

TOWN OF GLASGOW
COUNCIL MEETING MINUTES

August 3, 2023

Recorder Jay Ward called the meeting to order at 7:00 p.m.

Roll call was taken and a quorum was present. Those present included: Recorder Jay Ward, Susan Ward, Eddie Hamilton, Mike Szerokman, John Alderson and Marty Blankenship. Mayor Fannin was absent.

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

Amended minutes for the June 21st meeting were presented for approval. Marty Blankenship made a motion to approve the minutes as presented. John Alderson seconded the motion. Motion passed unanimously.

Minutes for the regular council meeting on July 17th were presented for approval. John Alderson made a motion to approve the minutes as presented. Eddie Hamilton seconded the motion. Motion passed unanimously.

COMMITTEE REPORTS

Finance - Jay Ward reported the following balances:

General Fund - \$190,567.94
ARPA - \$149,728.51
Police Fee Fund - \$31,140.90
Infrastructure Fee Fund - \$46,411.29
Sewer Fund - \$133,248.70
Sewer Reserve Account - \$15,025.00
Coal Severance Fund - \$2,702.75

The council reviewed the check register.

Fire Department - Chief Blankenship reported one new burn permit that is up for approval. He also reported 3 calls so far this month, 3 structure fires, not in the area. The fire department has signed a contract with New River Engineers, Inc. for a preliminary study for the new building.

Police Department - Chief Cox reported a burglary at the cemetery office. Two laptop computers and battery powered tools were stolen. One arrest and one warrant was issued. Chief Cox also reported to the council that the Town of Cedar Grove is no longer interested in participating in the mutual aid agreement. The Town of Glasgow's offer to continue the agreement was declined.

Street Department - Director of Public Works, John Qualls reported that a pipe on 2nd Avenue needed to be cleaned out because it was clogged with debris. A drain on Route 60 in front of City National Bank needs a grate which would have to be fabricated. Also, the backhoe blade is bent and needs fabrication work to repair it. Marty Blankenship made a motion to get estimates for the fabrication of a drain grate and to fix the backhoe blade. Mike Szerokman seconded the motion. Motion passed unanimously. There are drain issues on Cherry Lane as well as in front of the cemetery on Route 60. Jay Ward will contact the DOH about the drain on Cherry Lane and John Qualls will contact the cemetery about grass being discharged onto the drain in front of the cemetery. John Qualls asked the council to consider CPR training for the street department workers. Marty Blankenship can make arrangements for free training and the cost of the cards will be \$175. Marty Blankenship made a motion to approve the CPR training for the street department workers. Susan Ward seconded the motion. Motion passed unanimously. One of the pumps at the sewer plant needs to be repaired. John Alderson made a motion to approve the pump repair at a cost of \$2,700. Mike Szerokman seconded the motion. Motion passed unanimously. After discussion Marty Blankenship made a motion for the town to renew membership with the Rural Water Association. John Alderson seconded the motion. Motion passed unanimously.

PAYMENT OF BILLS

John Alderson made a motion to pay the bills. Mike Szerokman seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS

Security Cameras - After discussion, Jay Ward made a motion for Mayor Fannin and Chief Cox to meet with the security camera company. Marty Blankenship seconded the motion. Motion passed unanimously.

Senior Building - Two window panes will be replaced at the cost of \$420. The window replacement was previously approved. Funds will come from the Infrastructure Fee Fund. Three door locks also need to be replaced.

Grant Writer - The council agreed to review the budget during the New Business portion of the meeting to determine if there are funds for the grant writer.

Water Issues on Melrose - The council decided to keep watching the water drainage issue on Melrose Avenue to determine if a drain is still needed.

Accountant for Sewer Projects - Griffith and Associates submitted two bids for the project at a cost of \$24,500 for each separate bid. Jay Ward will contact the firm to clarify why two separate bids are needed.

Optimum - Town Clerk Natalie Smith was able to make contact with representatives at Optimum about the B & O that has not been paid. Checks for the back pay plus penalties for four quarters will be mailed to the Town of Glasgow.

Zoning Update - The council will determine if the funds are available to pay the grant writer for a zoning ordinance.

Repair Update (2nd, Melrose, Town Hall) - Repairs were made to the drain on 2nd Avenue and the drainage issue on Melrose is still on watch. John Qualls has been working on the water leaks at Town Hall. He added door sweeps to stop water from coming under the doors. He also resealed a toilet drain that could be causing water leakage.

Sewer Plant Update - The beds have been poured and the sewer plant operator is working on updating the DMR's.

NEW BUSINESS

Budget Review/Revision - After reviewing each line item in the 23-24 Town of Glasgow budget, the council determined that monies could be moved from the Police Department, City Auditor and various other budget lines to pay the grant writers for a zoning ordinance that will benefit the town.

Property Clean Up - The council discussed two trailers on Tompkins Avenue with trash piled up outside. Properties on 3rd Street and 3rd Avenue are also in violation of the trash/debris on property ordinance. Letters will be sent to the property owner's with a request to attend a council meeting to discuss the ordinance violations.

Curb/Sidewalk Repair - The street department is working on sidewalk and curb repairs around town. The sidewalk along 1st Avenue needs repairs. Marty Blankenship made a motion for an inspection of the sidewalk and retaining walls adjacent to the sidewalk before any considerations for repairs are made. Eddie Hamilton seconded the motion. Motion passed unanimously. Town Engineer Will Thornton will be asked to make the inspection.

Landlord Letters (Tenants) - Letters will be sent to landlords to inform them about tenants who have unpaid town fees.

Retirement 457 Plan - The council reviewed the WV Retirement Plus Plan as an option for town employees. The plan would incur no cost to the town if participation is agreed upon. The employee would contribute to the plan. The town could consider matching funds if the funds are available. Marty Blankenship made a motion to further discuss the possibilities at the next meeting. Susan Ward seconded the motion. Motion passed unanimously.

ORDINANCES - Nothing new to discuss.

PETITIONS

Eric Hartwell from New River Engineers, Inc. attended the meeting to distribute final copies of the Sanitary Sewer Evaluation Study for council members to review. Chris Burford, CEO of New River Engineers, Inc. will attend the next meeting to answer any questions about the report.

Savannah Davis, a resident of Cedar Grove attended the meeting to ask the council to consider grant funding to repair and reopen the Glasgow pool. Council members thanked her for her input and informed her about the \$300,000 estimate for repairing and reopening the pool. Any grant that would be awarded to the pool would be a matching grant, meaning that the town would need to contribute at least \$150,000 to the project. Grants may be considered in the future after crucial infrastructure projects have been funded.

Tresa Howell, a candidate running for the West Virginia House of Delegates attended the council meeting. She offered to contact AEP about getting permission for power drops and to use the utility power poles to mount security cameras.

EXECUTIVE SESSION

Marty Blankenship made a motion to convene an Executive Session. John Alderson seconded the motion. Motion passed unanimously. The Executive session started at 9:25 p.m.

John Alderson made a motion to adjourn the Executive Session. Susan Ward seconded the motion. Motion passed unanimously. The Executive Session adjourned at 9:46 p.m.

Votes were needed following the Executive Session.

Jay Ward made a motion to officially bestow the title of Director of Public Works to John Qualls and to reapportion his job responsibilities as follows: 70% Sewer Plant, 20% Garbage and 10% Street Department. John Alderson seconded the motion. Motion passed unanimously.

Marty Blankenship made a motion to enact the changes to the Town Budget that were agreed upon during the council meeting in order to pay the grant writer for the zoning ordinance. Mike Szerokman seconded the motion. Council members voted for the motion as following:

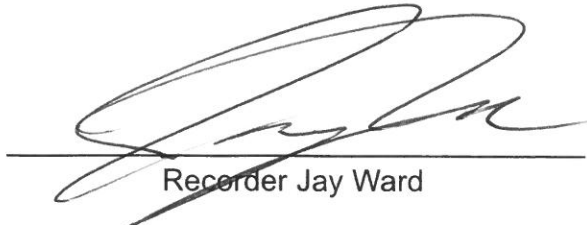
Susan Ward - Yes
Mike Szerokman - Yes
Eddie Hamilton - Yes
John Alderson - Yes
Jay Ward - Yes

ADJOURNMENT

John Alderson made a motion to adjourn the council meeting. Susan Ward seconded the motion. Motion passed unanimously. The council meeting adjourned at 9:48 p.m.



Mayor Donald Fannin



Recorder Jay Ward