

**Council Meeting
Town of Nutter Fort
12/11/18**

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, Seth Devault, Leslie Cummings, Wendy Bess, Raetta Allen, Shirley Sheets and Kathy Powell.

Minutes: Minutes from the 11/13 regular and 11/27 special meeting (attached) were approved by unanimous vote after a motion by Natalie Haddix and second by "Duck" Webster.

Treasurer's Report: Mrs. Foley reported she inquired and was told we could pay the recent paving bill with the "P" card. We earn 1% on "P" card purchases, and it also allows us to leave funds in our interest bearing account longer. This was a great idea. Paving fees collected for September and October was approximately \$24,300.00.

- Accounts payable (attached) were approved after a motion by Natalie Haddix and second by Karen Phillips.

Unfinished business: None

New Business:

- At the November 11th meeting, a detailed overview was presented on the upcoming sewer project, costs and structure for 13% rate increase. The first reading of the Ordinance to increase rates for the sewer project was passed by unanimous vote after a motion by Natalie Haddix and second by William Benincosa.
- Councilor Haddix had a question about deleting the ADA compliance section of the Ordinance to amend the employee grievance procedure and repeal step 3. Mrs. Foley said we will still be required to follow ADA guidelines, but Attorney Brown has never seen it as part of a personnel policy. This will be clarified before finalizing. Mrs. Louk also asked if we could complete proposed revisions to the employee handbook? She is currently locked out of the program. Mrs. Foley agreed we will work on getting this done. Mrs. Louk and Mrs. Haddix volunteered to help as needed. The first reading on an Ordinance to amend the employee grievance procedure and repeal step 3 passed by unanimous vote after a motion by Natalie Haddix and second by Charlene Louk.
- Congratulations to David and Larry Cotton-Zinn of 144 Cimarron Road, selected for *Christmas House 2018*. They were unable to attend tonight for the presentation.
- Discussion on elimination of the Administrative Assistant Position was tabled for executive session until all other business is completed.

Committee Reports:

Police Dept: Chief Godwin has been working on selling the old cruiser. Julie has checked with the Auditor and it will likely need to be auctioned. He is working with Charleston on DOD equipment the department has. He is trying to finish a few things by the end of the year. Chief Godwin also praised Officers McMannus and Richardson for the doing a great job at the recent house fire at 600 Illinois Ave.

Fire Dept: Plan are complete for the Christmas event tomorrow evening. Cartoon Headquarters will set up early. Taylor has cookies secured from Bonnie Belles. Charlene will pick up 12 dozen pepperoni rolls donated by Food Lion. Chief Haddix gave a report on the recent house fire. Nathan Rohrbough ran the scene. Response time was only one minute, as four men were in the dept. when the call came in. There were no injuries, but the home was a total loss. The fire was fueled by propane and kerosene from heaters inside, causing a huge fire load. 118,000 gallons of water were used.

> The order has been placed with MSA using the FEMA grant totaling \$214,000.00. This includes 30 air packs (8 with thermal imagers), 3 rapid packs, and 15 extra face pieces.

> Due to many requests, the Fire Dept. is offering a *gift certificate* today through Christmas Eve for Ultimate Giveaway tickets (May 11th).

Maintenance Dept: Taylor Keith had no report.

Code Enforcement: Mr. Kesling asked if insurance companies hold money back for demolition purposes such as the unsafe remains from the house fire? Chief Haddix replied yes, but owners are not answering phone calls. Chief Godwin spoke with the owner yesterday. Status of insurance is uncertain, but hopefully, we will know soon.

Beautification: No report.

Incidental information: Yesterday, Mayor Maxson had a call from John Cooper asking again about a waiver for the park from the Paving fee, which Council has denied. Today, the Mayor had a visit from John Angiulli (Park Board President) regarding our fees for park dumpsters/trash pick up. By his figures the cost was \$11,056.00 for 2018 so far. The cost quoted to them by Waste Management (WM) for the same service is \$4718.10, but WM is not allowed to pick up in Nutter Fort, since we provide trash service. Mrs. Foley verified their figures are not accurate. Fees were \$6619.40 in 2017 and \$8524.20 in 2018. Leslie Cummings added, Clarksburg pays a lesser rate to WM because they have a contract with them for residential and commercial service. Chief Godwin reported he was part of the meeting several years ago with Nathan Rohrbough (mayor at the time), Martin Howe, Anthony Bellotte and Adam Barberio. They asked if we could provide the service for less, due to the high costs charged by WM. At that time we started trash service for the park. There were several comments that Nutter Fort receives no breaks from Clarksburg for services. Taylor added, Clarksburg is not charged for park sewage (one inch), which is a significant. No action can be taken at this time, as it is not on the agenda. Furthermore, Council agrees no action is needed on this issue.

Public Comment: Charlotte Link asked when we will re-evaluate having one verses two meetings a month? This will be placed on the next agenda.

- The item for possible executive session under *New Business* was tabled until other business was complete. At 7:04 pm, following a motion by “Duck” Webster and second by William Benincosa, Council voted to enter executive session to discuss possible elimination of one Administrative Assistant Position. Council re-convened into regular session at 7:45 pm following a motion by Karen Phillips and second by “Duck” Webster. Mayor Maxson invited Julia Foley to speak on the request. She explained the office has been working with one less position for three months, and they have handled it well, even with added workload. The last three people hired into this position have not worked out. If the position is filled, it will cost \$12K per year just in health insurance, plus salary. The current staff agrees their work can be handled between the three of them. If the position is eliminated, the salary can be shared, still remain under the Police Dept. wages, and save the Town money. Natalie asked about longevity pay. It is capped at \$75.00 per pay or 15 years of service. This currently affects Chief Godwin and Mrs. Foley. Current pay rate for front office staff is \$13.21 and \$15.70. Mrs. Louk asked if we know how this compares to similar local municipalities? Anmoore pay is very similar, and Stonewood’s pay is higher. Mrs. Foley advised we should consider our funding verses their funding when doing comparisons. Mrs. Louk noted it would be helpful to research salaries of local, similar size municipalities for comparison. Also, we were to re-evaluate the PW supervisor’s pay in early 2017, but it was never addressed. > Mayor Maxson explained Council felt the Administrative Assistant Position should not be eliminated, but not fill it at this time. Mrs. Foley added, wages for clerical and PW staff really needs addressed. It would help with retention and when backfilling a position. You will likely get a more qualified person if you offer a higher salary. Mrs. Phillips added, she agrees with raises, but we have to be careful due to the public’s perception, especially after recently adding a new fee in the Town. Also, losing another major business would further impact revenues. Mrs. Foley and Mrs. Cummings pointed out that raises have been and are currently built into our rates, such as current and future sewer projects. Mrs. Bess asked if the issues mentioned were considered prior to the recent raise for the Police Dept.? Mr. Benincosa and Mrs. Phillips responded these and other points were considered. Councilors added these decisions are given considerable thought and not taken lightly. > Mrs. Louk moved to have a work session at 5 pm prior to the next regular meeting to discuss wages, longevity pay, and ways to generate revenue in the town. Motion passed by unanimous vote after a second by Karen Phillips.

Having no further business, the meeting was adjourned by acclamation at 8:15 pm.

Respectfully submitted,

Charlene Louk, Recorder

Sam Maxson, Mayor