

**MINUTES OF THE MORGANTOWN TOWN COUNCIL MEETING  
HELD AUGUST 10, 2020**

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

Present were Council members; Walter Abbott, Penny Anderson, and Greg Randolph.

Council members who came in later were; Ashlyn DeWitt and Courtney Allen.

Special guests were; Kent and Donna Anderson with Kenna Grant Consulting.

**REQUESTS OR COMPLAINTS**

Steve Schoolcraft was on the agenda to attend with a reimbursement request but the request is going to be turned over to insurance.

Jerry Jasper was unable to attend the meeting but he was represented by Debbie Reynolds for a request to waive his water bill. There had been a mix up between Jerry and the DPW department on hooking up Jerry's water because the final building inspection had not been completed. Mr. Jasper did not realize the water was turned on. He had zero consumption but received a water bill requiring payment. Greg Randolph made a motion to waive Jerry Jasper's water bill. Walter Abbott seconded the motion. All members voted in favor of the motion. The motion passed.

Chris Hammons who had drainage issue at 39 Clark Street failed to attend the meeting after requesting to be put on the agenda.

**GRANT STREET PROPERTY**

Troy Phelps who owns the property at 180 Grant Street was in attendance. The Town is offering to purchase the property from Mr. Phelps for \$44,000.00. Attorney, Lee Robbins explained that the Town cannot pay more for the property than the average of the two appraisals. . Mr. Phelps is fine with the selling price but requested the Town pay the title insurance, pay the Fall property taxes and waive the balance on his water/sewer bill. Greg Randolph made a motion to amend the contract for the Town to pay the cost of the title insurance and to pay or waive the outstanding utility bill owed to the Town. Penny Anderson seconded the motion. All members voted in favor of the motion. The motion passed. Lee will alter the contract and the Phelps will be able to sign the Purchase Agreement.

## **OCRA GRANT AWARD**

OCRA awarded the Town a \$700,000.00 Grant for the Waste Water Improvement project. Kent Anderson explained OCRA needs to know which account to transfer the Grant money. There are two accounts at this time on file with OCRA but the bank account numbers are not tied to the Waste Water Fund. The Clerk Treasurer would like the funds to be deposited in the Waste Water Fund so a new form will need to be submitted to OCRA requesting this. Kent explained that the OCRA Grant Agreement now must be signed on line or electronically as OCRA does not mail out paper forms to be signed.

## **CLAIMS DOCKET**

The Council stated they no longer want to review each Claim prior to the Council meeting. The Council also wanted to view a different version of the Claims Docket which the Clerk Treasurer provided to them. This Docket is smaller in size and does not provide as much information. The Council agreed they each liked the shorter version of the Claims Docket and would prefer to use this Docket to review Claims.

Walter Abbott made a motion to approve the Claims Docket dated August 10, 2020 totaling \$144,487.12. Ashlyn DeWitt seconded the motion. All members voted in favor of the motion. The motion passed.

## **BANK STATEMENT & ACKNOWLEDGEMENT**

Suzy Bass with HR Unlimited has been hired by the Town to balance all Bank Statements each month. Each month after the accounts are balanced Suzy will be providing an "Acknowledgement Sheet" with the balances for each Council member to sign which states they have reviewed the bank account balances and all report balances for the month. Suzy will sign the form as consultant. This is set up to meet the SBOA internal control standards and that Council members are reviewing all the report balances and Bank Statements.

There is also a Bank Statement Binder that has been set up for Council members which contains each month Bank Statements and balancing forms. As each month is balanced the Council members will be able to review and sign off that they have viewed the Bank Statement for each bank account.

## **POLICE DEPARTMENT REPORT**

Town Marshal, Ryan Swank presented two individuals, Scott McConna a career firefighter and Kyle Hancock a Morgan County Jailer both will be working for the Town as Reserve officers. Concerning approval of the SOP's, discussion was held concerning how far out a Morgantown Officer is allowed to travel. Ryan explained the department patrols within the 2 mile radius of Morgantown buffer zone or where Morgan County Dispatch asks them to go.

Approval was given by the Council to purchase 3 police vests for a cost of \$1,969.11. Greg Randolph made a motion to approve purchase of 3 police vests for a total of \$1,969.11 which will be paid from the Camera appropriation line and the remaining amount due from Police Equipment and Clothing, Penny Anderson seconded the motion. All members voted in favor of the motion. The motion passed.

## **BILLING ADJUSTMENTS**

Each month a Billing Adjustment Report will be presented to the Council for signature and this report will show the adjustments that Becky has approved and adjusted a customer's bill per Town Ordinance. Any other type of utility request will be presented to the Council for approval.

Greg Randolph requested the Clerk Treasurer provide the Utility Clerk, Becky Rose with the utility bank balances. Becky has been asked by Greg to do a spreadsheet on expenses of the utilities.

## **6 MONTH PAYMENT PLAN**

The Governor's order strongly suggested working with customers to give them 6 months to get caught up with their outstanding balances. Becky explained she has contacted the software company, Keystone about offering payment plan for those who have fallen behind in payment due to the Covid-19 virus. The Town would have to buy additional programming from Keystone to be able to offer a payment plan. Keystone would have to re-write the Utility software for a cost. The cost of this update possible could be reimbursed from the Covid Funds. Lee Robbins said the Town cannot negotiate payment plans with customers. The Town must come up with a policy to implement concerning how many months the customer will be given to pay their bill. The Council determined they would follow the Governor's order following disconnects. Greg Randolph made a motion to allow Becky Rose to contract with Keystone to set up a payment

plans in the Utility software for the Town and to give customers 6 months or 6 monthly installments to pay their outstanding balance plus the amount that is due that month as well. Walter Abbott seconded the motion. All members voted in favor of the motion. The motion passed.

### **COVID EXPENSES**

Penny Anderson has signed the Certification so the Town can use the money that has been set aside for reimbursement of Covid-19 expenses. There are several invoices already and they can be turned in to the County for reimbursement and the Town also has until the end of December 2020 to submit all invoices. Penny Anderson as Executive Officer must sign off on each reimbursement the Town submits.

### **UTILITY CLERK PAID VACATION**

Greg Randolph wanted to point out how much Becky Rose has done for helping with the Easements as a Notary and he would like to make a motion to pay Becky Rose for her vacation a total of 30 hours. Ashlyn DeWitt seconded the motion. All members voted in favor of the motion.

### **REFUND SECURITY DEPOSITS**

The Town is working on releasing Security Deposits to those customers who have had a good payment history, not being shut off in a continuous period of 24 months, and had at no time been delinquent. The deposit will be applied to a customer's billing account. Greg Randolph made a motion to adopt Ordinance 2020-4 which is the reimbursement of the Security Deposit to qualified customers. Walter Abbott seconded the motion. All members voted in favor of the motion. The motion passed. Greg Randolph made a motion to suspend the rules and adopt Ordinance 2020-4 on second and final reading. Courtney Allen seconded the motion. All members voted in favor of the motion. The motion passed.

### **DPW REPORT**

Jeff Downey provided update on the dates for bidding, closing and construction for the WW Improvement project. The Town is working with Curry & Associates to obtain the necessary Easements for those customers that will be affected by having scheduled meeting dates and times for customers who sign up.

**AMEND SALARY ORDINANCE**

Greg Randolph made a motion to adopt Ordinance 2020-5 to amend the Salary Ordinance and increase Jeff Downey's hourly wage by \$2.50 from \$19.62 an hour to \$22.12 effective, retroactively as of January 1, 2020. Ashlyn DeWitt seconded the motion. All members voted in favor of the motion. The motion passed. Greg Randolph made a motion to suspend the rules and adopt Ordinance 2020-5 on second and final reading. Penny Anderson seconded the motion. All members voted in favor of the motion. The motion passed.

Greg Randolph suggested changing how Jeff Downy and Jesse Jones are paid. Right now they are paid 1/3 from MVH, Water and Waste Water. Greg would like the Council to consider paying them ¼ each Fund and include the General Fund as they do work in Town Hall and the Town Park.

**PUBLIC COMMENT**

There was no public comment

The meeting was adjourned by President, Penny Anderson.

Special Council Meeting Minutes of, August 10, 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