

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

**January 16, 2024**

Mayor Fannin called the meeting to order at 7:03 p.m.

Roll call was taken and a quorum was present. Those present included: Mayor Fannin, Recorder Jay Ward, John Alderson, Mike Szerokman, Eddie Hamilton, Marty Blankenship 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. John Alderson made a motion to approve the minutes as presented. Mike Szerokman seconded the motion. Motion carried.

**COMMITTEE REPORTS**

**Health and Sanitation** - Nothing to report.

**Recreation** - Nothing to report.

**Streets and Lights** - All lights that are out have been tagged, the pole numbers recorded and submitted to AEP.

**Building** - A new vacuum cleaner and air freshener are needed for cleaning the town buildings. Susan Ward made a motion to approve the purchase of air freshener and a new vacuum at a cost of no more than \$175. John Alderson seconded the motion. Motion carried.

**Finance** - Mayor Fannin reported the following:

General Fund - \$202,983.97

ARPA - \$63,478.51

Sewer Fund - \$130,993.02

Sewer Reserve Account - \$26,238.00

Police Fee Fund - \$18,292.44

Infrastructure Fee Fund - \$57,625.92

Coal Severance Fund- \$3,512.18

Opioid Account - \$1,125.13

The council reviewed the bank register. The council discussed the need to move \$50,000 out of Central Garage to Streets and Highways within the town budget to cover town worker wages. Marty Blankenship made a motion to move \$50,000. Susan Ward seconded the motion. Motion carried. The following council members also voted "yes" to approve the motion: Eddie Hamilton, Mike Szerokman and John Alderson. Jay Ward reported that due to the inaccuracies of the AccuFund reporting system, he will create a budget expenditures report based on how much each department has spent of their allotment for the year so far. Jay Ward made a motion to schedule a budget meeting to discuss the expenditures and the funding of prioritized projects. Eddie Hamilton seconded the motion. Motion carried. The council agreed to meet on January 25th at 7:00 p.m.

**Burning Permits** - None issued.

**Housing Board** - Contractor Chase Marion from Marion Construction submitted a letter to the council requesting a variance for the construction project on 3rd Avenue. Jay Ward made a motion to approve the request for a variance. Marty Blankenship seconded the motion. Motion carried. Jay Ward proposed a new process for issuing building permits. Plans would need to be submitted, reviewed and approved by the Housing Board before a permit is granted for certain construction projects related to ordinances. Marty Blankenship made a motion to approve the proposed process for acquiring certain building permits. John Alderson seconded the motion. Motion carried.

**Safety** - Nothing to report.

**Police Department** - Chief Cox joined the meeting by phone to give an update on the police department. Marty Blankenship will get a quote for equipment for the proposed new police vehicle. At this point, the town will be able to continue to pay for the 2nd part time police officer, Patrick McKinney. Chief Cox will return from FEMA duty on February 9th.

**Street Department** - Director of Public Works John Qualls had a meeting with a representative from the Rural Water Association. He learned that they have a program to help individuals obtain their Class I and Class II WasteWater operator's license. The individual must be working at the plant full time. He also reported that there were a few issues with the Roadside Park project. The control app for the lights was not working and some receptacles were missing padlocks. Mr. Qualls also discussed the need for a part time worker for the street department. There will be more discussion about the part time hire at the budget meeting on January 25th.

**Municipal Court** - Mayor Fannin reported one no-show for court. Arrangements were made for a payment plan for a citation.

**Web Page** - Recorder Jay Ward will address web page updates in the near future.

**PAYMENT OF BILLS** - Mike Szerokman made a motion to pay the bills. Eddie Hamilton seconded the motion. Motion passed.

**P CARD STATEMENT** - Mayor Fannin will review and pay the P Card statement.

**SEWER ADJUSTMENTS** - No adjustments were made.

## **UNFINISHED BUSINESS**

**Security Cameras (PK)** - Mayor Fannin was given the date of Thursday, January 18th for installation of the security cameras.

**Lien Update** - Mike Szerokman reported a judgment on one case, a lien placed on a house and 3 more liens to be submitted.

**Sidewalk Town Hall Update** - Susan Ward reported that she will be meeting with the Director of the Kanawha County Library, Erika Connelly on January 24th to discuss going before the Kanawha County Commission to request funding for the Town Hall sidewalk project. Susan Ward will request to be placed on the February 8th KCC meeting agenda.

**Junk Cars** - Marty Blankenship and John Alderson will set up a meeting with the mayor of Montgomery to obtain a template of a letter to residents regarding the junk car ordinance.

**White Board Topics** - The council reviewed and prioritized a list of town projects.

**Funds for Police Cruiser** - Marty Blankenship reported that he requested a quote for equipment for the proposed new police cruiser. The company that he requested a quote from asked for payment for an outstanding bill for which the town had not been notified. The payment of \$600 will be made.

**Street Paving Plans** - The council agreed that planning for street paving is on the priority list. Street paving will be a project added to the RIC grant list.

## **NEW BUSINESS**

**5th Avenue Street Issue (300 block)** - John Qualls will fill in with gravel and asphalt to address the issue.

**Sewer Project** - Chris Burford and Eric Hartwell from New River Engineers, Inc. attended the meeting to give an update on the sewer project. They are still working on the Facility Plan and will contact project accountant Michael Griffith to discuss the financials. The WV American Water report for 2023 is inaccurate and needs to be corrected. Copies of the Preliminary Engineering Report were distributed for the council's review. Region 3 representative Bruce

Mullins was also in attendance. He reported that he spoke with project accountant Michael Griffith about the current sewer rates. Rates need to be increased to at least 1.25% of the median household income in order to qualify for any grants. Michael Griffith is also working on the WVIJDC paperwork. Jay Ward made a motion to allow Mayor Fannin to sign the paperwork as soon as the documents are ready. Marty Blankenship seconded the motion. Motion carried. A local attorney is needed to work on easements and other documents related to the sewer project. An ad can be placed in the paper. Bruce Mullins will provide a template for the ad.

**Library KCC Update** - See Sidewalk Town Hall update.

**Sewer Plant Operator** - Another ad will be placed in the newspaper as well as on Indeed.

**ORDINANCES** - Nothing to discuss.

### **EXECUTIVE SESSION**

Jay Ward made a motion to convene an Executive Session. John Alderson seconded the motion. Motion carried. The Executive Session convened at 9:28 p.m.

John Alderson made a motion to adjourn the Executive Session. Susan Ward seconded the motion. Motion carried. The Executive Session adjourned at 9:40 p.m.

Following the Executive Session, John Alderson made a motion to approve a letter regarding possible litigation against the town that was prepared by Town Attorney Ray Keener with changes that were suggested by the council. Marty Blankenship seconded the motion. Motion carried.

### **ADJOURNMENT**

Jay Ward made a motion to adjourn the council meeting. Marty Blankenship seconded the motion. Motion carried. The council meeting adjourned at 9:41 p.m.

  
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Mayor Donald Fannin

  
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Recorder Jay Ward