

## APRIL 5, 2018

The Clarksburg City Council met in REGULAR SESSION on Thursday, April 5, 2018 at 6:00 P.M. at the Clarksburg Municipal Building – Council Chambers, 222 West Main Street, Clarksburg, West Virginia, with Mayor Goings presiding.

### COUNCIL MEMBERS PRESENT:

Gary Bowden  
Frank Ferrari  
Marshall Goff  
Ryan Kennedy  
Chad Sigmon  
Mayor Catherine Goings

### ALSO PRESENT:

Martin Howe, City Manager  
James Cann, City Attorney  
Annette Wright, City Clerk

### COUNCIL MEMBER(S) ABSENT:

Vice Mayor Jim Malfregeot

Following roll call, the prayer and pledge were led by Councilmember Goff.

Council deviated from the agenda for the following presentation:

Councilmember Sigmon, on behalf of the Mayor, presented a proclamation proclaiming April 2018 as “Sexual Assault Awareness Month” in Clarksburg with individuals from HOPE, Inc. in attendance to accept the proclamation. Teal ribbons were presented by HOPE, Inc. in recognition of sexual assault victims.

**MOTION** by Councilmember Ferrari, **SECONDED** by Councilmember Goff for approval of the minutes of the Regular session of Council held on March 15, 2018. **MOTION APPROVED UNANIMOUSLY.**

Mayor Goings called for petitions, communications and public hearings with no one appearing therefor.

### AGENDA ITEM NO. 5:     **CITY MANAGER’S REPORT/UPDATE**

**Manager’s Report**  
**April 5, 2018**  
**Submitted by Martin G. Howe**

#### **General Updates**

1. Park Board – Clarksburg City Park – Frank Loria baseball field turf project.
  - a. Grading and base stone work has been completed.
  - b. As of Wednesday, April 4<sup>th</sup>, AstroTurf began installing the turf.
2. Demolition –
  - a. All URA and City demo contracts have been fulfilled with the exception of 631 Drummond Street.
  - b. Public Works has completed their current list of 27 structures. In addition, Public Works has razed 101 Stuart Street and a garage on Camden Street. They will be relocating to complete a garage in North View next.
3. Vehicle/Equipment Purchases – Sealed bids are being advertised for:
  - a. Compost Department – 11 cubic yard compactor truck for yard waste collections. The funds were approved in 2017/2018 budget. The bid opening will be Tuesday, May 1<sup>st</sup> at 2:00 p.m. Council will consider awarding bid on Thursday, May 3<sup>rd</sup>.
  - b. Sanitary Board – Four-wheel drive truck with a nine-foot long utility body for crew use. The funds were approved in 2017/2018 Sanitary Board budget. The bid opening will be Thursday, May 3<sup>rd</sup> at 2:00 p.m. The Sanitary Board will consider awarding the bid Tuesday, May 8<sup>th</sup>.
4. Spring Cleanup – The Spring cleanup will begin Monday, April 9<sup>th</sup>. Cleanup will be the weeks of Monday, April 9<sup>th</sup> – Friday, April 13<sup>th</sup>, Monday, April 16<sup>th</sup> – Friday, April 20<sup>th</sup> and conclude the week of Monday, April 23<sup>rd</sup> – Friday, April 27<sup>th</sup>.

#### **Economic Development**

1. WVDOH – The City will be attending an onsite design study field review for the proposed North View Bridge replacement on Tuesday, April 10<sup>th</sup> at 10:00 a.m.
2. Glen Elk – “Glen Elk Apartments” project will be located at 309 Mayo Street. The City and the Clarksburg-Harrison Regional Housing Authority is accepting public comments until Monday, May 7, 2018, on the environmental review and finding of no significant impact as well as request for release of funds to undertake the Glen Elk Apartments project.

3. Robinson Grand Performing Arts Center –
  - a. Door frame installation in the entire building is approximately 99% complete.
  - b. Drywall installation is 88% complete.
  - c. HVAC installation in the ballroom is approximately 98% complete.
  - d. Installation of wall assembly around the ADA ramp in the lobby is approximately 95% complete.
  - e. Window installation in ballroom is 95% complete.
4. Clarksburg Beauty Academy – Open house on Tuesday, April 10<sup>th</sup> beginning at 4:00 p.m. to celebrate 50 years in business.
5. Opportunity Zones – Received notice that State extended the deadline 30 days, which would be approximately April 20 for the Governor to submit the zones to US Department of Treasury.

<b>Police</b>
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1. Police –
  - a. The six (6) new hires were sworn in on Thursday, March 29<sup>th</sup>. Three candidates are currently in the FTO Program and two out of three remain in the WV State Police Academy.
  - b. Officer Isaiah Farris whom recently was appointed back to the department is scheduled to begin the week of Sunday, April 15<sup>th</sup>.
  - c. As of April 15<sup>th</sup>, we will have 41 certified officers and five non-certified.
  - d. Bike Patrol – As weather improves, the bike patrol will begin patrolling the downtown and neighborhoods.
2. Drug House Ordinance – The Clarksburg Police Department enforced the Drug House Ordinance at 128 Winding Way. A warrant was served on Friday, March 30<sup>th</sup> which many controlled substances and firearms were seized, then the Order of Abatement was issued by Chief Hilliard on Tuesday, April 3<sup>rd</sup>.

<b>FOIA</b>
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1. FOIA request from Sarah Atkins, Teal Consulting Group, Friday, March 23<sup>rd</sup> requesting a copy of the most current record, financial, report and/or corresponding ledger available that accounts for an-cashed municipal issued checks and/or stale-dated warrants over \$699 that were issued six (6) or more months from the date of this letter remain uncashed by the payee. Also, the most current statement or report available containing information on residential and commercial construction Escrow Accounts, Cash Performance/Maintenance Bonds and any other construction or development related cash securities that would be refundable to the depositor upon project completion and acceptance by the City of Clarksburg Finance Department. We responded to Ms. Atkins’ request on Thursday, March 29<sup>th</sup> and the information will be provided to her on April 13<sup>th</sup>.
2. FOIA request from Martin Shaffer on Friday, March 30<sup>th</sup> (received on Monday, April 2<sup>nd</sup>) requesting to see all rental property registration forms since June 30, 2017 to present. We responded to Mr. Shaffer on Tuesday, April 3<sup>rd</sup> asking for clarification of documents requested and quoting the reproduction cost of the documents. We sent our formal response on Thursday, April 5<sup>th</sup> informing Mr. Shaffer that the documents would be available on May 11<sup>th</sup>.

In addition, City Manager Howe advised of a thank-you email from Jennifer Lopez expressing appreciation for the City’s funding to Literacy Volunteers of Harrison County. Further, City Manager Howe informed of the thank-you note from Mr. Lake for addressing the Spring Avenue drainage concerns and also noted Mr. Lake’s commendations to Public Works’ employees Larry Yoders and John Workman for going above and beyond in their job duties.

**UNFINISHED BUSINESS:** NONE.

**NEW BUSINESS:**

**A. CONSIDERATION OF A PETITION FILED BY JAMES LARRY II REQUESTING THE REZONING OF PROPERTY LOCATED ON NORTH 13<sup>TH</sup> STREET FROM A B-2 DESIGNATION TO A B-3 DESIGNATION**

**MOTION** by Councilmember Ferrari, **SECONDED** by Councilmember Bowden to refer the above-referenced petition to the Planning & Zoning Commission. **MOTION APPROVED UNANIMOUSLY.**

**COUNCIL COMMENTS:**

Mayor Goings: Announced that Monday, April 23<sup>rd</sup> is the proposed date for the Mayor’s Youth Council “Shadow Day” program and that Council would be receiving additional information from the City Clerk regarding the same; commended Chief Hilliard and his department on the drug bust on Winding Way; congratulated Councilmember Sigmon and his wife on their new baby; recognized Councilmember

Bowden for receiving the “best talk show in a ranked market” award from the WV Broadcasting Association.

Councilmember Bowden: Noted the work being done at the City Park and the first-class baseball facility thereat; commended the City Manager and Dominique Spatafore for the increased social media presence; noted the final Grand Performances concert series scheduled for April 26<sup>th</sup> at RCB and encouraged attendance.

Councilmember Sigmon: Advised of the “thank-you” he received from Mr. Jedju for the City’s funding toward the maintenance of the cemetery and also from Mr. Spatafore for the funding for the Vance House.

Councilmember Kennedy: Also congratulated Councilmember Sigmon and his wife on their new baby; noted that April 17<sup>th</sup> was the last day to register to vote or change party affiliation for the upcoming election; expressed his excitement with the City’s spring clean-up.

Councilmember Goff: Also commended Chief Hilliard on the drug bust and getting his department up to staff.

Councilmember Ferrari: Echoed congratulatory remarks to Councilmember Sigmon and his wife on the birth of their child and also echoed commendations to Chief Hilliard and his department for their recent drug bust.

There being no further business to come before Council at this time, **MOTION** was made to adjourn with no objections being made thereto.

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Catherine A. Goings, Mayor

Approved: April 19, 2018

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Annette M. Wright, City Clerk