

1 **STATE OF WEST VIRGINIA, COUNTY OF MARSHALL, CITY OF**  
2 **MOUNDSVILLE, JANUARY 3, 2023**

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

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

8  
9 Invocation by Councilwoman Judy Hunt.

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

16  
17 **MINUTES:**

18  
19 **Regular Council Meeting of December 20, 2022.**

20 Councilwoman Hickman made a correction on page 4, line 17 & 18, should say  
21 seconded by Councilman Chamberlain, not Councilwoman Hickman.

22 Councilwoman Hickman then moved to approve the minutes of the Regular  
23 Council Meeting of December 20, 2022, as amended, seconded by Councilwoman  
24 Hunt.

25  
26 Councilman Saunders said that during the election for Mayor & Vice Mayor,  
27 former Mayor Hunt did not call for a vote on those elections. However, the  
28 minutes reflected a vote was taken. Attorney White said the minutes can be  
29 approved as they are. Councilman Saunders was simply making a comment to  
30 those minutes.

31  
32 Mayor Wood-Shaw called for a voice vote on the original amendment. City Clerk  
33 Hewitt announced the following tally. 5 yeas, 1 nay. Saunders voting nay.  
34 Motion carried.

35  
36 **GENERAL PUBLIC HEARING:**

37 No one present in the audience wished to speak at the public hearing.

38  
39 **MANAGER ITEMS:**

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

2 1. No progress was made over the holidays. After discussion with DEP, it was  
3 decided to postpone the drill and soil samples. Environmental Standards,  
4 contracted through Belomar's Brownfield Grant was scheduled to be on-site  
5 tomorrow to take samples of the soil from the pit, to be tested for fuel types and  
6 content. However, with the heavy rains and instability of the pit, this could be  
7 delayed. Once results are in, they will be shared with DEP and determine how to  
8 proceed.

9  
10 **City Manager Healy Provided the Following Manager's Report:**

11 **Personnel**

- 12 • Full-time positions open with the city currently include:
  - 13 ○ Fire Department one position - open applications. Testing is
  - 14 scheduled for February 6 and 7.
  - 15 ○ Police Department four positions – open applications. Testing
  - 16 is scheduled for January 14.
- 17 • Part-time positions needed include lifeguards.

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

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

26 3. I received this e-mail last week from a citizen. This was the Friday that the  
27 temperature was close to zero with well below zero wind chills. It read: *Hello. I*  
28 *just want to take a moment to share thanks with you regarding a trash collector.*  
29 *Please share with whomever you'd like. Usually, the collectors get my trash before*  
30 *7 am on Fridays. I was hoping they'd be a little later today and they were. I had*  
31 *hesitantly put one can out, hoping the winds didn't turn it into a projectile. It didn't.*  
32 *But I was holding a large bag in the house hoping to catch them. A little after 8 I*  
33 *heard them. They had just finished mine, when I got to the porch with it, but the*  
34 *gentleman walking beside the truck saw me and came straight over, smiling, and*  
35 *took it for me. He greeted me in a very friendly manner. I thanked him and said I'd*  
36 *pray for them all today. He smiled again and thanked me. What a great attitude. I*

1 *was so impressed and I'm still smiling. I do not know his name. I really wanted to*  
2 *share what a great experience that was on a terrible morning. Have a wonderful*  
3 *holiday season. Thanks for all you do.*

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

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

9

10 Mayor Wood-Shaw asked for questions by council to the City Manager:

11 \* Councilman Saunders asked for a recap concerning the dirt contamination in the  
12 city lot.

13 \* Councilwoman Hickman asked Manager Healy to email council members the  
14 ARPA Homeowners Assistance Grant numbers.

15 \* Councilman Wood asked if there will be consideration of funding more  
16 Homeowner Assistance grants from the upcoming budget? Manager Healy said he  
17 and Finance Director Ankrom can discuss that at their meeting on Thursday.

18

19 **OLD BUSINESS:**

20 **Discussion and Approval of a Zone Change Ordinance from R-2 to C-1**  
21 **at 1417 Twelfth Street. (Second Reading)**

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

24

25 **AN ORDINANCE OF THE CITY OF MOUNDSVILLE, WEST**  
26 **VIRGINIA, PROVIDING TO CHANGE A CERTAIN DESIGNATED**  
27 **AREA AT AND NEAR 1417 TWELFTH STREET IN THE CITY OF**  
28 **MOUNDSVILLE FROM A MULTI-FAMILY RESIDENTIAL ZONE**  
29 **TO A COMMERCIAL ZONE. (SECOND READING)**

30 Councilman Saunders moved to approve the above zone change ordinance,  
31 seconded by Councilwoman DeWitt. Mayor Wood-Shaw called for a voice  
32 vote. City Clerk Hewitt announced the following tally. 6 yeas. Motion  
33 carried unanimously.

34

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

36 \* Councilman Saunders asked for an update on the Thorn Avenue property.  
37 Attorney White said that property was put on hold for delinquent property  
38 taxes 2018, 2019, 2020, 2021. It failed to sell at the Marshall County Sheriff

1 tax sale. Without a sale, the property is sent to the WV State Auditor's Office.  
2 The owner has the opportunity to redeem the property until April, 2023. If it  
3 is not redeemed by the owner, the property can be sold between April & July,  
4 2023.

5 \* Councilwoman Hunt complimented the Street Department and Sanitation  
6 Department for a great job during the inclement weather.

7 \* Councilman Wood asked if Manager Healy had a date in mind for Manager's  
8 Workshop to discuss dilapidated houses? Not at this time.

9 \* Councilman Wood asked for an update on Sanford Center Property  
10 Appraisal. Manager Healy reported the appraisal has been ordered and the  
11 report should be provided to the manager by January 15-17, 2023.

12 \* Mayor Wood-Shaw remembers legislation being passed to allow  
13 municipalities to redeem delinquent properties taxed by the counties. She  
14 asked if the legislation was in place? Attorney White said the legislation was  
15 in place and the plan is for the State Auditor to provide state sale of properties  
16 to the municipalities between July & September.

17  
18 **NEW BUSINESS:**

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

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

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

30  
31 Councilman Saunders moved to approve the Building Permit ordinance, seconded  
32 by Councilwoman DeWitt. Vice Mayor Wood asked who will be monitoring the 30  
33 day and 60 day permit process? City Manager Healy said the Building Inspectors  
34 will monitor the time limits. Vice Mayor Wood asked for an update on the rental  
35 property inspections. Manager Healy reported the Building Inspectors have not  
36 moved forward on this ordinance due to the ARP Home Improvement Grant which  
37 put an enormous strain on the staff.

38  
39 City Manager Healy suggested these items be discussed at the workshop so he can  
40 explain to council how the building inspector process is and how we are handling

1 the complaints. Manager Healy asked that council members provide him a list of  
2 the properties they are concerned with so they can have time to address those at the  
3 workshop.

4  
5 Mayor Wood-Shaw called for a voice vote. City Clerk Hewitt announced the  
6 following tally. 6 yeas. Motion carried unanimously.

7  
8 **Discussion and Approval of the Moundsville Arts & Culture Commission  
9 Ordinance by Adding Two Additional Members. (First Reading)**

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

12  
13 **AN ORDINANCE OF THE COUNCIL OF THE CITY OF MOUNDSVILLE,  
14 WEST VIRGINIA, AMENDING THE COMPOSITION OF THE ARTS AND  
15 CULTURE COMMISSION BY PROVIDING FOR TWO MORE MEMBERS,  
16 FOR A TOTAL OF NINE MEMBERS. (FIRST READING)**

17 Councilwoman Hunt moved to approve the above ordinance, seconded by  
18 Councilwoman DeWitt. Mayor Wood-Shaw called for a voice vote. City Clerk  
19 Hewitt announced the following tally. 5 yeas, 1 nay. Saunders voting nay. Motion  
20 carried.

21  
22 **Discussion and Approval Authorizing the City Manager to Enter into a  
23 Contractual Lease Agreement with the Moundsville Rifle & Pistol Club.**

24 Vice Mayor Wood moved to authorize the City Manager to enter into a  
25 contractual lease agreement with the Moundsville Rifle & Pistol Club,  
26 seconded by Councilwoman Hickman. Motion carried unanimously.

27  
28 **Discussion and Award of the 2023 Fireworks Bids.**

29 Councilman Saunders moved to award the 2023 Fireworks bid to American  
30 Fireworks in the amount of \$24,500.00, seconded by Councilwoman Hunt.  
31 Motion carried unanimously.

32  
33 **Appointment to the Moundsville Board of Zoning Appeals.**

34 Councilman Saunders moved to re-appoint Charles Rush to the Moundsville Board  
35 of Zoning Appeals, seconded by Councilwoman DeWitt. Motion carried  
36 unanimously.

37  
38 **Discussion and Approval of a Resolution Authorizing the City Manager to  
39 Enter Into a Contractual Agreement with the WV Department of Highways  
40 For Off System Bridge Replacement Through the Department of**

1 **Transportation. (Ash Avenue & Elm Avenue Bridges)**

2 Manager Healy received a call from Perry Keller, WV Department of Highways,  
3 who advised both of our Off-System Bridges, Ash Avenue & Elm Avenue, have  
4 been selected for 100% replacement/repair using federal funding. All additional  
5 costs associated with rights of way, easements, design, engineering and utility  
6 relocation will be included in the funding. Councilman Saunders moved to  
7 authorize the City Manager to sign the resolution, seconded by Councilwoman  
8 DeWitt. Motion carried unanimously.

9  
10 City Manager Healy said once he was award that Infrastructure Act funding would  
11 be available for this, he had made contact with WV Department of Highways  
12 telling them the City of Moundsville would like to be considered for these funds.

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

15 \* Councilwoman DeWitt asked if City Manager Healy received the email she sent  
16 concerning a problem property? Manager Healy said he forwarded that email to  
17 the Building Inspectors.

18 \* Councilman Saunders asked if the traffic issue at Oak Avenue & Highland  
19 Avenue intersection been resolved? Manager Healy said the flashing light needs  
20 replaced.

21 \* Councilwoman Hunt congratulated Sara Wood-Shaw on her position as Mayor,  
22 David Wood on his position as Vice Mayor and Ginger DeWitt on her position as  
23 4<sup>th</sup> Ward Councilwoman.

24  
25 **MAYOR ITEMS:**

26 \* Mayor Wood-Shaw announced the 2023 Council Committee Assignments:  
27 Finance – Randy Chamberlain, Chair, Judy Hunt and David Wood; Policy –  
28 Brianna Hickman – Chair, Ginger DeWitt and David Wood; Traffic – Gene  
29 Saunders, Chair, Ginger DeWitt and Randy Chamberlain; Arts & Culture – Sara  
30 Wood-Shaw, Chair, Brianna Hickman, Commission Members; Sanitation – Judy  
31 Hunt, Chair, Gene Saunders, Rick Healy, Frank Stocklask and Terry Vessels;  
32 Recycling – Ginger DeWitt, Chair, Rick Healy and Frank Stocklask; Employee  
33 Recognition – Ginger DeWitt, Chair, Judy Hunt, Department Heads; Community  
34 Education & Engagement – Sara Wood-Shaw, Co-Chair, Brianna Hickman, Co-  
35 Chair and David Wood; Employee Retention & Recruitment – Judy Hunt, Chair,  
36 Randy Chamberlain, Rick Healy and Department Heads; Chamber of Commerce –  
37 Sara Wood-Shaw, Mayor. Council Representatives – Planning Commission,  
38 Brianna Hickman; Belomar, Sara Wood-Shaw, Mayor and Rick Healy, City  
39 Manager; Library Board – David Wood; MEDC – Randy Chamberlain.

40 \* Mayor Wood-Shaw also announced she will re-assigning council seats to allow

1 for more engagement with fellow council members.  
2 \* Mayor Wood-Shaw is looking forward to working with everyone and stressed  
3 that she hopes council members will focus on professionalism and respect of each  
4 other as they move forward.

5

6 **COUNCIL ITEMS:**

7 \* Councilwoman Hickman congratulated Mayor Wood-Shaw on her first meeting  
8 as Mayor.

9

10 Councilman Saunders moved to adjourn, seconded by Councilwoman Hickman.  
11 Motion carried unanimously.

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13 Meeting adjourned at 6:52 p.m.

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Sondra J. Hewitt, City Clerk

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Sara Wood-Shaw, Mayor

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