

Proposed Minutes

**ELKINS COMMON COUNCIL
REGULAR COUNCIL MEETING
MINUTES**

*Virtual
August 20, 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, J.A. Guye, G.M. Hinchman, C. L. Metheny, 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.

Councilor C.C. Lowther was absent.

PUBLIC COMMENT

Five public comments were received and read aloud by J. Sutton on behalf of:

Roger Holliday; David Ferguson; Sue Mallow; Michael Elza; and Tom Domingo.
Comments are attached for review.

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. Metheny, **MOVED APPROVAL OF THE MINUTES OF THE AUGUST 6, 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	Yes	Mayor V. Broughton (in case of tie)	n/a
J. Guye	Yes	D. Parker	Yes		

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NEW BUSINESS

City charter review and discussion continued, beginning with the Mayor’s introduction and encouragement to council that they come to some agreement about what they would like to appear in a draft ordinance.

Mr. Stranko, the city’s contracted charter consultant then presented information recently shared with council via a memo answering the questions brought up at the last meeting – the average salary and tenure of a city manager. Mr. Stranko also reminded council of the need for a charter change regardless of the final decision on the organization’s structure. An opportunity to speak with other WV officials who have experience with or as a city manager was offered. Council is asked to work through the City Clerk to arrange it, if desired.

The Mayor opened the floor for council discussion. K. Wilmoth asked if the question of council structure could be separated from all other proposed changes. Mr. Stranko affirmed that it could, and she, along with R. Chenoweth, would like to proceed in this way. R. Chenoweth also expressed the need for a practical discussion with the administrative officers about why a manager may be needed and what the organizational structure would look like. He is worried about cost. The Mayor commented that he would like to see term limits for all elected officials and that all administrative officers be equal in having an appointment or hired at-will. Cw. Vest is also in favor of term limits and questioned if a City Clerk or Executive Secretary would be necessary if the city had a manager. Cm. Metheny is opposed to the city manager form of government, but is in favor of updating the charter and that all administrative officer are treated equally.

The Clerk provided an explanation of public involvement in the ordinance process versus the election process; a reminder that the discussion of a charter update and changing the form of government has been ongoing for at least ten years; and that council should continue moving forward with discussion, despite the pandemic-related challenges, given the amount of resources and time already dedicated.

T. Stranko will draft a charter updating the non-controversial (housekeeping) issues for presentation to the public and further discussion by council.

Cm. Chenoweth, 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 (2ND 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	Yes	Mayor V. Broughton (in case of tie)	n/a
J. Guye	Yes	D. Parker	Yes		

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Cm. Parker, 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 (2ND 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	Yes	Mayor V. Broughton (in case of tie)	n/a
J. Guye	Yes	D. Parker	Yes		

Cw. Cuonzo, MOVED APPROVAL OF RESOLUTION 1336: APPROVING AMENDMENTS OF FCSC RULES CONCERNING ORIGINAL APPOINTMENTS AND BACKGROUND INVESTIGATIONS. 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	Yes	Mayor V. Broughton (in case of tie)	n/a
J. Guye	Yes	D. Parker	Yes		

Cw. Cuonzo, MOVED APPROVAL OF RESOLUTION 1337: APPROVING “FULL-TIME REGULAR EMPLOYEE” STATUS AND CONFIRMING A COMPENSATION LEVEL FOR Z. KETTERMAN. 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	Yes	Mayor V. Broughton (in case of tie)	n/a
J. Guye	Yes	D. Parker	Yes		

Cw. Cuonzo, MOVED APPROVAL OF RESOLUTION 1338: AUTHORIZING A WAIVER OF THE CONTRACTING BUSINESS AND OCCUPATION TAXES FOR THE PHASE II SEWER AND STORMWATER SEPARATION PROJECT. The motion carried.

R. Chenoweth	Yes	M. Hinchman	Yes	L. Vest	Yes
M. Cuonzo	Yes	C. Lowther	Absent	K. Wilmoth	Yes

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C. Friddle, III	Yes	C. Metheny	Yes	Mayor V. Broughton (in case of tie)	n/a
J. Guye	Yes	D. Parker	Yes		

Cm. Chenoweth, **MOVED APPROVAL OF RESOLUTION 1339: AUTHORIZING CONDITIONS OF AGREEMENT BETWEEN HART OFFICE SOLUTIONS, LLC AND THE CITY OF ELKINS, AND AUTHORIZING EXECUTION OF AGREEMENT.** 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	Yes	Mayor V. Broughton (in case of tie)	n/a
J. Guye	Yes	D. Parker	Yes		

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	Yes	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 August 3-14, 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.

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
200187	Gino's Pizza	16 Davis Ave.	HVAC	4,000.00

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ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
200188	Batchelor, Allen	1525 Taylor Ave.	Remodel Bathroom	1,000.00
200189	Arbogast, Wanda	1003 S Henry Ave	Build Roof Between House & Garage	350.00
200190	Simmons, Jamie	155 Delaware Ave.	Build 24 X 20 Garage	25,000.00
200191	Davis Medical Center	910 Gorman Ave.	Build COVID Testing Building	30,000.00
200192	Hinchman, Greg	982 1/2 Harrison Ave.	Install Siding	1,700.00
200193	Zurbuch, Carolyn	203 Sylvester Ave.	Replace Roof Shingles	122,308.00
200194	Harris, Richard & Joy	250 Diamond St. ***	Replace Roof Shingles	3,000.00
200195	Batchelor, Allen	122 1/2 Elm St	Interior Remodel	10,000.00
200196	Garver-Daniels, Tessa	28 High St	Fence	3,000.00
200197	Hazelett, Clarence	189 Summit St.	Storage Building	2,500.00
200198	Moore, Sierra	101 Wayne Ave.	New Windows and Siding and Demo Garage	1,000.00
200199	Betler, Roy	1623 S Davis Ave.	New Kitchen and Roof	18,000.00
200200	Holman, Gary	143 Delaware Ave.	Replace Floor and Subfloor	1,500.00
200201	Paynter, Rachel	1001 S Henry Ave.	Privacy Fence	2,000.00
200202	Tingler, Freddie	62 Pleasant Ave.	Re-Roof Metal	2,500.00
200203	Tingler, Freddie	457 Central St	Re-Roof Metal	2,000.00
200204	Hall, Carolyn	1711 S Davis Ave.	Replace Siding on Rear of the House	2,011.00
200205	Perry Roger & Susan	1421 Taylor Ave.	Re-Roof Shingles	10,820.00
200206	Montana Sky (City of Elkins)	226 Diamond St	Demolition	15,000.00

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ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
200207	Wilmoth, Linda	112 White Oak Ln	Re-Roof Shingles	11,490.00
200208	Pyles, Angela	222 Sylvester Dr	Gutters and Attic Fan	2,000.00
200209	Coffman, Stacy	212 Davis Ave Apt 10	Install Windows & Upgrade Electric Service	5,000.00
200210	Coffman, Stacy	212 Davis Ave Apt 9	New Windows, Bathroom & Electric Upgrade	4,500.00
200211	Russetti, Sue	110 Sixteenth St	Re-Roof Shingles	5,000.00

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

The meeting adjourned at 8:24 p.m.

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

Van T. Broughton, Mayor

Attest:

Jessica R. Sutton, City Clerk