

# MINUTES OF THE MORGANTOWN TOWN COUNCIL MEETING

HELD JULY 13, 2020

The meeting was called to order by Council President, Penny Anderson at 6:00 p.m.

Present were Council members; Penny Anderson, Walter Abbott, Courtney Allen and Greg Randolph. Council member; Ashlyn DeWitt was absent.

## APPROVAL OF MINUTES

Walter Abbott made a motion to approve meeting minutes, March 9<sup>th</sup>, March 23<sup>rd</sup> and May 29<sup>th</sup>. Penny Anderson seconded the motion. All members voted in favor of the motion. The motion passed.

## STREAMLINE INFORMATION

The Clerk Treasurer explained in discussion with Janet Alexander, who is with HR Unlimited she has changed and streamline the reports that will be provided to the Council. There will be an "Acknowledgement Sheet" that gives the Fund balances. The Clerk Treasurer is asking Council members to sign this form after they have reviewed the balances by matching them the Fund report. There will also be a Billing Adjustment form which will show the adjustments the Utility Clerk has made the Council will need to review and sign. The approval of the Payroll will be changed to a Check Register form that provides only the net wage for each employee. The Clerk Treasurer explained Suzy Bass, with HR Unlimited will be balancing all the Bank Statements each month and the Clerk Treasurer will be checking her work. The Council will get to review the Bank Statement each month as well. The Clerk Treasurer has provided the Bank Statements she had balanced all the way back to January 2020 for Suzy to review and make sure the balances are correct. All Bank Statement were balanced correctly by the Clerk Treasurer. Moving forward Suzy has begun the balancing of the Bank Statement with the month of June 2020. This is part of the Town's Internal Control Standards as the Clerk Treasure has no Deputy and had to rely on the Council for any second eyes on her work. Now with Suzy Bass balancing the Bank Statements each month there will be a 3<sup>rd</sup> party as those second set of eyes.

## APPROVAL OF CLAIMS

Greg Randolph made a motion to approve the Claims Docket, dated July 13, 2020 totaling \$149,514.88. Penn Anderson seconded the motion. All members voted in favor of the motion. The motion passed.

## **ACKNOWLEDGEMENT SHEET**

The Clerk Treasurer asked the Council to review and sign the Acknowledgement Sheet, which indicates they have reviewed all the balances and they agree. If a Council member has not had an opportunity to review the reports they should not sign.

Penny Anderson asked about the fees charged by First Merchants Bank of \$3.00 and \$25.00. The Town has now signed up for ACH to be able to send the Direct Deposit file and there is a fee for that service.

## **REIMBURSEMENT REQUEST**

Jeania Turner requested from the Town \$1,468.70 for damaged tires and other miscellaneous repairs to the vehicle due to a chuckhole she says the Town did not repair. The Council considered the request but there was no action taken.

## **UTILITY ADJUSTMENTS**

Greg Randolph made a motion to approve the request from Jewel Blevins at 140 Morton Street for a two month leak near the meter for \$43.60 and \$25.66. Penny Anderson seconded the motion. All members voted in favor of the motion. The motion carried.

## **PROCUREMENT OF GRANT ADMINISTRATOR**

Greg Randolph made a motion to award Kenna Consulting the administrative contract for the Waste Water Improvement Project. Walter Abbott seconded the motion. All members voted in favor of the motion. The motion passed.

## **APPRAISALS OF 180 GRANT STREET**

Two appraisals have been received on the property at 180 Grant Street as the Town is interested in purchasing the property to add to the Town Park. One appraisal is for \$43,000 and the other appraisal is for \$45,000. The Town cannot pay more than the average of the two appraisals. There is sewer and water running to the property. Lee Robbins suggested using Courtland Title for the title search and asking the sellers to pay the cost. Greg Randolph made a motion to

extend an offer for a purchase price of \$44,000 with the seller paying the costs of the title search, owner's policy, and title insurance and condition upon the Town determining if an Environmental Review is necessary and up to 60 day to complete the process. Courtney Allen seconded the motion. All members voted in favor of the motion. The motion passed.

### **POLICE DEPARTMENT REPORT**

John Bise has completed the Law Enforcement Academy and is now a certified police officer. Town Marshal, Ryan Swank asked the Council to consider raising his salary from \$17.50 to \$20.00 an hour effective July 19, 2020. Ryan would like to see a wage schedule set up for each department. Ryan also suggested the Council look at reinstating the Longevity pay. Penny Anderson made a motion to approve increasing John Bise's hourly wage from \$17.50 to \$20.00. Walter Abbott seconded the motion. The motion passed.

Courtney Allen made a motion to purchase 5 police radios from Kenwood at a cost of \$8,780.09 using money from the General Fund, "Improvements Other Than" to pay for the purchase. Greg Randolph seconded the motion. All members voted in favor of the motion. The motion passed.

### **DPW REPORT**

Concerning the Waste Water Improvement Project there is still field work being completed in Town.

The issue with the customer at 370 W Elm Street is being handled by the customer.

The DPW would like to purchase I-Pads for their department to use for readings and work orders. The Clerk Treasurer requested a Lap Top so she can work from home if there is reason to shut down the office. Council President would like to be able to work, sign documents at the office using a private Lap Top. Greg Randolph made a motion to authorize Jeff Downey to purchase 2 I-Pads for DPW and 2 Lap Tops for the Council President and Clerk Treasurer so they can work

remotely if needed. Courtney Allen seconded the motion. All members voted in favor of the motion. The motion passed.

### **TOWN ATTORNEY**

Greg Randolph made a motion to adopt Resolution 2020-5 which is temporary personnel policies related to covid-19, which authorizes employees to work remotely, providing all essential services to residents and essentially remaining on call to respond to the needs of the Town as they arise and still receive their full compensation. Courtney Allen seconded the motion. All members voted in favor of the motion. The motion passed.

### **REFUND SECURITY DEPOSITS**

Lee has prepared an Ordinance for the Council to consider on the refunding the Security Deposits and he will bring this up for vote at the next Council meeting.

### **GOALS FOR NEXT 2 YEARS**

For Janet Alexander to complete a 5 year spending plan for the Town Janet would like to know the projects the Council is planning. Several projects were mentioned; Park, sidewalks, DPW Garage, Town Hall & Police Department.

### **2021 BUDGET**

The Clerk Treasurer will be meeting with the DLGF to begin work on the 2021 Budget. Janet Alexander will be meeting with the Clerk Treasurer, Council and Department Heads to discuss the budget line items and the 5 year spending plan she is preparing.

### **EASEMENTS**

There was discussion about issues and questions residents are having with the easement paperwork.

**PUBLIC COMMENT**

Jewel Blevins believed the Council should look at using part of the street next to the Town Hall in remodeling the Town Hall.

The meeting was adjourned by the President.

Special Council Meeting Minutes of, July 13, 2020, signed September 14, 2020

ATTEST:

Sharon McIntosh 9/14/2020

CLERK TREASURER, SHARON MCINTOSH

Dated

Penny Anderson

Town Council President, Penny Anderson

Walter Abbott  
Council Member, Walter Abbott

Courtney Allen

Council Member, Courtney Allen

Ashlyn DeWitt

Council Member, Ashlyn DeWitt

Greg Randolph  
Council Member, Greg Randolph