Town of Sutton Council Meeting Minutes

Meeting type	Regular Council Meeting	**Date**	September 10, 2026
Scheduled time	6:00 pm	**Called to order**	6:01pm
Location	Sutton Municipal Building	**Presiding officer**	Mayor Carolyn Hoover
Recorder or Clerk	Town Clerk Kristen Gates	**Notice posted**	September 7,2026 3:00 pm
Recording file		**Minutes approved**	

1 Call to Order

Opening Mayor Carolyn Hoover called the meeting to order at 6:01 pm

Pledge of Allegiance Led by Mayor Carolyn Hoover

Prayer led by Council Member Darrel Pierson

Roll Call

Office	Name	Present	Absent
Mayor	Carolyn Hoover	**X**	
Council Member	Thomas Gates	**X**	
Council Member	Anita Lambert	**X**	
Council Member	Darrel Pierson	**X**	
Council Member	Tia Mullins	**X**	
Council Member	Justin Hill		**X**
Recorder	Vacant	-----	-----

Quorum: A quorum was present.

Agenda changes: None

2 Special Guests Topics Grants and Updates

Presenter	Topic	Summary	Action or follow-up
Mayor Carolyn Hoover	ADA Grant for Municipal Building including the fire system.	Mayor Carolyn Hoover presented a summary of an update involving the ADA grant with region 7 and the Municipal building. Including a new estimate of the construction and materials that would be required to complete the work needed. Region 7 is looking into other grants to cover the increased amounts.	No Action Taken.
Council Member: Tia Mullins	Town Light Poles	The town light poles are being replaced with LED bulbs as the old bulbs burn out. Council Member Tia Mullins asked any resident that noticed any town light out to call the town office or fill out a concerned citizen form so we can get these lights changed.	No Action Taken

Presenter	Topic	Summary	Action or follow-up
Mayor Carolyn Hoover	Farmers Market Stage	Mayor Carolyn Hoover presented an update to the repairs being made to the farmers' market stage. Explaining that as soon as it is completed, the Code Enforcement Officer will be inspecting it and presenting a report to the council.	
Council Member Tia Mullins & Clerk Kristen Gates.	Grants	Council Member Tia Mullins presented an update to grants explaining that the Clerk and herself were selected for the ARC READY Local Governments Training Program through the Appalachian Regional Commission program.	No Action Taken

3 Old Business

Old Business Item 1

Discussion summary: Council Member Tia Mullins explained that with the recent circumstances and vacancy the council will not present any amendments during this meeting. Tia Mullins said that they will not forget to address the business owner's concerns with the B & O Taxes and askes that the council table this matter until the next meeting.

Motion Record			
Subject	B & O Tax		
Motion	I move that we table the B & O ordinances until the council has a work session to look at the estimates of revenue from the proposed options of changes.		
Moved by	Thomas Gates	**Seconded by**	Darrell Pierson
Vote method	Voice	**Result**	Motion Carried
Vote details	For 5 Against _ Abstained _ Absent _ Roll call details:		
Follow-up	Special Committee of Ordinances/Rules needs to schedule a work session and present the estimates of the B & O taxes to the council.		

4 New Business

New Business Item 1

Discussion summary: Council weighed the benefits of trying an employee timecard software system (OnTheClock) vs the current outdated timecard punch system currently in place. Council discussed the standard plan with the 30 percent off government entity discount on how much that would cost yearly. How much money we have overpaid employees in the past due to the punch cards being hard to read. The benefits of the software being able to be downloaded on employee phones, and employees can see how much PTO time they have: the implementation, administration, and payroll records. In the discussion Councilmen Darrell discussed using the free month trial to determine if this is the best route for the municipality, and the rest of the council agreed.

Motion Record			
Subject	Employee Timecard Software		
Motion	I move that the Town of Sutton Subscribe to the OnTheClock standard plan for 7 employees, subject to the confirmation of the 30 percent governmental discount and to authorize the Mayor and the Clerk to complete the setup and implementation for the 1-month free trial. A report on the trial will be presented at the next council meeting, at which time Council will consider whether to continue into a paid subscription.		
Moved by	Thomas Gates	**Seconded by**	Tia Mullins
Vote method	Voice	**Result**	Motion Carried
Vote details	For 5 Against_ Abstained_ Absent_ Roll call details:		
Follow-up	Town Clerk to begin and oversee the free trial, prepare a report on the program's performance and cost, and place consideration of the paid subscription on the next regular meeting agenda		

New Business Item 2

Discussion summary: 2 Construction Permits submitted for approval. 1 of the permits were found to be outside the Town of Sutton Corporate limits. So, no action needs to be taken. The other construction permit council made a motion to approve.

Motion Record			
Subject	Construction Permit		
Motion	I make a motion to approve the construction permit for		
Moved by	Thomas Gates	**Seconded by**	Darrell Pierson
Vote method	Voice	**Result**	Motion Carried
Vote details	For 5 Against _ Abstained _ Absent _ Roll call details:		
Follow-up	No Follow-up needed		

New Business Item 3

Discussion summary: Due to the recent vacancy of the recorder seat, this required reorganization of the finance committee needed to be discussed by the council.

Motion Record	
Subject	Reorganization of the Finance Committee
Motion	I move to reorganize the Finance Committee as follows: Chairman Anita Lambert; members Clerk Kristen Gates, and Tia Mullins, effective immediately.

Moved by	Thomas Gates	**Seconded by**	Darrell Pierson
Vote method	Voice	**Result**	Motion Carried
Vote details	For 5 Against _ Abstained _ Absent _ Roll call details:		
Follow-up	No Follow up needed		

New Business Item 4

Discussion summary: Council Member Tia Mullins presented an update for the Brownsfield grant

5 Approval of Previous Minutes

Minutes considered August 13 Regular Meeting, August 17 emergency meeting, August 20 special meeting, and August 31 Special Meeting.

Corrections: Due to the vacancy in the Office of Recorder, Council tabled approval of the minutes from all four August meetings to allow sufficient time for review and any necessary corrections.

Approval of Minutes Motion Record			
Subject	Approval of Minutes		
Motion	I motion we table the minutes of August 13, August 17, August 20, and August 31,2026 until next council meeting.		
Moved by	Darrell Pierson	**Seconded by**	Thomas Gates
Vote method	Voice	**Result**	Motion Carried
Vote details	For 5 Against _ Abstained _ Absent _ Roll call details		
Follow-up	The four sets of August meeting minutes will be reviewed for accuracy, corrected as necessary, and presented to Council for approval at a future meeting.		

6 Citizen Concerns- No Citizen Concerns presented at this meeting.

Speaker	Address or affiliation	Concern or request	Response or follow-up

7 Mayor Report

Report summary: The Mayor announced that the Sutton Community Development Corporation will host a Fall Festival at the Farmers Market on Saturday, October 3, from 10:00 a.m. to 4:00 p.m. The event, chaired by Becky Conrad, will include live music, games, and other activities.

The Mayor also recognized the Street Department for its continued work throughout Town; the Police Department for its visible and valued presence; the office staff for their efforts to bring Town records up to date; the Code Enforcement Officer for addressing properties and dilapidated buildings in need of attention; and Town residents for keeping officials informed of community concerns.

Council action *No Action needed.*

8 Committee Reports

Finance Committee- Report given by Chairman Anita Lambert- The Finance Committee reported that Balestra & Co. is determining whether it can continue its contracts for the Town's delinquent 2023–2024 and 2024–2025 audits. If the contracts cannot continue, the audits will require a new bidding process. The audit was supposed to have been completed and was never turned in. The 2025–2026 audit cannot proceed until the delinquent audits are submitted to the State. The Committee also reported that overdue unemployment contribution and wage reports are being addressed, the delinquent Netronom balance was paid on September 9, 2026, and documentation is still being gathered regarding an unresolved inherited AT&T work-phone expense before any recommendation is made to Council.

The Committee further reported that Dollar General's business license is current, but its off-premises alcohol permit remains delinquent because the wrong form and payment amount were submitted. City National Bank had not been invoiced for 16 rented parking spaces since November 2025, resulting in approximately $1,600 in outstanding receivables; an invoice will be issued. Finally, the Town's OpenGov account for Project Mountaineer has been created, training is scheduled, and work will begin toward transferring the Town's financial information to WV Checkbook.

An Itemized list of all expenses and revenue was provided to the council for the months of July and August.

Motion
Darrell made a motion to table the finance report until the next council session. Thomas Gates seconded the motion. The motion carried by a majority vote of 5.

Roads Streets and Alleys- Report given by Chairman Darrell Pierson- Chairman Darrell Pierson discussed the repaving that did not take place before school started. They have not been in contact with him. Said someone needs to reach out to them.

No Action Taken

Public Health & Safety- Report given by Chairman Thomas Gates, Chief of Police Andrew Shingler, and Code Enforcement officer Cody Mullins- Thomas Gates presented the Code Enforcement Dept update on cases 14 cases have been resolved, and 3 cases have been open pending investigation. -No Action Taken

Chief of Police Andrew Shingler was absent- No Action Taken

City Property and Community Building- Report given by Chairman Justin Hill- Absent from meeting

No Action Taken

Sutton Planning Committee- Report given by Chairman Tia Mullins- Presented updates on events and planning the Christmas parade.

No Action Taken

Special Committee-Ordinances and Rules- Report given by Chairman Tia Mullins- Tia Mullins presented the council with Chapter 8 IPMC revisions, Employee Handbook, Volunteer Policy to vote on in the next council meeting

No Action Taken

Executive Session If Applicable

Executive Session Record			
Authority	West Virginia Code §6-9A-4(b)(2)(A), (7), (8)		
Moved by	Thomas Gates	**Seconded by**	Tia Mullins
Vote and result	The motion carried by a majority vote of 5.	**Entered**	6:33 pm
Attendees	Greg Brewster- IDATP	**Returned**	7:59 pm
Motion	I moved that Council enter executive session pursuant to West Virginia Code §6-9A-4(b)(2)(A),(7),(8), and when applicable (12) to discuss specific employee compensation and leave accounts; records and communications concerning administration of those accounts; official computer and accounts concerning cyber security vulnerabilities; security devices, software, and procedures; and confidential information involving Town computers, accounts, and records as listed on the meeting agenda.		

Additional Motions or Announcements

Summary: None

Additional Motion Record			
Subject	Temporary Recorder Duties and Employee Compensation		
Motion	Consistent with the advice of the Town Attorney, I move to confirm that Kristen Gates will continue preforming the temporary recorder duties, administrative, financial, recordkeeping, and clerk-of-council duties previously assigned by council until an appointment for reorder can be made by council, and to set additional compensation at $250.00 per month, effective immediately, subject to lawful payroll withholdings and council review.		
Moved by	Anita Lambert	**Seconded by**	Darrell Pierson
Vote method	Voice	**Result**	Motion Carried
Vote details	For 4 Against _ Abstained 1 Absent _ Roll call details		
Follow-up	No Follow up needed		

9 Adjournment

Adjournment Motion Record	
Subject	Adjournment

Motion	I make the motion to adjourn.		
Moved by	Thomas Gates	**Seconded by**	Darrell Pierson
Vote method	Voice	**Result**	Motion Carried
Vote details	For 5 Against _ Abstained _ Absent _ Roll call details		
Follow-up	None		

Adjourned: 8:02 pm

Certification and Approval

Prepared by	*Kristen Gates*	**Prepared date**	*09/21/2026*
Approved by Council		**Meeting type**	*Regular Meeting*
Recorder or Clerk	*Signature* _____	**Date**	_____
Mayor or Presiding Officer	*Signature* _____	**Date**	_____