

***Proposed Minutes***

**ELKINS COMMON COUNCIL  
REGULAR COUNCIL MEETING  
MINUTES**

***Virtual  
August 6, 2020  
7:00 p.m.***

Elkins Common Council met in regular session virtually. Present were Mayor Van T. Broughton; Councilpersons R.C. Chenoweth, M. D. Cuonzo, C.H. Friddle, III (arrived after roll call – during the presentation), J.A. Guye, G.M. Hinchman, D.C. Parker, L.H. Vest, and K.L. Wilmoth; City Treasurer T. Judy; Fire Chief T. W. Meader; Police Chief T. Bennett; Operations Manager R.P. Pingley; City Attorney G. S. Roberts; City Clerk J.R. Sutton (acting as recording secretary); and Inter-Mountain Reporter A. Gaynor.

Councilors C.C. Lowther and C.L. Metheny were absent.

**For the purpose of clarity during this audio-only virtual meeting the Clerk was directed to conduct a roll call vote for every matter of business a vote was called for.**

**MINUTES**

Cm. Chenoweth, **MOVED APPROVAL OF THE MINUTES OF THE JULY 16, 2020 MEETING.** The motion carried.

R. Chenoweth	Yes	M. Hinchman	Yes	L. Vest	Yes
M. Cuonzo	Yes	C. Lowther	Absent	K. Wilmoth	Yes
C. Friddle, III	Yes	C. Metheny	Absent	Mayor V. Broughton (in case of tie)	n/a
J. Guye	Yes	D. Parker	Yes		

**NEW BUSINESS**

Attorney Tim Stranko presented to council his recent review and analysis of the Elkins City Charter. The charter is something that only belongs to the city. Mr. Stranko highlighted the importance of choosing one of the five models identified in W.Va. Code to align with other city structures, professional organizations and existing case law. Mr. Stranko presented each of these existing models with the aid of a power point presentation, and then ran each model through the filter of what he identified as criteria important to a high functioning, inclusive government. He asked that during this exercise council consider these as objectively as possible, absent current elected or appointed officials or past experiences, and think of everyone involved as rational actors. Immediately following the presentation, council held an open discussion and directed questions to Mr. Stranko. No action was taken, except to ask Mr. Stanko to investigate the

**Proposed Minutes**

salaries and tenure of city managers in comparable cities. This information will be provided to the Clerk to share with council prior to the next meeting. Further, council will resume discussion of this item at the meeting of August 20, 2020.

Sutton Stokes also previewed the information available on the city’s website relating to changes to the charter.

**Cm. Parker, MOVED APPROVAL OF ORDINANCE 272: AN ORDINANCE AMENDING ORDINANCE 109 AND CITY CODE SECTION 11-5, IMPLEMENTING FEES AND PROCEDURES FOR MUNICIPAL COURT PURSUANT TO W.V. CODE § 8-10-2A, 2B (3<sup>RD</sup> AND FINAL READING). The motion carried.**

R. Chenoweth	Yes	M. Hinchman	Yes	L. Vest	Yes
M. Cuonzo	Yes	C. Lowther	Absent	K. Wilmoth	Yes
C. Friddle, III	Yes	C. Metheny	Absent	Mayor V. Broughton (in case of tie)	n/a
J. Guye	Yes	D. Parker	Yes		

**Cw. Cuonzo, MOVED APPROVAL OF ORDINANCE 273: ORDINANCE AUTHORIZING THE ACQUISITION AND CONSTRUCTION OF CERTAIN EXTENSIONS, ADDITIONS, BETTERMENTS AND IMPROVEMENTS TO THE EXISTING PUBLIC SEWERAGE SYSTEM OF THE CITY OF ELKINS AND THE FINANCING OF THE COST THEREOF, NOT OTHERWISE PROVIDED, THROUGH THE ISSUANCE BY THE CITY OF ELKINS OF NOT MORE THAN \$4,964,800 IN ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF SEWER REVENUE BONDS, SERIES 2020 A (WEST VIRGINIA SRF PROGRAM); PROVIDING FOR THE RIGHTS AND REMEDIES OF AND SECURITY FOR THE REGISTERED OWNERS OF SUCH BONDS; AUTHORIZING EXECUTION AND DELIVERY OF ALL DOCUMENTS RELATING TO THE ISSUANCE OF SUCH BONDS; APPROVING A LOAN AGREEMENT RELATING TO SUCH BONDS; AUTHORIZING THE SALE AND PROVIDING FOR THE TERMS AND PROVISIONS OF SUCH BONDS AND ADOPTING OTHER PROVISIONS RELATING THERETO (2<sup>ND</sup> OF THREE READINGS). The motion carried.**

R. Chenoweth	Yes	M. Hinchman	Yes	L. Vest	Yes
M. Cuonzo	Yes	C. Lowther	Absent	K. Wilmoth	Yes
C. Friddle, III	Yes	C. Metheny	Absent	Mayor V. Broughton (in case of tie)	n/a
J. Guye	Yes	D. Parker	Yes		

**Cm. Hinchman, MOVED APPROVAL OF ORDINANCE 274: AN ORDINANCE ENACTING A CODE OF ORDINANCES FOR THE CITY OF ELKINS, REVISING, AMENDING, RESTATING, CODIFYING AND COMPILING CERTAIN EXISTING GENERAL ORDINANCES OF THE POLITICAL SUBDIVISION DEALING WITH SUBJECTS EMBRACED IN SUCH CODE OF ORDINANCES (1<sup>ST</sup> OF TWO READINGS). The motion carried.**

**Proposed Minutes**

R. Chenoweth	Yes	M. Hinchman	Yes	L. Vest	Yes
M. Cuonzo	Yes	C. Lowther	Absent	K. Wilmoth	Yes
C. Friddle, III	Yes	C. Metheny	Absent	Mayor V. Broughton (in case of tie)	n/a
J. Guye	Yes	D. Parker	Yes		

Cm. Chenoweth, **MOVED APPROVAL OF ORDINANCE 275: AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA, AMENDING CHAPTER 5, SEC. 5-7, REGARDING THE VERSION OF THE INTERNATIONAL BUILDING CODE ADOPTED AS THE STATE BUILDING CODE (1<sup>ST</sup> OF TWO READINGS).** The motion carried.

R. Chenoweth	Yes	M. Hinchman	Yes	L. Vest	Yes
M. Cuonzo	Yes	C. Lowther	Absent	K. Wilmoth	Yes
C. Friddle, III	Yes	C. Metheny	Absent	Mayor V. Broughton (in case of tie)	n/a
J. Guye	Yes	D. Parker	Yes		

Cm. Chenoweth, **MOVED APPROVAL OF RESOLUTION 1333: APPROVING COMPENSATION ADJUSTMENT FOR R. JONES.** The motion carried.

R. Chenoweth	Yes	M. Hinchman	Yes	L. Vest	Yes
M. Cuonzo	Yes	C. Lowther	Absent	K. Wilmoth	Yes
C. Friddle, III	Yes	C. Metheny	Absent	Mayor V. Broughton (in case of tie)	n/a
J. Guye	Yes	D. Parker	Yes		

Cm. Parker, **MOVED APPROVAL OF RESOLUTION 1334: APPROVING THE PROMOTION OF AND ESTABLISHING A NEW COMPENSATION LEVEL FOR T.H. FOSTER.** The motion carried.

R. Chenoweth	Yes	M. Hinchman	Yes	L. Vest	Yes
M. Cuonzo	Yes	C. Lowther	Absent	K. Wilmoth	Yes
C. Friddle, III	Yes	C. Metheny	Absent	Mayor V. Broughton (in case of tie)	n/a
J. Guye	Yes	D. Parker	Yes		

Cm. Parker, **MOVED APPROVAL OF RESOLUTION 1335: APPROVING THE PROMOTION OF AND ESTABLISHING A NEW COMPENSATION LEVEL FOR B.D. TICE.** The motion carried.

**Proposed Minutes**

R. Chenoweth	Yes	M. Hinchman	Yes	L. Vest	Yes
M. Cuonzo	Yes	C. Lowther	Absent	K. Wilmoth	Yes
C. Friddle, III	Yes	C. Metheny	Absent	Mayor V. Broughton (in case of tie)	n/a
J. Guye	Yes	D. Parker	Yes		

Councilor D. Parker led the discussion on council and committee meetings. A majority of council expressed approval of returning to in-person committee meetings beginning in September. Each committee chair will discuss with their committee members and determine if there is consensus among all to meet in person or continue to meet virtually. This decision will be shared with the city clerk. Committee meetings will be held in council chambers and observe the face covering and social distancing requirements. Only committee members and administrative officers shall be present. All others will participate via Zoom. Meetings will be kept to under one hour.

**APPROVAL OF VENDOR INVOICE PAYMENTS**

Cm. Friddle, **MOVED APPROVAL OF THE INVOICES PRESENTED.** The motion carried.

R. Chenoweth	Yes	M. Hinchman	Yes	L. Vest	Yes
M. Cuonzo	Yes	C. Lowther	Absent	K. Wilmoth	Yes
C. Friddle, III	Yes	C. Metheny	Absent	Mayor V. Broughton (in case of tie)	n/a
J. Guye	Yes	D. Parker	Yes		

The invoices in question were as specified on the following list, which is attached and made part of this record:

- Accounts Payable check transactions for the period July 13 – 31, 2020.

**CORRESPONDENCE AND NOTIFICATIONS**

Council received the following correspondence and notifications:

- Issued building permits

The following building permits have been issued since the previous regular council meeting.

**Proposed Minutes**

<b>ISSUED BUILDING PERMITS</b>				
<b>Permit</b>	<b>Applicant</b>	<b>Location</b>	<b>Description</b>	<b>Value</b>
200141	Par Mar Oil #84	501 Randolph Ave.	Repair Block Wall	11,234.00
200142	Thomas, Cameron	114 Robert E Lee Ave.	Install New Windows	6,500.00
200143	Lanham, Stephanie	418 Center St.	Install Metal Roof	2,450.00
200144	Thomas, Cameron	114 Robert E Lee Ave.	Install Siding, Soffit & Fascia & Electrical Serv.	8,500.00
200145	Volentir, Cristian	17 Central St.	Electric Service	500.00
200146	Matheny, Sherry	2 Graham St.	12 X 12 Pavilion	2,500.00
200147	Wamsley, Robert	8 Riverbend Rd.	Build 1200 Sq. Ft Garage	30,000.00
200148	Roth, James	111 Pleasant Ave.	Electrical Inspection	100.00
200149	Postlethwait, Matthew	116 Buffalo St.	Install Metal Roof	9,000.00
200150	Jordan, Randall	147 State St.	Install Roof	2,500.00
200151	Burda, Ed	1532 S Davis Ave.	Install Windows	1,900.00
200152	Randolph Co. Development Authority	10 Eleventh St.	Sign	15,083.00
200153	Jones, Ray	719 Harrison Ave.	Replace Wooden Porch Floor	2,000.00
200154	Hudnall, Carol	204 Edgewater Dr.	Replace Windows	1,960.00
200155	Lawrence, Violet	206 Wilson St.	Install Accessible Ramp	1,500.00
200156	Elkins WV Rental Properties LLC	307-321 Wilson St.	Remodel	10,000.00
200157	Davis & Elkins College	Sig EP Lodge	Re-Roof	7,000.00
200158	Hawker, Virginia	11 Key St.	Remodel Bath & Kitchen	15,000.00
200159	Gouer, Larry	1644 Taylor Ave.	Electrical Upgrade	1,000.00

**Proposed Minutes**

<b>200160</b>	<b>Shiflett, Edward</b>	<b>518 Yokum St</b>	<b>Electrical Upgrade, Siding and Inter. Remodel</b>	<b>7,500.00</b>
<b>200161</b>	<b>Conklin, Tim</b>	<b>120 Sunset Dr</b>	<b>Install Siding on Garage</b>	<b>2,400.00</b>
<b>200162</b>	<b>Bonner, Gene</b>	<b>100 Vernon Ave.</b>	<b>Build Roof Over Patio</b>	<b>10,200.00</b>
<b>200163</b>	<b>McDonalds # 10059</b>	<b>446 S Randolph Ave.</b>	<b>Rooftop HVAC Unit</b>	<b>12,500.00</b>
<b>200164</b>	<b>Gladwell, Erica</b>	<b>112 Grandview Ave</b>	<b>Repair Handrail and Bring Up to Code</b>	<b>2,000.00</b>
<b>200165</b>	<b>Hyson, Richard</b>	<b>1809 Livingston Ave</b>	<b>Replace Shingles</b>	<b>9,500.00</b>
<b>200166</b>	<b>Griffith, Paul</b>	<b>104 Conaway Dr</b>	<b>Install Metal Roof</b>	<b>2,995.00</b>
<b>200167</b>	<b>Davis, Gerald</b>	<b>4 Lincoln Ave.</b>	<b>Electrical Upgrade</b>	<b>3,000.00</b>
<b>200168</b>	<b>Hawkins, Heidi</b>	<b>307 Marro Dr.</b>	<b>Build a 30 X 24 Garage</b>	<b>12,500.00</b>
<b>200169</b>	<b>Hammer, Nashua</b>	<b>918 S Kerens Ave.</b>	<b>Install New Roof</b>	<b>5,000.00</b>
<b>200170</b>	<b>Postlethwait, Matthew</b>	<b>116 Buffalo St.</b>	<b>Enclose Front Porch to Create a Sun Room</b>	<b>1,500.00</b>
<b>200171</b>	<b>Barnett, James</b>	<b>102 Henry Ave.</b>	<b>Install Metal Roof</b>	<b>14,412.00</b>
<b>200172</b>	<b>Bowers, Louis</b>	<b>147 Delaware Ave.</b>	<b>Electrical Upgrade</b>	<b>727.00</b>
<b>200173</b>	<b>Bridgewater Properties</b>	<b>150 Delaware Ave.</b>	<b>Repair Roof</b>	<b>2,000.00</b>
<b>200174</b>	<b>Curtis, Ashton</b>	<b>1 Kerens Hill</b>	<b>Remodel Bathroom</b>	<b>10,200.00</b>
<b>200175</b>	<b>Big Timber Brewing Co.</b>	<b>2 Davis Ave.</b>	<b>Install Solar Panels</b>	<b>17,000.00</b>
<b>200176</b>	<b>Satterfield, Danny</b>	<b>114 Kerens Ave.</b>	<b>Fence</b>	<b>700.00</b>
<b>200177</b>	<b>Phillips, Eugena</b>	<b>1003 N Randolph Ave.</b>	<b>Temporary Electric Service</b>	<b>500.00</b>
<b>200178</b>	<b>Burke, Linda</b>	<b>107 Orchard St.</b>	<b>Install New Metal Roof</b>	<b>8,760.00</b>
<b>200179</b>	<b>Pristine Properties</b>	<b>1-12 Bridgewater Ln.</b>	<b>Install New Metal Roof</b>	<b>40,000.00</b>

**Proposed Minutes**

<b>200180</b>	<b>Walling, Mitchell</b>	<b>220 Central St.</b>	<b>Replace Roof, Repair Bath &amp; Drywall Laundry</b>	<b>30,000.00</b>
<b>200181</b>	<b>Howes, Brock</b>	<b>55 Vine St.</b>	<b>Remodel</b>	<b>20,000.00</b>
<b>200182</b>	<b>Bolyard, Carl</b>	<b>222 Elm St.</b>	<b>Electrical Upgrade</b>	<b>2,000.00</b>
<b>200183</b>	<b>Donnellan, Patrick</b>	<b>214 Harpertown Rd.</b>	<b>Build a Firewood Shed</b>	<b>600.00</b>
<b>200184</b>	<b>Ray, Ralph</b>	<b>103 Evans Dr.</b>	<b>Replace Bath Fan and Install Ceiling Lights</b>	<b>500.00</b>
<b>200185</b>	<b>Ramsey, Charles</b>	<b>79 Hampton St.</b>	<b>Build Deck</b>	<b>1,100.00</b>
<b>200186</b>	<b>Scott, Matthew</b>	<b>403 Center St.</b>	<b>Privacy Fence</b>	<b>2,100.00</b>

Cw. Wilmoth, **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 8:52 p.m.

*Approved by council at the meeting  
of MONTH DAY, YEAR*

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Van T. Broughton, Mayor

*Attest:*

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Jessica R. Sutton, City Clerk