

1 **STATE OF WEST VIRGINIA, COUNTY OF MARSHALL, CITY OF**
2 **MOUNDSVILLE, JANUARY 19, 2021**

3
4 The Council of the City of Moundsville met in Regular Session via Zoom on
5 January 19, 2021 at 7:00 P.M.

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

8
9 Invocation by Vice Mayor Judy Hunt.

10
11 Secretary Scarbin called the roll and the following Councilpersons were in
12 attendance: DeWitt, Chamberlain, Hunt, Wallace, Saunders, S. Wood and Mayor
13 David Wood. Also present were City Manager Healy, Attorney White, Secretary
14 Scarbin. Absent: City Clerk Hewitt. Meeting was live streamed on Zoom.

15
16 **MINUTES:**

17
18 **Regular Council Meeting of January 5, 2021.**

19 City Manager Healy noted a correction in the minutes - Page 5 line 7. The Little
20 Free Library was installed by the Park & Recreation Department, not the Street
21 Department. Councilwoman DeWitt moved to approve the minutes with the
22 correction of the regular council meeting of January 5, 2021, seconded by
23 Councilwoman S. Wood. Motion carried unanimously.

24
25 **GENERAL PUBLIC HEARING:**

26 Sara Wood, 2 Poplar Ave, Works for Jobs & Hope West Virginia. This program
27 was established by Governor Justice and the West Virginia Legislature, which
28 aims to address the substance use disorder crisis through a statewide collaboration
29 of agencies to provide linked services to participants. Jobs & Hope WV is for
30 individuals in recovery who are education and career ready; however, programs
31 through Jobs & Hope WV are available to all West Virginians who have a barrier
32 to career employment. Incentives include ongoing support from a Transition
33 Agent, opportunities for paid work experience, free training and education,
34 transportation assistance, child care assistance, and assistance in eliminating all
35 barriers to employment. Those interested can reach out to Councilwoman Sara
36 Wood.

37
38 **CITY MANAGER ITEMS:**

39 City Manager Healy provided the following report to council:

- 1 1. Update on the new Municipal Building – the meeting to view the initial
2 elevation drawings has been delayed one week and will be held the week of
3 the 25th. Also, the Architect has published Request for Proposals for
4 Geotech firms to respond to supply subsurface investigation surfaces. This
5 company will provide test borings and soil testing for the new structure.
- 6 2. Parks & Recreation Director John White and I had a Zoom Meeting with
7 Marcus Carnegie of The Thrasher Group to discuss the final design for the
8 Splash Pad. There are a few minor changes to be made, and our plan is to
9 bring the final presentation to Council at the first February meeting. This
10 project will be a real game-changer for Moundsville and will make us the
11 only facility to have a year-round pool and an exterior splash pad. Director
12 White and I cannot wait for Council to see these exciting plans. With the
13 pool receiving funds from the Municipal Sales Tax, this is a great way to
14 expand the offerings. Trust me when I say, East End and Four Seasons will
15 be the place to be when this is completed.
- 16 3. The demolition contractor has completed the 2nd Street project with the
17 property completely seeded and strawed. The 6th Street property is down
18 and should be filled and leveled tomorrow. The Wilson property is next, and
19 I expect that to begin tomorrow or Thursday. Hand demolition is on-going
20 at 508 Jefferson, with final demo after the Wilson Property is completed.
- 21 4. The ad has been placed for the Recycling Coordinator position, and
22 applications are due by the end of next week. The Public Works Department
23 is working to prepare the building and the third-party hauler has been
24 contacted. All city departments have been distributed blue recycling trash
25 cans for their offices and will take the lead in recycling.
- 26 5. Budget preparation is on-going, as Finance Director Ankrom and I have
27 been meeting weekly to assemble the new budget. The revenue estimates
28 are pretty much completed, and we are working on the expenditures by
29 department. At Council’s request, we can hold a Budget Workshop in early
30 February to discuss the potential budget. We can also schedule Department
31 Heads to present five-minute presentations to explain their expenditures,
32 capital projects, and wish lists.
- 33 6. A reminder if you have not turned in your Street Paving list, please do so as
34 soon as possible. I would like to get the paving project moving along much
35 quicker this year.
- 36 7. Building Inspector Richmond received a quote from a demolition company
37 for the Sanford Center. The asbestos inspection is approximately \$1,800,

1 and a full demolition is estimated between \$230,000 and \$270,000. To the
2 best of my knowledge all occupants are out of the building. I expect the
3 Board to be unable to continue to pay utility costs much longer.

4 8. We received notification of the 4th quarter Municipal Sales Tax today. The
5 amount is \$470,266.29, a 1% increase over the 4th quarter of 2019. For the
6 calendar year of 2020, the receipts totaled \$1,855,839.56, which was a 4%
7 decrease from 2019. Considering all the shutdowns and closures from
8 COVID, I consider that a minimal decrease and look to see that bounce back
9 in 2021.

10 9. Looking forward to February, the Mayor and I have discussed the building
11 re-opening and the resuming of in-person Council Meetings. Assuming the
12 trend continues to go in the proper direction, this will be the plan. Council
13 Meetings will still be limited in the number of people based on the
14 Governor's guidelines, and social distancing and masks will be mandatory.
15 A final decision will be made next week.

16 10. Reminder that next week we will have a Special Council Meeting at 5:00.
17 The agenda will include a Public Hearing and the passing of a Resolution
18 authorizing the City to apply for a Community Development Block Grant for
19 an eight-structure Demolition Project through Belomar. Following the
20 Special Meeting will be a Manager's Workshop on the Council policy
21 document. Updated copies of this document will be out in the packets prior
22 to that meeting.

23 11. In a special packet you received today were the December Department
24 Reports. They were omitted by mistake on Friday. Councilmen
25 Chamberlain and Wallace, these reports began to be included to Council in
26 2019, and I hope you enjoy reading these and find them useful. Also
27 included today was my Year-End Report to City Council. This report
28 capsulizes my year and gives updates on major projects and daily tasks in
29 each department. This report takes some time to compile and I use much
30 information provided to me by Department Heads. Please, take the time to
31 read through this report, and feel free to contact me with any questions. I
32 enjoy providing this report, as I think it shows not only the progress, but the
33 day-to-day operations for all departments.

34 12. Please continue to patronize the local establishments, shops, and restaurants
35 as they continue to struggle from the effects of COVID-19.

36

1 **OLD BUSINESS:**

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

4 *Councilwoman Hunt – Nothing at this time.

5 *Councilwoman DeWitt – Nothing at this time.

6 *Councilman Chamberlain – Nothing at this time.

7 *Councilman Saunders – Nothing at this time.

8 *Councilwoman S. Wood – Asked Manager Healy for an update on recycling. City
9 Manager Healy stated there is a target date set for March.

10 *Councilman Wallace – If anyone has any streets they wish to add to his paving list,
11 let him know.

12
13 **NEW BUSINESS:**

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

16 *Councilwoman Hunt – Received a complaint from a resident regarding a house
17 on Battele Street. There is junk piled up and is an eye sore.

18 *Councilwoman Hunt – A dresser has been sitting in front of the property at 802
19 Third Street for a few weeks. Would like someone to look into it.

20 *Councilwoman DeWitt – Once everyone turns in their paving list, how long until
21 City Manager Healy and Public Works Director Frank Stocklask will decide which
22 streets will be paved? Manager Healy stated Secretary Scarbin will compile a
23 master list and then they will drive around within a few days.

24 *Councilman Wallace – Nothing at this time.

25 *Councilman Chamberlain – Requested Traffic Committee put a speed bump on
26 Jackson between Curtis and Elm. Traffic comes through that street fast.

27 Councilman Wallace stated he was advised a long time ago by their attorney that
28 anytime there was a speed bump, it shows the City acknowledges there is a
29 problem and is liable. Attorney White stated there wouldn't be a problem with the
30 speed bump.

31 *Councilwoman S. Wood – In the past it was mentioned to have a regular rotation
32 of certain streets be put on the paving list. When will we be at the point to have this
33 put in place? City Manager Healy stated it's already in place. The past 4 years the
34 City has put one of those streets on the list.

35 *Councilwoman S. Wood – In the past it was mentioned to provide training to
36 boards and commissions. Is this something still on the agenda in the future? City
37 Manager Healy stated the two primarily talked about was the Planning
38 Commission and Board of Zoning Appeals. Training was originally scheduled for
39 2020, but then cancelled because of COVID. We will look into training this year.

40 Councilwoman S. Wood stated the Strand Theatre offered their building for

1 training since it allows more social distancing. Councilman Wallace asked if the
2 boards are paid or voluntary. City Manager Healy confirmed all boards and
3 commissions are volunteers. Councilman Wallace questioned if board and
4 commission members would be willing to train if they are volunteer.
5 Councilman Saunders – The situation discussed with City Manager has been well
6 taken care of by Police Department.
7 Councilman Saunders – Boards and Commission members should be paid for their
8 time.
9 Councilman Saunders – Waiting to see new Police cruisers.

10
11 **MAYOR ITEMS:**

12 *Mayor D. Wood – In reference to the special meeting on January 26th, each
13 councilperson needs to read the documents provided thoroughly. Highlight the
14 passages you wish to talk about. Will there be other forms coming for this
15 meeting? City Manager Healy stated there will be a redlined document provided in
16 packets on the Friday prior to the meeting.

17 *Mayor D. Wood – Happy with the 1% tax distribution. Thought it would be lower
18 because of COVID. It’s been a great addition to the City.

19 *Mayor D. Wood – Sanitary Board meeting is this Thursday, January 21st via
20 Zoom.

21 *Mayor D. Wood – The Legislature will meet in February. One of the issues that
22 may come about is removing the State Income tax. 43% of the state revenue is
23 brought in by this tax, which will cause a void if removed. The question is where
24 the money will come from to fill the void. Has heard increasing sales tax as an
25 option. Will keep Council up to date. Councilman Wallace asked what part of the
26 state income tax does the City get? City Manager stated the City does not get a
27 portion.

28
29 **COMMITTEE REPORTS:**

30 Councilwoman Hunt provided the Finance Committee report. They met Tuesday
31 January 12th. Presentation by Justin Jones (board President of the Strand Theatre).
32 Thanked the City for the utility reimbursements. Provided a breakdown of utility
33 expenses. Revenue and Expense summary was presented by Finance Director
34 Ankrom. The budget workshop will be scheduled for February.

35 Councilman Saunders provided the Traffic Committee report. Nothing was on the
36 agenda. Councilwoman DeWitt brought up intersection of 9th and Garfield. It’s
37 hard to see. A lot of the problem was the banners hanging. By consensus of
38 Council, this was asked to be placed on the February sub-committee agenda for
39 discussion.

40 Councilwoman S. Wood provided the Policy Committee report. Discussed the

1 Manager’s Workshop. It was decided to have the Rules and Regulations at the
2 special council meeting on January 26th at 5:00 PM. A hearing will be held to
3 approve a resolution to apply for CDBG funds for demolition. The Façade program
4 workshop will be held in March. Councilwoman DeWitt asked if it was standard
5 for the City Manager to sign the bond issuance for the Sanitary Board. City
6 Manager Healy stated it was the recommendation of the bond counsel.

7
8 **COUNCIL ITEMS:**

9 * Councilwoman Hunt – The last time City Manager Healy spoke with Department
10 of Transportation; First Street would be on the April 2021 paving list. Could City
11 Manager Healy check back with the Department that First Street is still on the list
12 to be paved? City Manager Healy stated he would follow up with them and provide
13 an update at the next meeting.

14 *Councilwoman DeWitt – Can City Clerk Hewitt check with the Municipal
15 League in regards to Zoom etiquette so we can have training. City Manager Healy
16 said he would have City Clerk Hewitt check.

17 *Councilman Chamberlain – In regards to the speed bump request, members who
18 look at Jackson, pay attention to the garages that line Jackson between Curtis and
19 Elm. Cars backing out and traffic coming up in that direction need to slow down.

20 *Councilman Saunders – Regarding the previous trailer issue, the resident hasn’t
21 been working on it. City Manager Healy stated the work permit expires February
22 1st.

23 *Councilman Saunders – Commends the Street Department for taking care of the
24 streets in the winter.

25 *Councilman Wallace – Thank you to the Street Department for the work on the
26 streets on snow days.

27 *Councilman Wallace – Thank you again to Council for the welcoming.

28 *Councilman Wallace – How much of the 1% sales tax is designated to the new
29 municipal building? Finance Director Ankrom stated 34%.

30 *Councilwoman S. Wood – Can City Manager or Secretary Scarbin send the
31 Council members a breakdown of what the 1% sales tax is going to?

32 *Councilwoman S. Wood – If the Municipal League doesn’t offer a Zoom tutorial,
33 she can give a Zoom tutorial to anyone.

34
35 Councilman Saunders moved to adjourn, seconded by Councilwoman Hunt.
36 Motion carried unanimously.

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38 Meeting adjourned at 8:10 P.M.

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Kimberly Scarbin, Secretary

David Wood, Mayor