

**MORGANTOWN TOWN COUNCIL MEETING MINUTES
HELD NOVEMBER 13, 2023**

Attendance

The meeting was called to order at 6:00 p.m. by Council President, Courtney Allen. The pledge was led by Joe Blevins. The Clerk Treasurer noted Council members present were; Walter Abbott, Penny Anderson, Jeremy Baker, Joe Blevins, and Council President, Courtney Allen. Also, in attendance were; Town Marshal, Ryan Swank, DPW, Kyle Rooks, Town Attorney, Lee Robbins and Clerk Treasurer, Sharon McIntosh.

New Business

Town Attorney, Lee Robbins opened a Public Hearing for the public to respond to the Town's request for an Additional Appropriation for MVH of \$15,000.00. There were no comments from the public. The Public Hearing was closed. Council member, Penny Anderson made a motion to adopt Ordinance 2023-6 for an additional appropriation for MVH of \$15,000.00. Council member, Joe Blevins seconded the motion. All members voted for the motion. The motion passed 5 to 0.

Resolution 2023-8 was presented to the Council for approval. Council member, Penny Anderson made a motion to adopt Resolution 2023-8, a reduction of the 2023 Budget for Local Road & Street of \$88,535.00. Council member, Joe Blevins seconded the motion. All members voted in favor of the motion. The motion passed 5 to 0.

Resolution 2023-7 was presented to the Council for approval. Council member, Joe Blevins made a motion to adopt Resolution 2023-7 for approval of transfer of funds between appropriations. A Miscellaneous Appropriation Transaction List is attached on which transfers of funds are proposed for the purpose of increasing to zero balance various appropriations with negative balances. Council member, Jeremy Baker seconded the motion. All members voted in favor of the motion. The motion passed 5 to 0.

Council member, Joe Blevins made a motion to amend the 2022-11 Salary Ordinance to add the Deputy Clerk position at \$18.00. Council member, Walter Abbott seconded the motion. All members voted in favor of the motion. The motion passed 5 to 0.

Council President, Courtney presented to the Council members the Bonus numbers she had prepared for the employees based on several factors. The bonus numbers were; Town Marshal, Ryan Swank, \$1,250.00, John Bise, \$750.00, Kyle Adcok, Jared Smith, \$250.00, DPW, Kyle Rooks,

Zach Burton, \$250.00 and Becky Smith \$50.00. Council member, Joe Blevins made a motion to accept the bonus numbers as presented. Council member, Jeremy Baker seconded the motion. All members voted in favor of the bonus's numbers. The motion passed 5 to 0.

Old Business

It was reported that Holloway was in Town and seen at the basketball court at the Sycamore Street property. The Town has not received a report from Holloway on their survey work on the Sycamore Street property.

Council member, Joe Blevins presented two drawings showing the proposed changes to Town Hall. Joe explained the building is not very large and trying to get everything in is very tight. Joe also explained one of the drawings includes an elevator which would cost about \$100,000. There was discussion about the elevator and if it was really needed. The records room would be upstairs, possible a computer room to hold equipment and a conference room to use for possible Executive Sessions or State Board of Accounts during an examination. Joe Blevins explained the cost would be around \$300,000. Then the Council began discussing the Washington Street properties which Joe explained was much larger downstairs and the cost would be close to the same amount as finishing the Town Hall. Town Attorney told the Council they are going to have to get an architect to prepare the drawing and the proposed costs so the Town could bid out the Town Hall. Council President, Courtney Allen said it would be nice to be able to compare the cost of the Washington Street property versus the remodel of the Town Hall building. The size of the Town Hall is a concern with trying to fit everything we need in such a small building. It was decided to have an Executive Session at the first of January to discuss the Town's options with the two properties.

Financials

Council member, Joe Blevins made a motion to approve the October 9, 2023 meeting minutes. Council member, Jeremy Baker seconded the motion. The motion passed at 5 to 0.

Council member, Joe Blevins made a motion to approve the Claims dated November 13, 2023 totaling \$182,879.73. Council member, Penny Anderson seconded the motion. The motion passed 5 to 0.

Council member, Penny Anderson made a motion to approve the October 2023 payroll docket. The motion was seconded by Penny Anderson. All members voted in favor of the motion.

A revised version of the Internal Controls was presented to the Council with the Clerk Treasurer making a small addition to the document. Council member, Joe Blevins made a motion to

approve the Internal Control Standard with the change. Council member, Penny Anderson seconded the motion. All members voted in favor of the motion.

Adjustment & Corrections

The Clerk Treasurer presented adjustments and corrections to the Council for approval. Customer Ben Miller had a toilet running and asked for an adjustment. Council member, Penny Anderson made a motion to approve the adjustment. The motion was seconded by Council President, Courtney Allen. Voting nay were; Joe Blevins, Jeremy Baker and Walter Abbott. Voting aye were; Courtney Allen and Penny Anderson. The motion did not pass.

Customer Daniel Pessin's account was explained to the Council. There was a coding error on the customer's account and the old read from the last person who lived at the same address was not entered which caused a very high bill. An adjustment of \$1,389.61 toward the Pessin account will be made to update his account.

Gary Campbell had a leak underneath his concrete patio. The leak has been repaired and Mr. Campbell is asking for a Wastewater credit of \$604.44. Council member, Joe Blevins made a motion to approve the credit of \$604.44. Council member, Jeremy Baker seconded the motion. All members voted in favor of the motion.

Krystal Smith asked for a \$350.48 waste water credit as the house was new and the builder had repaired the leak. Council member, Joe Blevins made a motion to approve the waste water credit of \$350.48. Council member, Jeremy Baker seconded the motion. All members voted in favor of the motion.

The owner of GMG Motors was present to present her frustration with the Morgantown employees concerning her water issue. GMG was being estimated because of not locating the meter and then the meter needed a new part for it to work. The meter was actually read this month and the bill was \$1,268.21. The customer's consumption was more than the estimated amount so the business owed way more than a regular payment. Ms. Goldman had tired calling to get with the Town Hall and the DPW but received no responses and when she was able to talk to someone, they were not helpful. The Council offered to GMG Motors a regular amount of \$193.14 for this month and then with the understanding next month she will be responsible for the reading. The adjustment amount would be \$1,075.07

Michael Barnes who owns the Motor cycle clothing shop in Morgantown is renting to Chuck Taylor. Mr. Taylor pays \$100.00 every month toward his bill. The account was being estimated and there was an actual read that made for a high bill of \$857.79. It was discovered that the

codes were not correct in the system. An adjustment of \$760.14 should be made in the system to correct the customer's account. Council member, Joe Blevins made a motion to approve the credit. Council member, Jeremy Baker seconded the motion. All members voted in favor of the motion.

It was discovered that customer, Terry Johnson's account was on HOLD and owing \$323.13. The last bill the customer received was in September 2022. There was no billing history for 13 months. Comment said address not correct. Terry Johnson was contacted about the outstanding balance. Mr. Johnson came in and paid \$423.07 to bring the account current. The Town lost \$1,282.45 in revenue.

There were two customers account that had been over estimated and will receive a credit for overpayment. Darlene Adams's account has a credit of \$104.76. Bev Rossell had been overly estimated as well. The reconnect fee will be credited back to her account as well as a credit of \$242.97. Council member, Joe Blevins made a motion to approve both credits. Council member, Jeremy Baker seconded the motion. All members voted in favor of the motion.

Police Department

The Town Marshal, Ryan Swank asked the Council for approval to send Jared Smith to the Police Academy for \$545.00. Ryan also explained that the Town will be responsible for paying Jared Smith for 40 hours a week for the 8 weeks at the academy. The recruits are on call to respond to different training procedures during their training time there. Council member, Joe Blevins made a motion to approve sending Jared Smith to the Police Academy for \$545.00. Council member, Jeremy Baker seconded the motion. All members voted in favor of the motion.

Council member, Joe Blevins made a motion to approve renewal of online training for the deputies at \$593.28. The motion was seconded by Council member, Jeremy Baker. All members voted in favor of the motion. The motion passed.

Marshal Swank asked the council to approve a request to purchase ammunition for the Police Department. The Marshal requested the purchase of 1 case of 9mm (1,000rds) at \$412.85, 3 cases of 9mm, (3,000rds) at \$755.55 and Rife training/qualification .223-4 4 cases (2,000rds) for \$1,007.40. Total cost of ammunition is \$2,175.80. Council member Joe Blevins made a motion to purchase the requested ammunition for \$2,175.80. The motion was seconded by Council member, Jeremy Baker. All members voted in favor of the motion. The motion passed.

The Marshal explained it takes 60 to 90 days to receive new body vests. Ryan would like approval to go ahead and order the vests and pay for them in 2024 for \$4,758.00. Council

member, Penny Anderson made a motion to order the body vests for the deputies. Council member, Joe Blevins seconded the motion. All members voted to order the vests.

DPW

DPW manager, Kyle Rooks reported to the Council that a resident had contacted him about donating a \$1,000.00 for Christmas decorations. The Clerk Treasurer asked Kyle to have the person who is gifting the town money for Christmas decorations to make the check out to the town.

Zach Burton's 90 days was up 3 weeks ago. Kyle asked the Council if Zach could start driving the town vehicle back and forth to work. Council member, Joe Blevins made a motion that Zach Burton be allowed to drive the town truck to and from work. Council member, Penny Anderson seconded the motion. All members voted in favor of the motion.

A resident asked who mows 350 E Washington Street. It really is the States responsibility to mow but the Council asked Kyle Rooks if the DPW could put that property on the mowing schedule.

Public Comment

There were no Public Comments.

The meeting was adjourned by the Town Council President.

NOVEMBER 13, 2023 MEETING MINUTES APPROVED & SIGNED DECEMBER 11, 2023

Sharon McIntosh DATE 12/11/23

ATTEST: CLERK TREASURER

SHARON MCINTOSH

Courtney Allen

TOWN COUNCIL PRESIDENT, COURTNEY ALLEN

WALTER ABBOTT

Penny Anderson

PENNY ANDERSON

Jeremy Baker

JEREMY BAKER

Joe Blevins

JOE BLEVINS