



CITY OF OAK HILL MINUTES

City Council Meeting – November 7, 2022

The regular monthly meeting of the Oak Hill City Council was held on November 7, 2022, in the Council Chambers at Oak Hill City Hall at 5:30 p.m.

Call to Order

Mayor Wright called the meeting to order at approximately 5:30 p.m.

Roll Call

City Clerk Ronda Falk called the roll.

PRESENT

Mayor Daniel E. Wright

Ward 1 Councilmembers

Diana Janney

David Perry

Christa Hodges

Ward 2 Councilmembers

Ronald Stephen Hayslette

Charles Smallwood, Jr.

Benitez Jackson

Absent: Council-at-Large Thomas Oxley

Invocation

The invocation was led by Reverend Sonny Craft, Oak Hill Gospel Tabernacle.

Pledge of Allegiance

Councilmember Hodges led the Pledge of Allegiance.

National Anthem of the United States

The National Anthem was performed by Pastor Greg Hurley, Solid Rock Worship Center.

A moment of silence was observed in memory of retired Lieutenant Lewis Clayton Reynolds who dedicated twenty-two years of service to the Oak Hill Police Department.

Introduction of New Employees

Office Staff: Melissa Smith, Lisa Keffer, and Robin Cassidy

Street Dept: Joshua Sopio, Nathan Kessler

Sanitary Bd: Joshua Roles

Police Officers: Grace Mitchell, and Austin St. Clair

The city manager welcomed the new city employees to their related positions. She formerly introduced them to Council; a photo was taken to commemorate the occasion.

Presentation *WV Community Development HUB Program by Stacy Thomas*

Ms. Thomas appeared before Council on March 14, 2022, requesting the city participate in the HubCAP (Communities of Achievement Program) and Council approved the request and adopted a Resolution in support of the program. A participation fee of \$2,500 was provided.

USDA awarded the funding through the Rural Community Development Initiative. In March 2023, the HUB will launch the fifth round of the program. HubCAP V will provide 1) technical assistance training in establishing ongoing community engagement and leadership development processes, 2) identify and develop a project for our community's sustained ability and complete two local creative placemaking projects. 3) develop long-term planning and project execution capacity within our community in order for the city to grow. These plans will be community-driven with local teams that will work in collaboration with other communities.

Proclamations

Veterans Day

Small Business Saturday

Veterans Day The mayor addressed the history of Veterans Day and its ongoing significance; he presented a Proclamation in honor of all veterans as well as the men and women serving today and noted it was extremely appropriate to express our gratitude for their contributions and sacrifices. City Council acknowledged Colonel Chris Selvey with the Fayette Institute of Technology Junior ROTC program, and American Legion Representatives Garland Burke and Dennis Keffer for their courage, strength, and dedication to our country.

Small Business Saturday The mayor presented a Proclamation to Fayette County Chamber of Commerce President Becky Sullivan. City Council encourages shoppers to celebrate local entrepreneurs and buy from small businesses in the area.

Reading and Approval of Minutes

Motion- Dismiss with the reading of and approve the minutes of October 10, 2022.

Motion made by Councilmember Perry, Seconded by Councilmember Hodges.

Motion carried 6-0.

Treasurer's Report

Motion- Approve the Treasurer's Report as presented.

Motion made by Councilmember Perry, Seconded by Councilmember Janney.

Motion carried 6-0.

Correspondence

City Council received an invitation from New River Health inviting them to their Open House Event at their new location at 497 Mall Road on December 1, 2022.

Citizens' Comments

None.

A Minute from the Minutes

The mayor read an excerpt from the minutes of Feb 24, 1976. He noted the city was billed f\$1,940 for the cleanup of the area known as the Concho Trash Dump. He also read an excerpt from March 23, 1976, giving salary increases to employees who have served at least one year.

Unfinished Business

1. Bid Opening for the Purchase of Two (2) 2022 Dump Trucks Defined by Specifications

The city manager explained the city advertised for 2022 Dump trucks in July and one bid was received. However, the bid didn't meet the specifications. Request for bids was advertised again and one bid was received from Jim Shorkey Auto Group. The city manager opened the sealed bid. Bid Proposal: Two trucks priced at \$72,818.00 per truck. These trucks were approved in the budget and financing is available.

Motion – **Accept the bid from Jim Shorkey Auto Group providing the bid meets specifications.**

Motion made by Councilmember Perry, Seconded by Councilmember Hodges.

Motion carried 6-0.

2. Recommendation from the Selection Committee to Select an Architectural Engineering Firm to Renovate the New City Hall

The selection committee received six proposals from the advertisement requesting the proposals. This field of possible candidates was narrowed down to three. The Selection Committee interviewed Boggess, McKinley, and Chapman Tech. on November 2, 2022. Chapman Technical Group received the highest score. The selection committee is recommending Council to approve the Chapman Tech group for the renovation of the new City Hall.

Motion – **Approve the Selection Committee's recommendation to select the architectural engineering firm Chapman Technical Group for the renovation of the new City Hall.**

Motion made by Councilmember Perry, Seconded by Councilmember Jackson.

Motion carried 6-0.

3. Consideration to Adopt a Resolution to Lay an Assessment Lien on Property Located at 105 Rocklick Rd., Map 59J, Parcel 33, Owned by Brooke Armentrout.

The city manager informed Council the demolition of the structure was completed on September 21, 2022, and the demolition report and order were served. The owners did not contest the legality of the assessment and the amount thereof. The city manager requested

Council adopt a resolution laying an assessment lien upon the property in the amount of \$10,050.00.

Motion – Adopt the resolution to lay an assessment lien on the property located at 105 Rocklick Rd., Map 59J, Parcel 33, Owned by Brooke Armentrout.

Motion made by Councilmember Perry, Seconded by Councilmember Hayslette.

Motion carried 6-0.

City New Business

4. Structural Inspection Board’s (SIB) Recommendation to Demolish the Following Structures

- A. 94 High St., Map 4, Parcel 90, Owned by Celia Puryear (deceased)
- B. 301 Bond Ave., Map 16, Parcel 16, Owned by Cody & Sarah Donnally

The two properties were scored by the city manager and David Kirk and reviewed by the Structural Inspection Board. Based on their finding of fact, the structure was determined to be in violation of articles 11.04.010. It is the opinion of the Structural Inspection Board that the structure cannot be reasonably repaired and should be ordered to be demolished. The SIB is requesting Council to consider their request to have the structure demolished. The city will seek reimbursement for the demolitions under the DEP Grant.

Motion – Accept the Structural Inspection Board’s recommendation to demolish structure (A) 94 High St., Map 4, Parcel 90, Owned by Celia Puryear, and structure (B) 301 Bond Ave., Map 16, Parcel 16, Owned by Cody & Sarah Donnally.

Motion made by Councilmember Perry, Seconded by Councilmember Jackson.

Motion carried 6-0.

5. SIB’s Recommendation to Repair the Structure Located at 407 Broadway Ave., Map 4, Parcel 105, Owned by Twila Rambus c/o Deborah Stanley

The city manager spoke to the owners concerning the structure in need of repair. The owners are in agreement and are aware of what needs to be repaired. They intend to repair the structure for a member of their family to reside in. The city manager observed damage to the roof and the porch is absent causing water damage to the front of the structure.

Motion – The city manager shall notify the owners ordering the repair of the structure noting the structural defects that were observed; the owners shall be requested to submit a plan to Council for repairs on the structure.

Motion made by Councilmember Hodges, Seconded by Councilmember Perry.

Motion carried 6-0.

6. Consideration to Adopt a Resolution for the City to Demolish the Structure Located at 146 Richards St., Map 25, Parcel 346, Owned by Kevin & Sharon Marie Bibb

The city has received complaints from the surrounding neighbors on Richards St. The new owners have indicated they will pay for the demolition of the structure. The city manager noted if Council approves the resolution the project will be awarded to the lowest bidder at the next council meeting.

Motion – Adopt a resolution for the city to have the structure located at 146 Richards St., Map 25, Parcel 346, Owned by Kevin & Sharon Marie Bibb demolished.

Motion made by Councilmember Janney. Seconded by Councilmember Hayslette.

Motion carried 6-0.

7. Consideration of the Planning Commission Recommendation to Rezone 201 Maple Street from General Business District (B2) to Light Industrial District (I-1) 1st Reading

The members discussed the property at 201 Maple Street was originally zoned as Light Industrial and was rezoned to accommodate a church. The Humane Society has expressed interest in the property for storage and the Planning Commission is recommending the property be rezoned back to a Light Industrial District.

Motion – Accept the Planning Commission Recommendation to rezone 201 Maple Street from General Business District (B2) to Light Industrial District (I-1).

Motion made by Councilmember Perry, Seconded by Councilmember Jackson.

Motion carried 6-0.

8. Review of Oak Hill Municipal Code (OHMC) 11.16 Vacant Rental or Commercial Property

Attorney Bill File wasn't prepared to submit an ordinance for the council's review. He is currently reviewing how other cities are handling the matter. He plans to have an Ordinance prepared for the next council meeting in December. No action was taken.

9. Police Pension Report

Councilmember Perry reported council received the report in writing and the report has been examined.

Motion – Accept the Police Pension Report as having been presented.

Motion made by Councilmember Perry, Seconded by Councilmember Smallwood, Jr.

Motion carried 6-0.

10. Administrative Jobs and Assignments

The city manager revisited the temporary agreements on the administrative jobs and assignments from June 2022 for David Kirk, Valerie Vaughn, and Charlie Pannell. She asked these agreements remain in effect with the exception of the City Clerk. She recommended Ronda Falk be appointed as City Clerk. She referred to the Clerk and Treasurer being separated

in the city's Charter. Separating the two positions will bring the city into compliance with the Charter.

Motion – Accept the recommendation of the administrative jobs and assignments as presented by the city manager.

Motion made by Councilmember Perry, Seconded by Councilmember Janney.

Motion carried 6-0.

11. Consideration to Adopt the Building Commission's Supplemental Resolution Related to Interest Rate and Purchase of the Former BB&T Building

The city manager informed Council the Building Commission accepted Pendleton Community Bank's proposal for a 15-year term with a monthly payment of \$11,537.90. This payment will be paid out of the sale tax revenue and there will be no penalty if the Bond is paid off early. Councilmember Perry commended the Building Commission for acknowledging the bank. The bank is active in our schools and community.

Motion - Adopt the Building Commission's Supplemental Resolution related to the interest rate for the purchase of the Former BB&T Building with the city manager having the authority to negotiate legal fees and appraisals.

Motion made by Councilmember Perry, Seconded by Councilmember Smallwood Jr.

Voting Yes: Councilmembers Perry, Smallwood Jr., Jackson, and Hayslette

Voting No: Councilmembers Janney and Hodges

Motion carried 4-2

12. Consideration to Approve an End-of-Year Pay Adjustment

The city manager requested an end-of-year pay adjustment in the amount of \$500.00 for full-time employees and \$250.00 for part-time employees. A cost of \$23,683.00. She requested the Fire Department receive \$250.00. A Cost of approximately \$9,300.00.

Motion - Approve an end-of-year pay adjustment in the amount of \$500.00 for regular employees, \$250.00 for part-time employees, and regular employees hired after July 1, 2022. The Fire Department will receive \$250.00 based on the Fire Chief's recommendation upon his review of the participation report

Motion made by Councilmember Perry, Seconded by Councilmember Hodges

Motion carried 6-0.

Discussion: Council suggested the employees be given early notification of the pay adjustment and requested an appreciation letter signed by the council and city manager be sent to every employee with the adjustment.

13. Christmas and New Year Holiday Logistics

In observance of the New Year's Holiday, the city manager requested Council to approve the office being closed on December 30th.

Motion - Approve December 30 as an extra day off.

Motion made by Councilmember Janney, Seconded by Councilmember Hodges.

Motion carried 6-0

Committee and Department Reports

Police Reports

There were no questions regarding the Police Reports.

Fire Dept. Report

There were no questions concerning the Fire Chief's report. Chief Richardson was acknowledged for his response in providing a rendition of what has been proposed for the fire department addition in a timely manner.

Council had a short discussion on the city park changes and progress.

Economic Development Coordinator Report

Erin was acknowledged for a good report. Councilmember Perry inquired about Grants for Businesses. TIF Funding is available for Main Street Businesses.

City Manager Report

There were no questions for the manager's report.

Council and Mayor Comments (with possible actions)

The following topics were discussed: burned-out street lights and the need for additional LED lights, FEMA help, Property owner Imre Szilagyi agreeing to donate property for Minden Park, the status of the Welcome signs, Virginia Street sidewalk project and the Rail Trail project, compliments received concerning the police officers being seen walking the streets, notifying residents there will be no parking signs on one side of the street in the following areas: Thompson Ave., Washington between School St and Park St, Bottom of Mayfair, Chestnut between Park St. and Richard St., Lee St. and Rhodes St., and the Alley behind the Pawn Shop, the ordinance required for the implementation of the no parking on one side of the street, sending a thank you letter to McDonald's General Manager PJ for the refreshments he provided council, the progress of the removal of the demotion material on Chestnut Ave., the success of unveiling of the Historic marker for James Ellis, and the historic accuracy of the Oak Hill Seal.

Announcements

The next regular council meeting is scheduled for December 12, 2022.

Future Agenda Items

1. Street Parking Ordinance

2. Review of the Economic Development Committee's Tax Incentive Plan to give B & O Tax Credits to New and Existing Businesses
3. Consideration to move Municipal Election to County

There was no further business.

Motion: Adjourn the meeting.

Motion made by Councilmember Perry, Seconded by Councilmember Hodges.

Motion carried 6-0.

The meeting was adjourned at approximately 6:45 p.m.

Ronda Falk, Interim City Clerk

Daniel E. Wright, Mayor