

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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Tax ID 55-6000157

302 Alexander Street

Cedar Grove WV, 25039

Incorporated since 1906

Special Town Council Meeting

July 1, 2023

Meeting Call to Order

Roll call.

Mayor Melissa Young present

Recorder Jessica Morris present

Ryan Coleman present

Mark Harrison absent

Leslie Sigler present

Ashley Young present

Clayton Young Jr. present

This special meeting of the new Cedar Grove Town Council is being held to adopt, readopt or amend rules governing the official conduct of its members and the transaction of its business, and the failure to do so shall have the effect of continuing in force the rules of the presiding Council.

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There was a new employee handbook adopted at the June 6, 2023 Town Council Meeting. Mayor Young is not in favor of it, she suggests we not adopt the employee handbook and get a new one drafted asap. A motion was made by Councilwoman Leslie Sigler to not adopt the new employee handbook and draft a new one, seconded by Councilman Ryan Coleman. All in favor, motion passed.

The town employees get two 15-minute paid breaks and a 30-minute unpaid lunch which can be added together to make an hour lunch. 30 minutes are unpaid, so the employees need to work an extra 30 minutes each day to get 8 hours. Mayor Young suggested 7am to 3:30pm for the street workers. A motion was made by Councilwoman Ashley Young to change the street workers hours to 7am to 3:30pm, seconded by Recorder Jessica Morris. All in favor, motion passed. Recorder Jessica Morris made a motion to make the Town Hall hours 8:30am to 5pm, seconded by Councilwoman Ashley Young. All in favor, motion passed.

Mayor Young asked if anyone knew what the mayor's spending limit is per transaction without Council's approval. Since no one seems to know, a decision needs to be made. Kenny Barton has a \$700 spending limit as the Street Department Supervisor. Councilwoman Leslie Sigler made a motion to make the spending limit for the mayor \$1,000 per transaction without Council approval, seconded by Councilwoman Ashley Young. All in favor, motion passed.

Councilman Clayton Young suggested we start a purchase order process for all town purchases. Councilwoman Leslie Sigler wants to know how many bank cards we have, and we only have one with the mayor's name on it. We will need to order a new one with Mayor Young's name on it and there will only be one.

There is an old ordinance that says there are two meetings at 7pm a month, but it was changed, not sure when. The ordinance book needs some help because there are several copies out there. To change it to two meetings a month, it must be brought up at the first regular council meeting.

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The Town of Cedar Grove must have a Sewer Board, and they get paid. We will need to appoint a Sewer Board as soon as possible. The salary is unclear, the mayor must be the Chairman who would possibly make \$350 a month and there are two other Board Members who would possibly make \$100 a month each. The Sewer Operator Mike Graves will attend the meetings but will not be on the Board. Councilman Clayton Young asked about it being in the Sewer Budget and Recorder Jessica Morris explained that we do not have a Budget for the Sewer Fund. Mayor Young suggested Kenny Barton for the board. Councilman Clayton Young wondered if the town could afford to pay the Sewer Board that much when we owe the Kanawha PSD. Councilman Clayton Young suggested we have a Sewer Budget for the next meeting, Recorder Jessica Morris will get one for the next meeting.

Councilman Clayton Young said we need a bigger police presence, cleanup for the town, the park, the ballfield, and the riverbank.

A motion was made by Councilwoman Leslie Sigler to amend these items voted on in this meeting, seconded by Councilwoman Ashley Young. All in favor, motion passed.

No further business.

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

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