

TOWN OF GLASGOW
Council Meeting Minutes

September 18, 2023

Recorder Jay Ward called the meeting to order at 7:02 p.m.

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

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

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

COMMITTEE REPORTS

Health and Sanitation - Nothing to report.

Recreation - Nothing to report.

Streets and Lights - Eddie Hamilton will check the street lights and submit a list.

Building - A call needs to be made to the contractor that agreed to repair the window at the Senior Building. The repair has still not been made.

Finance - Jay Ward reported the following balances:

General Fund - \$235,564.64
ARPA - \$89,728.51
Sewer Fund - \$129,911.81
Sewer Account Reserve - \$20,025.00
Police Fee Fund - \$28,595.82
Infrastructure Fee Fund - \$49,991.96
Coal Severance Fund - \$2,702.75

The council reviewed the check register.

Burning Permits - Chief Blankenship reported that he signed off on one burning permit.

Housing Board - See minutes for the September 18th Housing Board Committee meeting.

Safety - Nothing to report.

Fire Department - Chief Blankenship reported 5 calls so far this month. The fire department rescued a cat from a storm grate. The water issue with the hydrants on Melrose has been resolved. Engineers will conduct testing on the new property.

Police Department - Chief Cox was unable to attend the meeting. The council discussed hiring a second police officer that would be on call to fill in when Chief Cox or Officer Puffenbarger call in. The council will review the budget to determine if there are funds available.

Street Department - Director of Public Works John Qualls reported that the street department completed a CPR class. The blade for the backhoe is still being repaired. John asked if it would be possible for department heads to meet with council members on a weekly basis to give updates on projects so that everyone can stay more informed. John Alderson, Marty Blankenship and Eddie Hamilton agreed to meet with department heads each Monday at 9:00, starting next week.

Municipal Court - Nothing on the docket.

Web Page - Council meeting minutes and the town check register continue to be updated on the web page.

Payment Of Bills

Susan Ward made a motion to pay the bills. Mike Szerokman seconded the motion. Motion passed unanimously.

P-Card Statement - Mayor Fannin will pay the statement for the P-Card.

Sewer Adjustments - None.

UNFINISHED BUSINESS

Security Cameras (PK) - Schedule another meeting to discuss what the town will get for the \$6,200. Mike Szerokman made a motion for Marty to chair the meeting. John Alderson seconded the motion. Motion passed unanimously.

Kanawha County Commision Mini-Grants - A grant was approved through the Kanawha County Commision for electrical improvement to the roadside park. A bid submitted from Tim

Cremeans for \$6,200.00 was submitted. Marty Blankenship made a motion to accept the bid. John Alderson seconded the motion. Motion passed unanimously.

Committees - The council reviewed the members of the Zoning Committee which includes: Jay Ward, Mike Szerokman, John Alderson, Marty Blankenship and Amanda Holmes.

New River Engineers Update (next phase) - Chris Burford and Eric Hartwell attended the meeting to address the next phase of the project. They reported that the next steps will be to complete a preliminary engineering report (PER) and solicit for funding. John Alderson made a motion to move on to the next phase of the project. Eddie Hamilton seconded the motion. Motion passed unanimously. Marty Blankenship made a motion to pay the \$10,500 invoice submitted to the town for the first phase of the project. John Alderson seconded the motion. Motion passed unanimously.

Budget - The annual insurance contribution of \$58,167.00 is due. The council discussed the KRT program. Diesel and gas fuel can be purchased at a discounted rate. Marty Blankenship made a motion to participate in the program. Susan Ward seconded the motion. Motion passed unanimously. John Qualls will complete the form to apply for membership in the program.

Part Time Plant Operator - A meeting with the accountant is needed to determine if current rates can accommodate hiring a part time plant operator.

Town Hall - Jay and Susan Ward met with Erika Connelly, the director of the Kanawha County Library to discuss the ongoing issue of water seeping through the wall into the library. The carpet is getting wet and there are concerns about damage to the materials. The sidewalk outside of the library needs to be replaced, pitching water away from the building to prevent water seepage. John Qualls will get current estimates for the project. Ms. Connelly suggested a joint effort in approaching the Kanawha County Commission to ask for funding to replace the sidewalk at Town Hall. John Alderson and Marty Blankenship can contact the Labor Hall for project bids. Susan Ward made a motion to proceed with the plan to get bids, then go to the Kanawha County Commission in conjunction with the library to request funds. John Alderson seconded the motion. Motion passed unanimously.

Sewer Plant - Director of Public Works John Qualls presented a quote for repairs and updates needed at the sewer plant within the next year. A DEP inspection of the sewer plant facility found violations that need to be corrected. John presented a quote for a pump bypass to address the 1st street sewer issue when flooding occurs. The pump would be installed in a manhole/pump station and could pump 400 gallons per minute. The cost would be approximately \$14,130.00. Marty Blankenship suggested checking with Region 3 representative Bruce Mullins to determine if there are any emergency funds that might be available for this project. John will also check on bids for running pipes through the Tomkins property to the creek to alleviate storm water. Mr. Tomkins has stated that he is willing to grant an easement.

Christmas Parade - Billy Wilkinson will be paid \$200 to play Santa in the Christmas parade on December 16th. The parade line up will start at 6:00 and the parade will start at 7:00. A Christmas party will take place at Town Hall following the parade. The Glasgow Fire Department will supply hot chocolate, Mayor Fannin will donate pizza and the Glasgow United Methodist Church may be asked to donate baked goods.

NEW BUSINESS

Audit Committee - After discussion, Eddie Hamilton made a motion to approve that the members of the Audit Committee will be the members of the Town Council. Mike Szerokman seconded the motion. Motion passed unanimously.

Accountants - After reviewing the list of possible accountants for the audit, the council members agreed that it would be preferable to choose local accountants. The three choices included Dave Howell from Belle, Fred Hess from South Charleston and Baker-Tilly from Charleston. Mike Szerokman made a motion to approve the candidates for consideration. Marty Blankenship seconded the motion. Motion passed unanimously.

FD Fuel Truck - Chief Blankenship spoke to the council about a flatbed fuel truck which is owned by the fire department, in good condition but no longer needed by the fire department. The fire department would like to donate the truck to the Town of Glasgow as a token of appreciation. John Alderson made a motion to accept the donation of the flatbed truck on behalf of the town. Susan Ward seconded the motion. Motion passed with a majority vote. Marty Blankenship abstained from voting.

Debra Rusnak, PA - Ms. Rusnak was not in attendance.

Town Contributions 457 - See previous meeting minutes documenting the fact that town employees can participate and contribute to the 457 plan, but the town can not make contributions at this time.

Employee Job Description - Marty Blankenship reported to the council that he has completed the job description for the Director of Public Works. He will work on the job descriptions for the Wastewater Treatment Plant Operator and the Fire Chief. Derek Cox will be asked to complete a job description for Chief of Police. There will be further discussion at a future meeting.

Halloween Party - Trick or treat will take place on Tuesday, October 31st from 6:00 - 7:00. The town will host a Halloween Party afterwards.

Tim Cremeans Electrical Quote - Mr. Cremeans attended the meeting to answer any questions that council had about his quote and the work that will be performed. The council had a question about locks for the electrical outlets. Mr. Cremeans confirmed that he will install locks on the outlets. He also added that the lighting will be dusk to dawn.

ORDINANCES

Mike Szerokman asked for the council's consideration regarding unpaid fees owed by renters. He asked for clarification about who would be summoned to magistrate court, the renter or the property owner. Jay Ward asked Town Attorney Ray Keener to review the town ordinance to determine the point at which the owner is held responsible for the unpaid fees. The council decided that registered letters regarding notification for unpaid fees should be sent to both the property owner and the renter. The council also discussed rewriting the ordinance related to town fees.

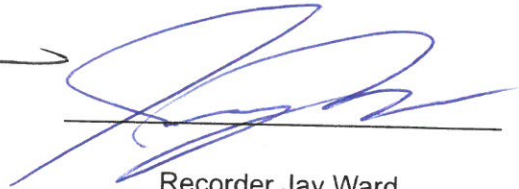
Petitions - None

Executive Session - John Alderson made a motion to convene an executive session. Mike Szerokman seconded to motion. Motion passed unanimously. Executive session convened at 8:42 p.m. John Alderson made a motion to adjourn the executive session. Eddie Hamilton seconded the motion. Executive session adjourned at 9:14 p.m.

Adjournment - Mike Szerokman made a motion to adjourn the meeting. Susan Ward seconded the motion. Motion passed unanimously. Meeting adjourned at 9:15 p.m.

A black ink signature of Mayor Donald Fannin, consisting of stylized initials and a long horizontal stroke.

Mayor Donald Fannin

A blue ink signature of Recorder Jay Ward, featuring a large, looped initial 'J' followed by a horizontal line.

Recorder Jay Ward