

**November 16, 2022  
Regular Session  
City of Gaston  
Zoom Videoconference**

**Present:** Mayor David **Meeker**, Bill **Martin**, Mario **DePiero**, Tim **Sullivan**, Margaret **Bell**, and Don **Richter**. Others present are represented on the signup sheet (*attached*).

**Absent:** Bob **Dooley**

**Staff Present:** City Recorder Wenonah **Blanchette**, Public Works Specialist Rick **Mapes**, and Washington County Sheriff's Office Deputy Jarod **McCreary**.

- I. Mayor David **Meeker** called the regular meeting to order at 6:00PM.
- II. **ROLL CALL:** City Recorder **Blanchette** conducted the roll call for the record with:  
Councilor Mario **DePiero**: present  
Councilor Bob **Dooley**: *absent, excused*  
Councilor Bill **Martin**: present  
Mayor David **Meeker**: present  
Councilor Margaret **Bell**: present  
Councilor Tim **Sullivan**: present  
Councilor Don **Richter**: present
- III. **ADDITIONS OR DELETIONS:** None
- IV. **CITIZEN COMMUNICATIONS:**  
None.
- V. **STAFF/COUNCIL/COMMITTEE/SUPERVISOR REPORTS:**  
**Police:** Deputy **McCreary** provided his report for October to the Council:
  - The School has had several incidents and reports this last month.
  - A Grandparent dropped his gun during school pickup and is now trespassed from the school.
  - Chainsaw reported stolen from 1<sup>st</sup> Street. Currently no suspects.
  - Found a houseless person walking around in the middle of the night and walking into other folks' yards.
  - A graveyard deputy has been making driving around the area late at night due to the ongoing theft issues
  - Vandalism at the City park consisting of damages to the fields by driving onto them. Swastikas were spray painted onto the grass as well as damages to the dugouts. Working again with the inmate work crew down at the Park.**Supervisor Report:** Councilor **Bell** provided her report with the following:
  - Helping Office Staff refiling and removing duplicate copies of documents located in the filing cabinet. Separating documents into water, property, or land use files.
  - Councilor **Bell** suggested to Council adding language for the City Records job description to include requiring a bachelor's degree or certification through the IIMC (International Institute of Municipal Clerks) as a Certified Municipal Clerk.**Public Works:** Public Works Specialist Rick **Mapes** provided a verbal report to the Council for October with the following:
  - The main water line on E. Main Street was unearthed but due to the location of the line the City will need to move the proposed water connection location for the Coffee Shop to

a new location from what was previously established. The water main line is too close to sewer and abandoned sewer lines.

- Material needed for repairs at Onion Lane as well as the needed pipe/equipment are expected to take over 9 months due to manufacturing delays.
- The Water System Survey was completed with two items outstanding. One is establishing a cross connection program and communication items. This must be implemented with an inspection process before March 6, 2023.
- Brown Park is closed for the winter with an insurance walkthrough occurring on the 22<sup>nd</sup> of November.
- The inmate work crew was present today working at Brown Park removing weeds.
- City hall restroom and kitchen are in need of repair.
- Requested to look into purchasing a compactor and adding more cold patch for the E. Main Street water line repair. The water line is not completely repaired but need to fix the road and will reschedule further repairs when materials can be acquired, and money is more available.
- Discussion was heard on purchasing a compactor with a motion to purchase a compactor made by Councilor **Richter** and seconded by Councilor **Sullivan**. Not to exceed \$4,000. Motion passed with aye votes heard from **Martin, Meeker, Bell, Sullivan, and Richter**. Nay: **DePiero**. Councilor **DePiero** explained the Council should consider renting equipment instead of buying the compactor.

**Recorders Report:** Recorder **Blanchette** provided her report with the following:

- Elections: The City will receive official election results on December 5<sup>th</sup> but not expecting changes to the preliminary reports with exception to seat 4 which had no one file for the seat and will result in a write in winner.
  - 2021-2022 Audit is on the agenda for Council to consider adopting and with changes made by the auditors, the accountant is making necessary changes to the depreciated assets. Based on withholdings held from filing the audit late the City had withheld and recently released funds totaling 1,009.65
  - Estimating \$239,000 worth of tax revenue the City will be receiving the bulk of in November.
  - No land use or planning for the month of November.
  - Municipal Court held with a trial scheduled and five people present for arraignment. Staff is very happy with the current judge and progress that the Court system is making.
  - Councilor **Bell** requested to update the Job Description for the Recorder to include either an associates degree in administration or the Certified Municipal Clerk designation that is provided by OAMR (Oregon Association of Municipal Recorders).
  - Newsletter was included in the most recent water billings being provided by the Gaston High School.
  - Purchased Halloween candy and small toys for handing out goodies.
  - Councilor **Bell** inquired about the surveys provided throughout Gaston for high-speed internet. Recorder **Blanchette** explained a 3<sup>rd</sup> party company will be performing those and does not affect the City nor does the have City involvement for the survey at this time. This is from additional federal funding being distributed throughout the State to provide stronger and faster internet services.
- The Recorder introduced to Council this year's cost of living adjustment increased by 8.7% and would like Council to consider increasing wages near or around that amount. Discussion heard on wage increases with Councilor **Sullivan** motioning to table this item for next Council meeting. Motion was seconded by Councilor **Richter**. Recorder **Blanchette** also proposed to Council approving overtime for staff in lieu of any COLA increases suggested. Council mutually agreed to wait and review the information at the next meeting. Motion carried. Voting Aye: **Richter, Martin, Bell, Sullivan, DePiero, and Meeker**. Nay: None.

Motion to change the December meeting date to the 14<sup>th</sup> of December at 6PM was made by Councilor **Bell** and was seconded by Councilor **Richter**. Aye: 6, Nay: 0.

**VI. CONSENT AGENDA:** Mayor **Meeker** called for a motion to adopt the consent agenda which includes bills payable for October with questions heard from Council following a motion made by Councilor **Richter** and second by Councilor **Bell**. Motion carried with aye votes heard from: **Richter, Martin, Bell, Sullivan, DePiero, and Meeker**. No nay votes heard.

**VII. NEW BUSINESS:**  
**2020-2021 Financial Audit Report:** Recorder **Blanchette** discussed with Council significant deficiencies identified from the audit report noting these deficiencies occur each year and include the lack of segregating duties for finances. Motion to approve the audit report by Councilor **Martin** and seconded by Councilor **Richter**. Motion carried with aye votes heard from: **Richter, Martin, Bell, Sullivan, DePiero, and Meeker**. Nay None.

**Job Description Update:** Council by mutual consensus agreed to update the City Recorder job description to include as part of the requirements having an associates degree in administration or obtaining the Certified Municipal Clerk designation.

**VIII. OLD BUSINESS:**  
*None*

**X. COMPLAINTS:**  
**New—** *None*

**Old—** *None*

**XI. ADJOURNMENT:** Motion to adjourn was made by Councilor **Richter** with second heard by Councilor **Martin**. Motion carried unanimously closing the meeting at 7:16PM. Aye: 6, Nay:0.

  
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Mayor David Meeker

Attest:   
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City Recorder Wenonah Blanchette