

**REGULAR MEETING ~ CITY COUNCIL
PRINCETON, MERCER COUNTY, WEST VIRGINIA
October 17, 2022**

A Regular Meeting of the Common Council for the City of Princeton, Mercer County, West Virginia was held in the Council Chambers of the Municipal Building on Monday, October 17, 2022, at 6:30 p.m. In attendance were Mayor David Graham; Vice Mayor Joseph Allen; Council Members Dewey Russell, Marshall Lytton and James Hill; City Attorney Paul Cassell and City Clerk Kenneth Clay. Absent were Council Member Jacqueline Rucker, Council Member James Hawkins and City Manager Michael Webb. A quorum was constituted thereby.

I. INVOCATION AND PLEDGE OF ALLEGIANCE

Council Member Marshall Lytton led in the invocation by thanks for watching over the city employees and department heads; offered thanksgiving for the City Manager and all City staff members; prayed for protection of the members of the Police and Fire Departments, as well as all first responders, nurses and doctors; offered a prayer of healing for Council Member Jackie Rucker; prayed for the men and women fighting for their country in Ukraine and that the war would soon end; prayed for the hurricane victims while they rebuild their lives and for the family members that were lost; prayed for a blessing upon our country and its leaders; and for divine guidance in the conduct of this City Council meeting.

Vice Mayor Joseph Allen led in the Pledge of Allegiance to the Flag of the United States of America.

II. CALL TO ORDER

Mayor David Graham called the meeting to order.

III. PROCLAMATIONS ~ PRESENTATIONS

1. **Oath of Office, Fire Lt. Aaron Beeman** – City Clerk Kenneth Clay first administered the Oath of Office for recently promoted Fire Lieutenant Aaron Beeman of the Princeton Fire Department.
2. **Oath of Office, Patrolman Tyler Cook** – The City Clerk next administered the Oath of Office to recently hired Patrolman Tyler Cook of the Princeton Police Department.
3. **Proclamation: International Alpha Delta Kappa Month** – Mayor David Graham read a proclamation declaring the month of October 2022, as “Alpha Delta Kappa Month” in the City of Princeton and urged all our citizens to show their support for these women educators by wholeheartedly embracing the goals of Alpha Delta Kappa as their own.
4. **Proclamation: Family Court Awareness Month** – Mayor Graham next read a proclamation declaring the month of November 2022, as “Family Court Awareness Month” in the City of Princeton and encouraged citizens to support their local communities’ efforts to prevent harm of children in the hands of family members and to honor and value the lives of children.

5. **Resolution: Honoring the Memory of Mayor Tim Ealy** – Mayor Graham read the following resolution on behalf of Princeton City Council:

R E S O L U T I O N

WHEREAS, Mr. Tim Ealy served as the Ward IV representative on Princeton City Council from July 1, 2009, until January 2022; and

WHEREAS, Tim Ealy served as Mayor of the City of Princeton for three consecutive terms from July 1, 2014 to June 30, 2017; and

WHEREAS, Mr. Ealy possessed the management skills, temperament and personal contacts in both the community and beyond to initiate and see the completion of many positive developments throughout Princeton, including the transfer of City ownership of the Fred Gilbert Center to the Vietnam Veterans of America, the fulfillment of the Beirut Marine Barracks Memorial at the Athens Crossroads, a rekindling interest by the WVDOT for the installation of a traffic light at Locust and Rogers Streets and his never flagging support for the Cruise-Ins; and

WHEREAS, Mr. Ealy derived great pride in the City of Princeton and was always at the ready to listen to citizens' complaints and find a solution, as well as further enhance the economic development of the City while remaining behind the scenes; and

WHEREAS, Mr. Ealy was known to walk the downtown area of the City from his home on Butler Street to the Center Street fountain visiting with business owners and shoppers while on his way.

NOW, THEREFORE, BE IT HEREBY RESOLVED:

That the Common Council of the City of Princeton honors the life and legacy of our friend and Mayor, Tim Ealy, and expresses heartfelt sympathy to his family and friends upon his passing. He will be missed by all.

Given under my hand and dated this the 17th day of October, 2022.

David E. Graham, Mayor

6. **Resolution: Supporting the Princeton Post Office** – Mayor Graham read the following resolution on behalf of Princeton City Council in support of the Princeton Post Office:

R E S O L U T I O N

WHEREAS, the traditional motto of the U. S. Post Office is “Neither snow nor rain nor heat nor gloom of night stays these couriers from the swift completion of their appointed rounds”; and

WHEREAS, the United States Postal Service is an independent agency of the Executive Branch of the U. S. government and operates in a business-like manner; and

WHEREAS, the official mission statement of the U. S. Post Office states that its basic function is “to provide postal services to bind the Nation together through the personal, educational, literary, and business correspondence of the people. It shall provide prompt, reliable and efficient services to patrons in all areas and shall render postal services to all communities”; and

WHEREAS, the Post Office located on Mercer Street in downtown Princeton is a hub of activity as its couriers diligently uphold its traditional and codified tenets of operation as a constant flow of citizens visit it daily; and

WHEREAS, the citizens of Princeton and Mercer County have come to rely upon the Post Office as a faithful messenger and carrier of news and knowledge, as well as an instrument of trade and industry.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Princeton City Council, as a governing body, expresses its sincere appreciation to the officers and employees of the Princeton Post Office for being an essential member of our community and extends its undying support to this servant of all. Also, this resolution will be forwarded to the representatives of our Congressional delegation.

IN WITNESS WHEREOF I, David E. Graham, Mayor of the City of Princeton have hereunto set my hand and caused the great seal of the City of Princeton to be affixed this 17th day of October, 2022.

David E. Graham, Mayor

IV. PUBLIC INPUT

1. **Mr. Lyle Cottle, Mercer County Assessor** – Mr. Lyle Cottle, Assessor for Mercer County, addressed City Council to express the County’s opposition to Amendment 2 to the West Virginia State Constitution which would result in the loss of revenue for schools and other County services. He added this passage is no guarantee of any of the tax cuts that have been promised in return, which include machinery and equipment, furniture and fixtures, business inventory and, on the end that added the vehicle tax. Mr. Cottle then remarked that the removal of the vehicle tax was added at the end to attract more favorable votes.

Mr. Cottle urged those present to vote against Amendment 2 because it would lead to losing services like fire, emergency services, senior citizen center, nutrition programs, 4-H programs, Little League and others. These funding for these services would have to be made up in other ways, such as increased property taxes on houses, doing away with

the farmer's discount, the homestead exemption could go away, or increased income taxes through the State.

- 2. Theresa Davis, Mt. Horeb Road** – Theresa Davis addressed City Council by expressing her concerns regarding the dangerous intersection at Ingleside Road and Rt. 460. She emphasized increased issues regarding motor vehicles operators regularly running the red light at that intersection and explained her personal experiences with near accidents recently by people ignoring the red light. Mrs. Davis also explained these conditions are the worst she has seen over the 34 years of living on Mr. Horeb Road. She then requested more police enforcement of the red light at that location.

Mayor David Graham advised Mrs. Davis that this matter would be referred to the City Manager and Police Chief for disposition.

- 3. Public Hearing on the conveyance of a .172 acre parcel of City property located at 219 Robbins Street to the Princeton Economic Development Authority.**

Mayor Graham moved the City Council meeting into public hearing at 6:51 p.m. and explained that this hearing provides the public an opportunity to become acquainted with the transfer and offer comments and questions regarding the economic and environmental impacts to the service area or any alternatives to the transfer.

There were no comments or questions from the public and Mayor Graham closed the public hearing at 6:52 p.m. and called for a motion on the proposed transfer of City property.

MOTION: James Hill moved City Council approve the transfer of the .172 parcel of City property at 219 Robbins Street to the Princeton Economic Development Authority.

Joseph Allen duly seconded the motion.

Mr. Hill commented that the house that stood on this lot was demolished originally some time ago.

On voting, the motion carried unanimously.

V. CONSENT AGENDA

With corrections duly noted by the City Clerk, Mayor Graham committed the item on the Consent Agenda to the record as corrected, as follows:

Minutes of the August 15, 2022, Regular City Council Minutes.

VI. POLICY AGENDA

A. COMMITTEE REPORTS

1. PUBLIC WORKS AND RECREATION COMMITTEE

Acting Chairman Dewey Russell reported the Public Works and Recreation Committee of Princeton City Council met on Wednesday, October 12, 2022, at 1:00 p.m. with the following reports to present to City Council:

PUBLIC WORKS DEPARTMENT

Monthly Report for September – Public Works Supervisor Terry Blankenship presented the following report:

OLD BUSINESS

Crews continued curb painting on Mercer Street, Thorn Street and the fountain on the East End. Public Works also plans to complete Thorn Street and the fountain this year.

The Department is preparing to start work on Church Street by installing 40 feet of pipe and adding a drop inlet at the corner of Church Street and Upper Pine Street.

NEW BUSINESS

Service Requests – Public Works completed 27 official service requests for citizens in September, along with one additional service request in coordination with Code Enforcement.

The following tasks were performed during September:

- Crews repaired the entrance to the Roses Parking lot beside Stafford Drive. The ground had settled and the asphalt had sunk above the drain pipe. This was repaired and gravel compacted down over it onto which asphalt was applied.
- Also replaced 40 feet of pipe at South Johnston Street, but still need to do asphalt repair to complete the job.
- Began work on resurfacing the alley behind Cheap Thrills and fixed a drainage issue there. Asphalt is needed there as well to complete the work.
- Built a new drainage box on Hines and Kirk Street to fix a large hole beside the roadway that went into the drain pipe to resolve any issues that might arise from vehicle or pedestrian traffic. A new gate cover is being built for this drainage box.
- Public Works has continued work on the pool at City Park by finishing the plumbing needed to fill the pool with water and to assess how well the new liner will hold the water. Plans are to install the pump for the water slide soon and fix some of the old fencing around the pool.
- Crews also assisted eh Parks and Recreation with their mowing and repairs as needed at

- the Parks and Rec Center building.
- Public Works employees assisted the Fire Department with spreading gravel for their Training Center and cut out doorways in the shipping containers so the new steps and doors could be installed.
- A crew also assisted the Sanitary Board by removing some trees that were in the way of them repairing a sewer main in the alley off Lazenby Avenue.
- Public Works is completing work on the Leaf Truck and getting ready to start collecting leaves around the City.
- Work also has begun on the Christmas decorations for this year and currently going through them to make repairs as needed. New decorations have been ordered, along with the lights for the trees and Princeton Welcome Signs. The hope is to make this year better than ever.
- Public Works will continue to assist the other departments as needed and will continue planning and installing Christmas decorations across town. Crews also will address any leaf issues on the streets and repair storm water issues that might arise.

PARKS AND RECREATION DEPARTMENT

Assistant Park and Recreation Director Malinda Edwards presented the following report to City Council:

OLD BUSINESS

Pool Update – Renosys Corporation completed the installation of the new pool liners and RecDeck on Friday, September 9th. The pool now is full of water and the liner system is sound with no leaks. Also, the new pool pump was delivered and has been installed partially.

Annual Disc Golf Tournament – Greg Bishops' Annual Disc Golf Tournament was a huge success with 42 participants in the glow round which was played in City Park on the night of Friday, September 23rd. On Saturday, there were 87 competitors that played the round at Glenwood Park. There were players from eight different states including West Virginia, Virginia, Tennessee, North Carolina, Ohio, Pennsylvania, Kentucky and Florida.

Programming - The Itty Bitty Basketball League registration went well. The department ended up with 77 Itty participants making up nine teams and 79 Bitty participants making up an additional nine teams. This is 42 more kids than signed up in 2021. Games will begin next week and continue through mid-November.

As soon as the Itty Bitty leagues finish, the department will go straight into the Indoor Soccer season. The Indoor Soccer Leagues are one of our newest and most popular programs. Currently, there already are 146 participants registered. Therefore, the leagues definitely will exceed the numbers from 2021.

NEW BUSINESS

Grant Award – The Recreation Department recently was notified of a grant award from the Community Foundation of the Virginias. The grant totaled \$5,639 with the funds designated for the purchase of a commercial grade floor scrubbing machine with traction drive, as well as the construction of two Pickleball courts which will be located on the basketball court behind the Recreation Center.

Council Member Joe Allen congratulated Malinda Edwards regarding the Pickleball Courts and added that Debbie Ball, who now serves on the Rec Board with him, had been on him for two years about adding Pickleball courts at the Recreation Center.

RAILROAD MUSEUM

Railroad Museum Director Pat Smith presented the following report:

Numbers for September: Attendance: **416**; Donations: **\$787.92**; Sales: **\$650.78**

Governor Jim Justice – On Friday, September 30th, the Railroad Museum hosted Governor Jim Justice who held a Town Hall meeting at the museum regarding Amendment 2 to the WV Constitution that will appear on the November ballot. He remarked that the Princeton Museum is one of the nicest he has visited. There were 60 plus people in attendance, Mrs. Smith informed.

Railroad Museum's Birthday Party – On October 8th the Railroad Museum celebrated its 16th Birthday by serving free birthday cake. Randy Shelton of Mythical Collections brought a calliope from Detroit and agreed to use it to publicize the party. She added that he rode up and down Mercer Street and Stafford Drive playing music on the calliope, with signs on the back of the trailer announcing the Museum's birthday party and the free cake. Fifty people who attended the party said they had attended because of the calliope. Also, Mr. Shelton is willing to make it available for the Christmas Parade.

Friday night there were three RV's parked at the Railroad Museum, Saturday night there were five RV's and Sunday night three more. These RV's bring business to the City and they place donations in the new slot on the front door.

Junior Dalton is making a railroad quilt based on trains for display at the Museum, also.

Virginian Railroad Enthusiasts – The Museum will be hosting the Virginian Railway Enthusiasts, otherwise known as the Virginian Crazies, the weekend of October 15th and 16th.

They hold their annual meetings at Twin Falls State Park and this will be their first meeting since 2019. The Museum hosted them several years ago and they decided to come see the model train layout.

Other Activities - Mrs. Smith thanked the Public Works Department for refreshing the Museum's parking stripes and handicap signs. Another private group finished painting the decorative brick pavers in the parking lot that the Princeton Rotary Club had started.

Lastly, Mrs. Smith advised that the Museum's security cameras, inside and outside the building, will be installed next week by Greenbrier Tech.

The Third Edition of the Princetonopoly Game is available now at the Railroad Museum and Princeton City Hall. This one is a retro version of the game with the former businesses of the 1930's, 40's and 50's featured on the game board. Cost is \$32 each and if you want it mailed there is an added \$8.00 fee. It comes with playing pieces created by the Princeton Library with its 3-D Printer.

Pat Smith further reported that she continues working on creating a Southern WV Museum Tour in the southern region of the State.

PRINCETON PUBLIC LIBRARY

Acting Chairmen Dewey Russell presented the Princeton Public Library's report on behalf of Director Laura Buchanan as follows:

Friends of the Princeton Public Library

- **The Friends' Book Sale** was held on October 11th and 12th and they also held one during Autumnfest. That, in conjunction with the First Fun Run/Walk on October 8th left them in good financial standing to help with next year's Summer Reading Program and assist the Library in other means when necessary.
- **Fun Run** was cold, but successful, especially being the first one. We had 18 participants and, most importantly, everyone had fun. Mike Webb was kind enough to join us in the cold to act as one of the judges for the costume contest and we extend our deep appreciation to him for donating his time and services for that.
- The Friends of the Library are at this time planning to host another Fun Run/Walk next year.

Library Stats

- 76 new Library accounts were created during the month of September, this is a quarter increase over last year.

- The Library had 4,443 items circulate in September, including digital circulations.
- This is up 539 checkouts since last year.

Programs

- The Library hosted 21 in-person programs with 201 participants during the month of September.
- To celebrate National Gratitude Day, the Library offered 50% off fines and late fees for the patrons.
- Special thanks to the Princeton Fire Department and the Princeton Police Department for coming out to present a story time to our preschoolers and to share with them a bit about their jobs. We deeply appreciate them taking the time to do these programs. Both the children and their parents really enjoyed the hour.

Upcoming Programs of Interest

- **Celebrate the Library** was scheduled for September and was held Saturday, October 15th, at 11 am. There were light refreshments and an opportunity to browse the various library scrapbooks as the Library celebrated being accepted into the National Historic Places Registry.
- Noah Stafford **Chess Club** will meet October 18th at 6 pm. This is open to all ages and levels of experience.
- **Pat Smith** will be presenting a talk on Lake Shawnee and other local ghost stories on October 22nd at 11:30 p.m. Light refreshments will be served.
- The Library will be participating in the Mercer Street Monster Mash on October 31st by hosting a **Ghost Tour**.
- **Greenbrier Technologies** began work to update the Library's Security System on October 13th.
- **Princeton Public Works** was kind enough to not only clean the parking lot, but they repainted the lines there as well and dug a hole for out tree that will be part of our Celebrate the Library event. Public Works always is very helpful and attentive to our needs, which we deeply appreciate.
- Various parts of the Library's wall and roofing continue to crack and bubble. The West Virginia Room is in jeopardy of being closed off to patrons and staff once again due to safety concerns. And some of the ceiling beams now are showing signs of plaster falling off. Assistance in finding a solution to this ongoing problem would be greatly appreciated.

In response to Ms. Buchanan's report of damage to the Library facility, Mayor Graham advised that he had contacted Mike Gioulis who will be coming to assess the damage and make any recommendations. Mr. Gioulis was involved in the initial project to convert the building into the Library facility.

2. PUBLIC SAFETY COMMITTEE

Chairman James Hill reported the Public Safety Committee of Princeton City Council met on Wednesday, October 12, 2022, immediately following the Public Works and Recreation Committee, with the following reports to present to Council:

CODE ENFORCEMENT DEPARTMENT

Code Enforcement Director Ty Smith presented the following report for September:

COMPUTATION OF COMPLAINTS

Summary – Property Maintenance

Initial Complaints	407
Cumulative Complaints to Date	45,536

AREA PATROL SUMMARY

Demolition/Renovation/Programs Status

Condemnations/Unsafe in Process	61
Demolitions in Appeals Process	0
Demolitions w/Notice to Proceed	4
Total Demolitions to Date	684

Animal Control & Property Maintenance

Complaints this Month	122
Animal Control Cases	28
Impounded (dogs 5; cats 11)	16
Adopted	2
Euthanized	4
Reclaimed	1
Rescued	2
Property Maintenance Cases	101

Building Inspection (Zoning, PM, RC)

Building Permits (Res. 22; Com. 15)	37
Total Inspections	28
Total Project Costs	\$724,439.54
Permit Fees	\$3,730.00

Flood Plain Management & Property Maintenance

Flood Plain Determinations	37
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Flood Plain Permits Issued 2
Property Maintenance Cases 148

Zoning Official

Certificate of Occupancy Applications: 3
Certificate of Occupancy Inspections: 1

Zoning Board Cases: 0

Rental Compliance

Revenue in Sept. \$827.50; Total to Date: \$20,022.95
Registered Units Sep: RENEWALS-Houses 11; Apts. 39; Duplex 1
Cumulative Total: Houses 357; Apts.559; Other 78; Total 995

Vacant Buildings

Registered Vacant Buildings September: 0; Total 38.

BILLING TOTALS FOR SEPTEMBER

Demolition Billed: \$14,972.50 Payments Received: \$350
Grass, Trash & Vet Billed: \$1,272.40 Payments Received: \$ 75
13 invoiced for a total collection of \$425.00

Code Enforcement Director Ty Smith reported as far as demolitions, about eight houses have been taken down in the last week and the contractor is working on that lower commercial property at 113 Mercer Street and the actual number on the other properties at 116, still will be restored. They also did asbestos abatement and are separating part of the old washroom on the back of 116 with the intention of maintaining that and keeping it. But as far as full demolition, he remarked that he thought that work would begin the next day.

He continued by explaining so far the contractor is moving along pretty well on the houses and that he expected them to have torn down in about 40 days, 61 properties with about ten more added. So we're probably talking about 48 houses with a total of 61 buildings altogether counting accessory structures. Also, for the audience's benefit, there are places that sometimes have nefarious people hanging out in them and doing dangerous things and the goal is to eliminate them and not give these folks a place to flop illegally, which helps our Police and Fire Departments.

Further, Mr. Smith explained that the problems we've been having relates to the property owners not being able to afford some of the demolition costs, since they are pretty high, and it gives them the opportunity to save \$5,000 to \$8,000 for a demolition.

Chairman James Hill asked if there was anything on the pending grant for additional demolitions.

Ty Smith replied there will not be any other monies released for 18 months and the next round of money may possibly have some remodeling money attached to it. In other words, if there is a building that is kind of on the bubble that does need some real attention money wise and if there's a possibility that we identify those, file all the paperwork, they will look over the application and grant some money for remodeling. That would be to the citizens, Mr. Smith added.

NICE Grant Applications – On request of Mr. Hill, Ty Smith explained the NICE Grant was created to help citizens on a limited income do some small jobs to improve their home. It's not for big projects since the maximum of the grant is \$1,000. Not a lot of work can be done, but some work may be accomplished to improve the home.

Councilman Hill reported the Public Safety Committee approved and recommended to City Council **and he so moved**, approval of the following applications for the Neighborhood Improvement through Code Enforcement (NICE) Grant:

1. **Irma Thompson** of 905 Washington Avenue in the amount of \$1,000 to replace deteriorated under pinning for her home; and
2. **James and Debra Graham** of 805 Washington Avenue in the amount of \$1,000 for the replacement of dilapidated underpinning for their mobile home.

The motion carried unanimously.

Mayor David Graham addressed Ty Smith by remarking that he had reported the washroom at the back of the blue building beside Wheby's would be retained and asked if doing so would keep the City in compliance.

Mr. Smith replied in the affirmative and explained that a new roof structure would be incorporated when the building is restored.

Ty Smith added that he was sure the architects would submit the plans for approval and it should be ok.

Mayor Graham responded that we will have to further satisfy the historic preservation folks by retaining that area.

FIRE DEPARTMENT

Fire Chief Matt Mould presented the following report for September:

Call Report – During the month of September the Fire Department responded to **127** emergency calls, as follow:

- 5 fire calls (2 structure fires with one response outside the City)

- 14 vehicle accidents/rescues, and
- 89 emergency medical calls

Total emergency calls since July 1, 2022: **380**

Inspections - The Fire Department also performed 4 fire inspections, 3 certificates of occupancy, 11 outdoor burning permits.

Training – The Fire Chief also reported that the Fire Department devoted 515 man hours to training during September.

- Members attended the presentation and safety lecture of the County's E-Bus
- Members participated in a vehicle extrication and rescue demonstration at Recycle WV.
- 3 members attended a grant writing seminar in South Charleston hosted by the South Charleston Fire Department (Chief Mould, Captains Thomason and Croy)
- Roster at 10 EMT's and one paramedic.

Vehicle Accident Billing – The Fire Department received zero dollars from insurance billing in September. The total for insurance billing in FY2022-23 is **\$750.**

Other Updates:

- The 9/11 Memorial Stair Climb was held on September 10th.
- Autumnfest gave the FD the opportunity to pass out safety info for children and seniors.
- A lieutenant's exam was held on September 15th which resulted in Aaron Beeman receiving the highest score. Lt. Beeman's official promotion was on September 29th and fills all our officer positions.
- An ISO inspector was here on September 20th to evaluate and collect data for the City's Public Protection Class Rating.
- New digital radios were purchased for every FD vehicle to replace the ones purchased in 2007.
- A new Ford F-150 was ordered and will replace a station vehicle and the Chief's vehicle.
- Stairs and platforms for the Training Center's burn building have been constructed. Mr.

Phillips and Public Works cut door and window openings. The burn building is expected to be completed in October.

Upcoming News

- Fire Prevention Week is October 9th – 15th.
- A hiring test is scheduled for October 15th at 9:00 a.m.
- Fall vehicle maintenance and semi-annual hydrant testing begins in October.

Mr. Hill congratulated Mr. Beeman on his promotion to Lieutenant.

POLICE DEPARTMENT

Police Chief T. A. Gray presented the following report for September:

- During the month of September Princeton officers responded to **532** calls for assistance, made **30** arrests and issued **126** citations.
- Chief Gray reported that Captain Woodard and he, together with their wives, attended a Regional Organized Crime Information Center (ROCIC) meeting in Alabama September 24-29, during which Chief Gray was elected to another three-year term as a member and also was named Secretary-Treasurer for 2022-23.
- The Chief further reported that the Police Civil Service Commission would be conducting hiring tests on October 29th and advised that the physical ability test would be conducted indoors this time.
- The Princeton Police Department will be holding a Trunk or Treat for children from 5:00 to 8:00 p.m., Saturday, October 15th at the fountain during the season's last Cruise-In on Mercer Street. The Chief thanked all those persons and business that donated to the event.
- SWAT training was conducted last week with trainers from Florida and represents the best training of the year. Also, the trainers spent one entire day with Princeton PD conducting different response scenarios.
- The Police Department has been asked to read to Princeton Primary School on October 26th at 11:00 a.m. and Lt. Halsey, who does an excellent job, will appear there as Mr. Consequences.

Halloween Observance – In order to maintain compliance, James Hill **moved** that Halloween Trick or Treat in the City of Princeton be observed on October 31st from 6:00 to 8:00 p.m.

Dewey Russell duly seconded the motion.

The motion carried unanimously.

Council Member Joe Allen commented that the new Patrolman, Tyler Cook, did a great job with the people and children during the Police Department’s Trunk or Treat.

3. FINANCE AND ADMINISTRATION COMMITTEE

Chairman Marshall Lytton reported the Finance and Administration Committee of Princeton City Council met on Wednesday, October 12, 2022, immediately following the Public Safety Committee, with the following to report out to Council:

FINANCE DEPARTMENT

September 2022, Financial Report – Finance Director Brian Conner reported that as of the end September, the third month of FY2023, the actual revenues collected stood at 25.98% of the budgeted amount, while actual appropriations were expended at a rate of 26.68%, as compared to the budget projections of 25.00% forecast for the end of September. Total funds available for City operations at the end of September were **\$3,909,289**.

PEIA\$59,084.76
KS State Bank\$41,499.96
Motorola\$27,622.96

Mr. Lytton further reported that the Finance and Administration Committee approved and recommended to City Council the September 2022 Financial Reports **and he so moved**.

Dewey Russell duly seconded the motion.

Mr. Hill inquired about the purpose for the payment Kansas State Bank.

Mr. Conner replied that involved a payment on for the City’s new garbage truck.

On voting, the motion carried unanimously.

FY2023 General Fund Budget Revision #2 – The Finance Director continued by presenting and recommending the FY2023 General Fund Budget Revision #2 to appropriate additional expected revenue and to correct fund balance for unappropriated funds in prior year. Furthermore, the additional funds need to be allocated to funds showing an actual deficit in the accounting records. This revision will increase our estimated revenues by **\$16,500**. This revision brings the FY2023 General Fund Budget to **\$8,143,974**.

Expenditure adjustments include the following:

- Increase in Economic Development Fund for purchase of Capital Equipment.

Total revisions increase the General Fund Expenditures Budget to **\$16,500** bringing the total General Fund appropriations for FY2023 to **\$8,143,974**.

Mr. Lytton further reported the Finance and Administration Committee approved and recommended to City Council FY2023 General Fund Budget Revision #2, **and he so moved**.

James Hill duly seconded the motion.

The motion carried unanimously.

Supplemental Authorization to Transfer Funds for Capital Equipment – Finance Director Brian Conner explained that a USDA requires a separate bank account for grant funds and, therefore, authorization if required by Council authorizing the transfer of the \$16,500 from the bank account into the City’s General Fund, Economic Development Account to pay for the Fire Department new utility truck.

MOTION: Mr. Lytton moved City Council authorize the transfer of \$16,500 from the USDA grant’s account to the City’s Economic Development Fund.

Joseph Allen duly seconded the motion.

The motion carried unanimously.

B. & O. Tax Incentives – Mr. Lytton reported the Finance and Administration Committee approved and recommended to City Council, **and he so moved**, the following new businesses in the City for the one-year, 100% B. & O. Tax Incentive

1. Bratz BBQ, LLC, 1338 Stafford Drive – Full Service Restaurant –Jerome & Samantha Powell;
2. The Loft at 1123 Mercer Street - Event Center – Paula King; and
3. Grooming by Britni, LLC, 708 Stafford Dr. – Dog Grooming – Britni Small.

Dewey Russell duly seconded the motion.

Economic Development Specialist Samuel Lusk reported that Bratz BBQ had lost its location and recommended it be tabled.

Mr. Lytton moved to table consideration of the application of Bratz BBQ.

Dewey Russell duly seconded the motion to amend.

The motion carried unanimously.

Mr. Lytton moved City Council approve the applications of The Loft at 1123 Mercer Street and Grooming by Britni for the B. & O. Tax Incentive.

Appointment of Laura Buchanan to the CIC – Mr. Lytton reported the Finance and Administration Committee approved and recommended to City Council, **and he so moved**, the appointment of Laura Buchanan to the CIC to complete an unexpired term ending on 08/11/24.

Dewey Russell duly seconded the motion.

The motion carried unanimously.

Resolution Approving Incurrence of Indebtedness by Princeton Community Hospital Association, Inc. – Mr. Lytton reported the Finance and Administration Committee approved and recommended to City Council, **and he so moved**, **A Resolution Approving the Incurrence of Indebtedness by Princeton Community Hospital, Inc.** that will be secured by a lien on the gross revenues of the Corporation which is on a parity with the lien thereon in connection with the City of Princeton's Hospital Refunding Bonds, Series 2012.

Dewey Russell duly seconded the motion.

The motion carried unanimously,

Venture Challenge Update – Mr. Lytton reported that the Finance and Administration Committee approved and recommended to City Council, in light of a denial of the City's application for a US/EDA Venture Challenge Grant, that the disposition and use of the \$100,000 matching amount approved by City Council be referred to the Princeton Economic Development Authority for consideration, **and Mr. Lytton so moved**.

Joseph Allen duly seconded the motion.

The motion carried unanimously.

Appointment of Dan Crutchfield to the Planning Commission – Mr. Lytton reported the Finance and Administration Committee approved and recommended to City Council, **and he so moved**, the appointment of Mr. Dan Crutchfield to the Princeton Planning Commission to complete an unexpired term ending on 12/31/22.

James Hill duly seconded the motion.

The motion carried unanimously.

Drawdown #4 for the Rogers Street Storm Water Project – Mr. Lytton reported the Finance and Administration Committee approved and recommended to City Council, **and he so moved**,

Authorization for payment of Drawdown #4 for the Rogers Street Storm Water Project in the amount of \$92,027.20 for contractor and engineer services.

Joseph Allen duly seconded the motion.

Mr. Russell as how far along the project was at this point.

Mayor Graham replied that the project is 90% complete.

On voting, the motion carried unanimously.

Amendment No. 1 – Agreement for Administrative Services by and between City of Princeton, WV and Region I PDC – The Finance and Administration Committee approved and recommended to City Council, **and Mr. Lytton so moved**, Amendment #1 to the Agreement for Development Council regarding compensation and audit requirements.

Dewey Russell duly seconded the motion.

The motion carried unanimously.

Ratification of Officers for the Princeton Community Hospital Board of Directors – Mr. Lytton reported that the Princeton Community Hospital Board of Directors had presented the following officers-elect for ratification by City Council, **and he so moved**:

James Sarver, III, President
Phillip Ball, Vice President
Diane Spencer, Treasurer
Karen Bowling, Secretary

James Hill duly seconded the motion.

The motion carried unanimously.

COMMUNITY IMPROVEMENT COMMISSION

Community Improvement Commission Chairman Sam Lusk presented the following report for the CIC meeting of October 5, 2022:

The CIC approved the following Façade Grants:

- Godfather's Pawn - \$1,100
- Snook's Wings and Things - \$1,083
- Simple Pix Selfie - \$2,000

The CIC approved the purchase of the following Christmas decorations:

- 125 bulbs for tree lights
- 600 ft. of tree string lights
- 300 ft. of solar string lights
- 2 snowflake tree toppers
- 30 Teen Challenge wreaths
- 1 snow making machine

Christmas Events:

- Singing in the Holidays 6:00 to 8:00 pm with Lee Dean as Elvis Presley
- Christmas Parade, Friday, December 2nd at 7:00 p.m.

James Hill commented that in the past City Council had voted to approve the Façade Grants and believed that should continue as the property procedure. Therefore, Mr. Hill **moved** City Council approve the Façade Grants reported to City Council by Mr. Lusk.

Dewey Russell duly seconded the motion.

The motion carried unanimously.

B. CITY ATTORNEY

The City Attorney presented three ordinances for first reading, as follow:

1. First Reading by title of AN ORDINANCE AMENDING ARTICLE 121.01, "REGULAR MEETINGS," OF THE CODIFIED ORDINANCES OF THE CITY OF PRINCETON, WV.

City Attorney Paul Cassell explained this ordinance will set the City Council meeting for every third Monday, instead of the second Monday, due to ongoing conflicts with holidays and Municipal League meetings.

MOTION: Joseph Allen moved City Council accept the ordinance on first reading.

James Hill duly seconded the motion.

The motion carried unanimously.

2. First Reading by title of AN ORDINANCE AMENDING ARTICLE 1900, "PERSONNEL GUIDELINES AND PROCEDURES," OF THE CODIFIED ORDINANCES OF THE CITY OF PRINCETON, WEST VIRGINIA.

Human Resources Director Brian Blankenship explained the content of this ordinance:

Section 3.07 – Holiday Guidelines – One thing that had been left out through the decades was the item of compensable free time or comp time to be included with sick leave, vacation and bereavement days, for an employee most likely applying to our salaried people before and after a holiday. That language was included since amendments to two or three other categories are being offered.

Section 3.08 – Annual Leave Guidelines – Added are the five days of extra vacation to each of the following tiers: 10 will increase to 15; 12 will go to 17; and 20 will increase to 25. Once an officer or a member of the Police Department reaches the 15th employment anniversary, that change will apply.

Section 4.08 – Clothing Allowance – The clothing allowance is going to increase from \$800 to \$1,000 for Police and Fire Departments.

MOTION: James Hill moved City Council accept the ordinance on first reading.

Marshall Lytton duly seconded the motion.

James Hill commented that he would like to see the Public Works employees also receive this increase in the clothing allowance in light of the tasks they perform and also received that half-day off before New Year's.

The motion carried unanimously.

3. First Reading by title of AN ORDINANCE AMENDING ARTICLE 1800, "VACANT BUILDING REGISTRY," OF THE CODIFIED ORDINANCES OF THE CITY OF PRINCETON, WEST VIRGINIA.

Mr. Cassell explained this ordinance sets the vacant building fee at \$200 on any building in the City that remains vacant for a period exceeding 30 days. Also, the rest of the fees have been previously established.

MOTION: James Hill moved City Council accept the ordinance on first reading.

Joseph Allen duly seconded the motion.

The motion carried unanimously.

Resolutions Honoring Mayors Tim Ealy and Gene Bailey – Proposed resolutions honoring the memories Mayors Tim Ealy and Gene Bailey were approved by acclamation of City Council.

C. CITY MANAGER

Economic Development Specialist Sam Lusk, reporting for the City Manager:

- The City still awaits to hear from the Development Office regarding the Demolition Grant.
- The \$50,000 that was invested in the Gunter Center from the City: Lori McKinney reported that of the \$50,000, \$30,000 was used for pre-development in architects and \$20,000 was used for USDA managing funds directly. The City's investment effectively leveraged \$74,000 in additional dollars awarded by the USDA to create a long term strategic plan for the City. The City's support for the project helped attract \$637,000 in congressional earmarks in a grant from the Preservation Alliance of West Virginia. SHIPA has expressed strong support and appreciation for this project. The revitalization of the grocery store will begin in the coming months with help from the grant from the Preservation Alliance with improvements including a new roof, new wiring, new floors and more. This will be the first phase of the project with the renovation of the St. Clair's Building to follow. The target completion date for the Museum is 2025.

D. CITY CLERK

City Clerk Kenneth Clay remarked that it had been a pleasure working with Council Member and Mayor Tim Ealy during his time on City Council.

E. HUMAN RESOURCES

Human Resources Director Brian Blankenship had nothing further to report.

VII. COUNCIL ROUNDTABLE

Mayor Graham dispensed with the Council Roundtable.

VIII. ADJOURNMENT

There being no further business, Mayor David Graham adjourned the October 17, 2022, City Council meeting at 8:02 p.m.