

**Council Meeting
Town of Nutter Fort
11/13/18**

William Benincosa offered a prayer, followed by the Pledge of Allegiance. The meeting was called to order in council chambers at 6:31 pm.

Attendance: Mayor Sam Maxson, Recorder Charlene Louk, Councilors William Benincosa, Natalie Haddix, Karen Phillips, Brenda Riley and Donald “Duck” Webster. Treasurer Julia Foley, Police Chief Ron Godwin, Fire Chief Jeremy Haddix, Public Works (PW) Supervisor, Taylor Keith and Code Enforcer (CE) Keith Kesling.

Guests: Charlotte and Jim Link, Bertis and Pam McCarty, Brock Malcolm, Rocky Romano, Seth Devault, Sheena Hunt, Dan Ferrell, Nathan Carroll, Chris Shingleton, Tiffany Thompson, James Linger, Fred Locasto, Linda Blake, and Janet Conrad.

Minutes: Minutes from the October 9th meeting (attached) were approved by unanimous vote after a motion by Natalie Haddix and second by Karen Phillips.

Treasurer’s Report: Mrs. Foley reported that with paving fees collected beginning in July, plus funds we had set aside, there is \$309,000.00 in the account. The current paving bill is \$305,000.00. We are right on track to begin saving for next year’s paving. The annual audit went well. At the review, the regional director commented that Nutter Fort had the best audit in Harrison County. There were two findings: 1) segregation of duties, which is common in small offices with few staff, 2) records (invoices) which were not available due to accidental disposal. There was also a small issue with the tickets, which will be corrected moving forward. The Fire Dept. also had a very good audit.

- Accounts payable (attached) were approved after a motion by “Duck” Webster and second by Brenda Riley.

Unfinished business:

- Chief Haddix gave an update on the Christmas event to be held at the Fire Department Dec. 12th from 6 to 8 pm. He and Julie met with Mr. Vanscoy from Cartoon Headquarters. He does a *Build a Bear* with a Christmas selection. Our cost will be \$30.00 per character, which is about half the normal cost. There will be three stations (to build and also get a birth certificate). He will take care of all this and provide a 12 foot Bounce House, life size Grinch and Olaf, and 150 oreo cake bars. The Fire Dept. will do something on fire prevention and Santa will be there. They will have a *making a list for Santa* section, and already have the hot chocolate. Ronnie is working on ideas for his dept. Taylor is talking to Bonnie Belle’s about a smaller cookie instead of the typical large ones. Council can think about doing something as well. Chief Haddix would like to ask each person to bring a toy or canned food donation instead of charging a fee. The annual *Santa Run* is the following Sunday, and the food will be added to those donations. All were in favor of holding this event. A notice will be added to the water bills.

- As a follow-up from discussion at the last meeting, Charlene Louk gave information on a 12 foot LED tree as a possible addition to our Christmas decorations, since the real tree is so small and not really visible from Rt. 20. The cost is \$339.00 and could be placed on the concrete pad by the flagpole. By the looks of the design, it would have to be

handled gently, but would add some color for a minimal cost. Karen Phillips moved to purchase the tree. Motion passed after a second by Brenda Riley.

New Business:

- Dan Ferrell of Thrasher Engineering gave an overview of the upcoming sewer project at the cost of \$4,676,500.00. Zach Dobbins, accountant for the project explained they will apply for \$1 million in debt forgiveness (grant) and loan for the remainder at 1% (.5% interest .5% administrative fee) over 30 years. Also figured into the costs is replacement of capital assets, for example excavator and dump trucks on a rotating basis. To cover costs of the project, residents will incur a 13% increase in three phases. The first phase will go into effect shortly after the first of the year. It will be a 4 1/2% increase, which calculates to \$1.60 per month on a minimum bill (2000 gal) or \$2.60 on an average bill (3400 gal). The second phase of 4 1/2% will begin mid year 2019. The final phase of 4% will begin when construction is complete-about a year from the second phase. When fully implemented, the funds will pay for the operation and maintenance costs, the PSC assessment, our current bond payment and the other requirements. The first phase sewer project (2002) will not be paid off until 2027. All streets affected by the project will be paved as part of the plan. Sheena Hunt from Region VI added she will continue to work with Zach and the engineers to see the project runs smoothly. She asked about the project attorney. Mrs. Foley confirmed it is David Glover. Sheena will need an agreement from him to submit to the DEP.
- Mayor Maxson presented a Key to the City to Councilor William "B.J." Benincosa who was honored last week as Harrison County Democrat of the Year. Congratulations to B.J. on this award from Council and all in attendance.
- A license approval for Apple House of West Virginia located at 407 Buckhannon Pike was approved after a motion by William Benincosa and second by Brenda Riley.
- Mayor Maxson read the Christian Heritage Week (Nov. 18-24, 2018) Proclamation. Charlene Louk moved to accept the proclamation. Motion passed after a second by Karen Phillips.
- Mr. Maxson shared a request from the Clarksburg Board of Park Commissioners for an exemption from the paving fee. He listed a number of unofficial exemptions they already receive: not being charged for any work permits/license fees or B&O taxes on activity and construction in the park. It was noted that legally, we could be charging for permits and B&O taxes. This was verified last year with Johnnie Brown. Council felt this should be considered at a later time. Council voted to deny the request to be exempt from the paving fee, after a motion by Natalie Haddix and second by Charlene Louk.
- Brock Malcomb spoke on behalf of the United Way Campaign. All funds collected stay in Harrison County to serve 26 agencies. Their goal is \$935,000.00, which is 10% over last year's goal, based on grant applications requesting funding. Mr. Webster spoke about Bi-County Nutrition, a local recipient of United Way funds. They could not have provided the 114,000 meals last year without this assistance. Mr. Malcomb left brochures to use or go to the website unitedwayhcwv.org. Payroll deduction is another option. He would appreciate any help we can give to get the word out for this cause.

Committee Reports:

Police Dept: Chief Godwin had no report.

Fire Dept: Natalie Haddix reported the audit went well. Auditors reviewed all records for the Ultimate Giveaway. Their only recommendation was to have the gun supplier write a letter that gun checks were done on all winners. Mrs. Haddix added they are planning to make the drawing live, so there will be no questions.

>The Santa Run will be Dec. 16th. They won't be advertising in the paper this year due to the cost. Natalie asks that everyone pass the word. It will be on social media. Other suggestions were made to add it to the scrolling sign at City Hall, to hang a banner near the FD and to ask local businesses to post signs we provide them.

Maintenance Dept: Taylor Keith reported he was pleased with the paving done by J.F. Allen. They only went over the estimated 2800 tons of asphalt by 32 tons. This was due to a decision made to pave another short street due to its poor condition, while they were paving in Bagwell Addition.

> Dominion is running behind and still has a few weeks work to finish on Ohio Ave.

>The mini excavator is here. Taylor invited Council to stop by and see it.

>Projects are slowing down for the year and PW is getting ready for winter weather.

Code Enforcement: Mr. Kesling had no report.

Beautification: Linda Blake asked if there was some way we could recognize Mr. Ed McDougal for all his volunteer work picking up trash? He routinely pays extra on his water bill and asks that it go to the Community Garden. She also asked if we could do something to recognize all the businesses for everything they do to make the town look nice? They are waiting until spring to put the fence up around the Community Garden. The weather turned cold so quickly, they weren't able to get it done this year.

Public Comment: Assessor Rocky Romano spoke briefly. He plans to attend periodically to keep up on things going on in the county.

> Mayor Maxson informed us that the HRDF group will be cutting brush and cleaning up the river bank again this year. They may start as early as next week.

> Mayor Maxson read a thank you note from Bill and Darlene Francis in appreciation for the recent paving on their street.

- This item for possible executive session under *New Business* was tabled until other business was complete: At 7:22 pm, following a motion by Natalie Haddix and second by Karen Phillips, Council voted to enter executive session to discuss a possible lawsuit by a previous employee. Council re-convened into regular session at 8:07 pm. William Benincosa moved to hold a special meeting at 6:30 pm on November 27th to hear the 3rd step grievance on Tiffany Thompson. Motion passed after a second by Karen Phillips.

Having no further business, the meeting was adjourned by acclamation at 8:12 pm.

Respectfully submitted,

Charlene Louk, Recorder

Sam Maxson, Mayor