

# *Town of Hillsboro*

Meeting Minutes

March 10, 2009

Members Present: John Hill, Sandy Gladwell, Lois Wilfong, Janice Good, James Johnson, Richard Workman, Anne Walker, Sandy Simmons

Mayor Workman called the meeting to order at 7:37 pm.

The minutes from February 10, 2009 regular meeting were passed out and read by council members. John moved to accept the minutes as written. Sandy seconded the motion. Motion carried.

The minutes from the Emergency meeting held on February 20, 2009 were passed out and read by council members. Lois moved to accept the minutes as written. Janice seconded the motion. Motion carried.

Next on the agenda was the Treasurer's Report. The report was passed out and read. Lois moved to accept the report as written. Janice seconded the motion. Motion carried.

Under old business, Recorder Anne Walker was asked to update the council on the town's website. Anne proposed to the council that she be given permission to send the advertisement form out to local businesses. She presented a list of businesses she compiled and asked for further input from the council. Janice moved to have Anne contact the businesses on the list. Sandy Gladwell seconded the motion. Motion carried.

Next, Anne discussed with the council the possibility of Nancy Martin, civics teacher at Pocahontas County High School, and her students completing our website updates. David Fleming will be unable to continue to update our website because he has been elected to the County Commission. John moved to allow Nancy Martin and her students to complete our website updates. Lois seconded the motion. Motion carried.

The hiring of the Sewer/Water Operators was presented to the council. The two candidates the council selected were John McCollum of Cass and Larry Simmons of Hillsboro. Anne recommended that they continue to receive \$22/day for week day and \$33/day for weekend, as compensation for their work. John moved to accept the two candidates and their pay rates. Sandy Gladwell seconded the motion. Motion carried.

Next on the agenda was the welcome signs that are proposed to be erected on either end of Hillsboro. Anne received an email from Sam Cowell at Carnifax Ferry Battlefield State Park stating that the sheet of plastic material measured 4' by 8' and that he would go ahead and seek approval from Charleston for the project. Mayor Workman stated that the council needed to pass a resolution to purchase the sheet of plastic material and that Hillsboro would need to contact the state road to get permission to erect the sign. He suggested that the signs be erected on posts and then at a later time decide what other materials were needed. Mayor Workman estimated the posts would cost approximately \$60 and the plastic material would cost \$255, as stated by Sam Cowell. Jim moved to proceed with obtaining approval from the state road to erect the signs and to purchase the materials once permission is received. John seconded the motion. Motion carried.

The town's next audit was next on the agenda. Sandy Simmons reported that 6 request for bids were sent out. At the date of the meeting 2 firms replied with no bids. She went on to discuss the next steps after the bids are received. Sandy also reported that the town has not received any information concerning the levy from the county. The budget committee was appointed. It will consist of Anne Walker, John Hill and Sandy Simmons. Jim moved to accept the committee. Janice seconded the motion. Motion carried.

The sewer pond care was discussed next. Mayor Workman asked council permission to purchase 3 gallons of pesticide for duckweed that would cost approximately \$150. Janice presented catalogs featuring spray equipment to council and suggested that the Town purchase a sprayer that would spray halfway across the pond. Mayor Workman stated that a compressor tank would be needed to obtain the 75 across the middle of the sewer pond. Jim passed out pictures of the sewer ponds showing the location of duckweed currently on the pond. John moved to give Mayor Workman permission to purchase the pesticide to treat duckweed. Jim seconded the motion. Motion carried. Mayor Workman and Larry Simmons are to research the cost of a sprayer.

Recorder Anne Walker requested permission from the council to add to the 2010 budget a request for a new computer for the town office. She estimated the cost would be \$500 to \$700 for a new computer. Lois moved to give permission for the computer purchase. Janice seconded the motion. Motion carried.

Sidewalks replacement was discussed next. Mayor Workman encouraged council to agree to secure money through the Small Cities Block Grant Program offered through the State of West Virginia to replace sidewalks along route 219. Recorder Anne Walker went on to discuss the requirement of the grant program and monies that needed to be committed by the town. Mayor Workman stated that funds have been set aside for the purpose of repairs to new sidewalks. The town could possibly use general fund monies up to \$10,000 for the grant. Anne asked if the administration should approach the county commission for additional monies for the sidewalks. Anne stated that specs were found at the town office for sidewalks. Jim stated those specifications were received from Lavern McCoy. He stated that the council did not know they could use other specifications than those provided by Lavern McCoy and the grant was lost as a result. Lois agreed that the main focus should be the sidewalks along Rt. 219 but was concerned about completing the application by April 20, 2009. Sandy Gladwell moved to have the public meetings advertised for the grant. Janice seconded the motion. Motion carried.

Sandy Simmons spoke to the council concerning some items that needed to be addressed in regard to the town office. She requested the office be underpinned, a new office chair, a fire proof safe, obtain insurance on the building, paint the trailer with paint donated by Opal Moore, and repair of guttering. She further requested permission to buy necessary office supplies that may exceed the current \$100 limit. Jim moved to give permission to Sandy to purchase necessary office supplies that may exceed \$100. Lois seconded the motion. Motion carried.

Mayor Workman informed the council that Charlie Wilfong will be ordering the plastic sleeves for the post for street signs. He also stated that he was to attend a DEP meeting in Charleston on Monday, March 16<sup>th</sup>.

John moved to adjourn the meeting. Jim seconded. Motion carried.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Richard Workman, Mayor

Anne Walker, Recorder

Sandy Simmons, Treasurer

Council Members:

John Hill

Jim Johnson

Lois Wilfong

Janice Goode

Sandy Gladwell