Town of Nutter Fort Minutes
Council Meeting – September 23, 2025 – 6:30 p.m.

Called to order at 6:32 p.m. by Mayor Rezin Hudkins, IV

Attendance – Mayor Rezin Hudkins, IV, Councilor Rick Lafferty, Councilor Karen Phillips, Councilor Sam Maxson, Councilor Charlene Louk (via phone), Recorder Natalie Haddix, Councilor Shawn Spurlock
Department Heads – Treasurer Leslie Cummings, Police Chief Ronnie Godwin, Fire Chief Jeremy Haddix, EMS Supervisor Nathan Rohrbough, PW Supervisor Travis Yost, PT Code Enforcement Officer Robert Leonard
Guests – Cynthia Lafferty, Kenneth Johnson, Mike Curran, Dennis Dutchess, Deputy Police Chief Adam Zahradnik

Minutes:

- *Approval of minutes:* Minutes for the 9/9/2025 Council Meeting were approved by unanimous vote after a motion was made by Charlene Louk to approve the minutes and seconded by Sam Maxson.

Treasurer's Report:

- Halloween Fall Festival meetings will be every Wednesday at 2PM until the week of the festival.
- Vendors have increased from 15 to 23 – still reaching out to others.
- Sidewalk repairs are still taking place at Town Hall.
- Official word was received today that the Town has been awarded $52,335.63 from the Homeland Security Grant Program. This will be for license plate readers/cameras in Nutter Fort. I applied for this grant back in October 2024. This is a big win for Nutter Fort and the surrounding communities because these cameras will be used in conjunction with other readers and cameras throughout Harrison County.
- I am starting another grant application to WV First Foundation in the upcoming weeks as well. WV First Foundation is the non-profit organization that manages opioid settlement funds in WV.

Approval of Accounts Payable:

- Accounts payable items were reviewed and discussed. Items were approved by unanimous vote after a motion by Karen Phillips, seconded by Shawn Spurlock.

Unfinished Business:

- *Review-Discuss-Consider* – Lease Payments Review/Consideration of Payment – Discussion was held regarding the status of the various outstanding lease payments. This topic was tabled from the last meeting. All aspects of the loans were reviewed to determine savings in interest and confirmation of no early payoff penalties. It was determined that the loan for the Lifepak and the stair chair was the most beneficial to pay off now and then reassess in October/November 2025 for further loan payoffs. Charlene Louk moved to pay off the loan for the Lifepak and the stair chair, which was seconded by Sam Maxson. A roll call was performed for each council member's action on the motion. The results were as follows:

    - *Councilor Rick Lafferty – Yes*
    - *Councilor Karen Phillips – Proposed motion*
    - *Councilor Charlene Louk – Yes*
    - *Councilor Sam Maxson – Seconded proposed motion*
    - *Recorder Natalie Haddix – Yes*
    - *Councilor Shawn Spurlock – Yes*

  Motion passed unanimously.

New Business:

- *Review-Discuss-Consider – Set Trick-or-Treat Date and Time* – Discussion was held regarding the various dates/times for Trick-or-Treat in the area. Clarksburg, Stonewood, and Bridgeport and moving their Trick-or-Treat from Friday, October 31, 2025, to Thursday, October 30, 2025, from 6:00 pm to 7:30 pm. It was suggested that Nutter Fort also set their Trick-or-Treat date/time for the same as the neighboring areas. Natalie Haddix moved to set the date and time for Trick-or-Treat to Thursday, October 30, 2025, from 6:00 pm to 7:30 pm, with a second by Karen Phillips. A roll call was performed for each council member's action on the motion. The results were as follows:

    - *Councilor Rick Lafferty – Yes*
    - *Councilor Karen Phillips – Seconded proposed motion*
    - *Councilor Charlene Louk – Yes*
    - *Councilor Sam Maxson – Yes*
    - *Recorder Natalie Haddix – Proposed motion*
    - *Councilor Shawn Spurlock – Yes*

    Motion passed unanimously.

- *Review-Discuss-Consider – BowSel Comprehensive Water Loss Study Report* – BowSel testing the town's fire hydrants and identified their findings in the water loss study. All the potential water loss sources contained in the report have been repaired by Public Works, except for five leaks. The remaining five leaks are slated for upcoming repair. The city is discontinuing services with BowSel because of their availability during the week, which prevented Public Works from being present during testing. Public Works will be doing the testing internally, as the equipment needed is available. Placards are being placed on the fire hydrants to represent the flow rate ahead of the eventual painting.

- *Review-Discuss-Consider – Traffic Advisory Committee Appointments* - A replacement of a seat on the Traffic Advisory Committee was needed. A recommendation was made for Tom Rohrbough to be the replacement. A motion was made by Natalie Haddix to appoint Tom Rohrbough to the Traffic Advisory Committee to replace Linda Griffith with a second by Karen Phillips. A roll call was performed for each council member's action on the motion. The results were as follows:

    - *Councilor Rick Lafferty – Yes*
    - *Councilor Karen Phillips – Seconded proposed motion*
    - *Councilor Charlene Louk – Yes*
    - *Councilor Sam Maxson – Yes*
    - *Recorder Natalie Haddix – Proposed motion*
    - *Councilor Shawn Spurlock – Yes*

    Motion passed unanimously.

- *Review-Discuss-Consider – Audit Procurement Committee Appointments* - The committee is needed for the end-of-year audit to review and score the bids for various accounting firms that submit, selecting the best one for the audit. Last year, Sam Maxson, Charlene Louk and Natalie Haddix were on the committee. A motion was made by Rick Lafferty to appoint the mayor, Charlene Louk, and Natalie Haddix to the committee which was seconded by Sam Maxson. A roll call was performed for each council member's action on the motion. The results were as follows:

    - *Councilor Rick Lafferty – Proposed motion*
    - *Councilor Karen Phillips – Yes*
    - *Councilor Charlene Louk – Yes*
    - *Councilor Sam Maxson – Seconded proposed motion*
    - *Recorder Natalie Haddix – Yes*
    - *Councilor Shawn Spurlock – Yes*

    Motion passed unanimously.

- *Review-Discuss-Consider – Fire/EMS Pay Scale Change* – Discussion was held on the clarification of the necessity of the change. Natalie Haddix asked if this change impacted wages and it was confirmed that it did <u>not</u>. A compliance officer was added to the job titles under EMS. A motion was made by Natalie Haddix

to accept the pay scale change with a second by Charlene Louk. A roll call was performed for each council member's action on the motion. The results were as follows:

- *Councilor Rick Lafferty – Yes*
- *Councilor Karen Phillips – Yes*
- *Councilor Charlene Louk – Seconded proposed motion*
- *Councilor Sam Maxson – Yes*
- *Recorder Natalie Haddix – Proposed motion*
- *Councilor Shawn Spurlock – Yes*

Motion passed unanimously.

- *Review-Discuss-Consider – Personnel Matter & Legal Matter*
  - *If Matters Arise: Enter into Executive Session to discuss matters relating to personnel matters, the sale, lease or purchase of real property, economic development issues to disclose competitive issues, to confer with legal counsel regarding matters that which, if made public, would be detrimental to the interest of the Town and for any other lawful purpose.*

Committee Reports:

- Chief of Police Report:
  - Civil service testing is complete. Interviews will be conducted, and they are hopeful of hiring two officers who are already certified.
  - Justin Hetherington accepted a job at the federal level and is no longer with the department. His last day was Friday, and a letter of resignation was submitted.

- Fire Chief Report:
  - The department is entering into a busy time with fire prevention at the schools, the upcoming Fall Festival and preparing for the Ultimate Giveaway on November 1, 2025.

- EMS/Ambulance Report:
  - One truck is down due to a significant oil leak and is currently at the shop for repairs.
  - A full-time employee went back to part time due to medical school commitments, along with another full-time employee being out on personal leave, further impacting staffing. A posting for a full-time position was put out to address staffing shortages.

- Public Works Supervisor Report:
  - RCB requested a truck and trailer for the Little Eagles cheerleaders in the RCB homecoming parage on Wednesday. The request was approved if someone from Public Works drives the truck.
  - Notre Dame homecoming parade through town is on October 3, 2025. Becky Korn is in contact with Doug Comer of Clarksburg Parks and Recreation regarding the use of the park for the Notre Dame event.

- Engineer Report (via written report):
  - Phase I AMD:
    - Pay application 4 comments have been addressed and sent to AML.
    - May request a special meeting to get requisition approved depending on the comment approval timeline.
    - Will present engineering amendments for further project audit once requisition is approved.
  - Phase II AMD:
    - Final AML design submission by 9/1/2025.
    - 28/34 ROWs in hand
    - Waiting on environmental assessment clearance from OSM
    - Should be out to bid by EOY.
  - Chub Run:
    - 11/1/2025 start
      - Will present change order for time extension next month.

- Phase IV:
  - Waiting on environmental clearance from WVDEP for forcemain work.
  - All documentation has been provided to WVDEP.
- Edison Retaining Wall
  - Preparing engineering contract for this project.

- Code Enforcement Report:
  - A notice was sent to the owners of the old RG Honda property. The property has been undergoing cleaning for the past week. There are issues with unauthorized individuals being in and out of the property. This is a work in progress, as there is a 30-day period for rectifying the outstanding issues included in the notice.

Public Comment:

- No sign up for public comments.

The meeting adjourned by acclamation at 6:58 p.m.

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Natalie K. Haddix, Recorder Rezin D. Hudkins, IV, Mayor