

# Minutes for the Town of Sutton's Regular Meeting

**Date & Time:** August 14, 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

## Call to Order

**Start Time: 6:00 pm August 14, 2025**

(Recorded Position 0:01:45)

- Pledge of Allegiance by all attendees
- Opening Prayer by Darrell Pierson, Town of Sutton Council Member

## Attendees

a. Carolyn Hoover	<b>Present at 6:00 pm</b>	e. Darrell Pierson	<b>Present at 6:00 pm</b>
b. Debbie Pierson	<b>Present at 6:00 pm</b>	f. Thomas Gates	<b>Present at 6:00 pm</b>
c. Laurel Petollichio	<b>Present at 6:00 pm</b>	g. Pamela (Shelly) Sutphin	<b>Present at 6:00 pm</b>
d. Jonathan Crum	<b>Present at 6:00 pm</b>		

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

## Mayor Carolyn Hoover – Report and Comments

(Recorded

Position 0:00:15)

Carolyn Hoover, Town of Sutton Mayor, thanked Darrell Pierson and Brittany Fowler for cleaning up the site at the Old Braxton Motor Bldg. and she thanked Robin Smith for her dedication as she worked for the town for the last 5 years.

## Council Discussion

### Attachment # 1 Agenda

(Recorded Position 0:01:15)

Jonathan Crum, Town of Sutton Council Member, requested clarification as to why some agenda items had a comment “pending further information” while others did not. The response was that it was noted on the agenda that way because there was no information available as to what that specific topic would cover.

### Special Officer (Jonathan Crum, Town of Sutton Council Member) (Recorded Position 0:06:28)

Attachment # 2 Police officer WV Code 17C-2-3

Jonathan Crum, Town of Sutton Council Member, requested the council define the role of special officer, including the responsibilities (*job description*) and to document the duration of the appointment of the officer, which was previously recorded in the minutes of the regular council meeting on July 10, 2023.

Councilman Jonathan Crum referenced documentation that was pulled from internet regarding a definition of for a special officer.

Councilman Laurel Petilicchio brought a Point of Order, stating Councilman Jonathan Crum was bringing the term Special Officer and documentation from an out of state source and not applicable as Shingler is a deputy and our previous meeting addressed the ordinances that pertain to this hire so this is not admissible.

Councilman Jonathan Crum wished to dispute the ratification of the appointment of the officer as recorded in the minutes of the special council meeting on July 23, 2025 by pointing out that the council failed to follow Roberts' Rules of Order concerning the ratifying of this hire. Councilman Jonathan Crum also asked if this officer is carrying a gun.

In response to his concerns, Carolyn Hoover, Town of Sutton Mayor, advised Councilman Jonathan Crum that the Police Officer's appointment will last as long as the council deems it necessary and that the crime rate of the town would also play into that decision. The Mayor (*in response to the concern that the council failed*

to follow Robert's Rules of Order) assured Councilman Crum *that* she had consulted with the Town of Sutton's Legal Counsel and was advised that, as Mayor of the Town of Sutton, the appointment of the Officer and the ratification of that appointment had been handled appropriately. The Mayor also assured Councilman Crum *that* the Officer is carrying a gun.

**Magistrate Court** (Jonathan Crum, Council Member)  
0:12:21)

(Recorded Position

Jonathan Crum, Town of Sutton Council Member, brought to the attention of council that on August 4<sup>th</sup> 2025, at the time posted on the Town of Sutton's calendar, the regularly scheduled Magistrate Court session had not taken place. Carolyn Hoover, Town of Sutton Mayor, informed Councilman Crum that we do not currently have a Magistrate Judge; however, this is being addressed.

**October Fest**  
0:13:57)

(Recorded Position

Laurel Petolicchio, Town of Sutton Council Member inquired as to whether there had been any discussion concerning the annual October Fest. Carolyn Hoover, Town of Sutton Mayor, told Councilman Petolicchio that there had been no discussion to date.

### **Citizen's Concerns**

(Recorded Position 0:14:08)

Art Tevas, Citizen of the Town of Sutton, brought to the attention of the council that at Amy's Hair Shop there was a yellow zone prohibiting parking; however, people were parking in that zone. The results are that the sightline for drivers pulling out of 1<sup>st</sup> Street is blocked. The solution to this issue will be resolved as our Police force enforces the no parking zone.

Art Tevas, Citizen of the Town of Sutton, notified the council that there is water flowing down North Hill sidewalk, resulting in water damage for a business at the bottom of that hill and there is also gravel piling up at the bottom.. A sidewalk curb would cause the water to flow away from the business and into the drains. Carolyn Hoover, Town of Sutton Mayor responded that she had spoken with Kenneth Kinder, Manager of the Storm Sewer Project, and he has assured her that there will be a rounded curb at this location.

### **Approval of minutes for June 12, 2025 July 15, 2025, and July 23, 2025**

(Recorded

Position 0:20:49)

Attachments # 3, 4, 5 Minutes

**Laurel Petolicchio:** I make a motion to approve the minutes for June 12<sup>th</sup>, 2025 regular council meeting.

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

All in favor raise your right hand and say Aye.- 6 'Aye's and Those opposed - 0 'No's' The ayes have it.

**Motion Carried**

**Laurel Petolicchio:** I make a motion to approve the minutes for July 15<sup>th</sup>, 2025 special council meeting.

**Jonathan Crum :** I'll second the motion.

All in favor raise your right hand and say Aye.- 6 'Aye's and Those opposed - 0 'No's' The ayes have it.

**Motion Carried**

**Laurel Petolicchio:** : I make a motion to approve the minutes for July 23<sup>rd</sup>, 2025 special council meeting.

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

All in favor raise your right hand and say Aye.6 'Aye's and Those opposed - 0 'No's' The ayes have it. **Motion**

**Carried**

## Standing Committees

(Recorded)

Position 0:01:45)

### Finance Committee

Debbie Pierson, Town of Sutton Recorder and Chairman of the Finance Committee presented a list of bills that needs council approval to proceed with their payment.

Attachment # 6 – Outstanding bills requiring approval for payment

**Thomas Gates :** I make a motion to pay the outstanding Bills.

**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**

### Roads, Streets, Sewers, Street Drains

Darrell Pierson, Town of Sutton Council Member and Chairman of the Roads, Streets, Sewers, Street Drains Committee, updated the council on the issues the Town of Sutton will be addressing in the coming months.

**The Drainage Issues** at the Street on top of the mountain, in front of the school, has 2 driveways that are having water problems. The Town will wait for the Storm Sewer Project to be complete to address this issue.

**Storm Sewer Project** is conducting monthly meetings to discuss concerns.

**The Treatment Options** for winter roads within the Town of Sutton will be reviewed for the purpose of identifying the supplies and equipment that will be required.

**The Stairs and Railings** on the Hill joining Stonewall Street and S Industrial Ave. will be reviewed for possible solutions to damage.

**The "Burn Pile"** area that previously was used by the Town of Sutton to handle burnable product is being researched to find a solution to the need to clean up the area.

**Sixth St Street Closing.** Lura Bingaman, on behalf of the Sutton Baptist Church, requested approval to close Sixth St. in Sutton on Saturday, August 16, 2025 between 5:00 pm and 7:00 pm for this year's Community Block Party.

Attachment # 7 Request for Street Closure

**Jonathan Crum:** I make a motion to approve the requested street closer in support of the Sutton Community Block Party.

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

All in favor say Aye\_- **5** 'Aye's and Those opposed - **0** 'No's' The ayes have it. (Laurel Petolicchio recused herself from the vote) **Motion Carried**

### Public Safety and Health

Thomas Gates, Town of Sutton Council Member and Chairman of the Public Safety and Health Committee, had nothing to report.

### Police and Fire Protection

Carolyn Hoover, Town of Sutton Mayor and Chairman of the Police and Fire Protection Committee ask Harry Teare, Town of Sutton Chief of Police, to update the council on the effects the Storm Sewer Project has on the opening of school. The council was assured that a plan was put in place for parents drop off, school buses, and all students, by the committee for the Storm Sewer Project. This plan will be reviewed to determine if it is successful or needs adjusted.

### ***Municipal Court***

Carolyn Hoover, Town of Sutton Mayor and Chairman of the Municipal Court Committee reported that the Mayor is in the process of locating a candidate for the position of municipal judge.

### ***Recycling***

Pamela (Shelly) Sutphin, Town of Sutton Council Member and Chairman of the Recycling Committee is researching the possibility of working with the schools to participate in a “Recycling Art” campaign as well as organizing a day for a town-wide clean-up, including a roll-off dumpster for the community to discarded items.

### ***City Property and Community Building***

Laurel Petolicchio, Town of Sutton Council Member and Chairman of the City Property and Community Building Committee had nothing to report.

### ***Permits-Construction, Demolition, Fowl***

Jonathan Crum, Town of Sutton Council Member and Chairman of the Permits-Construction, Demolition, Fowl Committee, brought a request for a construction permit for the installation of a car port on the property of Art Tevis, to be approved by the Sutton’s Town Council.

Attachment #8 Tevis Construction Permit

**Jonathan Crum:** I motion that we approve the construction permit.

**Laurel Petolicchio :** I’ll seconded the motion.

All in favor say Aye\_- **6** 'Aye’s and Those opposed - **0** 'No’s’ The ayes have it. **Motion Carried**

### ***Old Business***

(Recorded

Position 0:37:35)

There is no old Business.

### ***New Business***

(Recorded

Position 0:37:37)

### ***Gabby Gregory, Representative of the Braxton Co. Development Authority***

Attachment #9 Multipurpose Building Collaboration Proposal

Ms. Gregory introduced a pending acquisition grant that would cover the purchase of property for the Multipurpose Building Project. Ms. Gregory requested 5 to 8 people volunteer to meet with her for the purpose of submitting suggestions for the use of a Multipurpose building.

### ***Bobby Given – Solar Panels Representative of Energy Efficient West Virginia***

Attachment #10 7 Ways to Save

Mr. Given presented to the council an opportunity for the Town of Sutton to receive a free home energy assessment.

### ***Carolyn Hoover, Town of Sutton Mayor - Holiday Schedule***

Attachment # 11 Ordinance and Supporting Documents for Town of Sutton Holidays

Carolyn Hoover, Town of Sutton Mayor, presented information to the council, encouraging them to research, before the September Regular Council Meeting, the modification of the Town of Sutton’s current employee’s Holiday Schedule for the purpose of aligning it with the State of West Virginia’s Holiday Schedule.

### ***Debbie Pierson, Town of Sutton Recorder - 2025/2026 Budget Revision***

#### **Attachment # 12 Budget Revision**

Debbie Pierson, Town of Sutton Recorder addressed the QuickBooks record keeping system which currently covers 20 + years of data. This amount of data is reported to lead to performance issues that can include QuickBooks reports mishandling the data. The creation of a new QuickBooks record keeping system for the Town of Sutton is intended to resolve these issues. The old records will remain in tack, but the new records will begin on July 1, 2025. The reports that were used to create the 2025-2026 Budget misrepresented the Revenue and Expenditures of 2024-2025, resulting in a need to Revise the 2025-2026 Budget.

**Jonathan Crum:** I motion that we that we have a quarterly Budget and Finance Report including the % of actual Revenue and the % of actual Expenditures.

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

All in favor say Aye\_- **6** 'Aye's and Those opposed - **0** 'No's' The ayes have it. **Motion Carried**

### ***Jonathan Crum, Town of Sutton Council Member - Local Business Tax***

*(Recorded Position 1:01:47)*

#### **Attachment # 13 QuickBooks Report**

Jonathan Crum, Town of Sutton Council Member, expressed concern about how the Local Business Taxes have been recorded and reported. The supporting document was a report produced by QuickBooks under the 20 + year old records file that showed possible discrepancies. This report, as explained by Debbie Pierson, Town of Sutton Recorder in her Revised Budget request, is not an accurate representation of transactions for this period.

A discussion followed that included the yearly audit that the West Virginia Auditor's Office conducts for the Town of Sutton.

**Jonathan Crum :** I would move to have a Forensic Audit conducted to ensure we are collecting taxes in accordance with our ordinances.

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

All in favor say Aye\_- **2** 'Aye's and Those opposed - **4** 'No's' The no's have it. **Motion Failed**

Jonathan Crum, Town of Sutton Council Member brought to the council's attention that, according to Ordinance 2-304, there is an expectation for a financial statement to be reviewed by the council. The council agreed that this report will be presented at the next Regular Council Meeting in September, 2025.

### ***Jonathan Crum, Town of Sutton Council Member - Standing Committees***

#### **Attachment # 14 Ordinance 2-113 & 2-114 Committees**

Jonathan Crum, Town of Sutton Council Member requested clarification on the expectations of the committee in which he was appointed Chairman, and the number of members that would be appointed to each committee. This committee is not one of the Standing Committees described in the Town of Sutton ordinance and has no formal responsibilities. Carolyn Hoover, Town of Sutton Mayor, acknowledged the need to research this committee. In accordance with Ordinance 2-114, there are to be three members on each committee.

***Jonathan Crum, Town of Sutton Council Member - Construction Traffic***

*(Recorded Position*

*1:24:09)*

**Attachment # 14 Storm Sewer Project Traffic Flow Map**

Jonathan Crum, Town of Sutton Council Member expressed a concern that there is a lack of sufficient traffic signs with the Storm Sewer Project construction that will create problems for drivers. Carolyn Hoover, Town of Sutton Mayor, will follow up on the signs with the Storm Sewer Project Manager.

Jonathan Crum, Town of Sutton Council Member brought to the attention of the council that there is an unsafe opened manhole on Main Street that needs addressed. Carolyn Hoover, Town of Sutton Mayor, has been in touch with the Storm Sewer Project Manager and he assured her that this would be cleared up soon.

***Jonathan Crum, Town of Sutton Council Member - Road Maintenance***

**Attachment # 15 Routine Roadway Maintenance**

Jonathan Crum, Town of Sutton Council Member requested that the council investigate reducing the cost of our Road Maintenance expenses by identifying duties of the Town of Sutton that overlapped with the duties of the Department of Highways. The council agreed that there is a need to research these concerns.

***Approval of Invoices for the Storm Sewer Project***

**Attachment #16 Storm Sewer Project – Resolution**

**Thomas Gates:** I make a motion to approve the invoices relating to the services on the North Hill Storm Sewer Project.

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

All in favor say Aye\_- **6** 'Aye's and Those opposed - **0** 'No's' The nay's have it. **Motion Carried**

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

Carolyn Hoover, Town of Sutton Mayor, introduced, for consideration, in the September Regular Meeting, a review of the parking needs around the Court House Square.

***Christmas Parade (Laurel Petolicchio, Council Member)***

*(Recorded Position*

*01:52:35 )*

**Laurel Petolicchio** : I make a motion that we have the annual Christmas parade on December 6, 2025 and that the Town Clerk head up the parade coordination.

**Pamela (Shelly) Sutphin** : I seconded the motion.

All in favor say Aye\_- **6** 'Aye's and Those opposed - **0** 'No's' The ayes have it. **Motion Carried**

Carolyn Hoover, Town of Sutton Mayor, dismissed the Citizens and Visitors for the purpose of going into Executive Session per WV Code 6.9A-4.

***Begin Executive Session at 7:51 pm***

*(Recorded Position 01:52:38 )*

Discussion

***Begin Open Session at 8:37 pm***

*(Recorded Position 02:38:10)*

## ***Vote for the Position of Street Maintenance Workers***

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Attachment #

**Jonathan Crum** :I make a motion that we increase the Municipal town employees to three street road workers.

**Thomas Gates** :I'll second that.

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

The Offer of employment was made to Michelle Sears and David Wayne Hill for 4 days a week at \$12.00 with an evaluation to take place in 90 days.

**Adjourn 5:10 pm.**

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**Pamela (Shelly) Sutphin**: I make a motion to adjourn

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

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

### **Attendees:**

Art, Lissa, Rye Tevis  
Brittany Fowler  
Catherian Hoover

Gabby Gregory, Developmental Authority  
Robyn Dolan  
Bobby Given, EEWV

### **Attachments:**

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|-----------------------------------------------------------------------|--------------------------------------------------------------------|
| #1 Agenda Minutes                                                     | #10 7 Ways to Save                                                 |
| #2 Police officer WV Code 17C-2-3                                     | #11 Ordinance and Supporting Documents for Town of Sutton Holidays |
| #3 Minutes from June 12 <sup>th</sup> , 2025, Regular Council Meeting | #12 Budget Revisions                                               |
| #4 Minutes from July 15 <sup>th</sup> , 2025, Regular Council Meeting | #13 QuickBooks Report                                              |
| #5 Minutes from July 23 <sup>rd</sup> , 2025, Regular Council Meeting | #14 Ordinance 2-113 & 2-114 Committees                             |
| #6 Outstanding bills requiring approval for payment                   | #15 Storm Sewer Project Traffic Flow <ap                           |
| #7 Request for Street Closure                                         | #16 Routine Roadway Maintenance                                    |
| #8 Tevis Construction Permit                                          | #17 Storm Sewer Project – Resolution                               |
| #9 Multipurpose Building Collaboration Proposal                       | #18 Duties of Sutton Town Workers                                  |
|                                                                       | #19-23 Applications for Street Maintenance Worker                  |