Sutton Town Council
August 31, 2026, 6:00pm - Special Meeting Minutes
Council Chambers, Sutton Municipal Building

1. Call to Order Start Time: 6:00pm

The meeting was opened by Mayor Carolyn Hoover

Pledge of Allegiance by all attendees.

Opening prayer by Darrell Pierson

ROLL CALL

Official	Present	Absent
Mayor - Carolyn Hoover	[X]	[ ]
Recorder - [Vacant]	[ ]	[ ]
Anita Lambert	[X]	[ ]
Darrell Pierson	[X]	[ ]
Thomas Gates	[X]	[ ]
Tia Mullins	[X]	[ ]
Justin Hill	[ ]	[X]

Quorum: A quorum was present.

2. Go into executive session (as authorized by West Virginia Code 9-9A-4) to discuss personnel matter agenda items # 3 and #4.

MOTION: Councilman Anita Lambert: I make a motion that the council enter into executive session pursuant to personnel in acceptance with West Virginia code 9-9a-4b2a to discuss individual employment and personnel l matters

SECOND: Councilman Thomas Gates: I second

VOTE: Ayes [_4_] Nays [__] Abstentions [__] Absent/not voting [__] Motion **Carried**

3. Personnel Matter-Discussion and possible action regarding personnel matters involving part-time municipal employee

4. Personnel Matter-Discussion and possible action concerning the employment, performance, duties, status, discipline, or other personnel matter involving a town employee

5. Return to open session

MOTION Councilman Thomas Gates: I make a motion that the town temporary discontinue the use of volunteers in town offices and municipal operations until the council adopts a written volunteer policy that establishing authorizations supervision, screening, confidentiality, system access, purchasing, record keeping, insurance and safety requirements

SECOND: Councilman Anita Lambert: I second

VOTE: Ayes [_3_] Nays [__] Abstentions [__] Absent/not voting [_1_] Motion **Carried**

6. Possible action regarding personnel matter, agenda item #3

MOTION: Councilman Thomas Gates: I make a motion that the town eliminates the part-time code technician position effective immediately, because the town has determined there is insufficient work and operational needs to justify keeping the position as a result of the eliminated position, I further move that the probationary employee Angela Maxwell be terminated immediately August 31, 2026. This action is based upon the town's operational needs and lack of sufficient work to justify the position; it is not a finding of misconduct. I further move that the Mayor with the consultant of the town attorney provide a written notice, arrange payment of all compensation lawfully due, and maintain the return of all town property keys, records, identification, devices, passwords, purchasing materials and account assets
SECOND: Councilman Tia Mullins: I second
VOTE: Ayes [_3_] Nays [__] Abstentions [_1_] Absent/not voting [__] Motion **Carried.**

MOTION: Councilman Thomas Gates: I make a motion that the council resend the appointment of Angela Maxwell as municipal county clerk effect immediately August 31, 2026, until we can appoint a new clerk at the next scheduled meeting
SECOND: Tia Mullins: I Second
VOTE: Ayes [_3_] Nays [__] Abstentions [_1_] Absent/not voting [__] Motion **Carried**

7. Possible action regarding personnel matter, agenda item #4

No action needed from Council

8. Adjourn Time: 6:48pm

MOTION Councilman Thomas Gates: I make a motion to adjourn
SECOND: Councilman Anita Lambert: I second
VOTE: Ayes [_4_] Nays [__] Abstentions [__] Absent/not voting [__] Motion **Carried.**

Minutes prepared by: Kristen Gates

_____	_____
Presiding Officer / Mayor	Recorder or Authorized Minute-Taker
Date approved: _____	Approved: [ ] Yes [ ] As corrected