

1 **STATE OF WEST VIRGINIA, COUNTY OF MARSHALL, CITY OF**
2 **MOUNDSVILLE, OCTOBER 18, 2022**

3
4 The Council of the City of Moundsville met in Regular Session in the Council
5 Chambers on October 18, 2022 at 6:00 p.m.

6
7 Meeting was called to order by Mayor Judy Hunt.

8
9 Invocation by Councilman Randy Chamberlain.

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

16
17 **MINUTES:**

18
19 **Regular Council Meeting of October 4, 2022.**

20 Councilman Wood made an addition to the minutes on page 5, line 40, should have
21 included “Wheeling Vice Mayor Thalman thanked Moundsville Vice Mayor Sara
22 Wood-Shaw for informing of the City of Moundsville grant application and
23 process”. Councilwoman DeWitt moved to approve the minutes of the regular
24 council meeting of October 4, 2022 as amended, seconded by Councilman Wood.
25 Motion carried unanimously.

26
27 **GENERAL PUBLIC HEARING:**

28
29 * Pastor C.J. Plogger of the Ash Avenue Church of God formally invited council
30 members to a ribbon cutting to celebrate the grand opening of the Future of
31 Moundsville Youth Center on Saturday, October 29, 2022 at 10:00 a.m. Pastor
32 Plogger also commented they will be meeting with the YWCA on November 2,
33 2022 to consider moving forward with the transition for the Battered Women’s
34 Shelter. He will keep council updated on the progress.

35
36 **MANAGER ITEMS:**

37
38 **Report on Progress of the New Municipal Building.**

39 1. Progress Meeting #4 was held this morning. A great deal of time was spent
40 discussing the demolition of the Fire Department, which we hope to see begin

1 soon.

2 2. I want to publicly thank our Sanitation and Water Departments. I contacted
3 them and asked to have the services disconnected from that side of the building as
4 soon as possible. Within days, the work was completed. A manhole will be
5 installed tomorrow which will accept one of the sanitary lines from the new
6 building. Continued excellent work by all departments and working together!

7 3. The curb side drop box has been installed on the 6th Street side of the building,
8 and 15-minute parking signs have been installed.

9 4. Once the parking lot is closed, all traffic will begin to use the 6th Street doors.
10 The rear door will be an emergency exit, and ADA access route only.

11

12 **Manager's Report by City Manager Rick Healy.**

13 Personnel

- 14 • Full-time positions open with the city currently include:
 - 15 ○ Fire Department one position - open applications. Testing is
 - 16 being scheduled for December.
 - 17 ○ Police Department four positions – open applications. Next
 - 18 testing is December 8th.

19 1. The American Rescue Plan programs update - I have approved 103 Homeowner
20 Grants totaling \$469,143.86, leaving us with an \$80,856.14 balance. I currently
21 have enough applicants to fill the remaining balance. I have approved 10 Non-
22 Profit Grants totaling \$50,000.00, and 4 Business Grants totaling \$20,000.00.

23 2. I met with Superintendent Shawn Straughn at the Northern Regional Jail
24 yesterday morning. He is going to be able to supply a crew to paint the pool next
25 March. He would also love to get back to a partnership with the city for work
26 crews, but at this time, he does not have adequate staffing to do that. They are
27 currently down 80 staff members, which is half of their recommended total.

28 3. I, along with most of Council, attended the Chamber of Commerce Annual
29 Dinner last week. In addition to a great speech by Dr. Gordon Gee, it was fantastic
30 to hear about the changes at WVU – Reynolds Memorial Hospital. Their
31 employment is increasing dramatically, and the upcoming project including new
32 operating rooms, is a real plus to our area. Statewide, it was great to hear that
33 nationally known doctors are coming to Morgantown.

34 4. Update on the Demolition Grant – All houses passed the Historic Preservation
35 review. The full Environmental Review is now submitted. Once that is approved,
36 the houses will have asbestos surveys completed.

1 5. Work is continuing on the Jackson/Mulberry storm sewer project. Reminder
2 that this is the first infrastructure project started using American Rescue Plan funds
3 and is being completed in-house.

4 6. Our Audit Committee recently scored the proposals we received for our next
5 two years of audits. The Committee, consisting of the City Manager Healy,
6 Finance Chair Chamberlain, Finance Director Ankrom, and City Clerk Hewitt,
7 chose the firm of BHM CPA Group, Inc. BHM has completed our audits for quite
8 a few years and work well with the Kozicki firm that handles the compilation
9 report.

10 7. As some of you know, the boiler at the pool has been out of service, and the
11 pool temperature has not been to the liking of the morning swim crowd. I asked
12 Director White for an update on the repair, and he explained the problem:

13 a. “Just to give you a background of the boiler operation, it is intended to
14 be utilized as a heating backup source to supplement the Dectron unit.
15 The Dectron alone can at best maintain the temperature around 80
16 degrees if the room temperature is approximately 82 (2-degree
17 difference). With the pool water temperature preference at 86 degrees,
18 the auxiliary boiler runs continuously. This boiler was installed in
19 2018 and would typically last 10-15 years as a backup. The boiler has
20 been functioning pretty reliably since last winter. Recently, it has been
21 tripping out on high temperature. Upon investigation with Kucera
22 Heating, we found the boiler internal refractory cracked and partially
23 missing - allowing fire to shoot outside the boiler. We also found a
24 gas valve and sensor to be faulty. These parts were ordered, and we
25 are awaiting their arrival. With that being said, our latest estimate is
26 having all the parts required by Monday the 24th. This would have us
27 close to normal water temperature by Friday the 28th. This is all
28 dependent on nothing else going wrong. I will let you know if
29 anything changes to this schedule.”

30 8. Read Letter from Governor Justice:

31 a. Delegate Charlie Reynolds applied for this funding, which will pay
32 for half of the cost of the hillside slides. This continues our goal of
33 not only improving East End but providing unique recreational
34 opportunities for our children and visitors. Our hope is that the slides
35 will be installed in time for next spring.

36 9. Delegate Reynolds also presented our Sanitation Working Foreman Terry
37 Vessels with a Legislative Citation, for his many years of service to Moundsville

1 and West Virginia. Great to see an employee be recognized. Congratulations to
2 Terry!

3 10. The Marshall County Commission is sponsoring a Town Hall Meeting
4 tomorrow night at the Volunteer Fire Department concerning Amendment 2. If
5 any Council members would like to speak, please let me know. Everyone is
6 welcome and I plan to attend.

7 11. We are still awaiting the awarding of the 2022 Land and Water Grants. This
8 was for improving Riverfront, mainly the playground area. I am working with
9 Belomar on a 2023 grant for bathroom and kitchen renovation at Riverfront.

10 12. Our office server, which is approximately seven years old, is reaching its life
11 span and memory. No additional storage can be added to this machine. We will
12 be purchasing a new server, with more room to grow in the near future. This is
13 expected to be around \$10,000 and will be paid from the Municipal Sales Tax
14 technology fund.

15 13. The 2022 third quarter 1% Municipal Sales Tax was received yesterday. The
16 total was an impressive \$533,183.62, which is over a 14% increase from the same
17 quarter last year!

18 14. Upcoming events include a Business After Hours on October 27, from 5-7
19 (contact Sara to RSVP), the Tree Gala Fundraiser is on November 9, and the
20 Christmas Parade on November 19. Council wishing to be in the parade, please let
21 me or Sara know. We will need some members to walk to pass out candy, also.

22 15. Just a reminder that Trick or Treat is scheduled for Monday, October 31, from
23 6:00 to 7:30 PM.

24 16. Later on the agenda, we have an item to fill the last open spot on the Board of
25 Zoning Appeals. Openings remain on the Planning Commission, Historic
26 Landmarks, and the Building Commission. Please reach out to anyone that you
27 think may be interested in applying and ask them to contact me.

28

29 Mayor Hunt asked if council had any questions for the City Manager?

30 * Councilman Wood asked, concerning the pool boiler, what the cost of a new
31 boiler compared to fixing the old one? Manager Healy said a new boiler would
32 cost approximately \$25,000.00, but delivery time was not acceptable. Mr. White
33 was able to order replacement parts for under \$10,000.00 and will install them.
34 Kucera will install the larger factory parts. Mr. White suggested repairing the
35 boiler at this time but also order a new one in case this happens again.

1 * Councilman Wood asked if Manager Healy was planning on speaking at the
2 Town Hall Meeting? He said he did not reply the city would have a speaker but he
3 would be happy to if council wants him to.

4 * Vice Mayor Wood-Shaw asked if the city has received the Park View playground
5 equipment? Manager Healy said we are expecting it any day. As soon as it
6 arrives, the installers will be notified. Also, City Manager Healy reported some of
7 the playground components at East End have developed some rust. The
8 playground company was notified and agreed to replace those components as well
9 as replacing the bearings in the merry go round.

10 * Mayor Hunt asked Manager Healy the number of Homeowner Applications
11 returned to the city that we are not able to fund.

12 * Councilwoman DeWitt said she was happy the City Manager was taking before
13 and after pictures of the properties approved for the grant. She suggested
14 submitting that information to the WV Municipal League.
15

16 **OLD BUSINESS:**

17
18 **Discussion and Approval of an Ordinance for Alley Abandonment at Ash**
19 **Avenue Church of God, West Side of 1313 Center Street. (Second Reading)**
20 Attorney White read the following ordinance by title only to be passed by council
21 on second and final reading:
22

23 **AN ORDINANCE VACATING, ABANDONING AND ANNULLING A**
24 **PORTION OF AN ALLEY BETWEEN AND PARALLEL TO CENTER AND**
25 **SECOND STREETS, TO THE WEST OF AND PERPENDICULAR TO ASH**
26 **AVENUE IN THE CITY OF MOUNDSVILLE. (SECOND READING)**

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

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

32 * Councilman Wood asked for an update on dilapidated properties. Reported
33 having some updates from a couple of properties by Building Inspector Wilson-
34 Long but they have been busy on the Homeowner Grant application pictures.
35 Manager Healy said he will provide the information to him after the meeting or
36 tomorrow.

37 * Councilwoman DeWitt asked if Manager Healy was able to obtain pictures of the
38 City Building before demolition for history purposes? Manager Healy said he did

1 obtain pictures and also drone footage.

2 * Vice Mayor Wood-Shaw reminded everyone of the Pumpkin Painting event on
3 October 23, 2022 from 1-3 at the Riverfront Park. Free pumpkins, snacks and
4 drinks.

5 * Councilman Chamberlain asked if Manager Healy was considering a cornerstone
6 plan for the new city building? Manager Healy said that was discussed at the very
7 beginning of the proposal but not sure if has been discussed any more but he will
8 look into that.

9

10 **NEW BUSINESS:**

11

12 **Discussion and Approval of a Zone Change Ordinance (R-1) Residential**
13 **to (M) Mixed Use With Permitted Use for Professional Service. (111**
14 **Fifth Street) (First Reading)**

15 Attorney White read the following ordinance by title only to be passed by
16 council on first reading:

17

18 **AN ORDINANCE OF THE CITY OF MOUNDSVILLE, WEST**
19 **VIRGINIA, PROVIDING TO CHANGE A CERTAIN DESIGNATED**
20 **AREA ON FIFTH STREET AT GRANT AVENUE IN THE CITY OF**
21 **MOUNDSVILLE FROM A RESIDENTIAL SINGLE-FAMILY ZONE**
22 **TO A MIXED USE ZONE. (FIRST READING)**

23 Councilman Chamberlain moved to approve the above zone change
24 ordinance, seconded by Councilman Wood. Mayor Hunt called for a voice
25 vote. City Clerk Hewitt announced the following tally. 7 yeas. Motion
26 carried unanimously.

27

28 **Discussion and Approval of Moving \$10,000.00 From the Business Grant**
29 **Fund to the Non-Profit Grant Fund.**

30 Councilman Chamberlain moved to approve moving funds from the Business
31 Fund to Non-Profit Fund, seconded by Councilwoman Hickman. Motion
32 carried unanimously.

33

34 **Discussion and Approval Authorizing the City Manager to Enter into a**
35 **Contractual Agreement with Civic Plus to Purchase Computer Software**
36 **and Approval to Purchase the Hardware Through TSG.**

37 Councilman Saunders moved to authorize the City Manager to enter into an
38 agreement with Civic Plus for computer software and TSG to purchase
39 hardware, seconded by Councilman Chamberlain. Motion carried
40 unanimously.

1
2 **Discussion of Rescheduling the November Committee Meeting on**
3 **November 8, 2022, Election Day.**

4 Vice Mayor Wood-Shaw moved to reschedule the committee meetings from
5 Tuesday, November 8, 2022 to Monday, November 7, 2022 at 5:00 p.m.,
6 seconded by Councilwoman Hickman. Motion carried unanimously.

7
8 **Discussion and Award of Builders Risk Insurance Policy Quote.**

9 Councilman Chamberlain moved to award the bid for insurance to Motorist
10 Insurance in the amount of \$25,644.00, seconded by Councilman Wood.
11 Motion carried unanimously.

12
13 **Discussion and Award of East End Light Pole Bids.**

14 Councilman Chamberlain moved to award the bid for 6 light poles to
15 Mountain State Electrical Contractors in the amount of \$230,000.00,
16 seconded by Councilwoman DeWitt. Motion carried unanimously.

17
18 **Appointment to Board of Zoning Appeals.**

19 Vice Mayor Wood-Shaw moved to appoint Dennis Hall to the Board of
20 Zoning Appeals for a three year term, seconded by Councilman Chamberlain.
21 Motion carried unanimously.

22
23 **Discussion and Award of Bid for Demolition of 1006 4th Street.**

24 Vice Mayor Wood-Shaw moved to award the demolition bid to Raze
25 International Inc., in the amount of \$11,400.00, seconded by Councilman
26 Saunders. Motion carried unanimously.

27
28 **Other Items to be Discussed by Council.**

29 * Vice Mayor Wood-Shaw asked what will the actual time line be for training
30 with Civic Plus whether it be live or zoom? Manager Healy the overall time
31 line is 4-6 months before implementation. He feels Civic Plus will want to
32 move as quickly as possible.

33 * Councilman Saunders reported high grass at 100 Tomlinson Avenue.
34 Manager Healy said he has already submitted a work order.

35 * Councilman Wood reminded everyone of a Candidate Forum on October
36 26, 2022 from 6-9 p.m. at Rutenbucks in Glen Dale for anyone interested in
37 attending or participating.

38 * Councilman Wood asked if Manager Healy received a resignation from the
39 Recycling Coordinator? Manager Healy said not exactly, he is still working
40 but he will not be long term. He has received an application that he will be

1 reviewing.
2 * Councilman Wood asked for an update on the Federal Government
3 Infrastructure grant. Manager Healy said he has not received an update. He
4 went on to say the money allocated in the Infrastructure Act will be going to
5 each state. Every state will be responsible to handle the funds how they wish.
6 It is believed that West Virginia is choosing to put it into the IJDC and the
7 Clean Water and Drinking Water revolving funds. The hope was that
8 communities that are never eligible for grants might be able to take advantage
9 of that money. The Sanitary Board has a 15” line main line project with IJDC
10 running along 12th Street to the plant. They would be a good candidate for
11 some of that funding. The Water Board has a few projects in mind but they
12 must hire an engineer before moving forward.

13 * Councilman Wood asked for a progress update on the new city building, he
14 thought the General Contractor would have started by now. Manager Healy
15 said he was under the same impression. He said there was discussion in the
16 progress meeting this morning as to why work hasn’t started yet since the start
17 date was initially October 10, 2022. The General Contractor is not required
18 by contract to the start date but they are required by the finish date. The
19 Architect is continuing to remind the General Contractor of the end date.

20 * Councilman Wood said that he would like to meet the Owners
21 Representative.

22 * Mayor Hunt said concerning the Water Board project, she doesn’t think there
23 is enough time for the Water Board to have a preliminary engineering study
24 since they have not decided on a project.

25 * Councilwoman DeWitt suggested purchasing American Rescue Plan
26 Homeowner Grant signs to place in yards of citizens who received assistance
27 from the ARP Grant fund to show that monies help with repairs. Vice Mayor
28 Wood-Shaw suggested including the businesses & non-profits as well.

29

30 **MAYOR ITEMS:**

31

32 * Mayor Hunt received a thank you letter from the House of Carpenter for
33 receiving \$5,000.00 from the ARP Non-Profit Grant Program. Mayor Hunt
34 received a thank you letter from Artworks Around Town 2022 Ohio Valley
35 Plein Air Paint Out for a \$50.00 donation. Mayor Hunt also received a letter
36 from Governor Jim Justice congratulating the City of Moundsville on the
37 award of the Local Economic Development Assistance Grant in the amount
38 of \$10,000.00. Councilman Wood moved to receive and file the letters,
39 seconded by Councilman Saunders. Motion carried unanimously.

40 * Mayor Hunt announced Kids Coats, Hats & Gloves box in the City Building

1 hallway for anyone that wished to make a donation. The project is sponsored
2 by First Choice Realtors.

3 * Mayor Hunt announced Christian Heritage Week in West Virginia is
4 November 20-26, 2022. Councilman Chamberlain moved to proclaim
5 Thanksgiving Week as Christian Heritage Week, seconded by Councilman
6 Wood. Motion carried unanimously.

7
8 **COUNCIL ITEMS:**

9
10 * **Wood-Shaw** – Asked City Manager Healy to inform council when the Water
11 and Sanitary Board determines what their first projects using the ARP Funds
12 will be. And asked when Stormwater finishes the Mulberry-Jackson Avenue
13 project what their next project will be as well. Manager Healy said the
14 Stormwater Board will finish the Mulberry-Jackson Avenue project then move
15 to the Clinton Avenue project but they don't have a solid plan for Clinton
16 Avenue yet. Vice Mayor Wood-Shaw commended the Stormwater Board for
17 having those plans in place and ready to go.

18 * **DeWitt** – Asked if the stormwater lines are in too bad of a condition to be
19 lined. Manager Healy said they will be lining the sanitary lines on Grant
20 Avenue. When those lines were scoped, they found some void in the line.

21
22 **Receive and File Legal Ads.**

23 Attorney White presented legal ads published in the local news papers to be
24 received and filed by council. Councilwoman DeWitt moved to receive and
25 file the legal ads, seconded by Councilwoman Hickman. Motion carried
26 unanimously.

27
28 Councilwoman DeWitt moved to adjourn, seconded by Councilman Wood.
29 Motion carried unanimously.

30
31 Meeting adjourned at 7:13 p.m.

32
33
34 _____
35 Sondra J. Hewitt, City Clerk

34 _____
35 Judy Hunt, Mayor