projects happening in Moundsville, especially the Splash Pad, Municipal Building,
6 and Paving project.

7 12. Speaking of paving, I received all the necessary paperwork and bonds from the
8 contractor, and he is scheduled to start next Monday, June 21.

9 13. Tomorrow is Wander Out Wednesday on Jefferson Avenue. Two local food
10 trucks will be present between 2nd and 5th Streets from 11:00 am until 2:00 PM.

11 14. All the paperwork has been submitted, and the Fireworks Display is set for July
12 4th, starting at dusk; rain date is July 5th. The display will be comparable in size to
13 the 2020 display, which was very well received.

14 15. Remember our small businesses and restaurants are the backbone of our City.
15 Keep supporting them!

16 Councilwoman Sara Wood asked Manager Healy to provide Council with a list of
17 properties to be demolished with the CDBG funds.

18

19 **OLD BUSINESS:**

20 **Discussion of Water Billing Task Force Final Report**

21 Manager Healy provided a report on the two meetings held by the Water Billing
22 Task Force. Although nothing was resolved, Manager Healy stated “good
23 discussion” was held on the options and opportunities that would be available by
24 consolidating the Water, Sewer, and Stormwater billing with the Sanitation,
25 Municipal and Public Safety Fees. The Sanitary Board is in favor of having their
26 portion moved to the Municipal Fee and Sanitation billing. However, in past
27 discussions, the major obstacle is obtaining the water meter readings, which are used
28 for sewage billing. The Public Service Commission is hesitant about getting
29 involved with this issue, except to say the Water Board can charge a “reasonable
30 rate” for providing those readings.

31

32 Vice Mayor Hunt made a motion to have further discussions at the July Finance
33 Committee meeting. Motion was seconded by Councilwoman Sara Wood and
34 carried unanimously.

35

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

2 *Vice Mayor Hunt – Asked about Nana’s Pizza parking request. Manager Healy
3 resolved this by providing two permit spaces, in the Ruttenberg’s lot on Jefferson
4 Avenue, near the Pizza Shop rear exit.

5
6 *Councilwoman Sara Wood is disappointed that paying the City of Moundsville bill
7 online is more difficult, as AccuFund is less user-friendly than the Water Board
8 application. Manager Healy explained AccuFund is aware of this issue, which only
9 affects cell phones; and, hopefully, it will be addressed in future updates.

10
11 **NEW BUSINESS:**

12 **Discussion of City Manager Evaluation**

13 Mayor Wood provided copies of an evaluation summary for Council’s use during
14 the City Manager evaluation. Councilman Chamberlain made a motion to enter into
15 Executive Session, at the end of the Regular Meeting, for Personnel Matters. Motion
16 was seconded by Councilwoman Sara Wood and carried unanimously.

17
18 **Discussion and Approval of a Resolution Authorizing the City Manager to**
19 **Enter into Contractual Agreements for Lease Purchases**

20 Vice Mayor Hunt made a motion authorizing City Manager Healy to enter into
21 contractual agreements for lease purchases. Motion was seconded by Councilman
22 Chamberlain and carried unanimously.

23
24 **Discussion and Approval of a Request for a Donation to the John Marshall**
25 **Football Program Ad**

26 Vice Mayor Hunt made a motion to approve \$80.00 for a half-page ad in the John
27 Marshall Football Program. Motion was seconded by Councilwoman Sara Wood
28 and carried unanimously.

29
30 **Discussion and Approval of a Resolution Authorizing the City Manager to**
31 **Enter into a Renewal Agreement with The Health Plan for Employee Health**
32 **Benefits**

33 Councilwoman Sara Wood made a motion authorizing City Manager Healy to enter
34 into the 2021-2022 renewal agreement with The Health Plan for employee health
35 insurance benefits. Motion was seconded by Councilman Chamberlain and carried
36 unanimously.

37
38 **Re-Appointment to the Zoning Appeals Board**

39 Manager Healy explained the only letter of interest received was from Della
40 Deskins, who is currently serving the three-year term. Councilwoman Sara Wood

1 made a motion to re-appoint Della Deskins to the Board of Zoning Appeals. Motion
2 was seconded by Councilman Chamberlain and carried unanimously.

3
4 **Discussion and Approval of 3% Across-the-Board Employee Raise as per**
5 **Budget**

6 Councilman Chamberlain made a motion to approve the 3% pay increase for all City
7 employees, as approved in the 2021-2022 Fiscal Year Budget. Motion was seconded
8 by Vice Mayor Hunt. Mayor Wood called for a roll call vote, to which Acting Clerk
9 Ankrom announced the following tally: five yeas. Motion carried unanimously.

10
11 **Other Items to be Discussed by Council.**

12 *Councilman Chamberlain – Asked Council to consider, during next year’s budget
13 preparation, paving the sloped alleys in town that tend to wash out during rain events,
14 sending gravel onto paved streets and into catch basins.

15
16 *Councilman Chamberlain – Asked if the house across from Walgreens, on
17 Jefferson Avenue side, is on the list to be demolished. Manager Healy will see if
18 that was included.

19
20 *Vice Mayor Hunt – Mentioned the trash receptacle on Jefferson Avenue, in front
21 of the Taylor property, with a broken slat, which is sticking out and could injure a
22 passer-by. This broached discussion on whether Council would have to vote on
23 replacing all the trash receptacles on Jefferson Avenue and where funds would come
24 from. Manager Healy mentioned using the Municipal Sales Tax “Buffer” funds; and
25 he will continue research on the cost of replacement.

26
27 *Councilman Chamberlain – Mentioned the shrubs on 7th Street in front of the
28 Frontier building; they are growing out over the sidewalk. Also, the sidewalk needs
29 power washed. Manager Healy will make contact with Frontier.

30
31 Manager Healy informed that, on July 7 and 8, the Fire Department will be cleaning
32 on Jefferson Avenue.

33
34 **MAYOR ITEMS:**

35 *Mayor Wood enjoys receiving and reading the Department Heads’ Monthly
36 Reports.

37
38 *Mayor Wood noted the Lions Club meeting was well-attended and many important
39 issues were discussed. Members are excited to see many good things happening in
40 Moundsville!

1 *Mayor Wood commented on the geese at Riverfront Park. He would like to see if
2 something can be done to keep so many from congregating around the park.

3
4 *Mayor Wood would like to see fencing installed around the playground at
5 Riverfront Park.

6 7 **COMMITTEE REPORTS:**

8 **Reports by the Finance Committee**

9 Vice Mayor Hunt reviewed the minutes of the June 8, 2021 Finance Committee:

10 Jen Halaszynski of Comcast answered questions on the Comcast Franchise Renewal
11 Financial Summary for May 2021 was reviewed

12 Committee recommended authorizing the City Manager to enter into lease purchase
13 contractual agreements

14 Committee recommended no action on an additional 1% salary increase for City of
15 Moundsville employees

16 Manager Healy explained the difficulties in finding an “Owner Representative” for
17 construction of the proposed Municipal Building

18 Manager Healy explained the Water Board’s reasoning for withdrawing a request
19 for funds from the American Rescue Plan Act

20 Committee recommended a donation of \$80.00 for a half-page ad in the John
21 Marshall Football Program

22 Meeting adjourned at 6:13 PM

23 24 **Reports by the Traffic Committee**

25 Manager Healy resolved the issue with Nana’s Pizza request for parking spaces near
26 their establishment on Jefferson Avenue

27 28 **Reports by the Policy Committee**

29 The Policy Committee had no items to discuss

30 31 **COUNCIL ITEMS:**

32 * Councilwoman Sara Wood – Reminded tomorrow is “Wander Out Wednesday”
33 with two food trucks on Jefferson Avenue. On July 7, 2021 Mark Palmer will
34 perform and food trucks will again be available.

35
36 * Councilwoman Sara Wood – Noted on July 1, 2021 at 7:00 PM will be
37 Shakespeare in the Park at Riverfront Park.

38
39 * Councilwoman Sara Wood – Reminded the Arts & Culture Commission is taking
40 recipes until August 15 for the Appalachian Cook Book.

1 * Councilwoman Sara Wood – Informed of Jefferson Fridays which will be held on
2 August 13, September 17, and October 8 from 7:00 to 10:00 PM. Helpers will be
3 needed and appreciated.

4
5 * Councilwoman Dewitt asked for thoughts and prayers for Mayor Wood as he has
6 surgery on Friday.

7
8 * Vice Mayor Hunt thanked Manager Healy for the time and effort he has put in
9 obtaining grants for City projects!

10
11 Councilman Chamberlain made a motion to receive and file legal ads:

12 Increased Stormwater User Fees Second and Final Reading

13 Monies Owed in Municipal Court

14 Motion was seconded by Councilwoman Sara Wood and carried unanimously.

15
16 Mayor Wood asked for a brief recess at 7:00 PM, before entering into Executive
17 Session.

18
19 Executive Session began at 7:05 PM.

20 Executive Session adjourned at 8:09 PM.

21
22 Regular Session resumed at 8:09 PM, at which time Vice Mayor Hunt made a motion
23 to grant a 4% pay increase to Manager Healy, effective July 1, 2021. Motion was
24 seconded by Councilman Chamberlain and carried unanimously.

25
26 Council members agreed to hold future City Manager evaluations annually, at the
27 second meeting in June.

28
29 Brief discussion was held on granting essential worker “premium pay,” as allowed
30 by the ARPA 2021 guidelines. Should this be approved by the Finance Committee,
31 Manager Healy will receive \$1,000.00 premium pay.

32
33 Discussion was held on pay increases for the City Attorney, Municipal Court Judge,
34 Municipal Court Prosecutor, and Risk Management Director. Normally, these pay
35 scales are set by the City Manager when individuals are contracted to those positions
36 and increases granted at his/her discretion. Council members agree these positions
37 should receive a 3% pay increase effective July 1; and ARPA “premium pay”
38 amounts should be granted, upon recommendation from the Finance Committee.

39
40 Councilwoman Dewitt made a motion to adjourn, which was seconded by

1 Councilman Chamberlain. Meeting adjourned at 8:29 PM.

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Karen L Ankrom, Acting City Clerk

David L Wood, Mayor