TOWN OF MARLINTON

Marlinton Town Council
November 3, 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
	Olivia Dean	Tom Miller
	Scott Gibb	Joe Smith
Absent:	Tina Barkley	

Reading and Approval of Prior Council Meeting Minutes: The Council reviewed the minutes of the October 6, 2025 Regular Meeting and the October 27, 2025 Special Meeting.

- Scott Gibb moved to approve both sets of minutes as presented. Joe Smith seconded the motion. **The motion passed unanimously.**

Mayor's Report: Mayor Felton said on October 7th the signs for Roger L. Trusler Memorial Park were received and have been installed. More shrubbery will still need to be added later. He has continued to work on geting credentials transferred to West Virginia for Officer Morris. On October 15th, core drilling at the new sewer treatment location on Buck's Run was being performed. Sara Cottingham and he submitted the ARC application on October 17th, and the Town should know by February whether the application will advance. The Town has three fire hydrants that are inoperative, and the plan is to replace them when the new water lines are installed. He attended a Mon Forest Towns meeting in Durbin and said he expects this to be a good thing for the entire county. Garbage complaints continue on Lake Street and showed the councilmembers pictures from the most recent one. He and Star Barlow are completing a loss-control survey with the Board of Risk and Insurance Management. He said the Town's Police policies and procedures need to be updated so they can be submitted to BRIM. He and Joe Smith have looked at the area where the pet cemetery is to be located and the Town employees will continue to work on getting the area cleared over the next few months.

Hear Public Input: Caroline Sharp asked about the structure of the police department and the pay for the officers. Mayor Felton said the Municipal Sales Tax collected for July and August 2025 was $43,000 and exceeded the amount we expected. He said he anticipates the amounts will be even more in future months. Forty-five percent of the amounts received will go toward the police department. Officer Morris is working on getting his certification transferred to West Virginia. He was offered $57,000 salary once he starts. The part-time officer that is working now will continue to work on a part-time basis when the new chief starts.

Committee and Department Reports: Mayor Felton reported that Sam Dunn has submitted the required procedures for notification of planned and unplanned service outages for water and sewer to the Public Service Commission.

Unfinished Business:

None

New Business:

1. **Discuss and/or Act upon Sewer System Improvements Project – Resolution #3:** Amanda Smarr, with Region 4 Planning and Development Authority, presented the resolution for payment of $12,190.00 to Weller and Associates, Inc. for the archeological study and $166.04 to Spilman, Thomas & Battle Law Firm. All of this will be paid from the SRF design loan.

   - Joe Smith moved that the Council approve Resolution #3. Scott Gibb seconded the motion. **The motion passed unanimously.**

2. **Discuss and/or Act upon Town of Marlinton CDBG-MIT Storm Water Project Legal Proposal Selection:** Mayor Felton and the Council reviewed three proposals received from Steptoe & Johnson, Bowles Rice, and Spilman, Thomas and Battle. Ice Consulting requested a late submission because they could not get theirs submitted by the deadline. Mary Clendenen asked if there was any benefit to having the same firm perform both the legal and right of way work. Ms. Smarr said it would not really make a difference. Some of the proposals were presented as a lump sum and others were by the hour. Ms. Smarr said a decision would need to be made by the next council meeting. The council asked her to prepare a summary of the proposals that is easier to compare for a future special meeting.

   - Mary Clendenen moved that the Council refuse to accept any proposal received after the advertised deadline. Scott Gibb seconded the motion. **The motion passed unanimously.**

3. **Discuss and/or Act upon Town of Marlinton CDBG-MIT Storm Water Project Right of Way Proposal Selection:** The Council reviewed the proposals submitted from West Virginia Infrastructure Service, ORC, Bender Consulting, and All Roads. Ms. Smarr will also summarize these proposals for the future special meeting,

4. **Discuss and/or Act upon Town of Marlinton CDBG-MIT Storm Water Project Environmental Review Consideration:** Ms. Smarr said the report has been submitted to the state and they are requesting a signed version. The review was advertised in the Pocahontas Times this week. If there are no objections from the public the state will give notice to proceed.

   - Scott Gibb moved that the Council approve the environmental review. Joe Smith seconded the motion. **The motion passed unanimously.**

5. **Discuss and/or Act upon Advertisement of Request for Bids for 87 Octane Gasoline and Diesel Fuel:** The councilmembers reviewed a draft advertisement for bids to be placed in the Pocahontas Times as a Class II legal ad on November 13th and 20th, 2025. Bids will be due by November 26, 2025.

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

6. **Discuss and/or Act upon Advertisement of Request for Bids for Propane Gas and Heating Oil:** The Council reviewed a draft advertisement for bids to be placed in the Pocahontas Times as a Class II legal ad on November 13th and 20th, 2025. Bids will be due by November 26, 2025.

   - Scott Gibb moved that the Council approve this advertisement. The motion was seconded by Joe Smith. **The motion passed unanimously.**

7. **Discuss Municipal Home Rule Program – 2025 Annual Progress Report:** Mary Clendenen informed the Council that an annual report must be submitted by December 1st to the Home Rule Board summarizing the progress we have made with implementation of the Home Rule Plan. She will submit the report in a few days. The Town can apply to amend the Plan in the future if the Council desires to use the funds in a different way.

8. **Discuss Employee Health Insurance Program:** Olivia Dean reported that PEIA is planning a three-percent increase in health insurance premiums in fiscal year 2027. They will also require 50% employee participation to be eligible for coverage. She recommended that the Council consider changing from PPB Plan A to PPB Plan C, which has a much lower premium but also requires that a higher deductible be paid by the employees. The Town could establish a Health Savings Account or a Heath Reimbursement Account to help employees offset the additional deductible. Ms. Dean said she thought the Health Savings Account might be more beneficial for the employees because unused funds can be retained in the account from one year to the next. The Town currently pays 85% of premiums for Plan A. The change in plans will need to be made prior to the April 2026 open enrollment period. This will be further discussed at upcoming meetings.

9. **Discuss and/or Act upon Request from Pocahontas County Parks and Recreation for Dog Park at Stillwell:** Mayor Felton said this item will need to be laid over to another meeting because the Parks and Recreation representative is still gathering information for their request.

10. **Discuss and/or Act upon Christmas Activities and Decorating Contest**: Olivia Dean said Parks and Recreation will be organizing the Marlinton Christmas Parade again this year. It will be held on Friday, December 5th at 7:00 p.m. Dinner with Santa sponsored by the Rotary Club and Cookies with the Grinch provided by Dari-Land will be available for the children that evening.

    Ms. Dean also requested that the Town sponsor a Christmas Light Contest again this year with prizes in three categories for residential, commercial and a new walk-through category that will be on the River Trail. First place in each of the residential and commercial categories will receive $500, second place will get $300, and third place will receive $200. For the walk-through entries, first place will receive $300, second place will get $200, and third place will receive $100. The contest will run from December 5th through December 14th. Total prizes will be $2,500.

    - Scott Gibb moved to approve the contest as presented. Mary Clendenen seconded the motion. **The motion passed unanimously**.

Approve Invoices/Payment of Bills:

- Scott Gibb moved to approve the bills for payment. Joe Smith seconded the motion. **The motion passed by unanimous vote,**

Adjournment: As there was no further business, Mayor Felton adjourned the meeting at 8:10 p.m.

Sam Felton, Mayor

Mary K. Clendenen, Recorder