

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

**September 21, 2020**

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

Roll call was taken. Members present included: Mayor Fannin, Jay Ward, Dee Leadmon, Mike Szerokman and John Alderson. Eddie Hamilton was absent and Marty Blankenship arrived late. A quorum was present.

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

Minutes for the previous 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** - Recorder, Jay Ward, distributed copies of a sample letter to citizens with smoke test findings for the council's review. After the council's review and input, Jay Ward made a motion to send copies of the letter to citizens that had findings during smoke testing. John Alderson seconded the motion. Motion passed unanimously. (Copy of letter attached.)

**Recreation** - The town park will remain locked until further notice due to an uptick in Covid cases. The council will discuss Halloween plans during upcoming council meetings.

**Streets and Lights** - Eddie Hamilton was not present to give a report.

**Buildings** - Still checking on roof warranty for Town Hall.

**Finance** - Mayor Fannin reported a balance of \$385,060.95 in the General Fund, \$4,010.75 in the Utility Fund, \$33,822.83 in the Police Fund and \$18,008.34 in the Infrastructure Fund. The Town of Glasgow received Property Tax funds from Kanawha County. The town also received a

\$10,000 grant. The council discussed B & O taxes received from the water project. The council reviewed the check register.

**Burning Permits** - Fire Chief, Marty Blankenship reported that he denied one burn permit due to safety reasons and issued a few others.

**Housing Board** - The council discussed the formation of a Housing Board and how to address dilapidated properties. Marty Blankenship proposed that the Town of Glasgow follow the example of other surrounding communities by hiring an outside entity to evaluate and report on dilapidated properties. In order to do this, the council would have to write an ordinance that would adopt the International Property Maintenance Code. After adopting the ordinance, the town could apply for a grant through the city of Montgomery to pay for the inspector. Recorder, Jay Ward, made a motion to table the formation of the Housing Board until more information can be gathered. Dee Leadmon seconded the motion. Motion passed unanimously.

**Safety** - John Alderson presented copies of forms that were generated during the Safety Committee meeting (see attached copies). Recorder, Jay Ward made a motion to implement the safety forms that the committee generated. Mike Szerokman seconded. Motion passed unanimously.

**Fire Department** - Fire Chief, Marty Blankenship reported one call for this month so far. The fire department also assisted with a gunshot victim. The fire department will use the Senior Building for Module 2 classes when Kanawha County is no longer classified as red for Covid cases.

**Police Department** - No report due to Chief Ice's retirement.

**Street Department** - Director of Public Works, John Qualls, submitted copies of Maintenance Sheets and the Fuel Log Sheet. John Alderson made a motion to allow John Qualls to purchase a new battery for the trash truck. Dee Leadmon seconded the motion. Motion passed unanimously. The leach beds at the sewer plant still need to be cleaned out.

**Municipal Court** - Nothing on the docket to report.

## **PAYMENT OF BILLS**

Mike Szerokman made a motion to pay the bills. Dee Leadmon seconded the motion. Motion passed unanimously.

## **UNFINISHED BUSINESS**

**Web Page** - Recorder, Jay Ward, spoke with Tina Cobb from the ASP Company about redesigning the town web page to include information that is required by the state. He asked the council to consider budgeting \$1,000 - \$2000 for the purpose of updating the web page. Marty Blankenship made a motion to budget \$2,000 to pay for updating the webpage. John Alderson seconded the motion. Motion passed unanimously.

**Liens on Property for Unpaid Fees** - Town Attorney, Ray Keener, discussed a process for addressing unpaid town fees by placing liens on property. The process would include sending a letter to inform the citizen that fees need to be paid or a payment plan set up to pay the fees. If fees are still not paid after the notice, then a lien would be placed on the property that the citizen owns. Marty Blankenship made a motion to send a letter of notice when a citizen is \$150 in arrears. John Alderson seconded the motion. Motion passed unanimously. The town clerk will begin compiling a list of citizens to be notified about the possibility of a lien if fees are not paid.

**Maintenance of Town Facilities** - The following projects are needed to maintain town facilities: pressure wash sections of the Town Hall building, repair or replace broken doors at Town Hall, roof and foundation repairs at Town Hall and AC repair at the Senior Building.

**Employee Handbook** - Marty Blankenship distributed copies of a rough draft of the Employee Handbook for council members to review. He asked council members to make a list of suggestions for changes or improvements that could be made.

**Town Hall Roof** - See Maintenance of Town Facilities.

## **NEW BUSINESS**

**Formulation of Housing Board** - See Housing Board.

**Burn Ordinance Enforcement** - Recorder, Jay Ward, will rewrite the burn ordinance to grant the Fire Chief and Assistant Fire Chief the authority to enforce the ordinance. Mike Szerokman

made a motion to set the fine for violating the Burn Ordinance at \$50. John Alderson seconded the motion. Motion passed with a majority vote. Marty Blankenship abstained from voting.

**Contracted Police Help** - After discussion regarding possibilities for town police coverage, Jay Ward made a motion to hire David Puffenburger as a town police officer and to contract with Kanawha County Deputy Sheriff Department to augment any additional hours until another officer can be hired. John Alderson seconded the motion. Motion passed unanimously.

## **ORDINANCES**

**Grass Ordinance** - Mayor Fannin distributed 16-17 letters to citizens for grass ordinance violations.

**Curfew/Park** - See Recreation.

## **PETITIONS**

Danny Winfree would like for the town to start informing new residents about town ordinances. He also addressed the trees that need to be trimmed along the AEP property line.

## **EXECUTIVE SESSION**

Mike Szerokman made a motion to go into an Executive Session. John Alderson seconded the motion. Motion passed unanimously. The Executive Session started at 9:38 p.m.

Mike Szerokman made a motion to adjourn the Executive Session. Marty Blankenship seconded the motion. Motion passed unanimously. The Executive Session adjourned at 10:20 p.m.

Recorder, Jay Ward, made a motion for Town Attorney, Ray Keener, to draft a letter of response to Mark McDaniel's attorney to be approved by Mayor Fannin and the council. John Alderson seconded the motion. Motion passed unanimously.

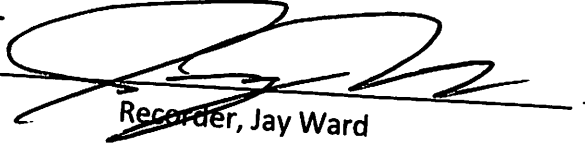
Mary Blankenship made a motion to research Christine Buckley's employment status in response to her request. Dee Leadmon seconded the motion. Motion passed unanimously.

## **ADJOURNMENT**

Jay Ward made a motion to adjourn the council meeting. John Alderson seconded the motion.  
Motion passed unanimously. Meeting adjourned at 10:25 p.m.



Mayor, Donald Fannin



Recorder, Jay Ward