

TOWN OF CEDAR GROVE

MAYOR

MELISSA YOUNG

ACTING RECORDER

CLAYTON YOUNG JR.

MUNICIPAL JUDGE

JAMES CONFERE

POLICE CHIEF

JACK ICE

COUNCIL

RYAN COLEMAN

MARK HARRISON

LESLIE SIGLER

ASHLEY YOUNG

TOWN CLERK

JESSICA MORRIS

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302 Alexander Street
Cedar Grove WV, 25039
Incorporated since 1902

Town Council Meeting

Cedar Grove Town Hall

January 23, 2024

@ 7:00 PM

Meeting called to order by mayor.

Roll Call,

Mayor Melissa Young present

Acting Recorder Clayton L. Young, Jr present

Ryan Coleman present

Mark Harrison present

Leslie Sigler present

Ashley Young present

The minutes from the January 9, 2024, Town Council Meeting were emailed to all Council members prior to the meeting. Mayor Young got a clarification from the lawyer on purchasing a new phone system. The purchase is over \$5,000.00 dollars and the purchasing ordinances require it to be published in the newspaper for one week and will start Thursday January 25, 2024, and three quotes on hand before purchasing it. Council Member Mark Harrison made a motion to approve the minutes, seconded by Council Member Leslie Sigler. A vote was taken and all were in favor, motion passed.

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The minutes from the January 12, 2024, Special Town Council Meeting were also emailed to all Council members prior to the meeting. Council Member Leslie Sigler liked the wording spirited and made a motion to approve the minutes, seconded by Council Member Ashley Young. A vote was taken and all were in favor, motion passed.

Old Business

Replacing back doors - Mayor stated that it would be better if the town employees would install the doors after the issues with Donnie Goodwin on the front doors. She also thinks there will be savings on total cost even after having to purchase hardware. The council agreed.

Welcome sign – After a lengthy discussion on pictures and locations, the Council agreed to use photo proposed by the mayor and locate the signs at the west end of town and at the triangle at Hull Avenue and Kelleys Creek Road.

New Phone System – Was discussed in approving the minutes of January 9, 2024, minutes.

Easter Egg Hunt – The mayor stated she had talked to Samatha Keenan Goodwin and the Mansions egg hunt was scheduled for Saturday March 30, 2024. Easter being on the 31st, the council decided to schedule the towns for the 23rd at the town park and the ballfield. Prizes were also discussed and there will be more plans made at later meetings.

Raises for Class C Operators – The mayor stated that she had contacted other entities about wages for Class C Operators, but we are unique with not having a plant and only taking care of distribution. After a lengthy discussion on how the raise is deserved and how it affects the budget, Council Member Leslie Sigler made a motion to give a dollar raise to those who successfully passed their certification and off probation. Council Member Mark Harrison seconded the motion. A vote was taken and all were in favor, motion passed. This will also become part of the employee handbook for anyone who gets additional certifications with Councils approval.

Police Dept. Update

Officer Ice was present and reported that he had been working with the grand jury, accidents, thefts and even recovered some items. He also spoke of an incident with an individual with PRIVATE PLATES on their vehicle claiming to be a sovereign citizen.

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Street Dept. Update

Mayor reported employees have started clearing the old riverbank park area between normal tasks. They have also been busy spreading salt because of recent snow. She did purchase a small salt spreader for the side by side. Council Member Mark Harrison suggested purchasing a larger spreader. Gary Foster suggested contacting the state about a spreader.

Sewer Dept. Update

The mayor reported on the sewer department in discussion on raises.

New Business

New Printer / Scanner/Copier of Office – See below.

New Laptop for Judge / Mayor - The Mayor had contacted Best Buy and got prices and passed out literature on an all- in - one copier a HP LaserJet Pro 4301fdw for \$579.99 and business laptop HP Envy 2-in 1 14" Touch-Screen Laptop for \$1,079.99. Best Buy has the Geek Squad that makes it easier to help with issues when needed. She and clerk Jessica Morris explained the need for a new copier and laptop. Council Member Mark Harison made the motion to purchase the copier and laptop. Council Person Leslie Sigler seconded the motion. A vote was taken and all were in favor, motion passed.

Jackets for Town Workers – Council Member had gotten prices for town employees, They ranged from \$50.00 to \$109.00. She had seen them working and thought it was a good idea to purchase jackets. After a discussion, the council agreed to check and see if employees would like these jackets and options.

Change of Purchasing Ordinances – Acting Recorder Clayton Young Jr passed out and read proposed changes to purchasing procedures. This will bring ordinances up to the state statues. He also contacted the WV Municipal League to see what other municipalities ordinances were. It would require purchases between \$1,500.00 - \$24,999.00 three quotes or prices, now it is \$300.00 - \$4,999.99 - and \$25,000.00 and more would require a seal bid, now is \$5,000.00. Same would apply to emergency spending. This would be considered the first reading.

Abandon Buildings – Bruce Miller with RIC had The Resolution Authorizing the Town of Cedar Grove's CITIZEN PARTICIPATION PLAN As part of the HUD-CDBG Program was handed out. The council was asked to read it before the next Council Meeting. There will be a public meeting on February 13, 2024, and adopted in April upon approval.

Applicants for Recorder – Mayor stated Council Person Clayton Young, Jr chose not to keep the recorders position that she had spoken to 6 applicants and chose Samantha Goodwin to fill the spot of recorder. The recorder's responsibilities and the clerk's responsibilities were discussed and the importance of each knowing them, as well as the Council.

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Approval for Mayor to sign Sewer Project Papers – RIC representative Bruce Miller requested that Council give Mayor permission to sign contract documents for Sewer Work. Council Person Mark Harrison made a motion to allow Mayor to sign contract documents to allow project to begin according to Fred Hypes priorities and money left over from the upgrade project. Council Person Ashley Young seconded the motion. A vote was taken and all were in favor, motion passed.

Council Person Ryan Coleman inquired about debris on Hull Avenue from burnt structure. Mayor said owner had called town hall and he was going to be given a price to pick it up.

Troy Page bragged on the town employees for snow removal at Big Mountain.

The Pastor of the Solid Rock Tabernacle is in attendance this evening. He would like to announce a movie night at the church on Friday @ 7PM.

Next meeting will be February 13, 2024, at 7:00pm.

Council Member Leslie Sigler made a motion to adjourn, seconded by Council Member Ryan Coleman. A vote was taken and all were in favor, motion passed.

Adjourned at 8:07PM

Respectfully submitted,

Clayton L. Young, Jr

Acting Recorder

Melissa Young

Mayor

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