



CITY OF OAK HILL MINUTES

City Council Meeting – November 6, 2023

The regular monthly meeting of the Oak Hill City Council was held on November 6, 2023, in the Council Chambers at Oak Hill City Hall at 5:30 p.m.

Call to Order

Mayor Briscoe called the meeting to order

Roll Call

Acting City Clerk Valerie Vaughn called the roll.

PRESENT

Mayor Charles Briscoe

Council-at-Large Bill Hannabass

Ward 1 Councilmembers

Diana Janney

Roger Evans

Ward 2 Councilmembers

Chris Gill

Carlos (PJ) Elder, Jr.

Charles Smallwood, Jr.

ABSENT

Ward 1 Councilmember, Christa Hodges

ALSO, PRESENT

Damita Johnson, City Manager

Bill File, Attorney

Valerie Vaughn, Acting City Clerk

Invocation

The invocation was led by Council Member Chris Gill

Pledge of Allegiance

The Pledge of Allegiance was led by Fire Chief Timothy Richardson

Proclamation for Dorothy Lake

At this point the meeting deviated from normal procedure to present a proclamation which was read by Mayor Briscoe to Ms. Dorothy Lake who turned 101 October 21st. She was also presented with a signed card by the Council and Mayor and a bouquet of flowers.

Reading and Approval of Minutes

Copies of the minutes from October 9, 2023 were provided to the council.

Motion- Approve the minutes as being presented.

Motion made by Councilmember Gill. Seconded by Councilmember Janney.

No Discussion.

The motion carried unanimously. 6-0.

Treasurer's Report

Copies of the revenue, expenditures, and vendor checks for the month of October 2023 were provided to the Council.

Motion- Accept the Treasurer's Report as presented.

Motion made by Councilmember Hannabass. Seconded by Councilmember Evans.

No Discussion.

The motion carried unanimously. 6-0.

Correspondence

There was no correspondence.

Citizens' Comments

Sue Woods, with the Fayette Prevention Coalition spoke and expressed concern over the vape shops now operating in Fayette County and specifically the proximity of one to a grade school. She spoke of different areas and their guidelines and ordinances on this. She requested an ordinance be drafted by regarding the operation, locations, etc.

Unfinished Business

1. Consideration to Appoint Members of Boards, Commissions, and Committees

Amphitheater Commission

The City Manager made a recommendation to appoint Jacqueline Gill and Debra Davis to fill the vacant positions on this commission.

Motion was made by Councilmember Janney, seconded by Councilmember Elder to appoint Jacqueline Gill and to appoint Debra Davis to the Amphitheater Commission. **Motion carried unanimously. 6-0.**

Planning Commission

The City Manager has spoken with Don Williams regarding his reappointment to the Planning Commission.

A motion was made by Councilmember Janney to table this until the December meeting, seconded by Councilmember Hannabass. **Motion carried unanimously. 6-0.**

Building Commission

Discussion of the reappointment of Don Williams to the Building Commission.

Motion was made by Councilmember Janney to reappoint Mr. Williams, motion failed due to no second.

A motion was made by Councilmember Evans to table the reappointment of Mr. Williams, seconded by Councilmember Elder. **Motion carried unanimously. 6-0.**

2. Request to Abandon Right-of-Way on State Street – 2nd Reading

Motion made by Councilmember Gill to accept this as the second reading to abandon right-of-way on State Street behind parcel 9-8-251 and 9-8-252. Motion seconded by Councilmember Evans. **Motion carried unanimously. 6-0.** A copy of the minutes and the resolution will be given to interested parties.

3. Consideration to Amend Oak Hill Municipal Code 15.06.20 Zoning Enforcement Officer – 2nd Reading

Consideration to amend the current wording in the ordinance to reflect the Charter giving the City Manager authority to appoint the Zoning Officer. Councilmember Hannabass made motion to accept this as the second reading of 15.06.20 regarding the Zoning Enforcement Officer. Motion seconded by Councilmember Chris Gill. **Motion carried unanimously. 6-0.**

4. Consideration to Amend Ordinance 2.02.010 Meeting Procedure (Meeting Time Change) – 2nd Reading

Motion made by Councilmember Evans to accept this as second reading to amend Ordinance 2.02.010 changing the meeting time to 6:00 p.m. Motion seconded by Councilmember Janney. **Motion carried unanimously. 6-0.**

New Business

5. Consideration to Appoint Valerie Vaughn as City Clerk-Treasurer

The City Manager suggested that Valerie Vaughn be chosen to fill the position of city clerk that was left vacant by the departure of Ronda Falk. There was some discussion of one person holding both positions of City Clerk and Treasurer. Ordinances for City Clerk & City Treasurer were reviewed, and Attorney William File made the clarification that one person can hold both positions.

Motion was made by Councilmember Janney to appoint Valerie Vaughn to fill the position as City Clerk Treasurer, seconded by Councilmember Gill.

Motion carried 5-1 with Councilmember Smallwood opposing.

6. Presentation and Request from New River Transit Authority to Increase Assessment

Heather Lilly, Assistant Director of New River Transit distributed handouts to the Council. She spoke on the establishment of, the funding and operational costs. The request for an increase was discussed by Council and it was decided to wait until the budget hearings in March 2024 before taking any action.

7. Consideration to Approve an Extension to the Agreement with Triad Engineering Concerning the Sanitary Board

The City Manager explained that this was an agreement made with Triad Engineering when the Oak Hill Sanitary Board took over Arbuckle. A motion was made by Councilmember Hannabass to extend agreement until after closing on the project. Motion was seconded by Councilmember Gill.

Motion carried. 6-0

8. Consideration to Adopt a Resolution Authorizing an Application for the Hazard Mitigation Program and Authorize a Request for Proposals for and Appraiser for the Program

Lesley Taylor from Region 4 joined the meeting by Zoom. She spoke on the meeting that was held October 26th to explore the FEMA Hazard Mitigation Grant Program. Representatives from the WV Emergency Management Division and interested residents were in attendance at that meeting. Lesley explained how the program worked and that a resolution from the City was needed.

Councilmember Gill made a motion to adopt a Resolution authorizing an application for the Hazard Mitigation Program, seconded by Councilmember Hannabass.

Motion carried unanimously. 6-0

A motion was made by Councilmember Hannabass, seconded by Councilmember Gill to solicit for an appraiser for the program and moved forward with the program.

Motion carried unanimously. 6-0.

9. Consideration to Authorize a Request for Proposals for Public Entity Insurance Coverage

The City Manager informed Council that current insurance coverage expires in April and she would like to explore other options. The Municipal League has a program with the West Virginia Risk Pool that has been very well received by other municipalities throughout the state and has saved a lot of money for them.

Motion was made by Councilmember Janney to authorize the City Manager to look for proposals on the insurance coverage, seconded by Councilmember Elder.

Motion carried unanimously. 6-0

10. Update on Virginia Street Sidewalk Project and Consideration of an Access Ramp to the Rail Trail from Virginia Street

The City Manager and Mr. Kirk had a meeting with Ronda Brisendine and a person from the WV Department of Highways earlier. They were asked to attend this council meeting but no reply was received from them. Another meeting is supposed to be scheduled this month with the Department of Highways and the engineer from Thrasher to walk the project and to decide what needs to be done. We will need to apply for funds to finish the actual project. Mr. Kirk explained that the easiest and safest place for an access ramp to be install would be across from Duncan Avenue. He spoke with the State regarding this and received their approval to do this.

11. City Park Project Update

Pictures taken by Tyler Bragg with the drone was presented. The basketball court will be done soon and dugouts have been started. Tyler gave update on the concession stand, etc. Surface of the basketball court was discussed about future adjustments for a court surface and stripping it. Things are moving along. Bleachers are staying in place and possibly more in the future.

Department Reports

Police Report

Fire Dept. Report

Code Enforcement Report

City Manager Report – City Manager read the public hand out that was provided on MS4. This month was regarding dumpsters and keeping area around them clean. The Beautification Commission is planning a litter sweep after the Christmas parade to clean up the candy, candy wrappers, etc. that is left after the parade.

Director of Economic Development – Alison Ibarra shared with Council a six-minute exercise that was done at a WV Community Development HubCap function. She spoke on the projects the city has going on and how they are moving forward. She spoke on the businesses in the community and the supporting of these businesses.

Motion made by Councilmember Hannabass to accept the department reports. Seconded by Councilmember Janney.

The motion carried unanimously. 6-0.

Council and Mayor Comments

The mayor polled the council members, and the following items were discussed.

Councilmember Hannabass –inquiring about removing rails on Jones Avenue and Virginia Street.

Councilmember Gill – Shared information regarding John David's request for money from the city to repair the roof of the SALS building. A newsletter, on 9/20/2023, stating that SALS received a grant for roof repair. They also received another substantial grant recently. Council was not made aware of this when Mr. David brought his request to Council.

Councilmember Smallwood – Inquired about the parks in Minden, the City Manager replied that nothing had been decided at that time. There is some funding from ARPA left that can be used for parks. Councilmember Smallwood inquired about the budget workshop and when it is scheduled. The City Manager suggested November 27th.

Councilmember Smallwood expressed concern that jobs are not advertised and the digital signage.

Councilmember Smallwood would like the striping done at the Russell Matthew Park, Harlem Heights.

Councilmember Smallwood asked about the Veterans Memorial & Spirit of Oak Hill Award. The City Manager advised Councilmember Smallwood that the committees have not met yet.

Councilmember Smallwood questioned where the salary goes from the city clerk. City Manager advised it would be absorbed into our budget. City Manger advised that Valerie started out being the City Clerk/Treasurer and pay was not changed.

Councilmember Smallwood asked about the comprehensive plan. The City Manager advised that it is time for a comprehensive plan and advised Alison Ibarra is working on assistance.

Councilmember Smallwood asked if we had to purchase the blueprints for the addition to the Fire Department. The City Manager advised that it came from Fire Levy money.

Councilmember Janney - Asked if the meeting can be changed to November 28th at 6:00 p.m.

Councilmember Hodges - Absent

Councilmember Evans

Councilmember Elder

Future Agenda Items

Vape Store
Spirit of Oak Hill Award
Minden Parks - Survey

Announcements

No announcements

There was no further business. The mayor adjourned the meeting.

A handwritten signature in cursive script, appearing to read "Valerie Vaughn", written over a horizontal line.

Valerie Vaughn, Acting City Clerk

A handwritten signature in cursive script, appearing to read "Charles Briscoe", written over a horizontal line.

Charles Briscoe, Mayor

**CITY OF OAK HILL
ORDINANCE**

NOW THEREFORE, be it ordained by the Council of the City of Oak Hill, in the State of West Virginia, as follows:

SECTION 1: **AMENDMENT** "2.02.010 Meetings; Procedures" of the Oak Hill Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2.02.010 Meetings; Procedures

A. Day of Meeting.

1. The regular meeting of Council shall be on the second Monday of each month at 5:30 p.m. in the City Hall. (Ord. 10-10-11)
2. Notice of the regular meeting shall be given at least five days before such meeting by posting a notice setting forth the time, place and purpose of the meeting on the bulletin board in the entrance to City Hall. Such written notice shall be delivered to a newspaper of general circulation in Fayette County and to appropriate local broadcast media, including radio and television, at least five days before such meeting.

B. Special Meetings.

1. Special meetings may be called by the Mayor, the Clerk or four members of Council signing the notice of the call. Notice thereof shall be given to each member of Council, by service on him of such notice as legal notices are required to be served or by personal communication to him and his agreement to attend or his acceptance of the notice being obtained, or the notice may be mailed to him at his post office address two days before the meeting. At the special meeting, as to the members not present, either their acknowledgment in writing of the notice, the return of an officer that the notice was served, or an affidavit of the party serving the notice on him, that it was served, shall be filed and noted. If any member is out of the City for all of the five days prior to the meeting, so that the notice could not be served on him, and the affidavit is filed by some member of Council that he believes that to be a fact, then no notice shall be required as to the member so absent.
2. Notice of any special meeting shall be given at least five days before such meetings by posting a notice setting forth the time, place and purpose of the meeting on the bulletin board in the entrance to City Hall. Such written notice shall be delivered to a newspaper of general circulation in Fayette County and to appropriate local broadcast media, including radio and television, at least five days before such meeting. (Ord. 11-2-99)

C. Attendance at Meetings. The Mayor and each member of Council shall attend each

meeting, regular or special. No call in votes will be permitted. (Ord. 10-9-06)

- D. Duty of Mayor or Presiding Officer. The Mayor or presiding officer shall call Council to order at the appointed hour or as soon thereafter as a quorum is present and shall preserve order and decorum. (Ord. 1958 Code Secs. 111.03 to 111.13)
- E. Order of Business. The order of business of each meeting of Council shall be as follows:
1. Resident requests.
 2. Reading and approval of minutes.
 3. Treasurer's report.
 4. Correspondence.
 5. Action on unfinished or pending business.
 6. Report of City Manager.
 7. Report of other City officials.
 8. Report of special committees.
 9. Action on new business.
 10. Action on recommendations by City Manager.
 11. Adjournment. (Ord. 9-11-01)
- F. Parliamentary Practice. The ordinary rules of standard parliamentary practice shall govern Council, when not inconsistent with law.
- G. Suspension of Rules. Council may temporarily suspend any of its rules by a majority vote.
- H. Points of Order. All points of order shall be decided by the presiding officer, subject to an appeal to Council, which appeal shall be allowed only upon the demand of two members of Council.
- I. Recognition by Chair. In case more than one member is demanding attention from the chair at the same time, the chair shall designate which one he recognizes.
- J. Committee Reports. All reports of committees shall be made in writing and properly signed, if demanded by any two members of Council.
- K. Violation of Rules. If any member transgresses any of the rules of Council in session, he may be called to order by the presiding officer, in which case the member called to order shall obey, subject to an appeal to Council.
- L. Reduction to Writing of Motion or Resolution. Every motion or resolution shall be reduced to writing, if the Mayor or any other member of Council shall demand it.
- M. Objection to Motion or Resolution. Any member may object to any motion or resolution offered and have his protest entered of record, and his reasons therefor, provided they are stated briefly and in proper language.

(1958 Code Secs. 111.03 to 111.13)

Amended and Adopted 1/10/2022

AFTER AMENDMENT

2.02.010 Meetings; Procedures

- A. Day of Meeting.

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(1958 Code Secs. 111.03 to 111.13)

Amended and Adopted 1/10/2022

PASSED AND ADOPTED BY THE CITY OF OAK HILL COUNCIL

	AYE	NAY	ABSENT	ABSTAIN
Bill Hannabass	_____	_____	_____	_____
Diana Janney	_____	_____	_____	_____
Roger Evans	_____	_____	_____	_____
Christa Hodges	_____	_____	_____	_____
Chris Gill	_____	_____	_____	_____
Carlos (PJ) Elder Jr.	_____	_____	_____	_____
Charles Small Jr.	_____	_____	_____	_____

Presiding Officer

Attest

Charles H. Briscoe, Mayor, City of
Oak Hill

Ronda Falk, City Clerk, City of Oak
Hill