

DECEMBER 4, 2025

The Clarksburg City Council met in REGULAR SESSION on Thursday, December 4, 2025 at 6:00 p.m. at the Harrison County Board of Education Building, 445 West Main Street, Clarksburg, West Virginia, with Mayor Malfregeot presiding.

(Note: Change of venue due to water line issues closing City Hall)

PRESENT:

Councilmember Ryan Deems
Councilmember Martin Howe
Councilmember Will Hyman
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 Worth
- 3) Presentations:
 - a) Recognition – Liberty Middle School Football Team – Mayor Malfregeot and Vice Mayor Riffle presented Coach Mayer and each member of the team with a Certificate of Recognition for winning the Mid-8 Athletic Conference Championship, as well as experiencing an undefeated season.
 - b) Proclamation Presentation – Mayor Malfregeot presented a proclamation to the Clarksburg-Harrison Public Library in recognition of the 50th anniversary of the Library building.
- 4) **Motion** by Councilmember Hyman, **Seconded** by Councilmember Deems for approval of the minutes of the regular session of Council held on November 18, 2025. **Motion Approved Unanimously.**
- 5) Petitions, Communications, and Public Hearings:

Camden Cutlip, 130 W. Woodland Avenue – appeared before Council concerning the house fire in North View that destroyed his parents' home. Mr. Cutlip opined that the City could have done something to prevent the incident stating that his parents have been dealing with problems regarding the next door residence that caused the fire. Mr. Cutlip referenced stored vehicles, high grass and pests as some of the issues with said property. Mr. Cutlip remarked that the City failed to act on the violations and that his mother lost everything that she had worked hard for and requested an investigation as to why the Code Department didn't enforce more of the codes. Mr. Cutlip stated that he wanted the City to take responsibility for this loss and pay for the demolition of his parents' burned structure. Mr. Cutlip thanked Sgt. McGlone for awakening his parents when she saw the fire from the highway.

Richard Snodgrass, 961 Washburn Street – appeared before Council regarding the fire fee/late fee and expressed his concerns with the dates of such billing and late fees associated therewith.

City Manager Fell informed that she would contact the Finance Department regarding his concerns.

Carl Radcliff, 925 N. 14th Street – appeared before Council concerning Zurich Insurance claims stating that on July 18th the contractor cut the sewer line and did not hook it back up and all the water filled up in his basement. Mr. Radcliff stated that it has been almost five months since he made his insurance claim and the same needed to be addressed.

City Manager Fell requested that Mr. Radcliff leave his contact information and advised him to contact the Water Board concerning this matter.

6) City Manager's Report:

City Manager's Report
December 4th, 2025
Submitted by Tiffany Fell

<p>City Parks</p> <p>Veterans Memorial Park</p> <p>Winterization Staff have completed the seasonal closure and winterization of all shelter restrooms. Along with the standard shutdown procedures, each facility received fresh paint and minor repairs to ensure a smooth and efficient reopening in the spring.</p> <p>Pickleball Seasonal netting has been removed from all pickleball courts except Court 9, and the ECHO lighting system has been placed on its winter schedule. All nets and equipment have been stored securely in the Sycamore Building.</p> <p>New Digital Sign The new digital sign has been installed and is fully operational. Parks staff will undergo training on the system, though all updates can be conveniently managed from any computer connected to the software.</p> <p>Maintenance Unseasonably mild weather has allowed maintenance crews to stay on track with fall cleanup, facility upkeep, and grounds management. Seasonal reductions in part-time staffing began this pay period, with similar adjustments implemented at Clarksburg City Park.</p> <p>Clarksburg City Park Attendance among morning walkers utilizing the indoor baseball complex has been light, though participation is expected to increase as colder weather develops. The walking space is free and open to the public from 7:00–10:00 a.m., offering a warm and accessible option for winter exercise.</p> <p>Loria Field Troubleshooting continues regarding electrical and lighting issues at both the baseball and soccer fields, where lights remain unavailable. However, improvements to the dugouts have been made, including fresh paint and installation of new helmet shelves and bat racks.</p>
<p>Indoor Baseball Facility Winter reservations continue to fill quickly as local teams schedule practices across multiple sports. Additionally, Steve Cross Boxing will return on February 28 for Boxing in the Burg III</p>
<p>Miscellaneous – YMCA The Parks Department continues to manage operations at the pool, including coordinating practice schedules for Harrison County schools using the facility. Special thanks to Public Works and Steve Pulice for their ongoing efforts to restore and maintain a healthy environment within the building.</p>
<p>Code Enforcement/Projects</p> <ul style="list-style-type: none">• <u>DLAP Demolition</u><ul style="list-style-type: none">o Sent out letters to property owners concerning the demolition of their properties

- o Submitted demolition review letters to SHPO
- Sanitary Board
 - o Board Meeting
 - o Progress meetings concerning Main St and Pike St Project
- Grant Projects
 - o Sent out RFP for Splash Pad Design
- Meetings
 - o Council
 - o Internal Staff meetings
 - o Progress meeting with Hope, CWB, and us for Pike and Main Projects
 - o WVDOH meetings

Code Officers

- General Code
 - o Building Permit – 112
 - o Total Job Cost - \$1,414,301.00
 - o Fees Collected - \$17,149
 - o Notice of Violations – 295
 - o Citations – 40
 - o Condemnation Orders – 10
 - o Work Orders – 35
 - o Demolition Orders - 10
 - o CAD Complaints – 0
 - o Residential Inspections – 18
 - o Commercial Inspections - 2
- Other
 - o All Inspectors – Keeping Daily Logs / Reviewed Each Week.
 - o All Vacant / Condemned Properties Checked Weekly.
 - o 1 Houses removed from Condemnation
 - o Pollution Control plan prepared to present to all Fire Department shifts
 - o Removed 3 illegal signs
 - o 5 vehicles tagged
 - o Several Vehicles removed
 - o Training classes
 - o Homeless encampments checked and removed
 - o More NOVs In-Process.
 - o Numerous addressing issues

Finance Department

November Collections

B&O Taxes \$1,516,691.54
 Hotel Tax \$23,031.14
 License Fees & Penalties \$1,206.84
 Police Citations - \$18,676.86
 Dog Tax from Assessor \$469.80
 Use & Occupancy Fees \$120.00
 Building Permit Fees \$6,602.00
 Annual Excavation Permits - \$0
 Miscellaneous Permit Fees \$0
 Compost Center Fees \$199.00
 Payment Agreements \$957.00
 Late Payment Penalty \$7,148.62
 Vacant Property Registration Fees \$217.80
 Grass/Weeds/Garbage Removal - \$1,300.00
 BOCA Fines - \$550.00
 Board Ups - \$0
 Electrical Inspection Fees - \$0
 Fire Service Fees - \$33,361.65
 Fire Service Fee Lien Payments - \$4,862.22
 Planning Commission Fees - \$0
 Sale of Accident Reports - \$950.00
 Demolition Revenue - \$0
 Burn Permit Fees - \$5.00
 Response & Rescue Billing - \$0
 Fingerprinting - \$0

Animal Control Trap Fee - \$0
Donations -\$250.00

Completed in November:
The Annual Home Rule Report was submitted on 11/17/2025 .

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

Fire Department

- responded to a total of 276 calls for service
- all 4 Medical trucks have been received and are in the process of being put in service.
- firefighters trained on the proper use of ground ladders.
- Fire Department responded to a working structure fire that involved two houses.
- thank the police for the assistance of get the residence out of the second house.

Grants & Community Development

➤ Support of Current Initiatives and Funding Opportunities

- Attended Mental Health First Aid Train the Trainer for Instructor Certification. This was funded as part of an Opioid Grant award and will provide in-house training and training for the community partners.
 - Sent Community Partners notification of available training for Mental Health First Aid, SAFETalk, and QPR courses.
 - Created a step-by-step manual for Finance Department on how to bill government contractors quarterly.
 - Met with Developer to discuss TIF funding and Build WV as well as other potential funding streams in the Opportunity and Downtown Historic District
 - Attended Community Events including Sr Citizen Bingo and The Morris Christmas Small Business Events
 - Attended Salem University Community Partnership Breakfast.
 - Working on an Economic Development Developer's Guide for the City of Clarksburg Draft with resources and step-by-step considerations for potential developers.
 - Continued support of TIF application and pilot projects for Waldo and Goff redevelopment
 - Continued paperwork to accept WVU Bad Building funding for roof funding for Waldo project for 100k award for roof in partnership with local non-profit.
 - Continued work with the redevelopment of the City website that launch date was requested to be moved up three weeks by City Manager. Website will need to have all minutes, agendas, and board information added by staff post launch.
 - Working with developer downtown for restaurant space.
 - Updated FEMA grant for fire department. Working with FEMA for additional 10k.
 - Supported FRN w/grant information.
 - Identified property for potential new business downtown.
 - Met with medical organization interested in BioMetric building. Provided information about OFLAC for mental health certification requirements in WV.
 - Supported community organization with foundation search and grant programs.
 - Continued highlighting businesses and events on all social media platforms.
 - Continued development of several projects to support revitalization of downtown and further community support initiatives.
- ##### ➤ Current Initiatives and Directive Updates
- Continued support of the YMCA restoration for BOE swim program and community access with Parks and Public works.
 - Continued to support economic development issues and projects throughout the City with Community Development.

Police Department

- The Clarksburg Police Dept. has responded to 1549 calls for service in the month of November.
- Patrolman Gunner Allison and Patrolman Hunter Young will be graduating the WV State Police Academy on Friday, December 12th.
- Motorists are reminded that the Clarksburg Christmas Parade will be on Friday, December 05, 2025, starting at 6:00 PM. Main Street and Pike Street between S. Chestnut Street to 2nd Street will be closed to traffic and parking starting at 5:00 PM until the conclusion of the parade.
- Citizens are reminded during this shopping season to keep vehicles locked and be extra vigilant on securing purses while shopping and when packages are delivered to residences.

Public Works Department**Street Department**

- Supported Veterans Day parade setup/cleanup.
- Cleaned multiple homeless camp areas (Sandy Boulevard, Lynch & Jasper).
- Christmas trees were installed at City Hall and Waldomore.
- Repaired a deteriorated barricade on Crislip Ave and finished the North View sign.
- Leaf machine operating on neighborhood routes; street sweeper running daily as weather allows.
- Cleanup at YMCA, dump site removal on Sandy Boulevard, and tree removal on Liberty Ave ROW.
- Installed construction message boards and collected trash along Chestnut St.
- Final neighborhood grass cutting completed; pothole patching continues as weather and plant availability permits.
- Removed over 24 illegal signs from telephone poles.
- Assisted Fire Department on N. 24th St.; secured 5 vacant properties.
- Responded to 18 grass and 7 trash work orders.
- Compost Site operated until Thanksgiving; now closed for winter.
- Compost operations:
 - 6,500 lbs. of processed compost sold
 - 32,060 lbs. of yard waste collected
 - 24,360 lbs. of wood waste processed
 - Tub grinder run once; trommel run several times
- Cleaned drainage trough at Temple Terrace.
- DEP visited to work on leachate system; no leachate discharge needed for November.

Building Maintenance

- Replaced heater in YMCA pumphouse.
- Ordered new bathroom flooring for North View fire station.
- Parking garage elevator repaired (awaiting one remaining part).
- Continued addressing YMCA water issues.
- Replaced blower motor in YMCA boiler system.
- Cleared drains and repaired toilets at YMCA.

Traffic Department

- Replaced WV and U.S. flags at the Waldomore; handled flag orders from the President.
- Installed decorative lighting, spans, pole wraps, and event banners.
- Added holiday lighting in Glen Elk and Jackson Square; configured projector setup at Waldomore.
- Installed No Parking sign off Drummond St. and trimmed 11 trees at Jackson Square.
- Supported street closures, cleaned Jackson Square, and maintained bathrooms.
- Refreshed 590 feet of yellow street paint in several neighborhoods.
- Completed final downtown grass cutting for winter.
- Cleaned broken parking garage glass (3rd & 4th floors).
- Addressed 1 traffic light issue and 1 damaged stop sign; reported 9 burnt-out streetlights.
- Installed police cameras at EB Saunders and Marion.
- Worked with SGI to repair Joyce/Rt. 50 traffic signal after a power surge.
- Supported 3 private events at Jackson Square.

- Handled 8 after-hours pages and over 1,345 phone calls.

Mechanics

- Completed winter prep: installed new plow and carburetor on 4-wheeler; outfitted PW 14, 15, and 6 with plows and salt spreaders, bringing winter fleet to 7 trucks.
- Continued engine repairs on old Fire Dept. rescue truck.
- Replaced batteries in multiple vehicles (PW 41, PD 113, PD 127).
- Fixed heating on PW 60; changed oil in 9 city vehicles.
- Installed new tires (FC, PD 139, PD 123).
- Removed equipment from SRT unit for sale.
- PW 52 received major repairs (rear hub seal, shocks, tie rods, new seat).
- Installed new mirror on a police vehicle.

Robinson Grand Performing Arts

- 12/3. WDTV Christmas Choral Classic
 - 12/5. Artistry House "Nutcracker" Rehearsal
 - 12/6. Artistry House presents "The Nutcracker"
 - 12/7. Shinnston Community Band Concert
 - 12/7. Clarksburg Baptist Women's Christmas Party
 - 12/10. Feast of the Seven Fishes Movie
 - 12/11. Clarksburg City Christmas Party
 - 12/11. St. Mary's Grade School Christmas Rehearsal & Performance
 - 12/12. A Charlie Brown Christmas Album Live.
 - 12/13. Tusk: The Fleetwood Mac Tribute
 - 12/14. Motown Christmas Concert
 - 12/16. School Movie
 - 12/17. School Movie
 - 12/17. The Grinch Movie
 - 12/18. Clarksburg Water Board Christmas Party
 - 12/19. A Touch of Holiday Magic
 - 12/20. Dailey & Vincent Concert
 - 12/21. Private Wedding Ceremony and Reception
 - 12/24. White Christmas Movie
- For info and tickets go to www.therobinsongrand.com

Sewer/Sanitary Department

1. Responded to 24 Sewer Calls.
2. Responded to Numerous Miss Utility calls.
3. James and 15th Street we installed a new Sewer Tap, raised a manhole, and concreted the ditch line.
4. Poured sidewalk and landscaped at 2107 Hamill Ave.
5. Fixed the Landscape at 1611 Goff Ave.
6. Repaired the Main Truck Line in Northview by the riverbank.
7. Replaced 24 feet of 6inch pipe in front of Price Cutter on Adams Ave. We poured concrete and replaced the area once completed.
8. Poured concrete in Parking lot of plant that was broken.
9. Cleaned the Armory Lift Station and VA Hospital Lift Station.
10. Repaired at manhole on Bridge Street.
11. Raised a manhole at 119 Hartland Ave.
12. Raised Catch Basins on Liberty Ave.
13. Replaced Lateral at 317 N 7th Street. Replaced with New concrete sidewalk once completed.
14. Installed a new manhole in alley at 224 Clay Street.
15. Cleaned catch basins at S 5th Street and Wilson Street.
16. Repaired Mainline at 109 Euclid Ave. We poured new concrete sidewalk once completed.
17. Repaired Sewer Line at VA Park.
18. Installed new Raise up rings in the Hartland Area before roads were paved.
19. Repaired main line at the end of Forest Ave. Waiting for drier weather to repair Residents Landscape.
20. Repaired lateral at 228 N Ohio Ave.

Wastewater Treatment Plant

1. Received our new 2026 20-ton Mack Dump Truck. Transferred 2020 20-ton Dump truck to the Sewer Department.

2. Mr. Alex Bombardiere completed all requirement to become a Class IV Wastewater Operator. Mr. Stacey Soles completed all requirements to become a Class III Wastewater Operator.
 3. Mr. Jon Wilson will be attending class in Ripley for his Laboratory Certification.
 4. RAS VFD #1 fried, waiting to receive a couple quotes to replace the VFD.
- Sanitary Board Updates
1. LTCP-A- Contractor is continuing work on Chestnut Street up to Washington Ave. Once completed will run new Stormwater up Main Street to Harrison County Board of Education. The Contractor will be installing new catch basins around Wendy's area.
 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. Steptoe and Johnson are meeting with WV DEP about removing language from our NPDES Permit. We are still negotiating the new language.
 5. Design is still taking place for the Arlington/Glen Falls section of the Army Corp project to provide sewer.
 6. The purchase of Summit Park PSD was sent to the WV PSC September 23rd, PSC denied it originally and sent the agreement to the ALJ. ALJ has approved the initial purchase but have some requirements.
 7. The new ARCGIS mapping through Thrasher is up and running.
 8. Sun Valley PSD has installed new pumps in our Armory Lift to help with their current upgrade around Davisson Run.
 9. Ordered Manhole sections from RDR and picked them up.
 10. Working on placing the order for the Accu-Steel 50x50 Garage for the Sewer Department.
 11. We will be trying to fix a shed at the garage to make into more storage for the Sewer Department.

Other Work outside of Sewer

1. We are still having issues with the Water supply at the YMCA. We will be installing a VFD this week or next on the Main Water pump and should fix the issues.

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.

7) Unfinished Business: None.

8) New Business:

- a) **Consideration of emergency repair to the elevator in the parking garage**

Motion By: Councilmember Hyman

Seconded By: Vice Mayor Riffle

To approve the emergency repair of the parking garage elevator by Schindler Elevator in the amount of \$18,254.55 (with the same being a sole source vendor under contract with the City) with monies from the Rainy Day Fund. **Motion Approved Unanimously.**

- b) **Consideration of downtown free parking in December**

Motion By: Councilmember Worth

Seconded By: Councilmember Howe

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

c) **Consideration of honoring James D. LaRosa**

Mayor Malfregeot commented that Mr. LaRosa built EastPointe and NewPointe and annexed the property into the City and further noting the importance of these shopping areas to the City. In appreciation thereof, Mayor Malfregeot suggested a statue or the naming of City Hall in honor of Mr. LaRosa. City Manager Fell informed that she would bring some ideas back to Council for consideration.

(Deviating from the Agenda)

- 9) Council Comments – Councilmember Deems noted the success of the Liberty Middle School Soccer Team with City Clerk Wright informing that the team would be recognized at a future meeting. Councilmember Deems remarked on the immediate need for discussion regarding Code Enforcement. Councilmember Worth noted the 75th anniversary celebration of the VA Medical Center and also commented that past updates from the Department Heads proved beneficial and educational and suggested the possibility of revisiting the same. Councilmember Howe extended heartfelt concerns to the Cutlip family for the loss of their residence and suggested that Sgt. McGlone be honored for her swift action in alerting the Cutlips of the fire and the need to evacuate. Councilmember Howe voiced his appreciation to Board of Education Superintendent Dora Stutler for the use of their facility on such short notice. Vice Mayor Riffle informed of the release of his children's book entitled "The Super Screwdriver" and the mini book tour to be held around the area. Mayor Malfregeot reminded all that if they see something to say something.

(Returning to the order of the agenda)

d) **Status update regarding internal investigation regarding allegations against the City Manager (Executive Session Anticipated)**

Motion By: Councilmember Howe
Seconded By: Councilmember Worth

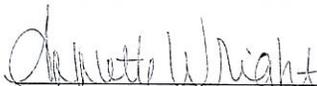
To adjourn into executive session pursuant to Chapter 6, Article 9A, Section 4 of the West Virginia Code to discuss personnel matters and that the following persons be present: Mayor and Members of City Council and further reserving the right to call other persons into executive session, as necessary.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

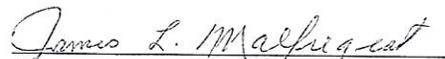
Concluding executive session,

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 Worth, Seconded by Councilmember Hyman and Approved Unanimously** for adjournment.


Annette Wright, City Clerk


James L. Malfregeot, Mayor

APPROVED: December 18, 2025