

Minutes for the Town of Sutton's Council Meeting - July 10, 2025

Call to Order

6:00 pm

June 10, 2025

- Pledge of Allegiance by all attendees
- Opening Prayer by Jonathan Crum

Roll Call report of attendees

- | | |
|-----------------------|--------------------|
| a. Carolyn Hoover | d. Jonathan Crum |
| b. Debbie Pierson | e. Darrell Pierson |
| c. Laurel Petollichio | f. Thomas Gates |

Mayor's Report

(Recorded Position 0:00:16)

- Welcome
- Thanks to Judy's Garden Club for providing the new backing signs for the welcome signs for the Town of Sutton
- As outlined in *Robert's Rules of Order (43:8)*, each member in the discussion shall have a 10-minute time limit unless the council moves to extend the Debate Limits. As outlined in Robert's *Rules of Order (9-29)*, an individual may comment for up to 5 minutes in public comments.
- From here forward all meetings will be recorded - *W. Va. Code § 6-9A-9*

Council Discussions

(Recorded Position 0:03:17)

Office Hours

The Town of Sutton's office hours were clarified. (7:30 am through 3:30 pm Monday through Friday, excluding holidays).

Facebook Recording

The Recording and posting of the Council meetings will again be posted on Facebook. Janet Six will oversee the details.

Odors

Jonathan Crum reported that it had been brought to his attention that there were strong noxious odors reported or observed in the town of Sutton on June 17th, July 8th, and July 10th.

Citizens Comments

(Recorded Position 0:07:04)

There were no citizen's concerns

Minutes

(Recorded Position 0:07:27)

The minutes of June 12th, 2025, council meeting were distributed. They have not been approved.

Jonathan Crum requested that the edits that he had made to minutes be made part of the official record. These edits were aligned with the motions that he made.

- **Jonathan Crum** made a motion to adopt the minutes as modified after reviewing the minutes.
 - **Thomas Gates** seconded the motion.

The discussion identified the challenge of approving the minutes for the current council because the previous council could not do so. A possible solution to the problem was to have each council member listen to a recording of that meeting and vote on it at the August council meeting.

- **Jonathan Crum** moved that we table the motion until the next meeting so that every Council Member will have the chance to listen to the meeting.
- **Laurel Petolicchio** seconded the motion.
- All in favor say Aye - 5 'Aye's and Those opposed - 0 'No's' The ayes have it
- **Motion Carried**

Old Business

Storm Drain Project - El Robinson

(Recorded Position 0:14:40)

Region VII Planning and Development Council is represented by Lisa Karickhoff, Project Administrator and Kenneth Kinder, Town's Engineer for the Storm Drain, Project Hill Rd.

Mr. Kinder updated the Council on the progress of the Phase II Project for the Storm Drains. The expected end date is currently extended to August 30th, 2025, extended due to unexpected snags. The project encountered a previously unidentified concrete slab and an underground sanitary sewer line running through the middle of the road. These delays require a change order to proceed with the project. Contingency funds are set aside that hopefully will cover the costs.

Kenneth Kinder encouraged the council to research the option of a Phase III for this Project

Committee Appointees

(Recorded Position 0:26:54)

The Mayor assigned the following council members to a specific Standing Committee.

- **Debbie Pierson**, Town Recorder - Finance Committee –
- **Darrell Pierson** - Roads, Streets, Sewers, Street Drains
- **Thomas Gates** - Public Safety and Health
- **Mayor** - Police and Fire Protection
- **Mayor** - Municipal Court
- **New Council Member** - Recycling
- **Laurel Petolicchio** - City Property and Community Building
- **Jonathan Crum** - Permits-Construction, Demolition, Fowl

New Business

(Recorded Position 0:28:50)

Signatures – Special Meeting - Bank Signatures

There will be a special meeting July 15, 2025, at 9:00 am in the Council chambers to approve tonight's minutes and move forward with the Bank Signature changes and the budget correction.

- **Thomas Gates** moved to have a special meeting on July 15th, 2025.
- **Laurel Petolicchio** second the motion.

(Recorded later at Position 0:39:00)

All in favor say Aye - 5 'Aye's and Those opposed - 0 'No's' The ayes have it.

- **Motion Carried**

Application for Construction

- **Jonathan Crum** moved that Mathew Ware 's application for a construction permit be approved for building a 10 x 12 outbuilding.
- **Thomas Gates** second the motion.
- All in favor say Aye - 5 'Aye's and Those opposed - 0 'No's' The ayes have it
- **Motion Carried**

New Council Member

(Recorded Position 0:31:507)

Town of Sutton Ordinance 1-105

- **Jonathan Crum** moved to appoint Shelly Payne Sutphin to the vacant council seat of the Town of Sutton.
- **Debbie Pierson** seconded the motion.

A discussion followed and ended with a vote.

- All in favor say Aye - 3 'Aye's and Those opposed - 2 'No's' The ayes have it
- **Motion Carried**

Fisher Building

(Recorded Position 0:38:15)

August 2nd, 2025 Carry, Pam Mace's daughter needs a kidney transplant and requested, the use of the sidewalk outside the Fisher Building.

- **Thomas Gates** made a motion to allow the use of the sidewalk.
- **Jonathan Crum** seconded the motion.

Yeti Fest

(Recorded Position 0:40:30)

Laurel Petolicchio asked permission to rent the upstairs portion of the Community Building and to close off 4th Street December 6th, 2025, coinciding with the Towns Christmas Activity Day. The rental cost would be \$100.00, of which \$25.00 would be returned if the area is left clean.

- **Thomas Gates** made a motion to allow 4th Street to be closed and the use of the Community Building.
- **Darrell Pierson** seconded the motion.

Discussion

- **Thomas Gates** made an amended motion to allow 4th Street to be closed on December 6th, 2025.
- **Darrell Pierson** seconded the motion.

Discussion

- **Thomas Gates** made an amended motion to allow 4th Street to be closed from 9 am through 4 pm. On Saturday December 6th, 2025.
- **Darrell Pierson** seconded the motion.

Time Correction

- **Thomas Gates** made an amended motion to allow 4th Street to be closed from 8 am through 4 pm. Saturday December 6th, 2025.
- **Darrell Pierson** seconded the motion.
- All in favor say Aye - 5 'Aye's and Those opposed - 0 'No's' The ayes have it (Laurel Petolicchio recused herself)

Payment of Current Bills

(Recorded Position 0:45:40)

- **Laurel Petolicchio** made a motion to pay the bills once the signatures are completed
- **Thomas Gates** seconded the motion.
- All in favor say Aye - 5 'Aye's and Those opposed - 0 'No's' The ayes have it
- **Motion Carried**

6:50 pm - Begin Executive Session

(Recorded Position 0:46:55)

- **Laurel Petolicchio** made a motion to go into the executive session.
- **Darrell Pierson** seconded the motion.

Discussion

- **Laurel Petolicchio** amended her motion to say, following **State Ordinances 6-9A-4 2A** that we go into executive sessions to discuss those issues.
- **Darrell Pierson** seconded the motion. No discussion.

- **The motion carried** and we are in the executive session.

8:04 pm - End Executive Session (Recorded Position 2:01:49)

- **Laurel Petolicchio** made a motion to go into the public meeting.
- **Jonathan Crum** seconded the motion.

Personnel Issues

Appointment to Hire Mr. Shingler

Mayor: “I have the prerogative to appoint and hire Mr. Shingler as part time officer, and it will be up to Harry and Andy to work on a schedule whereby we are provided with full police coverage through the week.”

Position of Municipal / Town Clerk

The previous Clerk, Robin Smith, resigned, and the previous council hired her to train the new employee one day a week. Her new job did not work out. We will need to go through the interview process which will include the two other applicants we have for this position along with Robin Smith’s application to fill this position.

- **Jonathan Crum:** I move to extend the allowable workdays for municipal clerk from one to four workdays until such a replacement has been determined.
- **Laurel Petolicchio** seconded the motion.
- All in favor say Aye - 5 'Aye's and Those opposed - 0 'No's' The ayes have it
- **Motion Carried**

Adjourn

- **Laurel Petilicchio** makes a motion to we adjourn the meeting.
- **Thomas Gates** seconds the Motion
- Motion carried. We are adjourned.

Attachments:

1. Minutes from the June 12, 2025, council meeting.
2. Budget 2025-2026
3. Construction permit application.
4. List of bills for currently due for payment.
5. Code for open meeting procedures.