TOWN OF MARLINTON

Marlinton Town Council
June 2, 2025
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
	Tina Barkley	Tom Miller
	Olivia Dean	Joe Smith
	Scott Gibb (arrived at 7:02)	
Absent:	None	

Reading and Approval of Prior Council Meeting Minutes: The Council reviewed the minutes of the May 5, 2025 Regular Meeting and the May 19, 2025 Special Meeting.

- Joe Smith moved to approve the minutes as presented. Tina Barkley seconded the motion. **The motion passed by unanimous vote.**

The Council reviewed the minutes of the May 29, 2025 Personnel Committee meeting.

- Tina Barkley moved to approve the committee minutes as presented. Mary Clendenen seconded the motion. **The motion passed unanimously.**

Scott Gibb arrived at this time.

Mayor's Report: Mayor Felton reviewed his monthly report with the Council. DEP funds of $279,000 have been spent over the last three years to remove dilapidated houses. The new cemetery sign has been installed. The Monday Lick Trail was officially opened on May 17th and the ceremony went well. Quotes for sidewalk work will soon be received. He is working with the maintenance and water/sewer departments to reorganize duties. Water and sewer supplies are being moved to the 3rd Avenue Building, and all maintenance supplies will now be kept at the 4th Avenue Shop Building.

Hear Public Input: No members of the public signed in or requested to speak.

Committee and Department Reports: Joe Smith asked that the Pioneer Days' events and garbage pickup schedule be put on the agenda for the next meeting.

Unfinished Business:

1. **Discuss and/or Act Upon Second Reading of Changes to Cemetery Ordinance and Fees:** The councilmembers reviewed a revised copy of the Cemetery Ordinance prepared by Joe Smith, which restructured the ordinance and added

definitions of terms. Olivia Dean asked for a correction to the definitions of lots and plots, stating that a lot contains 12 plots. Mr. Smith removed the term "Superintendent" and replaced it with "Liason". A few other minor typographical changes were requested by Mary Clendenen. Mr. Smith will make the necessary changes prior to the third reading.

Olivia Dean asked if we should require a certificate of cremation from funeral homes, stating who is being interred. Joe Smith will check with the funeral home about this requirement.

- Scott Gibb moved to approve the second reading of the ordinance with the noted changes. Joe Smith seconded the motion. **The motion passed unanimously.**

2. **Reschedule Third Reading of Changes to Garbage Ordinance Concerning Monthly Billing to June 9, 2025.** Mary Clendenen explained that she had advertised an incorrect date in last week's paper for the third reading of this ordinance. Because of this error, the third reading will need to be postponed until June 9, 2025. Olivia Dean suggested that clarification on the limits of special pickups be added prior to the third reading.

New Business:

1. **To consider and act upon the proposed Supplemental Resolution setting forth the final terms of the Combined Waterworks and Sewerage System Design Revenue Bonds, Series 2025 A (West Virginia CWSRF Program) (the "Series 2025 A Bonds").** Josh Jarrell, attorney for Spilman, Thomas & Battle, was present and he explained the Bond resolutions and bond purchase agreement.

    - Joe Smith moved to approve the resolution. Scott Gibb seconded the motion. **The motion passed unanimously.**

2. **To consider and act upon the proposed Sweep Resolution relating to the monthly debt service payments on the Series 2025 A Bonds to be made by electronic funds transfer.**

    - Joe Smith moved to approve the resolution. Scott Gibb seconded the motion. **The motion passed unanimously.**

3. **To consider and act upon the Bond Purchase Agreement related to the Series 2025 A Bonds.**

    - Scott Gibb moved to approve the agreement. Joe Smith seconded the motion. **The motion passed unanimously.**

4. **To consider and approve a Resolution authorizing the payment of invoices at closing from the Project Fund established in connection with the Series 2025 A Bonds.**

    - Scott Gibb moved to approve the resolution. Joe Smth seconded the motion. **The motion passed unanimously.**

5. **To consider and act upon the approval and execution of all other documents, agreements, certificates, and any other measures or instruments necessary or desirable in connection with the issuance, sale, and delivery of the Series 2025 A Bonds.**

- Scott Gibb moved to approve the execution of all other documents, agreements, certificates and any other measures or instruments necessary or desirable in connection with the issuance, sale, and delivery of the Series 2025 A Bonds, and to authorize Mayor Felton and Mary Clendenen to sign any necessary documentation. Joe Smith seconded the motion. **The motion passed unanimously.**

6. **Discuss and/or Act upon Budget Revisions for 2025 Fiscal Year:** The council reviewed proposed budget revisions as prepared by Star Barlow and Jeff Feamster.

    - Joe Smith moved to approve the budget revisions as presented. Scott Gibb seconded the motion. **The motion passed by unanimous vote.**

7. **Discuss and/or Act upon Fourth of July Celebration:** Joe Smith said the 4th of July celebration will coincide with First Friday this year. Watermelon, hotdogs, and ice cream will be served by community groups, as they were last year, and they plan to hire a band to perform. He requested a budget of $2,500 for the 4th of July celebration.

    - Olivia Dean moved to approve the budget of $2,500.00. Tina Barkley seconded the motion. **The motion passed unanimously.**

- Joe Smith moved that the Council go into Executive Session to discuss personnel agenda items #8 and #9. Scott Gibb seconded the motion. **The motion passed unanimously at 7:50 p.m.**

The Council returned to regular session at 8:29 p.m.

8. **Discuss and/or Act upon Changes to Duties and Pay Rates for Bruce VanMeter and Samuel Dunn:**

    - Joe Smith moved that the Council direct the Mayor to continue with the program he laid out during executive session to restructure duties for these employees. Tom Miller seconded the motion. **The motion passed unanimously.**

9. **Discuss and/or Act upon Hiring of Police Chief and Police Officer:** The Mayor has advertised for applications for police officers and a police chief. Applications will be accepted until Monday, June 16th at 4:00 p.m. The Council agreed that additional advertisements should be placed on Indeed, the Town's website and Facebook page, and in newspapers of surrounding counties.

    - Joe Smith moved that the Council authorize Mayor Felton to continue to pursue applicants for Police Chief. Scott Gibb seconded the motion. **The motion passed unanimously.**

Approve Invoices/Payment of Bills:

- Joe Smith moved to approve the bills for payment, including the Mayor's Expense of $41.30 for mileage. Tina Barkley seconded the motion. **The motion passed by unanimous vote, with Mary Clendenen abstaining from voting on SecuriTech, LLC's invoice.**

Adjournment: As there was no further business, Mayor Felton adjourned the meeting at 8:34 p.m.

Sam Felton, Mayor

Mary K. Clendenen, Recorder