

# TOWN OF CEDAR GROVE

**MAYOR**

MELISSA YOUNG

**RECORDER**

JESSICA MORRIS

**MUNICIPAL JUDGE**

JAMES CONFERE

**COUNCIL**

RYAN COLEMAN

MARK HARRISON

LESLIE SIGLER

ASHLEY YOUNG

CLAYTON YOUNG JR.

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302 Alexander Street

Cedar Grove WV, 25039

Incorporated since 1906

## Town Council Meeting

July 11, 2023

6:00 pm

Meeting call to order.

Roll Call.

Mayor Melissa Young            present

Recorder Jessica Morris        present

Ryan Coleman                    present

Mark Harrison                  present

Leslie Sigler                     present

Ashley Young                    absent

Clayton Young Jr.                present

The June 2023 Town Council Meeting minutes and the July 1, 2023, Special Council Meeting minutes were emailed to all council members prior to the meeting. A motion was made by Councilman Mark Harrison to accept the June 2023 Council Meeting minutes, seconded by Councilwoman Leslie Sigler. All in favor, motion passed. A motion was made by Councilwoman Leslie Sigler to accept the July 1 Special Council Meeting minutes, seconded by Councilman Ryan Coleman. All in favor, motion passed.

The June 2023 Financial Report was emailed to all council members prior to the meeting. A motion was made by Councilman Mark Harrison to accept the June 2023 Financial Report, seconded by Councilwoman Leslie Sigler. All in favor, motion passed.

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## Old Business

The bid for the sewer jetter was tabled last month and will be tabled again this month until Kenny Barton can be present to explain the details.

There is a bid from Donnie Goodwin to replace the back doors of the Town Hall for \$9,977.44, \$6,977.44 for the doors and \$3,000 for the labor. The doors will match the Pella front doors, framed and handicap accessible. A motion was made by Recorder Jessica Morris to accept the bid from Donnie Goodwin to replace the back doors of the Town Hall for \$9,977.44, seconded by Councilman Clayton Young Jr. All in favor, motion passed.

## New Business

Mayor Young would like to do BINGO at the Community Center. She spoke to the Town Accountant Randy Vernon, and he stated that the monies would have to go into a separate BINGO bank account. There is an application that states the municipality pays \$500 for the first year and if revenue is less than \$20,000 it is only \$200 the next year. Councilwoman Leslie Sigler asked what we can spend the money on. There is a list of things we can and cannot spend it on, but the list was not present at the meeting. We would start with once a month at first on a weekend. Councilwoman Leslie Sigler suggested we table the vote until we know what we can use the money for. The subject will be tabled until the next regular Town Council meeting.

The Town pays Cintas for a uniform service that provides uniforms and cleaning / repair service to our 2 full time street employees. One doesn't wear his and the other does not bring them in for cleaning / repair. The Cintas contract is up for renewal, and we must decide if we want to renew the service. Mayor Young proposes that the town purchases every street employee a t-shirt with Town of Cedar Grove on them instead of the Cintas service, which is not being utilized. Each shirt would cost \$12.50. A motion was made by Councilman Mark Harrison to cancel the uniform service with Cintas & purchase each employee 5 t-shirts at \$12.50 each and whatever long sleeve option that might be necessary when the weather becomes cooler, seconded by Councilwoman Leslie Sigler. All in favor, motion passed.

The Town Hall needs paint and some kind of tile to replace the floor. Mayor Young suggests that we get volunteers from the town to paint the town hall. A motion was made by Councilman Mark Harrison to purchase paint and painting supplies for the Town Hall to be painted by volunteers from the Town and research floor prices, seconded by Councilwoman Leslie Sigler. All in favor, motion passed. Councilman Mark Harrison will get information about tile choices before the next regular Town Council Meeting.

Mayor Young met with Tom from the place we purchased the equipment from and the replacement parts that were originally ordered still haven't shipped. There is a swing set that is 12 feet tall that needs to be removed, cut down to 8 feet tall, and reinstalled. The playground equipment needs to be painted and needs mulch around it. 2 gallons of blue

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PVC paint patch for the slide, steps, and deck will cost \$387. We also need green paint for the tables & benches. The mulch will cost \$11,756.56 for the engineered wood fiber mulch from the playground Company and \$15,881 for the regular mulch from Greens Feed & Seed for around the equipment the tables & benches, it must be 12 inches thick. Mayor Young would like to close the playground while everything is pressure washed, painted, the mulch is put down and the swing set is cut down. Dee Gibson purchased signs for the park and the basketball court. Councilman Clayton Young Jr. asked if she priced the rubber and Mayor Young stated that Tom said 3 times more than the engineered wood fiber mulch. He said that the engineered wood fiber mulch would need to be topped off every four years whereas the regular mulch needs to be topped off every year. A motion was made by Recorder Jessica Morris to purchase the blue PVC patch paint for \$387, the green paint, and the engineered wood mulch for \$11,756.56 using funds from the American Rescue Plan Act account, seconded by Councilwoman Leslie Sigler. All in favor, motion passed.

Councilman Clayton Young Jr. proposed an ordinance change to have 2 Town Council meetings a month. Councilman Ryan Coleman was concerned about missing three meetings in a row having them twice a month. This situation is when someone wishes to resign, they must miss three meetings in a row before they can be replaced. Councilman Ryan Coleman made the first reading of the ordinance:

Title 1, Chapter 2, Section 1 - Council

1-2-1-3 Meetings Generally: Quorum

a. Regular Meetings of Council shall be held in Council Chambers on the second and fourth ~~first~~ Tuesday of each month, beginning at 7:00 ~~6:00~~ p.m., provided that when any such day falls upon a holiday Council may fix another day and/ or time for such meeting.

We must have a Special Meeting this week before the 15th for Budget Revisions where we can do the second reading of the ordinance to have 2 meetings a month.

Recorder Jessica Morris reported that the Town Hall needs new office furniture, such as desks, filing cabinets and chairs. Councilman Mark Harrison suggested we get some prices together for the next meeting. The subject will be tabled until the next regular Town Council meeting.

Councilman Ryan Coleman suggested a trunk or treat to be held in October in the Valley Health parking lot for the businesses in town to decorate cars and give out candy to kids for Halloween. The Fire Department, the Clinic and some local businesses would like to take part. This will be held on Tuesday October 17.

We are having a fall festival on Saturday October 7 at the Ball Field. We need a committee to coordinate the festivities.

Councilman Ryan Coleman mentioned that cars are driving too fast in town and driving the wrong way on the one-way

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street by the ballfield. He suggested we get some slow children playing signs to hang up. Councilwoman Leslie Sigler suggested also getting one way street signs for the school street. The hot spots for kids playing signs are the Fire Department, the Post Office, the Ballfield, the School, the park, and the basketball court. Mayor Young suggested we also get new speed limit signs. Councilman Mark Harrison suggested someone driving around and counting the number of signs we need so we can get a price. This subject will be tabled until the next Regular Council meeting.

Councilman Ryan Coleman suggested we do a Community Clean Up for the citizens of Cedar Grove to get the town cleaned up. This will be held on Saturday September 16.

Councilman Ryan Coleman suggested we have a Town Wide Yard Sale twice a year every year around the same time. Councilman Mark Harrison suggested the first Saturday in May which will be May 6, 2024. Leslie Sigler suggested the 2nd Saturday in September, which is September 9, 2023, and September 14, 2024. Mayor Young suggested a hot dog sale during the Yard Sale.

There is a revised employee handbook that was given to all council members to be reviewed for changes. Mayor Young suggested that we add grandparents-in-law to Bereavement leave. The State holiday of West Virginia Day was removed and only Federal Holidays will be observed. Mayor Young wondered if we should remove the part about a no call no show being a voluntary resignation. Councilman Mark Harrison asked how we would know if someone was tardy. Mayor Young explained that she is here every morning at starting time and has a morning meeting with the street crew, explaining what is expected of them each day. She also stated that the street crew is doing a phenomenal job mowing and weed eating around town. It is very hot, and she is very pleased with work they are doing. Recorder Jessica Morris suggested we change the verbiage of Oral Warning to Verbal Warning. George Harkless suggested we show the Employee Handbook to the Attorney before adopting it. The Employee Handbook will be shown to the town Attorney before the next regular Town Council meeting.

The dump truck needs the tailgate replaced. This falls under vehicle maintenance. We will get a price and get it fixed. Councilman Mark Harrison stated that Garbage packer truck needs the seal looked at because it is spilling broken glass all over town every time it compacts the trash.

Mayor Young would like to hire some temporary seasonal street employees. A motion was made by Councilman Mark Harrison to hire up to 4 temporary seasonal street employees at \$10 an hour, seconded by Recorder Jessica Morris. All in favor, motion passed.

There is an ad in the newspaper that the town is looking for Police Officers. Mayor Young stated that we need to create a pay scale for the Chief and a Patrolman. A motion was made by Councilman Mark Harrison to pay \$24 an hour for the Chief of Police and \$20 an hour for a Patrolman with possibility of a cost-of-living increase, seconded by Councilman Ryan Coleman. All in favor, motion passed.

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Mayor Young asked how many Policemen we wanted to hire. Councilman Mark Harrison stated that the Police budget was \$200,000. Councilwoman Leslie Sigler stated that we need a nighttime Police presence in town. Councilman Clayton Young Jr. said we could afford to hire a Chief and two Patrolman with the budget we have.

The agreement between the Police Departments of The Town of Cedar Grove and The Town of Glasgow has expired. Mayor Young talked with Mayor Fannin of Glasgow and a new agreement can be made if we think it is necessary. Mayor Young will meet with Mayor Fannin to come up with a new agreement.

Recorder Jessica Morris asked the Council for specifics about the website. She asked what kind of picture we would like to see, what the domain name would be and what kind of things they would like to see on the new town website. It was suggested to use the Little Brick Church (Virginia's Chapel) or the Tompkins House for the photo.

Alicia Mullins talked about the different sets of Ordinances floating around. She stated that what needs to happen is every page needs to be dated and all deletions and changes need dated. She has a google document and a pdf. Alicia will send a google doc copy to all council members via email. The Ordinance Committee consisted of two citizens at large, Alicia Mullins and George Harkless and a member of the fire dept Clayton Young Jr. and Chief Cox. There was never a Council member. George Harkless suggested we start a new Ordinance Committee. Councilman Mark Harrison suggested we go over a different ordinance at each Town Council Meeting.

Troy Page mentioned that the trash at Big Mountain was being picked up much earlier the last few weeks. The town workers are getting started earlier now. George Harkless mentioned the tree that is hanging over Route 60. He is fearful it will break and fall. Councilman Ryan Coleman said they investigated having the trees trimmed and it was very expensive.

No further business.

A motion was made by Councilwoman Leslie Sigler to adjourn, seconded by Recorder Jessica Morris. All in favor, motion passed.

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