

TOWN OF CEDAR GROVE

MAYOR

MELISSA YOUNG

RECORDER

JESSICA MORRIS

MUNICIPAL JUDGE

JAMES CONFERE

POLICE CHIEF

CASEY SHEPHERD

COUNCIL

RYAN COLEMAN

MARK HARRISON

LESLIE SIGLER

ASHLEY YOUNG

CLAYTON YOUNG JR.

Phone: 304-595-1841

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Tax ID 55-6000157

302 Alexander Street

Cedar Grove WV, 25039

Incorporated since 1906

Town Council Meeting

July 25, 2023

7:00 pm

Meeting call to order.

Roll Call.

Mayor Melissa Young present

Recorder Jessica Morris present

Ryan Coleman absent

Mark Harrison present

Leslie Sigler present

Ashley Young present

Clayton Young Jr. present

The minutes from the July 11, 2023 Town Council Meeting and the July 13, 2023 Special Town Council Meeting were emailed to all Council members prior to the meeting. A motion was made by Councilman Mark Harrison to approve the July 11, 2023 Town Council Meeting minutes, seconded by Councilwoman Leslie Sigler. All in favor, motion passed. A motion was made by Councilwoman Leslie Sigler to approve the July 13, 2023 Special Town Council Meeting minutes, seconded by Councilman Mark Harrison. All in favor, motion passed.

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Old Business

The sewer jetter bids were discussed in the July 23, 2023 Sewer Board Meeting at 6pm and it was decided to put the purchase of a sewer jetter on hold for the time being.

The subject of Dee Gibson will be tabled until the next meeting, pending investigation.

Street signs - Councilman Mark Harrison and Councilman Clayton Young drove around town and determined what new street signs we need. A motion was made by Councilman Clayton Young to purchase the street signs needed in town, seconded by Councilwoman Ashley Young. All in favor, motion passed.

Employee Handbook - The proposed Employee Handbook was sent to the attorney for review, and he said that the discipline was well written, and a few things needed to be added. Military and Jury Duty, Anti-discrimination, harassment, time keeping, pay period definition, more detail on overtime, conflict of interest policy and a social media policy needed to be added. It is not clear whether it extends to an employee's family or not, Councilman Mark Harrison suggested we consult the attorney on this matter before making the final draft. A motion was made by Councilman Mark Harrison to accept the new Employee Handbook with changes given by the attorney, seconded by Councilwoman Leslie Sigler. All in favor, motion passed.

New office furniture - will be tabled until we can check at the WV State surplus store.

New flooring for the Town Hall - Councilman Mark Harrison found for mid-grade flooring, it was around \$3 a square foot, equaling around \$3000 for the whole building in materials only. It needs to be decided if the town employees or volunteers will do the work. The subject will be tabled until the next meeting pending more information.

New Business

Ordinances - Councilman Clayton Young mentioned the Parking Ordinance but didn't have the hard copy. He was concerned about how many feet from a hydrant, from an intersection, in front of the post office and on the sidewalk. This subject will be tabled until the next meeting. Councilman Clayton Young mentioned that there are also still people in town with no utilities. This is part of the Sanitary Housing Ordinance that was passed a few months ago, but there has been no enforcement. The ordinance was written for outbuildings but seems to extend to homes.

Cost of Living Raises - Mayor Young would like to talk about giving the street employees a raise since none were given one in July when making the Budget. Councilman Mark Harrison suggested giving a percentage for this year and 3% a year cost of living raise in the future. Mayor Young added that the street workers are doing a marvelous job. Councilman Young requested to see some budget numbers before we decide on the amounts. This will be tabled until the next meeting.

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New Computers – The Police Department needs a computer, since the current one is very old and unfunctional. It will need a lot of memory. A motion was made by Recorder Jessica Morris to spend up to \$1500.00 on a computer for the Police Department, seconded by Councilwoman Ashley Young.

Councilman Clayton Young called about some prices for a phone system, he will get a representative to come out to see what we need and give us a quote. We will get this for the next meeting.

Recorder Jessica Morris stated that the Council needs to come up with some text for the town website and some pictures. Councilman Clayton Young will work on this.

Recorder Jessica Morris also asked if we would be paying the bands for the fall festival. The council would like to pay as little as possible. Jessica will make up a contract for vendors, they can start setting up at 8am. The festival will be from 11am-10pm on October 7, 2023. The town will be making the food at the ballfield concession stand.

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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