



Town of Nutter Fort Council Meeting August 25, 2026 – 6:30pm

Called to order at 6:30 p.m. by Mayor Rezin Hudkins

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

Absent - Councilor Shawn Spurlock

Department Heads – Police Chief Adam Titchenal, Treasurer Leslie Cummings, Fire Chief Jeremy Haddix, EMS Supervisor Nathan Rohrbough, PW Supervisor Travis Yost, Code Enforcement Representative Robert Leonard

Guests – Cynthia Lafferty, Kenneth Johnson, Jennifer Robinson, Mark Hays, Shirley Sheets, Kathy Powell, Dave Garvin, Mike Curran, Dennis Dutchess, Frank Ferrari, Marisa Cika, Jill McClure, Missy Clayton, Madison Richards

Public Comment:

- Resident Dennis Dutchess:
 - Speed Limit Signs – Requested that speed limit signs be posted at the bottom of Nutter Street and Indiana Avenue. Noted that commercial delivery vans frequently travel too fast on the narrow residential streets, creating a hazard for residents and vehicles parked along the roadways. He suggested contacting UPS and FedEx directly to request that their drivers follow local speed limits. Mayor Hudkins discussed the new speed limit and warning signs recently installed on Illinois Avenue. Police Chief Titchenal reported that officers have been conducting radar enforcement on various streets throughout town. He noted that while some vehicles may appear to be traveling at a high rate of speed due to the narrow roadways and presence of parked vehicles, radar observations indicate that most vehicles are traveling within the posted 25 mph speed limit.

Presentation of Resolution 2026-03 Recognizing Paramedic Jill McClure and EMT Frank Ferrari:

- Nutter Fort EMS Paramedic Jill McClure and EMT Frank Ferrari were recognized for providing critical life-saving emergency medical care to the Police Chief's mother. The resolution notes that their "professionalism, training, quick thinking, and unwavering commitment to their duties" played a critical role in saving her life.

Minutes:

- *Approval of minutes:* Councilor Charlene Louk moved to approve the minutes of the 8/11/2026 Council Meeting, with a second by Councilor Sam Maxson. The motion was approved by unanimous vote.

Department Reports:

- Mayor's Report:
 - The salt bin has been completely reconditioned.
 - Structural repairs have begun on the Public Works building. Structural beam repairs are required inside the building after the salt that was previously stored in the building degraded the beams. The impacted portion of the building has been reviewed by a fabricator, and it was confirmed that the damage can be fixed.
 - Speed limit signs were successfully added on Illinois Avenue by Public Works.
 - Upcoming building maintenance and improvement projects include:
 - Installing new posts with caps in front of the building to replace rotted posts.
 - Coating blacktop in three locations: behind town hall, the basketball court, and behind the fire department.
- Treasurer's Report:
 - She would like to take a moment to extend our sincere appreciation to Weaver Roofing for their generous donation of labor and materials to repair the roof at our Fire and Police Departments. This donation is a tremendous benefit to the Town of Nutter Fort and represents a significant savings to our taxpayers. We are extremely grateful for Weaver Roofing's willingness to give back



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to our community and support the departments that work every day to protect and serve our residents.

- PEIA has gone through their portal conversion. Tons of bugs are being reported (payments, new employees, etc.).
 - The annual flu shot clinic will be October 23, 2026, from 9am-11:30am.
 - She has been working on sponsorships for the outdoor sound system. She has at least (2) substantial sponsorships so far for it.
 - The Halloween Fall Festival Committee is also working on a new attraction this year with the Three Rivers Avian Center. Next Festival Committee meeting will be 9/2/2026 at 1:30pm.
 - Working with legal counsel on a couple of ordinance amendments that will be presented to council – errors that need to be corrected in the ordinances that we have come across
 - On 8/20/2026 the Town had a visit from contractors of the EPA looking over the Chub Run/Rt 20 Sewer Project. They are auditing Buy America, Build America products used, etc. Meeting went very well and they are following up with a report that will be forwarded to council.
 - Sanitary Board Meeting was held today. Change Orders #1 and #3 were approved on the Chub Run/Rt 20 Sewer Project, along with Requisition #16 in the amount of \$243,476.90.
 - Tentatively, on 10/13/2026 at 5:30pm, there will be a Public Informational Meeting on the upcoming AML/AMD storm water project in Nutter Fort. The meeting will be open to the public to help answer any questions they may have and to give more information on what the project will entail. She is coordinating with Hannah David at Nutter Fort Intermediate for the use of the school for the meeting. Also on this project, she and Ryan Holcomb are working on a groundbreaking event in late October. Updates on the final date and time will be announced.
- **Chief of Police Report:**
 - The department is addressing residential speeding complaints, but it is currently short-staffed with three active officers.
 - Planning to hire a potential new certified officer to start within a month, with plans to test for additional candidates afterward.
 - **Fire Chief Report:**
 - Thanks were given to PW Supervisor Yost and his team for creating a temporary parking lot next to the fire department.
 - The department is looking to purchase a boat trailer to replace their current box trailer.
 - The box trailer makes accessibility difficult during rescues, such as a recent operation involving two people and one canine.
 - A boat trailer would allow the motor to remain mounted and be started regularly.
 - The current box trailer can be sold to recoup the purchase costs.
 - **EMS/Ambulance Report:**
 - Call volume remains steady.
 - Two NFEMS personnel were recognized earlier in the meeting for their response efforts.
 - **Public Works Supervisor Report:**
 - PW Department thanked Chief Haddix and EMS Supervisor Rohrbough for the assistance from the fire department during the recent flooding.
 - **Engineering Report:**
 - None
 - **Code Enforcement Report:**
 - 12 high grass violations have been resolved.
 - Reports of loose dogs on Thomas Street have been resolved.



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Approval of Accounts Payable:

- *Approval of Accounts Payable:* Accounts payable items were reviewed and discussed. Councilor Charlene Louk moved to approve the accounts payable items, with a second by Councilor Karen Phillips. The motion was approved by unanimous vote.

Unfinished Business:

- None

New Business:

- a) ***Consideration/Discussion of Police Department Equipment and Signage*** – The Police Chief highlighted the following regarding radar equipment status and issues:

- One calibrated handheld stationary radar unit is fully operational.
- One unit has a frayed cable and needs to be replaced.
- One cruiser unit has a broken rear antenna that does not pick up speed from behind.
- One unit in the spare K9 vehicle has loose wires, but is currently functioning.
- The Chief's cruiser does not have any radar unit.
- A new mobile radar unit, similar to what the Harrison County Sheriff's Office uses, is quoted at \$2,835, which includes a one-year warranty and requires professional installation and wiring. Older or refurbished units cost around \$1,000, but only carry a 30-day warranty.
- LED Signage quotes are still pending.

Council considered the purchase of one new mobile radar device at a quoted cost of \$2,835. Recorder Natalie Haddix moved to approve the purchase, with a second by Councilor Karen Phillips. A roll call vote was conducted among the remaining Council members:

- Councilor Rick Lafferty – Yes
- Councilor Charlene Louk – Yes
- Councilor Sam Maxson – Yes
- Councilor Shawn Spurlock – absent

Purchase of one new mobile radar device for NFPD quoted at \$2,835 - Motion approved.

- b) ***Consideration/Discussion of Police/Fire Building Roof Quotes*** – Mayor Hudkins reported that a leak in the roof over the police and fire departments had recently been repaired; however, the roof will ultimately need to be replaced. The Town is currently obtaining quotes from roofing contractors, with only one quote received to date. Mayor Hudkins recommended tabling the matter to allow time to assess the effectiveness of the recent repair and obtain additional quotes to further evaluate the condition of the existing roof.

Recorder Natalie Haddix moved to table the consideration of the Police/Fire Building Roof quotes, with a second by Councilor Charlene Louk. A roll call vote was conducted among the remaining Council members:

- Councilor Rick Lafferty – Yes
- Councilor Karen Phillips – Yes
- Councilor Sam Maxson – Yes
- Councilor Shawn Spurlock – absent

Police/Fire Building Roof Quotes – Motion approved; item tabled.



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- c) **Consideration/Discussion of 2015 F550 Dump Truck Auction** – The town received a new dump truck through a DEP Project Grant. The old dump truck was originally planned to be auctioned. The town is considering trading in the truck with Jenkins Ford towards a new police cruiser currently on order.

Councilor Charlene Louk moved to table the consideration of the 2015 F550 Dump Truck Auction, with a second by Councilor Sam Maxson. A roll call vote was conducted among the remaining Council members:

- Councilor Rick Lafferty – Yes
- Councilor Karen Phillips – Yes
- Recorder Natalie Haddix – Yes
- Councilor Shawn Spurlock – absent

2015 F550 Dump Truck Auction – Motion approved; item tabled.

- d) **Consideration/Discussion of Ordinance 2026-05** – An Ordinance Amending Article 133.01 of the Codified Ordinances of the Town of Nutter Fort Designating the Treasurer as the Temporary Recording Officer in the Absence of the Recorder – Discussion on an ordinance to have the Treasurer draft meeting minutes in the physical absence of the Recorder at a council meeting. Recorder Natalie Haddix explained that drafting minutes without being physically present in the room is difficult due to a lack of visual context and the potential to mishear speakers. According to Robert's Rules of Order, if the designated minute-taker is absent, another person can be appointed. This ordinance establishes the Treasurer as the backup for physical absences. It was clarified that the resolution only applies to a physical absence from a meeting, not an extended period of absence or resignation, which is already covered by existing ordinances. If both the Recorder and the Treasurer are absent, the Mayor or council will appoint a temporary minute-taker.

Councilor Rick Lafferty moved to accept Ordinance 2026-05 – An Ordinance Amending Article 133.01 of the Codified Ordinances of the Town of Nutter Fort Designating the Treasurer as the Temporary Recording Officer in the Absence of the Recorder, with a second by Councilor Karen Phillips. A roll call vote was conducted among the remaining Council members:

- Councilor Charlene Louk – Yes
- Councilor Sam Maxson – No
- Recorder Natalie Haddix – Yes
- Councilor Shawn Spurlock – absent

Ordinance 2026-05 – An Ordinance Amending Article 133.01 of the Codified Ordinances of the Town of Nutter Fort Designating the Treasurer as the Temporary Recording Officer in the Absence of the Recorder – **Motion approved.**

- e) **Consideration/Discussion of Donation to Clarksburg Little Eagles MYF Football and Cheer** – Discussion was held regarding a donation request from Clarksburg Little Eagles Youth Football and Cheerleading (CLEYF), a nonprofit organization. The organization is merging with the Panthers and projects a large influx of participating children. Requested monetary donations will go towards new uniforms, equipment upgrades (helmets, pads), apparel (pants, socks, mouth guards), and enrollment fees for underprivileged families.

Councilor Sam Maxson moved to donate \$500 to the Clarksburg Little Eagles MYF Football and Cheer, with a second by Councilor Rick Lafferty. A roll call vote was conducted among the remaining Council members:

- Councilor Charlene Louk – Yes
- Councilor Karen Phillips – Yes
- Recorder Natalie Haddix – Yes
- Councilor Shawn Spurlock – absent



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Donation of \$500 to the Clarksburg Little Eagles MYF Football and Cheer – Motion approved.

- f) ***Consideration/Discussion of Sunbridge Salem Health Care EMS Contract*** – This matter was discussed during Executive Session. No action was taken following the conclusion of the Executive Session.
- g) ***Consideration/Discussion of Legal Matters – 411 Buckhannon Pike and 413 Buckhannon Pike*** - This matter was discussed during Executive Session. No action was taken following the conclusion of the Executive Session.
- h) ***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.*
 - o ***Executive Session:*** *Pursuant to Chapter 6, Article 9A, Section 4 of the West Virginia Code, Councilor Charlene Louk moved that Council enter into Executive Session to discuss the matter identified under agenda items F and G. Councilor Karen Phillips seconded the motion. The motion was approved by unanimous vote, and Council entered Executive Session at 7:07p.m.*
 - o *Councilor Charlene Louk moved to conclude the Executive Session and reconvene the regular Council meeting, with a second by Recorder Natalie Haddix. The motion was approved by unanimous vote. Executive Session concluded at 7:20p.m., and the regular Council meeting reconvened with Council Chambers reopened to the public.*

Council Comments:

- o Councilor Rick Lafferty commented that the recently installed Children at Play signs looked great and requested that an additional sign be installed on Indiana Avenue. He also suggested placing signage around the basketball courts at the top of the hill, noting that cooler weather is likely to result in increased use of the courts by area youth.
- o Councilor Karen Phillips again requested consideration of a speed hump near the daycare on West Virginia Avenue. Mayor Hudkins recommended that she attend the next Traffic Advisory Board meeting, as that board is the appropriate venue for consideration of the request.

The meeting adjourned by acclamation at 7:39 p.m.

Natalie K. Haddix, Recorder

Rezin D. Hudkins, IV, Mayor