

1 **STATE OF WEST VIRGINIA, COUNTY OF MARSHALL, CITY OF**
2 **MOUNDSVILLE, FEBRUARY 7, 2023**

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4 The Council of the City of Moundsville met in Regular Session in the Council
5 Chambers on February 7, 2023 at 6:00 p.m.

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

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9 Invocation by Councilman Chamberlain.

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11 City Clerk Hewitt called the roll and the following Councilpersons were in
12 attendance: Chamberlain, DeWitt, Hickman, Hunt, Saunders, and Vice Mayor
13 Wood. Also present were City Manager Healy, City Clerk Hewitt, Finance
14 Director Ankrom, Secretary Jasenec, Chief Mitchell and Acting City Attorney
15 Clyburn. Absent: Mayor Wood-Shaw & Attorney White.

16
17 **MINUTES:**

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19 **Regular Council Meeting of January 17, 2023.**

20 Councilman Chamberlain moved to approve the minutes of the Regular Council
21 Meeting of January 17, 2023, seconded by Councilwoman Hickman. Motion
22 carried unanimously.

23
24 **GENERAL PUBLIC HEARING:**

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26 * Linda Thomas, 24 Oak Avenue, reported receiving an invoice of past due
27 judgement for garbage and municipal fee that she feels she does not owe. She
28 doesn't feel things are being done properly.

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30 * Dennis Hall, 23 Oak Avenue, said concerning Article 2 Section 5, absence from
31 Council Meetings, that Councilwoman Hickman has missed two meetings. Vice
32 Mayor Wood pointed out that council members can attend council meetings via
33 zoom or telephone. Mr. Hall reported the property at 8th & Lockwood Avenue is a
34 mess with trailers and junk. He wanted to know why something wasn't being done
35 with it. Also, reported the property at 2nd Street across from the Quality Bakery.
36 Manager Healy said he will have to research the property in question.

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38 **CITY MANAGER ITEMS:**

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40 **Report on Progress of New Municipal Building.**

- 1 1. Progress Meeting #12 was held today. Most discussion revolved around the
2 next two-week schedule which involves finalizing the pad, mobilization of the
3 drilling rig, and drilling of the deep pile foundations. The company performing the
4 drilling is Menard, and they will be on-site tomorrow for a visual, will mobilize
5 Monday, and start drilling next Tuesday (weather pending).
- 6 2. The soil issue that delayed the project for over a month has been resolved, and
7 that section has been backfilled, compacted, and tested.
- 8 3. Last Friday, while leveling for the drilling rig, a section of soil was discovered
9 under the parking lot behind the Strand. This soil was especially spongy. After
10 consulting with all parties, it was decided to over excavate this section and remove
11 the soil. An approximate area of 30' x 60' x 3.5' was removed and refilled with
12 fresh soil. Stone will continue to be applied to prepare for the drilling rig.
- 13 4. There have been two pay requests approved so far. Pay Application #1 was
14 approved for \$161,660.00 and Pay Application #2 for \$68,878.00. Reminder that
15 the pay requests are submitted to the architect for review and approval, then to our
16 Owner's Representative JD&E for their approval, before coming for my signature,
17 and then forwarded to United Bank for payment.

18
19 * City Manager Healy provided the following Manager's Report to Council:
20 Personnel

- 21 • Full-time positions open with the city currently include:
 - 22 ○ Fire Department one position - open applications. Testing has
23 been postponed until March.
 - 24 ○ Police Department four positions – open applications. Another
25 test will be scheduled.
- 26 • Part-time positions needed include lifeguards and Recycling
27 Coordinator.

- 28 1. To date, we have closed out thirty ARP Grants totaling \$145,340.83 in grant
29 funds. Additional revenue to the city resulted from \$625.00 in Building Permits
30 and \$3,940.34 in B&O Taxes. Of those projects closed out, the following has been
31 done: forty-four windows replaced, ten roofs replaced, nine doors installed, three
32 gutters replaced, three porches repaired or replaced, three garage doors replaced,
33 two siding projects, two steps replaced, and one each of partial roof, driveway
34 repaired, sidewalks, fencing, and painting.
- 35 2. The Sales Tax distribution was received last month. This was for the fourth
36 quarter of 2022 and totaled \$547,537.34. This was another record for the sales tax,
37 and was an approximate 11% increase over the same quarter last year. It was the
38 third distribution in a row over \$533,000.00.

1 3. As requested by Vice-Mayor Wood, the approximate balances of the 1% Sales
2 Tax was included in your packets, along with a spreadsheet listing expenses for the
3 new municipal building requested by Councilman Chamberlain. Any questions on
4 either of these documents can be directed to me or Finance Director Ankrom.
5 4. Finance Director Ankrom and I are continuing to work on the budget. We have
6 everything in it except the tax revenue, health insurance renewal, and liability
7 insurance renewal. Next week, Department Heads will present their capital
8 expenditure requests to Council.
9 5. I attended the Sanitary Plant Tour that was arranged by Mayor Wood-Shaw. I
10 think the tour was extremely beneficial to all who attended and gave a better
11 understanding of all that it takes to produce water and process wastewater. We are
12 fortunate to have both of these plants in Moundsville.
13 6. The project to replace the light poles at the Bronco Field at East End is
14 underway. Lighting will be completed, and remediation done before the spring
15 baseball season.
16 7. Today, I received notice that the Hazard Mitigation Plan has been approved by
17 FEMA. This plan is good for a five-year period. Thank you to all involved in this
18 plan, especially Natalie Hamilton of Belomar Regional Council, who completed
19 the report for the Region.
20 8. I would like to present to City Council my 2022 Year-End Report. I encourage
21 all of you to take the time to read the report. It includes many statistics and an
22 enormous amount of information. I would like to go through the report at this time
23 and comment on some of the highlights.

24 Vice Mayor Wood asked if council had any questions for the City Manager.
25 * Councilwoman Hickman thanked City Manager Healy for a great report and for
26 putting all the effort into the report. She asked if this report was going to be on the
27 city's website and/or Facebook? Manager Healy said he will provided the report to
28 all the media outlets, the local newspapers, the city's website, Facebook and local
29 library.
30 * Councilwoman DeWitt thanked City Manager Healy for a great report, the
31 graphs helped get a better understanding of the breakdown.
32 * Vice Mayor Wood said this report is a wonderful testimony to the effort and
33 work put into from the top to the bottom within our city. You can tell that all of
34 our employees take pride in the jobs they do. Great job City Manager Healy.
35 * Councilwoman Hunt asked how the glass recycling is going? Manager Healy
36 said it is slow, approximately 8 people per week. We are working with an
37 establishment that uses glass bottles so this should help them and us.

1 * Councilwoman Hunt commented on the City Manager's job being a blessing to
2 him. She feels that City Manager Healy is a blessing to the city. Council couldn't
3 have made a better choice!

4 * Councilman Chamberlain thanked City Manager Healy for the excellent report.
5 His report reminds us of all the things that have happened over 12 months that we
6 may have forgotten about.

7
8 **OLD BUSINESS:**

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

11 * Councilman Chamberlain thanked Ms. Thomas for coming to council and
12 stressed that it is not our practice to improperly bill anyone for anything. But if it
13 should happen, we need to fix it. He asked Manager Healy to report back to
14 council of his findings.

15 * Councilwoman Hunt complimented Manager Healy on the Manager's Workshop
16 dealing with dilapidated properties. It was very intense and detailed agenda. She
17 also thanked the Building Inspectors for explaining their duties in the process.

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19 **NEW BUSINESS:**

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21 **Discussion and Award of the Demolition Bids.**

22 Bids received for demolition of 23 Division Street, Doty Salvage, \$3,000.00; 53
23 Locust Avenue, Doty Salvage, \$4,500.00; 113 & 113½ Jefferson Avenue, Doty
24 Salvage, \$13,000.00; 705 Lockwood Avenue, Edgco, \$5,200.00; 117 Jefferson
25 Avenue, Raze International, \$9,000.00. Councilman Chamberlain moved to award
26 the above bids, seconded by Councilwoman DeWitt. Motion carried unanimously.

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28 **MAYOR ITEMS:**

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30 * Vice Mayor Wood asked for an update on the Mulberry Avenue/Jackson Street
31 Stormwater Project. City Manager Healy reported some miscommunication
32 between the engineer and the workers while laying the drain pipe across the
33 parking lot. As a result, the elevation was a little off when they got to the end so
34 they had to go back and re-lay some pieces of the pipe. They should be hooking
35 the last piece of pipe up Wednesday. They will then do a massive cleanup. It will
36 probably take two to three weeks before the project is completely finished.
37 Councilwoman Hunt asked how much the project cost? Manager Healy reported
38 the project as being funded with the American Rescue Plan funds allocated to a
39 Stormwater Project. The first allocation was for \$200,000.00 but we don't
40 anticipate the cost being that much. We did save a lot of money by doing the work

1 in house.

2 * Vice Mayor Wood asked where he stands on the budget process. Manager Healy
3 said he and Finance Director Ankrom have been meeting every Thursday for the
4 last couple of months. He reported the draft as being very good. He feels we have
5 a budget that is going to allow capital expenditure items requested by the
6 Department Heads, we hope to continue to fund our employee health insurance
7 100% (a 20% increase has been budgeted) and also grant an across-the-board
8 increase to employees.

9 * Vice Mayor Wood said he had the opportunity to visit the Sanitary Plant. He
10 was impressed by the knowledge of the employees in charge and the workings of
11 the plant.

12 * Vice Mayor Wood asked if there was a reason for postponing the Firefighter
13 testing? Manager Healy reported an error in advertising in a timely manner.

14 * Vice Mayor Wood reminded councilmembers the sub-committee meeting are
15 scheduled for February 16, 2023 at 5:30 p.m., due to council traveling home from
16 the WVML Conference.

17 * Councilman Chamberlain asked the date for adopting the budget? Finance
18 Director Ankrom said at the March 21, 2023 regular council meeting since the
19 budget has to be at the State Auditor's Office by March 28, 2023.

20 * Councilwoman DeWitt asked in looking at the budget has he considered an
21 hourly increase for Police and Fire for retention and possibly new hires? Manager
22 Healy said he hasn't made any changes in the current budget draft. We have our
23 first Retention & Recruitment Committee meeting Wednesday afternoon so
24 hopefully there will be some information coming from that meeting.

25 * Vice Mayor Wood asked if the \$34,700.00 demolition bid awarded was coming
26 out of our demolition line item? Manager Healy said it was.

27 * Vice Mayor Wood asked for an update on the Infrastructure Bill. Manager Healy
28 said he has not heard anything other than what he previously said that the funding
29 the state received will go into the IJDC and be handled through the Clean Water
30 Revolving Fund and the Drinking Water Revolving Fund.

31 * Vice Mayor Wood asked when Manager Healy thinks council will be able to
32 have their technology in hand? Manager Healy reported the staff has another
33 meeting with CivicClerk. He is hoping to start in March.

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35 **Legal Publications by Attorney Brent Clyburn.**

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37 Attorney Clyburn presented legal ads published in the local newspaper, to be
38 received and filed by council. Councilwoman DeWitt moved to receive and file
39 the legal ads, seconded by Councilman Chamberlain. Motion carried unanimously.

40 **COUNCIL ITEMS:**

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2 * **Hickman** – Reported the Arts & Culture is sponsoring a Create with MACC free
3 Calligraphy event on Friday, February 10, 2023, 6:30 p.m., at the Strand Theatre.
4 Keep an eye out for future events for 2023.
5 * **Hunt** – Commended the Street Department for sweeping Cherokee Hills. They
6 did a fantastic job.
7 * **Wood** – Received a “Thank You” card from Clara Robinson thanking the city
8 for the ARP Homeowners Grant to fix her garage, roof and siding. Councilwoman
9 DeWitt moved to receive and file the card, seconded by Councilwoman Hunt.
10 Motion carried unanimously.
11 * **Chamberlain** – Said he had the pleasure of taking tours through the Water Plant
12 and Sanitary Plant. He noted the employees are very knowledgeable of the
13 operations at the both plants.
14 * **City Manager Healy** – Reminded council members attending the Municipal
15 League Conference to arrive in Charleston at the Embassy Suites on Sunday.
16 Manager Healy will have everyone checked into their rooms. Departure will be on
17 Wednesday morning.

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19 Councilman Saunders moved to adjourn, seconded by Councilman Chamberlain.
20 Motion carried unanimously.

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22 Meeting adjourned at 6:57 p.m.

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Sondra J. Hewitt, City Clerk

David Wood, Vice Mayor