



Town of Nutter Fort Minutes Council Meeting – February 27th, 2024

Called to order at 6:30 pm by Mayor Sam Maxson.

Attendance – Sam Maxson, Charlene Louk, Rick Lafferty, Bryan Gonzalez, Jim Link, Natalie Haddix, Karen Phillips

Department Heads – Treasurer Leslie Cummings, Police Chief Ronnie Godwin, Fire Chief Jeremy Haddix, EMS Supervisor Nathan Rohrbough, Public Works Supervisor Taylor Keith

Guests – Jennifer Robinson, Mark Hays, Town Engineer Ryan Holcomb, Shirley Sheets, Kathy Powell, Dennis Dutchess, Cindy Lafferty, JB & Jodi Forinash

Minutes:

- Approval of minutes 2/13/2024 – Regular Council Meeting minutes were approved by unanimous vote after a motion to approve the minutes was made by Charlene Louk and a second by Karen Phillips.

Treasurer's Report:

- CUSI (new billing software) is now live. We are going through a parallel process with it and our former billing software at this time. The bills that will be mailed on 3/15/2024 will be the new bills. Marketing materials will be distributed online and included in the mailing on how to sign up for an online account.
- Ferrari and Associates was on site February 22, 2024, to do our FYE2023 Audits. All went well and they were extremely impressed with the amount of work that is done in the Town.

Approval of Accounts Payable:

- Accounts payable items were presented via handout (attached) and were approved by unanimous vote after a motion by Charlene Louk which was seconded by Bryan Gonzalez.

Unfinished Business:

- None.

New Business

- Review-Discuss-Consider – Ordinance 2024-03 – Ordinance of the Town of Nutter Fort to Purchase a Portion of 411 Buckhannon Pike – 1st Reading. Discussion was held and it was noted that this was the apartment side of the property, and it was also necessary for a Right of Way for the AML Project. Motion to approve Ordinance 2024-03 was approved by unanimous vote after a motion by Charlene Louk and a second by Karen Phillips.
- Employee Matter – Necessitated Need for Executive Session – Ability to enter Executive Session to discuss an employee matter was approved by unanimous vote after a motion by Charlene Louk and a second by Karen Phillips. Executive Session went into effect at 7:15 pm.
- Conclusion of Executive Session to discuss an employee matter was approved by unanimous vote after a motion by Charlene Louk which was seconded by Karen Phillips. Executive Session concluded at 8:03 pm.

Committee Reports:

- Chief of Police Report: Nothing to report.
- Fire Chief Report:

- Still waiting on a date for the Ultimate Giveaway to be set. Will update once a date has been locked down.
- A grant submission for 25 sets of new gear was submitted for the AFG grant by the Fire Department's grant writer.
- There is also a Safer Grant that the Fire Department can write for, and additional information will be provided at the next meeting.
- NFFD received a grant from Harbor Freight for \$300 in tools.
- EMS/Ambulance Report:
 - For the month of February, there have been 12 ALS transfers (hospital to hospital), 150 BLS non-emergency calls, and 75 emergency calls. Not every call results in a transport.
 - Still need 1 to 2 additional full time day shift employees.
 - Another area EMS agency is significantly increasing wages and that could come as a detriment to NFEMS in terms of staffing.
 - At least one ambulance is staffed 24/7.
 - In terms of billing account status, the breakdown is as follows:
 - 31-60 days – approximately \$75,000 outstanding/uncollected
 - 61-90 days – approximately \$47,000 outstanding/uncollected
 - 91-121 days – approximately \$37,000 outstanding/uncollected
 - 121 days + - approximately \$66,000 outstanding/uncollected
 - Discussion was held regarding looking into the practices, quality improvement, and billing education with the current billing company.
- Public Works Supervisor Report: Working on the AML project in conjunction with the Town Engineer.
- Engineer Report:
 - Phase III Sewer – Completion bond closing should coincide with the Phase IV project.
 - Phase IV Sewer – PSC Waiver received. Two ROWs given to Taylor – Upon completion, request authorization to advertise.
 - Phase V Sewer – On hold for the time being.
 - Route 20 Corridor - Facility plan resubmitted to DEP. – awaiting Facility plan approval and FONSI issuance (30-day advertisement period); Permitting plans have been submitted to applicable agencies; There will be a bit of a waiting period while we get ROWs; If Senate Bill 400 passes, this would eliminate our need for a PSC Certificate – which will help the project schedule; 52 ROWs / 1 acquisition – Morgan Haymond working on these
 - AML Project – First progress meeting held. Contractor is ahead of schedule and anticipates being complete in 3 weeks.

Public Comment:

- Resident Dennis Dutchess inquired about the following items:
 - A line needs painted on the side of the steep bank on Illinois Avenue and by the church. PW Supervisor advised that this is on the schedule.
 - What was the money going to be used for in terms of the user fees? Mayor advised that while the ordinance was tabled indefinitely, the money would have gone towards the betterment of the community. It was then asked if the Town of Nutter Fort could look into funding to go towards the police department.
- Resident Jennifer Robinson inquired about the following items:
 - Asked if any decisions had been made about a previous meeting's agenda item, being the street sweeper's lease agreement. It was explained that no decisions were made, as the agenda item had been tabled.
 - Asked if there was a current code enforcement officer. Mayor advised that there was no code enforcement officer at this time and the position had not been filled presently.

The meeting adjourned by acclamation at 8:10pm.

Natalie K. Haddix, Recorder

Sam Maxson, Mayor