TOWN OF MARLINTON

Marlinton Town Council
October 2, 2023
Regular Meeting Minutes

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

Mayor Sam Felton called the meeting to order at 7:01 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 September 11, 2023 Regular Meeting.

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

Mayor's Report: The Mayor reviewed his monthly report with the Council.

Hear Public Input: None.

Committee and Department Reports: None.

Unfinished Business:

1. **Discuss and/or Act on Second Reading of Ordinance for Purchasing Without Competitive Bidding:**

   - Joe Smith moved to adopt the ordinance on the second reading. Roger Trusler seconded the motion. **Motion passed unanimously.**

2. **Discuss and/or Act on Cemetery Records/Mapping Software:** Olivia Dean presented the following three quotes:

   - Chronicle's initial cost is $14,566 plus a scanning fee of $3,130. The annual fee for their software is $3,650 with an unlimited number of users and up to 159 burials per year. Technical support and training are included at no additional cost. Digital records are included in the cost for multiple town users, as well as the public.
   - CIMS software cost $11,510 for up to 36 hours of mapping, with an additional cost of $150 per hour if mapping takes longer than 36 hours. Their licensing cost $1,600 for the first year and $250 each year thereafter. On-site scanning would be an additional $5,000. There were additional fees of $750 for online training and $700 per year for a public portal.
   - Cemify had an estimated initial cost of $16,000-$21,000 and an annual fee of $1,359 for up to three users.

   - Scott Gibb moved to approve the contract with Chronicle. Joe Smith seconded the motion. **Motion passed unanimously.**

3. **Discuss and/or Act on Advertisement for Applications for Police Chief and Qualifications/Pay for Position:** The Mayor expressed the need to have a minimum salary of $42,500 to be competitive with the Pocahontas County Sheriff's Department. After a brief discussion about the possibility of additional pay based on experience and the additional revenue that might be obtained from the Home Rule Program or a Municipal Services Fee, the Council decided to wait until after the review of the Home Rule Plan and Municipal Services Fee Ordinance in November to further discuss this agenda item.

4. **Discuss and/or Act on Christmas Decorating Contest:** Olivia Dean requested that the Town sponsor a Christmas Decorating Contest with cash prizes for residential and commercial categories. The public will cast votes for each category.

    - Scott Gibb moved to award prizes of $300 for first place, $200 for second place, and $100 for third place for each category of residential or commercial. Mary Clendenen seconded the motion. **Motion passed unanimously.**

New Business:

1. **Discuss and/or Act on Public Safety and Security Fee Ordinance**: No action was taken on this agenda item.

2. **Discuss intent to apply for Home Rule Status:** The Mayor discussed the process for applying for the Home Rule Program. The initial draft of the Municipal Home Rule Plan is being prepared by the Town's attorney. The Council will review this plan at the November meeting, the appropriate public notices will be given and hearings will be conducted as required.

3. **Discuss and/or Act on Anything Concerning Opioid Settlement:** The Mayor stated there was no new activity concerning this agenda item.

4. **Discuss and/or Act on Request for Additional Street Lights on Second Avenue:** Scott Gibb said the area of Second Avenue from the 9th Street to Bill McLaughlin's residence has inadequate lighting. Some of the residents in that area have requested additional street lights. The Council discussed the possibility of trimming trees so existing lights are not obstructed, and checking with Mon Power to see if additional lights can be installed where they are needed. Mayor Felton said the Town pays the monthly electricity cost for all the street lights.

5. **Discuss and/or Act on Lease Agreement from Town of Marlinton to Revitalize Marlinton, LLC for alley beside Rivertown (formerly C. J. Richardson) Building**: The Mayor said the Town's attorney has prepared the lease, but the Council needs to set the amount to be charged. He recommended $100 per year.

    - Joe Smith moved that the Town charge $100 per year, payable up front. Scott Gibb seconded the motion. **Motion passed unanimously.**

Approve Invoices/Payment of Bills:

- Scott Gibb moved to approve the bills for payment. Joe Smith seconded the motion. **Motion passed, with Mary Clendenen abstaining from voting on SecuriTech LLC's invoice.**

Adjournment: As there was no further business, the Mayor adjourned the meeting at 8:02 p.m.

Sam Felton

Sam Felton, Mayor

Mary K. Clendenen

Mary K. Clendenen, Recorder