

# **ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING AGENDA**

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

**1. Invocation and Pledge of Allegiance**

**2. Call to order and roll call**

**3. Agenda adjustments**

- a. *Resolution 1439: City of Elkins Parking Lot Project Change Order No. 1*

**4. Public comment**

**5. Presentation**

- a. Envision Elkins – Mark Doak

**6. Minutes**

- a. Minutes proposed for the regular council meeting of August 19, 2021

**7. New business**

- a. *Ordinance 288: An Ordinance of the City of Elkins, West Virginia, Reducing the Speed Limit on Boundary Avenue between Sycamore Street and High Street (2<sup>nd</sup> and final reading)*
- b. *Ordinance 289: An Ordinance of the City of Elkins, West Virginia, To Correct City Code References to the Official name for the City Owned Property Known Now as the Phil Gainer Community Center (1<sup>st</sup> of two readings)*
- c. *Resolution 1437: Announcing Support for the Appalachian Forest National Heritage Area Pollinator Initiative*
- d. *Resolution 1438: Approving Invoices Relating to the City Hall Parking Lot Project*
- e. *Resolution 1439: City of Elkins Parking Lot Project Change Order No. 1*

**8. Approval of vendor invoice payments**

Vendor invoices presented for approval:

- A/P History Check Report for the period August 16 – 27, 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

**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  
August 19, 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, J.A. Guye, C.J. Higgins, G.M. Hinchman, D.C. Parker, and L.H. Vest; City Treasurer T. Judy; 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 C.C. Lowther was absent.

### **PUBLIC COMMENT**

Andrew Carroll of 128 Buffalo Street applauds council for considering Ordinance #288, reducing the speed on Boundary Avenue. This is the best solution for all and presents a proven design-based solution. Mr. Carroll also suggests considering corridor trees and on street parking on both sides may also help.

### **MINUTES**

Cw. Cuonzo, **MOVED APPROVAL OF THE MINUTES OF THE AUGUST 5, 2021, REGULAR COUNCIL MEETING.** The motion carried.

Cm. Chenoweth, **MOVED APPROVAL OF THE MINUTES OF THE AUGUST 12, 2021, SPECIAL CALL COUNCIL MEETING.** The motion carried.

### **NEW BUSINESS**

Cw. Bross-Fregonara, **MOVED APPROVAL OF ORDINANCE 288: AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA, REDUCING THE SPEED LIMIT ON BOUNDARY AVENUE BETWEEN SYCAMORE STREET AND HIGH STREET (1<sup>ST</sup> OF TWO READINGS).** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1433: APPROVING INVOICES RELATING TO THE CITY HALL PARKING LOT PROJECT.** The motion carried.

Resolution #1434 was not introduced at the request of the Tree Board. It will be placed on the next regular council meeting agenda.

**Proposed Minutes**

Cm. Higgins, **MOVED APPROVAL OF RESOLUTION 1435: AUTHORIZING APPOINTMENT OF A. CARROLL TO THE BOARD OF ZONING APPEALS FOR THE CITY OF ELKINS.** The motion carried.

Cw. Bross-Fregonara, **MOVED APPROVAL OF RESOLUTION 1436: AUTHORIZING APPOINTMENT OF R. HIGGINS TO THE BOARD OF ZONING APPEALS FOR THE CITY OF ELKINS.** The motion carried.

Cm. Chenoweth, **MOVED APPROVAL OF ENTERING INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING AN OPERATIONS PERSONNEL MATTER.** The motion carried. Council entered into executive session at 7:08 p.m. and returned at 7:42. The Chair announced that no action was taken.

Cm. Chenoweth announced the receipt of resignation from Operations Manager Robert Pingley effective August 17, 2021. Cm. Chenoweth, **MOVED APPROVAL OF THE APPOINTMENT OF MELODY HIMES AS INTERIM OPERATIONS MANAGER EFFECTIVE IMMEDIATELY.** The motion carried.

Cm. Hinchman provided a handout with information reflecting the Ad-hoc ARPA Committee's initial recommendations for use of the City's awarded funds. If approved, the proposals will be sent to state and federal officials for review to advise if the projects fall within the U.S. Department of Treasury's guidelines. Cm. Hinchman, **MOVED APPROVAL OF ASSIGNING UP TO 12.6% TO WATER DISTRIBUTION, 8.5% TO WATER TREATMENT, AND 14.6 TO CITY HALL OF THE TOTAL ARPA FUNDS RECEIVED BY THE CITY OF ELKINS.** The motion carried. Roll call vote was not conducted, however Cm. Friddle opposed.

**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 August 2 – 13, 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.

**Proposed Minutes**

<b>ISSUED BUILDING PERMITS</b>				
<b>Permit</b>	<b>Applicant</b>	<b>Location</b>	<b>Description</b>	<b>Value</b>
210165	Evans, Joshua	1519 Lavalette Ave	Replace Roof Shingles	7,215.00
210166	Dasher, Michelle	107 Riverview Dr	Replace Roof Shingles	10,000.00
210167	Coffman, Stacy	401 Glendale Ave	Metal Roof & Electric Service	2,500.00
210168	Coffman, Stacy	450 Central St	Metal Roof & Electric Service	2,300.00
210169	Davis, Matt & Sherri	620 Yokum St	Remodel	25,000.00
210170	Dejoice, Mary Jo	177 High St	Remodel Bathroom	7,945.00
210171	Montessori Early Learning	1002 S Davis Ave	Deck	4,863.00
210172	Montgomery, David	1104 S Henry Ave	Replace Roof Shingles	11,550.00
210173	White, Delaine & Roy	44 Cherry St	Deck	2,973.00
210174	MacVean, Elizabeth	124 Elm St	Replace Roof Shingles	11,000.00
210175	Vargo, Douglas	407 Davis St	Fence	3,000.00
210176	Valentine, Thomas Jr	259 Terrace Ave	Install Metal Roof	15,000.00
210177	Mcfadden, Heidi	20 High St	Remodel	40,000.00
210178	Munsey, Jerry	230 Terrace Ave	Install New Electric Service	3,200.00
210179	Kyle, Phil	115 Orchard St.	Install New Electric Service	2,500.00
210180	McMillon, Sue	120 Harpertown Rd	Replace Roof Shingles	5,825.00

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

The meeting adjourned at 8:14 p.m.

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

**Proposed Minutes**

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Jerry A. Marco, Mayor

*Attest:*

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Jessica R. Sutton, City Clerk

ORDINANCE 288

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA, REDUCING THE SPEED LIMIT ON BOUNDARY AVENUE BETWEEN SYCAMORE STREET AND HIGH STREET**

**WHEREAS**, the homeowners and residents of the Boundary Avenue neighborhood have requested that the speed limit on Boundary Avenue be reduced to fifteen (15) miles per hour at several Public Safety Committee meetings; and,

**WHEREAS**, the Common Council of the City of Elkins has determined that the increase of pedestrian, bicycle and vehicular traffic, and the unique character and structure of the Boundary Avenue neighborhood, require that the vehicle speed limit be lowered from twenty-five (25) miles per hour to fifteen (15) miles per hour; and,

**WHEREAS**, pursuant to West Virginia Code § 17C-6-3(d), municipalities are given express authority to decrease a twenty-five (25) mile per hour speed limit at its discretion, and post signs giving notice of the authorized speed; and,

**WHEREAS**, said reduction of the speed limit, pursuant to the aforementioned Code section, shall become effective upon approval by the City of Elkins Common Council, as Boundary Avenue is not a State right-of-way.

**NOW, THEREFORE**, be it ordained and enacted by the Common Council of the City of Elkins that Boundary Avenue between Sycamore Street and High Street be designated as a fifteen (15) mile per hour speed zone and that speed limit signs be posted with the reduced speed limit.

This Ordinance shall become effective upon passage.

If any portion of this Ordinance shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and Common Council determines that it would have adopted this Ordinance without the invalid provision.

PASSED AND APPROVED ON FIRST READING: August 19, 2021.

PASSED AND APPROVED ON SECOND AND FINAL READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

CITY OF ELKINS, WEST VIRGINIA

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Jerry A. Marco, Mayor

*Attest:*

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Jessica R. Sutton, City Clerk



**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA, TO CORRECT CITY CODE REFERENCES TO THE OFFICIAL NAME FOR THE CITY-OWNED PROPERTY KNOWN NOW AS THE PHIL GAINER COMMUNITY CENTER**

**WHEREAS**, in 2014, the City of Elkins purchased from the West Virginia State Armory Board a building and the surrounding real property that had previously served as the National Guard Armory for this community; and

**WHEREAS**, at the time of the purchase the building was named the Elkins Recreation and Event Center to be supervised by the Elkins Parks and Recreation Commission; and

**WHEREAS**, on July 15, 2017, the building was rededicated and renamed the Phil Gainer Community Center, in honor of Phil Gainer, a dedicated long-time Elkins Parks and Recreation Director who had passed away in 2106; and

**WHEREAS**, there are several references in the Elkins City Code wherein this City-owned property is referred to by its original name; and

**WHEREAS**, the Common Council has determined that the Elkins City Code shall be amended to reflect the name change for this City-owned property.

**NOW, THEREFORE**, be it ordained and enacted by the Common Council of the City of Elkins that all references in the Elkins City Code to the Elkins Recreation and Event Center shall be changed to the new name of the Phil Gainer Community Center.

This Ordinance shall become effective upon passage.

If any portion of this Ordinance shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and Common Council determines that it would have adopted this Ordinance without the invalid provision.

PASSED AND APPROVED ON FIRST READING: \_\_\_\_\_, 2021

PASSED AND APPROVED ON SECOND AND FINAL READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021

CITY OF ELKINS, WEST VIRGINIA

\_\_\_\_\_  
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**

(#1437)

September 2, 2021

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***Announcing Support for the  
Appalachian Forest National Heritage Area  
Pollinator Initiative***

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**WHEREAS**, the Appalachian Forest National Heritage Area (AFNHA) is a grassroots effort to integrate central Appalachian forest history, culture, natural history, products, and forest management into a heritage tourism initiative to promote rural community development; and,

**WHEREAS**, the City of Elkins and Randolph County, West Virginia, as well as seventeen additional surrounding counties in both West Virginia and Maryland are included in the AFNHA; and,

**WHEREAS**, the AFNHA has launched a Pollinator Initiative to support pollinators by creating habitat and spreading awareness; and,

**WHEREAS**, the AFNHA is seeking pledges for direct or indirect support from pollinator partners for this cause; and,

**WHEREAS**, the City of Elkins Tree Board is a supporter of the Pollinator Initiative and seeks the support of the Elkins Common Council; and,

**WHEREAS**, Council believes it is in the best interest of the City of Elkins and its citizens to provide a letter of support for the Appalachian Forest National Heritage Area's Pollinator Initiative; ***now, therefore, be it***

**RESOLVED, THAT:**

The Elkins Common Council hereby announces support for the Appalachian Forest National Heritage Area Pollinator Initiative.

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Jerry A. Marco, Mayor

*Attest:*

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Jessica R. Sutton, City Clerk

**IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV**

**A RESOLUTION OF COMMON COUNCIL**

(#1438)

September 2, 2021

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***Approving Invoices Relating to the City Hall Parking Lot Project  
And Authorizing Payment Thereof***

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**WHEREAS**, the City of Elkins, West Virginia ("City") per Resolution 1407, adopted May 20, 2021, entered into a contract with Polino Contracting Inc. for construction services for the City Hall Parking Lot Project; and,

**WHEREAS**, Polino Contracting, Inc. has submitted project-related invoices for payment; and,

**WHEREAS**, the City has reviewed the invoices attached hereto (and incorporated herein by reference), relating to the City Hall Parking Lot Project; and,

**NOW, THEREFORE, BE IT RESOLVED, THAT:**

The Elkins Common Council hereby authorizes and directs the payment of the attached invoices for the City Hall Parking Lot Project.

\_\_\_\_\_  
Jerry A. Marco, Mayor

*Attest:*

\_\_\_\_\_  
Jessica R. Sutton, City Clerk

# APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER City of Elkins  
401 Davis Ave  
Elkins, WV 26241

AIA DOCUMENT G702  
APPLICATION NO 3

PAGE ONE OF 1 OF 3 PAGES

Distribution to:

OWNER	
ARCHITECT	X
CONTRACTOR	

PERIOD TO: 31-Aug-21

FROM CONTRACTOR:  
Polino Contracting Inc.  
PO Box 230  
Elkins, WV 26241

VIA ARCHITECT: Pickering Associates  
11283 Emerson Ave.  
Parkersburg, WV 26104

CONTRACT City Hall Parking Lot Renovations (Elkins, WV)

PROJECT NOS: 2202035

CONTRACT DATE 27-May-21

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	849,594.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	849,594.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	467,853.25
5. RETAINAGE:		
a. 10 % of Completed Work (Column D + E on G703)	\$	\$33,320.33
b. % of Stored Material (Column F on G703)	\$	Included in above
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	33,320.33
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	434,532.93
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	194,790.83
8. CURRENT PAYMENT DUE (Line 3 less Line 6)	\$	239,742.10
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	415,061.08

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATION FOR PAYMENT - 1992 EDITION - AIA - © 1992

Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: *[Signature]* Date: *Aug 30, 2021*

State of: West Virginia County of: Randolph  
Subscribed and sworn to before me this, 30th day of August, 2021  
Notary Public: *Rebecca Cowfield*  
My Commission expires: *Sept 3, 2022*

## ARCHITECT'S CERTIFICATE FOR PAYMENT

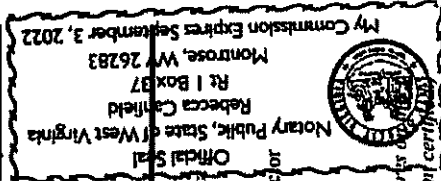
In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 239,742.10

(Attach explanation if amount certified differs from the amount applied. Initial all figures in Application and on the Continuation Sheet that are changed to conform with the amount certified.)  
ARCHITECT: *[Signature]* Date: 08/30/21

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5282



# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES 3

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 31-Aug-21  
 PERIOD TO: 31-Aug-21  
 ARCHITECT'S PROJECT NO: 2202035

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G - C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD						
1	MOBILIZATION & DEMOBILIZATION	\$42,000.00	\$21,000.00	\$10,500.00	\$10,500.00		\$31,500.00	75.00%	\$10,500.00	\$3,150.00
2	CONSTRUCTION LAYOUT	\$25,000.00	\$10,000.00	\$10,000.00	\$10,000.00		\$20,000.00	80.00%	\$5,000.00	\$2,000.00
3	QUALITY CONTROL	\$7,500.00	\$1,875.00	\$4,500.00	\$4,500.00		\$6,375.00	85.00%	\$1,125.00	\$637.50
4	SAFETY FENCE	\$4,800.00	\$960.00	\$3,840.00	\$3,840.00		\$4,800.00	100.00%	\$0.00	\$480.00
5	SITE DEMO	\$14,858.00	\$7,429.00	\$7,429.00	\$7,429.00		\$14,858.00	100.00%	\$0.00	\$1,485.80
6	SEDIMENT & EROSION CONTROL	\$4,000.00	\$1,000.00	\$1,000.00	\$1,000.00		\$2,000.00	50.00%	\$2,000.00	\$200.00
7	EXCAVATION	\$67,773.00	\$10,875.00	\$35,000.00	\$35,000.00		\$45,875.00	67.69%	\$21,898.00	\$2,000.00
8	12" HDPE PIPE	\$18,755.00	\$18,755.00	\$0.00	\$0.00		\$18,755.00	100.00%	\$0.00	\$4,587.50
9	8" HDPE PIPE	\$2,320.00	\$2,320.00	\$0.00	\$0.00		\$2,320.00	100.00%	\$0.00	\$1,875.50
10	TYPE B INLETS	\$18,000.00	\$18,000.00	\$0.00	\$0.00		\$18,000.00	100.00%	\$0.00	\$232.00
11	MANHOLE (MH-1)	\$3,500.00	\$3,500.00	\$0.00	\$0.00		\$3,500.00	100.00%	\$0.00	\$0.00
12	WATERLINE 3/4"	\$5,744.25	\$5,744.25	\$0.00	\$0.00		\$5,744.25	100.00%	\$0.00	\$0.00
13	HYDRANT	\$4,000.00	\$4,000.00	\$0.00	\$0.00		\$4,000.00	100.00%	\$0.00	\$0.00
14	TYPE I CURB	\$112,000.00	\$112,000.00	\$0.00	\$112,000.00		\$112,000.00	100.00%	\$0.00	\$0.00
15	TYPE I CURB RAMP	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00		\$1,500.00	100.00%	\$0.00	\$0.00
16	TYPE III CURB RAMP	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00		\$7,500.00	100.00%	\$0.00	\$0.00
17	CONCRETE SIDEWALK	\$37,620.00	\$11,286.00	\$22,000.00	\$22,000.00		\$33,286.00	88.48%	\$4,334.00	\$0.00
18	HEAVY DUTY CONCRETE APRON	\$5,750.00	\$5,750.00	\$0.00	\$5,750.00		\$5,750.00	100.00%	\$0.00	\$0.00
19	DUMSTER PAD	\$8,500.00	\$8,500.00	\$0.00	\$8,500.00		\$8,500.00	100.00%	\$0.00	\$0.00
20	DUMSTER ENCLOSURE	\$28,000.00	\$28,000.00	\$0.00	\$28,000.00		\$28,000.00	100.00%	\$0.00	\$0.00
21	FABRIC FOR SEPARATION	\$10,720.00	\$10,720.00	\$0.00	\$10,720.00		\$10,720.00	100.00%	\$0.00	\$0.00
22	BASE STONE	\$59,550.00	\$59,550.00	\$0.00	\$59,550.00		\$59,550.00	100.00%	\$0.00	\$0.00
23	HMA BASE TYPE 2	\$88,800.00	\$88,800.00	\$0.00	\$88,800.00		\$88,800.00	100.00%	\$0.00	\$0.00
24	HMA WEARING TYPE 1	\$58,500.00	\$58,500.00	\$0.00	\$58,500.00		\$58,500.00	100.00%	\$0.00	\$0.00
25	PAVEMENT MARKINGS	\$4,400.00	\$4,400.00	\$0.00	\$4,400.00		\$4,400.00	100.00%	\$0.00	\$0.00
26	HANDICAP PARKING SIGN	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00		\$4,000.00	100.00%	\$0.00	\$0.00
27	MONUMENT SIGN	\$14,000.00	\$14,000.00	\$0.00	\$14,000.00		\$14,000.00	100.00%	\$0.00	\$0.00
28	KEYSTONE BESSEMER BENCH	\$4,500.00	\$4,500.00	\$0.00	\$4,500.00		\$4,500.00	33.33%	\$3,000.00	\$150.00
29	KEYSTONE TRASH RECEPTACLE	\$8,500.00	\$8,500.00	\$0.00	\$8,500.00		\$8,500.00	40.00%	\$5,100.00	\$340.00
30	CONC PAD FOR BENCH / RECEPTACLE	\$1,800.00	\$1,800.00	\$0.00	\$1,800.00		\$1,800.00		\$1,800.00	\$0.00
31	KEYSTONE BICYCLE PARKING BOLLARD	\$750.00	\$750.00	\$0.00	\$750.00		\$750.00		\$750.00	\$0.00
32	BOLLARDS	\$4,500.00	\$4,500.00	\$0.00	\$4,500.00		\$4,500.00		\$4,500.00	\$0.00
33	RELOCATE SECURITY PAYMENT BOX	\$500.00	\$500.00	\$0.00	\$500.00		\$500.00		\$500.00	\$0.00
34	LANDSCAPING	\$39,553.75	\$39,553.75	\$0.00	\$39,553.75		\$39,553.75		\$39,553.75	\$0.00

35	ELECTRICAL		\$112,000.00	\$70,640.00	\$22,500.00	\$93,140.00	83.16%	\$18,860.00	\$9,314.00
35	UCE TRENCH		\$18,400.00	\$18,400.00	\$0.00	\$18,400.00	100.00%	\$0.00	\$1,840.00
	<b>GRAND TOTALS</b>		\$949,594.00	\$216,434.25	\$251,419.00	\$467,853.25		\$381,740.75	\$33,320.33

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**IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV**

**A RESOLUTION OF COMMON COUNCIL**

(#1439)

September 2, 2021

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***City of Elkins Parking Lot Project Change Order No. 1***

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**WHEREAS**, The City of Elkins has a City Hall Parking Lot Project; and,

**WHEREAS**, Polino Contracting, Inc., has provided the City Hall Parking Lot Project with Change Order No. 1 for an increase in contract price of \$21,188.48 and an increase in substantial completion days by 42; and,

**WHEREAS**, the City Hall Parking Lot Project wishes to accept this Change Order No. 1;

**NOW, THEREFORE, BE IT RESOLVED, THAT:**

The Elkins Common Council hereby approves The City of Elkins City Hall Parking Lot Project Change Order 1 for Polino Contracting, Inc.

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Jerry A. Marco, Mayor

*Attest:*

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Jessica R. Sutton, City Clerk



# AIA® Document G701™ – 2017

## Change Order

**PROJECT:** (Name and address)  
City Hall Parking Lot Renovations  
Elkins, WV

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: June 7, 2021

**CHANGE ORDER INFORMATION:**  
Change Order Number: 001  
Date: August 31, 2021

**OWNER:** (Name and address)  
City of Elkins  
401 Davis Avenue  
Elkins, WV 26241

**ARCHITECT:** (Name and address)  
Pickering Associates  
11283 Emerson Ave  
Parkersburg, WV 26104

**CONTRACTOR:** (Name and address)  
Polino Contracting Inc.  
PO Box 230  
Elkins, WV 26241

**THE CONTRACT IS CHANGED AS FOLLOWS:**

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)


- Add a main circuit breaker in Panel A-2, \$453.00
- Gas Line Relocation, \$1,769.60
- Steps to basement demo and replacement, \$3,964.30
- Landscape area demo and replacement with sidewalk at south corner of building, \$1,992.50
- Ramp demo and replacement at south corner of building, \$2,645.14
- Adjust manhole number one to correct finish grade elevation, \$713.40
- Adjust catch basin number one to correct finish grade elevation, \$292.90
- Undercut excavation and backfill, \$7,804.52
- Replace hydrant at corner of 4<sup>th</sup> and Railroad Avenue, \$868.72
- Tree removal at Davis Avenue entrance, \$684.40
- Tree removal at 4<sup>th</sup> Street and Railroad Avenue including sidewalk repair, --

The original Contract Sum was	\$ 849,594.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 849,594.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 21,188.48
The new Contract Sum including this Change Order will be	\$ 870,782.48

The Contract Time will be increased by Forty-Two (42) days.  
The new date of Substantial Completion will be September 30, 2021

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Pickering Associates  
 ARCHITECT (Firm name)  
  
 SIGNATURE  
 Spencer Kimble, Civil Department  
 Manager  
 PRINTED NAME AND TITLE  
 9/1/2021  
 DATE

Polino Contracting Inc.  
 CONTRACTOR (Firm name)  
 \_\_\_\_\_  
 SIGNATURE  
 Christopher J. Polino, President  
 PRINTED NAME AND TITLE  
 \_\_\_\_\_  
 DATE

City of Elkins  
 OWNER (Firm name)  
 \_\_\_\_\_  
 SIGNATURE  
 Jessica Sutton, City Clerk  
 PRINTED NAME AND TITLE  
 \_\_\_\_\_  
 DATE



# **POLINO CONTRACTING, INC.**

**P. O. Box 230**

**Elkins, WV 26241**

**304-636-3886 ~ 304-636-5108 fax**

July 8, 2021

Pickering Associates  
Architects / Engineers / Surveyors  
11283 Emerson Ave.  
Parkersburg, West Virginia 26104

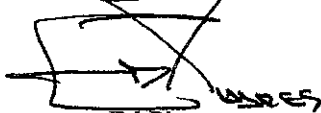
PROJECT: City of Elkins  
City Hall Parking Lot Renovations  
Project Number: 2202035

ATTN: Spencer Kimble, PE

Dear Mr. Kimble:

The purpose of this letter is to submit for your review and approval change order number one. The total cost of change order number one is \$453.00, please find attached backup information. If you have questions or need additional information, please contact.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ed Phares', is written over a rectangular stamp or box. The signature is somewhat stylized and overlaps the lines of the box.

Ed Phares  
Construction Manager  
Polino Contracting Inc.



# Master Service™

Industrial & Commercial Electrical Contracting

2553 Harrison Avenue ♦ Elkins, WV 26241

Polino Contracting  
P.O. Box 230  
Elkins, WV 26241

June 22, 2021

Attn: Ed Phares  
Phone: (304) 636-3886

Re: City Hall Parking Lot  
Renovations  
Elkins, WV 26241

We offer the following proposal for the owner's consideration.

**RFP # 1:** We offer to add a main circuit breaker in panel A2, originally panel A2 had a main lug connection per bid plans. This change was requested by Carl Henson, Engineer.

**Cost of this work is \$ 390.00**

Please see the attached breakdown of material and labor estimated for this change and advise if we are to proceed with this work.

If you have any questions, please feel free to call.

Sincerely,

Kaya S. Lee  
Project Estimator

Phone: (304) 636-8170 ♦ Fax: (304) 636-8206 ♦ Email: [msc@masterservicecorp.com](mailto:msc@masterservicecorp.com)

**[www.masterservicecorp.com](http://www.masterservicecorp.com)**

MASTER SERVICE CORPORATION  
 CITY HALL PARKING LOT RENOVATIONS  
 ELKINS, WV

June 22, 2021  
 RFP # 1

PANEL A2 TO HAVE A MAIN CIRCUIT BREAKER

Description	Quantity	Unit Cost	Extended Materials	Labor Units	Labor Hours
ADD A MAIN CIRCUIT BREAKER TO PANEL A2	1	\$270.000	\$270.00	1.000	1.00
MATERIAL TOTAL			\$270.00		
15% MATERIAL OVERHEAD AND PROFIT			\$40.50		
LABOR HOURS				1	
\$ 40.00 LABOR PER HOUR			\$40.00		
LABOR TAXES			\$10.00		
15% LABOR OVERHEAD AND PROFIT			\$7.50		
SUBTOTAL			\$368.00		
6% SALES TAX			\$22.08		
GRAND TOTAL			\$390		

**CHANGE ORDERS  
CITY HALL PARKING LOT RENOVATIONS ( ELKINS, WV )**

1 ADD A MAIN CIRCUIT BREAKER IN PANEL A-2	\$ 453.00
2 GAS LINE RELOCATION	\$ 1,769.60
3 STEPS TO BASEMENT DEMO & REPLACEMENT	\$ 3,964.30
4 LANDSCAPE AREA DEMO AND REPLACEMENT WITH SIDEWALK AT SOUTH CORNER OF BUILDING	\$ 1,992.50
5 RAMP DEMO AND REPLACEMENT AT SOUTH CORNER OF BUILDING	\$ 2,645.14
6 ADJUST MANHOLE NUMBER ONE TO CORRECT FINISH GRADE ELEVATION	\$ 713.40
7 ADJUST CATCH BASIN NUMBER ONE TO CORRECT FINISH GRADE ELEVATION	\$ 292.90
8 UNDERCUT EXCAVATION AND BACKFILL	\$ 7,804.52
9 REPLACE HYDRANT AT CORNER OF 4TH AND RAILROAD AVE.	\$ 868.72
10 TREE REMOVAL DAVIS AVE. ENTRANCE	\$ 684.40
11 TREE REMOVAL 4TH STREET AND RAILROAD AVE INCLUDING SIDEWALK REPAIR	\$ -
	<b>\$ 21,188.48</b>

CHANGE ORDER  
2  
GAS LINE RELOCATION

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
LABOR	5.00	HOUR	\$ 40.00	\$ 200.00
JD 120 EXCAVATOR	7.00	HOUR	\$ 80.00	\$ 560.00
JD CTL 331G	4.00	HOUR	\$ 95.00	\$ 380.00
TANDEM AXLE DUMP TRUCK		HOUR	\$ 85.00	\$ -
JD 50 D EXCAVATOR		HOUR	\$ 85.00	\$ -
JD 60D WITH HAMMER		HOUR	\$ 130.00	\$ -
JD 130GL EXCAVATOR		HOUR	\$ 95.00	\$ -
SINGLE AXLE DUMP TRUCK		HOUR	\$ 75.00	\$ -
JD 310 SE BACKHOE		HOUR	\$ 80.00	\$ -
ROLLER		HOUR	\$ 95.00	\$ -
JD 650 DOZER		HOUR	\$ 95.00	\$ -
CARPENTER		HOUR	\$ 40.00	\$ -
LIMESTONE SAND FROM MASHEY GAP QUARRY	22.08	TON	\$ 17.46	\$ 385.52
<b>SUB TOTAL</b>				<b>\$ 1,525.52</b>
<b>POLINO OVERHEAD AND PROFIT</b>				<b>\$ 244.08</b>
<b>TOTAL CHANGE ORDER</b>				<b>\$ 1,769.60</b>

CHANGE ORDER

3

STEPS TO BASEMENT DEMO & REPLACEMENT

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
LABOR	8.00	HOUR	\$ 40.00	\$ 320.00
JD 120 EXCAVATOR		HOUR	\$ 80.00	\$ -
JD CTL 331G		HOUR	\$ 95.00	\$ -
TANDEM AXLE DUMP TRUCK		HOUR	\$ 85.00	\$ -
JD 50 D EXCAVATOR	4.00	HOUR	\$ 85.00	\$ 340.00
JD 60D WITH HAMMER	4.00	HOUR	\$ 130.00	\$ 520.00
JD 130GL EXCAVATOR		HOUR	\$ 95.00	\$ -
SINGLE AXLE DUMP TRUCK	2.00	HOUR	\$ 75.00	\$ 150.00
JD 310 SE BACKHOE		HOUR	\$ 80.00	\$ -
ROLLER		HOUR	\$ 95.00	\$ -
JD 650 DOZER		HOUR	\$ 95.00	\$ -
CARPENTER	36.00	HOUR	\$ 40.00	\$ 1,440.00
<b>MATERIAL ( INCLUDING TAX )</b>				
CONCRETE	3.50	CY	\$ 185.00	\$ 647.50
#57 AGGREGATE FROM AGGREGATES QUARRY	5.00	TON	\$ 17.78	\$ 88.90
REWIRE - 5X10 SHEET 6X6	1.00	SHEET	\$ 16.67	\$ 16.67
MISC MATERIALS	1.00	LS	\$ 350.00	\$ 350.00
<b>SUB TOTAL</b>				<b>\$ 3,417.50</b>
<b>POLINO OVERHEAD AND PROFIT</b>				<b>\$ 546.80</b>
<b>TOTAL CHANGE ORDER</b>				<b>\$ 3,964.30</b>

CHANGE ORDER

4

LANDSCAPE AREA DEMO AND REPLACEMENT WITH SIDEWALK AT SOUTH CORNER OF BUILDING

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
LABOR	4.00	HOUR	\$ 40.00	\$ 160.00
JD 120 EXCAVATOR		HOUR	\$ 80.00	\$ -
JD CTL 331G		HOUR	\$ 95.00	\$ -
TANDEM AXLE DUMP TRUCK		HOUR	\$ 85.00	\$ -
JD 50 D EXCAVATOR	2.00	HOUR	\$ 85.00	\$ 170.00
JD 60D WITH HAMMER	2.00	HOUR	\$ 130.00	\$ 260.00
JD 130GL EXCAVATOR		HOUR	\$ 95.00	\$ -
SINGLE AXLE DUMP TRUCK	2.00	HOUR	\$ 75.00	\$ 150.00
JD 310 SE BACKHOE		HOUR	\$ 80.00	\$ -
ROLLER		HOUR	\$ 95.00	\$ -
JD 650 DOZER		HOUR	\$ 95.00	\$ -
CARPENTER		HOUR	\$ 40.00	\$ -
<b>SUB TOTAL</b>				<b>\$ 740.00</b>
<b>POLINO OVERHEAD AND PROFIT</b>				<b>\$ 118.40</b>
<b>SECTION 004100 BID FORM ( 1.08 UNIT PRICES )</b>	<b>10.31</b>	<b>SY</b>	<b>\$ 110.00</b>	<b>\$ 1,134.10</b>
<b>TOTAL CHANGE ORDER</b>				<b>\$ 1,992.50</b>

CHANGE ORDER

5

RAMP DEMO AND REPLACEMENT AT SOUTH CORNER OF BUILDING

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
LABOR	4.00	HOUR	\$ 40.00	\$ 160.00
JD 120 EXCAVATOR		HOUR	\$ 80.00	\$ -
JD CTL 331G		HOUR	\$ 95.00	\$ -
TANDEM AXLE DUMP TRUCK		HOUR	\$ 85.00	\$ -
JD 50 D EXCAVATOR	2.00	HOUR	\$ 85.00	\$ 170.00
JD 60D WITH HAMMER	2.00	HOUR	\$ 130.00	\$ 260.00
JD 130GL EXCAVATOR	2.00	HOUR	\$ 95.00	\$ 190.00
SINGLE AXLE DUMP TRUCK		HOUR	\$ 75.00	\$ -
JD 310 SE BACKHOE		HOUR	\$ 80.00	\$ -
ROLLER		HOUR	\$ 95.00	\$ -
JD 650 DOZER		HOUR	\$ 95.00	\$ -
CARPENTER	12.00	HOUR	\$ 40.00	\$ 480.00
<b>MATERIAL ( INCLUDING TAX )</b>				
CONCRETE	4.50	CY	\$ 185.00	\$ 832.50
#57 AGGREGATE FROM AGGREGATES QUARRY	4.00	TON	\$ 17.78	\$ 71.12
REWIRE - 5X10 SHEET 6X6	1.00	SHEET	\$ 16.67	\$ 16.67
MISC MATERIALS	1.00	LS	\$ 100.00	\$ 100.00
<b>SUB TOTAL</b>				<b>\$ 2,280.29</b>
<b>POLINO OVERHEAD AND PROFIT</b>				<b>\$ 364.85</b>
<b>TOTAL CHANGE ORDER</b>				<b>\$ 2,645.14</b>



CHANGE ORDER

6

ADJUST MANHOLE NUMBER ONE TO CORRECT FINISH GRADE ELEVATION

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
<b>LABOR</b>				
JD 120 EXCAVATOR	2.00	HOUR	\$ 40.00	\$ 80.00
JD CTL 331G		HOUR	\$ 80.00	\$ -
TANDEM AXLE DUMP TRUCK		HOUR	\$ 95.00	\$ -
JD 50 D EXCAVATOR		HOUR	\$ 85.00	\$ -
JD 60D WITH HAMMER	1.00	HOUR	\$ 85.00	\$ 85.00
JD 130GL EXCAVATOR		HOUR	\$ 130.00	\$ -
SINGLE AXLE DUMP TRUCK		HOUR	\$ 95.00	\$ -
JD 310 SE BACKHOE		HOUR	\$ 75.00	\$ -
ROLLER		HOUR	\$ 80.00	\$ -
JD 650 DOZER		HOUR	\$ 95.00	\$ -
CARPENTER		HOUR	\$ 40.00	\$ -
<b>MATERIAL ( INCLUDING TAX )</b>				
2.00' MH CONE RISER	1.00	EA	\$ 450.00	\$ 450.00
<b>SUB TOTAL</b>				<b>\$ 615.00</b>
<b>POLIND OVERHEAD AND PROFIT</b>				<b>\$ 98.40</b>
<b>TOTAL CHANGE ORDER</b>				<b>\$ 713.40</b>

CHANGE ORDER

7

ADJUST CATCH BASIN NUMBER ONE TO CORRECT FINISH GRADE ELEVATION

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
LABOR	1.00	HOUR	\$ 40.00	\$ 40.00
JD 120 EXCAVATOR		HOUR	\$ 80.00	\$ -
JD CTL 331G		HOUR	\$ 95.00	\$ -
TANDEM AXLE DUMP TRUCK		HOUR	\$ 85.00	\$ -
JD 50 D EXCAVATOR		HOUR	\$ 85.00	\$ -
JD 60D WITH HAMMER		HOUR	\$ 130.00	\$ -
JD 130GL EXCAVATOR		HOUR	\$ 95.00	\$ -
SINGLE AXLE DUMP TRUCK		HOUR	\$ 75.00	\$ -
JD 310 SE BACKHOE		HOUR	\$ 80.00	\$ -
ROLLER		HOUR	\$ 95.00	\$ -
JD 650 DOZER		HOUR	\$ 95.00	\$ -
CARPENTER	3.00	HOUR	\$ 40.00	\$ 120.00
<b>MATERIAL ( INCLUDING TAX )</b>				
CONCRETE	0.50	CY	\$ 185.00	\$ 92.50
<b>SUB TOTAL</b>				<b>\$ 252.50</b>
<b>POLINO OVERHEAD AND PROFIT</b>				<b>\$ 40.40</b>
<b>TOTAL CHANGE ORDER</b>				<b>\$ 292.90</b>

CHANGE ORDER

8

UNDERCUT EXCAVATION AND BACKFILL

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
LABOR	4.00	HOUR	\$ 40.00	\$ 160.00
JD 120 EXCAVATOR	8.00	HOUR	\$ 80.00	\$ 640.00
JD CTL 331G	10.00	HOUR	\$ 95.00	\$ 950.00
TANDEM AXLE DUMP TRUCK	8.00	HOUR	\$ 85.00	\$ 680.00
JD 50 D EXCAVATOR		HOUR	\$ 85.00	\$ -
JD 60D WITH HAMMER	2.00	HOUR	\$ 130.00	\$ 260.00
JD 130GL EXCAVATOR		HOUR	\$ 95.00	\$ -
SINGLE AXLE DUMP TRUCK		HOUR	\$ 75.00	\$ -
JD 310 SE BACKHOE		HOUR	\$ 80.00	\$ -
ROLLER	3.00	HOUR	\$ 95.00	\$ 285.00
JD 650 DOZER	4.00	HOUR	\$ 95.00	\$ 380.00
CARPENTER		HOUR	\$ 40.00	\$ -
<b>MATERIAL ( INCLUDING TAX )</b>				
3.00" CR AGGREGATE FROM AGGREGATES QUARRY	176.96	TON	\$ 19.06	\$ 3,373.03
<b>SUB TOTAL</b>				<b>\$ 6,728.03</b>
<b>POLINO OVERHEAD AND PROFIT</b>				<b>\$ 1,076.49</b>
<b>TOTAL CHANGE ORDER</b>				<b>\$ 7,804.52</b>

CHANGE ORDER  
 9  
 REPLACE HYDRANT

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
LABOR	8.00	HOUR	\$ 40.00	\$ 320.00
JD 120 EXCAVATOR		HOUR	\$ 80.00	\$ -
JD CTL 331G		HOUR	\$ 95.00	\$ -
TANDEM AXLE DUMP TRUCK		HOUR	\$ 85.00	\$ -
JD 50 D EXCAVATOR	4.00	HOUR	\$ 85.00	\$ 340.00
JD 60D WITH HAMMER		HOUR	\$ 130.00	\$ -
JD 130GL EXCAVATOR		HOUR	\$ 95.00	\$ -
SINGLE AXLE DUMP TRUCK		HOUR	\$ 75.00	\$ -
JD 310 SE BACKHOE		HOUR	\$ 80.00	\$ -
ROLLER		HOUR	\$ 95.00	\$ -
JD 650 DOZER		HOUR	\$ 95.00	\$ -
CARPENTER		HOUR	\$ 40.00	\$ -
<b>MATERIAL ( INCLUDING TAX )</b>				
#57 AGGREGATE FROM AGGREGATES QUARRY	5.00	TON	\$ 17.78	\$ 88.90
<b>SUB TOTAL</b>				<b>\$ 748.90</b>
<b>POLINO OVERHEAD AND PROFIT</b>				<b>\$ 119.82</b>
<b>TOTAL CHANGE ORDER</b>				<b>\$ 868.72</b>

CHANGE ORDER

10

TREE REMOVAL DAVIS AVE ENTRANCE

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
LABOR	4.00	HOUR	\$ 40.00	\$ 160.00
JD 120 EXCAVATOR		HOUR	\$ 80.00	\$ -
JD CTL 331G		HOUR	\$ 95.00	\$ -
TANDEM AXLE DUMP TRUCK		HOUR	\$ 85.00	\$ -
JD 50 D EXCAVATOR	2.00	HOUR	\$ 85.00	\$ 170.00
JD 60D WITH HAMMER	2.00	HOUR	\$ 130.00	\$ 260.00
JD 130GL EXCAVATOR		HOUR	\$ 95.00	\$ -
SINGLE AXLE DUMP TRUCK		HOUR	\$ 75.00	\$ -
JD 310 SE BACKHOE		HOUR	\$ 80.00	\$ -
ROLLER		HOUR	\$ 95.00	\$ -
JD 650 DOZER		HOUR	\$ 95.00	\$ -
CARPENTER		HOUR	\$ 40.00	\$ -
<b>MATERIAL ( INCLUDING TAX )</b>				
#57 AGGREGATE FROM AGGREGATES QUARRY	4.00	TON	\$ 17.78	\$ 71.12
<b>SUB TOTAL</b>				<b>\$ 590.00</b>
<b>POLINO OVERHEAD AND PROFIT</b>				<b>\$ 94.40</b>
<b>TOTAL CHANGE ORDER</b>				<b>\$ 684.40</b>

VENDOR SET: 01 Elkins

BANK: \* ALL BANKS

DATE RANGE: 8/16/2021 THRU 8/27/2021

VENDOR I.D.	NAME	CHECK STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00246	Elkins Tree Board							
	C-CHECK Elkins Tree Board	VOIDED	V 8/17/2021			010383		1,300.00CR

\*\* T O T A L S \*\*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
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:	1 VOID DEBITS	0.00		
	VOID CREDITS	1,300.00CR	1,300.00CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: TOTALS:	1	1,300.00CR	0.00	0.00
BANK: TOTALS:	1	1,300.00CR	0.00	0.00

VENDOR SET: 01 Elkins  
 BANK: PKPRO Parking Project  
 DATE RANGE: 8/16/2021 THRU 8/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00547	Polino Contracting, Inc.							
I-App1 #2	contracted services	R	8/23/2021	100,102.95		000014		100,102.95
02062	Pickering Associates Inc							
I-30669	contracted services	R	8/23/2021	3,575.00		000015		3,575.00

** T O T A L S **	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	103,677.95	0.00	103,677.95
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:	2	103,677.95	0.00	103,677.95
BANK: PKPRO TOTALS:	2	103,677.95	0.00	103,677.95

VENDOR SET: 01 Elkins  
 BANK: Pool Pooled Cash

DATE RANGE: 8/16/2021 THRU 8/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01753	Fifth Third Bank							
	C-B&H PHOTO CR	R	8/16/2021	138.25CR		010372		
	I-MC Stmt Pmt 073021 MasterCard Stmt Payment 073021	R	8/16/2021	92,767.14		010372		92,628.89
00023	Appalachian Forest Heritage Ar							
	I-1st QTR FY21-22 1st QTR Contribution FY21-22	R	8/17/2021	1,500.00		010373		1,500.00
00047	BB&T Governmental Finance							
	I-00004 082721 9948000234-04 08/27/21	R	8/17/2021	2,256.75		010374		
	I-00005 082421 9948000234-05 082421	R	8/17/2021	2,596.05		010374		
	I-00006 082721 9948000234-06 082721	R	8/17/2021	2,643.26		010374		7,496.06
00057	BFMC, Inc.							
	I-23592 Fire Fee Stock Green Forms	R	8/17/2021	1,099.23		010375		1,099.23
00075	Encova Insurance							
	I-36119017 WCB 070221-080121	R	8/17/2021	6,090.00		010376		6,090.00
00182	Country Roads Transit							
	I-1st QTR FY21-22 1st QTR Contribution FY21-22	R	8/17/2021	3,500.00		010377		3,500.00
00202	Davis Trust Company							
	I-12754 082221 3113776-12754 082221	R	8/17/2021	577.29		010378		
	I-12755 082221 3113776-12755 082221	R	8/17/2021	4,256.84		010378		
	I-34296 082221 3113776-34296 082221	R	8/17/2021	577.29		010378		5,411.42
00239	Elkins Historic Landmark Commi							
	I-1st QTR FY21-22 1st QTR Contribution FY21-22	R	8/17/2021	1,000.00		010379		1,000.00
00241	Elkins Main Street, Inc.							
	I-1st QTR FY21-22 1st QTR Contribution FY21-22	R	8/17/2021	5,000.00		010380		5,000.00
00243	Elkins Randolph County Chamber							
	I-1st QTR FY21-22 1st QTR Contribution FY21-22	R	8/17/2021	1,500.00		010381		1,500.00
00244	Elkins Rotary Club							
	I-4222-JSutton Dues/Meals/Fundraiser	R	8/17/2021	635.00		010382		635.00
00246	Elkins Tree Board							
	I-1st QTR FY21-22 1st QTR Contribution FY21-22	V	8/17/2021	1,300.00		010383		1,300.00
00246	Elkins Tree Board							
	M-CHECK Elkins Tree Board VOIDED	V	8/17/2021			010383		1,300.00CR



VENDOR SET: 01 Elkins  
 BANK: Pool Pooled Cash  
 DATE RANGE: 8/16/2021 THRU 8/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00250	Elkins-Randolph County Regiona							
I-1st QTR FY21-22	1st Qtr Contribution FY21-22	R	8/17/2021	4,750.00		010384		4,750.00
00251	Elkins-Randolph County Public							
I-1st QTR FY21-22	1st QTR Contribution FY21-22	R	8/17/2021	5,625.00		010385		5,625.00
00314	Guttman Energy, Inc.							
I-F60550070	Fleet Fuel 080221-080821	R	8/17/2021	3,291.22		010386		3,291.22
00393	Robert Jones							
I-REIMB KROGER	Reimburse-Cleaner for Ct Room	R	8/17/2021	40.97		010387		40.97
00407	Kump House Trust Endowment							
I-1st QTR FY21-22	1st QTR Contribution FY21-22	R	8/17/2021	1,500.00		010388		1,500.00
00570	Randolph County Commission							
I-1st QTR FY21-22	1st QTR Contribution FY21-22	R	8/17/2021	1,750.00		010389		1,750.00
00573	Randolph County Development A							
I-1st QTR FY21-22	1st QTR Contribution FY21-22	R	8/17/2021	3,375.00		010390		3,375.00
00578	Randolph Elkins Health Departm							
I-1st QTR FY21-22	1st QTR Contribution FY21-22	R	8/17/2021	1,000.00		010391		1,000.00
00579	Randolph-Tucker Children's Adv							
I-1st QTR FY21-22	1st QTR Contribution FY21-22	R	8/17/2021	750.00		010392		750.00
00701	Toshiba Financial Services							
I-449717107	Toshiba E4515AC	R	8/17/2021	334.62		010393		334.62
00803	WV Division of Motor Vehicles							
I-ID-FOSTER	ID-Foster	R	8/17/2021	25.00		010394		25.00
00812	WV Regional Jail and Correctio							
I-7121ea86	40 days inmate housing TVRJ	R	8/17/2021	1,930.00		010395		1,930.00
00858	Capital Doors, Inc.							
I-56090	Door Repair/LiftRental/Labor	R	8/17/2021	528.00		010396		528.00
01092	Civil War Trails							
I-Cont FY 2021-2022	Subscription FY 2021-2022	R	8/17/2021	200.00		010397		200.00
01623	Randolph County Community Arts							
I-1st QTR FY21-22	1st QTR Contribution FY21-22	R	8/17/2021	1,250.00		010398		1,250.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 8/16/2021 THRU 8/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01681	DataMax Corporation							
I-07312021	BL Collections July 2021	R	8/17/2021	1,264.35		010399		1,264.35
01731	Bradish Glass Inc							
I-2474	Cullet PU 7/27/21	R	8/17/2021	250.00		010400		250.00
02181	Bortek Industries Inc							
I-732372-00	Manhole Hook/Shipping	R	8/17/2021	1,100.09		010401		1,100.09
02182	Ramon Goux							
I-EXP 081021	PT Test-WV Academy Travel	R	8/17/2021	163.52		010402		163.52
02183	Noah Elbon							
I-EXP 081021	PT Test WV Academy Travel	R	8/17/2021	163.52		010403		163.52
02184	Jeffrey Rutter							
I-EXP 081021	PT Test WV Academy Travel	R	8/17/2021	163.52		010404		163.52
02185	Michelle Tenney							
I-Reimburse 0814	Reimburse-Pavillion Cancellatn	R	8/17/2021	65.00		010405		65.00
02047	Cybertech Automation USA Inc							
I-CUS-PRJ-0017 6/21	Valve integration project work	R	8/19/2021	8,667.40		010406		8,667.40
00116	Child Support Enforcement							
I-CDS202108241252	Child Support	R	8/24/2021	630.45		010407		630.45
00121	Citizens Bank of WVFP							
I-PP 202108241252	Fire Pension	R	8/24/2021	487.38		010408		487.38
00122	Citizens Bank of WVFP							
I-PP 202108241252	Police Pension	R	8/24/2021	123.40		010409		
I-PPN202108241252	Police Pension-2010 Forward	R	8/24/2021	419.67		010409		543.07
00147	COE Misc							
I-MIS202108241252	Misc Reimbursements	R	8/24/2021	208.81		010410		208.81
00150	COE Payroll							
I-T1 202108241252	Federal Withholding	R	8/24/2021	11,197.78		010411		11,197.78
00151	COE Payroll							
I-T3 202108241252	FICA	R	8/24/2021	12,247.98		010412		
I-T4 202108241252	Medicare	R	8/24/2021	4,166.18		010412		16,414.16

VENDOR SET: 01 Elkins  
 BANK: Pool Pooled Cash  
 DATE RANGE: 8/16/2021 THRU 8/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00152	COE Payroll							
I-T2 202108241252	State Withholding	R	8/24/2021	5,580.00		010413		5,580.00
00203	Davis Trust Company							
I-CC 202108241252	Employee Christmas Club	R	8/24/2021	1,550.00		010414		1,550.00
00721	Tygart Valley United Way Inc							
I-UW 202108241252	United Way	R	8/24/2021	5.00		010415		5.00
00741	Great-West Trust Company LLC							
I-VF 202108241252	Voya	R	8/24/2021	339.00		010416		339.00
00747	Washington National Insurance							
I-WN 202108241252	Washington National Insurance	R	8/24/2021	594.29		010417		594.29
00837	COE Payroll Reimbursement							
I-001202108241252	Payroll Reimbursement	R	8/24/2021	65,892.31		010418		
I-006202108241252	Payroll Reimbursement	R	8/24/2021	6,108.36		010418		
I-400202108241252	Payroll Reimbursement	R	8/24/2021	15,353.62		010418		
I-401202108241252	Payroll Reimbursement	R	8/24/2021	12,211.61		010418		
I-404202108241252	Payroll Reimbursement	R	8/24/2021	6,038.29		010418		105,604.19
01885	Colonial Life							
I-CL 202108241252	Colonial Life-AT	R	8/24/2021	122.06		010419		
I-CLP202108241252	Colonial Life-PT	R	8/24/2021	52.52		010419		174.58
00150	COE Payroll							
I-T1 202108251255	Federal Withholding	R	8/25/2021	961.42		010420		961.42
00151	COE Payroll							
I-T3 202108251255	FICA	R	8/25/2021	797.76		010421		
I-T4 202108251255	Medicare	R	8/25/2021	186.58		010421		984.34
00152	COE Payroll							
I-T2 202108251255	State Withholding	R	8/25/2021	356.00		010422		356.00
00837	COE Payroll Reimbursement							
I-001202108251255	Payroll Reimbursement	R	8/25/2021	4,334.45		010423		4,334.45
00006	AFLAC							
I-AF 202108101250	Aflac-After Tax Ins	R	8/25/2021	67.08		010424		
I-AF 202108241252	Aflac-After Tax Ins	R	8/25/2021	67.08		010424		
I-AFL202108101250	Aflac Insurance	R	8/25/2021	113.47		010424		
I-AFL202108241252	Aflac Insurance	R	8/25/2021	113.47		010424		361.10

VENDOR SET: 01 Elkins  
 BANK: Pool Pooled Cash  
 DATE RANGE: 8/16/2021 THRU 8/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00032	Absolute Assurance Drug Test L							
I-2354A	Pre-Emp Bonner/Random Bonnell	R	8/25/2021	78.00		010425		78.00
00154	COE Sanitation							
I-202108170944	Hauling Fee - Brush 80 8909	R	8/25/2021	299.48		010426		
I-202108230983	WVC Hauling Fee	R	8/25/2021	299.48		010426		598.96
00242	Elkins Professional Firefighte							
I-EPF202108101250	Elkins Professional FF	R	8/25/2021	90.00		010427		
I-EPF202108241252	Elkins Professional FF	R	8/25/2021	90.00		010427		180.00
00244	Elkins Rotary Club							
I-4212 - C Lee	Dues/Projects/Foundation	R	8/25/2021	467.00		010428		467.00
00314	Guttman Energy, Inc.							
I-F60575907	Fleet Fuel 080921-081521	R	8/25/2021	3,108.08		010429		3,108.08
00465	Steve's Electrical Service LLC							
I-202290	Maintenance 080221-081621	R	8/25/2021	1,960.00		010430		
I-202293	Plant Maint 081621-081921	R	8/25/2021	1,200.00		010430		3,160.00
00468	Miss Utility of West Virginia,							
I-WV21-3157	Message Fees June/July 2021	R	8/25/2021	247.90		010431		247.90
00483	Mountain Valley Bank							
I-1202553-15 083121	1202553-15 083121 49/60	R	8/25/2021	841.58		010432		
I-1202553-16 083121	1202553-16 083121 49/60	R	8/25/2021	576.24		010432		
I-1202553-21 082821	1202553-21 082821 35/84	R	8/25/2021	2,369.18		010432		3,787.00
00578	Randolph Elkins Health Departm							
I-080321 HEP A/B	KSears-Hep B/A/AB Flu	R	8/25/2021	174.50		010433		174.50
00591	Retiree Health Benefit Trust F							
C-DUP Aug 2021	Duplicate for Aug 2021	R	8/25/2021	1,857.80CR		010434		
I-RChenoweth Aug2021	RChenoweth RHBT Aug 2021	R	8/25/2021	116.00		010434		
I-RETIRES 08/2021	Retirees Health Ins 08/2021	R	8/25/2021	1,857.80		010434		
I-RHB202108241252	Retiree Health Benefit Trust	R	8/25/2021	7,888.00		010434		
I-Retirees AUG 2021	Retirees - Aug 2021	R	8/25/2021	1,869.40		010434		9,873.40
00707	Trickett Hardware, Inc.							
I-4005	Keys	R	8/25/2021	2.00		010435		
I-4189-3311	Hardware/Tools/Bulbs	R	8/25/2021	297.87		010435		
I-4190	Plugs/Adaptors/RepairTrap	R	8/25/2021	38.13		010435		
I-4210	4 Keys	R	8/25/2021	8.00		010435		346.00

VENDOR SET: 01 Elkins  
 BANK: Pool Pooled Cash  
 DATE RANGE: 8/16/2021 THRU 8/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00729	Valley Can Custom Container							
I-8871	15 Containers	R	8/25/2021	18,705.00		010436		18,705.00
00791	WV Code Officials Association							
I-ISNER-Seminar	Balance on Fall Seminar	R	8/25/2021	54.65		010437		54.65
00792	WV Consolidated Retirement Boa							
I-RTD202108101250	Retirement	R	8/25/2021	6,823.07		010438		
I-RTD202108241252	Retirement	R	8/25/2021	7,136.06		010438		
I-RTD202108251255	Retirement	R	8/25/2021	932.87		010438		14,892.00
00805	FBMC							
I-MFB202108101250	Mt. Flex Benefit	R	8/25/2021	1,571.53		010439		
I-MFB202108241252	Mt. Flex Benefit	R	8/25/2021	1,588.42		010439		
I-RCHEN AUG 2021	RChenoweth 2 pays 08/2021	R	8/25/2021	55.60		010439		3,215.55
00806	WV Municipal Clerks & Recorder							
I-21-22 J Sutton	21-22 Annual Dues J Sutton	R	8/25/2021	35.00		010440		35.00
00810	WV Public Employee Insurance A							
I-BL 202108241252	Basic Life Benefit	R	8/25/2021	178.00		010441		
I-BL1202108241252	Basic Life Benefit +	R	8/25/2021	1.30		010441		
I-DL 202108101250	Dependent Life	R	8/25/2021	99.42		010441		
I-DL 202108241252	Dependent Life	R	8/25/2021	99.42		010441		
I-HPA202108101250	Ins-Health Plan A	R	8/25/2021	1,055.01		010441		
I-HPA202108241252	Ins-Health Plan A	R	8/25/2021	685.00		010441		
I-ICA202108101250	Ins - Emp/Child-Plan A	R	8/25/2021	833.00		010441		
I-ICA202108241252	Ins - Emp/Child-Plan A	R	8/25/2021	833.00		010441		
I-ICB202108101250	Ins- Emp/child - Plan B	R	8/25/2021	1,448.00		010441		
I-ICB202108241252	Ins- Emp/child - Plan B	R	8/25/2021	1,448.00		010441		
I-IFA202108101250	Ins - Family - Plan A	R	8/25/2021	10,681.00		010441		
I-IFA202108241252	Ins - Family - Plan A	R	8/25/2021	10,681.00		010441		
I-IFB202108101250	Ins - Family - Plan B	R	8/25/2021	6,675.50		010441		
I-IFB202108241252	Ins - Family - Plan B	R	8/25/2021	6,675.50		010441		
I-IFD202108101250	Ins-Fam-Plan B - Post Tax	R	8/25/2021	416.50		010441		
I-IFD202108241252	Ins-Fam-Plan B - Post Tax	R	8/25/2021	416.50		010441		
I-ISA202108101250	Ins - Single - Plan A	R	8/25/2021	2,800.00		010441		
I-ISA202108241252	Ins - Single - Plan A	R	8/25/2021	2,800.00		010441		
I-ISB202108101250	Ins-Single - Plan B	R	8/25/2021	1,404.00		010441		
I-ISB202108241252	Ins-Single - Plan B	R	8/25/2021	1,404.00		010441		
I-OL 202108101250	Optional Life	R	8/25/2021	329.90		010441		
I-OL 202108241252	Optional Life	R	8/25/2021	357.60		010441		
I-RCHEN AUG 2021	RChenoweth Aug 2021	R	8/25/2021	973.00		010441		
I-TOF202108101250	Tobacco Surcharge Family	R	8/25/2021	400.00		010441		
I-TOF202108241252	Tobacco Surcharge Family	R	8/25/2021	400.00		010441		
I-TOS202108101250	Tobacco Surcharge Single	R	8/25/2021	112.50		010441		
I-TOS202108241252	Tobacco Surcharge Single	R	8/25/2021	112.50		010441		53,319.65

VENDOR SET: 01 Elkins  
 BANK: Pool Pooled Cash  
 DATE RANGE: 8/16/2021 THRU 8/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00884	Colonial Court Service Station							
I-562178	Recharge AC-Sweeper/Leaf Tk	R	8/25/2021	159.95		010442		159.95
00952	WV Consolidated Retirement Boa							
I-RTF202108101250	Retirement	R	8/25/2021	1,906.90		010443		
I-RTF202108241252	Retirement	R	8/25/2021	1,890.52		010443		
I-RTN202108101250	Retirement	R	8/25/2021	3,438.32		010443		
I-RTN202108111251	Retirement	R	8/25/2021	4,845.00		010443		
I-RTN202108241252	Retirement	R	8/25/2021	3,789.34		010443		15,870.08
00990	Cleveland Brothers							
I-SERV7516718	replace outrigger pads	R	8/25/2021	951.19		010444		951.19
00992	McNeil & Company							
I-45078128	Comm pkg Renewal 080121	R	8/25/2021	2,515.91		010445		
I-45083128	Inland Marine Renewal 080121	R	8/25/2021	1,002.75		010445		
I-45088128	Umbrella-Renewal -080121	R	8/25/2021	447.12		010445		3,965.78
00993	WV Consolidated Retirement Boa							
I-RT6202108101250	Retirement 6%	R	8/25/2021	6,688.79		010446		
I-RT6202108241252	Retirement 6%	R	8/25/2021	6,721.57		010446		13,410.36
01169	Kathy's Decorating & Design							
I-654517	Balance -SStokes Office Blinds	R	8/25/2021	566.50		010447		
I-654518	Balance C Clerk/Secrty Blinds	R	8/25/2021	778.50		010447		1,345.00
01447	Heritage Fire Equipment							
I-3593	2-Door Switch B403	R	8/25/2021	68.40		010448		68.40
01824	Xerox Financial Services							
I-2757249	7/30/21-8/29/21 Lease	R	8/25/2021	315.00		010449		315.00
01833	P3 Cost Analysts							
I-9399	Telecom Savings 08/2021	R	8/25/2021	452.44		010450		452.44
02186	Foremost Promotions							
I-534218	Stickers/Frisbees/Pens etc	R	8/25/2021	1,626.12		010451		1,626.12
02187	Pam Currence							
I-RFND-082121	Pavilion Reservation Refund	R	8/25/2021	65.00		010452		65.00
02188	WV DOT -Division of Highways							
I-GLENDALE/RIVERBND	Glendale-RiverbendTrail Resurf	R	8/25/2021	13,549.25		010453		13,549.25

VENDOR SET: 01 Elkins  
 BANK: Pool Pooled Cash  
 DATE RANGE: 8/16/2021 THRU 8/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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\*\*\* TOTALS \*\*\*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	81	479,695.09	0.00	478,395.09
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 1,300.00CR	1,300.00CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	81	478,395.09	0.00	478,395.09
BANK: Pool TOTALS:	81	478,395.09	0.00	478,395.09

VENDOR SET: 01 Elkins  
 BANK: SEWDP Sewer Depreciation  
 DATE RANGE: 8/16/2021 THRU 8/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00457	Metalworks, Inc.							
I-11298	clarifier gearbox	R	8/23/2021	16,280.00		000024		16,280.00
01111	Advanced UV Systems							
I-3016	UV Lamps	R	8/23/2021	9,700.00		000025		9,700.00

* * T O T A L S * *		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:		2	25,980.00	0.00	25,980.00
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	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: SEWDP TOTALS:	2	25,980.00	0.00	25,980.00
BANK: SEWDP TOTALS:	2	25,980.00	0.00	25,980.00



VENDOR SET: 01 Elkins  
 BANK: WATIM Water System Improvement  
 DATE RANGE: 8/16/2021 THRU 8/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02102	Newman Plumbing, Inc.							
	I-App1 #5	R	8/26/2021	186,875.77		000159		
	I-App1 #6	R	8/26/2021	95,369.18		000159		282,244.95

\*\* T O T A L S \*\*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	282,244.95	0.00	282,244.95
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	282,244.95	0.00	282,244.95
BANK: WATIM TOTALS:	1	282,244.95	0.00	282,244.95
REPORT TOTALS:	86	890,297.99	0.00	890,297.99

SELECTION CRITERIA

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

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CHECK SELECTION

CHECK RANGE: 000000 THRU 999999  
DATE RANGE: 8/16/2021 THRU 8/27/2021  
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99  
INCLUDE ALL VOIDS: YES

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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

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# BUILDING PERMITS

Presented at council meeting of: September 2, 2021

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

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
210181	Prichard, Donald Jr	512 Yokum St	Install Metal Roof on Back Addition	2,200.00
210182	Kiess, Jeffrey (Pending Fire Marshall Review)	1027 N Randolph Ave	Build 2000 Sq Ft Utility Building	60,000.00
210183	Griggs, Chad	5 Key St	New Roof & HVAC	22,000.00
210184	Davis, Mary	101 Wilson LN.	Replace Front Porch & Remodel Bath	9,000.00
210185	Gabel, Paul	107 Wilson LN	Replace Roof Shingles	10,053.00
210186	Woodford Oil Co.	1214 S Davis Ave	Demolition of Garage	10,000.00
210187	Kessler, Ellen	227 Lough St.	Replace Roof Shingles	12,000.00
210188	Summerfield, Ryan	155 Oak Crest Dr	Replace Roof Shingles	22,446.00
210189	MPL Properties LLC	117 Graham St. ***	Replace Roof Shingles	12,300.00
210190	Dotson, Jennifer	108 Gilmore St. ***	Replace Siding & Windows	25,000.00
210191	Gillispie, Sidney	200 Buffalo St	Replace Roof Shingles	9,775.00
210192	Hayes, Susan	103 Sunset Dr	Replace Roof Shingles	10,108.00
210193	Gillispie, Sidney	118 Earle St	Demolition	12,500.00
210194	Boyer, Phyllis	17 Northview Dr	New 1840 Sq Ft Home	206,000.00

\*\*\* Flood Plain Permit

**ELKINS BUILDING COMMISSION  
SPECIAL MEETING  
MINUTES**

*401 Davis Avenue  
City Hall, Room 212  
January 6, 2020  
6:30 p.m.*

Present were Members: P, Kolsun, R. Leitner and J. Gallagher

Also present: City Attorney G. Roberts, City Clerk J. Sutton and Operations Assistant M. Himes

**MINUTES**

R. Leitner MOVED APPROVAL OF THE MINUTES OF THE NOVEMBER 7, 2019 MEETING. The motion carried.

**NEW BUSINESS**

P. Kolsun MOVED APPROVAL TO ACCEPT THE CONTRACT FOR BUILDING RENOVATIONS OF THE PHIL GAINER COMMUNITY CENTER FROM DAVID DAVIS HEATING AC & ELECTRIC, INC. WITH THE STIPULATION THAT THE CORRECT INSURANCE CERTIFICATES BE PROVIDED. The motion carried.

J. Gallagher MOVED APPROVAL TO ACCEPT THE CONTRACT FOR BUILDING RENOVATIONS OF THE PHIL GAINER COMMUNITY CENTER FROM APPALACHIAN RENOVATIONS, ROOFING & SHEET METAL, LLC WITH THE STIPULATION THAT THE CORRECT INSURANCE CERTIFICATES BE PROVIDED. The motion carried.

P. Kolsun MOVED APPROVAL TO ACCEPT THE CONTRACT FOR BUILDING RENOVATIONS OF THE PHIL GAINER COMMUNITY CENTER FROM WILSON GLASS WORKS OF WV INC. WITH THE STIPULATION THAT THE CORRECT INSURANCE CERTIFICATES BE PROVIDED. The motion carried.

R. Leitner MOVED APPROVAL TO ACCEPT THE CONTRACT FOR BUILDING RENOVATIONS OF THE PHIL GAINER COMMUNITY CENTER FROM UNIVERSAL ENGINEERING AND CONTRACTING, LLC WITH THE STIPULATION THAT THE CORRECT INSURANCE CERTIFICATES BE PROVIDED. The motion carried.

**ANNOUNCEMENTS**

The next meeting of the Building Commission is scheduled for February 20, 2020 at 5:30, but will be cancelled if there is no business to consider.

P. Kolsun **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 7:30 p.m.

The foregoing minutes were approved at the meeting of Aug. 24, 2020-21

Phillips B. Kolsun, Chair  
Name & Title

Phillips B. Kolsun  
Signature

# MUNICIPAL PROPERTIES SPECIAL COMMITTEE MEETING & PUBLIC HEARING MINUTES

*401 Davis Avenue*

*June 9, 2021*

*1:00 p.m.*

Present were Committee Members: Councilors M. Cuonzo and J. Guye

Councilor C. Friddle was absent.

Also present were: Mayor J. Marco; City Treasurer T. Judy; Operations Manager B. Pingley; City Clerk J. Sutton; Operations Assistant M. Himes; GIS Technician B. Martin; Elkins Main Street M. Humphrey and D. Cutlip; Dave Clark of Woodlands Development Group and Chamber Director Lisa Wood.

## PUBLIC HEARING

*An Ordinance of the City of Elkins West Virginia to Vacate, Abandon and Close a Portion of those Certain Public Rights of Way between Yokum Street and Main Street*

The Public Hearing convened at 1:02 p.m.

Michelle Barb of 723 Yokum Street spoke about eliminating foot traffic in the unopened alleyway near her home. Ms. Barb referred to adjoining property owners Mr. Tanner and Mr. Marrow and all her neighbors as wonderful neighbors for 24 years and stressed that she was trying to eliminate issues in her yard. She stated this has been a learning process for her and that she was not trying to eliminate any neighbors' access to their properties.

Cameron Thomas of 114 Robert E. Lee Avenue stated he heard of the alley abandonment via neighbors and was not notified by the petitioner. Mr. Thomas has no interest in fencing the alley

or asking adjoining property owners' permission to utilize the alley. He stated there are no issues in his back yard. Mr. Thomas requested the City consider putting gravel down in the alley.

Dave Shields of 116 Robert E. Lee Avenue reported he has lived in his home for 37 years. He does not have an issue with a lot of traffic in the alley and expressed his concern about the property value if the alley is abandoned.

Tony Daft of 118 Robert E. Lee Avenue expressed concern with the abandonment and worries it would jeopardize the access to the back of his property. He voiced he is totally against the alley abandonment.

Valerie Wenzel of 120 Robert E. Lee Avenue stated she has become aware of the alley abandonment at 7 a.m. the morning of the meeting. Ms. Wenzel spoke against the abandonment. She stated there is an issue with foot traffic in all neighborhoods.

Mike Marrow of 706 W. Main Street spoke about running a chain link fence across the alleyway to make it impassable to foot traffic. He stated he agrees there is a need to maintain a right of way to all property owners. Mr. Marrow reported he has been robbed twice and feels that he is a prisoner in his own home.

Ethan Shields of 116 Robert E. Lee expressed he does not agree or stand behind the alley abandonment.

The Public Hearing closed at 1:02 p.m.

## MUNICIPAL PROPERTIES SPECIAL COMMITTEE MEETING MINUTES

*401 Davis Avenue*

*June 9, 2021*

*Immediately following public hearing*

**PUBLIC COMMENT- none.**

### MINUTES

Cw. Guye, **MOVED APPROVAL OF THE MINUTES OF THE MAY 19, 2021 MEETING WITH A CORRECTION TO ADD DAVE CLARK TO THE ATTENDANCE.** The motion carried.

### NEW BUSINESS

M. Humphrey and Lisa Wood presented sign ideas to replace the iron signs at City entrances. L. Wood reported at the last Chamber board meeting, members agreed to collaborate with the city to update the welcome signs. L. Wood agreed to return all the current organization signs to the appropriate contact. She also agreed to work on a ghost web address and maintain it as well. Chair M. Cuonzo inquired who is responsible for the signs. Councilor J. Guye noted her

appreciation for the work done by the Chamber and Main Street. City Attorney G. Roberts suggested involving the WV DOH regarding the rights of way. Clerk J. Sutton reported she had spoken to Commissioner Mark Scott and he had no objection to removing the signs outside of city limits. J. Sutton recommended placing the new signs inside city limits.

There was discussion on downtown parking. GIS Technician B. Martin reported he, J. Sutton and M. Himes met with EMS and Woodlands Development Group to discuss parking options for the Tygart Hotel development. Mayor Marco expressed his concern with giving up 42 spaces in the Seneca Mall lot. Chair M. Cuonzo also expressed the same concern with the amount of space. Councilor J. Guye also agreed. Operations Manager B. Pingley stated the parking lot could be redesigned to accommodate more spaces.

City Attorney G. Roberts gave background information of unopened alleys. Ms. Roberts referred to the procedure Council passed in 2014 regarding the abandonment of unopened alleyways.

Cw. Cuonzo, **MOVED TO TAKE NO ACTION ON THE ALLEY ABANDONMENT BETWEEN YOKUM STREET AND MAIN STREET.** The motion carried.

Operations Manager B. Pingley reported there had been no action on the new sanitation garage.

Cw. Guye **MOVED ADJOURNMENT.** The motion carried. The meeting adjourned at 2:30 p.m.

The foregoing minutes were approved at the meeting of August 18, 2021

Marilynn Cuonzo  
Name & Title

Marilynn Cuonzo  
Signature  
Chair



**RULES AND ORDINANCE COMMITTEE  
REGULAR MEETING  
MINUTES**

*401 Davis Avenue  
City Hall, Council Chambers  
July 14, 2021  
9:00 a.m.*

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

Also present were: Mayor J. Marco; City Clerk J. Sutton; Attorney G. Roberts; Treasurer T. Judy; Interim Fire Chief S. Himes; and Operations Manager B. Pingley

**MINUTES**

Cw. Cuonzo, **MOVED APPROVAL OF THE MINUTES OF THE JUNE 9, 2021 MEETING.** The motion carried.

**NEW BUSINESS**

City Clerk J. Sutton provided a list of Home Rule authorities already granted to the City and ordinances adopted in response. The committee has previously approved the drafting of an amended application to request authority for the Fire Civil Service Commission to hire applicants up to the age of 40. Interim Fire Chief S. Himes provided input on statewide pension and limitations of the requirement that entry-level firefighters be at least 35 years old. S. Himes believes that eventually maximum age may be eliminated statewide.

City Attorney G. Roberts suggested the following additions to the application which were acted on as follows:

Cm. Higgins, **MOVED APPROVAL OF INCLUDING THE DISPOSITION OF REAL ESTATE WITHOUT AUCTION IN THE APPLICATION.** The motion carried.

Cm. Higgins, **MOVED APPROVAL OF INCLUDING THE ASSIGNMENT OF MUNICIPAL COURT COSTS IN THE APPLICATION.** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL OF INCLUDING AN INCREASE IN THE MUNICIPAL COURT TECHNOLOGY AND MAINTENANCE FEE UP TO \$5.00 IN THE APPLICATION.** After discussion Cw. Cuonzo, **MOVED TO AMEND HER ORIGINAL MOTION TO INCREASE THE TECHNOLOGY AND MAINTENANCE FEE TO \$10.00.** The motion to amend carried. The original amended motion carried.

Attorney G. Roberts will review the City's authorities previously approved by the Home Rule Board and recommend whether additional ordinances should be passed.

The committee discussed what requirements apply when single-family dwellings are converted to multi-family. The operations manager stated that zoning approvals should be sought, but are done so haphazardly. A certificate of occupancy is not required for such change. However, both Mr. Pingly and Mr. Isner agree that this would be ideal. City Attorney G. Roberts will draft an ordinance for the August meeting. A recommendation was also provided to include this requirement in workflows for building permits, address requests, and requests for utility service.

**ANNOUNCEMENTS**

The next meeting will be on August 18, 2021, at 10:00 a.m.

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

The meeting adjourned at 10:02 a.m.

The foregoing minutes were approved at the meeting of Aug 18, 2021

Nanci Bross-Fregonara, Chair  
Name & Title

Nanci E. Bross-Fregonara  
Signature

**PERSONNEL COMMITTEE  
SPECIAL MEETING  
MINUTES**

*401 Davis Avenue  
City Hall, Council Chambers  
July 19, 2021  
3:45 p.m.*

Present were Committee Members: R. Chenoweth, Chair; and C. Lowther

Also present were: Mayor J. Marco; City Clerk J. Sutton; Attorney G. Roberts; Treasurer T. Judy; Interim Fire Chief S. Himes; Operations Manager B. Pingley; External Affairs Specialist S. Stokes; and Align HR representative L. Hannigan

L. Vest was absent.

**PUBLIC COMMENT**

Eric Hiner, Water Distribution Assistant Supervisor, spoke to the council about the 60+ water breaks this year resulting in over 2,000 hours of overtime for his department. They are requesting help. Eric suggested wage adjustments to help prevent turnover of employees, and adding additional employees to bring them up to 12 in an effort to help with work-life balance.

Shawn Akers, Street Department Supervisor, spoke in agreement with Eric Hiner. Shawn requested increased wages to attract better workers and reduce turnover. Shawn stated that they are currently fully staffed according to the department with 10 team members, but this is not enough with the additional duties they are taking on.

**MINUTES**

Cm. Lowther, **MOVED APPROVAL OF THE MINUTES OF THE JULY 8, 2021 MEETING.** The motion carried.

**OLD BUSINESS**

Lenny Hannigan, Align HR representative, provided an overview of the recent employee survey. The employee survey closed on Friday, July 16<sup>th</sup> and less than half of employees participated. R. Chenoweth questioned why Lenny thought only half of the employees took the survey. Lenny explained that this was likely due to a lack of access to the survey, lack of trust that the survey would be 100% anonymous, and fear of retribution for criticism. Lenny stated that the survey intended to look at communication within the organization, fairness, respect between coworkers, work/life balance, and compensation. Any areas of concern will be addressed with recommended action items to the admin officers and the personnel committee. The final results of the survey

will be presented at the Aug 19, 2021 personnel committee meeting. The committee will also consider ways in which to increase participation in future surveys.

**NEW BUSINESS**

Rob Chenoweth and Operations Manager Bob Pingley discussed the recent ARPA meeting during which they expressed interest in dedicating funds to the creation and support of a capitol improvement team dedicated to replacing water lines. This effort would include hiring three additional employees and purchasing necessary equipment and supplies for three years to help with staffing and relieve pressure on the water fund. B. Pingley expressed concern that this was not going to solve the current water fund budget problems. B. Pingley stated that he is planning to ask the Elkins Water Board for a water rate increase application at their meeting on July 27<sup>th</sup>. He beelives this is the only way to stabilize the fund. The timeline for the execution of this request is unknown, but B. Pingley stated that the rates could take effect as early as September if everything were to go smoothly. R. Chenoweth questioned how the staffing concerns could be addressed now and C. Lowther suggested a rotating on-call schedule to help have more dedicated off time for the employees. B. Pingley said he would look into the possibility of rotating shifts, but this could cause delays in water line repairs and an increase in the length water is turned off for citizens.

Lenny Hannigan, Align HR representative, provided information on their "Share a Concern" service and how it could be used at City Hall. The "Share a Concern" service is provided through the Align HR website and employees can share concerns related to multiple areas (drugs and alcohol use, theft, bullying, etc.). Employees would be required to enter their names with these requests in case further investigation is needed. The service would be provided at no additional cost to the City for the remainder of the contract with Align HR. Lenny will draft an agreement, including how reports will be routed internally, for review at the next personnel committee meeting.

**ANNOUNCEMENTS**

The next Personnel Committee meeting will be held on August 19, 2021, at 12:00 p.m.

C. Lowther made it known that if workers follow the chain of command in their department, but there is no resolution made, they can and should reach out to the council for assistance.

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

The meeting adjourned at 4:35 p.m.

The foregoing minutes were approved at the meeting of \_\_\_\_\_, 2021

Robert Chenoweth, Chair  
Name & Title

Robert Chenoweth  
Signature

**PERSONNEL COMMITTEE  
SPECIAL CALL MEETING  
MINUTES**

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

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

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

**NEW BUSINESS**

Cm. Lowther, **MOVED APPROVAL TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING A PERSONNEL MATTER IN THE OPERATIONS DEPARTMENT. The motion carried.** The committee entered executive session at 12:02 p.m. and returned at 1:19 p.m. The chair announced that no action was taken.

**ANNOUNCEMENTS**

The Committee is requesting a special call council meeting be held on Thursday, August 12, 2021, at 7:00 p.m. and that the agenda contain the same item as appeared on the Personnel Committee agenda today.

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

The meeting adjourned at 1:20 p.m.

The foregoing minutes were approved at the meeting of \_\_\_\_\_, 2021

Robert Chenoweth, chair  
Name & Title

Robert Chenoweth  
Signature