

JUNE 5, 2025

The Clarksburg City Council met in REGULAR SESSION on Thursday,
June 5, 2025 at 6:00 p.m. at the Clarksburg Municipal Building –
Council Chambers, 222 West Main Street, Clarksburg, West Virginia, with
Councilmember Jackson presiding.

PRESENT:

Councilmember Ryan Deems
Councilmember Martin Howe
Councilmember Will Hyman
Councilmember Marc Jackson
Councilmember Wayne Worth

ALSO PRESENT:

Tiffany Fell, City Manager
Richard Marsh, City Attorney
Annette Wright, City Clerk

ABSENT:

Vice Mayor Jerry Riffle
Mayor Jim Malfregeot

- 1) Roll Call
- 2) Prayer & Pledge – given by Councilmember Jackson
- 3) Presentation – Proclamation (Alzheimer's & Brain Awareness Month) – Councilmember Hyman presented William O'Field with the Harrison County Senior Citizens Center with a proclamation proclaiming June 2025 as "Alzheimer's & Brain Awareness Month" in the City of Clarksburg.
- 4) Presentation – Patty Saunders, Executive Director, Hero's Haven Child Advocacy Center – presented a PowerPoint presentation regarding the Center's operations and the use of the monies needed therefor.
- 5) **Motion** by Councilmember Hyman, **Seconded** by Councilmember Howe for approval of the minutes of the regular session of Council held on May 15, 2025. **Motion Approved Unanimously.**
- 6) Petitions, Communications, and Public Hearings:

Doris Dean, 6027 Bell Street, Clarksburg – appeared before Council noting her representation of the Daughters of the American Revolution, Daniel Davisson Chapter – expressing appreciation for the City's upkeep of the City flag flowerbed at the historic cemetery and the City's continued support thereof.

- 7) City Manager's Report: (See attached)
- 8) City Clerk's Information:
 - a) Zoning form in connection with an Application to Operate a Private Club, Private Wine Restaurant or Tavern filed by Midtown Lounge, Inc. dba Midtown Lounge, Inc., 159 West Pike Street – returned to the applicant on May 30, 2025
 - b) Zoning form in connection with an Application to Operate a Private Club, Private Wine Restaurant or Tavern filed by Midtown Lounge II,

Inc. dba Midtown Lounge II, Inc., 159 West Pike Street – returned to the applicant on May 30, 2025

9) Unfinished Business: None.

10) New Business:

- a) **Consideration of First Reading of an Ordinance of the City of Clarksburg to Rezone and Reclassify Certain Property Between Coleman Avenue and Baltimore Avenue From a R-4 Classification to an I-1 Classification**

Motion By: Councilmember Worth
Seconded By: Councilmember Hyman

For approval of the above-captioned ordinance on first reading.
Motion Approved Unanimously.

- b) **Consideration of First Reading of an Ordinance Establishing Salaries or Compensation for Municipal Officers and Employees for Fiscal Year 2025-2026 and Repealing all Inconsistent Ordinances**

Motion By: Councilmember Hyman
Seconded By: Councilmember Worth

For approval of the above-captioned ordinance on first reading.
Motion Approved Unanimously.

- c) **Consideration of a Resolution to Approve Revision to the City Budget for Fiscal Year 2024-2025**

Motion By: Councilmember Deems
Seconded By: Councilmember Hyman

For adoption of the above-captioned resolution. Concluding various questions by Councilmember Howe concerning the revisions, **Motion Approved Unanimously.**

- d) **Consideration of a Letter of Support for the CDS Off-System Bridges Project involving multiple bridges in the City of Clarksburg**

Motion By: Councilmember Worth
Seconded By: Councilmember Hyman

For approval of a letter of support requested by the DOH concerning CDS Off-System Bridges Project. During discussion, Councilmember Howe requested that in the future, a copy of the letter to be approved be included with the packet. **Motion Approved Unanimously.**

- e) **Consideration of a petition filed by Varner & Van Volkenburg, PLLC on behalf of their client, V&S Land, LLC, requesting the rezoning of property located on Stoneybrooke Road from its R-1 designation to a B-2 designation**

Motion By: Councilmember Howe
Seconded By: Councilmember Worth

To refer the above-captioned petition to the Planning & Zoning Commission for review, public hearing and recommendation.
Motion Approved Unanimously.

f) **Consideration of appointment to the Sanitary Board**

Motion By: Councilmember Hyman
Seconded By: Councilmember Howe

To appoint Joshua Childers to the Sanitary Board. **Motion Approved Unanimously.**

g) **Consideration of appointment to the CENTRA Board**

Motion By: Councilmember Hyman
Seconded By: Councilmember Howe

To appoint William "Bill" O'Field to the CENTRA Board. **Motion Approved Unanimously.**

h) **Consideration of the rescheduling/cancelling of the June 19th Council meeting due to the Juneteenth holiday**

Motion By: Councilmember Worth
Seconded By: Councilmember Jackson

To reschedule the June 19th meeting to Thursday, June 26th. **Motion Approved Unanimously.**

11) **Council Comments:**

Councilmember Howe noted the cost to the City to demolish abandoned school buildings, as well as the loss of community schools that negatively impact the City's economic development. Councilmember Worth informed of the Community BBQ to be held on Tuesday, June 10th from 5 to 7 pm at the Monticello Avenue Park and invited all to attend and noted the First Fridays events tomorrow. Councilmember Hyman commented on the work being done in North View and the difficulty in navigating the area. Mayor Malfregeot closed by reminding all that if they see something to say something.

There being no further business to come before Council, **Motion** by Councilmember Howe, **Seconded** by Councilmember Worth and **Approved Unanimously** for adjournment.


 James L. Malfregeot, Mayor


 Annette Wright, City Clerk

APPROVED: June 26, 2025

City Manager's Report
June 5th, 2025
Submitted by Tiffany Fell

City Parks

VA Park Update

- **Safe Slide Restoration:** The Safe Slide Restoration Project is complete, and the facility has passed inspection and is now open for use.
- **Mini Golf ABC License:** The ABC license for mini golf has been approved. Evening hours will run Thursday through Saturday until 10 PM, and Sundays until 8 PM. Note: No alcoholic beverages will be sold during regular pool hours (12–6 PM).
- **Staffing & Maintenance:** VA Park's maintenance team has transitioned to full-time work, now covering the main park and surrounding neighborhood parks. All part-time staff have returned to their positions at the park.
- **Security Enhancements:** New lighting and camera systems have been installed throughout the pool area, including a motion-activated floodlight above the fireplace shelter.
- **Weather Alert System:** The I-Strike weather alert system will be active during pool hours. It provides notifications when lightning is detected within a 25-mile radius, ensuring safety for pool visitors and supporting baseball events at the Clarksburg City Park in Nutter Fort.
- **Pool Schedule:** With the school year concluded and warmer weather approaching, the pool will be open seven days a week, weather permitting.

Clarksburg Amphitheater

- **Free Concert:** The first Music in the Park free concert will be held on Saturday, June 7, featuring Totally 80s. Gates open at 6 PM.
- **Ticketed Events:**
 - Oliver Anthony Music with Davisson Brothers Band – June 20 (WV Day)
 - Uncle Kracker – June 26

Tickets remain available for both events.

Splash Zone & Mini Golf

- All positions have been filled, with staff assigned to roles including cashiers, lifeguards, maintenance, and concessions. Training was conducted last week and continues this week in preparation for the season opening.

Clarksburg City Park (CCP)

- **North Central WV Collectibles Show:** Held in the indoor baseball building with 37 vendors and over 480 attendees. Due to overwhelmingly positive feedback from both customers and vendors, a fall show is being planned. Special thanks to Harrison County Parks, The Dugout in Bridgeport, and all media partners for their promotional support.

- Pickin' in the Park – June 6–7: This event will coincide with the city-wide yard sale in partnership with the Town of Nutter Fort, allowing additional vendors to set up at the park.
- Grounds Maintenance: The CCP maintenance team, both full- and part-time staff, has the property looking excellent, including the neighborhood parks throughout the city.

Code Enforcement

- **Condemnation/Demo**
 - 3 demo contracts continuing
 - Reviewing submitted invoices
- **Grant work**
 - Discussing with County about Rail Trail Grant and Bike Trail Grant
 - Compiling paperwork for Demo Grant
- **Sanitary Board**
 - Board Meeting
 - Progress meeting concerning Main St and Pike St Project
 -
- **Meetings**
 - Council
 - Internal Staff meetings
 - Progress meeting with Hope, CWB, and us for Pike and Main Projects
 - Announce Sidewalk replacement resolution for residents
 - Tax Sale review
 - Flowbird Meeting (Parking Meters Functioning) No revenue numbers yet.
 - Parking Authority
 - Traffic Commission
- **General Code**
 - Building Permit – 81
 - Total Job Cost - \$2,589,085.03
 - Fees Collected - \$13,166
 - Notice of Violations – 439
 - Citations – 12
 - Municipal Court Cases -0
 - Condemnation Orders – 2
 - Boarding and Securing Orders – 7
 - Demolition Orders - 0
 - CAD Complaints – 0
 - Residential Construction Inspections – 105

- o Commercial Inspections - 4
- **Animal Control Officer - Matt Wilfong**
 - o Dog -Running-At-Large Calls – 8
 - o Dog Bite Cases – 0
 - o Dog Barking Complaints – 0
 - o Road Killed Animals 0
 - o Animal Neglect Calls – 0
 - o Lost Dog Complaints - 0
 - o Trapped / Removed Cats – 2
 - o Animals to HCAC – 7
 - o Processed 21 Animal Reports
- **Other**
 - o All Inspectors – Keeping Daily Logs / Reviewed Each Week.
 - o All Vacant / Condemned Properties Checked Weekly.
 - o Ongoing inspections of Hope Gas Training facility
 - o 4 inspections of solar panel installations
 - o Walk through inspection of Empire Bank
 - o Began targeted enforcement of Ben St, EB Saunders, Monticello, Clay, Denham, Cove Court and Maud St
 - o Fire Marshal's training
 - o Removed 3 illegal signs
 - o 6 vehicles tagged
 - o New Work Orders Sent – PW – 23
 - o More NOVs In-Process.
 - o 2 FOIA Request

Finance Department

- B&O Taxes \$580,801.26
- Hotel Tax \$21,835.67
- License Fees & Penalties \$20,467.39
- Police Citations - \$5,044.50
- Dog Tax from Assessor \$91.80
- Use & Occupancy Fees \$1,310
- Building Permit Fees \$14,080
- Miscellaneous Permit Fees \$0
- Compost Center Fees \$3,104
- Payment Agreements \$2,406
- Late Payment Penalty \$6,908.13
- Vacant Property Registration Fees \$0

- Grass/Weeds/Garbage Removal - \$0
 - BOCA Fines - \$0
 - Board Ups - \$0
 - Electrical Inspection Fees - \$0
 - Fire Service Fees - \$32,281.78
 - Fire Service Fee Lien Payments - \$1,917.18
 - Planning Commission Fees - \$250
 - Sale of Accident Reports - \$1,395
 - Demolition Revenue - \$4,475.31
 - Burn Permit Fees - \$25
 - Response & Rescue Billing - \$1,200
 - Fingerprinting - \$0
 - Animal Control Trap Fee - \$50
 - Donations \$1,000
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- Prepared final budget revision for General Fund to be considered by Council on June 5 and sent to the WV State Auditor's Office by June 10
 - Prepared Base Salary & Wage Schedule including \$1,200 COLA per employee for FY 2025-2026 to be considered by Council on June 5
 - Prepared Sanitary Board budgets and Salary & Wage Schedule for the Sanitary Board employees for FY 2025-2026 to be considered by the Sanitary Board on Tuesday, June 10
 - Prepared Parking Authority budgets and Salary & Wage Schedule for the Parking Authority employee for FY 2025-2026 that were approved by the PA on May 22
 - Continued meetings with various Collection Agencies on the WV State Contract to prepare to turn over City debt
 - Preparing for year-end-requesting all purchases for FY 2024-2025 be completed by Friday, June 13

Fire Department

- responded to a total of 265 calls for service in May.
- a firefighter leave to go to Morgantown Fire Department and started the process of hiring his replacement.
- Fire Department would like to thank Dave Summers for installing the LED lights in Centrals garage bays.

Grants & Community Development

➤ **Support of Current Initiatives and Funding Opportunities**

- Addressed change of scope request for AFG Grant funding for Fire Department
- Worked with Planning and Finance to identify all federal contract awards for B&O tax collection updates within City Limits
- Continued to address funding requests for CDS 24 and submitted requests for CDS 25.
- Supported funding requests of two new businesses engaged in downtown revitalization.
- Country Kitchen and Frog Coffee will begin development in June 2025.
- Met with Pierpont for internship Learn & Earn program.
- Attended Salem University growth dinner. Established internship cooperation with Salem University.
- Engaged higher learning institution looking for expansion of services into downtown Clarksburg.
- Engaged two new shops interested in downtown relocation.
- Presented partnership request to the BOE for redevelopment of WJ, Hite Field, and North View through the LRA.
- Supported LRA in redevelopment of Linden Grade School.
- Accepted WV First Foundation Grant Award.
- Met with local business owner to discuss TIF District, funding opportunities, and other issues (i.e. parking, noise, incentives, business development for vacant space). Provided resources and will continue to support growth and development.
- Presented at Municipal Finance Professionals event.
- Met with GSA and have been requested to present a webinar for their small business development program.
- Met with State representatives regarding efforts for downtown revitalization.
- Met with healthcare organization interested in expansion.
- Continued development of several projects to support revitalization of downtown and further community support initiatives.

➤ **Meetings & Updates**

- Toured institution of higher learning executives through several available spaces downtown.
- Worked with Public Works for LRA property issues and quotes.
- Coordinated efforts between businesses and internship opportunities.
- Initiated the redevelopment of the City website with new vendor GovStack.- New website live anticipated September 2025.
- Continuing to identify needs lists from each department to provide ongoing support.
- Onboarded new Communications Specialist.

- Met with federal liaison regarding ongoing initiatives in downtown.
- Continued efforts on drafts of Community Engagement Plan, Beautification Plan, Social Services Plan, and Cultural and Arts Designations.

➤ **Imminent**

- Updates for Council regarding awards and funding.
- Continue working to identify funding and to support active projects.
- Continue working with community to engage and support community initiatives.
- Continue to support Department Directors in funding identification, requests, and management of funding projects.
- Continue to support the advancement of City of Clarksburg's growth and development.

New Submissions

T-Mobile- request of 35K no match for Parks Christmas Light project

Current Active List

Assistance to Firefighters (Competitive)- SCBAs- First draw received. Change of scope and progress reports submitted. Change of scope approved.

DOJ Cops (Competitive)- Ebike- Awaiting county documentation for draw and close out of this grant.

DOJ Cops (Competitive)- Staffing- reports filed – unable to spend due to staffing.

Benedum Foundation- Born & Bred Concert Series- closed (thank you to Finance).

Splashpad Grant (Competitive)- Made modifications per CO request. Initiated environmental assessment for endangered species.

USDA (Competitive)- Tubgrinder delivered, draw and progress report submitted, Outreach partnerships established and will complete outreach in the spring (weather). No word from WVU.

DLAP Demo (Competitive) - demolition and reports in good standing.- Jason Lane coordinating demos and documentation. Awaiting next award notification.

WVDOT- Glen Elk Sidewalk (Competitive) - Received approval to reallocate funding to the Rail Trail Grant.

Motocross Bicycle Grant- (Competitive) Project site relocation recommended by CO. Awaiting response and approval for next steps. Reached out to HCBOE to discuss relocation.

Rail Trail- Jason Lane- In progress

Demolition Grant Round II (Competitive) - Submitted- notice anticipated 5/2025

WV BRICS -Code Training (Competitive)- Received notification for resubmission request. Grant submitted by prior personnel does not align with project narrative.

("Request deemed grossly disproportionate with narrative and professional standards.") Addressed narrative and budget for grant submission to be cohesive

with requirements. Preliminary award of 84,600 as approved by council. Submitted budget narrative and justification to FEMA. Awaiting next steps.
 Cybersecurity Grant-(Competitive) Awaiting final approval for notice to proceed on Change of Scope- Followed up via email 2/10
 Cybersecurity Round II (Competitive)- Submitted- notice anticipated 3/2025
 HCEDA Phase I- Received. Environmental testing initiated 2/11. Environmental testing completed 2/28).
 WV First- Partnership with Resco (competitive)- Revision Submitted.
 WV First- Community Outreach (Competitive)- Revision Submitted.
 WV Hazmat Slippage- Draw submitted- closed by Finance

CDS Awards from 2024

CDS HUD FD- awaiting Notice to Proceed- approval on equipment and vehicle purchases. Notified of delivery to Pittsburgh.
 CDS HUD Sidewalks- Due to Executive Stay. No progress has been made.
 CDS Cops – Funding received. Initiated request to utilize remaining funds. Executive Order has delayed progress.

CDS Requests Awaiting Final Budget Approval from 2025- Awaiting BUDGET approval- Remain under Continuing Resolution

Commerce- Police- (Equipment-Cruisers) - 345- Capito & Manchin- Awaiting Budget Approval
 AG FDA- Fire- ATV-Boats (Match Removed)- 84- Manchin- Rural Committee Approval- Awaiting Budget Approval
 Labor HHS- Fire - Cancer Screening and Exhaust Systems- 266- Manchin- Awaiting Budget Approval
 Homeland- Code- Training- 100- Manchin- Died in Committee

CDS List for 2026 Requests

350k for **Park** upgrades- Kayak launch, ADA upgrades, and exercise area
 350k for **Police** Range Training Center and Upgrades
 350k for **Public Works** equipment, vehicles, and pole building
 250k for **City of Clarksburg** - Hx Museum renovation updates
 500k for **City of Clarksburg**- Waldomere ADA upgrades
 1.5M for **City of Clarksburg** -Smart City, Parking Garage Renovations, updates to City Hall HVAC, and Solar Installation
 250k for **City of Clarksburg** – Tourism and Economic Development Program to establish Candy Cane Lane on Emily Drive, VA Park, Nutter Fort Park, and through the City
 250k for **Fire Department** Equipment, gear, training, and wellness program
 200k for **RG** – Emergency Shelter Designation and Equipment

Foundation and Grant Request Efforts

Memorial Statues

<p>Code Training and Equipment Arts and Cultural District Beautification Efforts Historic Building Restoration and Revitalization Healthy Community Initiatives Resource Hub Community Development Initiatives and Projects Fire- Training and Equipment Police- Training and Equipment RG- Programming Parks- Upgrades/Programming City- HVAC Upgrades PW- Vehicles, Parking garage and Equipment</p>
<p>Police Department</p> <ul style="list-style-type: none"> • The Clarksburg Police Dept. has responded to 2,086 calls for service in the month of May. • Patrolman Matthew Koschielniak, Logan Gogan, and Zander Fitch graduated the WV State Police academy and reported to full duty. • Backgrounds are continuing on new applicants to fill vacant positions. • Motorist are reminded to drive carefully due to the road construction in town and use alternate routes when possible
<p>Public Works Department</p> <ul style="list-style-type: none"> • Flooding issue after heavy rain at Stoneybrooke on May 28,2025. • Several trees down across the area from storm on May 16, 2025. • Did an emergency tree removal from a house in Edgewood tree from a city ROW. • Cut the guardrail and picked up trash along Emily Drive. • Removed 6 truckloads of trash from the storage building on Monticello Ave. • Ran sweeper along Emily Drive. • Sweeper is running daily around town and in neighborhoods. • The neighborhood grass list is being cut on rotation. • Neighborhood patching potholes in ongoing when weather permits. • Flowerpots have been hung and neighborhood planters cleaned out. • Responded to 62 Grass work orders. • Picked up 6 trash related work orders. • Secured 5 vacant properties. • Compost Site is open on its normal schedule.

- Compost truck is running daily neighborhood routes.
- Sold 111,500 pounds of processed compost.
- Picked up 69,320 pounds of yard waste from residents.
- Received/processed 133,810 pounds of wood waste.
- Ran the tub grinder on 3 separate occasions, grinding up materials that were taken in.
- Cleaned drainage trough along Temple Terrace.
- Demo site is still taking in contractor's demo houses from last contract.
- Blew out Jackson Square area.
- Renewed 1,495 feet of yellow paint in Stealey, WI, Broad Oaks, Hartland, and NV section of town.
- Replaced 2 LED bulbs on streetlights around the downtown area.
- Replace 3 LED bulbs in Jackson Square parking lot and Trader's Alley.
- Renewed yellow paint in WI, Stealey, North View, and Broad Oaks area.
- Replaced 3 LED bulbs on traffic signals.
- Replaced 12 LED light fixtures in the mechanic shop.
- Hooked up generators for power outages on traffic light at Pike/2nd and Pike/3rd.
- Maintenance decorative lights at Jackson Square.
- Replaced 45 NTM signs in North View, Stealey, and Hartland.
- Had to repair traffic signal on 3rd ST. cut by contractor.
- Removed and installed police cameras around town.
- Fixed 2 bent parking meter poles on Main St.
- 14 new NTM signs are installed.
- Installed 15 reserved signs.
- Installed 2 handicapped signs.
- Installed 12 new LED lights at Public Works garage.
- Installed 8 keep right signs on Goff Ave.
- Installed stop sign on Monticello / Sandy Blvd.
- Repaired 6 stop signs ran over by cars.
- Took down an old electric wire that was hit by tractor trailer at compost site.
- Set up and cleaned up 2 private events at Jackson Square.

<ul style="list-style-type: none"> • Answered 9 after hours pages. • Took in over 1,498 phone calls.
<p>Robinson Grand Performing Arts</p> <ul style="list-style-type: none"> • June 4, 5 & 6. Law enforcement training • June 4 & 5. Ingra dance rehearsals. • June 6 & 7. Ingra Dance Performances. • June 10. Law enforcement training • June 10 & 11. Studio for the Performing Arts Rehearsals • June 12, 13, & 14. Studio for the Performing Arts Performances • June 18. WV News Generation Next Event • June 21. Private Graduation Party. • June 22. LoCasto Music Recitals. • June 24. WV News High School Sports Awards. • June 25, 26, & 27. 5th St. Dance Rehearsals. • June 28 & 29. 5th St Dance Performances • June 28. Private Baby Shower
<p>Wastewater Treatment Plant</p> <p><u>Sanitary Board</u></p> <ol style="list-style-type: none"> 1. Working on the Upcoming Budget for 2025-2026. 2. Working on Various Projects that are in different stages of planning and constructions. (Power Plant, Phase V-A LTCP, Arlington Sewer Project, etc.) <p><u>Sewer Department</u></p> <ol style="list-style-type: none"> 1. Responded to 42 Sewer Calls. 2. Responded to Numerous Miss Utility Calls. 3. Responded to Numerous Flooding Calls. 4. Repaired mainline on Taftarose Drive. 5. Thrasher and the Sewer Department ran cameras and inspected the line around 1st Street and Pike Street. We found the line to be abandoned and repaired and filled with Grout. 6. Cleaned some of the Storm Water lines on Pike Street from the Sand. Hope Gas

will be taking care of clearing up the rest of storm lines going down Pike Street.

7. The Sewer Department spent 2 weeks trying to locate lines on Broadway Ave for the new garage to be built. Dug up Manhole and installed a new tap for new building.
8. Repaired Main line on Liberty Ave
9. Replaced the lateral line running to 2321 Hamill Ave
10. Located Lateral and replaced a section of main line and installed a manhole for 467 Lee Ave.
11. 119 Haymond Highway we replaced lateral and replaced the overflow pipe at the Haymond Highway Bridge.
12. Took Inventory of the Sewer pipe in the Sewer Building.
13. Dug up Sinkhole that formed by Clarksburg Blueprint. Repaired the Mainline.
14. Dug up Mainline on W. Woodland Ave and installed a new manhole.
15. Cleaned Stormlines and catch basins at Temple Terrace.
16. Promoted Josh Oldaker to Forman.
17. Approved the transfer request of Mr. Charles McCrum from the Compost Department to the Sewer Department.

Wastewater Treatment Plant

1. C2G Engineering moved our SCADA program to our new Computer.
 2. #3 RAS Pump has failed and is sent out for repair.
 3. #2 RAS Pump has failed it is waiting to be sent out for repair.
 4. Annual Tank Inspections are about to begin.
 5. We are currently looking to hire a new Operator at the Plant.
- **Remind the Public to please not flush baby wipes or flushable wipes down the drains. They do not dissolve and can cause blockages in the Sewer line as well as damage to Pumps.**