

AGENDA
NITRO CITY COUNCIL
JANUARY 5, 2021

CALL TO ORDER: Mayor Dave Casebolt
Ward 1 Councilwoman Donna Boggs
Ward 3 Councilman Joe Murphy
Councilman at Large Bill Javins
Councilman at Large Andy Shamblin

Recorder Rita Cox
Ward 2 Councilwoman Cynthia Rice
Ward 4 Councilman Michael Hill
Councilwoman at Large Emily Barr

INVOCATION/PLEDGE OF ALLEGIANCE

FUTURE DATES OF COUNCIL: January 19, February 2 and 16

APPROVAL OF COUNCIL MINUTES: December 1, 2020

OLD BUSINESS

COUNCIL AUTHORIZATION TRANSFERRING 2207 1ST AVE. PROPERTY (FORMERLY ANTIQUES ON THE AVENUE) TO NITRO LAND REUSE AUTHORITY: Mayor Dave Casebolt

RESOLUTION AUTHORIZING RENEWAL OF JUSTICE ASSISTANCE GRANT: Recorder Rita Cox

ANNUAL REPORT FIREMEN'S PENSION & RELIEF FUND: John Young

ANNUAL REPORT POLICE PENSION FUND: John Young

NEW BUSINESS

REQUEST TO PURCHASE OFFICE FURNITURE TO ORGANIZE BUILDING DEPARTMENT FILES: Building Inspector A. J. Shinn

NITRO MUNICIPAL COURT REQUEST FOR IRREGULAR PART TIME HELPER: John Young

TREASURER REPORT

ATTORNEY REPORT

MAYOR COMMENTS

COUNCIL COMMENTS

PUBLIC COMMENTS

ADJOURNMENT

DRAFT

NITRO CITY COUNCIL
MINUTES
DECEMBER 1, 2020

CALL TO ORDER: Mayor Dave Casebolt called the meeting to order at Nitro Church of Christ with the following present with the Mayor: Recorder Rita Cox, Ward 1 Councilwoman Donna Boggs, Ward 2 Councilwoman Cynthia Rice, Ward 3 Councilman Joe Murphy, Ward 4 Councilman Michael Hill on Zoom, Councilwoman at Large Emily Barr, Councilmen at Large Bill Javins and Andy Shamblin, City Attorney Johnnie Brown, and City Treasurer John Young.

INVOCATION/PLEDGE OF ALLEGIANCE: The Invocation was given by Councilman Shamblin and the Pledge of Allegiance was led by Councilwoman Barr.

FUTURES DATES OF COUNCIL: Mayor Casebolt said the future dates of Council are December 15 and January 5 and 19.

APPROVAL OF COUNCIL MINUTES: RECORDER RITA COX MADE THE MOTION TO APPROVE THE MINUTES WITH A SECOND BY COUNCILMAN BILL JAVINS AND THE MOTION PASSED.

OLD BUSINESS

BUDGET REVISION: COUNCILMAN ANDY SHAMBLIN MADE THE MOTION TO APPROVE THE RESOLUTION TO CORRECT THE BUDGET REVISION ORIGINALLY SUBMITTED AT THE NOVEMBER 17, 2020 MEETING. THERE WAS A SECOND BY COUNCILWOMAN DONNA BOGGS AND COUNCIL VOTED FOR THE MOTION.

NEW BUSINESS

ONE TIME TEMPORARY SALARY ENHANCEMENT FOR CITY EMPLOYEES: COUNCILWOMAN DONNA BOGGS MADE THE MOTION THAT POLICE, FIRE, AND SANITATION EMPLOYEES BE PAID \$1000 AS A ONE TIME TEMPORARY SALARY ENHANCEMENT FOR HAZARD PAY FROM THE THF ACCOUNT. THERE WAS A SECOND BY COUNCILMAN BILL JAVINS. VOTE WAS UNANIMOUS FOR THE MOTION. COUNCILWOMAN BOGGS MADE THE MOTION THAT REMAINING CITY EMPLOYEES BE PAID \$1000 ONE TIME SALARY ENHANCEMENT WITH A SECOND BY COUNCILMAN BILL JAVINS. THE MOTION CARRIED.

OPEN BIDS FOOD PANTRY: COUNCILMAN BILL JAVINS MADE THE MOTION THAT COUNCIL ACCEPT THE SOLE BID BY J. D. CREWDSON CONTRUCTION FOR \$28,100.00 TO MAKE THE REQUESTED REPAIRS AND UPGRADES TO THE NITRO FOOD PANTRAY IN THE WEST SATTES SCHOOL ON LEE AVENUE. THERE WAS A SECOND BY COUNCILMAN JOE MURPHY AND A UNANIMOUS VOTE FOR THE MOTION.

ATTORNEY REPORT: Johnnie Brown did not have a public report to present but said he was prepared to take questions from Council.

TREASURER REPORT: RECORDER COX MADE THE MOTION TO ACCEPT THE REPORTS FROM THE TREASURER WITH A SECOND BY COUNCILMAN SHAMBLIN. THE MOTION PASSED.

MAYOR COMMENTS: Mayor Casebolt said there will be a scope meeting with USDA representatives to discuss the rehabilitation project for the Ridenour Lake and dam. There will be a meeting a 10:00 am with city representatives and then at public meeting at 7:00 pm.

COUNCIL COMMENTS: Recorder Cox said with the end of the calendar year just ahead and budget talks beginning soon the different agencies of city government should be scheduled to present financial reports to Council at the next meetings.

PUBLIC COMMENTS: Kim Reed said the Twelve Days of Christmas is starting soon and tickets can be purchased through her office or with participating businesses.

ADJOURNMENT: COUNCIWOMAN DONNA BOGGS MADE THE MOTION TO ADJOURN WITH A SECOND BY COUNCILWOMAN EMILY BARR. THE MOTION CARRIED.

DAVE CASEBOLT, MAYOR

DRAFT

RITA COX, RECORDER

RESOLUTION

The Council of **City of Nitro** met on _____ (date) with a quorum present and passed the following resolution.

Be it resolved that the Council of **City of Nitro** hereby authorizes **Dave Casebolt, Mayor** of the **City of Nitro**, to act on its behalf to enter into a contractual agreement with the Division of Administrative Services, Justice and Community Services to receive and administer grant funds pursuant to provisions of the Justice Assistance Grant program.

Signed: _____

Council Clerk

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

Pension Fund: CITY OF NITRO POLICE PENSION
 Treasurer: John H. Young, CPA
 Municipality: City of Nitro
 Fiscal Year (July 1 - June 30): FY2020
 Actuarial Funding Method: Standard Funding Method
 Optional Funding Method
 Alternative Funding Method (107%)
 % Necessary to Maintain Plan Solvency for 15 Years

PART I - Asset Reconciliation from Beginning of Fiscal Year to End of Fiscal Year		Item	Amount
Beginning Fair Value of Pension Plan		July 1 (cash value)	\$ 4,456,305.25
a. Prior year net receivable/payable			
Beginning Fair Value of Pension Plan		July 1 (accrued value)	\$ 4,456,305.25
I. Revenue During Fiscal Year			
1. Employee Contributions			
a. For Employees hired prior to Jan. 1, 2010	Percent of Gross Salary	18.00%	\$ 33,359.83
b. For Employees hired on or after Jan. 1, 2010	Percent of Gross Salary	9.50%	\$ 61,229.14
c. Total Employee Contributions			\$ 94,588.97
2. Government Contributions			
a. From Parent Local Government	Required employer contributions from your municipality		\$ 203,595.26
b. Overpayment Authorized by City Council Pursuant to §WV Code 8-22-27A(d)			\$
c. Additional Employer Contributions From Your Municipality			\$
d. From State Government	Municipal Pensions Oversight Board (premium surcharges on fire and casualty insurance)		\$ 175,848.27
e. Total Government Contributions			\$ 379,443.53
3. Receivable Contributions			
a. Employee Contributions			\$
b. Local Government Contributions			\$
c. State Government Contributions			\$
d. Other Contributions			\$
e. Total Receivable Contributions			\$
4. Earnings on Investments			
a. Net Appreciation/(Depreciation) of Fair Value of Investments			\$ (22,153.80)
b. Net Realized Gain/(Loss) on Sale/Exchange			\$
c. Interest and Dividends			\$ 87,385.93
d. Other Income			\$
e. Investment Expenses (enter as negative)			\$ (15,482.42)
f. Receivable Investment Income			\$
g. Payable Investment Expenses (enter as negative)			\$
h. Total Earnings on Investments			\$ 49,749.71
5. All Other Revenues			
Please Specify			
Total Revenues			\$ 523,782.21
The sum of items 1.1. through 1.7.			

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

Item		Amount
II Expenditures During Fiscal Year <small>Does not include Investment Expenses, see I.4 e. and I.4 g. on first page.</small>		
1. Benefits Paid	<small>Retirement, disability, survivor and any other benefits.</small>	\$ 406,145.38
2. Withdrawals	<small>Amount paid to employees or former employees or their survivors, representing return of contributions made by employees during the period of their employment</small>	\$ -
3. Administration Expenses	<small>Administrative expenses and other costs or payments not representing benefit payments or withdrawals</small>	
a. Municipal Administration	<small>Municipal administration fees</small>	\$ 2,400.00
b. Other Administration	<small>Example: Pension Secretary expenses, Rent, etc.</small>	\$ 176.57
c. Total Administration Expenses		\$ 2,576.57
4. Payables	<small>Monies payable after the end of the fiscal year</small>	
a. Benefit Payments		\$ -
b. Withdrawals		\$ -
c. Administration Expenses		\$ -
d. Total Payables		\$ -
Total Expenditures	<small>The sum of Items II.1. through II.4</small>	\$ 408,721.95
Net Income/(Loss)		\$ 115,060.26
Ending Fair Value of Pension Plan	June 30 (cash value)	\$ 4,571,365.51
a. Net receivable/payable		\$ -
Ending Fair Value of Pension Plan	June 30 (accrued value)	\$ 4,571,365.51

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

PART II - Asset Allocation at End of Fiscal Year		
1. Cash and Cash Equivalents - Short Term	Percent of Total Assets	12.69%
Financial Institution or Money Manager	Type of Account	Fair Value
a.	Checking	\$
b.	Treasury Bills	\$
c.	Savings or Money Market Account	\$ 580,055.91
d.	Short Term Investment Funds	\$
e.	Re-Purchase Agreements	\$
	Commercial Paper	\$
	CDs and Bankers' Acceptances	\$
		Fair Value
Total Cash and Cash Equivalents	<small>The sum of items 1.a. through 1.g.</small>	\$ 580,055.91
2. Fixed Income - Long Term	Percent of Total Assets	33.24%
Financial Institution or Money Manager	Type of Account	Fair Value
a.	US Govt Agencies & Instruments	\$
b.	Foreign Govt, Subdivisions, Agencies or Enterprise	\$
c.	International agencies or supranational entities	\$
d.	Mortgage-related or others asset back securities	\$
e.	Corporate Debt Securities	\$
f.	Corporate Inflation-index bonds	\$
g.	Bank CD's, fixed time deposits, Bankers Acceptance	\$ 205,738.00
h.	State & Local Govt Debt Securities	\$
	Mutual Funds (Bonds)	\$ 1,313,555.65
	International Mutual Funds - Bonds	\$
	Exchange Traded Funds (ETF) - Bonds	\$
	International Exchange Traded Funds (ETF) - Bonds	\$
		Fair Value
Total Fixed Income (at fair value)	<small>The sum of items 2.a. through 2.i.</small>	\$ 1,519,293.65
3. Equity Investments	Percent of Total Assets	54.08%
Financial Institution or Money Manager	Type of Account	Fair Value
a.	Individual Stocks Held	\$ 731,354.31
b.	Mutual Fund Shares (Equities)	\$
c.	Exchange Traded Funds (ETF)	\$ 1,740,661.64
d.	International Stocks Held	\$
	International Mutual Funds - Equities	\$
	International Exchange Traded Funds (ETF)	\$
		Fair Value
Total Equity Investments (at fair value)	<small>The sum of items 3.a. through 3.f.</small>	\$ 2,472,015.95
4. Alternative Investments	Percent of Total Assets	0.00%
Financial Institution or Money Manager	Type of Account	Fair Value
a.	Real Estate Investment Trust	\$
b.	Private Equity Fund	\$
c.	Hedge Funds	\$
d.	Other Alternative Investments	\$
		Fair Value
Total Alternative Investments (at fair value)	<small>The sum of items 4.a. through 4.d.</small>	\$ -
5. Receivables and Payables	Percent of Total Assets	0.00%
	Type	Fair Value
a.	Receivable Contributions	\$
b.	Receivable Investment Income	\$
c.	Payable Investment Expense	\$
d.	Payable Benefits, Withdrawals, and Admin Expenses	\$
		Fair Value
Net Receivable/(Payable)	<small>The sum of items 5.a. through 5.d.</small>	\$ -
Total Assets	Sum of 1. through 5.	\$ 4,571,365.51
6. Total return on investments for the period of July 1 thru June 30	<small>(Obtain from financial institution or money manager)</small>	

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

PART III - Membership and Beneficiaries

* Please report the figures requested below, for the fiscal year reported on page 1. To figure the Average Monthly Number of Persons, add figures for each month and divide by 12. Please round to two decimal places. An employee must have been paid for 100 hours in any month to be included in that month.
 ** Please report the total number of disability applications received during the fiscal year, the status of each application at the end of the fiscal year, the total applications granted and denied, and the percentage of disability benefit recipients to the total number of active members of the fund. This requirement satisfies §8-22-23a(a) of the WV Code if the report is submitted to the Municipal Pensions Oversight Board prior to August 1st of each year.

Item		Avg. Monthly #
I. Members of your Pension Fund		
Exclude Beneficiaries		
1. Active Members	Current number of employees contributing to the pension fund	19.25
2. Inactive Members	Non-active vested members and employees on extended leave without pay	
II. Beneficiaries Receiving Periodic Benefit Payments During Fiscal Year		
1. Retirees		
2. Disability Retirees	Includes the new applications approved during reporting period	9.00
a. Number of Disability Applications received during the fiscal year		12.00
b. Status of each Disability Application at end of fiscal year - please attach separate sheet with details		
(1.) Disability Applications Approved during Fiscal Year		
(2.) Disability Applications Denied during Fiscal Year		
3. Percentage of Disability Benefit Recipients to the Total of Active Members in the fund		10.39%
4. Survivors (of Deceased Members) Drawing Benefits		3.00

PART IV - Legal Thresholds for Investments

	(1)	(2)	(3)
	%	Maximum % and \$	(Over) Under
Equity Investments	54%	75%	21%
International Securities	0%	30%	30%
Alternative Investments	0%	25%	25%
Cash/Cash Equivalents and Fixed Income (Low 25%; High 75%)	46%	25% 75%	-21% 29%
Short Term Investment - (90 days of expenses)		\$ 102,180.49	\$ (477,875.42)

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

Pension Fund Nitro Firemen's Pension & Relief Fund

Treasurer John H Young, CPA

Municipality CITY OF NITRO

Fiscal Year (July 1 - June 30) FY20

Actuarial Funding Method

<input type="checkbox"/>	Standard Funding Method
<input type="checkbox"/>	Optional Funding Method
<input checked="" type="checkbox"/>	Alternative Funding Method (107%)
<input type="checkbox"/>	% Necessary to Maintain Plan Solvency for 15 Years

PART I - Asset Reconciliation from Beginning of Fiscal Year to End of Fiscal Year			
Item			Amount
Beginning Fair Value of Pension Plan	July 1 (cash value)		\$ 2,095,658.91
a. Prior year net receivable/payable			\$ -
Beginning Fair Value of Pension Plan	July 1 (accrued value)		\$ 2,095,658.91
I. Revenue During Fiscal Year			
1. Employee Contributions			
a. For Employees hired prior to Jan. 1, 2010	Percent of Gross Salary	7.00%	\$ 28,050.07
b. For Employees hired on or after Jan. 1, 2010	Percent of Gross Salary	9.50%	\$ 41,876.02
c. Total Employee Contributions			\$ 69,926.09
2. Government Contributions			
a. From Parent Local Government	Required employer contributions from your municipality		\$ 189,696.60
b. Overpayment Authorized by City Council Pursuant to §WV Code 8-22-27A(d)			
c. Additional Employer Contributions From Your Municipality			\$ 35,303.40
d. From State Government	Municipal Pensions Oversight Board (premium surcharges on fire and casualty insurance)		\$ 146,369.14
e. Total Government Contributions			\$ 371,369.14
3. Receivable Contributions			
a. Employee Contributions			\$ -
b. Local Government Contributions			\$ -
c. State Government Contributions			\$ -
d. Other Contributions			\$ -
e. Total Receivable Contributions			\$ -
4. Earnings on Investments			
a. Net Appreciation/(Depreciation) of Fair Value of Investments			\$ 4,189.96
b. Net Realized Gain/(Loss) on Sale/Exchange			\$ -
c. Interest and Dividends			\$ 38,475.35
d. Other Income			\$ -
e. Investment Expenses (enter as negative)			\$ (7,555.36)
f. Receivable Investment Income			\$ -
g. Payable Investment Expenses (enter as negative)			\$ -
h. Total Earnings on Investments			\$ 35,109.95
5. All Other Revenues			
Please Specify			\$ -
Total Revenues			\$ 476,405.18

The sum of Items I.1. through I.7.

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

Item		Amount
II Expenditures During Fiscal Year <small>Does not include investment Expenses, see I 4 e. and I 4 g. on first page.</small>		
1. Benefits Paid	<small>Retirement, disability, survivor and any other benefits.</small>	\$ 372,281.01
2. Withdrawals	<small>Amount paid to employees or former employees or their survivors, representing return of contributions made by employees during the period of their employment</small>	\$ -
3. Administration Expenses	<small>Administrative expenses and other costs or payments not representing benefit payments or withdrawals.</small>	
a. Municipal Administration	<small>Municipal administration fees.</small>	\$ -
b. Other Administration	<small>Example: Pension Secretary expenses; Rent; etc</small>	\$ -
c. Total Administration Expenses		\$ -
4. Payables	<small>Monies payable after the end of the fiscal year</small>	
a. Benefit Payments		\$ -
b. Withdrawals		\$ -
c. Administration Expenses		\$ -
d. Total Payables		\$ -
Total Expenditures	<small>The sum of Items II.1. through II.4</small>	\$ 372,281.01
Net Income/(Loss)		\$ 104,124.17
Ending Fair Value of Pension Plan	June 30 (cash value)	\$ 2,199,783.08
a. Net receivable/payable		\$ -
Ending Fair Value of Pension Plan	June 30 (accrued value)	\$ 2,199,783.08