

TOWN OF GLASGOW
COUNCIL MEETING MINUTES

July 23, 2020

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

Roll call was taken. All members were present and a quorum was present.

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

Minutes for the previous council meeting were presented for approval. John Alderson made a motion to approve the minutes as presented. Mike Szerokman seconded the motion. Motion passed unanimously.

COMMITTEE REPORTS

Health and Sanitation - Sewer adjustments due to pools being filled will be added to the agenda for the next council meeting. Discussion regarding uniforms or ID badges for street department workers.

Recreation - Need to get a lock for the park gate.

Streets and Lights - Eddie Hamilton reported that no lights are out. Mayor Fannin will check into replacing street lights with LED bulbs. Part of the sidewalk on 2nd St. will be repaired. Still need to ask CJ Hughes about repairs in front of the bank. A storm drain grate on 5th is sinking and another issue at the corner of 2nd and 5th. Crack in the street on 4th in front of Town Hall. Water in the yard of a residence was discussed. It was dye tested in 2015 and will be dye tested again to follow up.

Buildings - The town clerk will begin emailing copies of building permits to council members. Recorder, Jay Ward, made a request regarding building permits. He would like for a copy of the ordinance pertaining to the permit to be distributed along with the permit. In addition, the citizen requesting the permit will sign a document stating that the permit and a copy of the ordinance were received. The council agreed with this

procedure. Town Hall still needs to be pressure washed and the flagpole needs to be fixed.

Finance - Mayor Fannin reported a balance of \$337,691.22 in the General Fund and \$4,010.75 in the Utility Fund. The Police Fee account balance is \$24,075.05 and the Infrastructure Fee account balance is \$18,008.34. The Cares Act Grant, which totals \$10,736.00, will be deposited into the General Fund for reimbursement for police payroll. Marty Blankenship made a motion to set up an EFT with the Auditor's Office to receive funds and grant money from the Cares Act. John Alderson seconded the motion. Motion passed unanimously. The council reviewed the check registers for the Town of Glasgow. The Suddenlink package for the street garage needs to be reviewed. Brief discussion about possible funding for sidewalk repairs. Suddenlink sent a series of checks to the town for past due B & O taxes that totaled approximately \$12,000.00.

Burning Permits - Fire Chief, Marty Blankenship, reported that two permit forms have been picked up. Discussion about rewriting the ordinance so that the Fire Chief can enforce the ordinance.

Housing Board - Mayor Fannin reported that he cut the grass at the site of the old Buckley apartments to help the citizens living on Glasgow Avenue.

Safety - During a phone survey with the insurance company, it was recommended that the town form a Safety Committee. After discussion, it was decided that the members of the Safety Committee are: Marty Blankenship, Dee Leadmon, John Qualls and John Alderson.

Fire Department - Fire Chief, Marty Blankenship, reported 9 fire calls for the month of June and 5 calls so far in July. He did note that there has been a 75% reduction in calls.

Police Department - Police Chief, Jack Ice, reported a few citations, a bicyclist was struck on Route 60 and a suicide occurred. Chief Ice asked the council for clarification of the procedure for enforcing the helmet law for children in town. Mayor Fannin will post a reminder about the helmet law on Facebook to remind parents. The Police Department needs a new phone.

Recreation - Need to get a new lock for the park.

Street Department - John Qualls reported that a new hose and a yard hydrant still need to be purchased for the sewer plant. He also reported that the flow at the sewer

plant has been reduced 50-60% since WVAW took over. John reported that a sewer line was laid behind Advance Auto. He also provided the council with copies of templates for documentation paperwork related to the street department (receipt log, fuel log, daily work log, etc...) Marty Blankenship commended the street department for doing a good job of keeping the boat dock cleaned up and looking nice. Jay Ward made a motion to accept John Qualls as the Director of Public Works. Marty Blankenship seconded the motion. Motion passed unanimously. After some discussion, Mike Szerokman made a motion to replace the PTO on the trash truck at a cost of approximately \$4,215.78. Dee Leadmon seconded the motion. Motion passed unanimously.

Municipal Court - Chief Ice reported that one person paid a fine and another case will be continued when the citizen gets an attorney. Natalie Hackworth will take over as Municipal Clerk and will receive training in November.

Payment of Bills - John Alderson made a motion to pay the bills. Eddie Hamilton seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS

Labor Day Celebration - Cancelled.

Unpaid Water/Sewer Bills and Town Fees - Town Attorney, Ray Keener, will review the termination agreement with WVAW for unpaid sewer fees. He is also working with another attorney regarding legal forms to start the process of securing unpaid garbage and town fees. Marty Blankenship made a motion to send notices about unpaid sewer fees by August 10th. Mike Szerokman seconded the motion. Motion passed unanimously.

Suddenlink B & O - See Finance section.

AC at Town Hall - The town requested three bids to replace the AC unit at Town Hall, but only one company responded - Akers Refrigeration. John Alderson made a motion for Akers Refrigeration to install a Rheem unit at Town Hall at the cost of \$3184.00. Jay Ward seconded the motion. Motion passed unanimously.

Sheena Totten's Lease Agreement - A copy of the new lease agreement with Sheena Totten was presented to the council for review and questions. Jay Ward made a motion

to accept the new lease agreement as presented. John Alderson seconded the motion. Motion passed unanimously.

NEW BUSINESS

Municipal Tax on Alcohol Sales - Jay Ward made a motion to table the topic until more information is collected. Marty Blankenship seconded the motion. Motion passed unanimously.

Fire Department Toilet Repairs - Chief Blankenship reported that one toilet has been repaired and one needs to be replaced. John Qualls suggested taking a toilet from the unused pool facility to use as a replacement. After a discussion about dumpster placement, Jay Ward made a motion to move the dumpsters alongside the Fire Department. Dee Leadmon seconded the motion. Motion passed unanimously.

Water and Sewer Utility Audit to PSC - Marty Blankenship made a motion to hire Dave Snowden to perform the last financial audit for the water system for the amount of \$1,500.00 and the annual financial sewer audit for the amount of \$2,500.00. Jay Ward seconded the motion. Motion passed unanimously.

ORDINANCES

Grass - The grass ordinance was reviewed with the town attorney for clarification. The Standard Operating Procedure for upholding the grass ordinance was reviewed. (See attached copy.) Marty Blankenship made a motion to accept the SOP. Mike Szerokman seconded the motion. Motion passed unanimously.

PETITIONS

Doreen Cox - Inquired about the progress with repainting town welcome signs on Route 60. John Alderson is making arrangements to have them repainted.

Lynn Basford - Reported a rat problem near her home. The council recommended that she get in contact with the County Health Department.

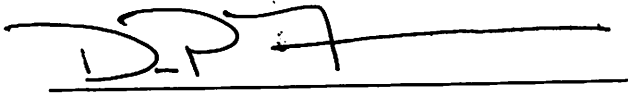
EXECUTIVE SESSION

John Alderson made a motion to go into an Executive Session. Mike Szerokman seconded the motion. Motion passed unanimously.

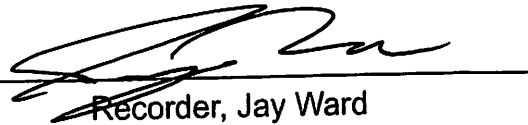
The Executive Session was called to order at 9:06 p.m.

John Alderson made a motion to adjourn the Executive Session. Mike Szerokman seconded the motion. Motion passed unanimously. Executive Session adjourned at 10:15 p.m. No vote was needed after the Executive Session was adjourned.

John Alderson made a motion to adjourn the Council Meeting. Mike Szerokman seconded the motion. Motion passed unanimously. Council Meeting adjourned at 10:17 p.m.

A handwritten signature in black ink, appearing to be 'D.F.', written over a horizontal line.

Mayor, Donald Fannin

A handwritten signature in black ink, appearing to be 'Jay Ward', written over a horizontal line.

Recorder, Jay Ward

TOWN OF GLASGOW

Standard Operating Procedure for Upholding Compliance with Grass Ordinance

1. When it has been determined that a citizen's grass has not been in compliance with the ordinance for a reasonable amount of time, a letter will be distributed to the citizen along with a copy of the ordinance as a reminder. (See attached copy of letter and ordinance.)
2. For documentation purposes, the citizen's name and date that the letter was distributed will be recorded in a log. A picture may also be taken.
3. A follow-up will occur after one week. A citation will be written if the ordinance has not been complied with.