

# Minutes for the Town of Sutton's Regular Council Meeting

Date & Time: September 11, 2025

Location: 450 4<sup>th</sup> Street, Sutton WV, 26601 at Town Hall (Community Building)

Presiding Officer: Carolyn Hoover, Town of Sutton Mayor

Submitted by: Debbie Pierson, Town of Sutton Recorder

## Roll Call of attendees

a. Carolyn Hoover	<b>Present</b>	e. Darrell Pierson	<b>Present</b>
b. Debbie Pierson	<b>Present</b>	f. Thomas Gates	<b>Present</b>
c. Laurel Petolicchio	<b>Present (arrived at 6:12)</b>	g. Shelly Sutphin	<b>Present</b>
d. Jonathan Crum	<b>Absent (No Notification)</b>		

A Quorum was present at the start of the meeting and remained present throughout the meeting.

**Call to Order**                      **Time: 6:00 pm**                      **September 11, 2025**                      (Recorded Position 0:00:15)

- Pledge of Allegiance by all attendees
- A moment of silence to reflect on the national tragedy of 9/11 and the assassination of Charlie Kirk.
- Opening Prayer by Mayor Carolyn Hoover

## Mayor's Report

- Introduction and recognition of the Council, Town Clerk, and the Town Workers.
- Purple Air, the free air quality monitor, is installed. You can find a link on the web page to check our town's air quality.
- Mayor Carolyn Hoover notified the council that the street crew may have overtime due to the additional duties of flagging traffic for the school buses.
- Trick-or-treat will be October 31, 2025, between 6:00 pm and 7:30 pm, coinciding with Flatwoods and Gassaway, and Burnsville West Virginia.
- We will be working on an Employee Handbook during the next month for the benefit of the Town of Sutton employees.

**Approval for the Minutes for August 14, 2025**                      (Recorded Position 0:11:25)

**Thomas Gates:** I make a motion that we approve the Minutes for August 14, 2025.

**Laurel Petolicchio:** I'll second the motion.

All in favor say Aye **5**    Those opposed **0** 'No's' The ayes have it. **Motion Carried**

## Council Discussion

1. Mr. Tevis has installed multiple boxcar units on his property, located on Main Street. The initial understanding was that these were temporary units, and it was not a viable business. The town office has received multiple inquiries as to whether this was a business and if there was a business license. A letter of inquiry was sent to Mr. Tevis resulting in Mrs. Tevis calling the office in response, explaining that these units were permanent and would be under Sutton Property Rentals. The original reference to "temporary" was used because the structures were not attached to the home dwelling. The major concern going forward is that there is no room for client access. A recent incident blocked Main Street, resulting in the Fire Department's hinderance in responding to a call. (§17C-9-5. Operation of vehicles and streetcars on approach of authorized emergency vehicles.)

2. Citizens have complained of a strong sewage smell in the area in front of the Theater. The issue had previously been investigated, and it was determined to be a bad water issue and not sewage.

### ***Citizens' Concerns***

---

1. Catherine Hoover brought to the attention of the council that when you pull onto 5<sup>th</sup> Street from Riverview Dr., there is a laundry truck blocking the sightline of drivers.
2. Catherine Hoover brought to the attention of the council that up on Town Hill, turning left from Baxter Street to Robin's Nest Lane, the property owned by Jeff Clark, 290 Baxter Street, has hedges blocking the sightline of drivers. In addition, Jeff Clark has not mowed his property in some time.
3. Bill Hopen has the sidewalk blocked on Main Street, at the Fine Arts building.
4. Curtin Town Road, behind the Moose Lodge, the property owned by Maria Magana has trash everywhere.
5. Tia Mullins (via) online, is asking how to handle streetlights that are not functioning. Efforts will be made to find this information.

### ***Becky Conrad on Fall Festival road closure - October 6th 10am – 4 pm***

---

*Festival will be moved to the Farmers Market.*

**Thomas Gates:** I make a motion that we approve the closer of Riverview Street for the duration of the October Festival on October 4, 2025.

**Debbie Pierson:** I'll second the motion.

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

### ***Finance Reports***

---

#### ***Budget Revision***

**Darrell Pierson:** I make a motion that we approve the Budget Revisions.

**Thomas Gates:** I'll second the motion.

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

#### ***Town of Sutton report of bills paid and bills owed.***

The Finance committee chairman requests the council formerly acknowledge that payment of routine bills as they come due, can immediately be paid when they are directly related to a council approved Budget Line Item.

**Thomas Gates:** I make a motion that we approve the payment of bills in respect to the line item of that expense

**Laurel Petolicchio:** I'll second the motion.

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

#### ***Town of Sutton report of Bills that are not routine***

**Darrell Pierson:** I make a motion that we pay the non-routine bills.

**Pamela (Shelly) Sutphin:** I'll second the motion.

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

#### ***Approval of invoices for the Storm Sewer Project***

**Pamela (Shelly) Sutphin:** I make a motion that we approve the payment for the Storm Sewer Project.

**Darrell Pierson:** I'll second the motion.

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

### ***Delegation of duties from the Recorder to the Clerk***

---

The extensive list of duties assigned to the recorder in our ordinance is very difficult for a part-time recorder to handle, however, in our ordinance we are also given the option to delegate some of these responsibilities. (*Chapter 1 Article 2 2-113*) Debbie Pierson requests that the council formerly acknowledge that some of the duties assigned to the recorder can be assigned to the Town Clerk.

**Thomas Gates:** I make a motion that we permit the Town Clerk to conduct business for the Town of Sutton.

**Darrell Pierson:** I'll second the motion.

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

### ***OSHA Requirements regarding Personal Protective Equipment (PPE)***

---

**Pamela (Shelly) Sutphin:** I make a motion that we approve the PPE Policy and form for the Town of Sutton.

**Laurel Petolicchio:** I'll second the motion.

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

### ***Sexual Harassment Policy***

---

**Laurel Petolicchio:** I make a motion that we approve the Sexual Harassment Policy

**Thomas Gates:** I'll second the motion.

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

### ***Record Retention Policy***

---

**Laurel Petolicchio:** I make a motion that we approve the Record Retention Policy Schedule for the Town of Sutton, State of West Virginia

**Darrell Pierson:** I'll second the motion.

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

### ***Location and operational status of Fire Hydrants***

---

We have a count, address, and picture of all 39 of our Fire Hydrants in the Town of Sutton. The WV American Water Company is responsible for checking the functions of these hydrants.

### ***Health Code and Permit requirements for sidewalk grill business.***

---

Chris Rhodes, Braxton County Health Department, attended the council meeting to address the requirements of the Marque Grill to operate as a sidewalk grill. Mr. Rhodes reported that the Marquee Grill has complied with all code concerning the operations of the grill and has been inspected and approved by the Fire Marshall as well as Braxton County Health Department.

### ***Special Police Officer job description and traffic control efforts resulting from the construction project***

---

The Police Officer duties cannot be addressed due to a pending lawsuit.

### ***Street Commissioner Responsibilities***

---

Town of Sutton Ordinance – Chapter 2 Article 1 2-103. A Street Commissioner may be appointed, or there may be someone that does specific duties of a Street Commissioner. In the Town of Sutton, the Street Supervisor is responsible for many of these duties.

## ***Standing Committees***

---

We will be reviewing the outdated Ordinances concerning our Standing Committees, which currently is in violation of the Federal Sunshine Law, to bring our Ordinances up to Federal requirements.

**Laurel Petolicchio:** I make a motion that we begin the process of amending the Standing Committee Ordinances.

**Thomas Gates:** I'll second the motion.

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

## ***Standing Committees and Appointed Committees Reports***

---

### ***Finance Committee – Debbie Pierson***

Audit update: The next audit will be for the Fiscal year 2023/2024 and possibly the Fiscal Year 2024/2025. It may be spring before they can get to it.

### ***Roads, Streets, Sewers, Street Drains – Darrell Pierson***

1. We are in the process of obtaining a road maintenance agreement between the Town of Sutton and the DOH Intergovernmental Agreement (WV Code 8-13-13 & WV Code 8-23-3) granting permission to mow and weed eat, billing the DOH for maintenance of state-owned roads. (Thomas Gates)
2. Quotes for the Plow – We have received only one bid for the plow. State Ordinance says that we can accept that bid. WV Code 5-22-4(d)(1) and Chapter 8 Section 27-23 of the Municipal Corporation Code.

**Laurel Petolicchio:** I make a motion that we approve the quote from Baker Trucking for the installed price of \$8,640 for the complete snowplow and installation.

**Thomas Gates:** I'll second the motion.

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

3. Burn Pile – we will probably have to get a roll off to get rid of the burn pile.

### ***Public Safety and Health – Thomas Gates***

Nothing to report.

### ***Police and Fire Protection – Mayor Carolyn Hoover***

Nothing to report

### ***Municipal Court – Mayor Carolyn Hoover***

We have asked Municipal Judge of Burnsville, Jill Cooper, to take the position of Municipal Court Judge of Sutton in addition to the current position with Burnsville.

Training for the Municipal Judge and the Municipal Clerk is required every year and will be November 6, 2025 this year.

**Thomas Gates:** I make a motion that we hire Jill Cooper as our Municipal Judge.

**Darrell Pierson:** I'll second the motion.

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

### ***Recycling – Pamela (Shelly) Sutphin***

We are working on setting up a trash day to help clean up the town.

We are working on an art/recycling project.

### ***City Property and Community Building – Laurel Petolicchio***

The Town Hall 1<sup>st</sup> floor hot water tank needs replaced. We will get three quotes.

Thomas Gates will be looking into the sewage smell in the Town Clerks office.

### ***Old Business***

#### ***Parking***

Carolyn Hoover, Town of Sutton Mayor, addressed the parking problem around the Courthouse. In 30 days, October 11, 2025, the Town of Sutton will begin a 2-hour parking limit for specific parking spaces that are located around the Courthouse.

The placement of signs will be followed by chalking tires of the offenders. The final step will be to issue citations for violations.

Should these steps fail to provide relief for the parking issue, there is the option of parking meters and residence paying for a parking permit.

#### ***Holidays***

Carolyn Hoover, Town of Sutton Mayor, asks the council for a decision concerning the change of the Town of Sutton Holiday Schedule for employees that was presented in the August 14, 2025, Council Meeting. This change would align the Town's holiday schedule with the State of WV holiday schedule

**Thomas Gates:** I make a motion that we begin the process to amend the Ordinance of Chapter 1 1-601 Employee Paid Holidays to accept the State Holidays.

**Laurel Petolicchio:** I'll second the motion.

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

### ***New Business***

---

No new business.

### ***Adjourn***

**TIME: 7:43 pm**

---

**Thomas Gates:** I make a motion to adjourn.

**Laurel Petolicchio:** I seconded the Motion

All in favor say Aye - **6** 'Aye's and Those opposed - **0** 'No's' The ayes have it. **Motion carried.** We are adjourned.