

1 **STATE OF WEST VIRGINIA, COUNTY OF MARSHALL, CITY OF**
2 **MOUNDSVILLE, MARCH 7, 2023**

3
4 The Council of the City of Moundsville met in Regular Session in the Council
5 Chambers on March 7, 2023 at 6:00 p.m.

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

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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, Hunt, Saunders, Vice Mayor Wood
13 and Mayor Wood-Shaw. Also present were City Manager Healy (via Zoom), City
14 Clerk Hewitt, Finance Director Ankrom, Secretary Jasenec, Chief Mitchell and
15 City Attorney White.

16
17 **MINUTES:**

18
19 **Regular Council Meeting of February 21, 2023.**

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

23
24 **Special Council Meeting of February 28, 2023.**

25 Vice Mayor Wood moved to approve the minutes of the Special Council Meeting
26 of February 28, 2023, seconded by Councilwoman Hickman. Motion carried
27 unanimously.

28
29 **GENERAL PUBLIC HEARING:**

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31 * Brian Smith, 67 Oak Avenue, said he received a letter in June 2022 from the city
32 stating a change to his address. He now has read in the paper of another address
33 change that has to be made as directed by the National Numbering System because
34 a resident cannot have someone else's form address.

35
36 * Patricia Elias, 120 Arlington Avenue, complained of kids and adults riding
37 ATV's all during the afternoon and evening. She said they are coming from the
38 Walnut Avenue area. She said the police respond to her complaints but they
39 continue to ride.

1 **CITY MANAGER ITEMS:**

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

4 In the absence of City Manager Healy, City Clerk Hewitt provided a progress
5 report of the new Municipal Building to council.

6
7 **City Manager Healy Provided the Following Manager's Report to Council.**
8 (Report was read by City Clerk Hewitt)

9 Personnel

- 10 • Full-time positions open with the city currently include:
- 11 ○ Fire Department one position - open applications. The Civil
12 Service Board has decided that testing will be postponed again
13 due to only one application being received. That applicant will
14 be held for the next test.
 - 15 ○ Police Department four positions – open applications. Another
16 test is scheduled for March 18th.
 - 17 ○ Cheri Wilson-Long has resigned as Building Inspector. No
18 internal applications were received, and it is posted outside
19 now. A copy of the internal posting is in your packets.
- 20 • Part-time positions needed include lifeguards and Recycling
21 Coordinator.

22
23 1. The project to replace the light poles at the Bronco Field at East End is
24 complete, except for removal of six bases. That will be completed the week of
25 March 20th.

26 2. The Jackson/Mulberry stormwater project is complete, as far as the pipes are
27 concerned. Work continues on the remediation of the parking lots, and grassy
28 areas.

29 3. Included in your packets is a copy of the water sample results after the spill in
30 East Palestine, OH, provide by Terry Roberts. As expected there were no
31 contaminants in the water coming into the plant from the wells, nor in the water
32 after treatment.

33 4. Also in your packets is information from the Recruitment and Retention
34 Committee, including notes from two meetings, recommendations from the
35 Committee, fiscal impact, and a compilation of the survey results. All of this will
36 be discussed at the Sub-Committee Meeting next week. The Committee meets
37 again tomorrow at 10:00.

1 5. We had our final CivicClerk training last week. Everyone should be receiving
2 an e-mail with log-in information. Once everyone has an account set up, you will
3 receive a link to the Council training.

4 * Councilwoman DeWitt asked Finance Director Ankrom how much we have paid
5 for the work on the new city building? Director Ankrom said we do not process
6 the pay applications from this office, but we receive monthly statements.

7 * Councilwoman DeWitt asked what the hourly rate was for the Building
8 Inspectors. City Clerk Hewitt nor Director Ankrom knew the hourly rate.

9
10 **OLD BUSINESS:**

11
12 **Other Items to be Discussed by Council.**

13 * Councilman Saunders reported a utility trailer parked on 7th Street between Parriott
14 Avenue and Henrietta Avenue.

15
16 **NEW BUSINESS:**

17
18 **Receive and File the Moundsville/Marshall County Library Annual
19 Financial Report.**

20 Vice Mayor Wood moved to receive and file the Library's annual financial
21 report, seconded by Councilman Chamberlain. Motion carried unanimously.

22
23 **Discussion and Appointment of Two New Arts & Culture Members.**

24 Mayor Wood-Shaw announced they received several resumes for the Arts &
25 Culture Commission and have decided on Brianna Cecil and Allyson Varlas.
26 Councilman Chamberlain moved to appoint Ms. Cecil and Ms. Varlas to the
27 Arts & Culture Commission, seconded by Councilwoman Hunt. Mayor
28 Wood-Shaw called for a voice vote. City Clerk Hewitt announced the
29 following tally. 6 yeas, 1 nay. Saunders voting nay. Motion carried.

30
31 **Other Items to be Discussed by Council.**

32 * Councilwoman Hunt thanked Secretary Sara Jasenec for developing the
33 employee survey to help with the Employee Retention and Recruitment
34 Committee discussions.

35 * Councilman Saunders recommends adding 4th Street to the paving list from
36 Grant Avenue to Poplar Avenue.

37
38 **MAYOR ITEMS:**

1 **Appointment of Three Council Members to the Employee Policy Manual**
2 **Revision Committee.**

3 Mayor Wood-Shaw announced that she is appointing Vice Mayor David Wood,
4 Councilwoman Brianna Hickman and Councilman Gene Saunders to the Employee
5 Policy Manual Revision Committee.
6

7 **Other Items to be Discussed by the Mayor.**

8 * Mayor Wood-Shaw thanked Secretary Jasenec for the Employee Retention and
9 Recruitment notes that were provided to council. She looks forward to discussing
10 those suggestions at the next sub-committee meeting.

11 * Mayor Wood-Shaw announced on the first Tuesday of every month there will be
12 a Community Education and Engagement meeting at 5:00 p.m. The committee will
13 be sharing the information that is discussed at those meetings.

14 * Mayor Wood-Shaw highlighted employee Karen Ankrom for bringing council
15 through budget time. She does a great job and is happy to answer any questions
16 asked. She highlights important line items on the financial summary and volunteers
17 at city events and functions.
18

19 **COUNCIL ITEMS:**

20 * **Hunt** – Asked when 117 Jefferson Avenue will be demolished? City Clerk Hewitt
21 said she would research the date.

22 * **Chamberlain** – Ask when the concrete work start on the certain streets in town?
23 Manager Healy will research and advise council.

24 * **Saunders** - Reported vehicles still parked on Shirley Terrace property.

25 * **DeWitt** – Asked for the starting salary was for Building Inspectors. Manager
26 Healy will advise.
27

28 Councilwoman Hunt moved to adjourn, seconded by Councilman Saunders. Motion
29 carried unanimously.
30

31 Meeting adjourned at 6:30 p.m.
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35 Sondra J. Hewitt, City Clerk

Sara Wood-Shaw, Mayor