



Town of Nutter Fort Agenda for Tuesday,
May 26, 2020 @ 6:30PM

Preliminaries

Call to Order

Minutes

- Approval of minutes 5/12/2020 - Council Meeting

Treasurer's Report & Approval of Accounts Payable

Unfinished Business

New Business

1. Discussion & approval - 1st reading of Ordinance 2020-01 - Establishing Town of Nutter Fort Building and Housing Code Appeals Board
2. Proclamation - Julia Ann Foley Day

Committee Reports:

- Chief of Police Report
- Fire Chief
- Public Works Supervisor Report
- Code Enforcement Report
- Other Committee Reports

Public Comment

Adjournment

Leslie Cummings is inviting you to a scheduled Zoom meeting.

Topic: Council Meeting

Time: May 26, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88342545095?pwd=QThtbU83eVV6QXZnS3A4Q3NSeW5wZz09>

Meeting ID: 883 4254 5095

Password: 321325

One tap mobile

+13126266799,,88342545095#,,1#,321325# US (Chicago)

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Dial by your location

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Meeting ID: 883 4254 5095

Password: 321325

Find your local number: <https://us02web.zoom.us/u/keGjJ6JV25>

TOWN OF NUTTER FORT
Ordinance 2020-01

ARTICLE 1762 – Town of Nutter Fort Building and Housing Code Appeals Board

Sec. 1 – Appeals Board.

An appeals board (“Town of Nutter Fort Building and Housing Code Appeals Board” or “Code Appeals Board”) of five (5) members shall be appointed by the Mayor. The Town Council of Nutter Fort shall ratify and confirm the appointment of each member of the Code Appeals Board. The Code Appeals Board shall consist of five (5) members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the Town of Nutter Fort. They may include, but are not limited to, a WV Registered Professional Architect or Engineer, or a WV Licensed General Building, Residential, Electrical, Piping, Plumbing, Mechanical or Fire Protection Contractor, with at least ten (10) years experience, five (5) of which shall be in responsible charge of work. No less than one (1) the members of such Board of Appeals shall be a West Virginia registered professional architect or engineer, or a West Virginia licensed general building, residential, electrical, piping, plumbing, mechanical or fire protection contractor. Board members shall be appointed for five (5) year terms, or until a successor is appointed. Three (3) members will form a quorum at any appeal hearing. Appeals to the Code Appeals Board shall be pursuant to the provisions of each Nutter Fort Property Maintenance Code, and international code, which is part of the WV State Building Code under which the appeal is made and notice and procedure with regard to the appeal shall follow the publication mandates of each international code, which is part of the WV State Building Code.

Sec. 2 – Right to Appeal.

Any person directly affected by a decision of the code official or a notice or order issued under the Building and Housing Code shall have the right to appeal to the Code Appeals Board, provided that a written application for the appeal is filed within twenty (20) days after the decision, notice, or order was served. An application for appeal shall be based on a claim that the true intent of the Code or the rules has been incorrectly interpreted, the provisions of the Code do not fully apply, or the requirements of the Code are adequately satisfied by other means, or that the strict application of any requirement of the Code would cause an undue hardship. The Code Appeals Board shall render a decision within thirty (30) days of receipt of appeal.

Sec. 3 – Right to Appeal to Circuit Court.

Should the decision of the Code Appeals Board be adverse to the appellant, the appellant shall be advised of his/her right to appeal to the Circuit Court of Harrison County, West Virginia, within thirty (30) days of entry of the final decision by the Code Appeals Board.

Sec. 4 – Open Hearings.

All hearings before the Code Appeals Board shall be open to the public.

Sec. 5 – Fees.

The Town of Nutter Fort shall adopt a resolution establishing the fees for the activities and services performed by the Code Appeals Board



Town of Nutter Fort

PROCLAMATION

WHEREAS, Everyday, residents of Nutter Fort and people throughout the Town have directly benefited from the dedication and commitment of Treasurer Julia Foley; and

WHEREAS, Treasurer Julia Foley is a public servant and an unsung hero that keeps Nutter Fort running; and

WHEREAS, Treasurer Julia Foley not only took a job, but an oath; and

WHEREAS, Treasurer Julia Foley possesses a broad array of skills and expertise and has put this to use with efficiency and integrity for everyone in our Town: and

WHEREAS, While elected officials come and go, the consistency and institutional knowledge of Town of Nutter Fort employee, Treasurer Julia Foley, offers continuity of service across decades and election cycles and is essential to the smooth functioning of our Town over time; and

WHEREAS, We all owe a substantial debt of gratitude to Treasurer Julia Foley for her nearly 35 years of service to the Town of Nutter Fort and it's residents;

NOW, THEREFORE, Let it be Known that May 26, 2020, is hereby proclaimed as:

Julia Ann Foley Day

in the

Town of Nutter Fort, West Virginia

And I invite all citizens to join me in this observance each in their own way.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the great seal of the Town to be affixed this 26th day of May in the year of our Lord two thousand and twenty.

Sam Maxson, Mayor
Town of Nutter Fort



Town of Nutter Fort Council Meeting Minutes Tuesday, May 12, 2020 @ 6:30PM

Preliminaries

Mayor Sam Maxon called the meeting to order @ 6:31PM via Zoom

Attendance: Recorder Rezin Hudkins, Councilors William Benincosa, Natalie Haddix, Charlene Louk, Donald Webster, Karen Phillips, Acting Treasurer Leslie Cummings, Fire Chief Jeremy Haddix, Public Works Supervisor Taylor Keith, Code Enforcement Keith Kesling

Absent: Treasurer Julia Foley, Police Chief Ronald Godwin

Guests: Shirley Sheets, Kathy Powell, Logan Alastanos, Mrs. Lafferty, Jodi Forinash, Charlotte Link, Dan Ferrell

Minutes

- Approval of minutes - 4/28/2020 - Council Meeting - were approved by unanimous vote after a motion by Charlene Louk and a second William Benincosa.

Treasurer's Report - N/A

Approval of Accounts Payable

Approval of Accounts Payable (attached) - Accounts payable were approved by unanimous vote after a motion made by Natalie Haddix and a second by Charlene Louk.

Old Business - N/A

New Business

1. Discussion on creating Appeals Board - Keith Kesling explained why the Code Appeals Board is needed. Charlene Louk moved to establish an Appeals Board with input from legal counsel. After a second by Karen Phillips, motion approved by unanimous vote.
2. Discussion and presentation from Loan Alastanos with Thrasher Engineering on Infrastructure Stimulus Package - we will be moving forward to pursue Stimulus Funding (if it becomes available) - passed by unanimous vote after a motion by Donald Webster and a second by Karen Phillips.
3. Haddix Liquidations License Approval - approved by unanimous vote after a motion by William Benincosa and second by Karen Phillips.

Committee Reports:

- Chief of Police Report
- Fire Chief
- Public Works Supervisor Report
- Code Enforcement Report
- Other Committee Reports

Public Comment - N/A

Meeting adjourned by acclamation at 7:41 pm.

Respectfully submitted,

Rezin Davis Hudkins IV, Recorder

Sam Maxson, Mayor

**Water Board Account
Purchase Journal
For the Period From May 9, 2020 to May 22, 2020**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Name	Line Description	Debit Amount	Credit Amount
5/9/20	Xcel Service and Repair	Unit 6-1/3 cost of replace wheel seal, a/c diagnostic and charge Xcel Service and Repair	179.89	179.89
5/9/20	US Cellular	1/4 cost of Monthly cell service for PW US Cellular	123.42	123.42
5/9/20	Sandy Construction Company	1/4 cost of concrete steps and curb Sandy Construction Company	537.50	537.50
5/9/20	Ferguson Waterworks #527	40% cost of shop supplies Ferguson Waterworks #527	49.93	49.93
5/9/20	Ferguson Waterworks #527	40% cost of shop supplies Ferguson Waterworks #527	421.73	421.73
5/9/20	Ferguson Waterworks #527	4-Clamps Ferguson Waterworks #527	540.46	540.46
5/9/20	State Electric Supply Co.	1/6 cost of cable,connectors for cable and internet install State Electric Supply Co.	204.08	204.08
5/9/20	State Electric Supply Co.	PW-1/6 cost of cable for cable and internet install State Electric Supply Co.	163.06	163.06
5/9/20	Citynet LLC	1/4 cost of Materials,labor,and service contracts for phone and internet Citynet LLC	1,935.06	1,935.06
5/9/20	Carid	1/4 cost of safety gloves Carid	44.82	44.82
5/9/20	Sandy's Hardware	1/4 cost of shop supplies-electical boxes, connectors, outlet, coat/hat hook,1x4,conduit Sandy's Hardware	29.46	29.46
5/9/20	Lowes Business Account	1/2 cost of File Storage Organizer for Maps Lowes Business Account	90.08	90.08
5/9/20	Airgas-Mid America	1/4 cost of monthly cylinder rentals Airgas-Mid America	69.22	69.22
5/10/20	Time Warner Cable	15% final charge for monthly road runner Internet service for all departments Time Warner Cable	12.00	12.00
5/10/20	Clarksburg Water Board	Monthly bacteriological exam report for PWSID #3301717	42.00	

**Water Board Account
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Date	Name	Line Description	Debit Amount	Credit Amount
		Clarksburg Water Board		42.00
5/11/20	Citynet LLC	15% cost of internet and phone Citynet LLC	53.56	53.56
5/11/20	Citynet LLC	15% cost of internet and phone Citynet LLC	89.26	89.26
5/12/20	Xcel Service and Repair	PW #1- 1/4 cost of AC work, tire rotation, replace belt and tensioners Xcel Service and Repair	292.69	292.69
5/12/20	R.D. Wilson & Company	1/4 cost of hand sanitizer and soap R.D. Wilson & Company	34.03	34.03
5/13/20	Dominion Hope	15% of monthly budgeted amount for all departments Dominion Hope	23.68	23.68
5/15/20	City of Nutter Fort	15% charge for monthly water and sewer service for all departments City of Nutter Fort	70.25	70.25
5/18/20	Environmental Systems Resear	1/4 cost of ArcGIS Single Use Primary Maintenance 6/1/2020-5/31/2021 Environmental Systems Research Ins	100.00	100.00
5/18/20	Environmental Systems Resear	1/4 cost of 4- ArcGIS Online Field Worker Terms Environmental Systems Research Ins	350.00	350.00
5/19/20	Ferguson Waterworks #527	10- Meter box ball valves Ferguson Waterworks #527	460.70	460.70
5/20/20	Miss Utility of West Virginia	Monthly fax service notification Miss Utility of West Virginia	10.00	10.00
5/20/20	SuperAmerica Group	Water dept fuel SuperAmerica Group	424.79	424.79
5/22/20	Nutter Fort Payroll Account	Bi-weekly Oper. labor Bi-weekly customer collection labor Nutter Fort Payroll Account	2,836.95 2,117.40	4,954.35
5/22/20	Nutter Fort Payroll Account	Bi-weekly FICA/Medicare Tax Nutter Fort Payroll Account	376.18	376.18
			11,682.20	11,682.20

General Revenue Account
Purchase Journal
For the Period From May 9, 2020 to May 22, 2020

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Date	Name	Line Description	Debit Amount	Credit Amount
5/9/20	Xcel Service and Repair	Unit 6-1/3 cost of replace wheel seal, a/c diagnostic and charge Xcel Service and Repair	179.88	179.88
5/9/20	U.S. Cellular	Monthly cell service for Police 1/4 cost of Monthly cell service for PW Monthly cell service for Code Enforcement Monthly cell service for Office U.S. Cellular	1,323.61 123.43 93.38 75.74	1,616.16
5/9/20	Walmart	JH-Walmart Walmart	17.98	17.98
5/9/20	Sam's Club	JH-Sams Sam's Club	172.06	172.06
5/9/20	Sandy Construction Com	1/4 cost of concrete steps and curb Sandy Construction Company	537.50	537.50
5/9/20	Conducive Data	Monthly managed services Conducive Data	202.50	202.50
5/9/20	State Electric Supply Co.	CH-1/6 cost of cable,connectors for cable and internet install FD-1/6 cost of cable,connectors for cable and internet install PD-1/6 cost of cable,connectors for cable and internet install PW-1/6 cost of cable,connectors for cable and internet install State Electric Supply Co.	204.09 204.09 204.09 204.08	816.35
5/9/20	State Electric Supply Co.	CH-1/6 cost of cable for cable and internet install FD-1/6 cost of cable for cable and internet install PD-1/6 cost of cable for cable and internet install PW-1/6 cost of cable for cable and internet install State Electric Supply Co.	163.06 163.06 163.06 163.07	652.25
5/9/20	Citynet LLC	FD-Materials,labor,and service contracts for phone and internet PD-Materials,labor,and service contracts for phone and internet CH-Materials,labor,and service contracts for phone and internet	4,218.84 3,168.84 1,935.07	

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Date	Name	Line Description	Debit Amount	Credit Amount
		PW-1/4 of Materials,labor,and service contracts for phone and internet Citynet LLC	1,935.07	11,257.82
5/9/20	Greer Industries, Inc.	5.12 ton of Wearing Asphalt @ 70.50/ton Greer Industries, Inc.	360.96	360.96
5/9/20	Carid	1/4 cost of safety gloves Carid	44.83	44.83
5/9/20	Sandy's Hardware	1/4 cost of shop supplies-electical boxes, connectors, outlet, coat/hat hook,1x4,conduit Sandy's Hardware	29.46	29.46
5/9/20	Sandy's Hardware	float and rollers Sandy's Hardware	14.78	14.78
5/9/20	Sam Maxson	Reimbursement for Generator Part-Ebay Sam Maxson	27.55	27.55
5/9/20	Bearcom	May 2020 police radio maintenance Bearcom	58.50	58.50
5/9/20	MPB Print & Sign	Door Decal City Hall MPB Print & Sign	125.00	125.00
5/9/20	Airgas Mountian States	1/4 cost of monthly cylinder rentals Airgas Mountian States	69.23	69.23
5/9/20	In Step Dance & Fitness	Fit Club fees -April-June 2020 - Leslie Cummings In Step Dance & Fitness	128.00	128.00
5/9/20	Wholesale Tire, Inc.	PD 203 4 wheel alignment Wholesale Tire, Inc.	73.45	73.45
5/9/20	Town of Nutter Fort Payr	RHBT - Waste Department share Town of Nutter Fort Payroll Account	616.00	616.00
5/9/20	Xcel Service and Repair	Waste-Unit9- Replace lights, tire mounts, inspection, Xcel Service and Repair	1,045.08	1,045.08
5/9/20	U.S. Cellular	Waste-1/4 cost of Monthly cell service for PW U.S. Cellular	123.42	123.42
5/9/20	Sandy Construction Com	Waste-1/4 cost of concrete steps and curb Sandy Construction Company	537.50	537.50

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5/9/20	State Electric Supply Co.	Waste-1/6 cost of cable for cable and internet install State Electric Supply Co.	204.08	204.08
5/9/20	Citynet LLC	Waste-1/4 of Materials,labor,and service contracts for phone and internet Citynet LLC	1,935.06	1,935.06
5/9/20	Carid	Waste-1/4 cost of safety gloves Carid	44.82	44.82
5/9/20	Sandy's Hardware	Waste-1/4 cost of shop supplies-electical boxes, connectors, outlet, coat/hat hook,1x4,conduit Sandy's Hardware	29.46	29.46
5/9/20	Xcel Service and Repair	Waste-Unit #10 A/C Repair Xcel Service and Repair	291.52	291.52
5/9/20	Advance Auto Parts	Waste- Paper towels, diesel treatment Advance Auto Parts	25.73	25.73
5/11/20	Citynet LLC	55% of Monthly cost for internet and phone Fire Dept cost for internet and phone Citynet LLC	327.26 585.10	912.36
5/11/20	Nutter Fort Payroll	Mayor - FICA/Medicare Tax Council - FICA/Medicare Tax Recorder - FICA/Medicare Tax Police Judge - FICA/Medicare Tax Nutter Fort Payroll	41.74 56.92 22.77 18.97	140.40
5/11/20	Nutter Fort Payroll Accou	Mayor's monthly Salary Council - Monthly Salary Recorder's Monthly Salary Police Judge's Salary Nutter Fort Payroll Account	550.00 750.00 300.00 256.25	1,856.25
5/12/20	Xcel Service and Repair	PW #1- 1/4 cost of AC work, tire rotation, replace belt and tensioners Xcel Service and Repair	292.70	292.70
5/12/20	Thomas Riffle	Refund of tax payment for citation Thomas Riffle	233.00	233.00
5/12/20	R.D. Wilson-Sons & Co	1/4 cost of hand sanitizer and soap R.D. Wilson-Sons & Company	34.03	34.03

**General Revenue Account
Purchase Journal
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Date	Name	Line Description	Debit Amount	Credit Amount
5/12/20	Sandy's Hardware	Packaging tape Sandy's Hardware	20.98	20.98
5/12/20	Advance Auto Parts	battery for compactor Advance Auto Parts	44.16	44.16
5/12/20	Paperworks	2 Cases of Business License Paper Paperworks	213.83	213.83
5/12/20	Dorothy Molle	Refund of tax payment for citation Dorothy Molle	137.00	137.00
5/12/20	Xcel Service and Repair	Waste-PW #1- 1/4 cost of AC work, tire rotation, replace belt and tensioners Xcel Service and Repair	292.69	292.69
5/12/20	R.D. Wilson-Sons & Co	Waste-1/4 cost of hand sanitizer and soap R.D. Wilson-Sons & Company	34.04	34.04
5/12/20	Airgas Mountian States	1/4 cost of monthly cylinder rentals - waste Airgas Mountian States	69.22	69.22
5/13/20	Dominion Hope Gas	55% of monthly budget for all departments Fire Dept Usage Dominion Hope Gas	86.80 51.99	138.79
5/13/20	Pullin, Fowler, Flanagan,	April 2020 Legal Fees Pullin, Fowler, Flanagan, Brown & Poe	1,603.00	1,603.00
5/13/20	Citynet LLC	Waste- 15% cost of internet and phone Citynet LLC	89.26	89.26
5/15/20	City of Nutter Fort	55% of monthly water and sewer service for all departments City of Nutter Fort	257.57	257.57
5/15/20	Greer Industries, Inc.	3.10 Ton of Wearing Asphalt Greer Industries, Inc.	210.80	210.80
5/15/20	US Postal Service	May 2020 Billing, April 2020 Usage US Postal Service	257.64	257.64
5/15/20	City of Nutter Fort	Waste Account - 15% of monthly water and sewer service for all departments City of Nutter Fort	70.25	70.25
5/15/20	Amtower Auto Supply, In	Waste-TK10 wiper blade		

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		Amtower Auto Supply, Inc.		
5/18/20	Linda Blake	Reimbursement for 3 flats of flowers Linda Blake	40.00	40.00
5/18/20	Environmental Sys. Rese	1/4 cost of ArcGIS Single Use Primary Maintenance 6/1/2020-5/31/2021 Environmental Sys. Research Inst.	100.00	100.00
5/18/20	Advance Auto Parts	PD 201 22' Flex Wipers Advance Auto Parts	26.78	26.78
5/18/20	Environmental Sys. Rese	1/4 cost of 4- ArcGIS Online Field Worker Terms Environmental Sys. Research Inst.	350.00	350.00
5/18/20	Sandy's Hardware	Waste-32 gal can-replacement 315 Burton Ave Sandy's Hardware	19.99	19.99
5/18/20	Environmental Sys. Rese	1/4 cost of ArcGIS Single Use Primary Maintenance 6/1/2020-5/31/2021 Environmental Sys. Research Inst.	100.00	100.00
5/18/20	Environmental Sys. Rese	Waste-1/4 cost of 4- ArcGIS Online Field Worker Terms Environmental Sys. Research Inst.	350.00	350.00
5/19/20	Sparkle Janitorial Produc	FD Hand Sanitizer Sparkle Janitorial Products	201.40	201.40
5/19/20	Time Warner Cable-SW	55% Final balance for road runner Internet service Time Warner Cable-SWO Division	43.79	43.79
5/19/20	Dominion Hope Gas	Waste account - 15% of monthly budget amount Dominion Hope Gas	23.68	23.68
5/19/20	Time Warner Cable-SW	Waste Account - 15% of final charge for road runner Internet service Time Warner Cable-SWO Division	12.00	12.00
5/20/20	Waste Management	63.72 tons of waste @ \$45.35 per ton disposed for service period of 05/01/20-05/15/20. Waste Management	2,889.73	2,889.73

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Date	Name	Line Description	Debit Amount	Credit Amount
5/20/20	Target National Bank	Charge in error-LC Target National Bank	24.20	24.20
5/20/20	Super America Group, In	Fuel - Ronald Godwin Fuel - Chris Shingleton Fuel - James McManus Fuel - James Young Fuel - Shane Richardson Super America Group, Inc.	81.85 202.06 156.00 97.12	537.03
5/20/20	Wantate	Membership Wantate	39.99	39.99
5/20/20	Super America Group, In	1/3 cost Street Dept Fuel Super America Group, Inc.	424.79	424.79
5/20/20	Super America Group, In	waste-Garbage Truck Fuel - April 2020 Super America Group, Inc.	584.92	584.92
5/21/20	Target National Bank	LC-Reimbursement Target National Bank	51.89	51.89
5/21/20	Megan R Hardy	Refund of Tax Refund overpayment Megan R Hardy	49.00	49.00
5/21/20	Anthony Ancia Robertso	Refund of overpayment Tax: 1004845331 Anthony Ancia Robertson	147.00	147.00
5/21/20	Mick C Doctor	Refund of citation overpayment tax #1004845331 Mick C Doctor	80.00	80.00
5/21/20	Amazon	cases for iPads Amazon	68.45	68.45
5/21/20	Amazon	5-Waterproof cable connectors Amazon	24.06	24.06
5/21/20	Adobe Inc	Acrobat Pro Subscription 1 Yr Adobe Inc	192.47	192.47
5/21/20	WV Municipal Judges As	Annual dues WV Municipal Judges Association 2020-2021 WV Municipal Judges Association	25.00	25.00
5/21/20	WV City Management As	WV City Management Association dues 2020-2021 WV City Management Association	50.00	50.00

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Date	Name	Line Description	Debit Amount	Credit Amount
5/21/20	Tracie J. Palmer	Refund of overpayment for citation Tracie J. Palmer	15.00	15.00
5/21/20	Harrison County Mayors'	Annual membership dues FY 2020-2021 Harrison County Mayors' Assoc.	100.00	100.00
5/21/20	WV Municipal Clerks & R	Annual dues for WV Municipal Clerks/Recorders Association - Rezin Hudkins, Leslie Cummings WV Municipal Clerks & Recorders	70.00	70.00
			<u>34,786.07</u>	<u>34,786.07</u>