

1 **STATE OF WEST VIRGINIA, COUNTY OF MARSHALL, CITY OF**
2 **MOUNDSVILLE, JANUARY 17, 2023**

3
4 The Council of the City of Moundsville met in Regular Session in the Council
5 Chambers on January 17, 2023 at 6:00 p.m.

6
7 Meeting was called to order by Mayor Sara Wood-Shaw.

8
9 Invocation by Councilman Chamberlain.

10
11 City Clerk Hewitt called the roll and the following Councilpersons were in
12 attendance: Chamberlain, DeWitt, Hickman, Hunt, Saunders, Vice Mayor David
13 Wood and Mayor Wood-Shaw. Also present were City Manager Healy, City Clerk
14 Hewitt, Finance Director Ankrom, Secretary Jasenec, Chief Mitchell and City
15 Attorney White.

16
17 **MINUTES:**

18
19 **Regular Council Meeting of January 3, 2023.**

20 Councilwoman Hunt moved to approve the minutes of the Regular Council
21 Meeting of January 3, 2023, seconded by Councilwoman DeWitt. Motion carried
22 unanimously.

23
24 **PRESENTATION:**

25 **Presentation of the Compilation Report by Aimee Tickerhoof & Jayetee**
26 **Herron from KHT CPAS.**

27 Aimee Tickerhoof and Jayetee Herron presented the compilation report for the
28 upcoming 2021-2022 General Fund Audit.

29
30 **GENERAL PUBLIC HEARING:**

31 * Nelson Hooker, 421 Clinton Avenue, asked if there have been any updates to
32 resolve the flooding issue on Clinton Avenue? Manager Healy reported that
33 Clinton Avenue will be the next Stormwater Project after they finish the Mulberry
34 Avenue & Jackson Street Stormwater Project. Both projects are using federal
35 funds from the American Rescue Plan.

36 * Jane Kimberly, 91 Grace Drive, Moundsville, said she receives water from
37 PSD3, Limestone, but since the water comes from the City of Moundsville, she
38 read a statement pertaining to fluoride in the water and other cancer causing
39 chemicals. Mayor Wood-Shaw referred her to the Moundsville Water Board that
40 meets on the second and fourth Monday of the month.

1 * Dennis Hall, 23 Oak Avenue, asked council to consider discussing at the policy
2 committee changes to the City Charter such as election of Mayor, term limits and
3 filling vacant seats on council.

4 * Brenda Snyder, 82 Oak Avenue (formerly 76) asked when the Oak Avenue
5 addressing problem is going to be resolved? Manager Healy said he had just heard
6 from Senator Manchin's Office today. The options are going to be presented at the
7 policy committee meeting in February. She also asked if the city has been notified
8 by the county concerning the redirection of culverts at Grand Vue? Manager
9 Healy said he was not aware of that but will check into it.

10
11 **CITY MANAGER ITEMS:**

12
13 **Report on Progress of New Municipal Building.**

14 1. The testing and report provided by Environmental Standards are in place in
15 front of you tonight. As of this morning, the DEP is reviewing the report, and we
16 await the issuance of a No Further Action (NFA) letter. There has been no
17 construction work over the last two weeks.

18 **Other Items to be Discussed by City Manager.**

19 **Personnel**

- 20 • Full-time positions open with the city currently include:
- 21 ○ Fire Department one position - open applications. Testing is
 - 22 scheduled for February 6 and 7.
 - 23 ○ Police Department four positions – open applications. Testing
 - 24 is scheduled for January 14.
- 25 • Part-time positions needed include lifeguards.

26 1. Due to the holidays and a vacation, I only have a couple items.

27 2. To date, we have closed out twenty-five ARP Grants. Of those, \$116,340.83 in
28 grant funds was leveraged to fund a total of \$157,370.95 in projects. Additional
29 revenue resulted from \$495.00 in Building Permits and \$3,130.39 in B&O Taxes.
30 Of those projects closed out, the following has been done: nine roofs replaced,
31 three gutters replaced, one driveway repaired, three garage doors replaced, five
32 entry doors replaced, thirty-three windows replaced, three porches repaired or
33 replaced, and sidewalks, fencing, and siding replaced.

34 3. I received this e-mail last week from a citizen. This was the Friday that the
35 temperature was close to zero with well below zero wind chills It read: *Hello. I*
36 *just want to take a moment to share thanks with you regarding a trash collector.*
37 *Please share with whomever you'd like. Usually, the collectors get my trash before*

1 *7 am on Fridays. I was hoping they'd be a little later today and they were. I had*
2 *hesitantly put one can out, hoping the winds didn't turn it into a projectile. It didn't.*
3 *But I was holding a large bag in the house hoping to catch them. A little after 8 I*
4 *heard them. They had just finished mine, when I got to the porch with it, but the*
5 *gentleman walking beside the truck saw me and came straight over, smiling, and*
6 *took it for me. He greeted me in a very friendly manner. I thanked him and said I'd*
7 *pray for them all today. He smiled again and thanked me. What a great attitude. I*
8 *was so impressed and I'm still smiling. I do not know his name. I really wanted to*
9 *share what a great experience that was on a terrible morning. Have a wonderful*
10 *holiday season. Thanks for all you do.*

11 4. Openings remain on the Planning Commission, Historic Landmarks, and the
12 Building Commission. Please reach out to anyone that you think may be interested
13 in applying and ask them to contact me.

14 5. Congratulations to Mayor Wood-Shaw and Vice-Mayor Wood. I look forward
15 to working together with both of you.

16 **OLD BUSINESS:**

17
18 **Discussion and Approval of an Ordinance to Revise the Building Permit Fee**
19 **Schedule, Contractor License Fee, and Other Sections of the Ordinance.**
20 **(Second Reading)**

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

23
24 **AN ORDINANCE OF THE COUNCIL OF THE CITY OF MOUNDSVILLE,**
25 **WEST VIRGINIA, AMENDING AND REENACTING ARTICLE 1709 OF**
26 **THE CITY CODE PROVIDING FOR BUILDING PERMITS, FEES, AND**
27 **RELATED REGULATIONS. (SECOND READING)**

28 Councilman Saunders moved to approve the above ordinance, seconded by
29 Councilman Wood. Mayor Wood-Shaw called for a voice vote. City Clerk Hewitt
30 announced the following tally 7 yeas. Motion carried unanimously.

31
32 **Discussion and Approval of the Moundsville Arts & Culture Commission**
33 **Ordinance by Adding Two Additional Members. (Second Reading)**

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

36
37 **AN ORDINANCE OF THE COUNCIL OF THE CITY OF MOUNDSVILLE,**
38 **WEST VIRGINIA, AMENDING THE COMPOSITION OF THE ARTS AND**

1 **CULTURE COMMISSION BY PROVIDING FOR TWO MORE MEMBERS,**
2 **FOR A TOTAL OF NINE MEMBERS. (SECOND READING)**

3 Councilman Wood moved to approve the above ordinance, seconded by
4 Councilwoman DeWitt. Mayor Wood-Shaw called for a voice vote. City Clerk
5 Hewitt announced the following tally. 6 yeas, 1 nay. Saunders voting nay. Motion
6 carried.

7
8 **Discussion and Approval to Accept Bid for Utility Truck for Moundsville**
9 **Water Board.**

10 Councilman Wood moved to approve the bid for the Water Board to purchase a
11 utility truck, seconded by Councilman Saunders. Motion carried unanimously.

12
13 **Other Items to be Discussed by Council.**

14 * Councilwoman Hunt asked if the City Manager would know when the award for
15 the Land and Water Conservation grant would be awarded for the Riverfront Park?
16 Manager Healy said the Riverfront Park grant was not funded because it did not
17 get to the federal review timely. This was at no fault by the City of Moundsville
18 nor Belomar. It was due to something on the state or federal level. There was a
19 group of applications that did not get reviewed timely to get into the funding pool.
20 The grant has been rewritten for this year and has been submitted.

21 * Councilman Wood asked concerning the demolition grant if advertising the six
22 now is allowed? Manager Healy said the state would not approve that method,
23 they would only approve us putting them all together and having all of the houses
24 approved by the state. We are working on one more house at this time. Once we
25 get that finished, we can submit them.

26 * Councilman Wood asked if we should be receiving 1% Sale Tax. Also asked for
27 a updated list of the line items.

28 * Councilman Chamberlain asked for a financial spread sheet on the new city
29 building project ending December 31, 2022.

30
31 **NEW BUSINESS:**

32
33 **Discussion and Approval to Purchase Granite Colored Personalized**
34 **Diamond Benches and Granite Color Trash Receptacles for Jefferson**
35 **Avenue.**

36 Councilwoman Hunt moved to purchase granite benches and granite trash
37 receptacles, seconded by Councilman Chamberlain. Motion carried
38 unanimously.

1 **Discussion and Approval to Provide Loading Zone Parking, Monday Through**
2 **Friday, Between 6 a.m. and 4 p.m., in Front of PJ’s Varsity Pizza on Railroad**
3 **Avenue.**

4 Councilman Chamberlain moved to approve the loading zone, seconded by
5 Councilman Saunders for discussion. Councilman Saunders was in disagreement
6 with the time of no parking in a loading zone from 6 a.m. to 4:00 p.m. After some
7 discussion, Vice Mayor Wood moved to amend the motion to permit the loading
8 zone from 6 a.m. to 11:00 a.m., seconded by Councilwoman DeWitt. Mayor Wood-
9 Shaw called for a vote on the amended. 4 yeas, 3 nays. Chamberlain, Hunt and
10 Wood-Shaw voting nay. Motion carried. Mayor Wood-Shaw called for a voice vote
11 on the original motion as amended to allow the loading zone. 6 yeas, 1 nay. Hunt
12 voting nay. Motion carried.

13
14 **Other Items to be Discussed by Council.**

15 * Vice Mayor Wood moved to discuss the appraisal of the former Sanford
16 Center property at the finance committee meeting, seconded by
17 Councilwoman Hunt for discussion. After some discussion, Mayor Wood-
18 Shaw called for a vote. All in favor of the motion. Motion carried
19 unanimously.

20 * Vice Mayor Wood reminded City Manager Healy, if there are sufficient
21 funds, he would like to discuss adding funding in the 2023-2024 General Fund
22 Budget monies to continue the Home Owner Improvement Grant and pay
23 increases for employees.

24 * Vice Mayor Wood asked when council will be able to start using their
25 CivicClerk laptops for council meetings? Manager Healy said we had an
26 administrative training with CivicClerk last Thursday. They are setting up
27 the final agenda formats and the next step will be training the staff. Council
28 training will be done on your own time. After some discussion, Mayor Wood-
29 Shaw offered her assistance for anyone that would need one on one training.

30 * Wood-Shaw announced they have created a new series of Arts & Culture
31 events called “Create with MACC” (Moundsville Arts & Culture
32 Commission). The first event of Calligraphy will be held on February 10th,
33 2023 at the Strand Theater and May will be a Photography event. These
34 events are small scale and no more than 25 people. There will be a local
35 instructor teaching the classes.

36
37 **Presentation of Legal Publications by Attorney White.**

38 Attorney White presented legal ads published in the local newspapers to be
39 received and filed by council. Councilman Chamberlain moved to approve
40

1 the legal ads, seconded by Councilwoman DeWitt. Motion carried
2 unanimously.

3
4 **MAYOR ITEMS:**

5 * Mayor Wood-Shaw reported stopping by the Marshall County Family
6 Resource Network where they had packed hygiene bags for the local Police
7 Departments to carry in their vehicle in case they come across homeless
8 individuals or any other individuals in need.

9 * Mayor Wood-Shaw provided flyers advertising the new bus route going to
10 RMH and the WV DMV by OVRTA. If council members know of any
11 location's they can put some of these flyers it would be helpful.

12 * Mayor Wood-Shaw pointed out the sub committees are scheduled for
13 February 14, 2023, however, the WVML Winter Conference will be February
14 13 & 14, 2023. Councilman Saunders moved to reschedule the sub committee
15 meetings to February 16, 2023 at 5:30 p.m., seconded by Vice Mayor Wood.
16 Motion carried unanimously.

17 * Mayor Wood-Shaw send out an email to council members who would like
18 to tour the Water Treatment Plant on January 24 at 10:00 a.m. and the Sanitary
19 Plant on January 25 at 2:00 p.m. Please let Sara know if you plan to attend.

20 * Mayor Wood-Shaw will be highlighting a different Moundsville staff
21 person. This evening she will highlight Chief Tom Mitchell and thanked him
22 for everything he is engaged in such as volunteering for to work overtime for
23 the Arts & Culture events, extremely instrumental in starting the Post
24 Overdose Response Team in Marshall County and everything else he does for
25 the City of Moundsville.

26
27 **COUNCIL ITEMS:**

28 * Councilman Saunders moved to discuss at the traffic meeting residents
29 parking at the free parking meters during Thanksgiving and Christmas,
30 seconded by Vice Mayor Wood. Motion carried unanimously.

31 * Councilwoman Hunt suggested featuring a city business each month on the
32 city's social media website. City Manager Healy said he had previously had
33 a social media spotlight where he sent letters to all the businesses asking if
34 they wanted to participate and fill out a questionnaire. We put that on hold
35 when we had some turn over in the office. But he will continue this program
36 in the future.

37 * Councilwoman Hunt moved to discuss at the finance meeting the possibility
38 of 2023-2024 funds provided in the budget for the Homeowners Improvement
39 Grant, seconded by Vice Mayor Wood. Motion carried unanimously.

1 Councilman Saunders moved to adjourn, seconded by Councilman
2 Chamberlain. Motion carried unanimously.

3

4 Meeting adjourned at 7:30 p.m.

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Sondra J. Hewitt, City Clerk

Sara Wood-Shaw, Mayor