

**City of Salem  
Regular Council Meeting  
September 13, 2005**

**Present:** Grady Lamb, Councilman  
Fredette Leda, Councilwoman  
James Plaughner, Councilman  
Derika Sutton, Councilwoman  
Eric Wolford, Mayor  
Dave Fisher, Councilman  
Frank Robinette, City Manager  
Jackie Ritter, City Recorder

**Absent:** None

The Salem City Council met on Tuesday September 13, 2005 for its regularly scheduled meeting. Mayor Wolford called the meeting to order at 7:00 p.m.

**1. Pledge of Allegiance and Prayer:**

Mayor Wolford opened the meeting with the Pledge of Allegiance and James Plaughner offered prayer.

**2. Review and Approval of Minutes for Regular Meetings August 9, 2005 and August 23, 2005:**

The minutes for the August 9, 2005 regular council meeting were reviewed. Councilman Lamb made a motion to approve the minutes. Councilman Dave Fisher seconded the motion. Carried 6/0. The minutes for the August 23, 2005 regular council meeting were reviewed. Grammatical and typographical errors were noted on items 4, 5, and 6 on page 2, items 10b,c and d on page 3 and items 10f on page 4. Councilman Plaughner made a motion to approve the minutes with the noted corrections. Councilwoman Leda seconded the motion. Carried 6/0.

\*\*Rhonda Cox, a Salem business owner, spoke on her concerns regarding problems in the downtown area. She reported frequent fights on Main Street and well as speeding of vehicles. She felt more of a police presence is needed in the downtown area especially from 2:00 p.m. until dark each day. Ms. Cox was advised to call 911 as soon as possible for each incident. There was also discussion of how to install a handicapped ramp at a downtown business as well as at the Post Office. The City will send a letter to the Post Office to request a ramp for that facility. Corrina Elder expressed appreciation of the assistance of Officer Fulsom in assisting in the closure of her business each night. Ms. Elder was referred to the Building Inspector to advise her of the guidelines for installation of ramps.

**OLD BUSINESS**

**3. City Street Signs Program:**

Greg Skidmore reported on the addressing project for City of Salem. A list of streets to be re-named was reviewed. Assignment of street numbers is based on 10-foot increments of properties. Mr. Skidmore will forward information on sign making machines and equipment. Councilman Fisher made a motion to allow Mr. Skidmore assign the street names based on input from citizens. Councilman Lamb seconded the motion. Carried 6/0.

\*\*The bids for the basketball court have not been advertised yet. There were no bids received on the George and Ross Street repairs and it will need to be re-bid and a minimum of two bids must be received. The City Manager has not made any progress on contacting the city attorney for the status of the annexation project.

\*\*Councilwoman Leda requested update on status of Welcome Baskets to new residents of Salem. This is a cooperative effort with the Chamber of Commerce, local churches and the two city florists. The City was to print up tickets for the new customers when a new water account is opened. The customers would then go to one of the two local florists to pick up the basket. The City Manager will check with the billing clerk.

\*\*There was a review of Tabled Business and the suggestion to move up one or two items each meeting. Items 7 and 8 can be moved to old business and items 12, 16 and 17 can be removed. Public Works Director, Ronnie Davis, reports the Lakeview Terrace pump installations are on-going. There was discussion of the backwash water problem. The Safety and Personnel committees need to be re-activated with new members appointed. The Police committee had completed their work and forwarded it to the police dept. for review. Any suggestions made by the police dept. needs reviewed and added to the policy if appropriate and then brought back to council for review and approval.

\*\*Councilwoman Leda requested follow-up on the inspection of the Ford Street water tank by Liquid Engineering. The City Manager will check on this as well as the report on the other inspections done.

**NEW BUSINESS**

**4. Filling of Vacant Council Opening:**

Rhonda Cox advised Keith Richards is interested in the council seat. Councilman Lamb noted the 2<sup>nd</sup> highest vote getter, Phyllis Plaugher, is also interested. The City Manager will check on the legality of spouses serving on council

**5. Discussion of Prison Labor:**

The City Manager reported on the status and costs of the prison labor. The City Manager reports he can obtain prisoner labor from Harrison County home confinement program. Transportation and direct supervision by city staff is not required and there is no fee or cost involved. The City Manager will obtain an agreement for review by council. The current program will be continued until the end of October.

**6. Bonding for Elected Officials, City Manager, and City Office Staff:**

The City Manager reports the former City Manager is the only one in the city that was bonded. He will investigate options and estimates of bonding coverage and bring to council for review. Councilman Fisher made a motion to authorize the City Manager to check on bonding insurance in the \$150,000-\$300,000 range for council and city employees. Councilman Lamb seconded the motion. Carried 6/0.

**7. Re-appointing Stephanie Swiger:**

Ms. Swiger was not present. The City Manager will schedule the swearing in of Ms. Swiger by the City Recorder. A Planning and Zoning commission meeting is scheduled for Sept. 27, 2005 at 6:00 p.m. at City Hall.

**8. Adoption of Internet Policy:**

There was review of an example of an Internet use personnel policy from the City of Fairmont. The policy was amended to strike the personal use of the Internet while at work and to note corrective action for violations will follow current city personnel policy discipline procedures. Those that will have Internet access will sign and a copy will be put in their personnel file. Councilman Fisher made a motion to accept and approve the Internet personnel policy for the city with the noted corrections. Councilwoman Leda seconded the motion. Carried 5/0/1 with Councilman Lamb abstaining.

**9. City Managers Report:**

- A.** The computer software training was completed by Greentree and it was very helpful for all city staff.
- B.** The City Manager has several masters level interns from SIU searching for grants for water, sewer, police, historical preservation and downtown revitalization.

- C.** There was review of an HNTB analysis of cost comparing purchasing of water from other Sun Valley PSD to upgrading the current city owned water system. The HNTB engineer, Bud McCallister, recommends the city keep their own plant to have control of the water system because the costs are very similar.
- D.** There was review of a consent decree regarding the Sewer DEP lawsuit. The tasks and timelines were reviewed. A DEP representative will be present at the next meeting.
- E.** There was review of advertisement options for the water plant operator position and the costs involved for these ads. It was noted all applicants will take a math test as part of the application process. Councilman Plaughner made a motion to run the \$7.00 per hour training position ad. Councilwoman Sutton seconded the motion. Carried 4/0/2 with Councilwoman Leda and Councilman Lamb abstaining.
- F.** There was discussion of Miracle Meadows requesting city water service at their site on Buffalo Calf Road.
- G.** There was review of a revised IJDC application received from HNTB for review. This was being pursued rather than the Water Development Authority loan due to lower interest rate. Council needs further information on the previous loan and the interest rate to be able to make an informed decision. Councilman Fisher made a motion to provide provisional approval to the City Manager to go with the new loan if it is beneficial to the city. Councilwoman Leda seconded the motion. Carried 6/0.
- H.** Ronnie Davis reports there are three more drains to repair including one along Liberty and Main Street after a sewer drainage problem is repaired. This customer will be notified to hook up to the city sewer system. There was 136 tons of blacktopping put down since July 1, 2005 and about ten more loads are needed to finish for this year. He is also working on the hill leading up to Randolph Hall.
- I.** There was a suggestion to use the Chamber of Commerce website for advertisement of city bid projects.

\*\*At 9:16 p.m. Councilwoman Leda made a motion to move to executive session to discuss personnel matters. Councilman Plaughner seconded the motion. Carried 6/0.

\*\*At 9:17 p.m. council took a break and resumed at 9:29 p.m.

## **EXECUTIVE SESSION**

### **10. Personnel Matters**

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\*\*At 10:05 p.m. Councilwoman Leda made a motion to return to regular session. Councilman Lamb seconded the motion. Carried 6/0.

\*\*At 10:06 p.m. Councilwoman Sutton made a motion to adjourn. Councilman Lamb seconded the motion. Carried 6/0.

**TABLED BUSINESS**

1. Policy outlining guidelines for WTP backwash, filter treatment, and WTP Discharges to WWTP.
2. Policy restricting the addition of water customers above a certain elevation and distance from the WTP.
3. Parking Lot Lease Agreement
4. Allegheny Power Street Lighting Agreement
5. Actions on Sponsor Grant Agreements
6. Internet Service
7. Award FEMA RPA George Street Repairs Water Line Stabilization
8. Consideration of Purchasing a Gate and Fencing for Water Dept.
9. Lakeview Terrace Pump Tank Installations
10. 2004-2005 Budget Digest Request Basketball Court
11. Annexation of City Owned Properties
12. Consideration of Purchase of Power Washer
13. Completion of E-911 Mapping County Project
14. Workshop Committee Meeting Safety Committee and Safety Director (Workplace Violence Policy, Public Health Security and Bioterrorism Preparedness and Response Act of 2002 Emergency Preparedness)
15. Workshop Committee Meeting Personnel Committee (Personnel Handbook and Grievance Procedures)
16. Workshop Committee Meeting Police Committee (Police Dept. Rules and Regulations Operational Manual)
17. Review of Storm Water and Street Repair Complaint Trainer and Traugh Streets

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Mayor

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Recorder