

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING AGENDA

*401 Davis Avenue
Council Chamber, 2nd Floor
July 15, 2021
7:00 p.m.*

1. Invocation and Pledge of Allegiance

2. Call to order and roll call

3. Agenda adjustment

- a. Title change of *Resolution #1424* from *Accepting Bid and Authorizing Execution of Agreement for Purchase of a Sanitation Truck* to *Accepting Conditions of Financing Agreement and Authorizing Execution of Financing Documents for a Sanitation Truck*

4. Public comment

5. Presentation

- a. Logan Smith – Appalachian National Forest Heritage Area

6. Minutes

- a. Minutes proposed for the regular council meeting of July 1, 2021.

7. New business

- a. *Resolution #1423*: Approval of Budget Revision 2022-001-01 for Fiscal Year 2022
- b. *Resolution #1424*: Accepting Conditions of Financing Agreement and Authorizing Execution of Financing Documents for a Sanitation Truck
- c. *Resolution #1425*: Reappointment of K. Hopwood and C. Toney to the Elkins-Randolph County Public Library Board of Trustees
- d. *Resolution #1426*: Reappointment of J. Pastine to the IPMC Board of Appeals
- e. *Resolution #1427*: Appointment of N. Bross-Fregonara to the Elkins Tree Board
- f. *Request by Smoker Friendly for ABCA Special Event Endorsement for the 2021 Mountain State Forest Festival*

8. Approval of vendor invoice payments

Vendor invoices presented for approval:

- A/P History Check Report for the period June 28 – July 9, 2021

(Available for public review in the city clerk’s office two business days before this meeting, as required by W. Va. Ethics Commission Open Meetings Advisory Opinion 2012-04.)

9. Correspondence and Notifications

- a. Issued building permits
- b. Events
- c. Treasurer’s report

10. Committee Reports

11. Administrative officer reports

12. Mayor’s comments

13. Adjournment

Proposed Minutes

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING MINUTES

***401 Davis Avenue
Council Chamber, 2nd Floor
July 1, 2021
7:00 p.m.***

Elkins Common Council met in regular session in the council chamber of city hall. Present were Mayor Jerry A. Marco; Councilpersons N.E. Bross-Fregonara, R.C. Chenoweth, M. D. Cuonzo, C.H. Friddle, III, C.J. Higgins, G.M. Hinchman, C.C. Lowther, D.C. Parker, and L.H. Vest; Interim Fire Chief S.D. Himes; Police Chief T. Bennett; Operations Assistant M. Himes; City Attorney G. S. Roberts; City Clerk J.R. Sutton (acting as recording secretary); and Inter-Mountain Reporter B. Johnson.

Councilperson J.A. Guye; Treasurer T. Judy and Operations Manager R.P. Pingley were absent.

PRESENTATION

Sutton Stokes, COE External Affairs Specialist, provided a tour of the city website to council. Highlights included identifying the variety of ways to navigate the site and locate information as well as the types of information the site provides. The site has approximately 143 pages and 250 blog posts and has been identified as the most content heavy and frequently changing site that our contracted web designer works with. Mr. Stokes also advised council that he is looking at ways to improve the site including navigation, advanced accessibility and better adaptation between PC and handheld device views. Most websites are updated every five years. Ours has been in existence for six.

MINUTES

Cm. Chenoweth, **MOVED APPROVAL OF THE MINUTES OF THE JUNE 17, 2021 MEETING.** The motion carried.

NEW BUSINESS

Cw. Bross-Fregonara, **MOVED APPROVAL OF ORDINANCE 284: AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA REVISING AND AMENDING ELKINS CITY CODE §93.093 THROUGH §93.102 REGARDING THE ELKINS TREE BOARD (2ND AND FINAL READING).** The motion carried.

Cw. Bross-Fregonara, **MOVED APPROVAL OF ORDINANCE 285: AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA REVISING AND AMENDING ELKINS CITY CODE §93.070 THROUGH §93.076 REGARDING STREET AND ALLEY ABANDONMENT PROCEDURES (2ND AND FINAL READING).** The motion carried.

Proposed Minutes

Cm. Lowther, **MOVED APPROVAL OF ORDINANCE 286: AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA REVISING AND AMENDING ELKINS CITY CODE §130.085, §130.086 AND §130.999 REGARDING NUISANCE PROPERTIES (2ND AND FINAL READING).** The motion carried.

Cw. Bross-Fregonara, **MOVED APPROVAL OF ORDINANCE 287: AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA AMENDING AND SUPPLEMENTING ORDINANCE 274 KNOWN AS THE ADOPTING ORDINANCE FOR THE CODIFIED VERSION OF THE ELKINS CITY CODE AS OF AUGUST 20, 2020 (2ND AND FINAL READING).** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1417 APPROVAL OF BUDGET REVISION 2022-002-01 FOR FISCAL YEAR 2022.** In accordance with Resolution 924 and the amended City of Elkins Rules of Council the chair called for a roll call vote. The clerk called roll in random order. The motion carried. Council votes were as follows:

| | | | | | |
|--------------------|-----|-------------|--------|---------------------------------|-----|
| N. Bross-Fregonara | Yes | J. Guye | absent | D. Parker | Yes |
| R. Chenoweth | Yes | C. Higgins | Yes | L. Vest | Yes |
| M. Cuonzo | Yes | M. Hinchman | Yes | Mayor J. Marco (in case of tie) | n/a |
| C. Friddle, III | Yes | C. Lowther | Yes | | |

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1418: APPROVING “FULL-TIME REGULAR EMPLOYEE” STATUS AND CONFIRMING A COMPENSATION LEVEL FOR T. VANCE.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1419: APPROVING “FULL-TIME REGULAR EMPLOYEE” STATUS AND CONFIRMING A COMPENSATION LEVEL FOR N. YOCUM.** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1420: REAUTHORIZING CONDITIONS OF CONTRACT BETWEEN MITCHELL TREE CARE, LLC AND LANDSCAPE CONSULTING, LLC AND THE CITY OF ELKINS, AND AUTHORIZING EXECUTION OF CONTRACT.** The motion carried.

Cm. Hinchman, **MOVED APPROVAL OF RESOLUTION 1421: AUTHORIZING THE CLOSURE OF DAVIS TRUST CHECKING ACCOUNT No. 41793.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1422: APPROVING INVOICES RELATING TO THE CITY HALL PARKING LOT PROJECT AND AUTHORIZING PAYMENT THEREOF.** The motion carried.

Elkins Tree Board member and City Councilor N. Bross-Fregonara reported to council the ETB has made an application and been approved for a half-time AmeriCorps member to work as an Urban Landscaper. The other half of the member’s hours will be spent at and supported by the

Proposed Minutes

AFNHA Pollinator Program. The ETB is requesting that the hours dedicated to the City in exchange for their contribution to the AFNHA be applied to this position. The mayor expressed support for this request.

APPROVAL OF VENDOR INVOICE PAYMENTS

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

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 June 14 – 25, 2021.

CORRESPONDENCE AND NOTIFICATIONS

Council received the following correspondence and notifications:

- Issued building permits
- Events

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

| ISSUED BUILDING PERMITS | | | | |
|--------------------------------|------------------------|--------------------------|------------------------------|--------------|
| Permit | Applicant | Location | Description | Value |
| 210125 | CGP Development LLC | 1513 Harrison Ave Ste B2 | Remodel | 30,000.00 |
| 210126 | CGP Development LLC | 1513 Harrison Ave Ste B5 | Remodel | 22,000.00 |
| 210127 | Vargo, Douglas | 407 Davis St | Electric | 10,000.00 |
| 210128 | Gooden, Tracy | 121 Vector Ave | Front Porch & Roof | 21,500.00 |
| 210129 | Kirk, Cameron | 409 Tenth St | Dewatering Basement | 6,500.00 |
| 210130 | Davis & Elkins College | 200 Boundary Ave | Re-Roof | 190,000.00 |
| 210131 | Shiflett, Artie | 432 Wilson St | Concrete Driveway & Sidewalk | 4,100.00 |
| 210132 | Lewis, Evelyn | 1014 S Kerens Ave | Replace Roof Shingles | 4,800.00 |
| 210133 | DRON Properties | 201 Kerens Ave | Remodel | 30,000.00 |
| 210134 | Farley, James & Bobbie | 217 Bridgewater Dr. | Bathroom Remodel | 9,107.00 |

Proposed Minutes

| ISSUED BUILDING PERMITS | | | | |
|--------------------------------|-----------------------|-------------------------|--|-------------------|
| Permit | Applicant | Location | Description | Value |
| 210135 | Spencer, Mark | 106 Glendale Ave | Dewatering Basement Replace Windows | 3,000.00 |
| 210136 | City of Elkins | 401 Davis Ave. | Parking Lot and Electric | 900,000.00 |

Cm. Lowther, **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 8:05 p.m.

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

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV
A RESOLUTION OF COMMON COUNCIL

(#1423)
 July 15, 2021

Approval of Budget Revision 2022-001-01 for Fiscal Year 2022

At a regular session of the Elkins Common Council, held July 15, 2021, the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the City of Elkins. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the Elkins Common Council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on State Auditor Budget Revision 1 (City Budget Revision 1), copies of which are entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, the vote thereon was as follows:

| | | | | | |
|--------------------|--|-------------|--|---------------------------------|--|
| N. Bross-Fregonara | | J. Guye | | D. Parker | |
| R. Chenoweth | | C. Higgins | | L. Vest | |
| M. Cuonzo | | M. Hinchman | | Mayor J. Marco (in case of tie) | |
| C. Friddle, III | | C. Lowther | | | |

WHEREUPON: Mayor Marco declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the Elkins City Clerk is authorized to fix her signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

 Jerry A. Marco, Mayor

Attest:

 Jessica R. Sutton, City Clerk

REQUEST FOR REVISION TO APPROVED BUDGET

CONTROL NUMBER

Ora Ash, Director
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5114
 Fax: 627-2417

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

2022
 FY
 1
 FUND
 1
 REV. NO.
 1
 PG. OF NO.
Municipality
 Government Type

City of Elkins
 GOVERNMENT ENTITY
 401 Davis Ave
 STREET OR PO BOX
 Elkins 26241
 CITY ZIP CODE

Person To Contact Regarding
 Budget Revision: **Tracy Judy**
 Phone: **304-636-1414 Ext 1317**
 Fax: **304-635-7135**

REVENUES: (net each acct.)

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | PREVIOUSLY APPROVED AMOUNT | (INCREASE) | (DECREASE) | REVISED AMOUNT |
|----------------|-------------------------|----------------------------|------------|------------|----------------|
| 296 | Restricted Fund Balance | | 100 | | 100 |
| 297 | Committed Fund Balance | | 681,143 | | 681,143 |
| 299 | Unassigned Fund Balance | 458,086 | 152,511 | | 610,597 |
| | #N/A | | | | |
| | #N/A | | | | |
| | #N/A | | | | |

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 833,754

Explanation for Account # 378, Municipal Specific:
Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | PREVIOUSLY APPROVED AMOUNT | (INCREASE) | (DECREASE) | REVISED AMOUNT |
|----------------|--|----------------------------|------------|------------|----------------|
| 424 | Contributions to Comms/Authorities | 44,700 | 50 | | 44,750 |
| 444 | Contributions / Transfers to Other Funds | | 152,511 | | 152,511 |
| 700 | Police Department | 1,302,157 | 50 | | 1,302,207 |
| 706 | Fire Department | 913,000 | 681,143 | | 1,594,143 |
| | #N/A | | | | |
| | #N/A | | | | |
| | #N/A | | | | |
| | #N/A | | | | |
| | #N/A | | | | |
| | #N/A | | | | |
| | #N/A | | | | |

NET INCREASE/(DECREASE) Expenditures 833,754

APPROVED BY THE STATE AUDITOR

BY: **Director, Local Government Services Division** Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1424)
July 15, 2021

***Accepting Conditions of Financing Agreement
and Authorizing Execution of Financing Documents
for a Sanitation Truck***

WHEREAS, The City of Elkins, West Virginia (the "City") has previously identified a need for the purchase of a new truck for the Sanitation Department, and the Treasurer has presented a proposal for the financing of such vehicle; and

WHEREAS, sufficient funds are available with the Sanitation Department's budget to assume responsibility for all payments related to the financing of the vehicles; ***now, therefore, be it***

RESOLVED, that:

1. The City hereby determines to finance the Project through (BANK NAME), in accordance with the proposal dated MONTH, DAY, YEAR. The amount financed shall not exceed \$###,###, the annual interest rate (in the absence of default or change in tax status) shall not exceed ###%, and the financing term shall not exceed NUMBER (#) years from closing, to be renewed annually.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. The Mayor and any designated officer and employee of the City are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the vehicle as contemplated by the proposal and this resolution.

3. The Treasurer is hereby authorized and directed to hold copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Treasurer is authorized to approve any changes to the Financing Documents previously signed by the Mayor or designated officer, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Treasurer and City Attorney shall approve, with the Treasurer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The City shall not take or omit to take any action, the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal

income tax purposes of the registered owners of the interest payment obligations. The City hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The City intends that the adoption of this resolution will be a declaration of the City's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The City intends that funds that have been advanced, or that may be advanced, from the City's general fund, or any other City fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of City officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1425)
July 15, 2021

***Reappointment of K. Hopwood and C. Toney to the
Elkins-Randolph County Public Library Board of Trustees***

WHEREAS, two members of the Elkins-Randolph County Public Library Board of Trustees (“The Board”) have expired terms; and

WHEREAS, K. Hopwood has served as a member of The Board since August 15, 2019 to an unexpired term ending June 30, 2021, and wishes to continue his service; and,

WHEREAS, C. Toney has served as a member of The Board since July 25, 2019 to an unexpired term ending June 30, 2020, and wishes to continue her service; and,

WHEREAS, the Mayor has recommended the reappointment of Keith Hopwood and Christine Toney; and,

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby appoints Keith Hopwood to the Elkins-Randolph County Public Library Board of Trustees for a term ending June 30, 2026; and,

BE IT FURTHER RESOLVED, THAT:

The Elkins Common Council hereby appoints Christine Toney to the Elkins-Randolph County Public Library Board of Trustees for a term ending June 30, 2025.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1426)
July 15, 2021

***Reappointment of J. Pastine to the
International Property Maintenance Code (IPMC) Board of Appeals***

WHEREAS, the Common Council of the City of Elkins (“Council”) has adopted the State Building Code which includes the International Property Maintenance Code (“IPMC”); and

WHEREAS, the IMPC requires the establishment and maintenance of a Board of Appeals whose members are qualified by experience and training to pass on matters pertaining to property maintenance and who are not employees of the City; and

WHEREAS, the Board of Appeals shall be appointed by Council and shall serve staggered and overlapping terms; and

WHEREAS, Jeri Pastine (Engineer) has served as a member of the Board of Appeals since July 21, 2016; and,

WHEREAS, Ms. Pastine has expressed an interest in continuing her service; and,

WHEREAS, council finds that it is in the best interest of the City of Elkins to reappoint Ms. Pastine for a term of five (5) years;

NOW THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council reappoints Jeri Pastine as a member of the Board of Appeals for a term expiring June 30, 2026.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1427)
July 15, 2021

Appointment of N. Bross-Fregonara to the Elkins Tree Board

WHEREAS, per Resolution #1155 adopted by the Elkins Common Council on September 20, 2018, Nanci Bross-Fregonara was appointed to the Elkins Tree Board ("The Board") to an unexpired term ending December 31, 2019; and,

WHEREAS, per Resolution #1276 adopted by the Elkins Common Council on November 21, 2019, N. Bross-Fregonara was reappointed to The Board to a term ending December 31, 2022; and,

WHEREAS, N. Bross-Fregonara was elected as a Fourth Ward Councilmember effective April 1, 2021; and,

WHEREAS, the Elkins Common Council, upon final reading April 6, 2017, adopted Ordinance 235 prohibited more than one councilmember at a time to serve on The Board; and,

WHEREAS, N. Bross-Fregonara resigned her seat on The Board effective April 1, 2021; and

WHEREAS, the Elkins Common Council, upon final reading July 1, 2021, adopted Ordinance 284 allowing up to two councilmembers to be appointed to The Board; and,

WHEREAS, at The Board's recommendation, the Mayor has nominated Nanci Bross-Fregonara to the remainder of the vacant term;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby appoints Nanci Bross-Fregonara to the Elkins Tree Board with a term ending December 31, 2022.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton City Clerk



To the City of Elkins and the City Council.

I am Chastity Watson, the store manager of Smoker Friendly #23 located at 317 Randolph Ave in Elkins, WV. I speak for my Company am asking if we can, again this year, set up our Beer tent in our parking lot during the Forest Festival. We would operate it with our staff and staff from our other Smoker Friendly store locations. The hours would be Friday and Saturday October 8th and 9th from noon until 10:00 pm. We will be serving draft beers and requiring ID checks of customers during the event. Attached is a basic lay out as we had it set up during the last Forest Festival event.

We appreciate your consideration and enjoy being a part of this cities great events. You can contact me at the store phone number 304-637-5966 and my cell phone number is 304-517-3331.

Thank You,

Chastity Watson
Store Manager
Smoker Friendly #23
317 Randolph Ave
Elkins WV. 26241
Ph: 304-637-5966
Fax: 304-637-5969
Store23@smokerfriendlywv.com
www.smokerfriendlywv.com

West Virginia Alcohol Beverage Control Administration Floor Plan

License period: _____ - _____

Applicant Entity Name: _____

Doing Business As (DBA) Name: _____

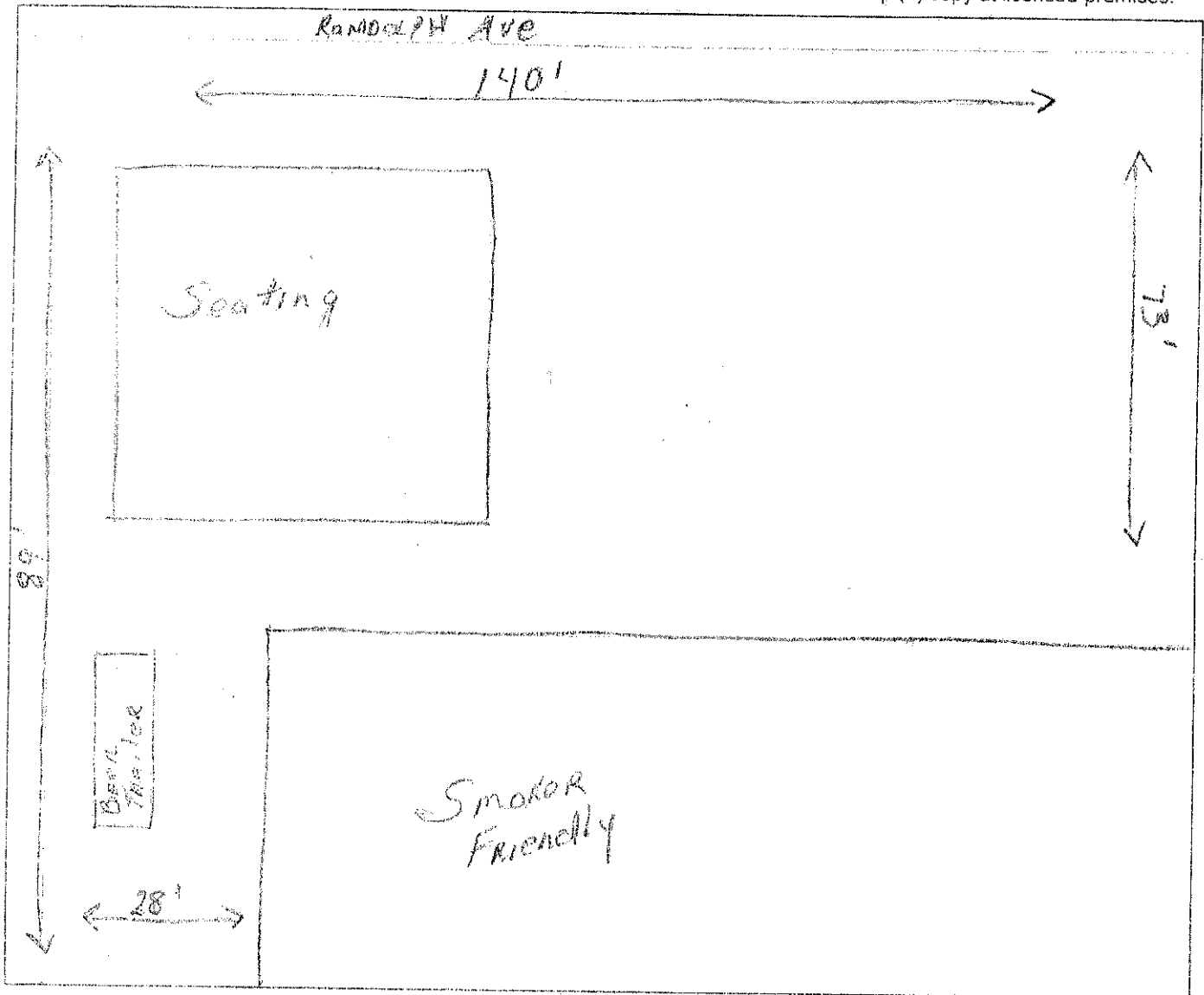
County: _____

Floor plan **must** include **all areas under the control or lease of the applicant** where alcohol is to be stored, sold or consumed. All areas under control or lease of the licensee must be licensed.

Submit (1) copy to ABCA.

(Give Dimensions)

Keep (1) copy at licensed premises.



*If there are attached drawings please check: _____ (additional drawings must be signed).
*Complete information on reverse side of form.

VENDOR SET: 01 Elkins

BANK: PKPRO Parking Project

DATE RANGE: 6/28/2021 THRU 7/09/2021

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|--------------------|--------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 02160 | Emblazon Sign Company | | | | | | | |
| I-1172 | Parking Project Sign | R | 6/30/2021 | 225.00 | | 000010 | | 225.00 |
| 00547 | Polino Contracting, Inc. | | | | | | | |
| I-App1 #1 | contracted services | R | 7/06/2021 | 94,687.88 | | 000011 | | 94,687.88 |
| 02167 | Frontier Communications | | | | | | | |
| I-Project# 1279674 | contracted services | R | 7/09/2021 | 2,198.53 | | 000012 | | 2,198.53 |

* * T O T A L S * *

| | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|-----------------|----|-------------------|-----------|--------------|
| REGULAR CHECKS: | 3 | 97,111.41 | 0.00 | 97,111.41 |
| HAND CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| DRAFTS: | 0 | 0.00 | 0.00 | 0.00 |
| EFT: | 0 | 0.00 | 0.00 | 0.00 |
| NON CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| VOID CHECKS: | 0 | VOID DEBITS 0.00 | | |
| | | VOID CREDITS 0.00 | 0.00 | 0.00 |

TOTAL ERRORS: 0

| | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|------------------------------------|----|----------------|-----------|--------------|
| VENDOR SET: 01 BANK: PKPRO TOTALS: | 3 | 97,111.41 | 0.00 | 97,111.41 |
| BANK: PKPRO TOTALS: | 3 | 97,111.41 | 0.00 | 97,111.41 |

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 6/28/2021 THRU 7/09/2021

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------------|-------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 00116 | Child Support Enforcement | | | | | | | |
| I-CDS202106291239 | Child Support | R | 6/29/2021 | 630.45 | | 010152 | | 630.45 |
| 00121 | Citizens Bank of WVFP | | | | | | | |
| I-PP 202106291239 | Fire Pension | R | 6/29/2021 | 534.85 | | 010153 | | 534.85 |
| 00122 | Citizens Bank of WVFP | | | | | | | |
| I-PP 202106291239 | Police Pension | R | 6/29/2021 | 118.44 | | 010154 | | |
| I-PPN202106291239 | Police Pension-2010 Forward | R | 6/29/2021 | 406.21 | | 010154 | | 524.65 |
| 00147 | COE Misc | | | | | | | |
| I-MIS202106291239 | Misc Reimbursements | R | 6/29/2021 | 323.00 | | 010155 | | 323.00 |
| 00150 | COE Payroll | | | | | | | |
| I-T1 202106291239 | Federal Withholding | R | 6/29/2021 | 11,842.49 | | 010156 | | 11,842.49 |
| 00151 | COE Payroll | | | | | | | |
| I-T3 202106291239 | FICA | R | 6/29/2021 | 12,833.86 | | 010157 | | |
| I-T4 202106291239 | Medicare | R | 6/29/2021 | 4,363.78 | | 010157 | | 17,197.64 |
| 00152 | COE Payroll | | | | | | | |
| I-T2 202106291239 | State Withholding | R | 6/29/2021 | 5,842.00 | | 010158 | | 5,842.00 |
| 00203 | Davis Trust Company | | | | | | | |
| I-CC 202106291239 | Employee Christmas Club | R | 6/29/2021 | 1,670.00 | | 010159 | | 1,670.00 |
| 00721 | United Way of Randolph County | | | | | | | |
| I-UW 202106291239 | United Way | R | 6/29/2021 | 5.00 | | 010160 | | 5.00 |
| 00741 | Great-West Trust Company LLC | | | | | | | |
| I-VF 202106291239 | Voya | R | 6/29/2021 | 354.00 | | 010161 | | 354.00 |
| 00747 | Washington National Insurance | | | | | | | |
| I-WN 202106291239 | Washington National Insurance | R | 6/29/2021 | 594.29 | | 010162 | | 594.29 |
| 00837 | COE Payroll Reimbursement | | | | | | | |
| I-001202106291239 | Payroll Reimbursement | R | 6/29/2021 | 59,750.28 | | 010163 | | |
| I-006202106291239 | Payroll Reimbursement | R | 6/29/2021 | 8,767.41 | | 010163 | | |
| I-400202106291239 | Payroll Reimbursement | R | 6/29/2021 | 18,476.45 | | 010163 | | |
| I-401202106291239 | Payroll Reimbursement | R | 6/29/2021 | 13,803.04 | | 010163 | | |
| I-404202106291239 | Payroll Reimbursement | R | 6/29/2021 | 9,843.24 | | 010163 | | 110,640.42 |
| 01885 | Colonial Life | | | | | | | |
| I-CL 202106291239 | Colonial Life-AT | R | 6/29/2021 | 122.06 | | 010164 | | |
| I-CLP202106291239 | Colonial Life-PT | R | 6/29/2021 | 52.52 | | 010164 | | 174.58 |

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 6/28/2021 THRU 7/09/2021

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|--------------------------------|--------|---------------|-------------------|----------|-------------|-----------------|-----------------|
| 00001 | A & A Safety, Inc. | | | | | | | |
| | I-175771 | | 6/29/2021 | 2,547.75 | | 010165 | | |
| | I-176061 | | 6/29/2021 | 1,830.00 | | 010165 | | 4,377.75 |
| 00082 | Builders Group, Inc. | | | | | | | |
| | I-94379-81180 | | 6/29/2021 | 2,796.52 | | 010166 | | 2,796.52 |
| 00154 | COE Sanitation | | | | | | | |
| | I-202106230641-#77 | | 6/29/2021 | 299.48 | | 010167 | | 299.48 |
| 00214 | The Digital Soup LLC | | | | | | | |
| | I-21827 | | 6/29/2021 | 6,262.40 | | 010168 | | 6,262.40 |
| 00314 | Guttman Energy, Inc. | | | | | | | |
| | I-F60267504 | | 6/29/2021 | 3,570.64 | | 010169 | | |
| | I-F60287098 | | 6/29/2021 | 2,797.35 | | 010169 | | 6,367.99 |
| 00471 | Mon Power | | | | | | | |
| | I-31Barron 062221 | | 6/29/2021 | 10,461.25 | | 010170 | | |
| | I-90008111053 COE | | 6/29/2021 | 35,923.00 | | 010170 | | 46,384.25 |
| 00484 | Mountaineer Gas Company | | | | | | | |
| | I-153BH 061521 | | 6/29/2021 | 11.25 | | 010171 | | |
| | I-500ScottFd 061421 | | 6/29/2021 | 33.70 | | 010171 | | 44.95 |
| 00514 | Office Products | | | | | | | |
| | I-6839 | | 6/29/2021 | 26.00 | | 010172 | | 26.00 |
| 00688 | Terra Flora Landscaping | | | | | | | |
| | I-4517 | | 6/29/2021 | 130.00 | | 010173 | | 130.00 |
| 00701 | Toshiba Financial Services | | | | | | | |
| | I-4458354085 | | 6/29/2021 | 594.52 | | 010174 | | |
| | I-446094302 | | 6/29/2021 | 214.57 | | 010174 | | |
| | I-446283913 | | 6/29/2021 | 121.35 | | 010174 | | 930.44 |
| 00707 | Trickett Hardware, Inc. | | | | | | | |
| | I-3982 | | 6/29/2021 | 50.25 | | 010175 | | 50.25 |
| 00787 | WV Bureau of Employment Progra | | | | | | | |
| | I-SUV202106291239 | | 6/29/2021 | 48.57 | | 010176 | | 48.57 |
| 00855 | LMC & Associates | | | | | | | |
| | I-2433 | | 6/29/2021 | 138.75 | | 010177 | | 138.75 |

VENDOR SET: 01 Elkins
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|---------------------|--------------------------------|--------|---------------|-------------------|----------|-------------|-----------------|-----------------|
| 01185 | InfoUSA Marketing Inc | | | | | | | |
| I-10003863802 | Polk City Directory 202106 | R | 6/29/2021 | 740.00 | | 010178 | | 740.00 |
| 01294 | COE Financial Stabilization | | | | | | | |
| I-CKREQ -062921 | Transfer from GF | R | 6/29/2021 | 329,795.00 | | 010179 | | 329,795.00 |
| 01392 | William Butcher | | | | | | | |
| I-EXP 0614-0618 | Expense reimb 0614-0618 | R | 6/29/2021 | 70.96 | | 010180 | | 70.96 |
| 01790 | Crim Law Office PLLC | | | | | | | |
| I-206 Jan 2021 | Attorney Services-Sanitary Bd | R | 6/29/2021 | 110.00 | | 010181 | | 110.00 |
| 01833 | P3 Cost Analysts | | | | | | | |
| I-8648 | Telecom Sav June 2021 | R | 6/29/2021 | 464.94 | | 010182 | | 464.94 |
| 01836 | Bob Evans | | | | | | | |
| I-180641-642 | Replace HotWaterTank/Toilet | R | 6/29/2021 | 500.00 | | 010183 | | 500.00 |
| 02047 | Cybertech Automation USA Inc | | | | | | | |
| I-CUS-PRJ-0017 6/21 | Valve integration project work | R | 6/29/2021 | 8,667.40 | | 010184 | | 8,667.40 |
| 02157 | Jerry A Marco | | | | | | | |
| I-ExpReimb 062421 | Pizza/Drinks-Youth Group | R | 6/29/2021 | 179.10 | | 010185 | | 179.10 |
| 02158 | Miller Environmental Inc | | | | | | | |
| I-21146 | Tank cleaning/disposal service | R | 6/29/2021 | 4,000.00 | | 010186 | | 4,000.00 |
| 00001 | A & A Safety, Inc. | | | | | | | |
| I-176127 | 275 gal white paint | R | 7/07/2021 | 4,580.60 | | 010187 | | 4,580.60 |
| 00079 | Broughton Sports | | | | | | | |
| I-T1956 | Desk Name Plate-RWickham | R | 7/07/2021 | 12.00 | | 010188 | | 12.00 |
| 00121 | Citizens Bank of WVFP | | | | | | | |
| I-CONT 07/2021 | Fire Pension Cont 07/2021 | R | 7/07/2021 | 7,125.00 | | 010189 | | 7,125.00 |
| 00122 | Citizens Bank of WVFP | | | | | | | |
| I-CONT 07/2021 | Police Pension Contr 07/2021 | R | 7/07/2021 | 3,750.00 | | 010190 | | 3,750.00 |
| 00143 | COE General Fund 2 | | | | | | | |
| I-7/21-INDIRECTS | July 2021 Indirects | R | 7/07/2021 | 29,822.07 | | 010191 | | 29,822.07 |
| 00149 | COE Parks and Recreation | | | | | | | |
| I-SUPPORT July 2021 | July 2021 Support | R | 7/07/2021 | 25,483.00 | | 010192 | | 25,483.00 |

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|---------------------|--------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 00156 | COE Sewer Depreciation Account | | | | | | | |
| I-SWR DEPR 070121 | Sewer Depr Deposit 063121 | R | 7/07/2021 | 4,234.84 | | 010193 | | 4,234.84 |
| 00483 | Mountain Valley Bank | | | | | | | |
| I-1202553-14 071121 | 1202553-14 071121 | R | 7/07/2021 | 406.14 | | 010194 | | |
| I-1202553-17 071221 | 1202553-17 071221 | R | 7/07/2021 | 447.24 | | 010194 | | |
| I-1202553-19 070421 | 1202553-19 070421 | R | 7/07/2021 | 655.53 | | 010194 | | |
| I-1202553-22 071121 | 1202553-22 071121 | R | 7/07/2021 | 140.99 | | 010194 | | 1,649.90 |
| 00590 | Reserve Account - Pitney Bowes | | | | | | | |
| I-063021 PSTG ALLOC | Postage Allocation June 2021 | R | 7/07/2021 | 1,054.33 | | 010195 | | |
| I-UB/FF 063021 | UB/FireFees 063021 | R | 7/07/2021 | 2,010.10 | | 010195 | | 3,064.43 |
| 00600 | Rish Equipment Company | | | | | | | |
| I-W03576 | Parts/Labor Komatsu Backhoe | R | 7/07/2021 | 8,779.64 | | 010196 | | 8,779.64 |
| 00701 | Toshiba Financial Services | | | | | | | |
| I-446485831 | LEX XM3250 071321 | R | 7/07/2021 | 69.00 | | 010197 | | 69.00 |
| 00711 | Tygart Valley Transfer, Inc. | | | | | | | |
| I-104805 | Commercial-DM Compactor | R | 7/07/2021 | 218.07 | | 010198 | | |
| I-104816 | Comm-DM Open Top | R | 7/07/2021 | 151.17 | | 010198 | | |
| I-104817 | Residential | R | 7/07/2021 | 77.32 | | 010198 | | |
| I-104840 | Commercial | R | 7/07/2021 | 1,125.10 | | 010198 | | |
| I-104844 | Residential | R | 7/07/2021 | 927.88 | | 010198 | | |
| I-104850 | Residential | R | 7/07/2021 | 677.66 | | 010198 | | |
| I-104852 | Residential | R | 7/07/2021 | 1,147.68 | | 010198 | | |
| I-104873 | Commercial | R | 7/07/2021 | 337.96 | | 010198 | | |
| I-104881 | Commercial | R | 7/07/2021 | 132.93 | | 010198 | | |
| I-104883 | Residential | R | 7/07/2021 | 587.31 | | 010198 | | |
| I-104887 | Residential | R | 7/07/2021 | 699.38 | | 010198 | | |
| I-104893 | Commercial | R | 7/07/2021 | 708.94 | | 010198 | | |
| I-104940 | Residential | R | 7/07/2021 | 444.83 | | 010198 | | |
| I-104941 | Residential | R | 7/07/2021 | 521.28 | | 010198 | | |
| I-104942 | Commercial | R | 7/07/2021 | 478.71 | | 010198 | | |
| I-104956 | Comm-Greenfields | R | 7/07/2021 | 284.97 | | 010198 | | |
| I-104962 | Commercial | R | 7/07/2021 | 206.77 | | 010198 | | |
| I-104985 | Residential | R | 7/07/2021 | 91.22 | | 010198 | | |
| I-104989 | Residential | R | 7/07/2021 | 640.31 | | 010198 | | |
| I-104990 | Residential | R | 7/07/2021 | 648.99 | | 010198 | | |
| I-104993 | Commercial | R | 7/07/2021 | 888.78 | | 010198 | | |
| I-105013 | Commercial | R | 7/07/2021 | 126.84 | | 010198 | | |
| I-105032 | Commercial | R | 7/07/2021 | 228.49 | | 010198 | | |
| I-105048 | Residential | R | 7/07/2021 | 814.93 | | 010198 | | |
| I-105049 | Commercial | R | 7/07/2021 | 728.92 | | 010198 | | |
| I-105050 | Residential | R | 7/07/2021 | 694.17 | | 010198 | | |
| I-105056 | Commercial | R | 7/07/2021 | 119.03 | | 010198 | | |
| I-105088 | Residential | R | 7/07/2021 | 566.46 | | 010198 | | |

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|-------------|-------------------------|--------|---------------|-------------------|----------|-------------|-----------------|-----------------|
| I-105090 | Residential | R | 7/07/2021 | 523.89 | | 010198 | | |
| I-105091 | Commercial | R | 7/07/2021 | 456.12 | | 010198 | | |
| I-105109 | Comm-DMH | R | 7/07/2021 | 139.88 | | 010198 | | |
| I-105111 | Comm-Boiler House | R | 7/07/2021 | 284.97 | | 010198 | | |
| I-105128 | Residential | R | 7/07/2021 | 602.08 | | 010198 | | |
| I-105129 | Residential | R | 7/07/2021 | 588.18 | | 010198 | | |
| I-105130 | Commercial | R | 7/07/2021 | 557.77 | | 010198 | | |
| I-105135 | Residential | R | 7/07/2021 | 54.73 | | 010198 | | |
| I-105142 | Commercial-Greenfields | R | 7/07/2021 | 338.83 | | 010198 | | |
| I-105145 | Commercial | R | 7/07/2021 | 253.69 | | 010198 | | |
| I-105162 | Commercial | R | 7/07/2021 | 49.52 | | 010198 | | |
| I-105171 | Residential | R | 7/07/2021 | 600.34 | | 010198 | | |
| I-105172 | Residential | R | 7/07/2021 | 522.15 | | 010198 | | |
| I-105173 | Commercial | R | 7/07/2021 | 515.20 | | 010198 | | |
| I-105186 | Residential | R | 7/07/2021 | 119.03 | | 010198 | | |
| I-105189 | Commercial D&E | R | 7/07/2021 | 209.38 | | 010198 | | |
| I-105197 | Commercial-Housing Auth | R | 7/07/2021 | 228.49 | | 010198 | | |
| I-105201 | Residential | R | 7/07/2021 | 595.13 | | 010198 | | |
| I-105205 | Commercial DMH | R | 7/07/2021 | 155.52 | | 010198 | | |
| I-105214 | Residential | R | 7/07/2021 | 675.93 | | 010198 | | |
| I-105216 | Commercial | R | 7/07/2021 | 758.46 | | 010198 | | |
| I-105222 | Residential | R | 7/07/2021 | 53.87 | | 010198 | | |
| I-105223 | Residential | R | 7/07/2021 | 59.08 | | 010198 | | |
| I-105232 | Comm-Greenfields | R | 7/07/2021 | 332.75 | | 010198 | | |
| I-105239 | Comm-DMH Compactor | R | 7/07/2021 | 98.17 | | 010198 | | |
| I-105241 | Commercial-final | R | 7/07/2021 | 237.18 | | 010198 | | |
| I-105246 | Commercial | R | 7/07/2021 | 243.26 | | 010198 | | |
| I-105247 | Commercial-Valley Dist | R | 7/07/2021 | 160.73 | | 010198 | | |
| I-105258 | Comm-Housing Auth | R | 7/07/2021 | 311.03 | | 010198 | | |
| I-105265 | Comm-Mon Power | R | 7/07/2021 | 210.25 | | 010198 | | |
| I-105271 | Residential | R | 7/07/2021 | 810.59 | | 010198 | | |
| I-105272 | Commercial | R | 7/07/2021 | 767.15 | | 010198 | | |
| I-105274 | Residential | R | 7/07/2021 | 834.92 | | 010198 | | |
| I-105295 | Commercial | R | 7/07/2021 | 117.29 | | 010198 | | |
| I-105306 | Residential | R | 7/07/2021 | 51.26 | | 010198 | | |
| I-105312 | Commercial | R | 7/07/2021 | 515.20 | | 010198 | | |
| I-105317 | Residential | R | 7/07/2021 | 596.87 | | 010198 | | |
| I-105319 | Commercial | R | 7/07/2021 | 316.24 | | 010198 | | |
| I-105321 | Residential | R | 7/07/2021 | 525.62 | | 010198 | | |
| I-105325 | Residential | R | 7/07/2021 | 80.80 | | 010198 | | |
| I-105344 | Commercial-Greenfields | R | 7/07/2021 | 267.59 | | 010198 | | |
| I-105347 | Comm-Housing Auth | R | 7/07/2021 | 338.83 | | 010198 | | |
| I-105351 | Comm-DMH Compactor | R | 7/07/2021 | 128.58 | | 010198 | | |
| I-105365 | Residential | R | 7/07/2021 | 555.16 | | 010198 | | |
| I-105367 | Residential | R | 7/07/2021 | 601.21 | | 010198 | | |
| I-105368 | Commercial | R | 7/07/2021 | 481.32 | | 010198 | | |
| I-105370 | Comm-Housing Authority | R | 7/07/2021 | 342.31 | | 010198 | | |
| I-105390 | Commercial | R | 7/07/2021 | 569.06 | | 010198 | | |

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| I-105409 | Residential | R | 7/07/2021 | 594.26 | | 010198 | | |
| I-105418 | Residential | R | 7/07/2021 | 517.80 | | 010198 | | |
| I-105419 | Commercial | R | 7/07/2021 | 496.95 | | 010198 | | |
| I-105445 | Comm-Family Dollar | R | 7/07/2021 | 53.00 | | 010198 | | |
| I-105450 | Comm-Greenfields | R | 7/07/2021 | 303.21 | | 010198 | | |
| I-105472 | Comm-DMH Compactor | R | 7/07/2021 | 131.19 | | 010198 | | |
| I-105478 | Comm-Housing Auth | R | 7/07/2021 | 493.48 | | 010198 | | |
| I-105485 | Residential | R | 7/07/2021 | 644.65 | | 010198 | | |
| I-105487 | Commercial | R | 7/07/2021 | 742.82 | | 010198 | | |
| I-105488 | Residential | R | 7/07/2021 | 540.39 | | 010198 | | |
| I-105511 | Comm-Kerns Hill | R | 7/07/2021 | 161.60 | | 010198 | | |
| I-105517 | Comm-Family Dollar | R | 7/07/2021 | 66.03 | | 010198 | | |
| I-105521 | Comm-Housing Auth | R | 7/07/2021 | 398.78 | | 010198 | | |
| I-105531 | Comm-DMH Compactor | R | 7/07/2021 | 110.34 | | 010198 | | |
| I-105535 | Comm- DMH Open Top | R | 7/07/2021 | 191.14 | | 010198 | | |
| I-105542 | Residential | R | 7/07/2021 | 847.95 | | 010198 | | |
| I-105545 | Residential | R | 7/07/2021 | 814.93 | | 010198 | | |
| I-105546 | Commercial | R | 7/07/2021 | 743.69 | | 010198 | | |
| I-105566 | Comm-Housing Auth | R | 7/07/2021 | 589.92 | | 010198 | | |
| I-105576 | Comm-Dollar Store-Harrison | R | 7/07/2021 | 26.93 | | 010198 | | |
| I-105586 | Commercial | R | 7/07/2021 | 304.95 | | 010198 | | |
| I-105589 | Comm-Elkins Bldrs | R | 7/07/2021 | 152.91 | | 010198 | | |
| I-105590 | Residential | R | 7/07/2021 | 473.50 | | 010198 | | |
| I-105598 | Residential | R | 7/07/2021 | 33.01 | | 010198 | | |
| I-105599 | Residential | R | 7/07/2021 | 520.41 | | 010198 | | |
| I-105600 | Commercial | R | 7/07/2021 | 442.22 | | 010198 | | |
| I-105615 | Comm-D&E Maint | R | 7/07/2021 | 214.59 | | 010198 | | |
| I-105621 | Comm-DMH Compactor | R | 7/07/2021 | 125.11 | | 010198 | | |
| I-105624 | Comm-Housing Auth | R | 7/07/2021 | 523.02 | | 010198 | | |
| I-105645 | Commercial-Animal Shelter | R | 7/07/2021 | 219.81 | | 010198 | | |
| I-105650 | Residential | R | 7/07/2021 | 551.69 | | 010198 | | |
| I-105651 | Residential | R | 7/07/2021 | 508.25 | | 010198 | | |
| I-105652 | Commercial | R | 7/07/2021 | 643.78 | | 010198 | | |
| I-105679 | Commercial | R | 7/07/2021 | 316.24 | | 010198 | | |
| I-105688 | Residential | R | 7/07/2021 | 456.99 | | 010198 | | |
| I-105699 | Residential | R | 7/07/2021 | 64.29 | | 010198 | | |
| I-105700 | Commercial | R | 7/07/2021 | 304.08 | | 010198 | | |
| I-105702 | Residential | R | 7/07/2021 | 682.88 | | 010198 | | |
| I-105705 | Commercial | R | 7/07/2021 | 548.21 | | 010198 | | |
| I-105711 | Residential | R | 7/07/2021 | 22.59 | | 010198 | | |
| I-105730 | Comm-DMH Compactor | R | 7/07/2021 | 130.32 | | 010198 | | |
| I-105735 | Tygart Valley Transfer, Inc. | R | 7/07/2021 | 1,140.73 | | 010198 | | |
| I-105751 | Comm-Family Dollar | R | 7/07/2021 | 85.14 | | 010198 | | |
| I-105759 | Residential | R | 7/07/2021 | 550.82 | | 010198 | | |
| I-105760 | Residential | R | 7/07/2021 | 602.08 | | 010198 | | |
| I-105767 | Commercial | R | 7/07/2021 | 737.61 | | 010198 | | |
| I-105782 | Commercial Greenfields | R | 7/07/2021 | 267.59 | | 010198 | | |
| I-105784 | Commercial-DM Compactor | R | 7/07/2021 | 103.39 | | 010198 | | |

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| I-105792 | Commercial-Housing Auth | R | 7/07/2021 | 308.42 | | 010198 | | |
| I-105811 | Residential | R | 7/07/2021 | 794.95 | | 010198 | | |
| I-105812 | Commercial | R | 7/07/2021 | 787.13 | | 010198 | | |
| I-105813 | Residential | R | 7/07/2021 | 839.26 | | 010198 | | |
| I-105834 | Comm-Mon Power | R | 7/07/2021 | 185.05 | | 010198 | | |
| I-105837 | Residential | R | 7/07/2021 | 75.59 | | 010198 | | |
| I-105849 | Residential | R | 7/07/2021 | 529.97 | | 010198 | | |
| I-105859 | Residential | R | 7/07/2021 | 417.02 | | 010198 | | |
| I-105863 | Commercial | R | 7/07/2021 | 435.27 | | 010198 | | |
| I-105882 | Comm-Housing Authority | R | 7/07/2021 | 376.19 | | 010198 | | |
| I-105886 | Comm- D&E Kitchen | R | 7/07/2021 | 769.76 | | 010198 | | |
| I-105893 | Comm-DM Compactor | R | 7/07/2021 | 128.58 | | 010198 | | |
| I-105904 | Comm-Greenfields | R | 7/07/2021 | 241.53 | | 010198 | | |
| I-105907 | Residential | R | 7/07/2021 | 549.95 | | 010198 | | |
| I-105911 | Residential | R | 7/07/2021 | 513.46 | | 010198 | | |
| I-105912 | Commercial | R | 7/07/2021 | 469.15 | | 010198 | | 58,728.26 |
| 00788 | WV Bureau of Public Health | | | | | | | |
| I-TAYLOR R 070721 | Class C Renewal-Taylor R | R | 7/07/2021 | 100.00 | | 010199 | | 100.00 |
| 00884 | Colonial Court Service Station | | | | | | | |
| I-560895 | 15 Tires #4/#12/#30 | R | 7/07/2021 | 3,825.00 | | 010200 | | |
| I-561054 | 12 Goodyear Eagle Tires | R | 7/07/2021 | 2,820.00 | | 010200 | | 6,645.00 |
| 01011 | In-Synch Systems, LLC | | | | | | | |
| I-5617 | Annual Spt/Maintenance 15Lic | R | 7/07/2021 | 7,040.00 | | 010201 | | 7,040.00 |
| 01169 | Kathy's Decorating & Design | | | | | | | |
| I-654502 | 1/2 Dep - Blinds Mayor's Off | R | 7/07/2021 | 781.50 | | 010202 | | 781.50 |
| 01331 | TimeClock Plus | | | | | | | |
| I-581725 | Clockable Emp Licence Ovg | R | 7/07/2021 | 189.00 | | 010203 | | 189.00 |
| 01445 | Linda Silva | | | | | | | |
| I-REIMB 063021 | Reimb Mulch/Pro line | R | 7/07/2021 | 164.79 | | 010204 | | 164.79 |
| 01727 | Enterprise FM Trust | | | | | | | |
| I-FBN4251659 | Fleet Leases July 2021 | R | 7/07/2021 | 7,536.29 | | 010205 | | 7,536.29 |
| 02065 | AlignHR LLC | | | | | | | |
| I-6463 | HR Managed Services | R | 7/07/2021 | 2,500.00 | | 010206 | | 2,500.00 |
| 02101 | Aqua Filter Fresh Inc | | | | | | | |
| I-2078172 | 5 Gal Purified Water | R | 7/07/2021 | 86.05 | | 010207 | | 86.05 |

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| 02162 | Backdraft OpCo LLC | | | | | | | |
| I-INV2103788 | Emergency Reporting Renewal | R | 7/07/2021 | 1,680.00 | | 010208 | | 1,680.00 |
| 02163 | ArchiveSocial Inc | | | | | | | |
| I-16041 | Social Media Archv Subscriptn | R | 7/07/2021 | 4,788.00 | | 010209 | | 4,788.00 |
| 1 | NUCILLI, JAMES P | | | | | | | |
| I-000202107071240 | US REFUND | R | 7/07/2021 | 829.56 | | 010210 | | 829.56 |

| * * T O T A L S * * | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|---------------------|----|-------------------|-----------|--------------|
| REGULAR CHECKS: | 59 | 742,357.05 | 0.00 | 742,357.05 |
| HAND CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| DRAFTS: | 0 | 0.00 | 0.00 | 0.00 |
| EFT: | 0 | 0.00 | 0.00 | 0.00 |
| NON CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| VOID CHECKS: | 0 | VOID DEBITS 0.00 | | |
| | | VOID CREDITS 0.00 | 0.00 | 0.00 |

TOTAL ERRORS: 0

| | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|-----------------------------------|----|----------------|-----------|--------------|
| VENDOR SET: 01 BANK: Pool TOTALS: | 59 | 742,357.05 | 0.00 | 742,357.05 |
| BANK: Pool TOTALS: | 59 | 742,357.05 | 0.00 | 742,357.05 |

VENDOR SET: 01 Elkins
 BANK: WATIM Water System Improvement
 DATE RANGE: 6/28/2021 THRU 7/09/2021

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|-----------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 02102 | Newman Plumbing, Inc. | | | | | | | |
| | I-Appl #3A | R | 7/06/2021 | 48,764.75 | | 000158 | | |
| | I-Appl #4 | R | 7/06/2021 | 210,406.59 | | 000158 | | 259,171.34 |

** T O T A L S **

| | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|-----------------|----|-------------------|-----------|--------------|
| REGULAR CHECKS: | 1 | 259,171.34 | 0.00 | 259,171.34 |
| HAND CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| DRAFTS: | 0 | 0.00 | 0.00 | 0.00 |
| EFT: | 0 | 0.00 | 0.00 | 0.00 |
| NON CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| VOID CHECKS: | 0 | VOID DEBITS 0.00 | | |
| | | VOID CREDITS 0.00 | 0.00 | 0.00 |

TOTAL ERRORS: 0

| | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|------------------------------------|----|----------------|-----------|--------------|
| VENDOR SET: 01 BANK: WATIM TOTALS: | 1 | 259,171.34 | 0.00 | 259,171.34 |
| BANK: WATIM TOTALS: | 1 | 259,171.34 | 0.00 | 259,171.34 |
| REPORT TOTALS: | 63 | 1,098,639.80 | 0.00 | 1,098,639.80 |

SELECTION CRITERIA

VENDOR SET: 01-Elkins
VENDOR: ALL
BANK CODES: Exclude: PCARD
FUNDS: All

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 6/28/2021 THRU 7/09/2021
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

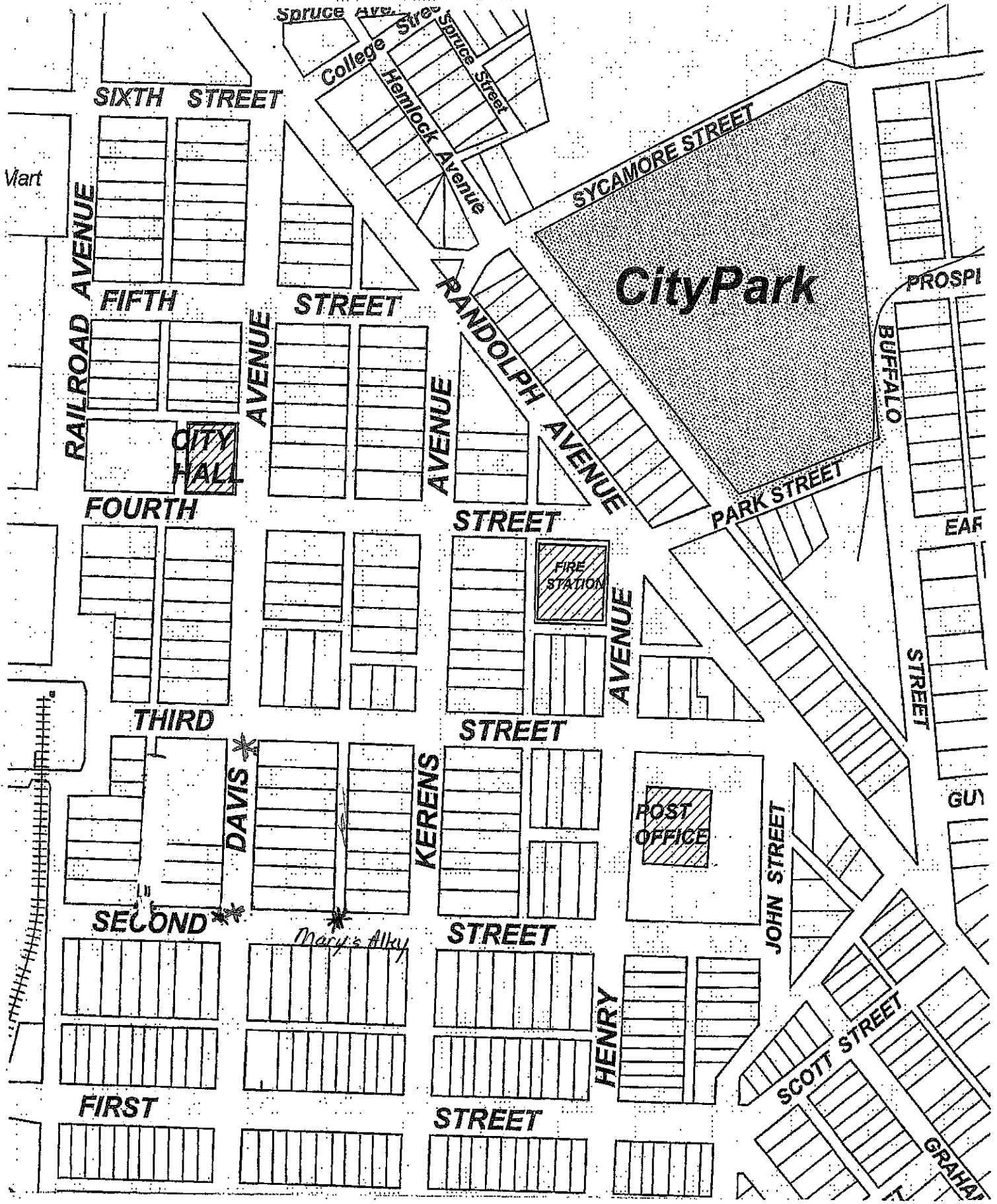
PRINT TRANSACTIONS: YES
PRINT G/L: NO
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: NO
MANUAL ONLY: NO
STUB COMMENTS: NO
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All

BUILDING PERMITS

Presented at council meeting of: July 15, 2021

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

| ISSUED BUILDING PERMITS | | | | |
|--------------------------------|-------------------------|---------------------|--|--------------|
| Permit | Applicant | Location | Description | Value |
| 210137 | Miller, Robert | 106 Sunset Dr | Replace Roof Shingles | 12,000.00 |
| 210138 | Big Timber Brewing Co. | 15 River St. | Demolition | 10,000.00 |
| 210139 | Big Timber Brewing Co. | 20 River St | Demolition | 10,000.00 |
| 210140 | Rush, Andrea | 1516 Lavalette Ave. | Porch Floor | 3,000.00 |
| 210141 | Sims, Barbara | 203 Andrews St | Water Damage Repair | 25,000.00 |
| 210142 | Sims, Barbara | 203 Andrews St | Replace Roof | 25,000.00 |
| 210143 | Wiseman, Johnie | 208 Scentral St | Fence | 1,000.00 |
| 210144 | Lloyd, Rosezetta | 201 Ellis Ave | Metal Roof | 4,800.00 |
| 210145 | King, William | 15 Henry Ave. | Replace Windows & Siding | 500.00 |
| 210146 | Howell, Bruce | 109 Bruce St | Drywall, Roof & Windows | 6,000.00 |
| 210147 | Elkins Church of God | 1402 Taylor Ave | Replace Roof Shingle | 24,000.00 |
| 210148 | Abel, Daniel | 201 Barnard Ave | Install Rubber Roof | 15,500.00 |
| 210149 | Marshall Properties LLC | 214 Third St | Install Rubber Roof | 16,250.00 |
| 210150 | Schauman, William | 201 Southview Dr | Replace Roof Shingles | 9,375.00 |
| 210151 | Smith, Dustin | 121 High St | Replace Roof Shingles | 9,270.00 |
| 210152 | Martin, Ben | 119 Guy St | Fence | 6,250.00 |
| 210153 | Mountain Valley Bank | 317 Davis Ave | Block in Open Spaces Replace Window and Replace Sign | 35,000.00 |



Event name : 2021 Motorcycle Show

Date / Time : July 10th 2021 1-5pm

Streets DAVIS Ave - from
 Pioneer Insurance to
 Red light @ Davis Trust
 + 2nd St back to Mary's
 Alley

Application to Use or Close City Streets and/or Sidewalks

Date(s) of Event 8/6/2021 Time: From: 6pm To: 8:30pm

Date of Street Closing 8/6/2021 Time of Street Closing 2:00pm

Date of Street Reopening 8/6/2021 Time of Street Reopening 9:30pm

Organization Name Rivers of Living Water Min Address 6301 Back Road

City/State/Zip Burlington / NY / 126253 Fax _____

Contact Alicia Boggs Telephone (304) 940-9041 E-mail aeboogs1991@yahoo.com

2nd Contact Michael Boggs Telephone (304) 940-0509 E-mail pastormpb55@gmail.com

Does applicant have liability insurance that names the City as an additional insured?* Yes No (*A Certificate of Insurance may be required of the applicant for this event and must be submitted to the Mayor's Office upon request.)

Explain event or reason for request: Vacation Bible School Block party including carnival games, inflatables, prizes. All free to the community.

| Streets you are requesting to use or close - identify specific block. | | | Barricade | Sidewalk |
|---|-----------------------|---|-----------|----------|
| | | | Street | Usage |
| 1. | <u>Lincoln Avenue</u> | from <u>Yokum Street</u> to <u>W. Main Street</u> | <u>X</u> | <u>X</u> |
| 2. | | from _____ to _____ | _____ | _____ |
| 3. | | from _____ to _____ | _____ | _____ |
| 4. | | from _____ to _____ | _____ | _____ |

Specific assistance needed from City (Parking, Police, Fire, etc.):

TS / 7/2/2021 Police Chief Approval

SD16 / 7/6/21 Fire Chief Approval

SP / 7/6/21 Operations Mgr. Approval

SP / 7/7/21 City Clerk Approval

_____/_____/____ Parks Dir. Approval

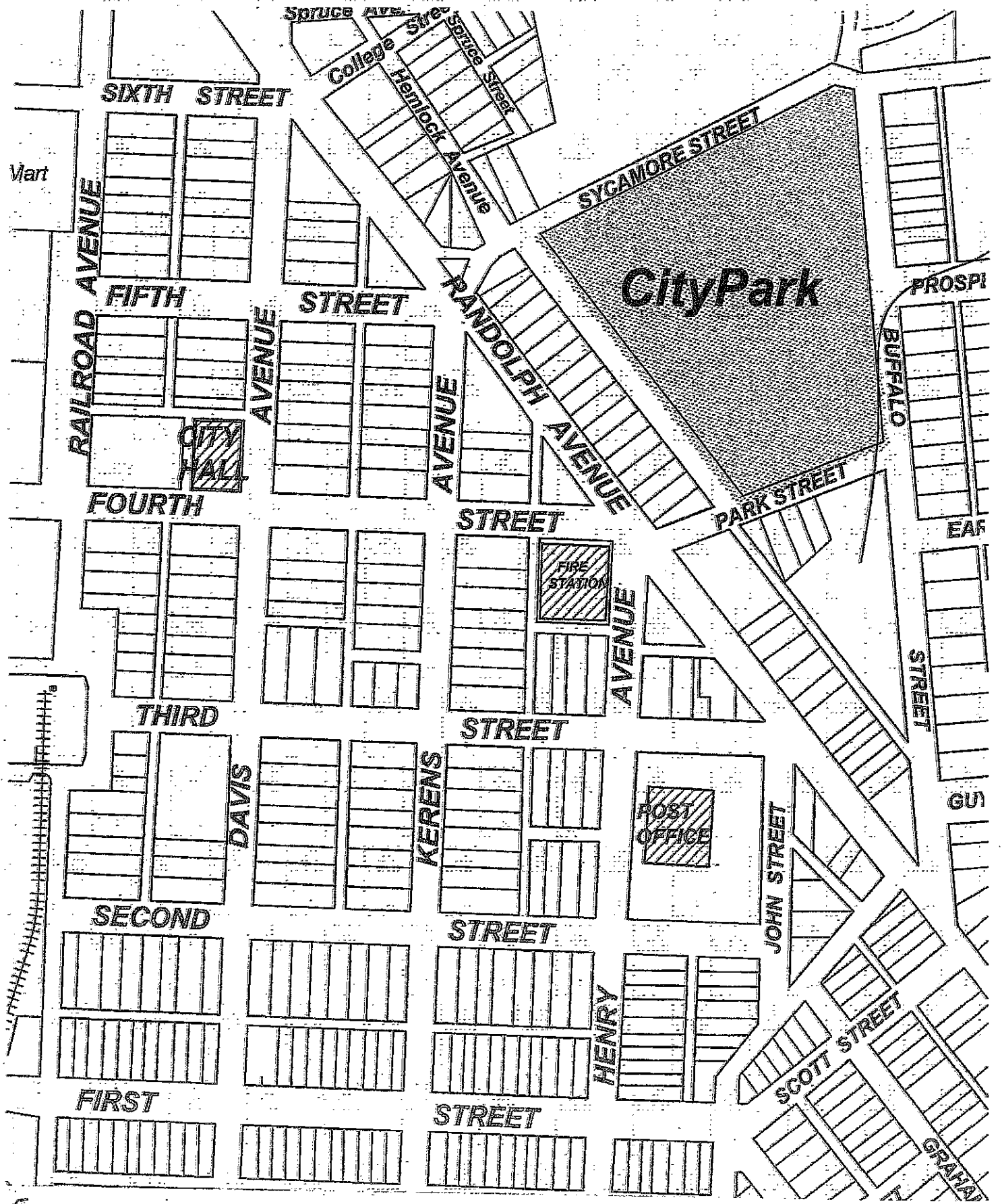
Alicia Boggs / 6/30/2021
Signature of Applicant Date

Georgia Maness / 7/7/2021
Mayor's Signature Date

Contingencies/Restrictions:

File this application at the Mayor's Office at least two months in advance of the requested event date to assure full consideration. Approval is subject to any restrictions or changes required by the City Administration, or if necessary for public safety reasons.

cc: Chief Travis Bennett, Police Department
Chief Steve Himes (Interim), Fire Department
Operations Manager Bob Pingley
City Clerk Jessica Sutton
911 Center



Event name: Vacation Bible School
Block Party

Streets: Lincoln Avenue
(from Yorkum St. to Wmain St)

Monthly Report for FY2021

Month of June

| | Fund | Revenues | Expenditures | | |
|------------------------------|-------------------|---------------------|---------------------|--|--|
| | General | \$176,839.55 | \$678,874.57 | Percent Collected as per Budget | Percent of Yr. Completed 100.00 |
| County Tax | | \$13,429.39 | | 101.14% | 1,037,521.00 |
| B & O Tax | | \$3,987.32 | | 103.72% | 1,303,000.00 |
| Hotel/Motel Tax | | \$12,632.13 | | 69.78% | 190,500.00 |
| Gas & Oil Severance Tax | | \$0.00 | | 70.78% | 16,000.00 |
| 2% City Utility Tax | | \$5,615.88 | | 121.42% | 59,000.00 |
| Utility Excise Tax | | \$19,127.08 | | 90.28% | 356,000.00 |
| Liquor Tax | | \$0.00 | | 88.20% | 115,000.00 |
| Police | | \$1,699.96 | | 91.26% | 29,100.00 |
| Municipal Court | | \$6,097.04 | | 117.03% | 53,100.00 |
| Code Enforcement | | \$3,643.22 | | 136.58% | 28,400.00 |
| Fire Fees | | \$69,646.05 | | 106.40% | 845,000.00 |
| Business License | | \$13,625.00 | | 128.13% | 26,000.00 |
| Intergovernmental | | \$4,658.00 | | 121.03% | 66,116.00 |
| Franchise/IRP Fees | | \$12,780.45 | | 91.55% | 160,000.00 |
| Phil Gainer Community Center | | \$3,073.00 | | 67.09% | 33,000.00 |
| Misc. Revenue | | \$6,825.03 | | 1337.36% | 68,100.00 |
| Municipal Sales Tax | | \$0.00 | | 129.60% | 1,000,000.00 |
| | | \$176,839.55 | | 134.99% | 5,385,837.00 |
| | Sanitation | \$114,560.40 | \$83,468.98 | 99.22% | 1,408,300.00 |
| | Water | \$265,916.95 | \$262,218.54 | 102.32% | 3,399,800.00 |
| | Sewer | \$169,393.77 | \$139,839.68 | 134.99% | 2,418,410.00 |
| | Landfill | \$51.33 | \$46.26 | 100.82% | 5,700.00 |

ELKINS PLANNING COMMISSION MEETING MINUTES

Virtual

May 20, 2021

1:00 p.m.

Present were Members: N. Bross-Fregonara, President; D. Talbott, V.P.; K. Somers, R. Woolwine; P. Kolsun; and B. Woods.

Also present: C. DeMuth of the WVU LUSD Clinic; City Clerk J. Sutton; City Attorney G. Roberts; and GIS Technician B. Martin.

Mayor J. Marco was absent.

MINUTES

P. Kolsun **MOVED APPROVAL OF THE MINUTES OF THE APRIL 15, 2021 MEETING.** The motion carried.

OLD BUSINESS

C. DeMuth advised the Commission that the telecommunications and small cell ordinances have been added to the draft. Sections 21-144; 21-151(9); and 21-157(b) as well as the Use Table, were discussed for clarification and direction from the Commission. The recommendations will be incorporated into the draft and an updated final draft will be sent to the commissioners for review.

The Clerk will poll council members on their availability in July/August for a special meeting wherein the Planning Commission will present the draft zoning ordinance. A copy of the draft will be provided to councilors several weeks in advance for their review. After this presentation, the required public hearings will be conducted, followed by the formal ordinance adoption by council.

NEW BUSINESS

Language regarding telecommunications will be added to the Comprehensive Plan to reinforce the Commission's recommendations. The Future Land Use Map will remain unchanged. Both will be up for their required ten-year review in 2025.

ANNOUNCEMENTS

The next meeting of the Planning Commission will be held virtually on June 17, 2021 at 1:00 p.m.

B. Woods MOVED ADJOURNMENT. The motion carried.

The meeting adjourned at # p.m.

The foregoing minutes were approved at the meeting of July 1, 2021

Nancy Bross-Fregazzari, chair
Name & Title

Nancy E Bross-Fregazzari
Signature

SPECIAL FIRE CHIEF HIRING COMMITTEE MEETING MINUTES

*401 Davis Avenue
City Hall, Council Chambers
June 10, 2021
1:00 p.m.*

Present were Committee Members: R. Chenoweth, chair; C. Lowther; and L. Vest

Also present were: Mayor J. Marco; City Attorney G. Roberts; and City Clerk J. Sutton

MINUTES

Cm. Lowther, **MOVED APPROVAL OF THE MINUTES OF THE MAY 13, 2021 MEETING.** The motion carried.

NEW BUSINESS

Cm. Lowther, **MOVED APPROVAL FOR THE COMMITTEE TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING APPLICANTS FOR THE POSITION OF FIRE CHIEF.** The motion carried. The committee entered into executive session at 1:06 p.m. and returned at 2:05 p.m. The chair announced that no action was taken.

The committee agreed to seek outside consultation from professional in the field of structural fire. Attorney G. Roberts will make some inquires at municipalities outside of Randolph County. The committee offered some potential dates for interviewing candidates – June 23 and 24, July 9 and July 12 – and asked the Clerk to coordinate with whomever the City Attorney locates to assist in scheduling the interviews.

ANNOUNCEMENTS

The committee requested that the Clerk place on the next Finance Committee agenda the determination of a salary range or maximum for the Fire Chief position.

Cm. Chenoweth, **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 2:14 p.m.

The foregoing minutes were approved at the meeting of JULY 8, 2021

Rob Chenoweth, chair
Name & Title

R. L. Chenoweth
Signature

**PERSONNEL COMMITTEE
REGULAR MEETING
MINUTES**

*401 Davis Avenue
City Hall, Council Chambers
June 10, 2021
12:00 p.m.*

Present were Committee Members: R. Chenoweth, chair; C. Lowther; and L. Vest

Also present were: Mayor J. Marco; City Attorney G. Roberts, Operations Manager B. Pingley; and City Clerk J. Sutton

MINUTES

Cw. Vest, **MOVED APPROVAL OF THE MINUTES OF THE MAY 13, 2021 MEETING.** The motion carried.

OLD BUSINESS

Cm. Chenoweth spoke with the Randolph County Humane Officer, Charlie Ramsey, yesterday to advise him of today's meeting. Mr. Ramsey was not present, however he expressed to Cm. Chenoweth that he is overwhelmed with calls, 60-70% of which are inside the city limits. Mayor Marco advised the committee that he spoke with Randolph County Commissioner Mark Scott this morning who confirmed that the \$7000 contribution from the city to the County is applied towards the officer's salary. Mr. Scott also reported that the county has hired Diana Coda to assist Mr. Ramsey on an as needed basis. She has been training with him for approximately three weeks. The Commission is requesting assistance from the City, but the form was not determined. The committee discussed previous conversations around this same topic that occurred in 2018. There were unanswered questions that still exist today. The Clerk was directed to set up a stakeholder meeting to include city and county representatives, preferably prior to the July 5 Finance Committee meeting.

Discussion of the compensation review was postponed until such time as Lenny Hannigan from Align HR can attend. The committee was asked to send any questions they have regarding the review to Mr. Hannigan in advance of the next meeting so he may have time to review them.

NEW BUSINESS

The committee reviewed COE Personnel Manual Sec. 4.F: Temporary Employees based on suggestions from Align HR. The committee recommends that a workflow template be devised to ensure the city's compliance with Federal and State requirements, including completion of

employment related documents and drug testing. The Clerk will review the drug testing policy to see if any amendments are recommended.

Cm. Chenoweth discussed concerns that arose during the recent absence of Code Enforcement/Building Inspector Phil Isner, specifically regarding having a back-up in place and a succession plan. Operations Manager B. Pingley advised that Phil's absence created an opportunity to utilize new methods of operation that ultimately freed up more time for Mr. Isner upon his return. However, Mr. Pingley does agree these concerns are worth consideration. Mr. Isner requesting the opportunity to review the proposed zoning ordinance to determine what additional duties may be assigned to Mr. Isner. This will help in assessing the need for an additional employee. The Clerk will provide this draft document to Mr. Pingley. The committee would like to revisit this item in July or August.

Cm. Lowther, **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 12:48 p.m.

The foregoing minutes were approved at the meeting of July 8, 2021

Rob Chenoweth, Chair
Name & Title

Robert Clark
Signature

**RULES AND ORDINANCE COMMITTEE
REGULAR MEETING
MINUTES**

*401 Davis Avenue
City Hall, Council Chambers
June 9, 2021
9:00 a.m.*

Present were Committee Members: N. Bross-Fregonara, chair; M. Cuonzo; and C. Higgins

Also present were: Mayor J. Marco; Police Chief T. Bennett; Treasurer T. Judy; City Attorney G. Roberts; and City Clerk J. Sutton

MINUTES

Cw. Cuonzo, **MOVED APPROVAL OF THE AMENDED MINUTES OF THE MAY 12, 2021 MEETING.** The motion carried.

OLD BUSINESS

Cw. Cuonzo, **MOVED APPROVAL OF AMENDMENTS TO THE TREE BOARD ORDINANCE AND RECOMMENDS THE AMENDMENTS TO COUNCIL.** The motion carried.

NEW BUSINESS

Cm. Higgins, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR THE ADOPTION OF AMENDMENTS TO CITY CODE §93.072 RELATING TO STREET AND ALLEY ABANDONMENT.** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR THE ADOPTION OF AMENDMENTS TO CITY CODE §13.085 RELATING TO THE 'DRUG HOUSE' ORDINANCE.** The motion carried.

Cm. Higgins, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL OR THE ADOPTION OF A SUPPLEMENTAL ORDINANCE CONCERNING THE ADOPTION OF CITY CODE.** The motion carried.

ANNOUNCEMENTS

The Clerk advised that an application to amend the City's original Home Rule application will be prepared in relation to fire civil service hiring. She asks the committee to consider any additional authorities they may want to include.

Cw. Bross-Fregonara, **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 9:41 a.m.

The foregoing minutes were approved at the meeting of July 14, 2021

Nani Bross-Fregonara, Chair
Name & Title

Nani E. Bross-Fregonara
Signature