TOWN OF MARLINTON

Marlinton Town Council
June 3, 2024
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 May 6, 2024 Regular Meeting, the May 15, 2024 Personnel Committee Meeting, and May 31, 2024 Special Meeting.

- Joe Smith moved to approve the May minutes as presented. Scott Gibb seconded the motion. **Motion passed by unanimous vote.**

Mayor's Report: The Mayor reviewed his monthly report with the Council. The inventory of lead and copper lines was started on May 7th. The Mayor attended the planning meeting for demolition of the old Board of Education building and that work will soon start. Scott Gibb has worked with Watoga Park to place boulders on the river trail and other areas around town. Snowshoe Foundation has denied the trailhead funding grant requested by the Town. On May 17th, the Town received word that the Corps of Engineers has committed $1.525 million to the water and sewer project. The Pocahontas County Tourism Summit at the Opera House on the 22nd was well-attended.

Hear Public Input: Kenny Woods presented the Town with a donation of $1,012.93 from the Marlinton Rotary Club to help purchase American flags for the light poles on Main Street as a cost-share project with the Town. This project was initiated by Councilman Trusler. Mr. Woods said this was a good opportunity for their club, which is celebrating its 85th anniversary this year.

Committee and Department Reports: Joe Smith reported that the cost of the band for the July 4th celebration will be $1,500. He now anticipates the total cost of the celebration to be about $2,000 so he requested an additional $500 be allotted.

- Scott Gibb moved to approve the total expenditure of $2,000 for the celebration. Roger Trusler seconded the motion. **Motion passed unanimously.**

Olivia Dean informed everyone that a seminar on the new Cemetery Software is scheduled for June 6th.

Unfinished Business:

1. **Discuss and/or Act on Updates to Personnel Policy**: The Council reviewed updates to the Personnel Policy/Employee Manual as recommended by the Personnel Committee. Mary Clendenen pointed out revisions for times when uniforms should be worn, the addition of Good Friday to paid holidays, the weapons policy prepared by the Town's attorney, and the Police Clerk Job description. Olivia Dean suggested an additional revision stating employees will be given ½ hour paid lunch, because the work schedule had changed from 8:00 a.m. to 4:00 p.m.

Joe Smith moved that the Council approve the updates to the Employee Manual with the change to include ½ hour paid lunch breaks. Roger Trusler seconded the motion. **Motion carried, with Olivia Dean and Scott Gibb abstaining.**

New Business:

1. **Discuss and/or Act on Letter of Endorsement for a One-Day Special Event for The Mountain Tavern:** Daniel Flores, of the Mountain Tavern, said his business has been selected as one of 23 locations nationwide to receive an early release of Zach Bryan's "Great American Bar Scene" album. The Mountain Tavern plans to have an album-release party in the vacant lot across from the bar on Saturday, June 29th to play the album for the public. He requested that the Town allow 8th Street and 3rd Avenue to be partially blocked off on that date from 12:00-9:00 p.m.

    - Joe Smith moved that the Town allow 8th Street and 3rd Avenue to be blocked off in the area of the Block Party pending the approval of permits from the Department of Highways and insurance to be obtained by the Mountain Tavern for the event. Scott Gibb seconded the motion. **The motion passed unanimously.**

2. **Discuss and/or Act on Destination by Design's Marlinton Streetscape Proposal:**
    a. **Expanded scope to include parking lot to North on U.S. Route 219 and sidewalk improvement to South along 4th Avenue**
    b. **Bike Loop through town**

    - Roger Trusler moved that the Town Council allow Destination by Design to finish the design of the Streetscape Proposal as discussed at the May 31, 2024 Special Meeting. Scott Gibb seconded the motion. **Motion carried, with Joe Smith voting against.**

3. **Discuss and/or Act on Invoice for Curb Replacement Submitted by J. L. Clifton:** The councilmembers reviewed an invoice from Garber Concrete Work for $1,600.00 to replace 46 feet of a concrete curb in front of J. L. Clifton's home on 3rd Avenue. The invoice was dated May 21, 2024. The Mayor said, about three years ago, the Town had some sewer lines replaced on 3rd Avenue. During that work, a portion of the curb was damaged because the line that was replaced was very close to it. Mayor Felton said Mr. Clifton had not obtained a permit or permission to get the repairs done on Town property, and Mr. Clifton had Mr. Garber send the bill directly to the Town.

    - Joe Smith moved that the Town deny payment of this invoice because Mr. Clifton did not communicate with the Town. Roger Trusler seconded the motion. **The motion passed unanimously.**

4. **Discuss and/or Act on Flag at Verizon Cell Tower:** Mayor Felton said the Town Flag that was on the tower had been damaged in the recent wind storm, and had to be taken down. He asked if the councilmembers would like to replace it with an American flag, which would require that a light be placed on it at night. Joe Smith expressed concern about the light interfering with Watoga's Dark Skies initiative, and asked about getting a light on top of the tower that would be directed downward. The Mayor said, we probably could not get a crane back to do that, because the Town had the option at the time the tower was built to place a light on top but the former council chose not to. The council discussed that it would be too difficult to take the flag down each evening.

    - Scott Gibb moved that the Town purchase an American flag to be placed on the tower and install a light to shine on it at night. Olivia Dean seconded the motion. **The motion passed by a vote of 4-1, with Joe Smith voting against and Mary Clendenen abstaining from the vote.**

5. **Discuss and/or Act on Greenbrier River Anything that Floats Race:** Olivia Dean requested permission to purchase plaques for 1st, 2nd and 3rd place in the race with Town funds, which would be reimbursed from the entry fees collected for the race. She said several local businesses have also donated prizes. Joe Smith recommended the plaques be prepared by Broughton Sports in Elkins because they have done other work for the Town and can use our emblem.

    - Scott Gibb moved to approve the purchase of the plaques. Joe Smith seconded the motion. **Motion passed by unanimous vote.**

6. **Discuss and/or Act on Budget Revisions:** The Council reviewed budget revisions recommended for the end of Fiscal Year 2024 by the Town's CPA, Jeff Feamster. The Town had an overage in revenue of $320,000 which had to be divided among various expense accounts to balance the budget.

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

7. **Discuss and/or Act on Changes to Employee Wages for Fiscal Year 2025:**

   - Joe Smith moved that the Council go into Executive Session to discuss wages. Olivia Dean seconded the motion. **Motion passed unanimously.** Olivia Dean and Scott Gibb recused themselves from the executive session discussion.

     The Council returned to regular session at 7:58 p.m.

   - Joe Smith moved that the Council approve the pay increases as presented by the Personnel Committee. Roger Trusler seconded the motion. **The motion passed unanimously with Olivia Dean and Scott Gibb abstaining.**

Approve Invoices/Payment of Bills:

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

Adjournment: As there was no further business, the Mayor adjourned the meeting at 8:00 p.m.

Sam Felton, Mayor

Mary K. Clendenen, Recorder