

NOVEMBER 6, 2025

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

PRESENT:

Councilmember Ryan Deems
Councilmember Martin Howe
Councilmember Will Hyman
Councilmember Marc Jackson
Councilmember Wayne Worth
Vice Mayor Jerry Riffle

ALSO PRESENT:

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

ABSENT:

Mayor James Malfregeot

- 1) Roll Call
- 2) Prayer & Pledge – given by Councilmember Hyman
- 3) **Motion** by Councilmember Hyman, **Seconded** by Councilmember Howe for approval of the minutes of the regular session of Council held on October 16, 2025. **Motion Approved Unanimously.**
- 4) Petitions, Communications, and Public Hearings:

Paula Spisak, 276 Carr Avenue – addressed Council concerning the pipe line project(s) and the condition of the City streets. Ms. Spisak expressed frustration with the project opining that the current process was a bad idea and that all the lines should have been addressed in sections/areas before moving to another area. Ms. Spisak expressed concern with the negative toll that the condition of the roads are causing on vehicles.

City Manager Fell expressed understanding of Ms. Spisak's concerns stating that bi-weekly meetings are held with all pertinent parties involved in the projects. City Manager Fell explained that we are trying to cover three to five years of work in ten (10) months further informing that Main and Pike Streets must be completed in order to be paved in the spring.

George McQuain Jr., Cedar Street – appeared before Council to support his request of the naming of the recently-completed Haymond Highway Bridge after his father PFC George L. McQuain "Feeney" apprising of his father's contributions to the Broad Oaks area.

Tommy Lopez, 307 Spring Avenue – addressed Council concerning studies remarking that in addition to the YMCA facility, other facilities/areas (such as Village Square) of the City needed to be evaluated and considered that would also meet recreational and educational needs.

- 5) City Manager's Report:

City Manager Fell provided Council with a quarterly report of the Clarksburg Outreach activities informing that 47 individuals had been approached/identified with 22 citizens receiving assistance. City Manager

Fell remarked that only five out of the 47 individuals were not residents of Harrison County.

City Manager's Report
November 6th, 2025
Submitted by Tiffany Fell

City Parks

Veterans Memorial Park

Concert Season The 2025 concert season officially concluded on October 4 with Stephen Wilson Jr., drawing an impressive crowd of 1,386 attendees. Special thanks to Salem University Baseball for volunteering with concessions and beer sales throughout the season—their assistance was greatly appreciated.

6th Annual Trunk or Treat The annual Trunk or Treat event was once again a tremendous success, attracting over 2,000 participants. Lines stretched as far as the entrance to the Splash Zone, making it one of the best-supported community events in the area. We extend our gratitude to all the businesses, community groups, and public service teams who contributed to making the evening such a success.

Amphitheater Bus Parking Project Progress continues on the bus parking and turnaround project, which includes fence relocation, soil removal, and the addition of rock and asphalt. Once complete, this improvement will allow for smoother and safer ingress and egress for concert tour buses and production vehicles.

Winterization

Winterization of the Amphitheater and related facilities—including dressing rooms, catering, and concession areas—begins this week. Each building will undergo a full cleaning prior to closing. At this time, no major repairs are needed.

Mini Golf

The Neon Nights event, held on October 11, welcomed over 100 participants for an evening of glowing fun under perfect weather conditions. With cooler temperatures setting in, mini golf is now closed for the season.

Pickleball

As of November 3, pickleball nets have been taken down and stored for winter. One permanent net remains up, along with the tennis nets, to allow for occasional play during warmer days. Two portable roller nets are available for flexible use. The wireless lighting system has been updated to remove the regular schedule until spring, when nets will be reinstalled and play resumes.

New Digital Sign

The new digital sign at Veterans Memorial Park is now fully installed and operational. The upgraded display provides clearer visuals, improved energy efficiency, and better communication for upcoming events and announcements.

Seasonal Facility Closures

All bathrooms, shelters, and other summer amenities have been winterized for the off-season.

Clarksburg City Park

Outdoor sports programs, including soccer, Pony League, and Salem University baseball, have concluded for the year. Plans are in place to open the indoor baseball facility for community walking during the colder months. The walking program will run 7:00–10:00 AM, providing a comfortable, music-filled environment for residents to stay active. Participation is free of charge.

Evening hours will remain reserved for team practices and training sessions.

Loria Field

We continue to troubleshoot electrical and lighting issues at Loria Field and will coordinate necessary repairs as needed.

Indoor Sports Facility

The facility will host Steve Cross Boxing once again in February 2026, building on the success of previous events.

Miscellaneous – YMCA Update

The former YMCA facility remains an active point of discussion within the City. As an interim solution, Joe Marple, Recreation Coordinator, will oversee pool operations, ensuring proper supervision and access during high school swim practices and meets. Under the City–Board of Education MOU, only the pool and locker rooms—which remain in good condition—will be open for use. The City's involvement focuses on staffing and operational support during these activities.

Code Enforcement/Projects

- DLAP Demolition
 - o Sent out letters to property owners concerning the demolition of their properties
 - o Gathered necessary documents to submit demo properties to SHPO
- Sanitary Board
 - o Board Meeting
 - o Progress meetings concerning Main St and Pike St Project
- Grant Projects
 - o Sent out correspondence concerning WVDOH owned properties.
 - o Submitted a proposal to the WVDOH for the rail trail grant.
- 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
- General Code
 - o Building Permit – 112
 - o Total Job Cost - \$1,414,301.00
 - o Fees Collected - \$17,149
 - o Notice of Violations – 650
 - o Citations – 28
 - o Condemnation Orders – 6
 - o Work Orders – 56
 - o Demolition Orders - 7
 - o CAD Complaints – 0
 - o Residential Inspections – 24
 - o Commercial Inspections - 2
- Other
 - o All Inspectors – Keeping Daily Logs / Reviewed Each Week.
 - o All Vacant / Condemned Properties Checked Weekly.
 - o 2 Houses removed from Condemnation
 - o MS4 inspection of Hope Gas Training facility
 - o Removed 20 illegal signs
 - o 22 vehicles tagged
 - o Several Vehicles removed
 - o 4 stop work orders
 - o More NOVs In-Process.
 - o Numerous addressing issues
 - o Pre-inspections for 3 new businesses Greenbrier Hotel, Country Kitchen and Odd Fellows Buildings.)

Finance Department

October Collections

B&O Taxes \$1,303,888.83
 Hotel Tax \$37,965.64
 License Fees & Penalties \$1,793.29
 Police Citations - \$6,471.00
 Dog Tax from Assessor \$696.60
 Use & Occupancy Fees \$420.00

Building Permit Fees \$12,711.00
 Annual Excavation Permits - \$0
 Miscellaneous Permit Fees \$0
 Compost Center Fees \$414.20
 Payment Agreements \$972.50
 Late Payment Penalty \$900.80
 Vacant Property Registration Fees \$217.80
 Grass/Weeds/Garbage Removal - \$3,649.17
 BOCA Fines - \$0
 Board Ups - \$0
 Electrical Inspection Fees - \$0
 Fire Service Fees - \$162,690.58
 Fire Service Fee Lien Payments - \$1,211.79
 Planning Commission Fees - \$0
 Sale of Accident Reports - \$1,910.00
 Demolition Revenue - \$0
 Burn Permit Fees - \$20.00
 Response & Rescue Billing - \$10,355.46
 Fingerprinting - \$0
 Animal Control Trap Fee - \$0
 Donations -\$0

Completed in October:
 The Annual PSC Report for FY 2024-2025 was completed and submitted on October 8.

Staff is working on:

Preparation of the Annual Financial Statement for FY 2024-2025

- The Annual Audit of City Financials for the fiscal year 2024-2025, being completed by Tetrick & Bartlett, PLLC, is in process.
- Preparation of Request for Proposal for City Banking Depository
- General Fund – Budget Revision #2
- Annual Home Rule Report – due December 1

Fire Department

- responded to a total of 293 calls for service in the month of October.
- received 3 of the 4 trucks from the CDS Grant, with the 4th coming any day.
- new Cascade system to fill our breathing cylinders from the CDS Grant has been installed and is operational.
- HazMat air packs and Firefighter turnout gear From the CDS grant.
- Fire Department went to different Schools in the City for Fire Prevention Month.

Grants & Community Development

Support of Current Initiatives and Funding Opportunities

- Completed training as certified trainer for QPR and SAFETalk as part of the community outreach for mental health initiative.
- Submitted WV First Foundation Grant
- Continued support of TIF application and pilot projects for Waldo and Goff redevelopment
- Secured two grants with no match for funding for Waldo project.
- Worked with developers and WVU Bad Building funding for roof funding for Waldo project. Received 100k award for roof.
- Continued work with the redevelopment of the City website.
- Continued highlighting businesses and events on all social media platforms.
- Created step-by-step manual for federal contractor billing for finance.
- Provided drafts of all project plans.
- Continued development of several projects to support revitalization of downtown and further community support initiatives.

Current Initiatives and Directive Updates

- Supported training of Finance Department for Federal Contracting registration and B&O collection.
- Continued to work with federal contractors to gain compliance with FAR and City registration.

- Managed the YMCA re-opening and all related issues in concert with Public Works.
- Continued to support economic development issues and projects throughout the City.

Police Department

- The Clarksburg Police Dept. has responded to 1956 calls for service in the month of October.
- Two officers will be graduating the WV State Police Academy December 12th.
- Backgrounds are being conducted for new applicants.
- Veterans Day Parade is on Tuesday, November 11th, downtown streets will be closed from approximately 10:30 AM until 2:00 PM.
- A church safety seminar will be held on November 7th, 7:00 PM to 9:00 PM in Council Chambers at city hall.

Public Works Department

Street Department

- Set up and cleaned up RCB Homecoming Parade.
- Completed Fall cleanup — 73 loads totaling 111.29 tons.
- Removed fallen and unsafe wooden stairs from sewer ROW between Fairmont and Hoffman Ave.
- Capped off CD Site 4 with two feet of dirt and seeded/strawed the area.
- Repaired water and heating issues at the YMCA.
- Side of roadways tracker operating and cutting.
- Cleaned all neighborhood flower beds and flag area at Cemetery Hill.
- Cleaned up large homeless encampment near Hite Field by the river.
- Cleaned up two additional homeless camps near Leon's Produce (old building).
- Picked up debris from volunteer cleanup events across town.
- Collected pile of trash cleaned by residents on Ben St.
- Assisted Park Board with removal of old blacktop and installation of new grass at Monticello Park.
- Trimmed trees along alleyways in Broadway section.
- Assisted a citizen with cleanup near 6th St. Bridge.
- Street sweeper running behind cleanup routes in neighborhoods but operating daily.
- Cleaned up homeless camp on Worley Ave.
- Continued neighborhood grass cutting rotation.
- Ongoing neighborhood pothole patching as weather permits.
- Removed over 17 signs from telephone poles.
- Cut down dead tree in ROW on Hamill Ave.
- Responded to 65 grass work orders.
- Picked up 6 trash-related work orders.
- Secured 4 vacant properties.
- Released 65,000 gallons of leachate water for the month; completed semiannual sampling.
- Compost site remains open Mondays and Fridays.
- Compost trucks continue daily neighborhood routes.
- Sold 8,160 lbs of processed compost.
- Collected 38,850 lbs of yard waste from residents.
- Received/processed 22,200 lbs of wood waste.
- Operated tub grinder on 2 occasions and trommel on 3 occasions for material processing.
- Screened dirt for Monticello Park final coating.
- Cleaned drainage trough along Temple Terrace.

Building Maintenance

- Finishing work at North View Fire Station.
- Repaired elevator at Parking Garage.
- Worked on water issue at YMCA.

Traffic Department

- Installed missing stop sign on N. Florence.
- Trimmed trees blocking stop sign on Ohio Ave.
- Collaborated with contractor to identify Emily Drive light issue.
- Cleaned, cut brush, and mulched 2nd St. Island.
- Remade and installed new signs at City Hall.

- Set up private street closure in North View (October 30).
- Cleaned and blew out Jackson Square and bathrooms.
- Renewed 942 feet of yellow paint in Stealey, BO, Glen Elk, and Heartland sections.
- Cut downtown grass (2nd St., Parking Garage, Jackson Square) multiple times.
- Made and installed 21 new signs in Adamston and WI areas.
- Installed 1 new handicap sign.
- Repaired 3 traffic light issues.
- Reported streetlights burnt out in neighborhoods.
- Replaced 4 burnt-out LED traffic bulbs.
- Installed police cameras at Wendy's and YMCA.
- Removed flower baskets in downtown.
- Installed 4H banners downtown.
- Worked with SGI to restore 11 lights on Emily Drive.
- Repaired 7 stop signs that were hit and knocked over.
- Set up and cleaned up 6 private events at Jackson Square.
- Responded to 9 after-hours pages.
- Answered 1,745+ phone calls.

Mechanics Department

- Poured new concrete floor for new lift installation.
- Installed and trained staff on new lifts.
- Repairing motor on old Fire Department rescue truck.
- Replaced burnt wiring on PW-8.
- Repaired hydraulic leak on road brush hog tractor.
- Replaced bed on PW-3.
- Replaced blown hydraulic lines on PW-81.
- Replaced engine on TF-1.
- Replaced lift gate on PW-41.
- Installed safety lights on PW-74, PW-92, and PW-93.
- Repaired heating issue on PB-18.
- Repaired lawn mower multiple times.
- Replaced windshield on PW-3.
- Set up PW-11, PW-20, PW-47, and PW-48 with salt spreaders and plows for winter readiness.
- Changed oil in 7 city vehicles.
- Installed new dump body on PW-12.

Robinson Grand Performing Arts

- 11/1. Eagles tribute concert.
- 11/3. New York Theatre Ballet tech. & rehearsal day
- 11/4. New York Theatre Ballet School performance
- 11/4. New York Theatre Ballet Public performance
- 11/5. The Tank rehearsal
- 11/7. Steve-O. The crash and burn tour.
- 11/8. Firemen Testing
- 11/8. Pink Floyd tribute concert
- 11/10. HVAC maintenance
- 11/12. Harrison Co. Chamber of Commerce presents "The Tank"
- 11/14. Taylor Swift Tribute concert
- 11/16. Wild World of Animals
- 11/19. WV Symphony load-in and tech day
- 11/20. WV Symphony School shows
- 11/22. Mark Lowry performance
- 11/25. CEOS Christmas Decor Day
- 11/29. Good Shot Judy Concert

The Robinson Grand Performing Arts Center
therobinsongrand.com

Sewer/Sanitary Department

1. Responded to 22 Sewer Calls.
2. Responded to Numerous Miss Utility calls. For the Month of September 2025 we responded to 402 Miss Utility calls.
3. Dug out ditch line by Barnes Place and Pearlman Ave and Blocked topped.

4. Installed a new tap for a customer on 527 Musgrave Ave. Blockage was found on Customer side of the line. We installed a cleanout. We completed concrete driveway repair and landscape when we were finished.
5. Repaired 4inch line at 125 Kern Ave.
6. Raised a manhole at 1748 S 28th St.
7. Installed a new Sewer tap at 914 Washburn St.
8. Repaired Mainline at S Park St.
9. Used Vac Truck on Catch Basins on Arbutus Drive
10. Repaired 4-inch line at VA Park in 2 spots.
11. Repaired Mainline on Magnolia Ave. between Traction and Verdun Street.
12. Repaired lateral at 317 Magnolia Ave.
13. Repaired Mainline at 169 Magnolia Ave.
14. Repaired lateral and installed cleanout at 416 Waldeck.
15. Repaired landscaped at 218 Candlelight Drive.
16. Replaced 40ft of Mainline at 703 Harrison St.
17. Replaced lateral 905 Duff Ave.
18. Saw Cut ditch lines at 908 N 15th St., 2107 Hamill Ave, 1609 Goff Ave.
19. Cut all Sewer ROWs.
20. Haul Dirt to Posey's.
21. We received our new mini-Mack Dump Truck.
22. We have our 2 new crew service trucks in service now.
23. The new Camera Trailer is being delivered Monday November 3rd.

Wastewater Treatment Plant

1. We rebuilt our Huber Barscreen #1. It took a total of 3 days to complete.
2. New 20-ton Dump Truck should be ready around November 7th.
3. The company that was taking bore samples around the silo building hit unmarked electric lines that ran to the Sulfur Building. We called Michel Inc. and they came out and ran new wires and repaired the conduit.
4. One of our Generator is having issues. We have contractors 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 installing new Storm Water lines. Contractor will run Stormwater line to the Harrison County Board of Education. Pike Street will stop after the intersection of Chestnut Street. Work has begun on Spot repairs and Sewer line repairs. We still have to go back and install Catch Basins coming from Wendy's.
2. LTCP-B- Designs are almost complete. Looking to go out to bid December or January.
3. Project for Line cleaning should go out to bid in the coming weeks.
4. Signed a new contract with a new Uniform Company. We went with Unifirst. New uniforms should be here 6-8 weeks.
5. Steptoe and Johnson are meeting with WV DEP about removing language from our NPDES Permit. We are still negotiating the new language.
6. Design is still taking place for the Arlington/Glen Falls section of the Army Corp project to provide sewer.
7. The purchase of Summit Park PSD was sent to the WV PSC September 23rd, PSC sent back concerns, we sent back letter addressing those concerns.
8. The new ARCGIS mapping through Thrasher is up and running.
9. The Repair under the Centra Bus garage is complete.
10. We completed the Annex Building sewer line repair. We set a new manhole, repaired some line, Flushed multiple times. Pulled out a bunch of gravel, concrete, Chain, and Roof Drain. We poured concrete and blacktopped the road.

Other Work outside of Sewer

1. We Removed the Blacktop at Monticello Park and hauled dirt in. We leveled the ground out, laid grass see, and threw straw.
2. We have been helping with the YMCA to get the pool running. We worked on the Main Booster pump at the YMCA. We called Michel INC. to help us. We replaced the Pressure switch on the Booster pump. We think the Bladder inside the Expansion Tank is bad. Michel Inc. is researching a new bladder to get installed

into the tank. The Booster Pump station will need completely rebuilt if we extend the use after swim season. The electrical panel is shot and corroded.

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) Unfinished Business: None.

7) New Business:

- a) **Consideration of counter-offer from Equitrans, L.P. regarding right-of-way agreement for P.K. Mines property northeast of Public Works garage**

Motion By: Councilmember Worth

Seconded By: Councilmember Hyman

For approval of the counter-offer (being a flat fee of \$64,000). **Motion Approved Unanimously.**

- b) **Consideration of the naming of the recently-completed Haymond Highway Bridge**

Motion By: Councilmember Worth

Seconded By: Councilmember Jackson

To name the Haymond Highway Bridge after Philip W. Carter Jr. During discussion, Councilmember Worth recited the various contributions of Mr. Carter to the Broad Oaks area. **Motion Approved Unanimously.**

- c) **Consideration of the contribution of \$10,000 to the Harrison County Senior Citizens Center**

Motion By: Councilmember Worth

Seconded By: Councilmember Howe

For approval of the \$10,000 contribution to the Harrison County Senior Citizens Center. **Motion Approved Unanimously.**

- d) **Consideration of a request from Healthy Harrison in the amount of \$10,000 for professional consulting fee to conduct a comprehensive viability and feasibility study on the potential reopening of the Harrison County YMCA**

Prior to discussion and/or consideration of the above matter, Councilmember Howe abstained and left the room due to his affiliation with Healthy Harrison.

Motion By: Councilmember Hyman

Seconded By: Councilmember Worth

To provide \$10,000 for professional consulting fee to conduct a comprehensive viability and feasibility study on the potential reopening of the Harrison County YMCA. Councilmember Hyman

opined that we needed to slow down a bit noting the laundry list of items that needed to be addressed at the facility. At the request of Council, Mr. John Paul Nardelli, Executive Director of Healthy Harrison, answered questions concerning the individual who would be conducting the study informing of his credentials and stating that while he understood Councilmember Hyman's concerns, having the study would provide a sound document as to the next steps for the YMCA. City Manager Fell remarked that she would like to have a plan in place so that there would be no lapse in the use of the building. With regard to the funding of the \$10,000, City Manager Fell informed that the same would be taken from the over \$1 million projects and economic development fund. Concluding discussion,

Motion By: Councilmember Hyman
Seconded By: Councilmember Worth

To **TABLE** the above-captioned matter. **Motion to Table Defeated 2-3.**

	FOR	AGAINST
Councilmember Deems		√
Councilmember Howe	<i>Abstained</i>	
Councilmember Hyman	√	
Councilmember Jackson		√
Councilmember Worth	√	
Vice Mayor Riffle		√
Mayor Malfregeot	<i>Absent</i>	

Council then voted on the original motion to provide \$10,000 to Healthy Harrison for the above-referenced study. **Motion Carried 4-1.**

	FOR	AGAINST
Councilmember Deems	√	
Councilmember Howe	<i>Abstained</i>	
Councilmember Hyman		√
Councilmember Jackson	√	
Councilmember Worth	√	
Vice Mayor Riffle	√	
Mayor Malfregeot	<i>Absent</i>	

e) **Consideration of rescheduling the November 20th regular session of Council to Tuesday, November 18th due to the NLC Conference**

Motion By: Councilmember Howe
Seconded By: Councilmember Worth

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

(Deviating from the agenda)

8) Council Comments – Councilmember Hyman remarked that he was disappointed by the statement released by the City as he did not feel like that was representative of him with Councilmember Worth, Councilmember Deems and Councilmember Howe concurring therewith. Council noted the on-going construction projects acknowledging the frustrations therewith and apprised that there would be a construction meeting before or during the next Council meeting. Councilmember Howe noted the poor and unsafe conditions of Fire Chief Green's vehicle and the

need to replace the same. With regard to the naming of things such as streets and bridges, Councilmember Howe noted the difficulties therewith. Vice Mayor Riffle, in the absence of the Mayor, reminded all that if they see something to say something.

(Returning to the agenda)

f) **Discussion and Consideration of Personnel Matters pertaining to the City Manager**

Motion By: Councilmember Hyman
Seconded By: Councilmember Worth

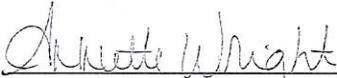
To adjourn into executive session pursuant to Chapter 6, Article 9A, Section 4 of the West Virginia Code to discuss personnel matters and that the following persons be present: Mayor and Members of Council. **Motion Approved Unanimously.**

Concluding with executive session,

Motion By: Councilmember Hyman
Seconded By: Councilmember Howe

To reconvene into regular session. **Motion Approved Unanimously.**

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


Annette Wright, City Clerk


James L. Malfregeot, Mayor

APPROVED: November 18, 2025