

**SALEM CITY COUNCIL
REGULAR MEETING
JANUARY 13, 2004**

PRESENT: Walter Nutter, Councilman
Laura Yokochi, Councilwoman
Fredette Leda, Councilwoman
Brad Eddy, Councilman
Mary Dolly, Councilwoman
Ken Yost, City Manager
Sheldon Dolly, Mayor
Jackie Ritter, City Recorder

ABSENT: Daniel Daquilante, Councilman

The Salem City Council met on Tuesday January 13, 2004 for its regularly scheduled meeting. Mayor Dolly called the meeting to order at 7:00 P.M.

1. Pledge of Allegiance and Prayer:

Mayor Dolly opened the meeting with the Pledge of Allegiance and offered prayer.

2. Review and Approval of Council Minutes from Regular Meeting November 11, 2003:

The minutes for November 11, 2003 regular council meeting were reviewed. A correction was made to Item 5. Councilwoman Yokochi made a motion to approve the minutes with the noted correction. Councilman Nutter seconded the motion. Carried 6/0. The minutes for the December 9, 2003 regular council meeting were not available. The City Recorder advised council the minutes for the November 20, 2003 Building Appeals Board meeting are completed and available at city hall.

3. Petition of Citizens: Fort New Salem Foundation:

Judge Jack Kaul and Dr. Joseph Audia were present to explain the background and purpose of the Fort New Salem Foundation. They requested the City of Salem consider providing some level of funding to assist in this project to keep the Fort open. They also called for new members to the Foundation and community donations.

4. Petition of Citizen: Jada Stout Policing Request and Run Stop Signs East High Street and WV Avenue:

Ms. Stout was not present

OLD BUSINESS

5. Progress Report Water System Improvements:

The City Manager reported on a meeting with HNTB engineers on January 8, 2004. He reports a CPA firm has not been found yet to certify Rule 42 of the Bond Ordinance. Once certified and the bond ordinance is passed, this will allow funding to pay outstanding invoices with HNTB. The improvement plans for the Upper and Dog Run are ready. The water ordinance needs updated to include a low pressure and low chlorine waiver for those living over a certain elevation. The new plant will allow testing of water age at the end of the water lines. Bids for the first phase of the water project will be advertised in June with construction to begin in October. There was discussion of the possibility of finding funding from one of the current funders to pay off the old

FHA loan. There was review of an update from HNTB regarding the of the back wash water from the water plant by the sewer plant.

6. Lakeview Terrace Improvements:

The City Manager reports no tanks have been installed in homes yet. There was discussion of how to identify the homes needing the low-pressure waiver. The City manager reports this will be solved with the new water plant.

7. Sewer WVPSC Cost of Service Study:

The report is still not available from the PSC.

8. Report on WV/NPDES Wastewater I & I Plan of Action and WVDEP Order No. s 5269 and 5365, Report on WVDEP WVIJDC Application, Smoke and Dye Testing, and Sewer Use Ordinance:

Richard Barnett of the DEP was at the sewer plant today. The City Manager reports no progress on any of the sewer system problems, as there is no funding available.

9. Municipal Budget Workshop StateTax Dept. Mayors & Council, Councilwoman Yokochi:

Councilwoman Yokochi gave a report on the workshop she attended recently. She felt it was very informative. There was discussion of the excess levy, hotel occupancy tax, listing of exempt properties. A private company owns SIU and the city clerk have requested a ruling regarding the continued exemption of property taxes. The county assessor has refused to address this request.

10. Matching Funds Police Local Law Enforcement Block Grant WV Tax:

The City Manager reports all grant applications are in and being processed.

11. Department June 30, 2003 Audit Progress Report:

The State Tax Auditor is finished with her work with the 2003 audit. The 2002 audit has still not been received.

**At 8:25 P.M. council took a break and resumed at 8:40 P.M.

12. City Manager s Report:

- A. The City Manager has been unable to find a qualified applicant. A temporary part time clerk continues to work.
- B. The water plant is in need of a new turbidity meter with an estimated cost of \$1,600. Councilman Eddy made a motion to approve the purchase of the turbidity meter for the stated estimate. Councilman Nutter seconded the motion. Carried 6/0.
- C. Title X agreement has been signed for the Library employee. The Library Hours will be 12:00 to 4:00 Tuesday through Saturday. The position does accrue sick and vacation time.
- D. The Police Department is in need of a new computer. Funding is available from the police expense line item. Councilwoman Yokochi made a motion to approve up to \$1,000 for the purchase of a computer for the Police Department. Councilwoman Leda seconded the motion. Carried 6/0.

- E. The general fund statements are the only statements available for this meeting.
- F. The estimates for possible FEMA funding for the repair of Cross Street are due this week.
- G. The Mayor needs to sign agreement with Fort New Salem Foundation.
- H. The demolition bids were unable to be advertised yet.

NEW BUSINESS

13. Departmental Budget Requests forms:

The City Manager called for ideas, suggestions and budget requests for the upcoming general fund budget from council members. The PEIA insurance is slated to raise @ 12% and workers compensation rates are also expected to raise.

14. Budget Request Flower Fund \$800:

There was review of a request for funding for flowers for the downtown park area. Councilman Eddy made a motion to deny the request for this fiscal year and consider it for next fiscal year. Councilwoman Dolly seconded the motion. Carried 6/0.

15. Budget Request Library Fund:

There was review of the Library request for funding of \$1,000 for the 2004-2005 fiscal year.

16. Nominations for City Representative to Harrison County Development Association:

There was discussion of the need to submit names for representative to the Harrison County Development Association.

17. City s' Budget Digest Request :"

A work session for this grant request was scheduled for Feb. 20, 2004.

18. Resolution Personnel Policy Scheduled Vacation Days:

The City Manager requested a more structured policy regarding scheduling of vacation days. A varied schedule of vacations is needed to ensure coverage of departments. There was discussion of this policy. Councilwoman Yokochi made a motion to require vacations be scheduled one year in advance with changes made for emergencies at the discretion of the City Manager. This motion also included a requirement to work 145 hours per month to earn a sick day and vacation days are to be taken in full days. Councilman Eddy seconded the motion. Carried 6/0.

**A Park Board representative is needed in the absence of Councilman Daquilante. Councilwoman Dolly made a motion to re-appoint Fredette Leda to the Park Board. Councilman Nutter seconded the motion. Carried 6/0.

**At 10:18 P.M. Councilman Eddy made a motion to move to executive session to discuss personnel matters and lawsuits. Councilwoman Dolly seconded the motion. Carried 6/0.

EXECUTIVE SESSION

19. Personnel Matters:

January 13, 2004

20. Lawsuits:

**At 10:25 P.M. Councilwoman Yokochi made a motion to return to regular session. Councilwoman Leda seconded the motion. Carried 6/0.

**At 10:26 P.M. Councilwoman Leda made a motion to adjourn. Councilwoman Dolly seconded the motion. Carried 6/0.

TABLED BUSINESS

1. Comprehensive Plan (Council Review)
2. Police Department Rules and Regulations Operational Manual (Committee)
3. Work Place Violence Policy - (Committee)
4. The Public Health Security & Bioterrorism Preparedness 7 Response Act of 2002 (Emergency Preparedness Committee)
5. Harrison County E-911 Mapping Report (E-911)
6. Bicycle, Skate Boards, Roller Skates and Roller Blades Ordinance:
7. 2003 Budget Digest & Grant Requests \$10,000 Fort New Salem The Green Tree Tavern Project City Grant Sponsor
8. WVDOT Transportation Enhancement Program Recreational Trails Program Intent to Apply Grants
9. Annexation City Owned Properties
10. Demolition of Condemned Properties

Mayor

Recorder