

MARLINTON TOWN COUNCIL

November 10, 2022

Special Meeting Minutes

Location: Municipal Building Auditorium with Zoom and call-in options

Mayor Felton called the Special Meeting to order at 7:00 p.m.

Present: Sam Felton, *Mayor*
Gail Hyer
Joe Smith
B.J. Gudmundsson, *Recorder*
Scott Gibb

Absent: Bill McMann, Chris Curry

BUSINESS

1. Discuss and/or Act on Recommendation to Hire Full-Time Floodplain Coordinator/Building Inspector

- Joe Smith moved to hire J.P Duncan as full-time Flood Plain Manager and Building Inspector as recommended at \$18.00 per hour plus benefits starting on December 5, 2022; Scott Gibb seconded. ***Motion passed unanimously.***
- Joe Smith moved to retain J.P. Duncan as Police Judge pending an opinion from Town Attorney Tom White regarding the issue of a conflict; Scott Gibb seconded. ***Motion passed unanimously.***

2. Discuss and/or Act on Approval of Standard Operating Procedures for the Town of Marlinton Water Distribution System

- Joe Smith moved to adopt the listed Standard Operating Procedures for the Town of Marlinton Water Distribution System, PWSID#3303803:
 - 1) Hydrant Maintenance and Line Flushing Program
 - 2) Leak Detection Program
 - 3) Valve Exercising Program
 - 4) Emergency Water Supply Plan
 - 5) Organization Chart & Job Descriptions
 - 6) Confined Space Program
 - 7) Health, Safety, and Environmental Program
 - 8) Water Meter Replacement Program
 - 9) Operation & Maintenance Plan
 - 10) Hazard Communication Program
 - 11) Lockout/Tagout Program
 - 12) Drought Management PlanGail Hyer seconded. ***Motion passed unanimously.***

Adjournment

The meeting was adjourned at 7:15 p.m.

Respectfully Submitted:

Sam Felton, Mayor

B. J. Gudmundsson, Recorder