



Town of Nutter Fort Minutes Council Meeting – February 13th, 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, EMS Supervisor Nathan Rohrbough, Public Works Supervisor Taylor Keith, Code Enforcement Officer Andy Grogg

Guests – Jennifer Robinson, Mark Hays, Town Accountant Zachary Dobbins, Shirley Sheets, Kathy Powell, John Romano, Allen & Anita Martin

Absent: Fire Chief Jeremy Haddix

Minutes:

- Approval of minutes 1/23/2024 - Council Meeting Minutes were approved by unanimous vote after a motion to approve the minutes was made by Charlene Louk and a second by Bryan Gonzalez.

Treasurer's Report:

- Town Hall will be closed 2/19/2024 in observance of Presidents' Day. Trash services will be one day late the week of 2/19/2024, except for Friday.
- CUSI (new billing software) will pull their finalized data from our current billing software (RVS) on 2/15/2024. We will be in training again on 2/19/24-2/21/24. The office is already scheduled to be closed on 2/19/2024, but on 2/20/2024 & 2/21/2024, we will be closed from Noon-4pm for training.
- Again, reminder that Ferrari and Associates are scheduled to be in the office on February 22, 2024, to do our FYE2023 Audits. Ferrari asked that I remind the Fire Department to please have your items ready for them.
- FYE2025 Budgets - I have already spoken with EMS on their larger items that will need to be budgeted. I will be getting with the remaining departments over the next few days. COUNCIL – is there anything you are aware of that needs budgeted for? I will be scheduling budget workshops the week of 3/18/2024. Budget is due to the WWSAO 3/28/2024.
- I had a meeting with one of the Town's attorneys today concerning mediation and litigation. I am asking for an emergency executive session concerning the legal matter.

Approval of Accounts Payable:

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

Unfinished Business:

- Review-Discuss-Consider – Ordinance 2024-01 – An Ordinance of the Town of Nutter Fort, West Virginia, Abandoning an Undeveloped Portion of Bryan Street in the Town of Nutter Fort – 2nd Reading. Motion to accept abandoning an undeveloped portion of Bryan Street per Ordinance 2024-01 was approved by unanimous vote after a motion by Charlene Louk and a second by Rick Lafferty.

New Business

- Review-Discuss-Consider – Ordinance 2024-02 – An Ordinance of the Town of Nutter Fort, West Virginia, Amending the Schedule of Rates and Charges for the Services and Facilities Furnished for the Customers of the Sewerage System of the Town of Nutter Fort by Increasing the Rates and Charges by the Establishment of New Rates and Charges – 1st Reading. Discussion was held, which included the noting

of cost increases due to inflation and the potential for loss of grant funding which has been a significant source of funding in the past on these types of infrastructure updates. Initially, the rate increase started out as a 30% increase. After input from the Town's Accountant, intense review of budgets, and re-allocation of some of our resources, this was able to be lowered to 13%. Motion to approve Ordinance 2024-02 was approved by unanimous vote after a motion by Bryan Gonzalez and a second by Karen Phillips.

- Review-Discuss-Consider – Ordinance 2024-03 – An Ordinance Adopting Article 782, Town Service User Fee, of Chapter Three, Taxes and Services Charges, of Part Seven, Business Regulation and Taxation Code of the Codified Ordinances of the Town of Nutter Fort – 1st Reading. It was noted by the Treasurer that revised information was not available, and a request was made to table the ordinance discussion. Motion to approve tabling Ordinance 2024-03 was approved by unanimous vote after a motion by Charlene Louk and a second by Karen Phillips.
- Review-Discuss-Consider – Street Sweeper Lease Agreement. It was noted by the Treasurer that all information was not available for review and a request was made to table the discussion. Motion to approve tabling the Street Sweeper Lease Agreement was approved by unanimous vote after a motion by Charlene Louk and a second by Karen Phillips.
- Discussion – Employment Qualification Testing. The Treasurer advised that, through a discussion with the EMS Supervisor, it was noted that language regarding driving records and motor vehicle license validity needed to be integrated into the Town's Employee Handbook. Discussion was held and the Treasurer was going to touch base with the Town's Attorney to ensure that proper wording is proposed for integration into the Employee Handbook.
- Legal Update – Necessitated Need for Executive Session – Ability to enter Executive Session to discuss an update on legal matters was approved by unanimous vote after a motion by Charlene Louk and a second by Bryan Gonzalez. Executive Session went into effect at 6:52 pm.
- Conclusion of Executive Session to discuss an update on legal matters was approved by unanimous vote after a motion by Charlene Louk which was seconded by Bryan Gonzalez. Executive Session concluded at 7:43 pm.

Committee Reports:

- Chief of Police Report: None.
- Fire Chief Report: None.
- EMS/Ambulance Report: 109 calls for service so far this month. ALS transports have been up a little bit.
- Public Works Supervisor Report: Phase I of AML ~ area by old 911 Center ~ ahead of schedule. Working with code enforcement and homeowner in Bagwell addition for sewer & water extension for service for a new residence.
- Engineer Report: None.
- Code Enforcement Report: Five permits issued. 304 Norma Avenue – new residence – everything is ready for house to come in 1st week of March. Violation on 111 Indiana Avenue – fascia & gutters rotted – will receive notice in a few days.

Public Comment:

- Resident Jennifer Robinson inquired about the following items:
 - Requested an update on the bricks for the basketball court – Charlene Louk commented that the data was reviewed, and the bricks will be ordered soon – 55 in total.
 - It was asked when the Indiana Avenue Extension will be worked on and PW Supervisor responded that this was slated for Spring/Summer.
 - There is water coming up by Rick Lafferty's house. PW Supervisor advised they will be working on that in the am.

The meeting adjourned by acclamation at 7:44 pm.

Natalie K. Haddix, Recorder

Sam Maxson, Mayor