

1 **STATE OF WEST VIRGINIA, COUNTY OF MARSHALL, CITY OF**
2 **MOUNDSVILLE, MARCH 21, 2023**

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4 The Council of the City of Moundsville met in Regular Session in the Council
5 Chambers on March 21, 2023 at 6:00 p.m.

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

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9 Invocation by Finance Director Karen Ankrom.

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

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17 **MINUTES:**

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19 **Regular Council Meeting of March 7, 2023.**

20 Councilman Chamberlain moved to approve the minutes of the Regular Council
21 Meeting of March 7, 2023, seconded by Councilwoman Hickman. Motion carried
22 unanimously.

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24 **GENERAL PUBLIC HEARING:**

25 * Linda Thomas, 24 Oak Avenue, asked for an update on previous billing she
26 received causing a lien to be placed on her property. City Manager Healy will call
27 Ms. Thomas concerning this matter.

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29 * Kim Smith, 67 Oak Avenue, asked why addresses are being changed on only a
30 portion of Oak Avenue. City Manager Healy said the original letters that went out
31 in June, 2022 explained the reason for the address change was a public safety
32 issue.

33
34 * Dennis Hall, 23 Oak Avenue, asked if council members are supposed to bring the
35 city up to date of current events? Mayor Wood-Shaw said she appointed a new
36 committee, Community Education & Engagement, which will provide updates to
37 citizens of events in the City. Mr. Hall asked if the Rules & Regulations of council
38 supersedes the city's charter? City Attorney White said the policy manual is
39 designed to supplement what is in the charter and it shouldn't contradict the
40 charter. Mr. Hall went on to say the charter does not say anything about social

1 media or any other type of electronic use for meetings but the manual does.

2
3 * Brenda Snyder, 82 Oak Avenue, said her driver's license will be due next month
4 and asked how soon the addresses on Oak Avenue will be changed? Manager
5 Healy said he has cleared the new addresses with the Post Office, 911 and the
6 Building Inspector. As soon as he drafts a letter to residents, the addresses will be
7 official.

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9 **PUBLIC HEARING:**

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11 **A Public Hearing to Approve the 2023-2024 General Fund Budget.**

12 Mayor Wood-Shaw asked anyone in the audience wishing to speak on the
13 proposed 2023-2024 General Fund Budget may do so at this time. Since no one
14 wished to speak, Mayor Wood-Shaw closed the public hearing. Finance Director
15 Ankrom made copies of the proposed budget available for the public.

16
17 **CITY MANAGER ITEMS:**

18
19 **Report on Progress of New Municipal Building.**

20 1. Progress Meeting #15 was held today. Currently on-site is the sub-contractors
21 performing excavation work, concrete, and block laying. The concentration will be
22 on the section housing the Fire Department, and the structural steel should be
23 going up soon in that section.

24 2. We were notified that the main electrical panel is currently not available and on
25 back order until January 2024. Contractor is working to find a replacement, but all
26 other work will continue as planned. According to our consultants, this is not
27 unusual, and they are seeing this on other jobs. At this point, the substantial
28 completion date has not changed.

29 **Manager's Report by City Manager Healy:**

30 **Personnel**

- 31 • Full-time positions open with the city currently include:
- 32 ○ Fire Department one position - open applications. The next test
 - 33 date has not yet been set by the Civil Service Board.
 - 34 ○ Police Department four positions – open applications. The next
 - 35 test date has not yet been set by the Civil Service Board.
- 36 • Part-time positions needed include lifeguards.
- 37 • Public Works – we will be advertising for summer help in the next
- 38 week or so.

- 1 1. Everyone should have received the link to set up Civic Plus. If you did not, let
2 me know after the meeting and I will check on it tomorrow. Our tentative plan is
3 to work to have a digital agenda ready for the April 4 meeting, accompanied by
4 paper.
- 5 2. Last Wednesday, we had our first official meeting of the Employee Health and
6 Safety Committee. The group is comprised of one representative from each
7 department. The first meeting concentrated on personal protective equipment.
8 Meetings will be held quarterly.
- 9 3. The paving list has been completed and will be advertised next week. Copies
10 are in front of you tonight. The streets highlighted in yellow are the ones likely to
11 be completed based on the budget of \$750,000.
- 12 4. The Council Employee Appreciation Committee is having pizza delivered
13 tomorrow for all the employees. Pick-up will be 11:30 at City Building. I will
14 speak for the employees and say, "Thank you".
- 15 5. There are openings on the Building Commission, Historic Landmarks, and the
16 Planning Commission. Please contact me if you have interest in serving your city
17 on any of these boards.

18
19 Mayor Wood-Shaw asked if there were any questions for City Manager Healy.
20 * Councilman Chamberlain made a clarification concerning Oak Avenue
21 addressing was that the request didn't come from the local 911 office but the
22 higher up 911 and asked Manager Healy to expand on setting the record straight.
23 Manager Healy said he had given a statement at an earlier meeting and took full
24 responsibility for the addressing situation. He went on to say the addressing took
25 place due to complaints of incorrect addresses. We have worked diligently to
26 implement this. We regret it happened as it did but we have to move forward to
27 correct it. The public safety issue, which is what this was originally designed to
28 impact, over the course of the time it took to make this happen, inadvertently
29 became 911 as a scapegoat because that is what we kept saying. We reached out to
30 our Police Department and Fire Department who both commented that those streets
31 are not numbered like most of our streets. We have since initiated a policy that
32 allows us, for future addressing, a step by step process. Manager Healy met with
33 the local 911 addressing coordinator who said anytime we have an issue they
34 would be happy to help us and give their recommendation. Letters will be going
35 out this week to residents.

36 * Councilwoman DeWitt, concerning paving, asked last year that Baker Avenue
37 between 7th & 8th Street be added to the paving list but was told it was a concrete

1 street so nothing was done to it. Manager Healy said he and Councilman
2 Chamberlain talked about the concrete streets before the meeting. He said five
3 streets needed replaced. Savage Construction was to start replacing concrete on
4 those streets this week or next. If this goes well, we will continue concrete
5 replacement in the sections needing repaired.

6 * Councilwoman DeWitt said at the sub-committee meetings last week, Manager
7 Healy stated, when 911 started changing the addresses outside of the city, the cities
8 had to sign off on taking responsibility of making their own address changes. And
9 since the city didn't agree to be responsible for the addressing, that would leave
10 911 responsible.

11 **OLD BUSINESS:**

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

14 * Councilman Saunders reported the junk vehicles are still on Gump's property and
15 doesn't feel anything is being done to have them removed. Manager Healy assured
16 Councilman Saunders steps have been taken in the removal process.

17 * Councilman Chamberlain said Manager Healy spoke of some sort of compensation
18 provided to the residents of Oak Avenue for the cost in changing addresses on their
19 driver's license and such. Manager Healy reported Finance Director Ankrom
20 reached out to the WV State Auditor's Office who said that use of public funds
21 cannot be dedicated to a specific segment of the public.

22 * Councilman Saunders said he did not get an email to log into CivicClerk. City
23 Manager Healy said he would have CivicClerk send another email.

24 * Vice Mayor Wood asked if anyone internally was interested in the Building
25 Inspector position? Manager Healy said no internal interest but he will be
26 interviewing two of the three applications we received.

27
28 **NEW BUSINESS:**

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30 **Discussion and Approval to Accept the Liability and Property Insurance**
31 **Quote from WVCorp in the Amount of \$140,966.00.**

32 Councilman Chamberlain moved to accept the quote for liability insurance in the
33 amount of \$140,966.00, seconded by Vice Mayor Wood. Motion carried
34 unanimously.

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36 **Discussion and Approval of the Proposed 2023-2024 General Fund Budget.**

37 Councilman Saunders moved to approve the proposed 2023-2024 General Fund
38 Budget, seconded by Vice Mayor Wood. Motion carried unanimously.

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Discussion and Approval of an Additional \$2.45 Per Hour Raise above the 5% Increase for the Police Department.

Councilwoman DeWitt moved to approve the increases for the Police Department, seconded by Councilman Saunders. Motion carried unanimously.

Discussion and Approval of an Additional \$1.00 Per Hour Raise after the 5% Increase for the Fire Department.

Councilwoman DeWitt moved to approve the increases for the Fire Department, seconded by Councilman Chamberlain. Motion carried unanimously.

Discussion and Approval of an Additional \$1.00 Per Hour Raise above the 5% Increase for the Street & Sanitation Departments.

Councilman Saunders moved to approve the increases for the Street & Sanitation Departments, seconded by Councilman Chamberlain. Motion carried unanimously.

Discussion and Approval of Directing the City Attorney to Draft an Ordinance Approving the Increase in Longevity.

Vice Mayor Wood moved to direct the City Attorney to draft an ordinance to increase employee longevity, seconded by Councilwoman DeWitt. Motion carried unanimously.

Discussion and Approval of Directing the City Attorney to Draft an Ordinance for a Joint Easement Between 1019 & 1103 Parriott Avenue.

Councilman Chamberlain moved to direct the City Attorney to draft a joint easement ordinance for 1019 & 1103 Parriott Avenue, seconded by Councilwoman DeWitt. Motion carried unanimously.

**Discussion and Approval to Revise the Health Insurance Benefits Policy:
1. Allow Coverage for a Newly Hired Employee to Begin on the First Day of the Month Following the Hire Date. Policy Committee Recommends Directing the City Attorney to Draft an Ordinance of the Change.**

Vice Mayor Wood moved to direct the City Attorney to draft an ordinance revising the Health Insurance Policy, seconded by Councilwoman DeWitt. Motion carried unanimously.

2. Terminate Coverage on the Last Day of Employment. Policy Committee Recommends Directing the City Attorney to Draft an Ordinance of the Change.

1 Councilman Saunders moved to direct the City Attorney to draft an ordinance
2 revising the Health Insurance Policy, seconded by Councilman Chamberlain.
3 Motion carried unanimously.

4
5 **Discussion to Revise Vacation Policy:**

6 **1. Providing One Week of Vacation Upon the Employee's Hire Date and**
7 **Second Week Given at the Employee's 1-Year Anniversary. Policy Committee**
8 **Recommends Directing the City Attorney to Draft an Ordinance of the**
9 **Change.**

10 Councilwoman Hickman moved to direct the City Attorney to draft an ordinance
11 revising the Employee Policy Manual, seconded by Councilwoman DeWitt.
12 Motion carried unanimously.

13
14 **2. Modifying Vacation Accrual Schedule to Add One Week for Every Five**
15 **Years of Service. Department Heads will be Responsible for Enforcing that**
16 **Employees Use Their Accrued Vacation Within the Twelve Months Issued.**
17 **Policy Committee Recommends Directing the City Attorney to Draft an**
18 **Ordinance of the Change.**

19 Councilwoman Hickman moved to direct the City Attorney to draft an ordinance
20 revising the Employee Policy Manual, seconded by Councilman Chamberlain.
21 Motion carried unanimously.

22
23 **Discussion and Approval of Request by the Moundsville Water Board to**
24 **Increase Reconnect Fee from \$25.00 to \$50.00. Finance Committee**
25 **Recommends Directing the City Attorney to Draft an Ordinance of the Change.**

26 Vice Mayor Wood moved to direct the City Attorney to draft an ordinance increasing
27 the water reconnect fee, seconded by Councilman Chamberlain. Mayor Wood-Shaw
28 called for a voice vote. City Clerk Hewitt announced the following tally. 4 yeas, 2
29 nays. DeWitt and Saunders voting nay. Motion carried.

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31 **Discussion and Approval of Request by the Moundsville Water Board to**
32 **Increase the Tap Fee from \$330.00 to \$750.00. Finance Committee**
33 **Recommends Directing the City Attorney to Draft an Ordinance of the Change.**

34 Councilman Chamberlain moved to direct the City Attorney to draft an ordinance
35 increase the water tap fee, seconded by Councilwoman Hickman. Motion carried
36 unanimously.

37
38 **Discussion of Personnel Matters.**

39 Councilwoman DeWitt moved to have an Executive Session for Personnel Matters
40 after the regular council meeting, seconded by Councilman Saunders. Motion

1 carried unanimously.

2
3 **Other Items to be Discussed by Council.**

4 * Councilwoman DeWitt said she was pleased with the salary increases that council
5 was able to provide to the employees this year and thanked the Retention and
6 Recruitment Committee for their recommendations.

7 * Councilwoman Hickman updated council on the Community Education &
8 Engagement Committee which met earlier in the month. The committee was formed
9 to increase engagement between the community and council. There will be a
10 “Conversations with Council” event on April 25, 2023, from 5:30-7:00 p.m. at the
11 Riverfront Shelter. This is an open invitation to council and citizens for an informal
12 conversation. This event will also be on social media.

13 * Councilman Saunders said he has received a lot of calls concerning the address
14 change on Oak Avenue. He stressed that council was not responsible for this change.
15 Vice Mayor Wood-Shaw pointed out to Councilman Saunders at the last sub
16 committee meeting, City Manager Healy read a statement to council and the citizens
17 that provided information in moving forward.

18 * Councilwoman DeWitt pointed out concerning the “Conversations with Council”
19 event that inviting all of council would be a quorum. She asked Attorney White if
20 this would be in any violation of the sunshine law or a legal gathering? Attorney
21 White said as long as council is not together deliberating and talking about decisions
22 of issues this would be a legal gathering.

23
24 **MAYOR ITEMS:**

25 * Mayor Wood-Shaw read a letter to City Manager Healy and Council from Penny
26 Haynes thanking them for the \$5,000.00 in grant funds to replace her doors and
27 windows in her house. Councilwoman DeWitt moved to receive and file the letter,
28 seconded by Councilwoman Hickman. Motion carried unanimously.

29 * Mayor Wood-Shaw provided an update on the bicycles at the Riverfront Park
30 saying all the parts have been delivered. The bikes will be ready for public use this
31 summer.

32 * Mayor Wood-Shaw announced the swings and fitness stations are in and will be
33 installed at Park View Playground in May. The East End will have a new addition
34 of “hill slides” to the playground. New playground equipment will be installed at
35 the Riverfront Park playground as soon as it arrives.

36 * Mayor Wood-Shaw announced the light and flasher for Oak Avenue at Highland
37 Avenue has been installed.

38 * Mayor Wood-Shaw thanked the Northern Regional Jail inmates and pool staff for
39 painting Four Seasons Pool. Manager Healy said the pool will be open to the public
40 on Thursday, March 23, 2023.

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COUNCIL ITEMS:

* **Hickman** – Announced that she attended the 5K Race sponsored by Mounds of Nutrient who is donating the proceeds to the Moundsville Parks & Recreation. The event was a great turn out and praised Mounds of Nutrient for their donation.

Councilman Saunders moved to recess before the executive session, seconded by Councilwoman DeWitt. Motion carried unanimously.

- Meeting recessed at 7:07 p.m.
- Meeting reconvened at 7:17 p.m.
- Executive session began at 7:18 p.m.
- Executive session recessed at 7:25 p.m.
- Regular session reconvened at 7:25 p.m.

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

Meeting adjourned at 7:25 p.m.

Sondra J. Hewitt, City Clerk

Sara Wood-Shaw, Mayor