

OCTOBER 2, 2025

The Clarksburg City Council met in REGULAR SESSION on Thursday, October 2, 2025 at 6:00 p.m. at the Clarksburg Municipal Building – Council Chambers, 222 West Main Street, Clarksburg, West Virginia, with Mayor Malfregeot presiding.

PRESENT:

Councilmember Ryan Deems
Councilmember Martin Howe
Councilmember Will Hyman (*via telephone*)
Councilmember Marc Jackson
Councilmember Wayne Worth
Vice Mayor Jerry Riffle
Mayor James Malfregeot

ALSO PRESENT:

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

- 1) Roll Call
- 2) Prayer & Pledge – given by Councilmember Jackson
- 3) **Motion** by Councilmember Hyman, **Seconded** by Councilmember Howe for approval of the minutes of the regular session of Council held on September 18, 2025. **Motion Approved Unanimously.**
- 4) Petitions, Communications, and Public Hearings:

Anthony "Tony" Oliveto – appeared before Council regarding Washington Irving and the YMCA. Mr. Oliveto suggested that the old Washington Irving School be used for a youth center opining that the structure was a land mark in the city. Further, Mr. Oliveto commented on the YMCA noting the drainage problems thereat and opining that such has been a liability.

- 5) City Manager's Report:

City Manager's Report
October 2nd, 2025
Submitted by Tiffany Fell

City Parks

Veterans Memorial Park

Pool

- Seasonal closure is nearly complete. Thanks to the team for their work. Remaining tasks include removing chlorine pumps and conducting a final inspection.

Concessions

- Kitchen closure and clean-up are complete for the season including winterizing (water turned off, refrigerators/freezers).

Pickleball

- Hosted a successful USA Pickleball Tournament – special thanks to Tammy Calef who put on the event.
- Lights will be on 7 days a week from 7-10 while the weather stays warm. Once temperatures drop, we will take down the nets and use the two temporary nets in case of warm days.

Mini Golf

- Operating extended hours with plans for a reschedule of the Neon Nights Golf event for Oct 11 from Dusk till 10 PM.
- Anticipated closing by the end of October or earlier if weather dictates.
- Current hours:

- o Thu–Fri: 5–10 PM
- o Sat: 12–10 PM
- o Sun: 12–6 PM

Concerts

- Stephen Wilson Jr.: - final show of the season, Oct 4th tickets still available.

Clarksburg City Park

Baseball & Soccer

- Seasons are in full swing.
- Pony League (13–15) using Loria Field on Monday and Wednesday evenings through October (16 games).
- Salem utilizing fields for daytime practices and a few fall exhibition games.

Field Lights

- A generator has been rented and used for the soccer field only.
- Scott Marshall at Michael Inc. said that transformers for the field (ordered by State Electric) should be in mid-to-late October for the field lights while the press-box/concessions will take another month to get installed.

Equipment

- A new Kubota 60" zero-turn mower has been received and is already in use.

Code Enforcement/Projects

- Paving Project
 - o Wrapped up the paving project
- Sanitary Board
 - o Board Meeting
 - o Progress meetings concerning Main St and Pike St Project
- Sidewalks
 - o 2 grants submitted for reimbursements
 - o RFP completed for CBD sidewalks
- Meetings
 - o Council
 - o Internal Staff meetings
 - o Progress meeting with Hope, CWB, and us for Pike and Main Projects
 - o LRA Property reviews
 - o WVDOH meetings
 - o Planning and Zoning
 - o Traffic Commission
 - o Wolf Summit Energy
 - Community outreach meeting
- General Code
 - o Building Permit – 96
 - o Total Job Cost - \$925,634.17
 - o Fees Collected - \$12,215
 - o Notice of Violations – 535
 - o Citations – 41
 - o Condemnation Orders – 7
 - o Work Orders – 53
 - o Demolition Orders - 0
 - o CAD Complaints – 0
 - o Residential Inspections – 68
 - o Commercial Inspections - 5
- Other
 - o All Inspectors – Keeping Daily Logs / Reviewed Each Week.
 - o All Vacant / Condemned Properties Checked Weekly.
 - o 3 Houses removed from Condemnation
 - o MS4 inspection of Hope Gas Training facility
 - o Removed 21 illegal signs
 - o 3 vehicles tagged
 - o 6 Vehicles removed
 - o 3 Encampments dispersed
 - o More NOVs In-Process.
 - o Illegal dumping on Buena Vista Ave
 - o Continued rehab of 1 previously condemned structure
 - o Small fire in condemned property

Finance Department

September Collections

B&O Taxes \$61,799.51
Hotel Tax \$28,453.35
License Fees & Penalties \$2,510.17
Police Citations - \$28,397.24
Dog Tax from Assessor \$731.70
Use & Occupancy Fees \$230
Building Permit Fees \$10,409
Annual Excavation Permits - \$0
Miscellaneous Permit Fees \$0
Compost Center Fees \$836
Payment Agreements \$1045
Late Payment Penalty \$1055.73
Vacant Property Registration Fees \$0
Grass/Weeds/Garbage Removal - \$1600
BOCA Fines - \$0
Board Ups - \$0
Electrical Inspection Fees - \$0
Fire Service Fees - \$32,444.56
Fire Service Fee Lien Payments - \$2,213.98
Planning Commission Fees - \$0
Sale of Accident Reports - \$1,470
Demolition Revenue - \$0
Burn Permit Fees - \$40
Response & Rescue Billing - \$4,350
Fingerprinting - \$0
Animal Control Trap Fee - \$0
Donations -\$0

Fire Department

Clarksburg Fire Department Responded to 256 Calls for the month of September. CFD responded to one garage fire on September 1st. The garage was in use at the time of the incident, and it received significant damage, with an approximate loss of \$30,000.
The Fire Marshal has completed 10 initial inspections, 4 Certificate of occupancy inspections, as well as 19 re-inspections throughout the city.
The Firefighters have been training with new hires, working with hose loads and deployment, ladder placement and various other drills.
Truck 21 and Ladder 24 were tested by Command Fire Apparatus Testing, and both passed their yearly NFPA 1901 and 1911 certifications.
All Engines were pump-tested by Heritage Fire Equipment, all of which passed their yearly pump certifications as well.

Grants & Community Development

- Support of Current Initiatives and Funding Opportunities
 - Presented by request of the US VA and WICHE for international mental health suicide prevention conference in Colorado.
 - Met with major medical provider and discussed potential expansion to downtown facility.
 - Attended Economic Development Conference.
 - Supported further expansion of Salem University and supported first internship from Salem in the IT Department.
 - Closed out safety grant with WVDEP due to high match and lack of flexibility in funding utilization.
 - Showed several properties to a health care clinic looking to expand to Clarksburg.
 - Submitted Intent to Apply for WV First Foundation Funding. Secured letters of support for application for continuation and expansion of Outreach Liaison Program with PD.
 - Continued support of TIF application and pilot projects for Waldo and Goff redevelopment
 - Worked with nonprofits for submission of funding for Waldo scanning project.
 - Worked with developers and WVU Bad Building funding for roof funding for Waldo project.

- Provided extensive photo collection for the Waldo to the history museum.
- Continued work with the redevelopment of the City website.
- Continued highlighting businesses and events on all social media platforms.
- Attended festivals and events throughout the City.
- Met with nonprofit and philanthropic funding for the YMCA effort.
- Completed reporting and updates for CDS for Fire and Police.
- Continue to support LRA pursuits and projects by creating an application packet draft.
- Worked with Finance Department to provide training on government contracting B&O collection.
- Working on developing a training guide for Finance Department to continue collection and as part of the succession planning process.
- Continued development of several projects to support revitalization of downtown and further community support initiatives.
- Identified property for redevelopment requests and social service program.
- Continued working to fund Christmas in the Parks with Parks Director.

New Submissions

Identified two remediation grants and SHPO funding for redevelopment team of Waldo and submitted non-matching funding grants. Awarded 25k through angel funder for the scanning of the Waldo and engineering assistance. Submitted the WVU Bad Building grant for the developer for the roof stabilization (No Match).
Completing and submitting the WVFF grant for Outreach Liaison Program.
Completing the Christmas Light funding request for submission.

Current Active List

Assistance to Firefighters (Competitive)- SCBAs- First draw received. Desktop audit complete and passed. Finished Quarterly report (9/25)
DOJ Cops (Competitive)- Ebike- Closed grant.
DOJ Cops (Competitive)- Staffing- reports filed – unable to spend due to staffing.
Splashpad Grant (Competitive)- Contract signed and accepted. Awaiting notice to proceed.
USDA (Competitive)- Tubgrinder delivered, draw and progress report submitted, Outreach partnerships established and will complete outreach in the spring (weather). Reached out to WVU and awaiting scheduling for outreach.
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- Extension and modification approved.
Cybersecurity Round II (Competitive)- Submitted- notice anticipated 12/2025
HCEDA Phase I- Received. Environmental testing initiated 2/11. Environmental testing completed 2/28). Phase II – Completed. Testing completed. Reports provided.
WV First- Community Outreach (Competitive)- Up to date reporting. Candidate offered position after interviews were conducted.
WV Hazmat Slippage- Draw submitted- closed by Finance

CDS Awards from 2024

CDS HUD FD- Completed Action Plan. Received Council sole source approval. Received Notice to Proceed. Requested reallocation of funds. Awaiting approval.

CDS HUD Sidewalks- Working with CO for Acceptance and Action Plan approval.
CDS Cops – Funding received. Initiated request to utilize remaining funds. Quarterly reports completed. Quarterly reports filed. Awaiting equipment.

CDS List for 2026 Requests
250k for Fire Department Equipment, gear, training, and wellness program- Approved through Committee

Foundation and Grant Request Efforts
Memorial Statues
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

Police Department

- o The Clarksburg Police Dept. has responded to 1950 calls for service in the month of September.
- o Background investigations are being conducted for police applicants. There are currently two officers attending the WV State Police Academy.
- o Motorist are encouraged to use alternate routes while traveling locally to avoid the construction area of the 2nd Street bridge. Also, during early morning hours, motorists are encouraged to activate their headlights.

Public Works Department

Street Division

- **Events & Festivals:**
 - o Set up/clean up Black Heritage Festival.
 - o Set up Gene Papa sign dedication (Sept. 5).
- **Cleanup & Maintenance:**
 - o Removed 20 bags of trash + large debris under 6th St. Bridge.
 - o Cut curblines on Marshall St. and East End (Joyce → Oak St.).
 - o Painted/cleaned Welcome to North View flower bed.
 - o Cleared streets for paving (removed grass & overhanging trees).
 - o Paving project completed for fiscal year.
 - o First week of cleanup: 18 loads / 26.59 tons removed.
 - o Cleaned homeless camp on Baltimore Ave.
 - o Removed storm-damaged trees (Berkeley St., Fairview ROW).
 - o Swept Rt. 50 wall (Joyce St. → West Pike St.) and entire downtown area.
 - o Caught/released 3 groundhogs from Waldomore.
 - o Fixed slip-on Wood St. & Stanley Ave.
- **Ongoing Work:**
 - o Daily street sweeping and neighborhood grass cutting.
 - o Pothole patching when weather allows.
 - o Finished NV Fire lot cleanup for paving.
 - o Removed 19+ signs from telephone poles.
 - o Meeting with DEP, Engineer, Project Director on CD Site #5.
- **Work Orders & Properties:**
 - o Responded to 60 grass orders and 13 trash orders.
 - o 9 vacant properties are secured.
- **Waste & Compost:**
 - o 65,000 gallons of leachate water were released (Sept.).
 - o Compost site open Mondays & Fridays; trucks run daily.
 - o Sold 34,000 lbs. compost.
 - o Collected 37,940 lbs. yard waste.
 - o Processed 42,460 lbs. wood waste.

- o Tub grinder (1 use), trommel (5 uses).
- o Cleaned drainage trough on Temple Terrace.

Building Maintenance

- Finishing shower installation at NV Fire.
- Completed tankless water heater.
- Adjusted City Hall handicap door.
- Worked on elevator issue at Robinson Grand.

Traffic Division

- **Roadway & Lines:**
 - o Repainted yellow lines (Clarks St. Bridge, 6th St., 2nd St.).
 - o Renewed 3,382 ft of yellow paint across multiple neighborhoods.
 - o Removed/reinstalled speed bump on Buckhannon Ave.
- **Events & Festivals:**
 - o Setup detours for 3 Bike Nights.
 - o Setup/cleanup Spanish Festival at Jackson Square.
 - o Setup/cleanup 6 private events (Jackson Square) + 1 on Monticello Ave.
- **Signage & Fixtures:**
 - o Made/installed 13 new signs (Stealey, WI).
 - o Installed 2 handicapped signs.
 - o Maintained school signs (N. 15th/N. 16th, old Adamston).
 - o Removed all festival panel boxes downtown.
- **Lighting & Signals:**
 - o Repaired 3 traffic light issues.
 - o Reported 9 burnt-out streetlights.
 - o 6 damaged stop signs repaired.
- **Other Work:**
 - o Removed downtown flowerpots & reinstalled trash cans post-festivals.
 - o Multiple grass cuttings downtown (2nd St., parking garage, Jackson Square).
 - o Inspected/repaired EB Saunders walking bridge.
 - o Blower cleanup & bathroom maintenance at Jackson Square.

General

- After-hours pages answered: 13
- Phone calls handled: 1,953+

Robinson Grand Performing Arts

10/2, 3, 4, & 5. Mtn Craft Film Festival.
 10/8. The Addams Family Movie.
 10/10. The Magic of Motown Concert.
 10/11. Mamma Mania. A tribute to Abba.
 10/13. David Sedaris.
 10/15. Beetlejuice Movie.
 10/16. Canadian Brass Concert.
 10/17. VA Nursing Home Movie.
 10/20. Private Photo Shoot.
 10/22. The Ignite Tour Concert.
 10/23. Mark Chestnut Concert.
 10/24. School Movie.
 10/29. Halloween Movie Chosen by the Public (TBA).

More info and tickets at therobinsongrand.com

Sewer/Sanitary Department

1. Responded to 20 Sewer Calls.
2. Responded to numerous Miss Utility requests.
3. Used the Vac truck on manhole in the intersection of Main Street and 2nd Street
4. Installed new Drain Trough at Northview Fire and poured cement.

5. Cleaned and used Vac truck on Manhole Elk-87.
6. Used Vac Truck on CSO 051.
7. Raised Manhole on Arbutus Drive.
8. Repaired Mainline on N19th Street between WV Ave and Williams Ave.
9. Used Vac truck to clean out manhole at Wendy's
10. Repaired 6inch Mainline in the intersection of Oak Street and Main Street.
11. Replaced lateral at 1210 N 15th Street.
12. Cleaned ditch line on Goodwin Ave.
13. Repaired broken manhole on Locust Ave.
14. Repaired Manhole on Riverside Drive.
15. Raised two clean outs on Sand St and Main Street.
16. Used Vac Truck at Summit Park Lift Station.
17. Install a catch basin and 150ft of 8-inch stormline at the intersection of Pearlman Ave and Barnes.
18. Installed new catch basin at 103 Forest Drive.
19. Repaired 12inch Storm Line at the intersection of 4th street and Traders alley.
20. Repaired Brick Sidewalk at Julios.
21. Dug out ditch line at 2310 Pride Ave. for Blacktop Crew.
22. Replaced Manhole and Ring on Ohio Ave.
23. Replaced catch basin at 111 Grant Street.
24. Put cap on CSO 045
25. Raised manhole at 120 Boyd Street.
26. Cleaned catch basins in Stealey and North View areas.
27. Cleaned all lift stations.
28. Cut right of ways and lift stations.

Wastewater Treatment Plant

1. We received our 2- year DEP inspection results back. We received 1 NOV for a dry weather overflow back in February due to our SCADA system and pumps failing. The issue was addressed in February.
2. Parts for our Rebuild of Barscreen #1 are in. Waiting for Huber Technology to schedule a time to be able to rebuild #1.
3. 9 New CSO Monitors were ordered from Smartcover.
4. One of our Generator is having issues. Cummins is currently looking into the problem.

Sanitary Board Updates

1. LTCP-A- Contractor is working their way up Main Street currently working in the intersection of Main and Chestnut Street. Sewer on Main Street will stop at 6th Street and Stormwater will continue to Harrison County Board of Education.
2. LTCP-B- Met with Thrasher this week over designs. Hoping to go out to bid December 2025 or January 2026
3. Steptoe and Johnson are meeting with WV DEP about removing language from our NPDES Permit. If agreement is not reached by November we will end up in Court. After Initial talks it seems that the DEP is going to work with us to remove such language.
4. Design is still taking place for the Arlington/Glen Falls section of the Army Corp project to provide sewer.
5. The purchase of Summit Park PSD was sent to the WV PSC September 23rd.
6. The new ARCGIS mapping through Thrasher is almost ready for us to be able to use. It will show Sewer, Stormwater, and Water lines throughout the City. Thrasher will continue to update as we work on different Phases of the LTCP.
7. Independent is currently working on repairing the sewer line that runs underneath the Centra Bus Garage. We have used our Vac truck and camera to assist in the work of replacement.

Larry and I continue to be in talks everyday with contractors working currently throughout the City.

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.

6) City Clerk's Information:

Zoning Form in connection with an application to operate an ABCA licensed Class B establishment was filed by LaTapatia Super Mercado, LLC, 415 Baltimore Avenue – returned to the applicant on September 19, 2025

7) Unfinished Business: None.

8) New Business:

a) **Consideration of First Reading of an Ordinance of the City of Clarksburg to Amend Zoning Ordinance to Rezone and Reclassify 1400 N. 19th Street from R-3 to R-2**

Motion By: Councilmember Hyman

Seconded By: Councilmember Jackson

For approval of the above-captioned ordinance on first reading. Concluding discussion regarding permitted uses in R-3 and R-2 classifications, as well as Councilmember Howe requesting a timeline of the Board of Education's auctioning of the properties, **Motion Approved Unanimously.**

b) **Consideration of First Reading of an Ordinance of the City of Clarksburg to Amend Zoning Ordinance and Reclassify 443 Lee Avenue from R-4 to R-2**

Motion By: Vice Mayor Riffle

Seconded By: Councilmember Deems

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

c) **Consideration of a Resolution of the City of Clarksburg, West Virginia, to Offer Right of Way and Easement Agreement to Equitrans, L.P.**

Motion By: Councilmember Howe

Seconded By: Councilmember Deems

For adoption of the above-captioned resolution. During discussion, City Attorney Marsh remarked that he did not believe that Equitrans would accept our offer and that he would report back thereon. Concluding discussion, **Motion Approved Unanimously.**

d) **Consideration of the renewal of the C&D Phase 4 Landfill and the permit for a new non-commercial 2-acre C&D Landfill Phase 5**

Motion By: Councilmember Howe

Seconded By: Councilmember Worth

For approval of the above-captioned matter. **Motion Approved Unanimously.**

e) **Consideration of appointment to the Fire Civil Service Commission**

Motion By: Councilmember Hyman
Seconded By: Vice Mayor Riffle

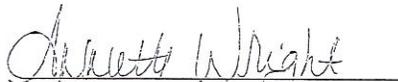
To appoint Jeff Strange to the FCSC. **Motion Approved Unanimously.**

9) Council Comments:

Councilmember Howe stated that he wanted to make sure that Code Enforcement was returning phone calls as he received a complaint from an individual regarding a citation with City Manager Fell informing that she would take care of said matter. Councilmember Howe commented on the condition of the old Greenbrier property that was damaged and requested information on the owner of said property, as well as the plans therefor. In light of the federal government shutdown, Councilmember Howe noted the need to check on the stability of the non-profits that we contribute to. Councilmember Deems opined that the old WI School would be a great location for a community center and requested that Council be regularly updated on the status of the property. Also, Councilmember Deems inquired as to the plans or drafts thereof for neighborhood revitalization, etc. which he has been requesting with City Manager Fell informing that she is working on the same. Vice Mayor Riffle commended the Clarksburg History Museum on its recent newspaper publication for children regarding the history of Clarksburg. Mayor Malfregeot reminded 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: October 16, 2025