

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING AGENDA

*401 Davis Avenue
Council Chamber, 2nd Floor
October 21, 2021
7:00 p.m.*

1. Invocation and Pledge of Allegiance

2. Call to order and roll call

3. Public comment

4. Presentation

- a. Mike Davis of Burgess & Niple on the Consent Decree

5. Minutes

- a. Minutes proposed for the regular council meeting of October 7, 2021

6. New business

- a. *Resolution 1455*: Adopting a Fixed Capital Asset Threshold
- b. *Resolution 1456*: Amending the City of Elkins Personnel Policy Ch. 8.A: Normal Operations
- c. *Resolution 1457*: Authorizing Appointment of A. Daniels to the Elkins Tree Board
- d. *Resolution 1458*: Authorizing the Reappointment of K. Somers to the Elkins Planning Commission
- e. *Resolution 1459*: Authorizing the Reappointment of R. Biller to the Elkins Sanitary Board

7. Approval of vendor invoice payments

Vendor invoices presented for approval:

- A/P History Check Report for the period October 4 – 15, 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.)

8. Correspondence and Notifications

- a. Issued building permits
- b. Events

9. Committee Reports

10. Administrative officer reports

11. Mayor's comments

12. Adjournment

Proposed Minutes

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING MINUTES

***401 Davis Avenue
Council Chamber, 2nd Floor
October 7, 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, C.C. Lowther, D.C. Parker, and L.H. Vest; City Treasurer T. Judy; Interim Fire Chief S.D. Himes; Police Chief T. Bennett; Operations Manager R.P. Pingley; City Attorney G. S. Roberts; City Clerk J.R. Sutton (acting as recording secretary); and Inter-Mountain Reporter Choose an item..

PUBLIC COMMENT

Lisa Wood, resident of 345 Harpertown Rd and Director of the Elkins-Randolph County Chamber of Commerce spoke in reference to the requested donation, new business item p. The Chamber is requesting \$5000 to support the Christmas Lights Display contest. This money will be used to organize the event and pay cash prizes to the winners. In 2020, the inaugural year, they had seventy-eight registered participants. There were hundreds of positive FaceBook comments left and their media posts about the event reached over 9,000 users. Mrs. Wood believes this event fuels the efforts to make Elkins a holiday destination, to be enjoyed by residents and visitors. She envisions creating a season that provides multiple opportunities including the light displays, train rides, parade, holiday market, performances and small business Saturday, and that would provide collaboration between the Chamber, Elkins Main Street, the Old Brick Playhouse and the business community. All of these activities would contribute to our growing recreation economy.

Wendy Morgan resides outside the city limits but is a long-time D&E College employee and board member of the ERCCC who has assisted with the Christmas parade and related activities for many years. In 2020 they had to get creative to provide safe opportunities for families, which was the impetus for the Christmas Lights Display contest. She saw incredible community engagement and an interest from those outside the community. She believes people are looking forward to this event happening again.

Michael Hayes resides and owns a business just outside the city limits. As the owner of a business whose patrons are typically small children he is very interested in supporting other activities for that age group and believes the Christmas Lights Display contest is a good example. Also, as a father he has enjoyed an annual tradition of driving around looking at lights. When they first moved to the area in 2016, he was disappointed in Elkins and they drove to Clarksburg to view lights, eat, shop, etc. He was thrilled last year when this event kept them in their own community and would like to see it continue.

Proposed Minutes

Kathy Vance, 122 2nd St. has been instrumental putting out lights for the city and decorated both the 2nd place (residential and business) winners of last year's Christmas Lights Display contest. She witnessed people putting a lot of effort into their decorations and would like to see this event continue.

Missy McCollum, Director of the Old Brick Playhouse, told a story that emphasized the interest people have in coming to Elkins during the holidays, primarily for riding the trail. While we haven't been able to run the train for two years due to the pandemic, she sees the Christmas Lights Display as an alternative way to celebrate and to bring visitors to our city. Even if the train resumes next year, this event should continue. The OBP was awarded first place last year despite not investing a lot of money. The real reward was in seeing all the families in town enjoying the activity.

Eric Hiner, Water Distribution Assistant Supervisor, reported one of the guys in his department had a vehicle accident on Tuesday morning. He fell asleep while driving. Eric believes this is due to a lack of personnel and too much work. He is asking for help. He realizes that finances are what they are but he is asking council to dig deep.

PRESENTATION

Dave Clark, Executive Director of Woodlands Development Group, provided an annual update on their activity in Elkins. There are two arms of the organization – community lending and community development. In 2020 they supported 23 businesses and loaned approximately \$250,000 in partnership with local banks who provided around \$750,000 in loan dollars. WDG used COVID-19 relief monies to help businesses transition to online sales. Mr. Clark advised there are still relief dollars left. WDG also helps in the development of recreation opportunities and greenspaces. In 2021 they were awarded \$2.5 million to assist with Boradband expansion, and area that is new to them, but they are moving forward on a project that will serve Elkins, Harman, Dry Fork and Canaan. Other focus areas and projects include senior housing (Grace Davis and Firefly); a duplex on Henry Avenue, a single-family home on River Street and the Tygart Hotel. Mr. Clark thanked the city for their support and help in moving these projects forward.

Mayor J. Marco recognized the Elkins Fire Department for their growth and their recent assistance with the fire in Buckhannon.

City Clerk J. Sutton administered the oath of office to firefighter Derek Sicca.

MINUTES

Cm. Chenoweth, **MOVED APPROVAL OF THE MINUTES OF THE SEPTEMBER 16, 2021 MEETING.**
The motion carried.

Proposed Minutes

NEW BUSINESS

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1441: APPROVING THE PROMOTIONS OF AND ESTABLISHING NEW COMPENSATION LEVELS FOR O. POE AND T. HARRIS.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1442: APPROVING THE PROMOTION OF AND ESTABLISHING A NEW COMPENSATION LEVEL FOR S. DAVIS.** The motion carried.

Cm. Chenoweth, **MOVED APPROVAL OF RESOLUTION 1443: APPROVING THE PROMOTION OF AND ESTABLISHING A NEW COMPENSATION LEVEL FOR R. BELT.** The motion carried.

Cm. Hinchman, **MOVED APPROVAL OF RESOLUTION 1444: APPROVING INVOICES RELATING TO THE CITY HALL PARKING LOT PROJECT.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1445: CITY OF ELKINS PARKING LOT PROJECT CHANGE ORDERS 11-14.** The motion carried.

Cw. Guye, **MOVED APPROVAL OF RESOLUTION 1446: APPROVING AGREEMENT WITH TERRA FLORA LANDSCAPING FOR GROUND MAINTENANCE OF THE CITY HALL PARKING LOT.** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1447: APPROVAL OF BUDGET REVISION 2022-001-02 FOR FISCAL YEAR 2022.** In accordance with the requirements of the state auditor’s office for interdepartmental budget revisions, the chair ordered a roll-call vote. The recording secretary called roll in random order. The motion carried. Council votes were as follows:

N. Bross-Fregonara	Yes	J. Guye	Yes	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. Higgins, **MOVED APPROVAL OF RESOLUTION 1448: AMENDING THE CITY OF ELKINS PERSONNEL POLICY CH. 10: HOLIDAYS AND PERSONAL DAYS.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1449: AMENDING THE CITY OF ELKINS PERSONNEL POLICY CH. 5.E: TRAVEL FOR OFFICIAL BUSINESS AND TRAINING SEMINARS.** The motion carried.

Cw. Vest, **MOVED APPROVAL OF RESOLUTION 1450: ADOPTING AND IMPLEMENTING AN AMENDED CITY OF ELKINS ORGANIZATIONAL CHART.** The motion carried.

Cw. Guye, **MOVED APPROVAL OF RESOLUTION 1451: APPOINTMENT OF V. WHITE TO THE ELKINS SANITARY BOARD.** The motion carried.

Proposed Minutes

Cm. Hinchman, **MOVED APPROVAL OF ACCEPTING ALL THE RECOMMENDATIONS FROM THE AD-HOC ARPA COMMITTEE FOR EXPENDITURE OF ARPA FUNDS, INCLUDING: \$5,000 TO THE MAYOR’S ADDICTION AND HOMELESS RESOURCES TASK FORCE;; \$31,350 TO THE CLERKS’S OFFICE FOR WEBSITE REDESIGN AND AGENDA MANAGEMENT SOFTWARE; UP TO 5% (\$154,246.65) FOR AN ENGINEERING ASSESSMENT OF THE WATER AND SEWER SYSTEMS; AND UP TO 5% (\$154,246.65) FOR COMMUNITY REQUESTS THAT FALL WITHIN THE U.S. TREASURY GUIDELINES.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1452: AUTHORIZING CONDITIONS OF CONTRACT BETWEEN CIVICPLUS AND THE CITY OF ELKINS AND AUTHORIZING EXECUTION OF CONTRACT.** The motion carried.

Cm. Friddle, **MOVED APPROVAL TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE FLOOD CONTROL REPORT UNDER ATTORNEY-CLIENT PRIVILEGE.** The motion carried. Council entered executive session at 7:53 p.m. and returned at 8:31 p.m. The chair announced that no action was taken.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1453: APPROVING THE PURCHASE OF SOFTWARE AND HARDWARE FROM TYLER TECHNOLOGIES.** 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	Yes	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	No	C. Lowther	Yes		

Cm. Friddle, **MOVED APPROVAL OF A CONTRIBUTION IN THE AMOUNT OF \$5000 TO THE ELKINS-RANDOLPH CHAMBER OF COMMERCE TO SUPPORT THE CHRISTMAS LIGHTS DISPLAY CONTEST.** After lengthy discussion, Cm. Friddle, **MOVED THE QUESTION.** 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	Yes	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		

Proposed Minutes

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 original motion failed. Council votes were as follows:

N. Bross-Fregonara	Yes	J. Guye	No	D. Parker	No
R. Chenoweth	No	C. Higgins	Yes	L. Vest	No
M. Cuonzo	Yes	M. Hinchman	No	Mayor J. Marco (in case of tie)	n/a
C. Friddle, III	Yes	C. Lowther	No		

Cm. Hinchman, **MOVED APPROVAL OF RESOLUTION 1454: APPROVING TRANSFER OF FUNDS FROM THE FINANCIAL STABILIZATION ACCOUNT.** The motion carried.

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 September 13 – October 1, 2021

CORRESPONDENCE AND NOTIFICATIONS

Council received the following correspondence and notifications:

- Issued building permits
- Treasurer’s report
- Events

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

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
210221	Tanner, Helen	707 W Main St	Remodel Bathroom	20,000.00
210222	Armentrout, Patricia	210 Sylvester Dr	Replace Roof Shingles on Lower Roof	3,000.00
210223	Cupp, Jamie	123 College St	Replace Roof Shingles	9,023.00
210224	Masten, Robert	413 Kerens Ave	Replace Roof Shingles	8,078.00

Proposed Minutes

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
210225	Carr, Richard	1605 Taylor Ave	Replace Roof Shingles	7,422.00
210226	Isner, Pamela	114 Ward Ave	Replace Roof Shingles	7,910.00
210227	Lewis, Mamie	7 River St	Replace Vinyl Siding	10,000.00
210228	Bright, Kathryn	1105 Harrison Ave	Install Deck and Access Ramp	9,891.00
210229	Carpenter, Patrick	135 S Randolph Ave	8 X 8 Deck & Fence	2,500.00
210230	Fry, Christopher	102 High St	Install Fence	7,000.00
210231	MPL Properties LLC	117 Graham St	New Tub and Surround & Ceiling	3,500.00

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

The meeting adjourned at 9:29 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

(#1455)

October 21, 2021

Adopting a Fixed Capital Asset Threshold

WHEREAS, the City of Elkins, West Virginia (“City”) has, per Resolution #1154, adopted the 2018 – 2023 Strategic Plan, including milestones and deadlines to serve as a guide in decision-making and resource assignment for the City; and,

WHEREAS, Strategic Focus Area #2, Section D, identifies both the development of an equipment management plan and a vehicle management plan as goals; and,

WHEREAS, the Elkins Finance Committee and City Treasurer recommend the adoption of a minimum threshold as the determinate of a capital asset; and,

WHEREAS, an asset whose original cost is \$5,000 or more on an individual item basis, or an asset received by donation whose fair market value at the time of receipt equals or exceeds \$5,000 on an individual basis, must be capitalized for financial reporting purposes;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby authorizes the adoption of a \$5,000 capital asset threshold for financial reporting purposes with immediate effect.

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

(#1456)
October 21, 2021

Amending the City of Elkins Personnel Policy Ch. 8.A: Normal Operations

WHEREAS, the Common Council of the City of Elkins (“Council”) has previously adopted a Personnel Manual, on October 21, 2010; and,

WHEREAS, Council’s Personnel Committee, after consultation with Administrative Officers, has recommended changes to the manual’s policies in Chapter 8.A, regarding work times and hours within a workweek; and,

WHEREAS, Council finds that it is in the best interests of the City of Elkins to adopt and implement these changes; ***now, therefore, be it***

RESOLVED, that the Elkins Common Council hereby adopts and implements the recommended changes to the City of Elkins Personnel Manual’s policies in Chapter 8.A, with immediate effect.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

8. WORK AND PAY SCHEDULE AND POLICIES

8. A: Normal Operations

The normal workweek shall be from 12:01 a.m. Sunday through midnight the subsequent Saturday. Most ~~city-hall~~ employees will be scheduled Monday through Friday from 8:00 a.m. to 4:30 p.m. with one half (1/2) hour for lunch; however, ~~city-hall~~ supervisors may request a modification of scheduled work hours for their employees. ~~With the Mayor's recommendation,~~ Such requests can be approved by the Personnel Committee appropriate administrative officer. ~~Work times for Operations Division departments vary; all employees shall receive thirty unpaid minutes for lunch. Fire and Police civil service employees work schedules are determined by their respective chiefs.~~

On the recommendation of ~~With the approval of~~ their immediate supervisor, and with the approval of the appropriate administrative officer, employees may be permitted to adjust their work hours within the normal workweek. However, a total of ~~forty-hour~~ the administratively approved hours for that position must be achieved by the end of the workweek. (Example: an employee is normally scheduled eight hours per day, five days per week, for a total of forty hours each workweek. On Tuesday, the employee is given permission to work ten hours, and then on Friday of the same week works only six hours. The total time equals forty for the workweek and no other leave is used or accumulated).

Any request to change an employee's classification, as described in Ch. 4 of this manual may, on the recommendation of the employee's supervisor and administrative officer, be approved by the Personnel Committee.

If an employee clocks in or out at any time that falls inside a quarter of an hour, their time will be rounded to the nearest fifteen minutes. Seven (7) minutes and less will round to the earlier quarter hour, while eight (8) minutes and more will round to the later quarter. (Examples: 8:07 is rounded to 8:00. 8:08 is rounded to 8:15; 12:52 is rounded to 12:45 and 12:53 is rounded to 1:00).

8. WORK AND PAY SCHEDULE AND POLICIES

8. A: Normal Operations

The normal workweek shall be from 12:01 a.m. Sunday through midnight the subsequent Saturday. Most employees will be scheduled Monday through Friday from 8:00 a.m. to 4:30 p.m. with one half (1/2) hour for lunch; however, supervisors may request a modification of scheduled work hours for their employees. Such requests can be approved by the appropriate administrative officer.

On the recommendation of their immediate supervisor, and with the approval of the appropriate administrative officer, employees may be permitted to adjust their work hours within the normal workweek. However, a total of the administratively approved hours for that position must be achieved by the end of the workweek. (Example: an employee is normally scheduled eight hours per day, five days per week, for a total of forty hours each workweek. On Tuesday, the employee is given permission to work ten hours, and then on Friday of the same week work only six hours. The total time equals forty for the workweek and no other leave is used or accumulated).

Any request to change an employee's classification, as described in Ch. 4 of this manual may, on the recommendation of the employee's supervisor and administrative officer, be approved by the Personnel Committee.

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4. EMPLOYEE CLASSIFICATION

4. A: Elected Officials

The West Virginia Constitution and State Code prescribe the duties and responsibilities of elected officials. It shall be the elected officials' duty to make these policies and procedures known to their staff and to see that they are practiced.

4. B: Administrative Officers

The following are the administrative officers of this City: Clerk, Treasurer, Operations Manager, Fire Chief, and Police Chief. They are appointed and serve in accordance with appropriate provisions of City Code. The Mayor may establish the procedure by which they report hours worked.

4. C: Full-time Regular Employees

Employees who work a minimum of twenty (20) hours per week, year-round, shall be considered full-time, regular employees after successfully completing the required ninety (90) calendar day period of probationary employment and being approved by Council. Such employees are then eligible to utilize all benefits available.

4. D: Part-Time Regular Employees

Employees who work less than 20 hours per week, year-round, shall be considered part-time, regular employees. They do not receive benefits. Part time employees prohibited from working over 1,039 total cumulative hours per year. The Payroll Clerk will monitor the cumulative hours of part-time regular employees each year. Upon such employees reaching 1000 hours worked in a given year, electronic or written notification will be made to the relevant administrator and the part-time employee's supervisor.

4. E: Probationary Employees

All full-time regular employees and as described in Section C shall serve a ninety (90) calendar day probationary period. Compensation at the full rate associated with the given position will begin on the first day of employment. Health insurance, if accepted by the employee, will begin the first day of the month after the employee is hired. An incentive plan is available whereby employees can receive a cash payment in exchange for waiver of coverage under the city's health insurance plan. During the ninety-day probationary period annual leave and sick leave will accrue but cannot be used until the successful completion of the probationary period. If a probationary employee is required to be absent from work during the ninety day period due to emergency or other reasons, the probationary period will be extended for the number of days equal to the time absent. Civil service employees are subject to a probationary period of employment of one year; however, civil service employees shall be entitled to utilize other benefits (e.g., annual leave and sick leave) upon completion of the same ninety-day period

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1457)
October 21, 2021

***Authorizing the Appointment of
A. Daniels to the Elkins Tree Board***

WHEREAS, the Elkins Common Council, upon final reading April 6, 2017, adopted Ordinance 235 allowing the Elkins Tree Board to maintain a board of no less than four and no more than six members; and,

WHEREAS, the Elkins Tree Board has identified a vacancy due to the resignation of member C. Cronin-Sams; and

WHEREAS, at the Board's recommendation, the Mayor has nominated Angela Daniels to the remainder of the vacant term;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby appoints Angela Daniels to an unexpired term with the Elkins Tree Board ending December 31, 2022.

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

(#1458)

October 21, 2021

Authorizing the Reappointment of K. Somers to the Elkins Planning Commission

WHEREAS, Kate Somers's term on the Elkins Planning Commission is set to expire on December 31, 2021; and,

WHEREAS, Kate Somers's has been a member of the Elkins Planning Commission since December 2015; and,

WHEREAS, fellow commissioners, the Mayor, and Council wish to reappoint K. Somers for an additional three-year term beginning January 1, 2022; and,

WHEREAS, the incumbent wishes to continue her service to the Commission;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby reappoints Kate Somers to the Elkins Planning Commission for a term to end on December 31, 2024.

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

(#1459)
October 21, 2021

Authorizing the Reappointment of R. Biller to the Elkins Sanitary Board

WHEREAS, Randall Biller's term on the Elkins Sanitary Board is set to expire on December 31, 2021; and,

WHEREAS, Mr. Biller has been a member of the Elkins Sanitary Board for many years; and,

WHEREAS, fellow board members, the Mayor, and Council wish to reappoint Mr. Biller for an additional three-year term beginning January 1, 2022; and,

WHEREAS, the incumbent wishes to continue his service to the Board;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby reappoints Randall Biller to the Elkins Sanitary Board for a term to end on December 31, 2024.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

VENDOR SET: 01 Elkins

BANK: * ALL BANKS

DATE RANGE:10/04/2021 THRU 10/15/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
C-CHECK	City of Elkins	VOIDED	V 10/13/2021			000003		184,674.36CR
00707	Trickett Hardware, Inc.							
C-CHECK	Trickett Hardware, Inc.	VOIDED	V 10/12/2021			010640		657.42CR

* * 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:	2 VOID DEBITS	0.00		
	VOID CREDITS	185,331.78CR	185,331.78CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: TOTALS:	2	185,331.78CR	0.00	0.00
BANK: TOTALS:	2	185,331.78CR	0.00	0.00

VENDOR SET: 01 Elkins
 BANK: ARPA Amercia Rescue Plan Act
 DATE RANGE:10/04/2021 THRU 10/15/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00238	Elkins Fordland, Inc.							
I-8235	2015 Ford F150	R	10/08/2021	20,875.00		000003		20,875.00
00465	Steve's Electrical Service LLC							
I-202299	floc bearing replacement	R	10/13/2021	900.00		000004		900.00
01916	CR Environmental Service							
I-21-1005SER	replacement bearing, labor	R	10/13/2021	1,400.00		000005		1,400.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	3	23,175.00	0.00	23,175.00
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	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: ARPA TOTALS:	3	23,175.00	0.00	23,175.00
BANK: ARPA TOTALS:	3	23,175.00	0.00	23,175.00

VENDOR SET: 01 Elkins
 BANK: FINST Financial Stabilization
 DATE RANGE:10/04/2021 THRU 10/15/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
	I-Transfer Funds							
	transfer to City Hall Parking	V	10/13/2021	168,811.91		000003		
	I-Transfer Funds-2							
	transfer funds to PGCC	V	10/13/2021	15,862.45		000003		184,674.36
00140	City of Elkins							
	M-CHECK							
	City of Elkins	VOIDED	V	10/13/2021		000003		184,674.36CR
00140	City of Elkins							
	I-Tran Funds							
	transfer funds to City Hall PJ	R	10/13/2021	168,811.91		000004		168,811.91
00140	City of Elkins							
	I-Transfer Fund							
	transfer funds to PGCC	R	10/13/2021	15,862.45		000005		15,862.45

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	369,348.72	0.00	184,674.36
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	184,674.36CR	184,674.36CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: FINSTOTALS:	3	184,674.36	0.00	184,674.36
BANK: FINST TOTALS:	3	184,674.36	0.00	184,674.36

VENDOR SET: 01 Elkins
 BANK: PKPRO Parking Project
 DATE RANGE:10/04/2021 THRU 10/15/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00547	Polino Contracting, Inc.							
I-Appl #4	contracted services	R	10/13/2021	229,976.67		000018		229,976.67

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

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	229,976.67	0.00	229,976.67
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:	1	229,976.67	0.00	229,976.67
BANK: PKPRO TOTALS:	1	229,976.67	0.00	229,976.67

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:10/04/2021 THRU 10/15/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00158	COE Water Depreciation Account							
	C-CM020121 correct20121	N	10/15/2021	8,397.39CR		000000		
	C-CM03012021 correct 30121	N	10/15/2021	7,376.96CR		000000		
	C-CM033121 correct 33121	N	10/15/2021	8,201.62CR		000000		
	C-CM050121 correct 50121	N	10/15/2021	6,334.80CR		000000		
	C-CM060121 correct 60121	N	10/15/2021	7,274.27CR		000000		
	C-CORR 063121 Correct entry 063121	N	10/15/2021	5,318.33CR		000000		
	C-Corr 9/1/21 Entry Corr 9/1/21 Entry	N	10/15/2021	7,225.55CR		000000		
	C-Corr WD Entry Correct Depreciation Entry	N	10/15/2021	7,397.95CR		000000		
	C-Water O/M 6321 Corr Water O/M 6321	N	10/15/2021	5,318.33CR		000000		
	I-WATER O/M 063121 Water Depr Deposit 06021	N	10/15/2021	5,318.33		000000		
	I-WTR DEP 033121 WaterDeprecDeposit 033121	N	10/15/2021	8,201.62		000000		
	I-WTR DEPR 09/2021 Water Deprec Deposit 09/2021	N	10/15/2021	7,225.55		000000		
	I-WTR Dep 022821 WTR Depr Dep 022821	N	10/15/2021	7,376.96		000000		
	I-WTR Dep 053121 Water Depr Deposit 053121	N	10/15/2021	7,274.27		000000		
	I-WTRDEP 043021 Water Depr Deposit 043021	N	10/15/2021	6,334.80		000000		
	I-Water Depr 013121 Water Deprec Deposit 013121	N	10/15/2021	8,397.39		000000		
	I-WaterDepr 08/2021 Water Deprec Dep Aug 2021	N	10/15/2021	7,397.95		000000		
	I-WaterDprDep 063121 Water Depr Deposit	N	10/15/2021	5,318.33		000000		
00381	Grover C Jackson Jr							
	C-REV DUP Pmt Pmt Correction	N	10/12/2021	1,800.00CR		000000		
	I-Rent Oct 2021 Rent 10/2021	N	10/12/2021	1,800.00		000000		
00116	Child Support Enforcement							
	I-CDS202110051265 Child Support	R	10/05/2021	445.83		010596		445.83
00121	Citizens Bank of WVFP							
	I-FP 202110051265 Fire Pension	R	10/05/2021	483.80		010597		483.80
00122	Citizens Bank of WVFP							
	I-PP 202110051265 Police Pension	R	10/05/2021	184.66		010598		
	I-PPN202110051265 Police Pension-2010 Forward	R	10/05/2021	325.05		010598		509.71
00147	COE Misc							
	I-MIS202110051265 Misc Reimbursements	R	10/05/2021	177.31		010599		177.31
00150	COE Payroll							
	I-T1 202110051265 Federal Withholding	R	10/05/2021	10,252.66		010600		10,252.66
00151	COE Payroll							
	I-T3 202110051265 FICA	R	10/05/2021	10,738.04		010601		
	I-T4 202110051265 Medicare	R	10/05/2021	3,822.00		010601		14,560.04

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:10/04/2021 THRU 10/15/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00152	COE Payroll							
I-T2 202110051265	State Withholding	R	10/05/2021	5,021.00		010602		5,021.00
00741	Great-West Trust Company LLC							
I-VF 202110051265	Voya	R	10/05/2021	329.00		010603		329.00
00747	Washington National Insurance							
I-WN 202110051265	Washington National Insurance	R	10/05/2021	591.35		010604		591.35
00837	COE Payroll Reimbursement							
I-001202110051265	Payroll Reimbursement	R	10/05/2021	61,389.04		010605		
I-006202110051265	Payroll Reimbursement	R	10/05/2021	5,048.32		010605		
I-400202110051265	Payroll Reimbursement	R	10/05/2021	13,297.51		010605		
I-401202110051265	Payroll Reimbursement	R	10/05/2021	12,575.66		010605		
I-404202110051265	Payroll Reimbursement	R	10/05/2021	6,256.12		010605		98,566.65
01885	Colonial Life							
I-CL 202110051265	Colonial Life-AT	R	10/05/2021	122.06		010606		
I-CLP202110051265	Colonial Life-PT	R	10/05/2021	52.52		010606		174.58
00143	COE General Fund 2							
I-Indirects-10/21	Monthly Indirects 10/2021	R	10/06/2021	27,887.27		010607		27,887.27
00149	COE Parks and Recreation							
I-Oct 2021 Support	Monthly Support 10/2021	R	10/06/2021	25,483.00		010608		25,483.00
00235	Elkins Building Comm.							
I-Bond Pmt 10/2021	Monthly Bond Pmt 10/2021	R	10/06/2021	3,483.79		010609		3,483.79
00314	Guttman Energy, Inc.							
I-F60785389	Fleet Fuel 092021-092621	R	10/06/2021	2,220.80		010610		2,220.80
00381	Grover C Jackson Jr							
I-Rent 10/2021	Rent 10/2021	R	10/06/2021	1,800.00		010611		1,800.00
00468	Miss Utility of West Virginia,							
I-WV21-3652	Message Fees August 2021	R	10/06/2021	116.55		010612		116.55
00471	Mon Power							
I-LT31Barron 081721	Consumption 081721-091521	R	10/06/2021	10,452.63		010613		
I-RRave 091521	SWRMorris-RRave 0814-091521	R	10/06/2021	7.54		010613		10,460.17
00483	Mountain Valley Bank							
I-1202553-14 101121	1202553-14 101121	R	10/06/2021	406.14		010614		
I-1202553-17 101221	1202553-17 101221	R	10/06/2021	447.24		010614		
I-1202553-19 100421	1202553-19 100421	R	10/06/2021	655.53		010614		1,508.91

VENDOR SET: 01 Elkins

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00484	Mountaineer Gas Company							
I-153BHntr 091321	Bearhunter Est 081221-091321	R	10/06/2021	11.25		010615		
I-500SFD 091321	500 Scott Ford Rd 091321	R	10/06/2021	41.28		010615		52.53
00701	Toshiba Financial Services							
I-453113375	LEXM5255-TOSH E4515AC	R	10/06/2021	471.16		010616		
I-453450678	LEXC4150/TOSH E3005AC	R	10/06/2021	221.37		010616		
I-453629537	Tosh E4515AC PGCC	R	10/06/2021	121.35		010616		
I-453813321	LEX XM3250 101321	R	10/06/2021	69.00		010616		882.88
00787	WV Bureau of Employment Progra							
I-SUV202110051265	State Unemployment-Vol Fire	R	10/06/2021	36.95		010617		36.95
00990	Cleveland Brothers							
I-7532531	Repair Hyd Hoses/Lines	R	10/06/2021	1,036.03		010618		1,036.03
01242	Hilti Inc.							
I-4618270874	Stator/Rotor/Brush Hldr etc	R	10/06/2021	556.30		010619		556.30
01942	Elkins Municipal Building Comm							
I-1214756-11 101521	1214756-11 101521 #2	R	10/06/2021	4,833.20		010620		4,833.20
02035	C & S Enterprise							
I-082521 Southview	Mini Excavator Rental Southvw	R	10/06/2021	275.00		010621		275.00
02065	AlignHR LLC							
I-6679	HR Managed Services 10/2021	R	10/06/2021	2,500.00		010622		2,500.00
02157	Jerry A Marco							
I-Reimb 091721	Task Force Meeting Travel	R	10/06/2021	74.48		010623		74.48
02206	Kelly Foundry							
I-1	10 Storm Sewer Gates	R	10/06/2021	3,500.00		010624		3,500.00
02212	Consolidated Public Retirement							
I-Meader ID492912	Inv 30241 Emplr Error	R	10/06/2021	419.35		010625		419.35
02213	Vanessa Short							
I-Refund	Event Cancellation at PGCC	R	10/06/2021	250.00		010626		250.00
00140	City of Elkins							
I-Trans DEP Dep	Transfer WVDEP Deposit	R	10/07/2021	605,235.00		010627		605,235.00

VENDOR SET: 01 Elkins

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00063	Biser's Radio Service							
I-15488	2 Radios/Antenna Kits	R	10/12/2021	970.00		010628		970.00
00156	COE Sewer Depreciation Account							
I-SWR Dep 093021	Sewer Depr Deposit Oct 2021	R	10/12/2021	5,100.42		010629		5,100.42
00214	The Digital Soup LLC							
I-22171	Lock Install/Parts	R	10/12/2021	776.75		010630		776.75
00314	Guttman Energy, Inc.							
I-F60855452	Fleet Fuel 092721-100321	R	10/12/2021	4,072.12		010631		4,072.12
00396	Kay Casto & Chaney PLLC							
I-135900	Hensil v EMWD 08/2021	R	10/12/2021	359.30		010632		
I-135901	PSC Invest Suddenlink 08/21	R	10/12/2021	41.00		010632		400.30
00438	Master Service Corporation							
I-2903	Bushing/Plug/Expl Proof Box	R	10/12/2021	168.89		010633		168.89
00457	Metalworks, Inc.							
I-11450	Manufactured SS Weight	R	10/12/2021	172.00		010634		172.00
00465	Steve's Electrical Service LLC							
I-202295	Labor 0830-090221	R	10/12/2021	1,200.00		010635		1,200.00
00471	Mon Power							
I-90008245194	Consumption/Lighting 0821-0921	R	10/12/2021	38,791.03		010636		38,791.03
00484	Mountaineer Gas Company							
I-091521 Natl Gas	Natural Gas 09/15/21	R	10/12/2021	476.59		010637		476.59
00525	Otis Elevator Co.							
I-NBK15984001	No load safety test	R	10/12/2021	2,200.00		010638		2,200.00
00701	Toshiba Financial Services							
I-454594953	Tosh-E4515AC 092721-102721	R	10/12/2021	205.35		010639		205.35
00707	Trickett Hardware, Inc.							
I-4333/2717	Pliers/bolts/connectors etc	V	10/12/2021	177.42		010640		
I-563206	4-235 70/16 MSR Tires	V	10/12/2021	480.00		010640		657.42
00707	Trickett Hardware, Inc.							
M-CHECK	Trickett Hardware, Inc. VOIDED	V	10/12/2021			010640		657.42CR

VENDOR SET: 01 Elkins

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00711	Tygart Valley Transfer, Inc.							
	C-108494 Crctn		miscalculation #108494	R	10/12/2021	0.01CR		010641
	C-108495-crctn		miscalculation of #108495	R	10/12/2021	0.01CR		010641
	C-108553 Crctn		miscalculation #108553	R	10/12/2021	0.01CR		010641
	C-108598 Crctn		miscalculation #108598	R	10/12/2021	0.01CR		010641
	C-108600 Crctn		miscalculation #108600	R	10/12/2021	0.01CR		010641
	C-108650 Crctn		miscalculation #108650	R	10/12/2021	0.01CR		010641
	C-108651 Crctn		miscalculation #108651	R	10/12/2021	0.01CR		010641
	C-108665 Crctn		miscalculation #108665	R	10/12/2021	0.01CR		010641
	C-108690 Crctn		miscalculation #108690	R	10/12/2021	0.01CR		010641
	C-108724 Crctn		miscalculation #108724	R	10/12/2021	0.01CR		010641
	C-108749 Crctn		miscalculation #108749	R	10/12/2021	0.01CR		010641
	C-108750 Crctn		miscalculation #108750	R	10/12/2021	0.01CR		010641
	C-108787 Crctn		miscalculation #108787	R	10/12/2021	0.01CR		010641
	C-108802 Crctn		miscalculation #108802	R	10/12/2021	0.01CR		010641
	C-108804 Crctn		miscalculation #108804	R	10/12/2021	0.01CR		010641
	I-108108		Commercial-Greenfields	R	10/12/2021	298.00		010641
	I-108111		Commercial DM Compactor	R	10/12/2021	158.99		010641
	I-108114		Residential	R	10/12/2021	30.41		010641
	I-108117		Residential	R	10/12/2021	602.95		010641
	I-108124		Residential	R	10/12/2021	528.23		010641
	I-108125		Commercial	R	10/12/2021	761.94		010641
	I-108137		Commercial	R	10/12/2021	230.23		010641
	I-108164		Residential	R	10/12/2021	618.59		010641
	I-108165		Residential	R	10/12/2021	771.49		010641
	I-108166		Commercial	R	10/12/2021	621.19		010641
	I-108185		Commercial	R	10/12/2021	148.56		010641
	I-108212		Commercial	R	10/12/2021	249.35		010641
	I-108215		Commercial	R	10/12/2021	920.93		010641
	I-108216		Residential	R	10/12/2021	633.36		010641
	I-108217		Residential	R	10/12/2021	698.52		010641
	I-108235		Commercial	R	10/12/2021	834.92		010641
	I-108246		Residential	R	10/12/2021	1,043.43		010641
	I-108248		Commercial	R	10/12/2021	172.02		010641
	I-108254		Residential	R	10/12/2021	1,004.33		010641
	I-108270		Commercial	R	10/12/2021	431.79		010641
	I-108278		Commercial	R	10/12/2021	457.86		010641
	I-108298		Commercial-Greenfields	R	10/12/2021	246.74		010641
	I-108303		Commercial DM	R	10/12/2021	226.76		010641
	I-108322		Commercial-Key St	R	10/12/2021	221.54		010641
	I-108324		Residential	R	10/12/2021	705.47		010641
	I-108327		Residential	R	10/12/2021	808.85		010641
	I-108328		Commercial	R	10/12/2021	556.90		010641
	I-108348		Commercial	R	10/12/2021	540.39		010641
	I-108375		Residential	R	10/12/2021	444.83		010641
	I-108377		Residential	R	10/12/2021	50.39		010641
	I-108378		Residential	R	10/12/2021	645.52		010641
	I-108379		Commercial	R	10/12/2021	582.10		010641

VENDOR SET: 01 Elkins

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-108394	Residential	R	10/12/2021	100.78		010641		
I-108399	Commercial	R	10/12/2021	218.94		010641		
I-108402	Commercial	R	10/12/2021	136.40		010641		
I-108418	Residential	R	10/12/2021	601.21		010641		
I-108424	Residential	R	10/12/2021	588.18		010641		
I-108428	Commercial	R	10/12/2021	794.08		010641		
I-108434	Residential	R	10/12/2021	39.96		010641		
I-108450	Commercial	R	10/12/2021	129.45		010641		
I-108490	Commercial	R	10/12/2021	450.91		010641		
I-108493	Residential	R	10/12/2021	906.16		010641		
I-108494	Commercial	R	10/12/2021	807.99		010641		
I-108495	Residential	R	10/12/2021	838.40		010641		
I-108504	Commercial	R	10/12/2021	195.48		010641		
I-108523	Commercial	R	10/12/2021	774.10		010641		
I-108531	Commercial	R	10/12/2021	123.37		010641		
I-108550	Residential	R	10/12/2021	580.36		010641		
I-108552	Residential	R	10/12/2021	522.15		010641		
I-108553	Commercial	R	10/12/2021	455.26		010641		
I-108578	Commercial	R	10/12/2021	132.06		010641		
I-108586	Commercial	R	10/12/2021	283.23		010641		
I-108598	Residential	R	10/12/2021	525.63		010641		
I-108599	Residential	R	10/12/2021	536.92		010641		
I-108600	Commercial	R	10/12/2021	598.61		010641		
I-108609	Residential	R	10/12/2021	68.64		010641		
I-108632	Commercial	R	10/12/2021	274.54		010641		
I-108646	Commercial	R	10/12/2021	177.24		010641		
I-108648	Residential	R	10/12/2021	478.71		010641		
I-108650	Residential	R	10/12/2021	584.71		010641		
I-108651	Commercial	R	10/12/2021	549.09		010641		
I-108665	Commercial	R	10/12/2021	158.13		010641		
I-108666	Residential	R	10/12/2021	24.33		010641		
I-108682	Commercial	R	10/12/2021	191.14		010641		
I-108690	Residential	R	10/12/2021	627.28		010641		
I-108692	Commercial	R	10/12/2021	738.48		010641		
I-108693	Residential	R	10/12/2021	546.48		010641		
I-108701	Residential	R	10/12/2021	29.54		010641		
I-108710	Commercial-DM Compactor	R	10/12/2021	152.04		010641		
I-108724	Commercial-DM Open Top	R	10/12/2021	185.93		010641		
I-108745	Comm-TV Mall	R	10/12/2021	211.99		010641		
I-108749	Residential	R	10/12/2021	786.27		010641		
I-108750	Residential	R	10/12/2021	807.99		010641		
I-108751	Commercial	R	10/12/2021	883.57		010641		
I-108753	Comm-Housing Authority	R	10/12/2021	717.63		010641		
I-108776	Residential	R	10/12/2021	227.63		010641		
I-108782	Commercial-Greenfields	R	10/12/2021	231.97		010641		
I-108787	Commercial	R	10/12/2021	151.18		010641		
I-108793	Commercial	R	10/12/2021	278.02		010641		
I-108802	Residential	R	10/12/2021	561.25		010641		

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-108803	Residential	R	10/12/2021	503.04		010641		
I-108804	Commercial	R	10/12/2021	462.21		010641		
I-108821	Commercial	R	10/12/2021	138.14		010641		
I-108827	Residential	R	10/12/2021	75.59		010641		
I-108832	Residential	R	10/12/2021	529.10		010641		
I-108834	Residential	R	10/12/2021	547.34		010641		
I-108835	Commercial	R	10/12/2021	689.83		010641		
I-108854	Comm -Yokum St 10yd	R	10/12/2021	247.61		010641		
I-108860	Commercial-Conway Dr-Final PU	R	10/12/2021	81.67		010641		
I-108864	Residential - Water Dept	R	10/12/2021	48.65		010641		
I-108868	Residential	R	10/12/2021	568.20		010641		
I-108872	Residential - Water Dept	R	10/12/2021	47.78		010641		
I-108873	Residential	R	10/12/2021	480.45		010641		
I-108875	Commercial	R	10/12/2021	543.87		010641		
I-108877	Residential -Water Dept	R	10/12/2021	87.75		010641		
I-108887	Residential- Water Dept	R	10/12/2021	72.98		010641		
I-108896	Residential-Water Dept	R	10/12/2021	36.49		010641		
I-108897	Commercial	R	10/12/2021	271.07		010641		
I-108903	Commercial	R	10/12/2021	151.17		010641		
I-108910	Residential	R	10/12/2021	22.59		010641		
I-108917	Residential	R	10/12/2021	665.50		010641		
I-108918	Residential	R	10/12/2021	628.14		010641		
I-108927	Commercial	R	10/12/2021	814.93		010641		
I-108975	Residential	R	10/12/2021	96.44		010641		
I-108981	Commercial-DM Compactor	R	10/12/2021	155.52		010641		
I-108983	Residential	R	10/12/2021	850.56		010641		
I-108984	Residential	R	10/12/2021	714.15		010641		
I-108985	Commercial	R	10/12/2021	786.26		010641		
I-108989	Comm-Power Co	R	10/12/2021	82.54		010641		
I-109010	Comm-Greenfields	R	10/12/2021	205.91		010641		
I-109018	Residential	R	10/12/2021	25.20		010641		
I-109030	Residential	R	10/12/2021	443.09		010641		
I-109031	Residential	R	10/12/2021	490.00		010641		
I-109032	Commercial	R	10/12/2021	509.12		010641		
I-109049	Comm-Housing Authority	R	10/12/2021	602.08		010641		
I-109052	Comm-DM Compactor	R	10/12/2021	107.73		010641		
I-109074	Residential	R	10/12/2021	543.87		010641		
I-109075	Residential	R	10/12/2021	590.78		010641		
I-109076	Commercial	R	10/12/2021	519.54		010641		
I-109095	Commercial-Greenfields	R	10/12/2021	257.16		010641		
I-109102	Commercial	R	10/12/2021	512.59		010641		
I-109120	Residential	R	10/12/2021	487.40		010641		
I-109121	Residential	R	10/12/2021	529.97		010641		
I-109122	Commercial	R	10/12/2021	494.35		010641		52,948.20

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:10/04/2021 THRU 10/15/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00726	USA Blue Book							
I-726832	2-Hydrant Lifter	R	10/12/2021	328.00		010642		328.00
00786	WV Bureau for Public Health							
I-101121-Findley CII	Mark Findley Cl II Renewal	R	10/12/2021	150.00		010643		150.00
00884	Colonial Court Service Station							
I-563206	4 Tires	R	10/12/2021	480.00		010644		480.00
01024	WV Division of Highways							
I-ROWPermit 100721	ROW Permit CR9	R	10/12/2021	255.00		010645		255.00
01169	Kathy's Decorating & Design							
I-100721	1/2 dep on blind Treasurer	R	10/12/2021	166.00		010646		166.00
01390	Phoenix Solutions, LLC							
I-3506	Chemicals	R	10/12/2021	6,373.50		010647		
I-3518/3519	Chemicals	R	10/12/2021	4,578.81		010647		10,952.31
01681	DataMax Corporation							
I-09302021	BL Collection 09/2021	R	10/12/2021	678.29		010648		678.29
01697	C-Com LLC							
I-654104	Maint/Repair 9/13-9/1721	R	10/12/2021	1,275.00		010649		1,275.00
01727	Enterprise FM Trust							
I-FBN4309307	Fleet Leases 100121-103121	R	10/12/2021	11,818.12		010650		11,818.12
01751	COE WWTP							
I-202109071048	WTP Backwash 08/2021	R	10/12/2021	843.32		010651		843.32
02047	Cybertech Automation USA Inc							
I-11465	Valve and Level Integration	R	10/12/2021	15,983.50		010652		15,983.50
02177	Dynamic Sports Construction In							
I-1	Synthetic Gym Floor	R	10/12/2021	70,158.00		010653		70,158.00
00469	Mistras Group, Inc.							
I-CD11273929	Tower 402-Tele Platform Inspct	R	10/12/2021	825.00		010654		825.00
00707	Trickett Hardware, Inc.							
I-2717/4333	Pliers/Bolts/Connectors	R	10/13/2021	177.42		010655		177.42

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 10/04/2021 THRU 10/15/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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** T O T A L S **

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	59	1,045,953.17	0.00	1,045,295.75
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:	2	0.00	0.00	0.00
VOID CHECKS:	1 VOID DEBITS	0.00		
	VOID CREDITS	657.42CR	657.42CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	62	1,045,295.75	0.00	1,045,295.75
BANK: Pool TOTALS:	62	1,045,295.75	0.00	1,045,295.75

VENDOR SET: 01 Elkins

BANK: SEWPJ Sewer Project

DATE RANGE:10/04/2021 THRU 10/15/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00085	Burgess & Niple, Inc.							
I-985789	contracted services	R	10/07/2021	7,344.00		000071		
I-987704	contracted services	R	10/07/2021	22,332.66		000071		29,676.66
02121	Bear Contracting, LLC							
I-4830	contracted services	R	10/07/2021	575,557.85		000072		575,557.85

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	605,234.51	0.00	605,234.51
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: SEWPJTOTALS:	2	605,234.51	0.00	605,234.51
BANK: SEWPJ TOTALS:	2	605,234.51	0.00	605,234.51

VENDOR SET: 01 Elkins
 BANK: WATDP Water Depreciation
 DATE RANGE:10/04/2021 THRU 10/15/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00158	COE Water Depreciation Account							
	C-Corr 020121	N	10/15/2021	8,397.39CR		000000		
	C-Corr 030121	N	10/15/2021	7,376.96CR		000000		
	C-Corr 033121	N	10/15/2021	8,201.62CR		000000		
	C-Corr 05012021	N	10/15/2021	6,334.80CR		000000		
	C-Corr 060121	N	10/15/2021	7,274.27CR		000000		
	C-Corr 070121	N	10/15/2021	5,318.33CR		000000		
	C-Corr 080521	N	10/15/2021	7,397.95CR		000000		
	C-Corr090121	N	10/15/2021	7,225.55CR		000000		
	D-Corr 020121	N	10/15/2021	8,397.39		000000		
	D-Corr 05012021	N	10/15/2021	6,334.80		000000		
	D-Corr 060121	N	10/15/2021	7,274.27		000000		
	D-Corr 090121	N	10/15/2021	7,225.55		000000		
	D-Corr WD Entry	N	10/15/2021	7,397.95		000000		
	D-Corr030121	N	10/15/2021	7,376.96		000000		
	D-Corr033121	N	10/15/2021	8,201.62		000000		
	D-corr 070121	N	10/15/2021	5,318.33		000000		
00900	National Road Utility Supply,							
	I-331690	R	10/13/2021	4,202.50		000029		4,202.50

*** TOTALS ***

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	4,202.50	0.00	4,202.50
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:	1	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: WATDP TOTALS:	2	4,202.50	0.00	4,202.50
BANK: WATDP TOTALS:	2	4,202.50	0.00	4,202.50
REPORT TOTALS:	73	2,092,558.79	0.00	2,092,558.79

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 10/04/2021 THRU 10/15/2021
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: October 21, 2021

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

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
210232	Tag Towers	5-1/2 Eleventh St	Install 190' Cell Tower	70,000.00
210233	Jory & Smith	1 Randolph Ave	Replace Roof Shingles	17,120.00
210234	Shoulders, Anna	626 Yokum St	Install Metal Roof on Garage	200.00
210235	Mach, Gregory	322 Tygart Ct.	Tile Shower	4,885.00
210236	Elza, Samuel	143 Vector Ave	Install Metal Roof	5,000.00
210237	Russell, David	121 Tenth St	Replace Porch Decking & Corner Column	3,000.00
210238	Nelling, Raymond	204 BridgewaterDr	Replace HVAC Units	5,800.00
210239	D & B United, LLC	20 Second St	Electrical Inspection	100.00
210240	Andrevich, Elizabeth	1104 S Kerens Ave	Install New Metal Roof on the Garage	5,000.00
210241	Thompson, Cody	311 Graham St	Electrical Upgrade	3,922.00

Application to Use or Close City Streets and/or Sidewalks

Date(s) of Event October 17, 2021 Time: From: 4:00 pm To: 6:00 pm

Date of Street Closing October 17, 2021 Time of Street Closing 3:45 pm

Date of Street Reopening October 17, 2021 Time of Street Reopening 6:15 pm

Organization Name First United Methodist Church Address 315 Kerens Ave.

City/State/Zip Elkins, WV 26241 Fax 304 636-0671

Contact Natasha Zirkle Telephone 304-704-6937 E-mail natashazirkle@yahoo.com

2nd Contact Rhonda Elmer Telephone 304-604-3496 E-mail rhondaelmer1@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: Fall Harvest Party outside of Church

Streets you are requesting to use or close – identify specific block.				Barricade Street	Sidewalk Usage
1.	<u>Kerens</u>	from <u>third</u>	to <u>Fourth</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.		from	to		
3.		from	to		
4.		from	to		

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

TCB / 10/13/21 Police Chief Approval

SDA / 10/13/21 Fire Chief Approval

mmz / 10/14/2021 Operations Mgr. Approval

CS / 10/14/21 City Clerk Approval

_____/_____/____ Parks Dir. Approval

Initials / Date (if necessary)

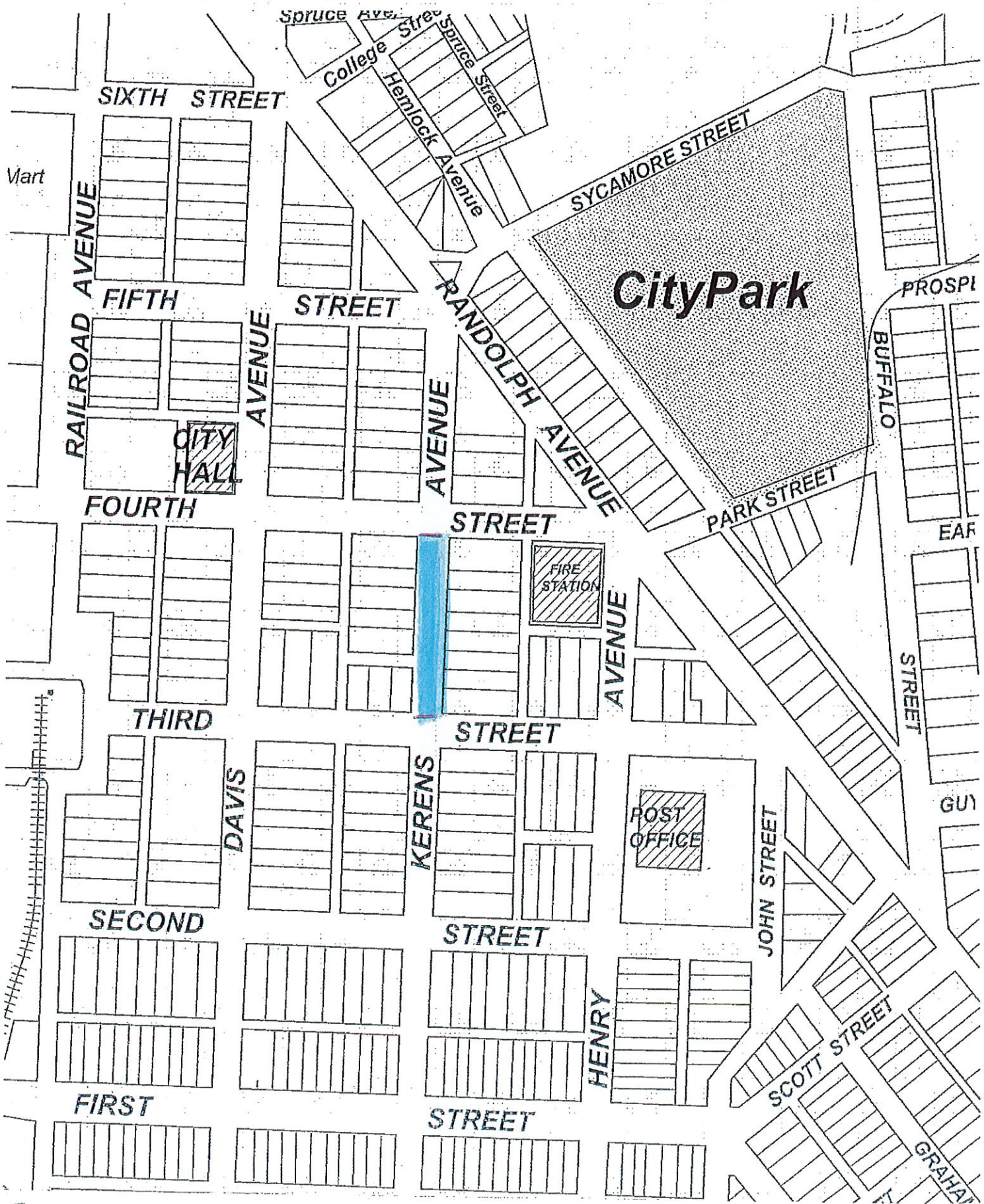
Natasha Zirkle 10/10/21
Signature of Applicant Date

James A. Mann
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: FALL HARVEST PARTY

Streets: KERENS AVE

Date/Time: OCT 17, 2021 3:45-6:15

Application to Use or Close City Streets and/or Sidewalks

Date(s) of Event Friday, Oct. 22, 2021 Time: From: 6:00 pm To: 8:00 pm

Date of Street Closing 10/22/2021 Time of Street Closing 6:00 pm

Date of Street Reopening 10/22/2021 Time of Street Reopening 8:00 pm

Organization Name Beverly Elementary School Address 505 Main St.

City/State/Zip Beverly, WV 26253 Fax (304) 636-9163

Contact Paul Zickefoose Telephone (304) 636-9162 E-mail pzickefo@k12.wv.us

2nd Contact Dustin Garner Telephone (304) 636-9162 E-mail ds Garner@K12.wv.us

Does applicant have liability insurance that names the City as an additional insured? * Yes No BREM
(*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: Beverly Elementary School hosts Halloween Hustle 5K each year. In keeping with train theme, we would like to hold in Elkins.

Streets you are requesting to use or close – identify specific block.		Barricade Street	Sidewalk Usage
1. <u>Martin St.</u>	from <u>Police led race, FDP</u> to <u>(Blocking roads)</u>		
2. <u>Wilson St.</u>	from _____ to _____		
3. <u>Glendale Ave.</u>	from _____ to _____		
4. <u>Reverbend</u>	from _____ to _____		
5. <u>Industrial Park Rd. + Railroad Ave.</u>			
6. <u>Davis Ave. + 3rd Street</u>			

Specific assistance needed from City (Parking, Police, Fire, etc.): Attached is a map of the proposed race route. Begins and ends in Town Square behind train depot.

[Signature] 10/14/21
 Police Chief Approval

[Signature] 9/30/21
 Fire Chief Approval

[Signature] 9/29/21
 Operations Mgr. Approval

[Signature] 10/4/21
 City Clerk Approval

 Parks Dir. Approval (if necessary)

[Signature] 9/24/2021
 Signature of Applicant Date

[Signature] 10/4/2021
 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

FY2022 Mastercard Purchasing Card Rebates	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
General Fund	\$1,443.94				\$1,443.94
Park Fund	\$141.52				\$141.52
Water Fund	\$1,064.31				\$1,064.31
Sewer Fund	\$625.40				\$625.40
Sanitation Fund	\$148.15				\$148.15
Landfill Fund	\$0.00				\$0.00
	\$3,423.32	\$0.00	\$0.00	\$0.00	\$3,423.32

FY2022 Firemen's Pension Information

City Contribution Required	\$55,579.00
City Contribution as of 10/1/2021	\$57,000.00
City Contribution Completed	103%
State Allocation Allotted	\$0.00
State Allocation Received	\$0.00
State Allocation Completed	0%
Per the Actuarial Valuation as of July 1, 2020, the Fire Pension is funded at 110.49%	
Fully Funded	

FY2022 Policemen's Pension Information

City Contribution Required	\$27,657.12
City Contribution as of 10/1/2021	\$41,250.00
City Contribution Completed	149%
State Allocation Allotted	\$129,164.00
State Allocation Received	\$0.00
State Allocation Completed	100%
Per the Actuarial Valuation as of July 1, 2020, the Police Pension is funded at 87.36%	
Unfunded liability is \$660,744.00	

MASTERCARD P-CARD QUARTERLY REBATES

	July	August	September	
General Fund	58,610.80	36,676.87	41,423.61	136,711.28
Parks Fund	5,322.40	2,783.36	5,256.89	13,362.65
Water Fund	58,536.63	30,307.21	11,651.87	100,495.71
Sewer Fund	27,455.80	19,525.44	12,071.29	59,052.53
Sanitation Fund	2,144.50	3,474.26	8,370.47	13,989.23
Landfill Fund	-	-	-	-

323,611.40
323,242.52
3,423.32

0.010590562

General Fund - Rebates	1,443.94
Parks - Rebates	141.52
Water - Rebates	1,064.31
Sewer - Rebates	625.40
Sanitation - Rebates	148.15
Landfill Rebates	0.00

\$ **3,423.32**

Jul-Sept 2021 MASTERCARD P-CARD REBATE

**PUBLIC SAFETY COMMITTEE
REGULAR MEETING
MINUTES**

*401 Davis Avenue
City Hall, Council Chambers
September 13, 2021
10:00 a.m.*

Present were Committee Members: D. Parker, chair (arrived after consent calendar); M. Hinchman (temporary acting chair); and J. Guye

Also present were: Treasurer T. Judy; City Attorney G. Roberts; Police Chief T. Bennett; Fire Chief S. Himes; Code Enforcement Officer/Building Inspector P. Isner; City Clerk J. Sutton; and Mayor J. Marco (arrived after the consent calendar)

Interim Operations Manager M. Himes was absent.

MINUTES

Cw. Guye, **MOVED APPROVAL OF THE MINUTES OF THE AUGUST 9, 2021 MEETING.** The motion carried.

OLD BUSINESS

Police Chief T. Bennett reported the status of the body and vehicle cameras. He continues to work with Axom to obtain a quote. They need to know what type of system will be installed in the vehicles, which Chief Bennett is working to determine. In addition, a new company has contacted the Chief. They are also providing a similar system as Axom and will be in Elkins to provide a demonstration soon.

NEW BUSINESS

After significant discussion the committee determined that each of the seven properties identified for demolition should be put out for separate bid. This enables the committee to prioritize demolitions based on conditions and available funds. City Attorney G. Roberts and Code Enforcement Officer P. Isner will prepare the advertisement for bids.

The committee reviewed City Code §130.019 prohibiting removal of a grocery or shopping cart from the premises wherein it was provided. Historically there have been complaints of carts being abandoned around town and stores not retrieving them. Chief Bennett reported that most recently his officers have been soliciting the help of locals to return carts to the stores. However, he and the committee believe that increasing cooperation from the stores will help to address the problem. Chief Bennett will create a document that outlines the relevant W.Va. and City codes, and the Mayor and Councilor Parker will deliver it to the stores. City Attorney G. Roberts also

suggested reaching out to the corporate owner’s risk management departments to explain the issue and ask for supportive actions to be taken.

City Code §90.28(B)(1) regarding animal defecation was discussed. Cm. Parker believes the issue is in effective enforcement. Chief Bennett agreed and explained to the committee that to charge an individual with a violation of City Code they must have proof, not only of the crime, but of ownership. No changes to the code were suggested. However, the committee would like to see occasional public education information be released.

Code Enforcement Officer P. Isner is continually updating the Vacant Propertied Registry, however given the current review being conducted by the Rules and Ordinances Committee on the ordinance, he is hesitant to take much action. The Clerk relayed the recent discussion held by the R&O Committee on this topic. This committee agrees that language related to the condition of the property should be removed. They also then questioned the intent of the ordinance and its necessity. J. Guye believes the ordinance was put in place to address vacant properties that were not being maintained.

REPORTS

Code Enforcement – P. Isner provided a written report of actions taken 8/9/21 to 9/13/21.

Fire – Chief Himes reported the EFD continues to prepare for the upcoming ISO inspection, including flow testing. A few firefighters have been off due to COVID; however, he expects to be back to full staffing next week.

Police – Chief Bennett reports that the two probationary officers in the academy are still attending virtually. Ptlm. Davis will be attending his two-week equivalency course virtually as well, with two days of in-person field work at the end. All twelve new police vehicles are at the upfitters now. They will be rotated into the fleet as they become available. The chief just purchased 15 sets + 1 training set of stop sticks. These will assist in reducing risk and damage during pursuits. Officer Boatwright’s baby was born Saturday.

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

The meeting adjourned at 11:27 a.m.

The foregoing minutes were approved at the meeting of Oct. 11, 2021

David Parker, Chair
Name & Title

David Paul
Signature

**RULES AND ORDINANCE COMMITTEE
REGULAR MEETING
MINUTES**

*401 Davis Avenue
City Hall, Council Chambers
September 8, 2021
10:30 a.m.*

Present were Committee Members: N. Bross-Fregonara and chair and M. Cuonzo

Also present were: Fire Chief S. Himes; Treasurer T. Judy; Code Enforcement Officer/Building Inspector P. Isner; City Clerk J. Sutton; and Councilors J. Guye and M. Hinchman

C. Higgins was absent.

MINUTES

Cw. Cuonzo, **MOVED APPROVAL OF THE MINUTES OF THE AUGUST 18, 2021 MEETING.** The motion carried.

OLD BUSINESS

Mr. Isner reported that the biggest issue with enforcement of the certificate of occupancy code, as it relates to the conversion of single-family homes into apartments and other instances, is in the process, not the laws. In some circumstances construction or conversion occurs without a building permit and isn't discovered until much later. While the law would allow the Enforcement Officer to stop use of a building if a certificate of occupancy was not issued, this has not been consistently enforced.

T. Judy and P. Isner will work together to improve the existing processes that trigger a zoning review and certificate of occupancy. In addition, External Affairs Specialist S. Stokes will work on improving public information regarding building permits, certificates of occupancy and zoning.

The committee continued discussion of the Vacant Properties ordinance. G. Roberts recommends adding language to clarify the understanding of a vacant property. Ms. Roberts also advised the committee that she believes the term "non-transient" resident excludes the snowbirds from having to register. City Clerk J. Sutton recommends, and P. Isner agrees with, the removal of all references to the condition of the building and changing the definition of vacant to a property being unoccupied for one-year. The committee continues to debate the intention and need for the ordinance. CW. Bross-Fregonara believes it was to encourage people to occupy or dispose of their properties so they would not stand empty regardless of the condition. Cw. Guye believes it

should address dilapidated vacant properties. This item will appear on the next committee agenda for further discussion.

ANNOUNCEMENTS

G. Roberts reports that there will be a hearing scheduled at the start of the next regular meeting on October 20th to hear comments related to an application for alley abandonment. Ms. Roberts will place the necessary legal advertisement.

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

The meeting adjourned at 12:01 p.m.

The foregoing minutes were approved at the meeting of Oct. 13, 2021

Nanci Bross-Fregonara, Chair
Name & Title

Nanci & Bross
Signature

ELKINS TREE BOARD MEETING MINUTES

Darden House, Davis Ave.

September 14, 2021 • 5:30 p.m.

Present: Marilyn Cuonzo, Chair; Nanci Bross-Fregonara, Secretary; Linda Silva, Treasurer; and member Sam Golston. Katy McClane, FOT coordinator, and AmeriCorps member Haley Shreve were also present. Member Linda Burke was not present.

PUBLIC COMMENT

No public comment.

MINUTES

CUONZO MOVED APPROVAL OF THE MINUTES OF THE AUGUST 3, 2021, MEETING. MOTION CARRIED.

BUDGET REPORT

Silva reported the ETB budget is \$3,870. Some funds will be allocated for deer fencing at apple orchard. **CUONZO MOVED APPROVAL OF THE BUDGET REPORT. MOTION CARRIED.**

OLD BUSINESS

MEMORIAL TREE PROGRAM: Tesar approved planting at Glendale, the tree will be a crabapple and will planting will take place in October. Need to confirm site location with Tesar.

ADOPT A TREE: Publicity will go out for the Adopt-A-Tree program. Deadline for applications will be October 15 with distribution by October 30. Bross-Fregonara will send PR to Sutton Stokes, COE. Shreve will assist in monitoring the applications.

VOLUNTEERS: A great deal was accomplished with the church group at both the downtown and nursery sites. We will plan another day this fall with the new AmeriCorps member. Cuonzo stressed the need for volunteers to help water the downtown trees. Suggested milk jugs be handed out to downtown merchants to help.

POLLINATOR PROJECT: Endorsement approved by City Council.

PROPOSED NEW MEMBERS: Board recommending Shreve and Pam Byrnes to join the board. Cuonzo will reach out to the landscape super at D&E that Lisa Wood recommended. That would make the three needed, since Samms has resigned from the board. Proposed members should be presented to council in October.

TREE TAGS UPDATE: Bross-Fregonara is working on this project now. Template OK by vendor. She will prepare the text Burke provided.

NEW BUSINESS

DEMONSTRATION CITY GRANT: Going to Council for approval.

ELKINS PLANNING COMMISSION MEETING MINUTES

401 Davis Avenue

Virtual

July 1, 2021

1:00 p.m.

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

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

PUBLIC COMMENT

Ben Martin, resident and city employee, submitted a written comment to the commission prior to today's meeting (see attached). Mr. Martin believes the Wees District better aligns with the City Residential Zone as opposed to the Single-family Residential Zone. Further points are detailed in the attached email.

MINUTES

B. Woods **MOVED APPROVAL OF THE MINUTES OF THE MAY 20, 2021 MINUTES.** The motion carried.

OLD BUSINESS

The Commission discussed B. Martin's submitted comment. N. Bross-Fregonara believes that the current map reflects where the city and specifically the Wees District wants to be in the future. She believes that keeping the character of the neighborhood and the type of housing will attract more investment. B. Woods believes that the integrity of the neighborhood can remain intact even if other types of housing stock is incorporated. Mr. Woods referenced D.C. as an example. The commission questioned if public input was needed. K. Somers informed the commission that input had already been solicited from the residents of that neighborhood, and it was in favor of keeping single-family homes. The commission discussed the pros and cons as well as the impact on the process if a change as significant as this was made now. Ultimately, no change was made.

Additional clarifying questions were asked and answered, including what 'grandfathered-in' means; and what the telecommunications overlay implies.

C. DeMuth, with the assistance of City GIS Technician B. Martin, identified a few areas of the proposed zoning map that needed corrected due to changes in the parcels. C. DeMuth will make the recommended changes and provide an updated map to the commission.

No action was taken on old business items b, c and e.

The commission did discuss old business item d, the presentation to council. C. DeMuth and B. Martin will finalize all draft documents and send them to J. Sutton for distribution to council. A special council meeting is scheduled for July 21st at 5:00 p.m. during which the Planning Commission will give an informal presentation of the draft materials. Council will have the opportunity to ask questions and enter comments at the meeting and for five days after by submission to the City Clerk. The commission will then meet (date TBD) to discuss all comments and make any needed changes. Once this is complete, the final adoption process will begin.

NEW BUSINESS

No action was taken on items a. or b.

D. Talbott **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 3:09 p.m.

The foregoing minutes were approved at the meeting of Sept. 2, 2021

Nanci E. Bross-Fregonara, Chair
Name & Title

Nanci E Bross-Fregonara
Signature

Jessica Sutton

From: Ben Martin
Sent: Thursday, July 01, 2021 11:12 AM
To: Nanci Bross-Fregonara; Kate Somers (ksomers@hocwv.org); Sutton Stokes; Jerry Marco; Gerry Roberts (gsroberts@wvlawyers.com); Duke Talbott; Bob Woolwine; Jessica Sutton; Burley Woods; Phillips Kolsun; Christy DeMuth
Subject: Public Comment Submission - Rezoning Wees District Neighborhood
Attachments: COE Zoning Map 2013_12_11.pdf; 2021.06.29.CityDraftZoningMap.pdf; DraftZoningMap_WeesDistrictasCityRes.pdf

Dear Planning Commissioners,

In preparation for today's Planning Commission meeting, I would like to submit a consideration for public comment. I appreciate your time in reading through it and look forward to any discussion we may have on the topic.

As I read through the zoning ordinance and compared it to the land use I'm seeing in the neighborhoods, I don't believe the Wees District's zoning classification as Single-Family Residential fits the character of the neighborhood or is beneficial to the continual health of the neighborhood. I'm not sure if public comment is the best way to present these concerns or not, or if anyone is even willing to consider such a change since the zoning ordinance is nearing its final stages. However, I would rather express my concern, even if through public comment, than not at all.

What I'm seeing in terms of land use statistics in the Wees District is more consistent with City Residential neighborhoods than the other Single-Family Residential neighborhoods. The Wees District has the highest dwelling density of all the other zones with 6.55 dwellings per acre. The City Residential neighborhoods have 5.34 dwellings per acre and the other Single-Family Residential zones only have 2.92 dwellings per acre. As for parcel size, the Wees District has an average parcel size of 0.12 acres, the City Residential zones have an average parcel size of .14 acres, and the Single-Family Residential zones have an average parcel size of .24 acres. Furthermore, the Wees District is the only Single-Family Residential neighborhood that has apartments. All these statistics are relevant to how the Wees District should be zoned because they affect the character of a neighborhood. The small parcels and high dwelling density make the Wees District feel more like a traditional neighborhood than the mid-century neighborhoods that are zoned Single-Family Residential.

I feel the City Residential zoning classification would better protect and conserve the Wees District's dwelling density because it allows for more than just single-family dwellings and accessory dwellings. There are 8 instances of either duplex or multi-family dwellings in the Wees District - those would not be allowed to exist if it were zoned Single-Family Residential. The Wees District also houses 31 apartments, which is roughly 13% of the city's apartments. That doesn't seem like much, but I would say those apartments are highly sought after. Plus, the current trend in housing prices means purchasing a home as a young person is becoming more and more difficult. Providing more options for cheaper, yet quality housing in the neighborhood is one of the best ways to ensure young people and young families live in the neighborhood. Plus, having younger residents starts the process of neighborhood pride earlier and may then lead to a home purchase further down the line.

While the City Residential zone does allow for more housing options, there are protections for the character of the neighborhood. In City Residential, multi-family dwellings (apartment complexes, condos, townhomes, etc.) and conversion apartments (a home converted to 3 or 4 units) are conditional uses, which allows the BZA to consider the potential impacts and allows for a public hearing where neighbors, supporters, and opponents can voice their opinion on how the plan may or may not fit the neighborhood. However, low impact conversions, such as duplexes and accessory dwellings (garage apartment, etc.), are allowed by right in City Residential, but not in Single-Family Residential. Such

dwellings already exist in the neighborhood and are the lowest impact for both the neighbors and owners of the dwelling doing the conversions.

The last thing I would like to point out is that the historical zoning of the Wees District was consistent with the other traditional neighborhoods in the city and only the newer developed neighborhoods were considered "Restricted Residential." While I understand the fear of the Wees District deteriorating or losing its charm, I don't believe placing restrictions on housing options will benefit the neighborhood in the long-term. The City Residential zone much more closely follows the current trends of use in the Wees District and allows for flexibility, but also has provisions for consideration of neighborhood character with new developments. I would greatly appreciate the Planning Commission's consideration of switching the Wees District neighborhood's zoning from Single-Family Residential to City Residential.

If you have any questions or thoughts on my concerns or would like more information, please feel free to let me know.

Thanks,

Ben Martin

GIS Technician

City of Elkins

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