**M I N U T E S**

City of Pleasant Valley

**Tuesday, September 8, 2020**

**WORK SESSION 6:00 PM\***

Special COVID-19 Notice: The City of Pleasant Valley is holding live meetings. Face coverings, social distancing and all other current recommended/required safety measures are being actively employed to help protect our community from the Coronavirus (COVID-19) pandemic. See guidelines by CDC at [cdc.gov](https://www.cdc.gov/) and State of West Virginia West Virginia at [wv.gov](https://www.wv.gov/Pages/default.aspx).

Preamble

**City of Pleasant Valley, WV**

* Agenda Information: Posting times for meeting agendas will be – three (3) business days for before regular meetings; two (2) business days before special meetings; and, as soon as practicable for emergency meetings. Meeting notices will typically be affixed to a prominent location at the city municipal building and may be shared on other public boards, such as at the local post office and in some cases, notices may be printed in the local newspaper, the Times West Virginian and to other media communications as reasonable.
* Common Meeting Types: Organizational; regular; special or emergency; work sessions; public hearings; executive sessions; and, project status updates. Meetings of all public bodies, which typically require a quorum to conduct official business and to vote must be open to the public unless a specific statutory exception applies. The agenda will routinely include (1) a call to order; (2) action on minutes of previous meetings; (3) reports from boards, commissions, and committees or other officials; (4) old or unfinished business; (5) ordinance activity with first, second and final readings; (6) resolutions; (7) new business; (8) miscellaneous business; (9) comments from the public; and, (10) a closing/adjournment. Basic Parliamentary Procedure and Robert’s Rules of Order is a set of rules generally followed for conduct at regular meetings and will be in combination with appropriate city charter procedure.
* Meeting Notices: The City of Pleasant Valley will strive to maintain a fixed schedule for regular meetings, such as the third Tuesday of each month. To comply with meeting notice requirements of the Open Governmental Meetings/Proceedings Act, the city will post notice of regular meetings for the coming year that will include the date, time, and place, and will keep such notices posted throughout the year.
* Meeting Minutes: The Open Governmental Meetings/Proceedings Act requires preparation of written minutes. Minutes for all meetings, except executive sessions, must be available to the public within a reasonable time after the meeting and will include: date, time and place of meeting; name of each member of the governing body representatives present and absent; all motions, proposals, resolutions, orders, ordinances and measures proposed, with the name of the person(s) proposing the item and the item’s disposition; results of all votes, including, if taken, any roll call vote and citing each member by name. Code of conduct established by the West Virginia Governmental Ethics Act applies to all public servants, including those employees who are elected, appointed or hired to service state, county, or municipal governments and their respective departments, agencies, boards and commissions.
* Registering to Speak: The public may register to speak at any public meeting by calling 304-363-2400 or emailing: [cityclerkpvalley@gmail.com](mailto:cityclerkpvalley@gmail.com). Speaking time limits are set to five (5) minutes.
* Written Comments: Any member of the public can send comments to any agenda and meeting minute item to [cityclerkpvalley@gmail.com](mailto:cityclerkpvalley@gmail.com)

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**Tuesday, September 8, 2020**

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***Work Session Agenda***

* City Clerk Introduction – Sherry Roof
* Anticipated Executive Session – Personnel Matter
* Security Around City Building
* Fall City Clean-up
* Basketball Court – Update
* Walking Trail Paving – Update
* Schoolhouse Road – Stella Construction
* Planning Commission Members
* Drainage, Flooding, and Road Work
* Council Comments
* Citizen Concerns

*\* Next Council Meeting scheduled for September 15, 2020 @ 7:00 pm*

**ROLL CALL:** Council Members Present - Ed Aberegg; Emily Haddix - Mayor; Erin Henderson; Chuck Ledsome; Chip Phillips; Gary Timms; and, Mike Walls. City Attorney, John Funkhouser and City Clerk, Sherry Roof also present. Absences: None.

**OPENING REMARKS:** At 6:01 pm, Mayor Haddix – Mayor, welcomed everyone to the Work Session meeting and provided a reading (overview) and presentation of the agenda as posted.

**BUSINESS PRESENTED BY COUNCIL PRESENT**

1. City Clerk Introduction – Sherry Roof
   1. Emily Haddix introduced newly appointed City Clerk, Sherry Roof by providing a brief overview of her background and discussion of anticipated regular services and new initiatives.
2. Executive Session – Personnel matter; City Hall business; City Clerk interim services.
   1. Chip Phillips called a motion for an Executive Session to discuss a special compensation package for temporary essential work services for City Hall business as typically performed by a City Clerk – motion was approved. Council went into Executive Session with Chip Phillips leading the discussion over a one-time lump sum payment/stipend for those temporary essential services performed during the month of August to fill-in and cover for the unexpected interruption to the City Clerk position. For details, see attached letter of recommendation/approval as submitted in support special payroll request.   
      

* ***Motion was made by Chip Phillips to explore best options and to ensure proper justification. Then to move forward in providing a one-time special compensation package appropriate to actual time spent and duties performed in the dual and temporary (interim) role as both City Clerk and City Mayor by Emily Haddix throughout the month of August. The motion was seconded by Ed Aberegg to Adopt. Full motion was passed by unanimous Council voice vote/other. After more research and discussion, the amount for a one-time compensation package was agreeable; Council took a second voice vote/other and motion was unanimously approved for a one-time special compensation package.***

1. Security Around City Building
   1. Gary Timms initiated discussion to consider additional lighting and/or security cameras around the city’s park and athletic fields behind the municipal building. Council expanded discussion to include ideas for additional signage regarding loitering, park open/closed hours, and surveillance warnings. Emily Haddix volunteered to initiate some contacts and do some research on weather resistant/waterproof surveillance devices, with priority attention to the dug-out area in lower field.
2. Fall City Clean-up Event / Special Event Sanitation Bid
   1. Emily Haddix confirmed a contract decision had been made and executed with a local waste disposal company, Smallwood Sanitation, to handle a special 2020 Pleasant Valley fall season city-wide clean-up event. This will include curbside pickups from all streets within each of the district communities of Benton’s Ferry, Kingmont, Millersville, and Pleasant Valley. Key points about the contract included a discussion of the item types to be allowed under the terms of the contract as well as basic pricing, which was agreed at $1,500 per truckload. Smallwood also offered to place an extra “free” dumpster in the city building lower parking lot for metal only items. After a general review and broad discussion regarding the terms of the contract and event day process, Council discussed estimate and is looking forward to a total savings of several thousand dollars over the city’s spring season clean-up event that was contracted with another company. Council settled on the first Wednesday in October as the event date. Council and hopefully citizens will all work to help spread the word about this special city-wide clean-up event. Emily Haddix noted that we are currently experiencing somewhat limited communication tools as our official city web-site contract is expiring soon with limited work being done. Other more active communication options include, our Facebook Community page at: <https://www.facebook.com/groups/340345139887384/about> and official City of Pleasant Valley Facebook page at: <https://www.facebook.com/cityofpv>, local posters and other potential advertising as time and budget will allow. But, given the short turnaround on this particular event, we will probably have limited time and resources, but vow to do better with future events.
3. Basketball Court Update
   1. Chip Phillips provided an update. He stated that we may already have one gooseneck post available, but still need to place an order for another. After some discussion with a local contractor, it was agreed that realigning the footprint of the court to lay it in the opposite direction will create a more natural flow for rain water drainage and maintenance.
4. Walking Trail Paving Update
   1. Council discussed status of the paving project for the walking trail around the city municipal park and a number of difficulties being experienced with the original vendor. Conclusion by all was to move forward with canceling (or rather, not to engage in any additional change order activities) with the original vendor, but instead to expand the Stickley basketball court contract to include paving for the walking trail. Council agreed that anyone engaged in future contract negotiations with vendors should have clear and distinct completion of work deadlines, item details, and penalties for failure to meet any contract standards.
5. Schoolhouse Road – Stella Construction
   1. Stella Construction reported that they are working in cooperation with the State to design and provide an adequate drainage system coming off School House Road where a number of new houses are being built. As a proposal to their finished design, they have asked the City of Pleasant Valley to coordinate and partner with them and the State as a final step to pave School House Road.
6. Planning Commission Members
   1. Erin Henderson led a discussion regarding participation issues, in particular, problems in reaching the required quorum for voting and the City Planning Commission. She proposed a need for formal review of the by-laws and any related city charter language dictating authority commission participation numbers, and suggested looking into ways of reducing current membership to help ease efficiencies and increase the probability of reaching a quorum for decisions while still being effective in discussion as well as representation. Erin Henderson reported on some discussion amongst the Commission members to support reducing the group to no more than seven, or possibly even five. Members also revisited procedures for removing members no longer active or meeting by-law standards for terms of their appointment.
   2. John Funkhouser, Attorney, reviewed current by-laws and confirmed authority to drop the current nine Planning Commission members to five. Attorney Funkhouser confirmed we can appoint anywhere from five to 15 members to various boards, commissions and/or committees. He also highlighted key points to member removal procedures. Emily Haddix suggested that any changes/updates also be considered and possibility mirrored for the new Building Commission.
7. Drainage, Flooding, and Road Work
   1. Emily Haddix proposed a “gravel to paving road improvement project” as a priority and key new initiative. She laid out plans to create an inventory of all gravel roads within the city boundary and to enlist the input, cooperation and collaboration of the State, county and other potential local road administrators to review, prioritize and collaborate on a plan to phase out gravel roadways to help make them safer, cleaner, and more modern. Emily proposed providing each Council member with copies of maps specific to each district so everyone could clearly identify and inventory the gravel roads within their particular district. Emily Haddix suggested that we also could consider future additional interstate tax money and possible new Valley Health Care “privilege” or other capital as possibilities to help fund local road improvement projects such as this “gravel to paving” initiative.
   2. Council members held an open round-table discussion to update and bring attention to various outstanding and new state road issues and discussed various ideas for what we could do to enhance performance of some of the most concerning on-going drainage and runoff issues. Council discussed keeping needing to avoid significant changes to initial design. Several specific areas of unanimous and particular concerns were discussed as mostly being seasonal (winter) issues.
   3. Chuck Ledsome suggested that we contact the State and try and get a schedule for some public information meetings where the State would come talk to us and share information on general road maintenance schedules and provide an overview on how they respond to emergency issues and give an update on known areas of concern, and also maybe talk about the basics of how we should continue to best work together on maintenance and improvements. Emily Haddix seconded this idea and suggested that we could incorporate a discussion over the initiative we have in moving our roads from gravel to a hard surface pavement. She also said that we’d be conducting a review of our current insurance as well as statute language to confirm our coverage and authority.
   4. Ed Aberegg discussed details surrounding a current and standing blanket order system by where we have already have authority and a system for correcting troublesome drainage problems. One area of on-going and regular drainage problems seems to be in Millersville, at the top of Brick Hill Road. Ed Aberegg also began a discussion to revisit the status of this particular issue and either reprioritize or at least confirm activity on some various and still outstanding projects. Another project initiative had been to inventory, study, and take appropriate action on old drainage systems (i.e., drainpipes to nowhere).
   5. Council reviewed a Pleasant Valley Watershed study, which is a large, detailed and all-encompassing report that resulted in providing the City of Pleasant Valley authority to act as needed to maintain as well as fix and repair drainage issues and to perform any/all immediate issues we deem necessary within our city proper, so long as we stay within accepted limits, boundaries and guidelines of the agreement.
   6. Emily Haddix report that she has started an independent study to learn what it may cost and options that may seem plausible in creating our own ongoing general city maintenance program. Some basics discussed by the Council might be to hire a fulltime or part-time city position; get bidding process out to local contractors; and, to better define service and need ideas, to include frequency, minimal versus maximum service needs; seasonal needs versus regular or routine (non-seasonal) city maintenance issues, etc. Council suggested creating a list of priorities and issues.
   7. Emily Haddix will be looking into salt and/or cinder needs for this upcoming winter, and will work to compare various product and pricing options.
   8. As some final notes and general recommendations relating to projects for the city, Emily Haddix reiterated a need for stronger and more precise contract language on projects and services; Council members agreed with these efforts to be more detailed and diligent in addressing contract details, item detailing, and time limits and include penalties for non-compliance.
8. Council Comments
   1. Council wrapped up session on a positive note, thanking one another for good collaborative work efforts, new initiatives, and personal enthusiasm for serving the citizens of Pleasant Valley.
9. Citizen Concerns
   1. Citizen members who chose to sign the attendance record included: Ruth Kramer; Donna Swisher; and, Nicole Garrett.
   2. Nicole Garrett, citizen representative and parent rep, from East Fairmont High School attended the Work Session meeting to present a draft proposal for a special funding request on behalf of the East Fairmont High Senior class. Rationale for this one-time funding request is due to their inability to host regular and customary fundraising activities on behalf of students, parents and other school group representatives due to the COVID pandemic. Any anticipated funding donations could be expected to be used for senior class events, such as the traditional senior class breakfast. Council listened to Ms. Garrett’s ideas and reviewed the draft proposal, making a few suggestions that she add descriptions of each proposed item and to be advised that, if approved, they would need to provide an itemized list with receipts to account for all money contributed.
   3. No other citizen business.

**ADJOURNMENT:** At 7:40 pm, Mayor Haddix formerly closed the Work Session meeting and thanked everyone for their participation and efforts.

**NEXT COUNCIL WORK SESSION/REGULAR COUNCIL MEETING:** Tuesday, October 20, 2020 – Beginning at 5:30 pm for Work Session/7:00 pm Council Meeting.