

Minutes for the Town of Sutton's Regular Meeting

Date & Time: 6:00 pm December 11, 2025

Location: 450 4th 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:** 6:02 pm (Recorded Position 00:00:01)

- The meeting was opened by Mayor Carolyn Hoover
- Pledge of Allegiance by all attendees
- Opening Prayer by Darrell Pierson

2. Roll Call	Present	Absent		Present	Absent
Mayor - Carolyn Hoover	<u>X</u>	<u> </u>	Recorder - Debbie Pierson	<u>X</u>	<u> </u>
Jonathan Crum	<u>X</u>	<u> </u>	Darrell Pierson	<u>X</u>	<u> </u>
Thomas Gates	<u>X</u>	<u> </u>	Pamela (Shelly) Sutphin	<u>X</u>	<u> </u>
Victor Shingler	<u>X</u>	<u> </u>			

A Quorum was present throughout the meeting.

3. Special Guests:

Storm Sewer update and invoice Kenneth Kinder and Lisa Karickhoff (Recorded Video Position 06:15)

Debbie Pierson: I motion that we approve the Storm Sewer Project outstanding invoice.

Thomas Gates: I second the motion.

All in favor say 'Aye' 6 Those opposed - 0 'No' The Ayes have it. Motion carried.

Grant Status Updates

(Recorded Video Position 08:24)

Jonathan Crum: I move that we table the grants update until the next meeting.

Thomas Gates: I second the motion.

All in favor say 'Aye' 6 Those opposed - 0 'No' The Ayes have it. Motion Carried.

4. Approval of the Minutes

October 9, 2025

(Recorded Video Position 20:20)

Victor Shingler: I motion that we approve the minutes for October 9, 2025.

Thomas Gates: I second the motion.

All in favor say 'Aye' 4 Those opposed - 2 'No' The Ayes have it. Motion Carried

b. November 6, 2025

(Recorded Video Position 21:16)

Jonathan Crum: I motion that we approve the minutes for November 6, 2025.

Pamela Sutphin: I second the motion.

All in favor say 'Aye' 6 Those opposed - 0 'No' The Ayes have it. Motion Carried

C. November 13, 2025

(Recorded video position 21:36)

___Thomas Gates___: I motion to table the minutes for November 6, 2025.

___Jonathan Crum___: I second the motion.

All in favor say 'Aye' _6_ Those opposed - _0_ 'No' The Ayes have it. Motion Carried

5. Citizens' Concerns

(Recorded video position 53:20)

Point of Order:

___Debbie Pierson___: I motion that Jonathan Crum step down or be removed from the meeting.

___Victor Shingler___: I second the motion.

All in favor say 'Aye' _4_ Those opposed - _0_ 'No' The Ayes have it. Motion Carried

6. Mayor Carolyn Hoover's Statement of Town's Condition (Recorded video position 54:16)

The mayor read the Street Commission's report for the Street Department.

The Police Department completed the inventory regarding firearms. (Recorded video position 59:23)

(Recorded video position 59:23)

___Jonathan Crum___: I motion that according to 6-9B-4 Page B Line Item #8 Security; to go into executive session.

___Pamela Sutphin___: I second the motion.

All in favor say 'Aye' _2_ Those opposed - _4_ 'No' The Nays have it. Motion Died

7. Old Business

a. Parking

(Recorded video position 1:11:20)

___Thomas Gates___: I make a motion that we implement the 2 hour parking around the courthouse between the hours of 8 and 4 during courthouse hours.

___Darrell Pierson___: I second the motion.

All in favor say 'Aye' _4_ Those opposed - _2_ 'No' The Ayes have it. Motion Carried

b. Holiday Schedule Ordinance – 2nd Reading . (Recorded video position 1:16:29)

2nd Reading - Town of Sutton Ordinance 1-604, WV Code §2-2-1

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 Governor of West Virginia State, the President of the United States, the Mayor, or the Council.

___Darrell Pierson___: I motion to adopt the WV Code 2-2-1 regarding Paid Holidays.

___Victor Shingler___: I second the motion.

All in favor say 'Aye' _4_ Those opposed - _2_ 'No' The Ayes have it. Motion Carried

c. Temporary or Parttime help.

(Recorded video position 1:20:00)

___ Thomas Gates ____: I make a motion to procure temporary help at a rate of \$9.25 an hour a maximum of 10 hours per week for a one-month period and we can address it as such then.

___ Darrell Pierson ____: I second the motion.

All in favor say 'Aye' _4_ Those opposed - _1_ 'No' The Ayes have it. Motion Carried

8. Standing Committee Reports

i. Finance Committee – Debbie Pierson, Recorder . (Recorded video position 1:30:00)

___ Thomas Gates ____: I motion to approve the audit.

___ Darrell Pierson ____: I second the motion.

All in favor say 'Aye' _6_ Those opposed - _0_ 'No' The Ayes have it. Motion Carried

ii. Roads, Streets, Sewers, Street Drains – Darrell Pierson

iii. Public Safety and Health – Thomas Gates

iv. Police and Fire Protection – Mayor Carolyn Hoover

v. Recycling – Pamela (Shelly) Sutphin

vi. City Property and Community Building - Victory Shingler

9. Special Committee Reports

i. Municipal Court – Mayor Carolyn Hoover

ii. Permits-Construction, Demolition, Fowl – Jonathan Crum

10. New Business

a. Set time limit on Council Meetings

(Recorded video position 1:45:35)

___ Debbie Pierson ____: I motion that we limit our regular council meetings to 2 hours each month.

___ Victor Shingler ____: I second the motion.

All in favor say 'Aye' _5_ Those opposed - _1_ 'No' The Ayes have it. Motion Carried

b. Bonuses

(Recorded video position 1:50:45)

___ Thomas Gates ____: I motion that we table it until we can get more information.

___ Pamela Sutphin ____: I second the motion.

All in favor say 'Aye' _6_ Those opposed - _0_ 'No' The Ayes have it. Motion Carried

c. Survey Bids

(Recorded video position 1:57:31)

___ Darrell Pierson ____: I motion that we go with the lowest bid for the survey of town property at 234 Stonewall Street and 407 Main Street.

___ Victor Shingler ____: I second the motion.

All in favor say 'Aye' _5_ Those opposed - _1_ 'No' The Ayes have it. Motion Carried

d. Electrical Bids

(Recorded video position 1:57:42)

___Thomas Gates___: I make the motion to hire Huffman Electric for \$350.00 to come and look at the receptacle and fix it.

___Darrell Pierson___: I second the motion.

All in favor say 'Aye' _6_ Those opposed - _0_ 'No' The Ayes have it. Motion Carried

e. Emergency Spending

(Recorded video position 2:07:15)

___Thomas Gates___: I make a motion that we table this until the research is done.

___Darrell Pierson___: I second the motion.

All in favor say 'Aye' _6_ Those opposed - _0_ 'No' The Ayes have it. Motion Carried

f. Town of Sutton outstanding Bills – None

(Recorded video position 2:08:37)

___Thomas Gates___: I make a motion to move the outstanding bills be reported under the Finance Committee reports.

___Darrell Pierson___: I second the motion.

All in favor say 'Aye' _6_ Those opposed - _0_ 'No' The Ayes have it. Motion Carried

11. Adjourn at ___8:11 pm___

___Thomas Gates___: I make a motion to adjourn.

___Pamela Sutphin___: I second the motion.

All in favor say 'Aye' _6_ Those opposed - _0_ 'No' The Ayes have it. Motion Carried
