

# Minutes for the Town of Sutton's Regular Meeting

**Date & Time:** 6:00 pm December 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

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

	Present	Absent		Present	Absent
Mayor - Carolyn Hoover	X	_____	Recorder - Debbie Pierson	X	_____
Jonathan Crum	X	_____	Darrell Pierson	X	_____
Thomas Gates	X	_____	Pamela (Shelly) Sutphin	X	_____
Victor Shingler	X	_____			

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.

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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

a. October 9, 2025 (Recorded Video Position 20:20)

Victor Shinglar : 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

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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 )

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\_\_\_\_ Thomas Gates \_\_\_\_\_: I motion to table the minutes for November 13, 2025.

\_\_\_\_ Jonathan Crum \_\_\_\_\_: I second the motion.

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

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## 5. Citizens' Concerns

(Recorded video position 53:20 )

Point of Order:

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\_\_\_\_ Debbie Pierson \_\_\_\_\_: I motion that Jonathan Crum be required to step down or we have him removed from the meeting.

\_\_\_\_ Darrell Pierson \_\_\_\_\_: I second the motion.

All in favor say 'Aye' 4 Those opposed - 0 'No' The Ayes have it. Motion Carried

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## 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)

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\_\_\_\_ Jonathan Crum \_\_\_\_\_: I motion that according to 6-9A-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

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## 7. Old Business

### a. Parking

(Recorded video position 1:11:20)

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\_\_\_\_ 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

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After the vote Councilman Jonathan Crum asked to have it recorded this was a direct action against my parking on 3rd street. Recorder Debbie Pierson stated that it does not need to be recorded as this was not a direct act.

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

#### **2<sup>nd</sup> 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.

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\_\_\_\_ 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

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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

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## 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

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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

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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

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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*