TOWN OF MARLINTON

Marlinton Town Council
August 7, 2023
Regular Meeting Minutes

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

Mayor Sam Felton called the meeting to order at 7:00 p.m.

The Mayor led the Council and the audience in the Pledge of Allegiance.

The Recorder called the roll.

Present:	Sam Felton, Mayor	Mary K. Clendenen, Recorder
	Olivia Dean	Joe Smith
	Scott Gibb	Roger Trusler
	Tom Miller	
Absent:	None	

Reading and Approval of Prior Council Meeting Minutes: The Council reviewed the minutes of the July 3, 2023 Regular Meeting.

- Joe Smith moved to approve the minutes as presented. Scott Gibb seconded the motion. **Motion passed unanimously.**

Mayor's Report: The Mayor reviewed his monthly report with Council. He reported that Tony Kelly of Region 6 was selected to represent our region on the board to determine how Opioid Settlement funds will be distributed. He also recognized the West Virginia Department of Highways for mowing Route 219 and the parade route before Pioneer Days. The wetlands project on Fourth Avenue at the Greenbrier River Trail continues to progress, and the cleanup of the area is looking good. The Housing Task Force continues to work to solve the housing shortage for the county's workforce. He attended the annual Region 4 meeting, and also attended the annual Municipal League Conference at Oglebay.

Hear Public Input: Caroline Sharp asked to have the agenda posted on Facebook and on the Town's website. She also mentioned the Public Service Commission's requirement for municipalities to report on fire hydrant maintenance and testing, and commented that the Overlook Trail is looking good.

Floyd Hannah asked to be put on next month's agenda concerning a personnel matter.

Committee and Department Reports: Joe Smith reported the Town had a good Fourth of July program thanks to local organizations and churches who provided food for the event. He also said Pioneer Days went well, and a very large crowd enjoyed the music by Half Step Down at Discovery Junction. He commented that the Hamons Family Music Festival is a popular addition to Pioneer Days.

Gibb said the Town's attorney did not see any problems with the proposed ordinance, except the Town would not need to give seven days' written notice before inspection of areas containing chickens. Roger Trusler suggested that a registration fee be charged, and that permits be issued in two-year intervals.

- Scott Gibb moved to approve the ordinance on the first reading, with amendments to be made prior to the second reading. Olivia Dean seconded the motion. **Motion passed, with Joe Smith voting against.**

2. **Discuss and/or Act on Request for Donation to Pocahontas County Saddle Club – Kendel Ober:** Chief Ober requested that the Town donate $250 to the club from the Police Department budget.

   - Joe Smith moved to approve the donation. Tom Miller seconded the motion. **Motion passed unanimously.**

3. **Discuss and/or Act on Second Reading of Ordinance for Elected Official Salaries:**

   - Scott Gibb moved to approve the ordinance on the second reading. Joe Smith seconded the motion. **Motion passed unanimously.**

New Business:

1. **Discuss and/or Act on Project for Memorial Benches at Discovery Junction & Other Locations – Robin Mutscheller:** Mrs. Mutscheller said the Town lacks an adequate number of benches to accommodate visitors during events, and she asked that a group be formed to request donations and purchase memorial benches of the same design as those existing at Discovery Junction. Each bench would have a memorial plaque attached. Mrs. Mutscheller said she could participate in the group, but she did not want to lead it. She suggested the possibility of working with a non-profit organization, such as the Opera House Foundation, on this project.

   - Joe Smith moved to pursue this proposal. Scott Gibb seconded the motion. **Motion passed unanimously.**

2. **Discuss and/or Act on Express Version of Monday Lick Trailhead Design and Amenity Concepts – Tim Johnson, Destination by Design:** Mr. Johnson presented two conceptual designs for a signature trailhead to be located at the parking area on Ninth Street and Third Avenue. The concepts included paved parking spaces, food truck plaza, a pump track, restrooms, a picnic shelter, kiosk, benches, lighting, expanded sidewalks with brick pavers alongside them, and landscaping for the entire Third Avenue area leading to Main Street. The total cost of the project was estimated at $1.39 million dollars; however, Mr. Johnson indicated that the development could be completed in phases to make it more affordable. The planning phase will cost approximately $213,000. The Mayor said the Town already has $130,000 in committed funds for this project from SARA, and can possibly get much more financial assistance. This will be discussed further at future meetings.

3. **Discuss and/or Act on Cemetery Records/Mapping Software – Olivia Dean:** Ms. Dean reported that cemetery records are now being kept manually in a record book and by a map in the Mayor's Office. Some of the records for the original portion of the cemetery are not complete because families sometimes purchased several plots 100 years ago and buried their own family members there without providing records to the Town. If the graves are not marked, Town personnel must spend substantial time researching plots before they can be used or sold. She asked the Council to allow her to research recordkeeping and mapping software and get cost estimates to bring to a future meeting.

- Roger Trusler moved to raise the amount for purchasing without competitive bids to $25,000.00. Scott Gibb seconded the motion. **Motion passed unanimously.**

5. **Discuss and/or Act on Fencing at Town Garage:** Scott Gibb discussed the need for new chain link fencing with privacy slats to obscure the view of the town garage.

    - Joe Smith moved that the Town advertise a request for bids with specifications for fencing around the garage. Olivia Dean seconded the motion. **Motion passed unanimously.**

6. **Discuss and/or Act on Anything Dealing with Opioid Settlement**: Mayor Felton had nothing further to report on this item.

7. **Discuss and/or Act on Pendleton Community Bank Resolution for Authorized Signatures:** Mayor Felton asked the Council to approve a resolution to add Mary Clendenen as an authorized signer on the Pendleton Community Bank accounts. Signers would be Sam Felton, Star Barlow, and Mary Clendenen.

    - Joe Smith moved to add Mary Clendenen as an authorized signer on the Pendleton Community Bank accounts. Olivia Dean seconded the motion. **Motion passed unanimously.**

Approve Invoices/Payment of Bills:

- Joe Smith moved to approve the bills for payment. Roger Trusler seconded the motion. **Motion passed unanimously, with Mary Clendenen abstaining because SecuriTech had an invoice included on the list for payment.**

Personnel: The Mayor asked if the Council would like to go into executive session to discuss personnel.

- Scott Gibb moved to go into executive session. Joe Smith seconded the motion. **Motion passed unanimously.**

The Council returned to regular session at 9:25 p.m. No action was taken in executive session.

- Joe Smith moved that Ricky Shinaberry be changed from part-time to full-time employment with a pay increase and benefits, and that Fred Lane be changed from part-time to full-time employment with a pay increase and benefits. Scott Gibb seconded the motion. **Motion passed unanimously.**

Adjournment: As there was no further business, the Mayor adjourned the meeting at 9:27 p.m.

Sam Felton

Sam Felton, Mayor

Mary K. Clendenen

Mary K. Clendenen, Recorder