

MARLINTON TOWN COUNCIL

February 3, 2020

Regular Meeting Minutes

Location: Council Room, Marlinton Municipal Building, 709 Second Avenue

Mayor Sam Felton called the meeting to order at 7:02 p.m.

The Recorder called the roll.

Present:	Sam Felton, <i>Mayor</i>	B.J. Gudmundsson, <i>Recorder</i>
	Scott Gibb	Bill McMann
	Joe Smith	Gail Hyer
	Chris Curry	

Reading and Approval of Prior Council Meeting Minutes

- Scott Gibb made a motion to approve the Minutes of the Regular Meeting on 01/06/2020 as presented; Joe Smith seconded. ***Motion carried.***

Mayor's Report

Mayor Felton's monthly report is attached at the end of these minutes.

Public Input

Steve White of "Linwood Alive" gave a presentation on "Grow Appalachia." He said that they would like to start a community garden in Marlinton and have looked at the Town property on 3rd Avenue across from Lucy's Grocery. The gardening program would include their hosting gardening and cooking classes. He asked to be put on the agenda for the March meeting.

Clinton Gabbert, U.S Forest Service, gave an update on the Mon Forest Towns Partnership. He outlined funding secured for signage and plans for a mountain biking trail and the website. Cindy Sandeno, District Ranger USFS, said they will work with the Town's website committee on content for Mon Forest Towns website. A Memorandum of Understanding will be presented to Council soon.

Council Committee Reports

Planning Commission - President Katie Workman reported that the Comprehensive Plan is now in the implementation phase.

Rental Compliance Committee - Gail Hyer explained the new revised Citizen Concern Form which is being presented to Council for approval.

Web Committee - Gail Hyer reported that a proposal for the web site should be ready for approval in March.

UNFINISHED BUSINESS

1. Discuss and/or Act on Personnel Committee Recommendation on Donations

Joe Smith reported that the Personnel Committee recommends no written policy for making donations, a \$500.00 yearly cap per organization and that Council review requests and make donation decisions based on merit.

- Scott Gibb moved to not establish a written policy , to place a \$500.00 yearly cap per organization and to have all requests reviewed by Council; Bill McMann seconded. ***Motion carried.***

2. Discuss and/or Act on Personnel Committee Recommendation on Monthly Reports

The Personnel Committee recommended that job descriptions be written for Police and Cemetery Departments. The committee recommended the following for Monthly Reports:

1. That the Water/Sewage Dept, Police Dept, and the Building Inspector submit a written monthly report to the Mayor at the end of each month. The Mayor will place a copy of said report in each Council member's folder for review.
2. That the Cemetery Dept, Garbage Dept and Maintenance Dept submit a written quarterly report to the Mayor at the end of each quarter. The Mayor will place a copy of said report in each Council member's folder for review.
3. That the Office Staff and Town Judge make no reports.
4. That any unusual events during a specific work day be reported to the Mayor immediately and the Mayor will report these instances fo the Council. This applies to ALL departments.
5. All reports can be as simple or as detailed as the department head feels necessary, i.e., there will be no recommended format.

- Joe Smith moved to accept the recommendations of the Personnel Committee on Monthly Reports; Scott Gibb seconded. ***Motion carried unanimously.***

3. Discuss and/or Act on Personnel Committee Recommendation on Hiring a Police Officer/Compliance Officer

- Joe Smith made a motion to move this item to the end of the meeting and to go into an Executive Session for a Personnel Matter at that time; Scott Gibb seconded. ***Motion carried.***

NEW BUSINESS

1. Discuss and/or Act on Region IV Resolution #42 (to pay invoicing for construction, engineering and administrative invoices) - Water System Improvement Project

- Joe Smith moved to approve Resolution #42 to pay invoices totaling \$25,723.02 as presented for the Water System Improvement Project; Gail Hyer seconded. ***Motion carried.***

2. Discuss and/or Act on Contract 1, Change Order #8 - Water System Improvement Project

Tabled to March meeting.

3. Discuss and/or Act on Contract 1, Substantial Completion - Water System Improvement Project

- Joe Smith moved to sign off on Substantial Completion of the Water System Improvement Project; Bill McMann seconded. ***Motion carried.***

4. Discuss and/or Act on Engineering Agreement - Sewer System Improvement Project

Tabled to March meeting.

5. Discuss and/or Act on Approval of Map Sign at Mt. View Cemetery - Nancy Martin

Town residents Nancy Martin and Kenneth Faulknier asked for permission to put up an information sign at Mt. View Cemetery.

- Joe Smith made a motion to allow Nancy Martin to continue with the map project at Mt. View Cemetery; Chris Curry seconded. ***Motion passed unanimously.***

6. Discuss and/or Act on HubCap Community Development Program - WV Community Development Hub

Representatives from the WV Community Development Hub introduced the HubCap Program which they will be working on with six Mon Forest Towns. They were referred to the Planning Commission for future input. **No action.**

7. Discuss and/or Act on Fourth of July Celebration

Due to an increase in cost the Town will not be doing fireworks for the Fourth of July 2020.

8. Discuss and/or Act on Discovery Junction Progress

Committee Chair Joe Smith reported on progress at Discovery Junction. He noted that the stage structure is larger than anticipated and that minor adjustments are being made.

9. Discuss and/or Act on Civil Service Agreement with County Board

No action.

10. Discuss and/or Act on Boy Scout Request to Place Storage Building on 4th Avenue

No action.

11. Discuss and/or Act on Marking/Striping Parking Spaces on 2nd Avenue and Other Locations

The Mayor will refer the matter to the WV Dept. of Highways in Elkins.

12. Discuss and/or Act on Approval of Revised Citizen Complaint Form

- Joe Smith moved to approve the new revised Citizen Concern Form; Chris Curry seconded. ***Motion carried unanimously.***

13. Discuss and/or Act on Procedure for Responding to Complaints

Citizens making complaints through email, by phone or in person will be advised to fill out and submit a "Citizen Concern Form" in order to provide a written record and a mechanism for tracking.

14. Discuss and/or Act on Procedure for Communication Between the Mayor and Town Council

No action.

Old Business Carried Over to end of meeting:

Discuss and/or Act on Personnel Committee Recommendation on Hiring a Police Officer/Compliance Officer

Having been duly moved, seconded and passed earlier in the meeting, Council went into Executive Session for a Personnel Matter at 9:25 p.m.

- Gail Hyer moved to come out of Executive Session; Joe Smith seconded. ***Motion passed.***

Council came out of Executive Session at 9:37 p.m.

- Joe Smith moved to hire Ian Galloway as full-time Police Officer/Compliance Officer to begin work as soon as possible at a salary of \$33,500.00 per year with salary to increase to \$35,000.00 per year plus benefits at the end of the 90-day probationary period; Gail Hyer seconded. Motion passed unanimously.

Approve Invoices/Payment of Bills

- Joe Smith moved to pay the bills as presented; Chris Curry seconded. ***Motion passed.***

Adjournment

- Joe Smith moved to adjourn. ***The meeting adjourned at 9:40 P.M.***

Respectfully Submitted:

Sam Felton, Mayor

B. J. Gudmundsson, Recorder

MAYORS REPORT FOR February 2020:

Since the January MTC meeting;

2nd Avenue Sewer (a section where at least 3 households live without water) contributing to buildups of unflushed sewage.

I have met with Steve White regarding potential community garden spaces in town.

I attended County commission meeting.

I met w/Lauren Bennet & talked w/Ray Moeller concerning next steps of wetlands project - (EIS).

The MTA public transportation continues service to Bartow and Snowshoe. The MTA Marlinton Loop is in service on Tuesdays & Thursdays. (But unless riders begin using the service, we may lose parts of the routes.)

I had first meeting with Brenda Cochran to prepare for 2020 River-Race.

The Town crew cleaned out a “catch-all” trash box in the alley between 1st & 2nd avenue.

Outside security lighting at WP gets more modification to accommodate neighbors.

The planning Commission met and prioritized goals.

I have set in on conference calls with Bicentennial Committee & Mtn Bike Strategic Planning Committee. Attended a USDA Reconnect webinar & conducted a Region 4 ZOOM Meeting (great for a 15-20 minute meeting).

I attended the Local Emergency Planning Committee Meeting (LEPC)

I attended The Open House for the Behavior Health Clinic at the previous Soriano office

I have met with Rental Compliance & Permit and personnel committees.

On the 27th I drove to The Capital for WVML Legislative visits to our representatives.

The Street Flower pots have been returned to the green house to be grown for this summer.

Communications with the Elkins DOH District Office continues with requests for paving, signage, and storm drain improvements. (Now we have added marking of parking spaces)

Our Town attorneys are working with Dunn Engineers on DEP POCA. Other on-going issues has required more communication between Town, our Attorney, and Engineer, for sewer treatment plant and collection system evaluation DEP visit.

Other

One house at Campbelltown area of Town has been removed in January, (in part) because of the Town (Watkins & myself) working with Zig Zigler and the WV Slum & Blight program.