

# Minutes for the Town of Sutton's Regular Meeting

**Date & Time:** October 9, 2025, 6:00 pm

**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

## 1. Call to Order

**Start Time:** 6:03

**October 9, 2025** *(Recorded Position 00:00:01)*

- The meeting was opened by Mayor Carolyn Hoover
- Pledge of Allegiance by all attendees
- Opening Prayer by Debbie Pierson, Town of Sutton Recorder

## 2. Roll Call

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 Petolichio	- <b>Present</b>	g. Pamela (Shelly) Sutphin	- <b>Absent (No notification)</b>
d. Jonathan Crum	- <b>Absent (Notified)</b>		

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

## Special Guests - Storm Sewer Project Update

*(Recorded Position 00.02.00)*

Region 7, Mr. Kenneth Kinder updated the council and town on the progress of the Storm Sewer project and presented the project amendment and change order #3 for council approval.

**Councilman Darrell Pierson:** I motion that we that accept the Project amendment and the change order for the Storm Sewer Project.

**Councilman Thomas Gates:** I second the motion.

All in favor say 'Aye' 4 and Those opposed - 0 'No'

The Aye's have it. **Motion Carried**

Mayor Carolyn Hoover requested that Item 9D on the agenda be moved to this position since it concerns the Storm Sewer Project.

**Councilman Thomas Gates:** I motion that we move item 9D up for discussion at this time.

**Councilman Laurel Petolicchio:** I second the motion.

All in favor say 'Aye' 4 and Those opposed - 0 'No'

The Aye's have it. **Motion Carried**

9D. Traffic Control - The council motioned in the November 13, 2025 regular council meeting to have this topic tabled.

Ms. Lisa Karickhoff of Region 7 presented the resolution for the payout to the contract in the amount of \$144,059.37.

**Councilman Thomas Gates:** I motion to approve the resolution payout to the contract of \$144,059.37.

**Councilman Darrell Pierson:** I second the motion.

All in favor say 'Aye' 4 and Those opposed - 0 'No'

The Aye's have it. **Motion Carried**

### **3. Approval of the Minutes for September 11, 2025**

*(Recorded Position 00.32.00)*

**Councilman Laurel Petolicchio:** I motion that we that accept the September 11, 2025, Regular Council Meeting Minutes.

**Councilman Thomas Gates:** I second the motion.

All in favor say 'Aye' 4 and Those opposed - 0 'No'

The Aye's have it. **Motion Carried**

### **4. Citizens' Concerns**

*(Recorded Position 00.33.00)*

Mr. Riley Tevis disputed the report that, when delivery of the containers to the Tevis property took place, the road was blocked, and the fire department could not get through. Mr. Tevis stated that there were an officer and a town worker present to help with the traffic flow. They had cleared the road and let the fire department go through. He requested, in the future, that we check the facts before bringing accusations before the council and community.

Mr. Riley Tevis also addressed the concern that there was not enough room for clients to pull off the road to access the containers. Mr. Tevis stated that there is plenty of room and he has already had clients, with their trucks, at the site and there were no problems.

Mr. Riley Tevis submitted a complaint concerning parking on Main Street. He stated there where people parked in spaces that were marked with yellow lines.

### **5. Mayor Carolyn Hoover's Report**

*(Recorded Position 00.38.00)*

Mayor Carolyn Hoover:

- a. The Mayor thanked Councilman Jonathan Crum for representing the Town of Sutton on the committee for The Elk River Trail Foundation.
- b. The Council welcomes our guests from The Church of Jesus Christ of Latter-day Saints. They are available to assist the Town of Sutton and its citizens with projects, maintenance, or any way they can be of service.
- c. The Council wishes to thank the many town citizens for their efforts in cleaning up the town. Among them were Mr. Hopen, the owner of the property behind the Moose lodge, and Jeff Clark.
- d. The Mayor commended Policeman Andrew Shingler for aggressively tackling numerous complaints and handling some very impactful situations, including the break up of a tent city beside one of our citizen's home.
- e. The Mayor reported the statistics for the Webpage, Facebook, and last month's council meeting and the increase in traffic we are seeing.

- f. The Mayor acknowledged the progress Rosie Books had made in addressing the complaints concerning Streetlights, resulting in the power company changing and upgrading lights.
- g. The Mayor thanked Becky Conrad and the Sutton Community Development Council for their cleanup efforts and for sponsoring the October Fest.
- h. There will be a Meet and Greet for those who would like to distribute candy for trick-or-treat on October 31, 2025, at 6:00 pm. Contact Rosie Brooks for more information.
- i. The Key and passcode for the Community Building have been changed.
- j. The Hot Water Tank had been replaced due to a leak, and a mop sink has been added to the Community Center as is required by Health standards.
- k. Letters are being sent out asking residents to clean up their yards.
- l. Grant Writer, Shane Whitehair from Region 7 will be at the community center on October 23, 2025, at 10:00 am concerning possible grants for the Town of Sutton's improvements. Everyone is invited.
- a. The Town of Sutton Ordinances are being reviewed, specifically the Ordinance for Committees, that do not comply with the Sunshine Law. The changes needed will be presented on November 13, 2025, Regular Council meeting
- b. The Record Retention Project has begun filing and sorting records, however, we are not shredding documents at this time.
- c. The Burn Pile is no longer being used. The Town of Sutton has received a quote of \$5,120.00 to remove it. Johnny King, from the WV Forestry Division, stopped by and said he will be working on a solution to this problem to try and reduce the cost. A third option is that we can rent rollbacks and load them ourselves for a cost of around half the quote we received.

## 6. Old Business

(Recorded Position 01.00.00)

### A. Carolyn Hoover, Town of Sutton Mayor - Holiday Schedule

On August 14, 2025 & September 11, 2025 the Mayor introduced the need to change the Town of Sutton Ordinance 1-607 Paid Holidays to align the State of West Virginia's Holiday Schedule. The Mayor asked for a motion to adopt the WV State Holiday Schedule.

**Councilman Laurel Petolicchio:** I motion that we change the Town of Sutton Ordinance Chapter 1 Article 1 - 607 Paid Holidays to align with that of the Holidays of the State of West Virginia Code §2-2-1.

**Councilman Thomas Gates:** I second the motion.

All in favor say 'Aye' 4 and Those opposed - 0 'No'

The Aye's have it. **Motion Carried**

The first reading will be at the November Council Meeting and the second reading will be at the December Council Meeting.

*1-607 Paid Holidays. Employees will receive full pay for all legal holidays as outlined in the West Virginia Legal Holidays and Special Memorial Holidays Code §2-2-1, and such additional holidays as shall be approved by the Mayor or Council.*

**B. Carolyn Hoover, Town of Sutton Mayor - 2 Hour Parking around the Court House Square**

The Mayor asked the council to move forward with the Parking solution for the area around the Court House Square with a 4-step plan. **County & Citizens' Complaints** challenge us to address this issue.

**Parking Solutions 4 step plan**

1. The Mayor has communicated with the county requesting help in resolving the issue.
2. The next step is to put in the 2-hour parking signs for the spaces directly affecting the parking surrounding the courthouse except for the handicapped spaces.
3. Should this fail to resolve the issue, we will need to install Parking Meters.
4. Residents will be permitted to purchase parking permits (2 per person).

Mr. Art Tevis issued a complaint concerning the changes in the parking around the courthouse. It was determined that we would table the topic and wait another month to allow the citizens to present possible solutions.

**C. Fire Hydrants** - The council motioned in the November 13, 2025 regular council meeting to have this topic tabled.

**D. Sidewalk Grill**

**Recorder Debbie Pierson:** I motion that the council approve the operation of Marque Grill with the understanding that they complied with all code regarding the operations of the Grill and inspected and approved by the Fire Marshall and the Braxton County Health Department as long as the tent remains open and it is a canopy and the sides are not closed in except by the road, which is part of the dust guard.

**Councilman Darrell Pierson:** I second the motion.

All in favor say 'Aye' 4 and Those opposed - 0 'No'

The Aye's have it. **Motion Carried**

**E. Standing Committees - Governmental Meetings Act, W. Va. Code § 6-9A-1 through 12, Ordinance 2-113.** - The council motioned in the November 13, 2025 regular council meeting to have this topic tabled.

**F. Recorder and Finances** - The council motioned in the November 13, 2025 regular council meeting to have this topic tabled.

**G. Delegated Duties from the Recorder to the Clerk** - The council motioned in the November 13, 2025 regular council meeting to have this topic tabled.

**H. Gutter Project Bills** - The council motioned in the November 13, 2025 regular council meeting to have this topic tabled.

**I. Municipal Court - Town of Sutton ordinance 2-508 & 2-521** - The council motioned in the November 13, 2025 regular council meeting to have this topic tabled.

**7. Standing Committees Reports**

## **A. Finance Committee**

The Auditor's office reviewed the Budget that was submitted by the Town of Sutton in September 2025 and made a few changes based on their records of funds provided to the Town of Sutton. With those changes we now have a report of Budgeted income that is overstated by about 100,000. The Recorder asked the Council to approve Revision # 3 to reduce the projected income for the Fiscal Year 2025-2026.

**Councilman Thomas Gates:** I motion that we that Accept the Auditor's changes and proceed with Revision #3.

**Councilman Darrell Pierson:** I second the motion.

All in favor say 'Aye' 4 and Those opposed - 0 'No'

The Aye's have it. **Motion Carried**

## **B. Roads, Streets, Sewers, Street Drains - Councilman Darrell Pierson**

Councilman Darrell Pierson updated the Council and the Town of Sutton concerning the progress he has seen on the Storm Hill Project and the new plow that will help with the upcoming weather challenges.

One of our citizens brought to the attention of the Council that there was an issue with a drain grate that needed addressed. Councilman Darrell Pierson said he would check in to this.

## **C. Public Safety and Health - Councilman Thomas Gates**

No new issues.

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

Police Chief Harry Teare has resigned his position due to his health. The Mayor wanted it on record that Chief Teare did a commendable job, he was well liked in the community, and we will miss him.

Mayor Carolyn Hoover appointed Police Officer Andrew Shingler as the new Chief of Police and requested the council to accept the appointment.

**Councilman Thomas Gates:** I motion that we accept Chief Teare's Resignation and to appoint Andrew Shingler as Chief of Police.

**Councilman Darrell Pierson:** I second the motion.

All in favor say 'Aye' 4 and Those opposed - 0 'No'

The Aye's have it. **Motion Carried**

## **E. Recycling - Councilman Pamela (Shelly) Sutphin)**

## **F. City Property and Community Building – Councilman Laurel Petolicchio**

We will apply for a grant for the elevator to the second floor of the community building and a ladder for access to the community building roof.

## **8. Special Committees**

### **A. Municipal Court - Mayor Carolyn Hoover**

## **9. New Business**

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### **A. Town of Sutton outstanding Bills**

The Recorder produced a report of all activity in the General Account for the month of September. The majority of these bills fell into the category of routine. There remained one bill that required council approval.

**Councilman Darrell Pierson** I motion that we approve the unpaid bill.

**Councilman Thomas Gates:** I second the motion.

All in favor say 'Aye' 4 and Those opposed - 0 'No'

The Aye's have it. **Motion Carried**

**B. Order of Business - ordinance 1-209.** - The council motioned in the November 13, 2025 regular council meeting to have this topic tabled.

**C. Police Inventory** - The council motioned in the November 13, 2025 regular council meeting to have this topic tabled.

## **10. Adjourn 7:45 pm**

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**Councilman Thomas Gates:** I motion that we that Adjourn.

**Councilman Laurel Petolicchio:** I second the motion.

All in favor say 'Aye' 4 and Those opposed - 0 'No'

The Aye's have it. **Motion Carried**