

1 **STATE OF WEST VIRGINIA, COUNTY OF MARSHALL, CITY OF**
2 **MOUNDSVILLE, MARCH 16, 2021**

3
4 The Council of the City of Moundsville met in Regular Session in the Council
5 Chambers on March 16, 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 City Clerk Hewitt called the roll and the following Councilpersons were in
12 attendance: Chamberlain, DeWitt, Vice Mayor Hunt, Saunders, Wallace, S. Wood
13 and Mayor David Wood. Also present were City Manager Healy, City Clerk
14 Hewitt, Finance Director Ankrom, Police Chief Mitchell, Treasurer Williams,
15 Secretary Scarbin and Attorney Brent Clyburn. Absent: Attorney White.

16
17 **MINUTES:**

18
19 **Regular Council Meeting of March 2, 2021.**

20 Councilman Saunders moved to approve the minutes of the regular council
21 meeting of March 2, 2021, seconded by Vice Mayor Hunt. Councilwoman S.
22 Wood made a correction on page 6 line 31 says Vice Mayor D. Wood, should read
23 Mayor D. Wood. Motion carried unanimously as amended.

24
25 **GENERAL PUBLIC HEARING:**

26 * Joseph Michael Emery, 1305 Lockwood Avenue, complained of trucks using
27 “jake” break coming across the bridge into Moundsville. He said it tends to be
28 louder during the night. City Manager will look into the regulations concerning
29 the use of jake breaks.

30
31 * Carl Boso, 305 10th Street, was upset that he wasn’t permitted to speak longer
32 than the 5 minutes at the council meeting. Mr. Boso complained of speeders on
33 10th Street and asked for more patrol. He suggested using the Sheriff Department
34 to patrol Moundsville instead of the Moundsville Police Department. Mr. Boso
35 said there used to be a sign on the bridge prohibiting the use of jake breaks. He
36 also said he spoke with the State Police who advised it was the city’s responsibility
37 to enforce the use of jake breaks.

38
39 **PUBLIC HEARING:**

1 **A Public Hearing for the 2021-2022 General Fund Budget.**

2 Councilman Saunders moved to open the public hearing to discuss the General
3 Fund Budget, seconded by Councilwoman S. Wood. Motion carried unanimously.
4

5 * Finance Director Ankrom discussed the proposed budget to council. Councilman
6 Chamberlain asked what are the restricted fund balances and asked if you could
7 have a break down of those accounts. Councilman Wallace asked how many years
8 are left on the landfill account and is there still available money in that account?
9 Ms. Ankrom said there were a few more years left and no funds are available in the
10 interest account.
11

12 Councilman Chamberlain moved to close the public hearing, seconded by
13 Councilwoman S. Wood. Motion carried unanimously.
14

15 **CITY MANAGER ITEMS:**

16 1. Meetings are set to begin next week with the architect and engineers relating to
17 the electrical, communications, safety, and mechanical designs for the new
18 Municipal Building. The Geotech contractor has completed the drilling samples
19 and will forward the report to the architect. This is another important step in the
20 process that is now completed.

21 2. As everyone knows, the American Rescue Plan was signed last week by
22 President Biden. Part of that plan are direct payments to state and local
23 municipalities. The amount the plan will be directing to Moundsville is \$3.43
24 Million. What we know so far is that this funding will come in two parts – half to
25 be in our hands sometime in or after April, and the second half same time next
26 year. All funds must be expended by 2024. There has only been preliminary
27 guidance released, and full guidance is expected with the next few weeks. While
28 the primary goal is to get assistance to households, there are other avenues
29 expected to be allowable. Initial guidance shows that the funds can be used for
30 revenue replacement/loss and budget shortfalls, all COVID related expense
31 reimbursements, infrastructure (specifically water, sewer, and broadband), and
32 other economic revitalization projects. Most likely, the funds will be placed into a
33 special line item created by the Auditor’s Office. Because this allocation will
34 ultimately come with very specific guidelines, I would suggest the previously
35 discussed Manager’s Workshop be delayed until full guidance is received. The
36 CARES Act reimbursement has less restrictions. All in all, this is a real boom to
37 the City, and I know that we will work hard to utilize these funds in the best
38 possible way.

39 3. In your packet’s tonight is a calendar of events related to the City Building
40 financing and the bond issue. Please pay attention to these dates, as there will be

1 important meetings over the next few months regarding this.

2 4. I had our yearly review meeting with Encova who covers our Workers
3 Compensation Program. During the review, the representative noted that the City
4 had no losses this policy period to date. The only loss since our last full review
5 was a finger laceration for a loss of \$452.00. Further, our losses continue to trend
6 downward, with our past five-year EMOD rate at 7.32%, which is considered
7 excellent. He also supplied Safety Director Carter with safety signs and stickers to
8 hang in the departments. This is a testament to the trainings that Mr. Carter
9 regularly does, even during COVID, by meeting with smaller groups, and to our
10 employees by attending the safety classes. His comment was “keep up the great
11 work”.

12 5. The roll-off container has been delivered for the recycling program. With no
13 coordinator yet hired, I asked for permission from the DEP to not delay the start of
14 the program. I did received permission, so our tentative soft opening date will be
15 April 3rd. More information about allowable items will be posted on our website
16 and Facebook page, and information will be made available to the local media.

17 6. Director White and I had been planning an Easter Egg Hunt for the community
18 in 2020, when it was cancelled due to COVID. Knowing that the kids need and
19 deserve something, John and I have revised the plans and will have a drive-thru
20 Easter Egg Event on Saturday, March 27, from 10:00 AM to 12 noon. This will be
21 held at the Four Seasons Pool parking lot. Parents can bring kids ages 10 and
22 under, see the easter Bunny, and receive a COVID safe treat bag. I would like to
23 thank United bank, who came on board for last year’s event, as a sponsor.

24 7. Final work on the construction drawings and bid documents have been
25 completed by The Thrasher Group and a Pre-Bid will be held on Friday, March 26,
26 and a bid opening will be held on April 1.

27 8. Also, at Four Seasons, the bathroom renovation project is on-going with
28 minimal problems. Patrons are working through the noise and limited changing
29 areas, knowing the end product will be worthwhile. Construction will continue
30 through May.

31 9. We had another vandalism issue last night at east End. Again, fortunately, it
32 was caught by the surveillance cameras. A great job by our Police Department in
33 follow up today, and the individual responsible has been identified and will be held
34 accountable.

35 10. Thursday I will be participating in a virtual Implementation Meeting with
36 Belomar and the WV Development Office for the CDBG grant program. Mr.
37 Wiethe told me today that he expects applications to be available April 5, and we
38 will start the marketing program that day, as well.

39 11. I would urge Council to keep a close eye on the bills that are currently in the
40 West Virginia Legislature. There are multiple bills introduced that will have an

1 impact on cities and municipalities. One bill would eliminate B&O tax on new
2 vehicles and cap the amount of used vehicles. Another would eliminate B&O tax
3 all together, and yet another one would eliminate the Municipal Sales tax option on
4 future Home Rule cities. Please discuss these with your legislators. I have made
5 requests and have heard from Delegates Zukoff and Reynolds (who both oppose
6 the Home Rule bill), but no response from Senator Maroney nor Clements. Please
7 reach out to our legislators.

8 12. As the COVID numbers continue to decline and more people are vaccinated,
9 please stop into a local store or restaurant. These local small businesses are such a
10 vital part of our community, and they continue to need our patronage.

11
12 Mayor D. Wood asked if anyone had questions for the City Manager:

13 * Vice Mayor Hunt asked the cost of core drilling on the city lot? Approximately
14 \$6,000.00. Councilman Chamberlain asked that council receive a copy of the core
15 drilling report.

16 * Councilman Saunders asked what kind of damage was at East End? Manager
17 Healy said new concrete was drawn on and marked up.

18 * Councilwoman S. Wood asked if camera's have been installed at Park View
19 playground? Not yet.

20 * Councilman Saunders asked if cameras have been installed at Valley Fork? Not
21 yet. We have estimates to install cameras at all the parks.

22
23 **OLD BUSINESS:**

24
25 **Discussion and Approval of an Ordinance Forming an Audit Committee that**
26 **Consists of the City Manager, the Finance Director, City Clerk and the**
27 **Finance Committee Chairperson as Members. (Second Reading)**

28
29 Attorney Clyburn read the following ordinance by title only to be passed by
30 council on second and final reading:

31
32 **AN ORDINANCE OF THE COUNCIL OF THE CITY OF MOUNDSVILLE,**
33 **WEST VIRGINIA CREATING A COMMITTEE TO PROCURE**
34 **AUDITORS OF CITY FINANCES AS REQUIRED BY THE WEST**
35 **VIRGINIA STATE AUDITOR. (SECOND READING)**

36 Vice Mayor Hunt moved to approve the above ordinance, seconded by
37 Councilman Chamberlain. Mayor D. Wood called for a voice vote. City Clerk
38 Hewitt announced the following tally. 5 yeas, 2 nays. Saunders and Wallace
39 voting nay. Motion carried.

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

2 * Councilwoman S. Wood asked for an estimated time of arrival of the street
3 sweeper. City Manager Healy said approximately 2 months.

4 * Councilman Wallace said there was discussion renting a sweeper until the new
5 one arrived. City Manager Healy said he and Public Works Director Stocklask
6 was looking into a rental but it was very costly. They will fix the belt and continue
7 using the Pelican.

8 * Councilman Saunders asked what was going on with the owner of the camper he
9 has been complaining about? Manager Healy said he would speak to the Chief and
10 call him.

11
12 **NEW BUSINESS:**

13
14 **Discussion and Approval of the 2021-2022 General Fund Budget.**

15 Councilwoman S. Wood moved to approve the 2021-2022 General Fund Budget,
16 seconded by Vice Mayor Hunt. Mayor D. Wood called for a voice vote. City Clerk
17 Hewitt announced the following tally. 7 yeas. Motion carried unanimously.

18
19 **Discussion and Approval of the Finance Committee's Recommendation of**
20 **Allocating 3% for Public Works Department, 3% Police Department and 3%**
21 **Fire Department (8% Public Safety, Relocating 1% from the Buffer to Public**
22 **Works)**

23 Councilman Chamberlain moved to approve allocating a portion of the 1%
24 Municipal Sales and Use tax for the Public Works Department, seconded by
25 Councilman Saunders. Motion carried unanimously.

26
27 **Discussion and Approval of the Finance Committee's Recommendation to**
28 **Purchase the Street Sweeper in Full as Opposed to a Lease Purchase.**

29 Councilman Chamberlain moved to purchase the Street Sweeper in full, seconded
30 by Vice Mayor Hunt. Motion carried unanimously.

31
32 **Discussion and Approval of the Policy Committee's Recommendation to**
33 **Remove the First Paragraph on Last Page and Direct the City Attorney to**
34 **Draft a Resolution Adopting the Rules & Regulations of Council.**

35 Councilman Saunders moved to direct the City Attorney to draft a resolution
36 adopting the Rules & Regulations of Council, seconded by Councilwoman S.
37 Wood. Motion carried unanimously.

38
39 **Discussion and Approval of the Policy Committee's Recommendation to Direct**
40 **the City Attorney to Draft a Resolution to Adopt the WV Local Government**

1 **Purchasing Card Policies and Procedures as well as Internal Policies.**

2 Councilman Saunders moved to direct the City Attorney to draft a resolution to adopt
3 WV purchasing card policies and internal policies, seconded by Councilwoman S.
4 Wood. Motion carried unanimously.

5
6 **Discussion and Approval of the Policy Committee’s Recommendation to**
7 **Discuss the Disposition of the Sanford Center Building and Other Related**
8 **Issues.**

9 After discussing the disposition of the Sanford Building, Councilman Chamberlain
10 moved to terminate the lease, terminate the utilities and padlock the building,
11 seconded by Councilwoman S. Wood. Motion carried unanimously.

12
13 After discussing whether or not to demo the building, Councilwoman S. Wood
14 moved to put out for bid to demolition the building, seconded by Vice Mayor Hunt.
15 Motion carried unanimously.

16
17 **Discussion and Approval of the Policy Committee’s Recommendation to Direct**
18 **the City Attorney to Amend the Arts & Culture Commission Ordinance to**
19 **Include Two Additional Members to the Commission.**

20 Councilman Saunders moved to direct the City Attorney to amend the Arts &
21 Culture Commission ordinance to include two additional members, seconded by
22 Councilman Chamberlain. Motion carried unanimously.

23
24 **Discussion and Approval of the Policy Committee’s Recommendation**
25 **Authorizing the City Manager to Publish RFP for Basic Engineering Services**
26 **for the City, Water and Sanitary Departments.**

27 Councilwoman S. Wood moved to authorize the City Manager to publish RFP for
28 engineering services, seconded by Councilman Chamberlain. Motion carried
29 unanimously.

30
31 **Discussion and Approval of the Policy Committee’s recommendation for the**
32 **Mayor to Appoint a Juneteenth Celebration Ad hoc Committee Which Will**
33 **Include at Least Five (5) Members, One Member Being from Council. (Mayor**
34 **D. Wood appointed Councilman Gene Saunders, former Councilwoman**
35 **Brianna Hickman and Ellen Saunders as committee members)**

36 Councilman Chamberlain moved to advertise vacancies for two Juneteenth
37 Celebration committee members, seconded by Councilwoman S. Wood. Motion
38 carried unanimously.

39
40 **Other Items to be Discussed by Council.**

1 * Councilman Saunders said he received a phone call from an individual who is
2 interested in leasing the 10th Street Boat Docks. The individual said he would
3 improve the docks. City Manager Healy said the individual also contacted him
4 asking for a 10 year lease and improve the property to a “Yacht Club” type boat
5 docks. City Manager Healy instructed the individual to develop a presentation at a
6 sub committee meeting in April. The boat docks are under lease until June 30,
7 2021.

8 * Vice Mayor Hunt asked if we advertised for paving bids? Manager Healy said a
9 couple of streets are still being engineered then we will advertise.

10 * Councilwoman S. Wood announced the Marshall County Family Resource
11 Network is sponsoring a Food Drive on March 25, 2021 from 11-1 at the Four
12 Seasons Pool parking lot.

13 * Councilman Wallace asked why council is not permitting extra time in the public
14 hearings during council meetings? Mayor D. Wood said the mayor or presiding
15 officer has a right to set the time limit for public discussion. This was also
16 discussed and approved in the Rules & Regulations of Council.

17
18 **MAYOR ITEMS:**

19 * Mayor D. Wood read a thank you letter from the family of former Councilman
20 Phil Remke on the loss of his mother. Councilman Wallace moved to receive and
21 file the letter, seconded by Councilman Chamberlain. Motion carried
22 unanimously.

23 * Mayor D. Wood read a thank you card from the family of former Follansbee City
24 Manager John DeStefano. Councilman Chamberlain moved to receive and file the
25 thank you card, seconded by Councilman Saunders. Motion carried unanimously.

26 * Mayor D. Wood read a thank you card from the family of Frank Stocklask,
27 whose sister, Christy Holmes passed away. Councilman Chamberlain moved to
28 receive and file the card, seconded by Councilman Saunders. Motion carried
29 unanimously.

30
31 **COMMITTEE REPORTS:**

32 **Reports by the Finance Committee.**

33 The finance committee met on March 9, 2021.

34 **Reports by the Traffic Committee.**

35 The traffic committee followed the finance meeting.

36 **Reports by the Policy Committee.**

37 The policy committee followed the traffic meeting.

38
39 **COUNCIL ITEMS:**

40 * **S. Wood** - Announced Mounds of Nutrition, a new business being located on

1 Jefferson Avenue is open. Please stop by, drinks are delicious.
2 * **Wallace** – Nothing at this time.
3 * **DeWitt** – Nothing at this time.
4 * **Chamberlain** – Reported an old street sign pole located at Third Street & Grant
5 Avenue. Asked if the city has ordinance on unused sign poles. Manager Healy
6 will research.
7 * **Hunt** – Asked where the ribbon cutting was for new business, Genesis?
8 Manager Healy said the old Eagle’s Building.
9 * **Saunders** – Nothing at this time.
10
11 Councilman Saunders moved to adjourn, seconded by Councilman Wallace.
12 Motion carried unanimously.
13
14 Meeting adjourned at 8:34 p.m.
15
16
17
18 _____
19 Sondra J. Hewitt, City Clerk
20
21
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29 _____
David Wood, Mayor