

# Minutes for the Town of Sutton's Regular Meeting

**Date & Time:** 6:00 PM February 12, 2026

**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:** \_\_\_6:00 PM\_\_\_
  - a. The meeting was opened by Mayor Carolyn Hoover
  - b. Pledge of Allegiance by all attendees
  - c. Opening Prayer by \_\_\_Darrell Pierson\_\_\_

## 2. Roll Call

Attendee	Present	Absent	Phone	Attendee	Present	Absent	Phone
Carolyn Hoover	X			Debbie Pierson	X		
Anita Lambert	X			Darrell Pierson	X		
Thomas Gates	X			Tia Mullins	X		
Justin Hill	X						

A Quorum was \_\_\_X\_\_\_ (present) \_\_\_\_\_ (absent) throughout the meeting.

## 3. Special Guests:

## 4. Approval of the Minutes

### a. January 8, 2026,

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*Councilman Thomas Gates: I motion that we approve the minutes for January 8, 2026.*

*Councilman Darrell Pierson: I second the motion.*

*All in favor say 'Aye' \_\_\_3\_\_\_ Those opposed - \_\_\_0\_\_\_ 'No' The Yea's have it. Motion carried.*

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### b. January 20, 2026

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*Councilman Thomas Gates: I motion that we approve the minutes for January 20, 2026.*

*Councilman Anita Lambert: I second the motion.*

*All in favor say 'Aye' \_\_\_5\_\_\_ Those opposed - \_\_\_0\_\_\_ 'No' The Yea's have it. Motion carried.*

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### c. January 26, 2026

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*Councilman Thomas Gates: I motion that we approve the minutes for January 26, 2026.*

*Councilman Tia Mullins: I second the motion.*

*All in favor say 'Aye' \_\_\_6\_\_\_ Those opposed - \_\_\_0\_\_\_ 'No' The Yea's have it. Motion carried.*

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## 5. Citizens' Concerns

Sutton Library expressed their appreciation to the Town Workers for their hard work over the last few weeks.

## 6. Mayor Carolyn Hoover's Statement of Town's Condition

Winter weather challenges were addressed by the Street Workers.

The Street Commissioner Brittany Fowler's monthly report was presented by the Mayor.

- A. Grants: **Elevator Grant** – We are in the process of interviewing engineers.  
**Brownfields Grant** – Councilman Thomas Gates will oversee the progress of this grant. Currently they are working on the Rails for Trails.  
**Municipal Building Energy Improvements.** We need a grant for energy-saving updates in the Community Building. Mayor Carolyn Hoover and Councilman Anita Lambert will oversee the search for a Grant.
- B. **Municipal Court Clerk:** With the resignation of Clint Piercy, it is needful that we replace him with a qualified individual.

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*Councilman Anita Lambert: I make a motion that we approve Angela Maxwell as the Municipal Court Clerk since she has the training.*

*Councilman Thomas Gates: I second the motion.*

*All in favor say 'Aye' \_\_4\_\_ Those opposed - \_\_0\_\_ 'No' The Yea's have it. Motion carried.*

*Councilman Darrell Pierson and Recorder Debbie Pierson recuse themselves from the vote.*

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- C. Ordinances: Introduction Recorder Debbie Pierson.  
Ordinance Repeal and Replacement will be overseen by Tia Mullins.

## 7. Old Business

- A. **Land Survey** - Survey update and plan of action.

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*Councilman Darrell Pierson: I motion that we proceed with the bid process for surveying Parcel 74.*

*Councilman Thomas Gates: I second the motion.*

*All in favor say 'Aye' \_6\_ Those opposed - \_0\_ 'No' The Yea's have it. Motion carried.*

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- B. **Electrical Bids** for maintenance buildings

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*Recorder Debbie Pierson: I motion that we that we accept the bid of Huffman Electric for \$14,000 to install electric to the maintenance buildings, \$7,000 of which will be paid upfront for materials.*

*Councilman Thomas Gates: I second the motion.*

*All in favor say 'Aye' \_\_6\_\_ Those opposed - \_\_0\_\_ 'No' The Yea's have it. Motion carried.*

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**C. Office odors** – We have received no bids.

A discussion by the council determined that it would be good to wait for the outcome of quotes for ADA compliance with the Community Building Grant before moving forward.

**D. Parking Resolution**

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*Councilman Darrell Pierson: I motion that we accept the resolution concerning the parking procedures and guidelines agreed on by council.*

*Councilman Tia Mullins: I second the motion.*

*All in favor say 'Aye' \_\_6\_\_ Those opposed - \_\_0\_\_ 'No' The Aye's have it. Motion carried.*

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**E. B&O Tax Ordinance 4-201** (still in review)

**8. Standing Committees**

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*Councilman Thomas Gates: I make a motion that we begin the process of amending ordinances 2-113 and 2-114 to reflect the changing nature of the Town of Sutton's committee needs, which amendments will be presented in the regular council meeting of March 12, 2026.*

*Councilman Anita Lambert: I second the motion.*

*All in favor say 'Aye' \_\_6\_\_ Those opposed - \_\_0\_\_ 'No' The Aye's have it. Motion carried.*

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**Report of Standing Committees**

- i. Finance Committee – Debbie Pierson, Recorder
  - Audit update
  - Finance Report
  - Bills outstanding/paid
- 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
- vi. City Property and Community Building

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*Councilman Anita Lambert: I make a motion that we allow the Sutton Alumni the use of the community building with a waiver of the and the Landmark Theater Children's for student rehearsals.*

*Councilman Darrell Pierson: I second the motion.*

*All in favor say 'Aye' \_\_6\_\_ Those opposed - \_\_0\_\_ 'No' The Aye's have it. Motion carried.*

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## 9. Special Committee Reports

### Town of Sutton current special committees:

Municipal Court  
Permits-Construction, Demolition, Fowl

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*Councilman Debbie Pierson: I make a motion that we dissolve our current Special Committees, Municipal Court and Permits-Construction, Demolition, & Fowl.*

*Councilman Justin Hill: I second the motion.*

*All in favor say 'Aye' \_\_6\_\_ Those opposed - \_\_0\_\_ 'No' The Aye's have it. Motion carried.*

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The Mayor, Carolyn Hoover, appointed a new Special Committee of Ordinance/Rules, chairperson by Councilman Tia Mullins.

## 10. New Business

Municipal Clerk

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*Councilman Thomas Gates: I make a motion that we table the hiring of a municipal clerk until our next regular scheduled meeting.*

*Councilman Justin Hill: I second the motion.*

*All in favor say 'Aye' \_\_6\_\_ Those opposed - \_\_0\_\_ 'No' The Aye's have it. Motion carried.*

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- Cameras have been installed throughout the community building.
- Building Lock changes.
- Installation of a heater in the garage
- Mayor Carolyn Hoover appointed Angie Maxwell to receive a one-time Stipend of \$500.00 the work that she has done above and beyond her volunteerism for the Town of Sutton.
- Ordinances

*The following ordinances were voted on to begin the process of amending these ordinances to reflect the changes that will be addressed, which amendment will be presented in the regular council meeting of March 12, 2026.*

1. **1-201** regarding the **meetings** to be held by the council. (See Attachment #1-201)

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*Councilman Thomas Gates: I motion to amend ordinance **1-201**.*

*Councilman Darrell Pierson: I second the motion.*

*All in favor say 'Aye' \_\_6\_\_ Those opposed - \_\_0\_\_ 'No' The Aye's have it. Motion carried.*

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2. **1-209 Order of business** review and amend. (See Attachment #1-201)

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Recorder Debbie Pierson: I motion that we begin the process to amend 1-209. Order of business

Councilman Justin Hill: I second the motion.

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

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3. 1-409 **Opened Market Purchases** Ordinance

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Councilman Tia Mullins: I motion that we begin the process to amend 1-409.

Councilman Thomas Gates: I second the motion.

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

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4. 1-601 regarding **full-time employees** (Research documents)

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Councilman Justin Hill: I motion that we begin the process to amend 1-601.

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

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5. 8-211 regarding **Public Nuisances — Fire and Safety Hazards**

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Recorder Debbie Pierson: I motion that we begin the process to amend 8-211.

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

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6. 8-212 regarding **Public Nuisances — Health and Sanitation**

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Councilman Thomas Gates: I motion that we begin the process to amend ordinance 8-212.

Councilman Anita Lambert: I second the motion.

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

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7. 11-109 Weapons Prohibited in Municipal Buildings.

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Councilman Thomas Gates: I motion that we begin the process to amend 11-109.

Councilman Anita Lambert: I second the motion.

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

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11. Adjourn at 7:01 pm

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Councilman Anita Lambert: I make a motion to adjourn.

Councilman 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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