

**TOWN OF GLASGOW**  
**COUNCIL MEETING MINUTES**

**March 5, 2020**

Mayor Fannin called the meeting to order at 7:00 p.m.

Roll call was taken. All members were present except Marty Blankenship. A quorum was present.

A moment of silence was observed and the Pledge of Allegiance was recited.

The minutes from the previous meeting were presented for approval. Mike Szerokman made a motion to accept the minutes as presented. Eddie Hamilton seconded the motion. Motion passed unanimously.

**REPORTS**

**Finance** - Mayor Fannin reported a balance of \$202,703.01 in the General Fund and \$4,010.75 in the Utility Fund. Recorder, Jay Ward presented a report listing utilities billed and fees collected for the months of January and February. There is a shortfall of approximately \$7,640.22 due to unpaid bills for fees and services rendered by the town. A copy of the check register for the bills paid by the town was presented for review (see attached copy).

**Police Department** - Chief of Police, Jack Ice, reported approximately \$600.00 in fines collected. There was a shoplifting situation at Dollar General. Still looking for a certified police officer for part time or full time.

**Fire Department** - Representative for the Fire Department, Anthony James, reported 4 medical calls and 6 fire calls for February. So far in March, there has been 1 medical call and 1 fire call. The hydrant gate for the fire hydrant on 1st and 3rd Avenue is split down the side and busted. It will cost \$300.00 to replace. The council will consider payment during the Budget Committee Meeting. Anthony also mentioned that town debris could be brought to the site of the future fire department for fill. There was also a reminder that Burn Permits need to be obtained before burning fire pits or brush on property within town limits. According to state law, for March 1 - May 31, there is no burning from 7:00 a.m. until 5:00 p.m.

**Street Department - Water Update** - Contractors are still working and replacing water meters in town. At the top of the hill on 1st Street, a valve was installed and the street will be repaved with blacktop. Everything should be finished by June. (See attached report from C.J. Hughes Contracting.) There was a discussion about the possibility of the new fire hydrants being placed on residents' property. More information is needed on this topic.

## **OLD BUSINESS**

**Sewer Rate Increase Update** - Still waiting to finalize information to send to David Snowden so he can prepare the financial statement to submit to the PSC. Jake Glance, from WVAW will help train Town Clerk, Natalie Hackworth in obtaining the meter readings in order to bill for sewer services. He will also help to train her in procedures for termination of water service due to unpaid sewer bills.

**Tompkins Sewer Repair Update** - The project is finished except for redressing the area.

**Compile List of Unfinished Business** - See attached list.

**Post Office Parking Update** - The signs have been posted to designate the 15 minute parking spaces. The signs do need to be turned around so that they are easier to read.

**Noise Ordinance Update** - The town's noise ordinance is being complied with.

## **NEW BUSINESS**

**100 Year Celebration/WVAW Donation** - The council is planning a celebration to mark the town's 100th year. Ideas are still being discussed. The Lion's Club may get involved and West Virginia American Water offered a donation. A committee will be formed and Mayor Fannin will start a Facebook page.

**Hiring an Attorney** - Mayor Fannin has spoken with potential attorneys such as Paul Ellis who worked for the city of Charleston and Ray Keener who is the town lawyer for East Bank and Belle. John Alderson made a motion to table the decision until the next council meeting. Dee Leadmon seconded the motion. Motion passed unanimously.

**Budget Committee** - The budget for July 2020 - July 2021 is due on March 28th. A committee will put together the budget for submission. The committee members will be: Mayor Fannin, Recorder, Jay Ward, John Alderson, Eddie Hamilton, Dee Leadmon, Mike Szerokman, as well as Department Heads.

**Melrose Drive Repair** - The dip in the road in front of the bank, on Melrose Drive has been patched over several times with Quick Fix. It needs a permanent fix. Mayor Fannin may ask contractors for C.J. Hughes to consider taking the job since they are already in town.

**ORDINANCES - None**

**PETITIONS**

Mike McClure, of 116 4th Avenue, petitioned the council regarding a parking issue. He is having difficulty getting in and out of his driveway due to a parking space right across from it. He would like for the space to be made into a No Parking zone. He also voiced concerns about water that stands in his yard and gets into his basement after rain.

Dagwood Blankenship voiced concerns about dogs in his yard.

**EXECUTIVE SESSION**

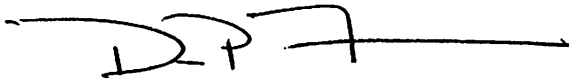
John Alderson made a motion to go into an Executive Session. Dee Leadmon seconded the motion. Motion passed unanimously. The council went into an Executive Session at 8:50 p.m.

John Alderson made a motion to come out of the Executive Session. Eddie Hamilton seconded the motion. Motion passed unanimously. The council came out of the Executive Session at 10:00 p.m.

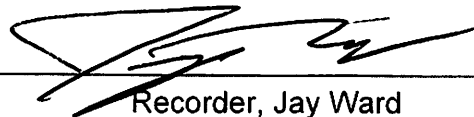
Mike Szerokman made a motion not to pursue any legal actions against the former Town Clerk. Dee Leadmon seconded the motion. Motion passed unanimously.

**ADJOURNMENT**

John Alderson made a motion to adjourn. Eddie Hamilton seconded the motion. Motion passed unanimously. Meeting adjourned at 10:05 p.m.



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Mayor, Donald Fannin



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Recorder, Jay Ward

**FEEES COLLECTED**  
**01-01-20 TO 03-04-20**

INFRASTRUCTURE FEE - BILLED	\$8,975.00
COLLECTED	\$6,380.87
SHORTAGE	<b>\$2,594.13</b>
POLICE FEE	
BILLED	\$12,280.00
COLLECTED	\$8,339.57
SHORTAGE	<b>\$3,940.43</b>
SEWER FEE	
BILLED	\$12,487.97
COLLECTED	\$11,382.31
SHORTAGE	<b>\$1,105.66</b>
GARBAGE FEE** BILLED/ADJUSTED	\$2,078.00 (300X\$15.00=\$4,500)**
COLLECTED	\$8,055.00**
<b>TOTAL SHORTAGE</b>	<b>\$7,640.22</b>

# **BURNING LAW**

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**MARCH 1—MAY 31  
5:00 P.M.—7:00 A.M.**

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**OCTOBER 1—DECEMBER 31  
5:00 P.M.—7:00 A.M.**

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**MAXIMUM FINE: \$1,000.00  
FOR VIOLATING THE BURNING LAW**

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## **BURNING LAWS IN BRIEF**

- \* NO BURNING FROM 7 A.M. UNTIL 5 P.M.
- \* FIRE MUST BE ATTENDED AT ALL TIMES
- \* AREA MUST BE CLEARED DOWN TO MINERAL SOIL FOR A MINIMUM DISTANCE OF 10 FEET AROUND WHAT IS BEING BURNED.
- \* IF YOUR FIRE ESCAPES, YOU ARE LIABLE FOR THE COSTS OF FIGHTING THE FIRE AND ANY DAMAGE THE FIRE MAY CAUSE TO OTHERS.

**WILLFULLY SETTING FIRES IS A FELONY AND PUNISHABLE  
BY FINE AND/OR IMPRISONMENT!  
(WEST VIRGINIA ARSON HOTLINE 1-800-233-FIRE)**

# NOTES:

- THERE WILL BE 4 CONTRACTORS WORKING ON THE PROJECT: 1) C. J. HUGHES CONSTRUCTION 2) TRI – STATE PIPELINE 3) TERRADON CORPORATION (PROVIDING INSPECTION SERVICES) 4) TRI – STATE PAVING (CONCRETE / ASPHALT).
- WORK HOURS WILL BE MONDAY – THURSDAY 7:00 AM TO 5:00 PM. WORK ON FRIDAYS AND WEEKENDS IS NOT EXPECTED UNLESS REQUIRED TO MAINTAIN PROJECT SCHEDULE.
- THE TOWN WILL BE SEPERATED INTO (2) SECTIONS. FROM 2<sup>ND</sup> AVE. (AT THE TRACKS) NORTH UP THE HILL (INCLUDES CHERRY LANE, MELROSE, HICKORY, SYCAMORE ETC.) WILL BE SERVICED BY TRI – STATE PIPELINE’S (2) CREWS – THIS INCLUDES THE TANK WORK, BORE AND PRV. THE SECTION FROM THE TRACKS TO THE RIVER WILL BE SERVICED BY C. J. HUGHES CONSTRUCTION (2) CREWS.
- WORK WILL BE COMPLETED BY BLOCKS/WORKABLE SECTIONS. AS EACH SECTION IS COMPLETED THE SECTION WILL BE PROMTLY REPAIRED WITH CONCRETE PLACEMENT AND ASPHALT. THE SECTION WILL BE CLEANED AND SEEDED WITH LAWNS REPAIRED AND PUT BACK AS FOUND.
- AT THE CURRENT TIME TRI – STATE PIPELINE IS CURRENTLY WORKING ON 2 ND AVE. BETWEEN KING ST AND 3<sup>RD</sup> ST. THIS INCLUDES GLASSFIRE LN. WHEN COMPLETED THEY WILL MOVE TO FIRST AVE AND THEN ACROSS RT. 60 UP MELROSE DR. TO HICKORY TO CHERRY LN AND ON TO POPLAR. A CREW IS ALSO CURRENTLY WORKING ON SYCAMORE DR.
- C. J. HUGHES IS CURRENTLY WORKING ON 5<sup>TH</sup> AVE BETWEEN FOURTH AND THIRD STREETS. WHEN COMPLETED THEY WILL BE MOVING TO 4<sup>TH</sup> AVE AND ON TO 3<sup>RD</sup> AVE. WHEN THESE ARE COMPLETED, THEY WILL MOVE BACK TO 5<sup>TH</sup> AVE BETWEEN 4<sup>TH</sup> AND 3<sup>RD</sup> AND REPEAT. CONTRACTOR WILL BE WORKING WEST TOWARDS 1<sup>ST</sup> STREET.
- AS STATED PREVIOUSLY CONTRACTORS WILL COMPLETE SECTIONS AND THE SIDEWALKS, CURBS AND ROADWAY WILL BE PROMTLY REPAIRED AS THEY MOVE TO ANOTHER SECTION. TRI-STATE PAVING WILL BE THE ASPHALT CONTRACTOR.
- CONTRACTORS WILL BE RENEWING SERVICE SETTINGS WHICH INCLUDES A NEW METER WELL, YOKE BAR, NEW VALVES FOR THE ASSEMBLY AND NEW LID WITH A READER. IN ADDITION TO THE NEW SETTING ALL CUTOMERS WILL BE GETTING NEW WATER METERS. IF A PROPERTY DOES NOT HAVE A CURRENT METER, WE WILL STILL CHANGE OUT THE OLD SETTING TO A NEW SETTING FOR FUTURE USE.
- FIRE HYDRANTS WILL BE CHANGED OUT AS WE PROCEED. NEW LINE ADDITIONS WILL BE PLACED AS NEEDED.

## WORK TO DATE:

- THE PRESSURE REDUCING VALVE HAS BEEN INSTALLED ON KING STREET. IT HAS BEEN PROGRAMMED AND FULLY OPERATIONAL. 100%
- THE NEW LINE INSTALLATION TO THE TANK – THIS INCLUDES THE BORE UNDER ROUTE 60. IS 90% COMPLETE.
- THE PRIMARY AND SECONDARY FEEDS FROM CEDAR GROVE HAVE BEEN CUT AND CAPPED AND METERS REMOVED. 100%
- THERE HAVE BEEN 51 SERVICE RENEWS TO DATE. THIS FIGURE WILL INCLUDE SERVICE SETTINGS THAT HAVE BEEN RENEWED WITHOUT METERS IN ADDITION TO ONES WITH METERS. 17%.
- WE HAVE CHANGED OUT 1 FIRE HYDRANT TO DATE. (EMERGENCY – LEAKING HYDRANT) ON 1<sup>ST</sup> STREET. THE HYDRANTS WILL BE REPLACED AS WE MOVE THROUGH THE SECTIONS. THERE ARE 27 HYDRANTS TOTAL.
- A SAMPLING STATION HAS BEEN INSTALLED ACROSS FROM THE RETIREMENT HOME. 100%.
- OVAL CONSTRUCTION A SUB CONTRACTOR FOR WVAW OPERATIONS HAVE FINISHED THE SWITCH OUT OF THE OLD METERS WITH THE NEW. THERE WERE APROX 50 METERS THAT HAVE NOT BEEN CHANGED OUT AND WILL BE DONE BY THE CONTRACTOR AS WORK PROGRESSES. 90%.

## GENERAL:

- KING STREET. THE CONTRACTOR IS INSTALLING A TEST POINT ON THE WATER LINE TODAY. THE AREA WILL BE PREPPED FOR CONCRETE PLACEMENT. IT IS SCHEDULED TO BE OPEN EARLY NEXT WEEK.
- MAINTENANCE OF VEHICULAR AND PEDESTRIAN TRAFFIC INCLUDING SIGNS, BARRICADES AND OTHER DEVICES WILL BE RECONFIGURED WITH CHANGES IN THE WORK AREA.
- LAWNS AND DISTURBED AREAS WILL BE PLACED TO THEIR PRECONSTRUCTION STATE.
- CONTRACTORS WILL OFFER ASSISTANCE TO CUSTOMERS IF NEEDED – IE PARKING ASSIST WITH GETTING IN AND OUT OF DRIVEWAYS ETC.
- IF ANY CONCERNS PLEASE CONTACT MIKE WARD (304) 419-7638 OR JON ENTENMANN (304) 951-8600. THESE INDIVIDUALS ARE ON – SITE.
- THERE HAVE BEEN A FEW COMPLAINTS. THE CONTRACTOR HAS PROMPTLY HANDLED THE COMPLAINT WITH BOTH PARTIES SATISFIED.
- THE COMPLAINTS CONSISTED OF LEAKING METERS WHICH THE CONTRACTOR STAYED AFTER HOURS TO REPAIR.



## **BUSINESS THAT NEEDS TO BE COMPLETED**

Batteries for sewer generator  
Brinks security  
Phone system  
Sale of unused vehicles at pool area  
Route 60 lease agreement  
ATV permit  
B/O for utilities  
Locking of the park in the evenings  
Police bikes and other bikes at Police Station  
Vacant property billing of Police and Infrastructure Fee  
Inventory and status of equipment and supplies at Street and Sewer  
Departments  
Roof, gutters, windows and hot water heaters for Town Building and Fire  
Departments  
Sewer packets for grease (\$350.00?)  
Generator hookup  
Senior Building repairs  
Christine Buckely

Additions:

**Town of Glasgow**  
**Bank Register 2-20-2020-3-5-2020**

<u>Check Number</u>	<u>Date</u>	<u>Transaction-Description</u>	<u>Check Amount</u>	<u>Deposit Amount</u>
101903	2/20/2020	[0483] Dwayne Barton	1,139.46	0.00
101904	2/20/2020	[1534] Kevin Burkhamer	352.78	0.00
101905	2/20/2020	[0994] Blane L Grounds	297.06	0.00
101906	2/20/2020	[1496] Natalie J Hackworth	842.44	0.00
101907	2/20/2020	[0502] Kenneth K Hudnall	1,017.22	0.00
101908	2/20/2020	[1489] JACK W ICE	1,099.40	0.00
101909	2/20/2020	[0481] John H Qualls III	1,413.28	0.00
DEPOSIT	2/20/2020	DEPOSIT	0.00	466.30
101910	2/20/2020	[1034] Kevin Lewis - Kevin Lewis took timecard and did	203.79	0.00
DEPOSIT	2/21/2020	deposit	0.00	1,645.41
EFT	2/24/2020	[0593] Internal Revenue	1,689.12	0.00
EFT	2/24/2020	[0593] Internal Revenue Service - PPE2/19/2020-Kevin	34.42	0.00
Deposit	2/24/2020	Deposit	0.00	2,782.44
Deposit	2/25/2020		0.00	868.47
DEPOSIT	2/26/2020	DEPOSIT	0.00	1,249.61
ACH-2-26-2020 DEPOSI	2/26/2020	ACH-2-26-2020 DEPOSIT- WV TREASURER LOT LVL	0.00	244.62
deposit	2/27/2020		0.00	1,157.91
101911	2/28/2020	[1466] NAPA - Hydraulic Hose -	89.69	0.00
DEPOSIT	2/28/2020		0.00	703.14
EFT	3/02/2020	[0665] WV State Tax Dept -	575.00	0.00
101912	3/02/2020	[0543] Appalachian Power Co - March Billing- 5th ave unit St	80.20	0.00
101913	3/02/2020	[0543] Appalachian Power Co - Consolidated Billing	1,283.69	0.00

Deposit	3/04/2020	Deposit	0.00	311.22
101929	3/05/2020	[0483] Dwayne Barton	1,084.74	0.00
101930	3/05/2020	[1534] Kevin Burkhamer	125.29	0.00
101931	3/05/2020	[0994] Blane L Grounds	352.78	0.00
101932	3/05/2020	[1496] Natalie J Hackworth	842.44	0.00
101933	3/05/2020	[0502] Kenneth K Hudnall	743.75	0.00
101934	3/05/2020	[1489] JACK W ICE	1,086.64	0.00
101935	3/05/2020	[0481] John H Qualls III	995.27	0.00
<b>Total for Report:</b>			<b>31,740.43</b>	<b>12,527.10</b>