



Town of Nutter Fort Minutes Council Meeting – June 25th, 2024 – 6:30pm

Called to order at 6:31 pm by Mayor Sam Maxson.

Attendance – Mayor Sam Maxson, Councilor Rick Lafferty, Councilor Karen Phillips, Councilor Charlene Louk, Recorder Natalie Haddix, Councilor Jim Link

Absent: Councilor Bryan Gonzalez

Department Heads – Treasurer Leslie Cummings, Police Chief Ron Godwin, Fire Chief Jeremy Haddix

Guests – Cynthia Lafferty, Shirley Sheets, Kathy Powell, Dennis Dutchess, Mark Hays, Jennifer Robinson, Kenneth Johnson, Rezin Hudkins, Zach Dobbins

Minutes:

- Approval of minutes 6/11/2024 Council Meeting – Meeting minutes for the 6/11/2024 Council Meeting were approved by unanimous vote after Charlene Louk moved to approve the minutes with correction to the last paragraph under “Public Comment” from “conversation” to “conversion” the and the motion was seconded by Karen Phillips.

Treasurer’s Report:

- The treasurer will be on vacation 7/5/2024 – 7/14/2024 and will return to the office on 7/15/2024. She will be available by text and email.
- Reminder that the Public Hearing and 2nd reading of ordinance 2024-07 on the Chub Run Sewer Rates will be July 2, 2024, at 2:30pm. Conference calling will be available.
- Today, the office and public works was interviewed by Master Meter for an online advertisement. Nutter Fort is proud to have one of the most advanced metering systems to provide to our businesses and residents.
- Sanitary Board Meeting was held today. There will be a preconstruction meeting on Phase IV at 9:00am, 6/27/2024. Taylor reported during the meeting that all sewer issues at Bagwell and 1st have been resolved and paving is scheduled for next week.

Approval of Accounts Payable:

- Accounts payable items were presented via handout (attached) and were approved by unanimous vote after Charlene Louk moved to approve the accounts payable items and the motion was seconded by Karen Phillips.

Public Hearing:

- *To conduct a public hearing regarding a proposed Ordinance 2024-05 related to amending the schedule of rates and charges for the customers of the water distribution system of the Town of Nutter Fort -* Hearing was opened and questions were entertained. This is an additional rate increase due to Clarksburg Water Board’s second rate increase. Hearing was closed after all questions were answered satisfactorily.

Unfinished Business:

- *Review-Discuss-Consider–Ordinance 2024-05–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 Water Distribution System of the Town of Nutter Fort by Increasing the Rates and Charges by the Establishment of New Rates and Charges -* Motion to accept proposed 2024-05 Ordinance on the first reading was made by Charlene Louk and seconded by Karen Phillips. Motion carried after unanimous vote.

- *Review-Discuss-Consider–Michigan Avenue Park* – Discussion was held regarding what would be the most beneficial use for the area. It was suggested that a gazebo with a pickleball court would likely be the best route vs a playground since Clarksburg City Park is so close to the Michigan Avenue Park. Treasurer and PW Supervisor are looking into quotes for the equipment, but wanted to get council’s approval on the direction that they were heading. It was the consensus of Council that this would be a conscientious use of funds for a required project.

New Business:

- *Review-Discuss-Consider – FY 2024/2025 Water Fund Budget* - Charlene Louk moved to approve the FY 2024/2025 Water Fund Budget with a second on the motion by Karen Phillips. Motion carried after unanimous vote.
- *Review-Discuss-Consider – FY 2024/2025 EMS Budget* – Karen Phillips moved to approve the FY 2024/2025 EMS Budget with a second on the motion by Charlene Louk. Motion carried after unanimous vote.
- *Review-Discuss-Consider – July 1, 2024 Board/Commission Appointments and Renewals* - Charlene Louk moved to approve the Board/Commissioner Appointments and Renewals with amending the seat on the Zoning Board of Appeals currently held by James Eakle to be amended to reflect Nathan Rohrbough with a second on the motion by Karen Phillips. Motion carried after unanimous vote.

Member	Board	Expiration
Kathy Powell	Board of Appeals	6/30/2027 - 3 year term
John Garvin	Building Commission	6/30/2027 - 3 year term
Raetta Allen	Building Commission	6/30/2027 - 3 year term
Marcene McIntyre	Library Board Commission	6/30/2029 - 5 year term
Donna Krupia	Library Board Commission	Term of Librarian
Shirley Sheets	Library Board Commission	6/30/2025 - 1 year term
Charlotte Link	Library Board Commission	6/30/2029 - 5 year term
Charla Koerner	Library Board Commission	6/30/2029 - 5 year term
Lois Gilmore	Parks, Rec, & Wellness	6/30/2029 - 5 year term
Raetta Allen	Parks, Rec, & Wellness	6/30/2029 - 5 year term
Natalie Haddix	Parks, Rec, & Wellness	6/30/2029 - 5 year term
Jeremy Haddix	Planning Commission	6/30/2027 - 3 year term
Jack Holt	Planning Commission	6/30/2027 - 3 year term
Karen Phillips	Planning Commission	6/30/2027 - 3 year term
Bertis McCarty	Sanitary Board	6/30/2027 - 3 year term
Jerry Jackson	Sanitary Board	6/30/2027 - 3 year term
Linda Griffith	Traffic Advisory Committee	6/30/2027 - 3 year term
Mike Curran	Traffic Advisory Committee	6/30/2027 - 3 year term
Robert Ferrell	Urban Renewal Authority	6/30/2029 - 5 year term
Leanna Spornak	Urban Renewal Authority	6/30/2029 - 5 year term
Nathan Rohrbough (replacing James Eakles)	Zoning Board of Appeals	6/30/2029 - 5 year term
James Riley	Zoning Board of Appeals	6/30/2029 - 5 year term

- *Review-Discuss-Consider – Water & Wastewater Operations Apprenticeship with NRWA & WVRWA – Approval of Agreement and Wages* – Discussion was held regarding this apprenticeship now being open to all Harrison County Schools. Previously it was just Liberty High School. TONF was advised that each school was getting 4-5 students interested in participating. Clarksburg is the only other local municipality participating in the program currently. An employment agreement and suggested pay scale needed to be approved by council so that the executed agreement could be returned to the WVRWA. The pay scale was agreed upon as follows:

- Period 1 – 1st 1,000 hours - \$11.00/hour
 - Period 2 – 2nd 1,000 hours - \$11.75/hour
 - Period 3 - 3rd 1,000 hours - \$12.50/hour
 - Period 4 – 4th 1,000 hours - \$13.25/hour
 - Upon graduation, the starting wage for the individual completing this apprenticeship would be \$18.35/hour if they continued employment with the TONF.
- *Review-Discuss-Consider – Discussion on Nutter Fort Library – Possibility for Executive Session due to the nature of the content being discussed*
 - *Review-Discuss-Consider – Employee Wages Discussion – Possibility for Executive Session due to the nature of the content being discussed*
 - *EXECUTIVE SESSION TO DISCUSS THE TWO AFOREMENTIONED ITEMS – Nutter Fort Library and Employee Wages Discussion – A motion was made by Charlene Louk to go into executive session to discuss the two items, which was seconded by Karen Phillips – motion carried unanimously.*
 - *Meeting entered executive session at 7:04pm.*
 - *Meeting returned to regular session at 7:52pm.*
 - Charlene Louk moved to increase the wage for the position of data technician \$0.85 per hour and the treasurer’s position \$1.55 per hour. The motion was seconded by Karen Phillips and was carried unanimously.

Committee Reports:

- Chief of Police Report: NFPD has been extremely busy, plus trying to finish up end of fiscal year training by 7/1/24. They’ve been making several arrests.
- Fire Chief Report: Nutter Fort Fire Department Ultimate Giveaway will be held on November 9, 2024. Recently had mandatory annual ladder testing – everything passed. Next Tuesday will have mandatory annual hose testing to take place behind the station at which time that area will be closed for through traffic.
- EMS/Ambulance Report: 153 total transports (doesn’t include 911 calls) – 7 ALS & 146 BLS and 76 total 911 calls, for an overall total of 229 calls. (via written report)
- Public Works Supervisor Report: Prepped 100 tons of Blacktop. All issues at 1st & Bagwell have been solved. (via written report)
- Engineer Report: n/a
- Code Enforcement Report: Moving forward on demolition of two structures. Working on handling the dilapidated structures. Several high grass complaints received or witnessed and, subsequently, handled. (via written report)

Public Comment:

- Resident Dennis Dutchess:
 - Mr. Dutchess wanted to let people know that PW Supervisor Taylor Keith told him they’re going to pave part of Illinois then will get lines painted. Additionally, the drop inlet was ordered.
- Resident Jennifer Robinson:
 - She still hasn’t seen the brick she ordered at the basketball court. TONF is looking into this.
- Resident Rezin Hudkins:
 - Brick orders for the basketball court are still ongoing. There are 4 benches currently up there and are available for sponsoring. The cost is \$750.00 per bench. The original bench purchased is really a “memorial” bench and will be placed at the island.

The meeting adjourned by acclamation at 7:55pm.

Natalie K. Haddix, Recorder

Sam Maxson, Mayor