# TOWN OF MARLINTON

**Marlinton Town Council**
April 1, 2024
Regular Meeting Minutes

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

Mayor Sam Felton called the meeting to order at 7:04 p.m.

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

The Recorder called the roll.

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| 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 March 4, 2024 Public Hearing, March 4, 2024 Regular Meeting, March 11, 2024 Special Meeting, and two March 18, 2024 Special Meetings.

- Joe Smith moved to approve all the March minutes as presented. Olivia Dean seconded the motion. **Motion passed by unanimous vote.**

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

**Hear Public Input:** No members of the public requested to speak.

**Committee and Department Reports:** Scott Gibb said the Town is waiting for the results of the asbestos tests before requesting bids to demolish buildings under the REAP Grant project. He also reported that the water fountain has been installed at Discovery Junction.

**Unfinished Business:**

**None**

**New Business:**

1. **Discuss and/or Act on Approval of Special Community Development Block Grant Public Meeting Minutes from March 4, 2024:** Cassandra Lawson, of Region 4 Planning and Development Council, was present at the meeting and she read the minutes of the March 4, 2024 public meeting for council's review.

Cassandra Lawson introduced Chase Riley, of Thrasher Engineering, who was in attendance by Zoom. Mr. Riley is involved with the technical portion of the application. Ms. Lawson presented the application, which is for a $3 million dollar grant through the West Virginia Department of Economic Development to repair the Town's wastewater treatment system. The entire project will cost $13 million, and Ms. Lawson said Region 4 is looking for any grant opportunities that may be available to assist with this cost. She is working on a separate $2 million dollar request which will be submitted to the Army Corp of Engineers, along with a $1 million grant request from the Infrastructure Council, and $2.5 million in forgivable loans. This will reduce the amount of a loan that will be needed by the Town to complete this project by $8.5 million. Mayor Felton said the total cost of the project had been reduced from $28 million to $13 million because the Town had asked about using a "phased-in" process to coordinate the installation of the water, sewer, and stormwater lines in each area of town, and then repave. This would mean the streets would only be torn up once, which reduces costs significantly.

Mr. Riley briefly explained the scope of the project, and he said a survey crew will soon be onsite to begin inflow and infiltration investigations. He plans to attend the Council's May meeting to give another update on this project.

- Joe Smith made a motion to authorize Sam Felton and Mary Clendenen to execute the resolutions and sign any necessary documents to apply for the Block Grant. Roger Trusler seconded the motion. **Motion passed by unanimous vote.**

3. **Demonstration of Chronicle Cemetery Software:** A representative for Chronicle Software gave a Zoom presentation for the Council on the features and uses for the software program. The electronic map of approximately 6,000 plots in Mountain View Cemetery and records of all headstones and deed information has been entered into the software program. There are 3,200 plots already used and a total of 4,000 deeds. Training for the Town employees will be happening in the next few days, and the system will be ready for use by the end of April. The Town will have a month to review all the information in the program before it is made available live to the public. An interesting feature noted was that graves of veterans will be indicated on the map with a dog tag. Joe Smith will send the Honor Corps' veteran list to Chronicle so they can use it as a cross-reference in marking these graves.

4. **Discuss and/or Act on Updated to Personnel Policy:** Mary Clendenen presented several updates to the Personnel Policy/Employee Handbook as recommended by the Personnel Committee and Star Barlow. We are waiting for advice from the Town's attorney concerning a possible update to the weapons portion of the policy.

   - Roger Trusler moved that the Council table this discussion until the regular meeting in May. Joe Smith seconded the motion. **Motion passed by unanimous vote.**

5. **Discuss and/or Act on Approval of Request for a Letter of Support (or a Council Resolution) in Support of the Proposal of Mon Forest Towns ARC Power Grant:** The Mayor explained that 12 towns are included in Mon Forest Towns Partnership, and he has already written a letter of support as Mayor of Marlinton and Chairman of the Mon Forest Towns Partnership. This resolution is to show the Town Council's support for the Mon Forest Towns Partnership's application for a $1.5 million grant.

   - Joe Smith moved to approve the resolution in support of the proposal of Mon Forest Towns ARC Power Grant. Roger Trusler seconded the motion. **The motion passed unanimously.**

**Approve Invoices/Payment of Bills:**

- Joe Smith moved to approve the bills for payment. Olivia Dean seconded the motion. **Motion passed unanimously.**