

TOWN OF GLASGOW
COUNCIL MEETING MINUTES

August 21, 2023

Mayor Fannin called the meeting to order at 7:06 p.m.

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

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

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

COMMITTEE REPORTS

Health and Sanitation - Nothing to report.

Recreation - Nothing to report.

Streets and Lights - Marty Blankenship reported a light that is going out on the corner in front of his house. Eddie Hamilton reported that no other lights need to be replaced at this time.

Building - A door strip at Town Hall needs to be repaired. The window at the senior building still needs to be replaced.

Finance - Mayor Fannin reported the following balances:

General Fund - \$220,619.85

ARPA - \$149,728.51

Sewer Fund - \$129,250.98

Sewer Reserve Account - \$15,025.00

Police Fee Fund - \$29,405.86

Infrastructure Fund - \$43,911.29
Coal Severance Fund - \$2,702.75

The council reviewed the check register.

Optimum still owes a B & O payment.

An audit committee needs to be formed for the yearly audit which is coming up soon.

Burning Permits - None issued.

Housing Board - See Housing Board Committee minutes.

Safety - Nothing to report.

Fire Department - Chief Blankenship reported 7 calls so far this month. The contract for the new fire station has been submitted to New River Engineers, Inc. Hose testing will take place on September 8th. The Smithers Fire Department has been removed from Automatic Aid. The annual fire test at the Glasgow Health and Rehabilitation Center will take place in September.

Police Department - Chief Cox was not present to report. He was called out to work with FEMA.

Street Department - Director of Public Works, John Qualls reported that the street department workers will be taking a CPR class next Wednesday at the Senior Building at 10:00 a.m. The town of Marmet will be helping with the hydro excavation of the drain on Route 60. The fire department will stop traffic during the hydro excavation. Estimates were presented to the council for a battery powered multi-tool which includes a pole pruner, bristle broom and paddle broom attachments. Marty Blankenship made a motion for the street department to purchase the multi-tool at a cost of \$1,436.75. Mike Szerokman seconded the motion. Motion passed with a majority vote. Jay Ward abstained from voting.

Municipal Court - Municipal Court was held on August 14th. There was a no-show for traffic violations.

Web Page - Council meeting minutes and the bank register were updated on the town web page.

PAYMENT OF BILLS

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

P CARD STATEMENT

Mayor Fannin reviewed the P Card statement and will pay the bill.

SEWER ADJUSTMENTS

There were 8 sewer adjustments presented to the council. Some were leak adjustments and some were pool fills. The sewer adjustments were approved by the council.

UNFINISHED BUSINESS

Security Cameras - Mayor Fannin attended a meeting to form a plan for the cameras. A new estimate is needed which includes skybridges. Jay Ward recommended checking with AEP about the use of the poles and recording the pole numbers which would be used.

AEP Update - See Security Cameras.

Web Page Update - See Web Page.

Lien Update - Nothing new to report.

Boat Dock Bids - Nothing new to report.

KCC Mini-Grants - Nothing new to report.

Committees - Recorder Jay Ward discussed the need to form a Zoning Board Committee to work with representatives from Laura Cox Consulting to write a zoning ordinance for the town. The members of the committee will be as follows: Jay Ward, John Alderson, Mike Szerokman, Marty Blankenship and Amanda Holmes.

Ordinance Enforcement - Chief Cox and Amanda Holmes continue to monitor and enforce ordinances.

New River Update - Eric Hartwell attended the meeting to answer any questions about the report. Jay Ward asked about sending letters to residents who failed the smoke test and about the possibility of programs for residents who may need financial assistance to correct the problem of drains that are tied into the sewer system. Eric confirmed that letters do need to be sent to residents who failed the smoke test. He stated that he is not aware of any programs that provide financial assistance with correcting the drain issues. He also stated that it is the resident's responsibility to correct the issue. Eric asked the council to consider moving to the next phase of the sewer project. The council will discuss before giving approval to move to the next phase.

Budget - The council will review the budget before moving on to the next phase of the sewer project with New River Engineers.

NEW BUSINESS

Christmas Parade - The Glasgow Fire Department will host the annual Christmas Parade on Saturday, December 16th at 7:00 p.m. Breakfast with Santa will also take place at the fire station that morning at 10:00 a.m.

Karen Miller (Insurance) - Attorney Karen Miller gave the council a quote of her hourly rate for legal services. Her fee is \$275 per hour for a consultation. Susan Ward made a motion to approve the consultation with attorney Karen Miller regarding insurance for town employees. John Alderson seconded the motion. Motion passed unanimously. Mayor Fannin signed the agreement for legal consultation with Karen Miller.

Sewer Project Accountants - Jay Ward spoke with Griffith and Associates, the accounting firm that made a bid to assist with the sewer project. A representative with Griffith and Associates confirmed that payment to the firm can be deferred until grant funding comes through to cover it. The payment of \$24,500 covers Rule 42, which is a necessary component of the sewer project. Marty Blankenship made a motion to accept the bid of \$24,500 from Griffith and Associates for Rule 42. John Alderson seconded the motion. Motion passed unanimously.

Smoke Test Letters - Jay Ward made a motion to send letters to residents who did not pass the smoke test conducted by New River Engineers, Inc. Mike Szerokman seconded the motion. Motion passed unanimously.

Part-time Plant Operator - Tabled for discussion at a later date.

Part-time Police Officer - The council will discuss when Chief Cox returns from his FEMA duty.

Street Department (Welding) - Director of Public Works John Qualls presented bids to the council for welding jobs. The grate for a drain on Route 60 can be done for \$1,500 and the blade for the excavator can be repaired at a cost of \$2,766.71. The council approved the bids. Marty Blankenship made a motion to accept the bids, paying for the drain grate from the Infrastructure Fund and the excavator blade from the Sewer Fund. Jay Ward seconded the motion. Motion passed unanimously.

Keys for Buildings (Box) - Mayor Fannin suggested a lock box with extra keys to all of the different town buildings. The box would be kept in the Town Clerk's office.

Bus Schedule - Residents have complained about speeders in town when school buses are picking up children in the morning. A request was made for the police officer on duty to escort the bus when possible. Marty Blankenship will get a school bus schedule to give to the police department.

Storm Drains Excavator - See Street Department report.

Employee Retirement - Town employees can participate in the West Virginia Retirement Plus 457 Plan if they wish to make contributions. The employee would be responsible for making contributions because the town does not have money in the budget for matching contributions at this time. Marty Blankenship made a motion to approve town employee participation in the 457 Plan with the understanding that the employee will be responsible for making contributions. Susan Ward seconded the motion. Motion passed unanimously.

ORDINANCES - Nothing new to report.

PETITIONS - No petitions.

EXECUTIVE SESSION

John Alderson made a motion to convene an Executive Session. Eddie Hamilton seconded the motion. Motion passed unanimously. The Executive Session convened at 8:20 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 9:09 p.m.

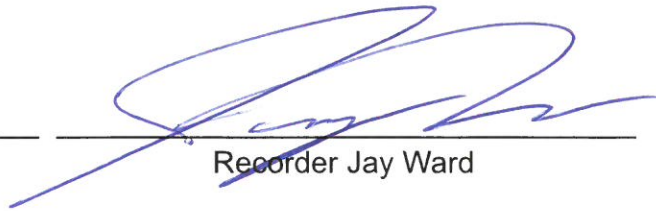
No vote was needed following the Executive Session.

ADJOURNMENT

Eddie Hamilton made a motion to adjourn the council meeting. John Alderson seconded the motion. Motion passed unanimously. The meeting adjourned at 9:10 p.m.



Mayor Donald Fannin



Recorder Jay Ward