

MEMORANDUM

TO: Elkins Common Council

R.C. Chenoweth	C.C. Lowther
M.D. Cuonzo	C.L. Metheny
C.H. Friddle, III	D.C. Parker
J.A. Guye	L.H. Vest
G.M. Hinchman	K.L. Wilmoth

FROM: Mayor Van T. Broughton 

RE: Committee and Council meetings

DATE: December 7, 2020

As mayor I take my responsibility to the citizens, to city employees and to you very seriously. This includes protection of health and safety along with operation of a transparent government. I have continued to work with the administrative officers in evaluating our local pandemic-related health conditions and balancing that with our duty as elected officials. I am confident that we have made the right decisions so far and will continue to do so moving forward.

I am acting under the authority granted to me by our ongoing State of Emergency Order to order a return to virtual committee and council meetings for the following reasons:

- i. According to the WV DHHR COVID-19 dashboard the number of active cases in West Virginia has risen to over 19,000 and in Randolph County has hovered between 120 and 150 for the last 7 days creating concerns about the risk of community spread.
- ii. On Wednesday, December 2, West Virginia Governor Jim Justice asked those 65 years and over – those most prone to dying from COVID-19 - to self-isolate for the next few weeks.
- iii. At our most recent council meeting (Dec. 3) there were approximately 30 people in attendance for over an hour, which is in violation of the Governor's Order limiting indoor gatherings to no more than 25.
- iv. Each elected official has been issued a new laptop outfitted with the equipment and software necessary to easily participate in virtual meetings.
- v. We have an active virtual platform that allows an unlimited number of members of the public to observe meetings in accordance with the WV Open Meetings Act.

These actions will take immediate effect and include the following upcoming meetings.

Public Safety – Monday, December 14 @ 10:00 a.m.

Personnel – Monday, December 14 @ 1:00 p.m.

Council Meeting – Thursday, December 17 @ 7:00 p.m.

Boards and Commissions with meetings scheduled in the month of December are encouraged to cancel or move to a virtual platform if available. If it is necessary to meet in-person, attendance should be limited to no more than 10 and face coverings and social distancing are required.

I believe that this is a small sacrifice to make to ensure that we all – elected officials, appointed officials, staff, and members of the public – can spend the holidays with our loved ones. Thank you all for your patience and flexibility during this unprecedented time. Please remember that we are all in this together and only by working together will we succeed.

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cc: Administrative Officers
 City Clerk J. Sutton
 City Treasurer T. Judy
 Fire Chief T. Meader
 Police Chief T. Bennett
 Operations Manager R. Pingley

City Attorney G. Roberts