

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING AGENDA

*401 Davis Avenue
Council Chamber, 2nd Floor
November 4, 2021
7:00 p.m.*

1. Invocation and Pledge of Allegiance

2. Call to order and roll call

3. Agenda adjustments

- a. *Change to Resolution 1463:* Authorizing the Reappointment of L. Silva and L. Burke to the Elkins Tree Board
- b. *Resolution 1467:* Announcing Support for the Elkins Parks and Recreation Commission Glendale Park Trail Project

4. Public comment

5. Presentation

- a. Randolph County Humane Society – Tina Hord Vial
- b. Kump House and Education Center – Dr. Heather Biola

6. Minutes

- a. Minutes proposed for the regular council meeting of October 21, 2021

7. New business

- a. *Ordinance 290:* An Ordinance of the City of Elkins, West Virginia, to Vacate, Abandon and Close a Portion of Those Certain Public Rights of Way Known As Wilmoth Lane and Main Street (1st of two readings)
- b. *Resolution 1460:* City of Elkins Parking Lot Project Change Order No. 15
- c. *Resolution 1461:* Approving Invoices Relating to the City Hall Parking Lot Project and Authorizing Payment Thereof
- d. *Resolution 1462:* Authorizing the Reappointment of D. Talbott to the Elkins Planning Commission
- e. *Resolution 1463:* Authorizing the Reappointment of L. Silva and L. Burke to the Elkins Tree Board
- f. *Resolution 1464:* Dedication of Parking in Support of the Tygart Hotel Project

- g. *Resolution 1465*: Appointing a Treasurer and Confirming the Amount of Compensation
- h. *Resolution 1466*: FY22 General Fund Budget Revision No. 1
- i. *Resolution 1467*: Announcing Support for the Elkins Parks and Recreation Commission Glendale Park Trail Project

8. Approval of vendor invoice payments

Vendor invoices presented for approval:

- A/P History Check Report for the period October 18 – 29, 2021

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

9. Correspondence and Notifications

- a. Issued building permits
- b. Events

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
October 21, 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, R.C. Chenoweth, M. D. Cuonzo, C.H. Friddle, III, C.J. Higgins, G.M. Hinchman, C.C. Lowther, D.C. Parker, and L.H. Vest; City Treasurer T. Judy; Interim Fire Chief S.D. Himes; Police Chief T. Bennett; Interim Operations Manager M. Himes; City Attorney G. S. Roberts; and City Clerk J.R. Sutton (acting as recording secretary).

Councilpersons N.E. Bross-Fregonara and J.A. Guye were absent.

PRESENTATION

Mike Davis of Burgess & Niple presented information on the City of Elkins consent decree. Mr. Davis has been working with the city since around 2008 on many projects done in direct response to the consent decree. He would like to explain what happened to cause the consent decree, where we are now and what the future concerns are.

Burgess & Niple was selected in 2001 to conduct a study on the wastewater treatment plant which led to preliminary designs being produced in 2003, but that never progressed to final design. Failure to address the issues led to the involvement of the WVDEP, the USEPA and the USDOJ and ultimately the consent decree.

The consent decree does take into consideration the long-term control plan and established Supplemental Environmental Project, however, to avoid continued fines, the city had more work to do. To date the Phase I sewer separation project is complete and the Phase II project is nearing completion, together totaling around \$7.3 million.

There are a few more steps to finalize the consent decree requirements. Mr. Davis is hopeful that this will conclude the USEPA and US DOJ involvement and that moving forward the city will only need to report to the WVDEP. Next steps include drafting a new long-term control plan and updating the wastewater treatment plant.

MINUTES

Cm. Chenoweth, **MOVED APPROVAL OF THE MINUTES OF THE OCTOBER 7, 2021 MEETING.** The motion carried.

NEW BUSINESS

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1455: ADOPTING A FIXED CAPITAL ASSET THRESHOLD.** The motion carried.

Proposed Minutes

Cm. Chenoweth, **MOVED APPROVAL OF RESOLUTION 1456: AMENDING THE CITY OF ELKINS PERSONNEL POLICY CH. 8.A: NORMAL OPERATIONS.** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1457: AUTHORIZING APPOINTMENT OF A. DANIELS TO THE ELKINS TREE BOARD.** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1458: AUTHORIZING THE REAPPOINTMENT OF K. SOMERS TO THE ELKINS PLANNING COMMISSION .** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1459: AUTHORIZING THE REAPPOINTMENT OF R. BILLER TO THE ELKINS SANITARY BOARD.** 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 October 4 – 15, 2021

CORRESPONDENCE AND NOTIFICATIONS

Council received the following correspondence and notifications:

- Issued building permits
- Events

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

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
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

Proposed Minutes

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
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

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

The meeting adjourned at 8:10 p.m.

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

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

ORDINANCE 290

AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA, TO VACATE, ABANDON AND CLOSE THOSE CERTAIN PUBLIC WAYS KNOWN AS WILMOTH AVENUE BETWEEN YOKUM STREET AND MAIN STREET AND PART OF MAIN STREET WHERE IT INTERSECTS WITH WILMOTH AVENUE

WHEREAS, the City of Elkins has received a petition from Michele D. Barb and Jim D. Barb (“Petitioners”) requesting the vacation, abandonment and closure of Wilmoth Avenue between Yokum Street and Main Street and part of West Main Street where it intersects with Wilmoth Avenue as shown on the attached plat; and

WHEREAS, the Petitioners have complied with the abandonment procedures adopted by the Common Council; and

WHEREAS, on October 20, 2021, the Municipal Properties Committee conducted a public hearing on said petition and found that the unopened public ways known as Wilmoth Avenue and the part of Main Street are of no benefit to the general traveling public, serve no public purpose and are not necessary for the public use or good; and

WHEREAS the interest of the City and its residents will be best served by vacating and abandoning the unopened public rights of way known as Wilmoth Avenue and the part of West Main Street; and

WHEREAS it appearing that the owners of the property abutting said Wilmoth Avenue and the part of West Main Street have been notified of the petition and hearing and it appearing that property or interest of no person, firm or corporation will be damaged or injured by said abandonment; and

WHEREAS the Common Council deems it to be in the public interest that said rights of way known as Wilmoth Avenue between Yokum Street and Main Street and part of West Main Street where it intersects with Wilmoth Avenue, both rights of way be vacated, abandoned and closed as not necessary for the public use or good;

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF ELKINS THAT:

1. The public rights of way known as Wilmoth Avenue between Yokum Street and Main Street and part of West Main Street where it intersects with Wilmoth Avenue be and hereby are vacated, abandoned, and closed, and that from and after the final adoption of this Ordinance, the same shall cease to be public roads or ways.

2. A public hearing with regard to the proposed vacation, abandonment and closure was held before the Municipal Properties Committee pursuant to Notice of Hearing published in The Inter-Mountain.

3. Upon final adoption of this Ordinance, quitclaim deeds, reserving all necessary water, sewer and other utility easements, shall be executed by the Mayor to the Petitioners, namely Michele D. Barb and Jim D. Barb, and also to adjoining property owners, James L. Tanner and Helen H. Tanner, Michael J. Morrow and Appalachian Community Health Center, Inc.

4. The quitclaim deeds and a duly certified copy of this Ordinance shall be recorded in the Office of the Clerk of the County Commission of Randolph County, West Virginia.

This Ordinance shall become effective upon the date of its final adoption.

PASSED AND APPROVED ON THE FIRST READING: _____, 2021.

PASSED AND APPROVED ON THE SECOND AND FINAL READING:

_____, 2021.

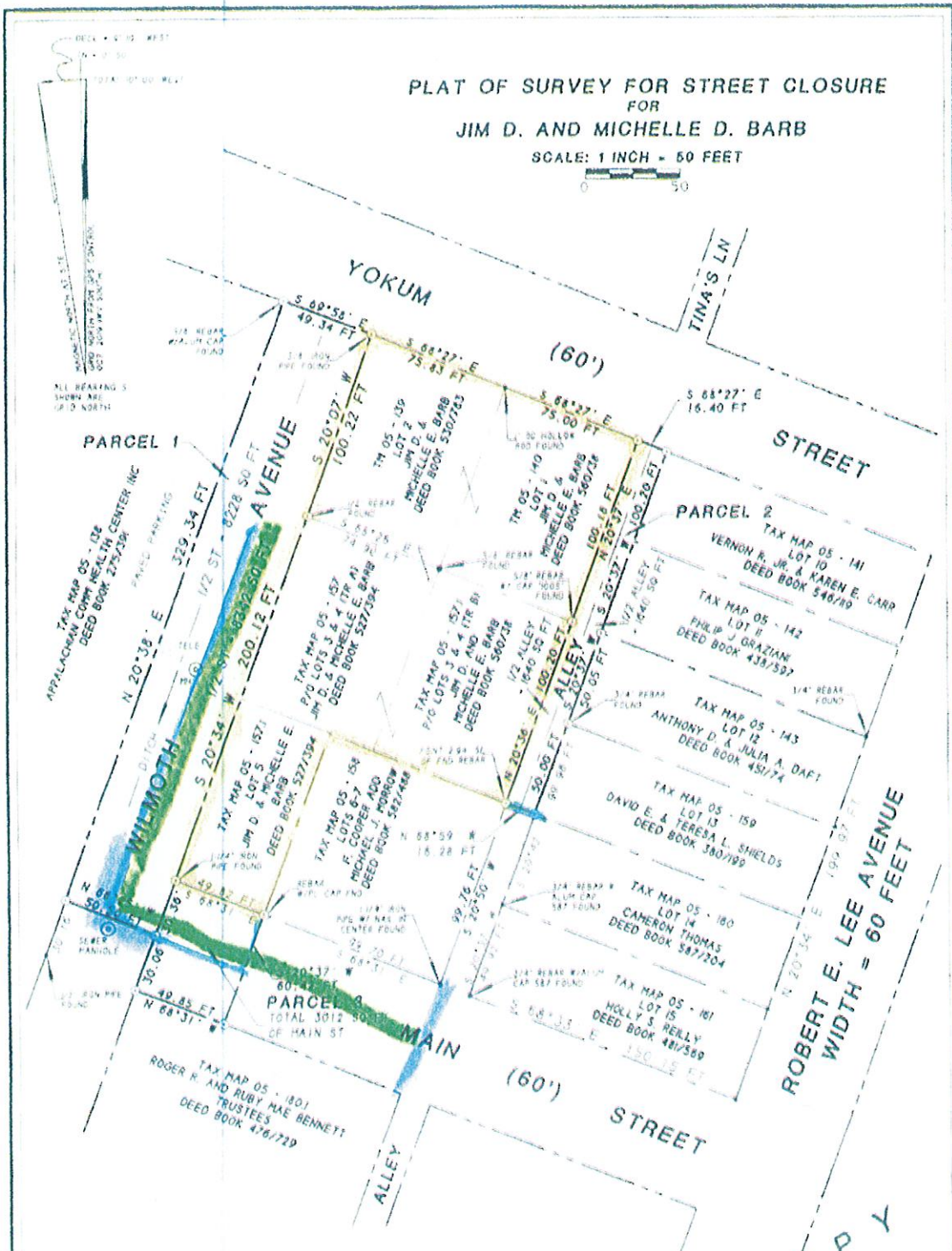
Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

PLAT OF SURVEY FOR STREET CLOSURE
FOR
JIM D. AND MICHELLE D. BARB

SCALE: 1 INCH = 50 FEET



ELKINS CORPORATION, RANDOLPH COUNTY, WV
The JIM D. AND MICHELLE D. BARB LAND
Made Up Of The Following Tracts:

- 1) First: Lot 5 Of The Floyd Cooper Addition And Second, Being A 75.00 By 100.11 Feet Lot Conveyed By James G. Fox And Nancy J. Fox On August 14, 2008 And Recorded In Deed Book 527 At Page 394, Being Tax Map 05, Parcel's 157 And 157.1
- 2) A 75 Feet By 100 Feet Lot As Was Conveyed Through Out Claim Deed From Jim D. Barb And Michelle D. Lantz Barb With Rights Of Survivorship On August 1, 2008 And Recorded In Deed Book 530 At Page 783, Being Tax Map 05, Parcel 139.
- 3) Parcel One: Lot 1 At The Corner Of Yokum St Alley Being 75 Feet By 100 Feet And Parcel Two: A 75.00 by 100.11 Feet Lot Shown As Parcel 'B' As Was Conveyed By James G. Fox On March 23, 2013 And Recorded In Deed Book 560 At Page 38, Being Tax Map 05, Parcel 157.2

D R A F T C O P Y
 4/22/2021
 NOT FOR RECORDING

Surveyed in 2020 And 2021
 By Leon G. Mallox
 Professional Surveyor No 567 Of
 Leon G Mallox Surveying, Inc.
 2000 Piercy Rd. Monroese, WV
 26283

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1460)

November 4, 2021

City of Elkins Parking Lot Project Change Order No. 15

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

WHEREAS, Elkins Common Council has previously approved City Hall Parking Lot Project Change Orders No. 1 - 14 for an increase in contract price of \$35,518.24 and an increase in substantial completion days by 42; and

WHEREAS, Polino Contracting, Inc., has provided the City Hall Parking Lot Project with Change Order No. 15 for an additional increase in contract price of \$2,467.20; and,

WHEREAS, the City Hall Parking Lot Project wishes to accept this Change Orders 15;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby approves The City of Elkins City Hall Parking Lot Project Change Orders 15 for Polino Contracting, Inc.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

CHANGE ORDER

15

FURNISH AND INSTALL ADDITIONAL BOLLARDS
 SET STREET SIGN FURNISHED BY OWNER
 MODIFY EXISTING MH COVER FOR DRAINAGE

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
LABOR				
JD 120 EXCAVATOR	35.00	HOUR	\$ 40.00	\$ 1,400.00
JD CTL 331G		HOUR	\$ 80.00	\$ -
TANDEM AXLE DUMP TRUCK		HOUR	\$ 95.00	\$ -
JD 50 D EXCAVATOR		HOUR	\$ 85.00	\$ -
JD 60D WITH HAMMER	2.00	HOUR	\$ 85.00	\$ 170.00
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	\$ 95.00	\$ -
		HOUR	\$ 40.00	\$ -
MATERIALS				
MATERIAL (INCLUDING TAX)	1.00	LS	\$ 556.90	\$ 556.90
SUB TOTAL				\$ 2,126.90
POLINO OVERHEAD AND PROFIT				\$ 340.30
TOTAL CHANGE ORDER				\$ 2,467.20

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1461)

November 4, 2021

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

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 5

PAGE ONE OF 1 OF 3 PAGES

Distribution to:

OWNER	
ARCHITECT	X
CONTRACTOR	

FROM CONTRACTOR:

Polino Contracting Inc.
PO Box 230
Elkins, WV 26241

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

PERIOD TO: 31-Oct-21

PROJECT NOS: 2202035

CONTRACT City Hall Parking Lot Renovations (Elkins, WV)

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.

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.

- ORIGINAL CONTRACT SUM
\$ 849,594.00
- Net change by Change Orders
\$ 0.00
- CONTRACT SUM TO DATE (Line 1 + 2)
\$ 849,594.00
- TOTAL COMPLETED & STORED TO DATE (Column G on G703)
\$ 842,594.00
- RETAINAGE:
 - % of Completed Work (Column D + E on G703) \$ 542,129.70
 - % of Stored Material (Column F on G703) \$ Included in above
- TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)
\$ 42,129.70
- LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)
\$ 800,464.30
- CURRENT PAYMENT DUE (Line 3 less Line 6)
\$ 664,509.60
- BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)
\$ 135,954.70
- BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)
\$ 49,129.70

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

CONTRACTOR:

By: Rebecca Lanfield

State of: West Virginia

Subscribed and sworn to before me this 26 day of September

Notary Public: Rebecca Lanfield

My Commission expires: Sept 3, 2022

Date: Oct 26, 2021

County of: Putnam

day of

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\$ 135,954.70

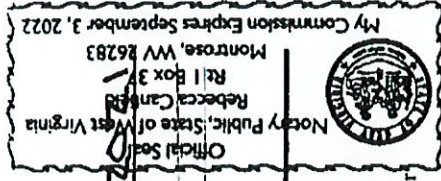
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: Spall

Date: 10/28/21

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.



CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 5

APPLICATION DATE: 1-Oct-21

PERIOD TO: 31-Oct-21

ARCHITECT'S PROJECT NO: 2202035

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.

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D		E WORK COMPLETED 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)	WORK COMPLETED THIS PERIOD						
1	MOBILIZATION & DEMOBILIZATION	\$42,000.00	\$42,000.00	\$0.00	\$0.00		\$42,000.00	100.00%	\$0.00	\$2,100.00
2	CONSTRUCTION LAYOUT	\$25,000.00	\$25,000.00	\$0.00	\$0.00		\$25,000.00	100.00%	\$0.00	\$1,250.00
3	QUALITY CONTROL	\$7,500.00	\$7,500.00	\$0.00	\$0.00		\$7,500.00	100.00%	\$0.00	\$375.00
4	SAFETY FENCE	\$4,800.00	\$4,800.00	\$0.00	\$0.00		\$4,800.00	100.00%	\$0.00	\$240.00
5	SITE DEMO	\$14,858.00	\$14,858.00	\$0.00	\$0.00		\$14,858.00	100.00%	\$0.00	\$742.90
6	SEDIMENT & EROSION CONTROL	\$4,000.00	\$4,000.00	\$0.00	\$0.00		\$4,000.00	100.00%	\$0.00	\$200.00
7	EXCAVATION	\$67,773.00	\$67,773.00	\$0.00	\$0.00		\$67,773.00	100.00%	\$0.00	\$3,388.65
8	12" HDPE PIPE	\$18,755.00	\$18,755.00	\$0.00	\$0.00		\$18,755.00	100.00%	\$0.00	\$937.75
9	8" HDPE PIPE	\$2,320.00	\$2,320.00	\$0.00	\$0.00		\$2,320.00	100.00%	\$0.00	\$116.00
10	TYPE B INLETS	\$18,000.00	\$18,000.00	\$0.00	\$0.00		\$18,000.00	100.00%	\$0.00	\$900.00
11	MANHOLE (MH-1)	\$3,500.00	\$3,500.00	\$0.00	\$0.00		\$3,500.00	100.00%	\$0.00	\$175.00
12	WATERLINE 3/4"	\$5,744.25	\$5,744.25	\$0.00	\$0.00		\$5,744.25	100.00%	\$0.00	\$287.21
13	HYDRANT	\$4,000.00	\$4,000.00	\$0.00	\$0.00		\$4,000.00	100.00%	\$0.00	\$200.00
14	TYPE I CURB	\$112,000.00	\$112,000.00	\$0.00	\$0.00		\$112,000.00	100.00%	\$0.00	\$5,600.00
15	TYPE I CURB RAMP	\$1,500.00	\$1,500.00	\$0.00	\$0.00		\$1,500.00	100.00%	\$0.00	\$75.00
16	TYPE III CURB RAMP	\$7,500.00	\$7,500.00	\$0.00	\$0.00		\$7,500.00	100.00%	\$0.00	\$375.00
17	CONCRETE SIDEWALK	\$37,620.00	\$37,620.00	\$0.00	\$0.00		\$37,620.00	100.00%	\$0.00	\$1,881.00
18	HEAVY DUTY CONCRETE APRON	\$5,750.00	\$5,750.00	\$0.00	\$0.00		\$5,750.00	100.00%	\$0.00	\$287.50
19	DUMSTER PAD	\$8,500.00	\$8,500.00	\$0.00	\$0.00		\$8,500.00	100.00%	\$0.00	\$425.00
20	DUMSTER ENCLOSURE	\$28,000.00	\$28,000.00	\$28,000.00	\$0.00		\$28,000.00	100.00%	\$0.00	\$1,400.00
21	FABRIC FOR SEPARATION	\$10,720.00	\$10,720.00	\$0.00	\$0.00		\$10,720.00	100.00%	\$0.00	\$536.00
22	BASE STONE	\$59,550.00	\$59,550.00	\$0.00	\$0.00		\$59,550.00	100.00%	\$0.00	\$2,977.50
23	HMA BASE TYPE 2	\$88,800.00	\$88,800.00	\$0.00	\$0.00		\$88,800.00	100.00%	\$0.00	\$4,440.00
24	HMA WEARING TYPE 1	\$4,400.00	\$4,400.00	\$0.00	\$0.00		\$4,400.00	100.00%	\$0.00	\$2,200.00
25	PAVEMENT MARKINGS	\$4,000.00	\$4,000.00	\$0.00	\$0.00		\$4,000.00	100.00%	\$0.00	\$200.00
26	HANDICAP PARKING SIGN	\$4,000.00	\$4,000.00	\$0.00	\$0.00		\$4,000.00	100.00%	\$0.00	\$200.00
27	MONUMENT SIGN	\$14,000.00	\$14,000.00	\$0.00	\$0.00		\$14,000.00	100.00%	\$0.00	\$700.00
28	KEYSTONE BESSEMER BENCH	\$4,500.00	\$4,500.00	\$0.00	\$0.00		\$4,500.00	100.00%	\$0.00	\$225.00
29	KEYSTONE TRASH RECEPTACLE	\$3,400.00	\$3,400.00	\$0.00	\$0.00		\$3,400.00	100.00%	\$0.00	\$170.00
30	CONC PAD FOR BENCH / RECEPTACLE	\$1,800.00	\$1,800.00	\$0.00	\$0.00		\$1,800.00	100.00%	\$0.00	\$90.00
31	KEYSTONE BICYCLE PARKING BOLLARD	\$750.00	\$750.00	\$0.00	\$0.00		\$750.00	100.00%	\$0.00	\$37.50
32	BOLLARDS	\$4,500.00	\$4,500.00	\$0.00	\$0.00		\$4,500.00	100.00%	\$0.00	\$225.00
33	RELOCATE SECURITY PAYMENT BOX	\$500.00	\$500.00	\$0.00	\$0.00		\$500.00	100.00%	\$0.00	\$25.00
34	LANDSCAPING	\$39,553.75	\$39,553.75	\$0.00	\$0.00		\$39,553.75	100.00%	\$0.00	\$1,977.69

35	ELECTRICAL	\$112,000.00	\$112,000.00	\$0.00	\$112,000.00	100.00%	\$0.00	\$5,600.00
35	UGE TRENCH	\$18,400.00	\$18,400.00	\$0.00	\$18,400.00	100.00%	\$0.00	\$0.00
	GRAND TOTALS	\$849,594.00	\$738,344.00	\$104,250.00	\$842,594.00		\$7,000.00	\$42,129.70

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

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1462)

November 4, 2021

Authorizing the Reappointment of D. Talbott to the Elkins Planning Commission

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

WHEREAS, Mr. Talbott has been a member of the Elkins Planning Commission since June 2020; and,

WHEREAS, fellow commissioners, the Mayor, and Council wish to reappoint D. Talbott 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 Duke Talbott 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

(#1463)

November 4, 2021

***Authorizing the Reappointment of L. Silva and L. Burke
to the Elkins Tree Board***

WHEREAS, the terms of both Linda Silva and Linda Burke on the Elkins Tree Board are set to expire on December 31, 2021; and,

WHEREAS, L. Silva has been a member of the Elkins Tree Board since 2017; and,

WHEREAS, L. Burke has been a member of the Elkins Tree Board since 2015; and,

WHEREAS, members of the Elkins Tree Board, the Mayor, and Council wish to reappoint L. Silva and L. Burke for additional three-year terms beginning January 1, 2022; and,

WHEREAS, the both members wish to continue their service to the Board;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby reappoints Linda Silva and Linda Burke to the Elkins Tree Board for terms ending 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

(#1464)

November 4, 2021

Dedication of Parking in Support of the Tygart Hotel Project

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 Area #2, item E, focuses entirely on the Tygart Hotel restoration, including working in cooperation with Woodlands Development Group in identifying parking options; and,

WHEREAS, Woodlands Development Group in cooperation with the City Clerk and in compliance with the Elkins Main Street Streetscape Vision, adopted per Resolution #1036 on June 15, 2017 by Elkins City Council, developed a plan to allocate forty (40) parking spaces in the Seneca Mall parking lot adjacent to the Tygart Hotel (copy attached); and,

WHEREAS, Elkins Common Council Municipal Properties Committee has reviewed and recommended this plan to the Council; and,

WHEREAS, Woodlands Development Group requests the allocation of these parking spaces occur sixty (60) days prior to the opening of the Tygart Hotel and are secured for their use for a minimum of five (5) years from this same day; and,

WHEREAS, it appears that dedicating these parking spaces in support of the Tygart Hotel is in the best interests of the citizens of the City of Elkins;

NOW, THEREFORE, BE IT RESOLVED, THAT:

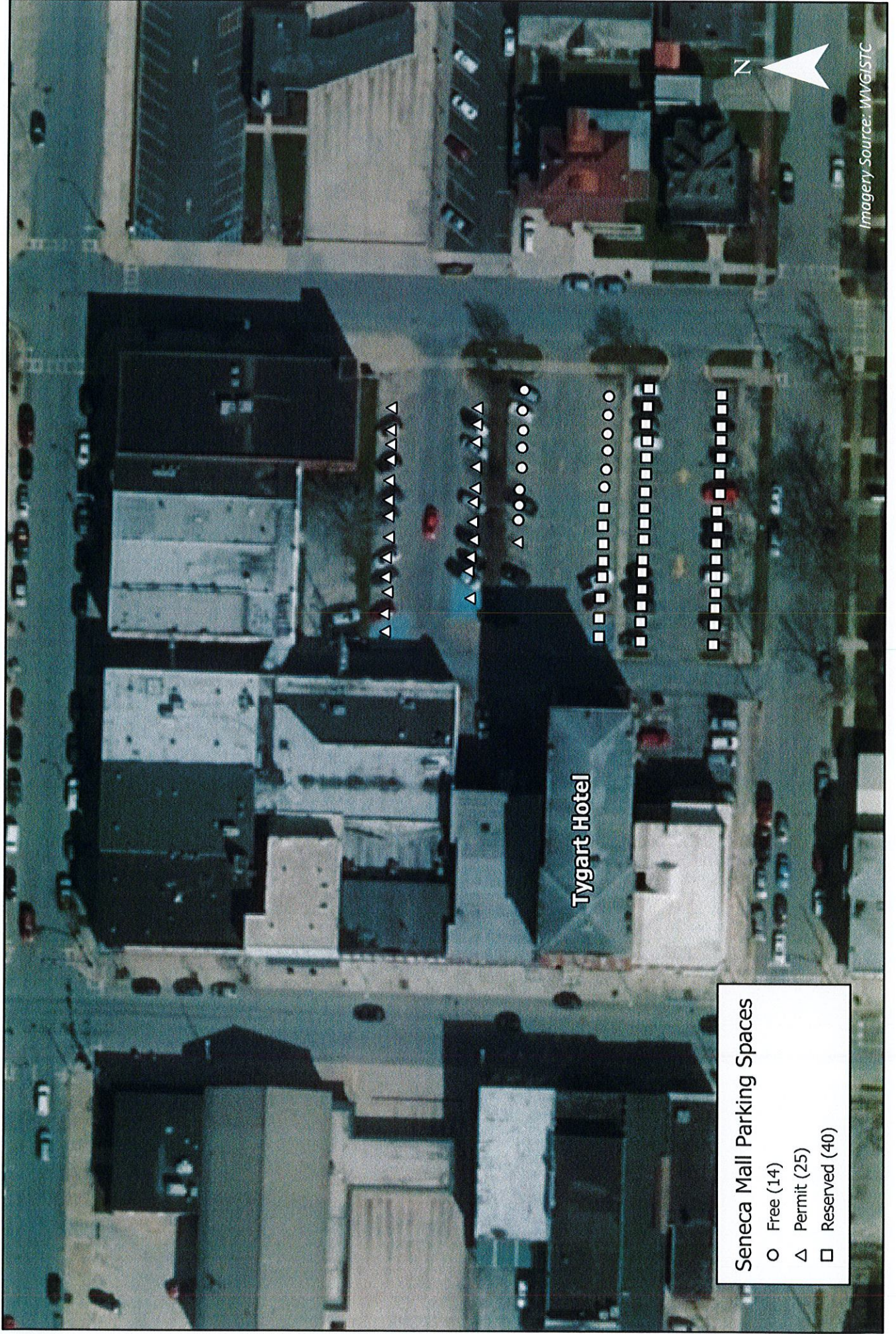
The Elkins Common Council hereby dedicates parking as indicated by the attached proposal for the use of the Tygart Hotel at least sixty (60) days prior to opening and for five years thereafter.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

Seneca Mall Parking Spaces with WDG Parking Proposal



IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1465)

November 4, 2021

Appointing a Treasurer and Confirming the Amount of Compensation.

WHEREAS, the Charter of the City of Elkins Section 3.01(b) states that the mayor shall nominate for service officers including the City Treasurer, to be reviewed by the Personnel Committee and with the final approval of Council; and,

WHEREAS, the Charter of the City of Elkins Section 3.07 states that council may, upon nomination by the mayor and review by the Personnel Committee, appoint an individual to serve as City Treasurer, and that the compensation for the City Treasurer shall be fixed by City Council; and,

WHEREAS, Elkins City Code §32.16(f) directs that Council, at its first regular meeting in September each odd year, “or as soon thereafter as practicable,” elect a Treasurer for a term of two years to commence on the first of October next succeeding his or her election; and

WHEREAS, the Personnel Committee of the Elkins Common Council has recommended Tracy Judy be reappointed to the position of Treasurer; and,

WHEREAS, the Finance Committee has recommended that the compensation for T. Judy be fixed at \$55,000 annually; and,

WHEREAS, §15 of the Charter of the City of Elkins provides Council with authority to set forth compensation for municipal officers; and

WHEREAS, West Virginia Code, §8-5-12 provides that every municipality shall by ordinance or budget fix or cause to be fixed the salary or compensation of every municipal officer or employee; and

WHEREAS, the West Virginia Constitution, §8-5-12 prohibits the salary of any public officer be increased or decreased during his term of office; and,

WHEREAS, sufficient funds are available within the Treasurer’s Department account of the current fiscal year’s General Fund budget;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby appoints Tracy Judy as Treasurer for a term commencing October 1, 2021, and expiring September 30, 2023; and,

FURTHER, that the amount of compensation during the above term shall be \$55,000 dollars per annum.

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

(#1466)
November 4, 2021

FY22 General Fund Budget Revision No. 1

WHEREAS, the City of Elkins has previously prepared and submitted its General Fund Budget for the Fiscal Year 2022; and,

WHEREAS, it has become necessary to make revisions to said Budget; and,

WHEREAS, Budget Revision No. 1 for FY2022 (copy attached) transfer funds as shown;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby approves General Fund Budget Revision No. 1 for Fiscal Year 2022.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

BUDGET REVISION #1 FY2022

Increase	AMOUNT	Decrease	AMOUNT
001-750-458-0000 Capital Outlay Equipment	\$12,000.00	001-750-230-0000 Contracted Services	\$12,000.00

TOTAL \$12,000.00 \$12,000.00

Street Dept.
SA 10/29/21

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1467)
November 19, 2020

***Announcing Support for the Elkins Parks and Recreation Commission
Glendale Park Trail Project***

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 #1, Section B, directs the investigation of opportunities to improve and/or expand greenspace in the City; and,

WHEREAS, the West Virginia Department of Transportation (“WVDOT”) has made available funding to assist in the enhancement of recreational trail programs; and,

WHEREAS, the Elkins Parks and Recreation Commission (“EPRC”) submitted a proposal to resurface the Glendale Park Trail; and,

WHEREAS, the WVDOT has determined the project eligible for funding; and,

WHEREAS, the total cost of the project is sixty-seven thousand seven hundred forty-six dollars and twenty-five cents (\$67,746.25), of which the WVDOT will reimburse the EPRC eighty percent (80%) or fifty four thousand one hundred ninety-seven dollars (\$54,197.00), and the EPCR will be provide the remaining twenty percent (20%) or thirteen thousand five hundred forty-nine dollars and twenty-five cents (\$13,549.25); and,

WHEREAS, upon the recommendation of the EPRC, the Common Council believes it is in the best interest of the citizens of Elkins to apply for this WVDOT grant;

NOW, THEREFORE, BE IT RESOLVED THAT:

The Common Council hereby endorses and supports the Elkins Parks and Recreation application for West Virginia Department of Transportation funds for the improvement of the Glendale Park Trail, and hereby authorizes Mayor Jerry A. Marco, or his designee, to enter into a contractual agreement with the WVDOF to receive and administer grant funds pursuant to provisions of the grant.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

D. Alan Reed, P.E.
State Highway Engineer

Jimmy Wriston, P. E.
Deputy Secretary/
Deputy Commissioner

September 28, 2021

Honorable Jerry A. Marco
Mayor
City of Elkins
401 Davis Avenue
Elkins, West Virginia 26241

Dear Mayor Marco:

Enclosed for your records, is a fully executed agreement for the Glendale Park Trail project (State Project: U342-GLE/ND-1. 00) in Randolph County. Once all required steps including environmental review and federal authorization are complete, you will receive a Notice to Proceed for this project.

Should you have any questions, please contact Mr. Scott McClanahan, Project Manager with our Grant Administration Unit within Planning Division, at (304) 414-6927 or by email at Barry.S.McClanahan@wv.gov.

Sincerely,

Jimmy Wriston, P. E.
Deputy Secretary/
Deputy Commissioner

JW:Mt

Enclosures

bcc: SC, CH, HP, CL, PR, GAD, ADMIN

WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
AGREEMENT
STATE PROJECT: U342-GLE/ND-1. 00
FEDERAL PROJECT: NRT-2018(243) CONSTRUCTION
GLENDALE PARK TRAIL
RECREATIONAL TRAILS PROGRAM
RANDOLPH COUNTY

THIS AGREEMENT, executed in triplicate, made and entered into this _____ day of _____, 20____, by and between the **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS**, hereinafter called "**DEPARTMENT**" and the **CITY OF ELKINS** hereinafter called "**SPONSOR**".

WITNESSETH that,

WHEREAS, DEPARTMENT and **SPONSOR** have determined that a project to resurface the Glendale Park Trail is an eligible project for funding under the Recreational Trails Program as appropriated in the Fixing America's Surface Transportation Act; and

WHEREAS, DEPARTMENT desires to cooperate with **SPONSOR** in accomplishing the project; and

WHEREAS, by City of Elkins Resolution bearing the date of the _____ day of _____, 20____, the _____ directed the proper authorities to execute, acknowledge, and deliver this Agreement, a copy of which Resolution is affixed hereto and made a part hereof;

NOW THEREFORE, it is mutually agreed as follows:

A. That **SPONSOR**, shall use plans, specifications, and estimate package (and any other bid related documentation) as produced in cooperation between **DEPARTMENT** and **SPONSOR** for the project for the following work elements:

1. Plans, specifications and estimate package;
2. Environmental review;
3. Right of Way Certificate;
4. Utility Status Report, and
5. Any other documentation required for FHWA authorization.

B. The **SPONSOR** shall submit to **DEPARTMENT** such designs and written approval prior to any construction. The **SPONSOR** may then use either a "Force Account" and/or "In-Kind Services" and/or contract for construction for those project elements approved within the design plan, which may include:

1. Glendale Park Trail resurfacing;
2. Culvert installation; and
3. Applicable sediment and erosion control.

The above-described materials purchase is to hereafter be referred to as "**PROJECT**".

All infrastructure newly constructed or upgraded by maintenance activities must be compliant (where applicable) with the 2013 United States Forest Service (USFS) Trail Accessibility Guidelines (FSTAG), the 2013 USFS Outdoor Recreation Accessibility Guidelines (FSORAG), the Architectural Barriers Act Accessibility Guidelines (effective November 2013), and the proposed Accessibility Guidelines for Pedestrian Facilities in The Public Right of Way (PROWAG, dated July 26, 2011). Any applicable deviation from these guidelines must be documented as an exception and included within the **SPONSOR'S** project file.

C. That **SPONSOR** shall provide for, or cause to be provided for, the future maintenance of **PROJECT** for a period of no less than five (5) years once the work

under this Agreement is completed. Further it is acknowledged and agreed that all future maintenance of project elements constructed under this Agreement will be the sole responsibility of **SPONSOR**.

- D.** The total eligible project cost as set by this agreement is sixty-seven thousand seven hundred forty-six dollars twenty-five cents (\$67,746.25) and the amount of funds available for reimbursement from **DEPARTMENT** shall be eighty percent (80%) of the funds expended by **SPONSOR** for eligible project cost, up to a maximum reimbursement of fifty-four thousand one hundred ninety-seven thousand dollars (\$54,197.00). **SPONSOR** shall be responsible for the remaining twenty percent (20%) of the eligible project cost that are expended, in addition to all costs deemed ineligible by **DEPARTMENT**. **SPONSOR** will also be responsible, at the one hundred percent (100%) level, for any and all costs in excess of the total eligible project cost as set by this Agreement including any deficiencies found upon inspection/final inspection of the project or deviation from the plans and specifications approved by **DEPARTMENT**. **SPONSOR'S** twenty percent match for the total eligible project cost is thirteen thousand five hundred forty-nine dollars twenty-five cents (\$13,549.25).
- E.** That **SPONSOR** will submit to **DEPARTMENT**, as the minimum match, a check payable to the West Virginia Division of Highways for the sum of thirteen thousand five hundred forty-nine dollars twenty-five cents (\$13,549.25). The check shall be submitted with the Agreement upon execution by the **SPONSOR**.

F. That **SPONSOR** may submit invoices and/or "In-Kind Services" and/or "Force Account" documentation to **DEPARTMENT** at no more often than a monthly basis, for up to one hundred (100%) reimbursement to **SPONSOR** for the performance of the work set forth herein, and certify that the invoices/documents properly represent either payment for approved work that has been satisfactorily completed and paid for by **SPONSOR** or goods and/or services donated to **SPONSOR**. Donated materials shall be documented by **SPONSOR** as to type, cost or value, date or dates of use. Donated labor shall be documented by **SPONSOR** by name of worker, rate of pay, hours and dates of work and work performed. **SPONSOR** shall document donated labor at the dollar value/classification appropriate for the individuals and labor performed. For all unskilled and semi-skilled labor, the dollar value, for the donated labor will be calculate at a set rate of twenty dollars (\$20.00) per hour. For all skilled labor, the dollar value will be calculated by using the Davis Bacon wage rate. For skilled labor rates to be used, the work being performed must be the primary profession of the individual performing the labor. Donated equipment shall be documented by **SPONSOR** by type of equipment, sources of equipment, rate of rental, and dates of use. **SPONSOR** acknowledges that in no circumstances shall reimbursement for "In-Kind Services" including materials, equipment, and/or volunteer services or labor, exceed twenty percent (20%) of **PROJECT'S** total cost. Each invoice must be accompanied by an up-to-date progress report detailing work undertaken and percentage of completion that reflects the reimbursement sought.

- G.** That all "Force Account" labor and/or equipment shall be invoiced at the rate normally paid by **SPONSOR** and all labor shall be document by name of worker, rate of pay, hours and dates of work and specific work performed. Equipment shall be documented by type of equipment, source of equipment, rate of rental/expense, use and dates of use. **SPONSOR** acknowledges that in no circumstances shall reimbursement for "In-Kind Services" including materials, equipment, and/or volunteer services or labor, exceed twenty percent (20%) of **PROJECT'S** total cost. Each invoice must be accompanied by an up-to-date progress report detailing work undertaken and percentage of completion that reflects the reimbursement sought. **SPONSOR** acknowledges that when using "Force Account" if City of Elkins employees and/or equipment are used outside of the **PROJECT** boundaries, it is the express understanding that the **DEPARTMENT'S** involvement is limited to reimbursement of regular compensation of the City of Elkins employees, or for the City of Elkins equipment owned or rented equipment, at a rate not to exceed that of comparable rental equipment. It is the sole responsibility of **SPONSOR** to determine if the City of Elkins employees and/or equipment outside **SPONSOR'S** boundaries would require payment of Davis Bacon wage rates.
- H.** Materials Control on this project will consist of purchasing from certified vendors (with listings provided to **SPONSOR** from **DEPARTMENT**) and regular inspection from **DEPARTMENT** to verify acquisition, suitability, and placement of project materials according to the scale of the project.

I. That the following attachment(s) is incorporated herein and made a part hereof as though fully set out herein: Attachment A-1 – "Recreational Trail Grant Program General Clauses and Covenants (July 11, 2016)" and FHWA-1273 "Required Contract Provisions Federal-Aid Construction Contracts." **DEPARTMENT** and **Federal Highway Administration** attachment guidelines shall apply if applicable.

IN WITNESS WHEREOF, the parties hereto have caused their respective names to be signed by their duly authorized officers.

**WEST VIRGINIA DEPARTMENT OF
TRANSPORTATION,
DIVISION OF HIGHWAYS**

(signature)

(title)

CITY OF ELKINS


(signature)

Director, Elkins Parks + Recreation Commission

(title)

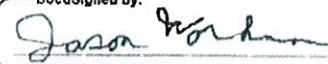
(To be executed in triplicate)

Distribution:
City of Elkins
Planning Division
Legal Division

APPROVED AS TO FORM ON

4/20/2021

ATTORNEY LEGAL DIVISION
WEST VIRGINIA DEPARTMENT
OF TRANSPORTATION.
DIVISION OF HIGHWAYS

DocuSigned by:

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**Table 1.0 Glendale Park Trail Funding Breakdown
FFY 2018 Grant Award
State Project: U342-GLE/ND-1. 00
Federal Project: NRT-2018(243)D CONSTRUCTION**

FUNDING TYPE	FEDERAL FUNDS	SPONSOR MATCHING FUNDS	TOTAL FUNDING
FFY 2018 RT Grant Funds	\$54,197.00	\$13,549.25	\$67,746.25
Total Construction Funding	\$54,197.00	\$13,549.25	\$67,746.25

VENDOR SET: 01 Elkins

BANK: * ALL BANKS

DATE RANGE:10/18/2021 THRU 10/29/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	DAVIS, SHERRI L	VOIDED						
	C-CHECK	VOIDED	V 10/19/2021			010671		31.04CR

* * 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:	NO	VOID DEBITS	VOID CREDITS	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	1	0.00				
			31.04CR	31.04CR	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			1	31.04CR	0.00	0.00
BANK:		TOTALS:	1	31.04CR	0.00	0.00

VENDOR SET: 01 Elkins
 BANK: ARPA Amercia Rescue Plan Act
 DATE RANGE:10/18/2021 THRU 10/29/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01100	Power Equipment Direct							
I-WPD2999111	2-Trash Pumps	R	10/18/2021	3,527.98		000006		3,527.98
02216	CivicPlus							
I-217932	website agenda management	R	10/18/2021	8,708.00		000007		8,708.00
00320	Hach Company							
I-316594087	panel, channel,software	R	10/21/2021	24,750.87		000008		24,750.87
00465	Steve's Electrical Service LLC							
I-202154	labor for trash pumps	R	10/21/2021	900.00		000009		900.00
01957	ZORO							
I-SO23903237	4-Bearings	R	10/21/2021	1,944.00		000010		1,944.00
02221	Camlock Direct							
I-198643	camlock 4" hoses	R	10/21/2021	2,739.68		000011		2,739.68
00465	Steve's Electrical Service LLC							
I-202157	labor, sludge removal	R	10/26/2021	800.00		000012		800.00
01697	C-Com LLC							
I-654110	gate pedistal, labor	R	10/26/2021	1,779.96		000013		
I-654111	computer, scada, drives, labor	R	10/26/2021	11,000.00		000013		12,779.96

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	8	56,150.49	0.00	56,150.49
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:	8	56,150.49	0.00	56,150.49
BANK: ARPA TOTALS:	8	56,150.49	0.00	56,150.49

VENDOR SET: 01 Elkins
 BANK: PKPRO Parking Project

DATE RANGE:10/18/2021 THRU 10/29/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02062	Pickering Associates Inc							
I-30972	professional services	R	10/18/2021	1,430.00		000019		1,430.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	1,430.00	0.00	1,430.00
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: PKPRO TOTALS:	1	1,430.00	0.00	1,430.00
BANK: PKPRO TOTALS:	1	1,430.00	0.00	1,430.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:10/18/2021 THRU 10/29/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00457	Metalworks, Inc.							
	C-CM11378	N	10/18/2021	34,610.00CR		000000		
	I-11378	N	10/18/2021	34,610.00		000000		
1	WILEMAN, MELODY							
	I-000202110191276	R	10/19/2021	356.28		010656		356.28
1	ANGER, RACHEL L							
	I-000202110181267	R	10/19/2021	111.15		010657		111.15
00116	Child Support Enforcement							
	I-CDS202110191274	R	10/19/2021	630.45		010658		630.45
00121	Citizens Bank of WVFP							
	I-FP 202110191274	R	10/19/2021	503.22		010659		503.22
00122	Citizens Bank of WVFP							
	I-PP 202110191274	R	10/19/2021	157.60		010660		
	I-PPN202110191274	R	10/19/2021	335.30		010660		492.90
00147	COE Misc							
	I-MIS202110191274	R	10/19/2021	165.00		010661		165.00
00150	COE Payroll							
	I-T1 202110191274	R	10/19/2021	10,674.71		010662		10,674.71
00151	COE Payroll							
	I-T3 202110191274	R	10/19/2021	11,654.52		010663		
	I-T4 202110191274	R	10/19/2021	4,015.20		010663		15,669.72
00152	COE Payroll							
	I-T2 202110191274	R	10/19/2021	5,344.00		010664		5,344.00
00203	Davis Trust Company							
	I-CC 202110191274	R	10/19/2021	1,880.00		010665		1,880.00
00741	Great-West Trust Company LLC							
	I-VF 202110191274	R	10/19/2021	329.00		010666		329.00
00747	Washington National Insurance							
	I-WN 202110191274	R	10/19/2021	879.47		010667		879.47
00837	COE Payroll Reimbursement							
	I-001202110191274	R	10/19/2021	64,277.40		010668		
	I-006202110191274	R	10/19/2021	4,910.18		010668		
	I-400202110191274	R	10/19/2021	14,344.67		010668		
	I-401202110191274	R	10/19/2021	11,591.40		010668		
	I-404202110191274	R	10/19/2021	5,991.31		010668		101,114.96

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash

DATE RANGE:10/18/2021 THRU 10/29/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01885	Colonial Life							
	I-CL 202110191274	R	10/19/2021	122.06		010669		
	I-CLP202110191274	R	10/19/2021	52.52		010669		174.58
01753	Fifth Third Bank							
	C-WVLTAP	R	10/19/2021	250.00CR		010670		
	I-MCard Pmt 09/2021	R	10/19/2021	84,341.60		010670		84,091.60
1	DAVIS, SHERRI L							
	I-000202110191275	V	10/19/2021	31.04		010671		31.04
1	DAVIS, SHERRI L	VOIDED						
	M-CHECK	VOIDED	V 10/19/2021			010671		31.04CR
1	W H MINT-RENTALS							
	I-000202110191269	R	10/19/2021	8.29		010672		8.29
1	W H MINT LLC							
	I-000202110191270	R	10/19/2021	15.99		010673		15.99
1	HARTLEY, SUSAN							
	I-000202110191271	R	10/19/2021	16.65		010674		16.65
1	ANDERSON, DAVID W							
	I-000202110191272	R	10/19/2021	15.87		010675		15.87
1	LLOYD, JENNIFER L							
	I-000202110191273	R	10/19/2021	8.33		010676		8.33
00006	AFLAC							
	I-AF 202110051265	R	10/20/2021	51.48		010677		
	I-AF 202110191274	R	10/20/2021	51.48		010677		
	I-AFL202110051265	R	10/20/2021	99.30		010677		
	I-AFL202110191274	R	10/20/2021	99.30		010677		301.56
00007	Airgas USA, LLC							
	I-9983365549	R	10/20/2021	494.65		010678		494.65
00034	ATCO International							
	I-I05850195	R	10/20/2021	265.65		010679		265.65
00047	BB&T Governmental Finance							
	I-00004 102721	R	10/20/2021	2,256.75		010680		
	I-00005 102421	R	10/20/2021	2,596.05		010680		
	I-00006 102721	R	10/20/2021	2,643.26		010680		7,496.06

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:10/18/2021 THRU 10/29/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00075	Encova Insurance							
I-36158468	WCB 090221-100321	R	10/20/2021	7,638.00		010681		7,638.00
00102	Central Supply Company of WV							
I-470023	BIN BLOCK 2X2X3	R	10/20/2021	752.00		010682		752.00
00202	Davis Trust Company							
I-12754 102221	3113776-12754 102221	R	10/20/2021	577.29		010683		
I-12755 102221	3113776-12755 102221	R	10/20/2021	4,256.84		010683		
I-34296 102221	3113776-34296 102221	R	10/20/2021	577.29		010683		5,411.42
00211	Depot Welcome Center							
I-H/M Aug 2021	Hotel/Motel Collection 08/2021	R	10/20/2021	9,497.85		010684		9,497.85
00242	Elkins Professional Firefighte							
I-EPF202110051265	Elkins Professional FF	R	10/20/2021	90.00		010685		
I-EPF202110191274	Elkins Professional FF	R	10/20/2021	90.00		010685		180.00
00314	Guttman Energy, Inc.							
I-F60897018	Fleet Fuel 10/04/21-10/10/21	R	10/20/2021	3,269.23		010686		3,269.23
00465	Steve's Electrical Service LLC							
I-202153	Labor 10/10/21-10/14/21	R	10/20/2021	900.00		010687		
I-202297	Labor/Maint 090721-092221	R	10/20/2021	2,580.00		010687		3,480.00
00471	Mon Power							
I-CITYPK 100821	City Park 091021-100821	R	10/20/2021	5.67		010688		
I-RRAVE 10/15/21	Consumption 09/16-10/13/21	R	10/20/2021	7.42		010688		13.09
00483	Mountain Valley Bank							
I-1202553-15 103121	1202553-15 103121 51/60	R	10/20/2021	841.58		010689		
I-1202553-16 103121	1202553-16 103121 51/60	R	10/20/2021	576.24		010689		1,417.82
00591	Retiree Health Benefit Trust F							
I-RCHEN OCT 2021	RChenoweth Oct 2021	R	10/20/2021	116.00		010690		
I-RHB202110191274	Retiree Health Benefit Trust	R	10/20/2021	7,656.00		010690		
I-RHBT Oct 2021	Retirees Oct 2021	R	10/20/2021	1,857.80		010690		9,629.80
00779	Woodford Oil Company							
I-09929	450 Gallon Clear Diesel	R	10/20/2021	1,498.50		010691		1,498.50
00792	WV Consolidated Retirement Boa							
I-RTD202110051265	Retirement	R	10/20/2021	6,359.57		010692		
I-RTD202110191274	Retirement	R	10/20/2021	6,738.29		010692		13,097.86

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:10/18/2021 THRU 10/29/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00805	FBMC							
	I-MFB202110051265 Mt. Flex Benefit	R	10/20/2021	1,617.11		010693		
	I-MFB202110191274 Mt. Flex Benefit	R	10/20/2021	1,576.87		010693		
	I-RCHEN OCT 2021 R Chenoweth Oct 2021	R	10/20/2021	55.60		010693		3,249.58
00810	WV Public Employee Insurance A							
	I-BL 202110191274 Basic Life Benefit	R	10/20/2021	170.00		010694		
	I-BL1202110191274 Basic Life Benefit +	R	10/20/2021	1.30		010694		
	I-DL 202110051265 Dependent Life	R	10/20/2021	84.51		010694		
	I-DL 202110191274 Dependent Life	R	10/20/2021	84.51		010694		
	I-HPA202110051265 Ins-Health Plan A	R	10/20/2021	685.00		010694		
	I-HPA202110191274 Ins-Health Plan A	R	10/20/2021	685.00		010694		
	I-ICA202110051265 Ins - Emp/Child-Plan A	R	10/20/2021	833.00		010694		
	I-ICA202110191274 Ins - Emp/Child-Plan A	R	10/20/2021	833.00		010694		
	I-ICB202110051265 Ins- Emp/child - Plan B	R	10/20/2021	1,086.00		010694		
	I-ICB202110191274 Ins- Emp/child - Plan B	R	10/20/2021	1,086.00		010694		
	I-IFA202110051265 Ins - Family - Plan A	R	10/20/2021	10,195.50		010694		
	I-IFA202110191274 Ins - Family - Plan A	R	10/20/2021	10,195.50		010694		
	I-IFB202110051265 Ins - Family - Plan B	R	10/20/2021	6,259.00		010694		
	I-IFB202110191274 Ins - Family - Plan B	R	10/20/2021	6,259.00		010694		
	I-IFD202110051265 Ins-Fam-Plan B - Post Tax	R	10/20/2021	416.50		010694		
	I-IFD202110191274 Ins-Fam-Plan B - Post Tax	R	10/20/2021	416.50		010694		
	I-ISA202110051265 Ins - Single - Plan A	R	10/20/2021	3,000.00		010694		
	I-ISA202110191274 Ins - Single - Plan A	R	10/20/2021	3,000.00		010694		
	I-ISB202110051265 Ins-Single - Plan B	R	10/20/2021	1,404.00		010694		
	I-ISB202110191274 Ins-Single - Plan B	R	10/20/2021	1,404.00		010694		
	I-OL 202110051265 Optional Life	R	10/20/2021	310.50		010694		
	I-OL 202110191274 Optional Life	R	10/20/2021	310.50		010694		
	I-RCHEN OCT 2021 RChenoweth HealthLife Oct 2021	R	10/20/2021	973.00		010694		
	I-TOF202110051265 Tobacco Surcharge Family	R	10/20/2021	375.00		010694		
	I-TOF202110191274 Tobacco Surcharge Family	R	10/20/2021	375.00		010694		
	I-TOS202110051265 Tobacco Surcharge Single	R	10/20/2021	112.50		010694		
	I-TOS202110191274 Tobacco Surcharge Single	R	10/20/2021	112.50		010694		50,667.32
00812	WV Regional Jail and Correctio							
	I-9121ea86 10 days Inmate Housing TVRJ	R	10/20/2021	482.50		010695		482.50
00952	WV Consolidated Retirement Boa							
	I-RTF202110051265 Retirement	R	10/20/2021	2,266.44		010696		
	I-RTF202110191274 Retirement	R	10/20/2021	2,396.36		010696		
	I-RTN202110051265 Retirement	R	10/20/2021	3,330.36		010696		
	I-RTN202110191274 Retirement	R	10/20/2021	3,251.38		010696		11,244.54

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 10/18/2021 THRU 10/29/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00992	McNeil & Company							
I-445084128	Comm-Inland MarineMEIM08716206	R	10/20/2021	1,002.75		010697		
I-45079128	Comm Pkg MEPK08670406	R	10/20/2021	2,461.75		010697		
I-45089128	Comm-Umbrella MEUM08818706	R	10/20/2021	437.50		010697		3,902.00
00993	WV Consolidated Retirement Boa							
I-RT6202110051265	Retirement 6%	R	10/20/2021	6,185.65		010698		
I-RT6202110191274	Retirement 6%	R	10/20/2021	6,568.29		010698		12,753.94
01313	COE Water O & M Account							
I-WATER OM 013121	Water O/M Dep 013121	R	10/20/2021	8,397.39		010699		8,397.39
01335	Seneca Trail Lodge #104							
I-DUES 101221	EPD Renewal of Dues	R	10/20/2021	420.00		010700		420.00
01390	Phoenix Solutions, LLC							
I-3545/3571	Chemicals	R	10/20/2021	11,739.90		010701		11,739.90
01526	Randolph County Circuit Clerk							
I-GAR202110191274	Garnishment - 15-C-105	R	10/20/2021	185.00		010702		185.00
01635	Triangle Heating and Cooling I							
I-4213-14873	Repair Gas Line to Boiler	R	10/20/2021	1,012.54		010703		1,012.54
01697	C-Com LLC							
I-654105	Maint/Repair 092021-092421	R	10/20/2021	1,875.00		010704		1,875.00
01836	Bob Evans							
I-675581 Mr Fix It	Repair Sinks	R	10/20/2021	125.00		010705		125.00
01869	Talbott Frame Shop							
I-11441	Custom Framing	R	10/20/2021	122.46		010706		122.46
02157	Jerry A Marco							
I-Travel Reim 101221	St Auditor's Training	R	10/20/2021	246.42		010707		246.42
02208	Alexander Chevront							
I-TRAVEL-CL II	WW Cert Class II - Travel Exp	R	10/20/2021	353.67		010708		353.67
02217	Steve Hannan Construction							
I-090821	Replacement Doors	R	10/20/2021	3,421.66		010709		3,421.66
1	DAVIS, SHERRI L							
I-000202110201277	US REFUND	R	10/20/2021	31.04		010710		31.04

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:10/18/2021 THRU 10/29/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00082	Builders Group, Inc.							
I-677088	2x12x8	R	10/26/2021	13.99		010711		13.99
00119	CIT Technology Finance Serv, I							
I-38689662	Kyocera Copier 11/06/21	R	10/26/2021	52.50		010712		
I-38709900	Konica 11/08/21	R	10/26/2021	55.00		010712		107.50
00126	City of Clarksburg							
I-20211018035	Compost 9/7-8910 9/28-8919	R	10/26/2021	244.80		010713		244.80
00154	COE Sanitation							
I-202110191276	WWC Hauling Fee Brush 82	R	10/26/2021	299.48		010714		
I-202110191277	WWC Hauling Fee Brush 83	R	10/26/2021	299.48		010714		598.96
00169	Assured Partners of West Virgi							
I-17992	Add 2-2021 FD Expl 9/23/21	R	10/26/2021	913.00		010715		913.00
00218	Division of Justice and Commun							
I-R Goux 102121	Tuition -R Goux	R	10/26/2021	1,500.00		010716		1,500.00
00314	Guttman Energy, Inc.							
I-F60920003	Fleet Fuel 101121-101721	R	10/26/2021	3,780.14		010717		3,780.14
00396	Kay Casto & Chaney PLLC							
I-136206	PSC Invst-Suddenlink	R	10/26/2021	844.68		010718		
I-136208	Hensil v EMW PSC210510LRRC	R	10/26/2021	275.00		010718		1,119.68
00422	Leslie Equipment Co.							
I-928044	Track Hoe Rental/Fuel	R	10/26/2021	1,223.00		010719		1,223.00
00457	Metalworks, Inc.							
I-11481	Repair Hydraulic Cyl	R	10/26/2021	686.00		010720		686.00
00465	Steve's Electrical Service LLC							
I-202152	Labor/Parts 100421-100721	R	10/26/2021	1,265.00		010721		
I-202298	Labor/Parts 092121-100421	R	10/26/2021	2,025.00		010721		3,290.00
00468	Miss Utility of West Virginia,							
I-WV21-4149	Message Fees Sept 2021	R	10/26/2021	151.70		010722		151.70
00606	Steven C. Rodeheaver							
I-11675	Brooms/Brushes	R	10/26/2021	342.00		010723		342.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:10/18/2021 THRU 10/29/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00644	Smith Backhoe & Dozer Service, I-103883 Road Repair Slaughter House Hl	R	10/26/2021	14,950.00		010724		14,950.00
00688	Terra Flora Landscaping I-4930 parking lot maint 10/2021	R	10/26/2021	450.40		010725		450.40
00698	Tire & Rubber Inc. I-93933 2.93 tn tire disposal	R	10/26/2021	249.05		010726		249.05
00779	Woodford Oil Company I-105197 5 CHV Multifak EP	R	10/26/2021	575.00		010727		575.00
00884	Colonial Court Service Station I-41498 Fd F250 CT743	R	10/26/2021	188.68		010728		188.68
01220	The Delmonte Market I-108196491 Landscape Watering	R	10/26/2021	4,900.00		010729		4,900.00
01313	COE Water O & M Account I-WTR O/M 043021 Water O/M Deposit 043021	R	10/26/2021	6,334.80		010730		6,334.80
01594	Pace Analytical Services LLC I-2130314399 09/21 Contract Samp Surfactant	R	10/26/2021	40.80		010731		
	I-217374028 09/2021 Lab Contract	R	10/26/2021	1,335.53		010731		
	I-3897-4029-4030 Samples	R	10/26/2021	1,005.50		010731		2,381.83
01646	Mountain State ESC I-ETC101121-3 Class I/Class II A Chevront	R	10/26/2021	300.00		010732		300.00
01697	C-Com LLC I-654106 Install HMI Panel/Camera Sys	R	10/26/2021	2,475.00		010733		
	I-654107 Repair Static IP Issues	R	10/26/2021	637.50		010733		3,112.50
01750	Backflow Prevention Plus I-969765 Backflow testing	R	10/26/2021	105.00		010734		105.00
01751	COE WWTP I-202110071200 Sept 2021 Backwash	R	10/26/2021	774.22		010735		774.22
01790	Crim Law Office PLLC I-221 Sanitary Bd April 2021 Sanitary Bd	R	10/26/2021	130.00		010736		
	I-226 Sanitary Bd 5/17/21 Sanitary Board	R	10/26/2021	80.00		010736		210.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:10/18/2021 THRU 10/29/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01824	Xerox Financial Services							
I-2857775	09/30-10/29/21 lease pmt	R	10/26/2021	315.00		010737		315.00
01840	Municipal Home Rule Board							
I-2021-013	2021 Annual Assessment Fee	R	10/26/2021	2,000.00		010738		2,000.00
02157	Jerry A Marco							
I-Exp Reimb 10/12/21	Hotel for WWSAO Training	R	10/26/2021	109.00		010739		109.00
02215	Tucker County Solid Waste Auth							
I-106884	Gravel-Petro contaminated	R	10/26/2021	854.40		010740		854.40
02219	JMB Sales & Service							
I-1305	Move excavator	R	10/26/2021	110.00		010741		110.00
02228	Busy Bee Detail Shop							
I-CK Req Ops Vehicle	Detail Operations Vehicle	R	10/26/2021	165.00		010742		165.00
02229	Laura Dean							
I-Reimb Travel 1021	Reimburse Travel Exp	R	10/26/2021	32.93		010743		32.93
1	GAINER, KAYLA N							
I-000202110211278	US REFUND	R	10/26/2021	22.84		010744		22.84
00591	Retiree Health Benefit Trust F							
I-ISELI 10/2021	J Iseli-time toward insurance	R	10/27/2021	342.00		010745		342.00
00140	City of Elkins							
I-Transfer ARPA	transfer additional ARPA funds	R	10/27/2021	2,454.82		010746		2,454.82

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	90	452,094.90	0.00	452,063.86
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	31.04CR	31.04CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	91	452,063.86	0.00	452,063.86
BANK: Pool TOTALS:	91	452,063.86	0.00	452,063.86

VENDOR SET: 01 Elkins
 BANK: SEWDP Sewer Depreciation
 DATE RANGE:10/18/2021 THRU 10/29/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00457	Metalworks, Inc.							
I-11378-I	manufacture/install trough	R	10/18/2021	34,610.00		000028		34,610.00

*** TOTALS ***

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	34,610.00	0.00	34,610.00
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: SEWDPTOTALS:	1	34,610.00	0.00	34,610.00
BANK: SEWDP TOTALS:	1	34,610.00	0.00	34,610.00

VENDOR SET: 01 Elkins
 BANK: WATDP Water Depreciation
 DATE RANGE:10/18/2021 THRU 10/29/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00900	National Road Utility Supply,							
I-331791	valve	R	10/18/2021	2,704.40		000030		
I-331792	400 pvc pipe	R	10/18/2021	5,800.00		000030		
I-331793	battery adapters, pump kits	R	10/18/2021	1,197.00		000030		
I-331794	valves	R	10/18/2021	3,644.28		000030		
I-331795	clamps	R	10/18/2021	226.44		000030		
I-331849	pipe, couplings	R	10/18/2021	11,862.46		000030		25,434.58

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	25,434.58	0.00	25,434.58
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: WATDP TOTALS:	1	25,434.58	0.00	25,434.58
BANK: WATDP TOTALS:	1	25,434.58	0.00	25,434.58
REPORT TOTALS:	102	569,688.93	0.00	569,688.93

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 10/18/2021 THRU 10/29/2021
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: November 4, 2021

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

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
210242	Spruce Associates LLC	201 Randolph Ave	Electric Service (Waiting on Occupancy Insp.)	500.00
210243	Schroeder, Timothy	106 Harpertown Rd.	Garage (Denied-Too many Sq Ft & Front Setback)	26,000.00
210244	Gunther, Valerie	102 Ferndale Dr.	Install Chain Link Fence	3,780.00
210245	Hair Graphics LLC	939 S Davis Ave	Electrical Upgrade	2,500.00
210246	Gallagher, Dennis & Alice	464 Central St.	Install Kitchen Sink and Small Deck	10,000.00
210247	Phares, Sean	24 Pleasant Ave.	Porch Roofs and Repair Around Chimney	4,000.00
210248	Gaughan, Paul	104 Valley Ct.	Replace Roof Shingles	3,178.00
210249	Mole, Donald	50 Mole St	Demolition	7,000.00
210250	Henning, Colin	146 Buffalo St	Install Gutter	600.00
210251	Howell, Misty	609 W Main St	Remove and Replace Roof Shingles	7,000.00
210252	Hiser, Tanna	248 Boundary Ave.	Remove and Replace Roof Shingles	10,000.00
210253	Campbell, Chris	203 Washington Ave.	Demo Garage	500.00

CITY OF ELKINS

Van T. Broughton
Mayor

Application to Use or Close City Streets and/or Sidewalks

401 Davis Avenue
Elkins, West Virginia 26241

Date(s) of Event Approx. Nov 28 -> Dec 28 Time: From: To:

Date of Street Closing Time of Street Closing

Date of Street Reopening Time of Street Reopening

Organization Name Our Town Inc. Address

City/State/Zip Elkins, WV 26241 Fax

Contact Tommy Dolly Telephone 304-636-4400 E-mail ourtownelkins@gmail.com

2nd Contact Bobbi Trimboli Telephone 304-636-0415 E-mail trimboli_bh@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: Placement of Gnomes and wooden, painted trees on parking poles throughout downtown for Christmas season

Streets you are requesting to use or close - identify specific block.

		Barricade Street	Sidewalk Usage
1.	from <u> </u> to <u> </u>	<u> </u>	<u> </u>
2.	from <u> </u> to <u> </u>	<u> </u>	<u> </u>
3.	from <u> </u> to <u> </u>	<u> </u>	<u> </u>
4.	from <u> </u> to <u> </u>	<u> </u>	<u> </u>

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

 / Police Chief Approval

MA / 11/25/21 Operations Mgr. Approval

 / Parks Dir. Approval
(if necessary)

Bobbi Trimboli / 10/22/21
Signature of Applicant Date

 / Fire Chief Approval

 / 11/26/21 City Clerk Approval

 / 10/27/21
Mayor's Signature Date

Contingencies—Restrictions:

File this application **IN PERSON** at the Mayor's Office at least two months in advance of the requested date of street closure 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 Glenn Galloway, Police Department
Chief Tom Meader, Fire Department
Operations Manager Bob Pingley
City Clerk Jessica Sutton
911 Center

* Plan to add wooden Christmas trees to gnome presentation if materials can be secured.

SPECIAL HIRING COMMITTEE MEETING MINUTES

*401 Davis Avenue
City Hall, Room 212
September 22, 2021
3:00 p.m.*

Present were Committee Members: C. Friddle, chair; Cm. D. Parker; Mayor J. Marco; and City Clerk J. Sutton

Also present were: City Attorney G. Roberts; Cw. M. Cuonzo; Treasurer T. Judy; and Interim Operations Manager M. Himes

MINUTES

Mayor J. Marco **MOVED APPROVAL OF THE MINUTES OF THE SEPTEMBER 15, 2021 MEETING.**
The motion carried.

OLD BUSINESS

With unanimous consent the committee the review of the organizational chart was discussed first. M. Himes has received five of the eight job descriptions from the Operations supervisors. She will provide copies of each and the remaining once they are received with each committee member for review. Cm. Friddle will meet with each supervisor individually to discuss their role and the structure of the organization over the next few weeks.

Lenny Hannigan of AlignHR joined the meeting and provided insight into information he recently provided to the committee via email concerning the Operations Manager job description. J. Sutton also reported on the conversations she has had with employees of other municipalities regarding their reporting structure and responsibilities. Chairman Friddle asked the committee to review the information provided from the supervisors, the Clerk and AlignHR and this item will be discussed further at the next meeting.

ANNOUNCEMENTS

The next meeting will be scheduled once Cm. Friddle confirms his meeting times with the supervisors.

Cm. Parker, **MOVED ADJOURNMENT.** The motion carried.
The meeting adjourned at 4:15 p.m.

The foregoing minutes were approved at the meeting of Oct. 26, 2021

Charles H. Friddle, III, Chairman
Name & Title

Charles H. Friddle, III
Signature



Kump Education Center Board Members

KJ Shaffer, President; Priscilla Gay, Treasurer; Joseph Arbogast, Andrew Carroll, Judy Guye, Logan Smith, Robert Wilmoth, and Crystal Krause. Heather Biola, Director.

Despite the challenges of Covid, the Kump Education Center [KEC] continued to work hard for the benefit of local school children who were challenged by a new world of online instruction. To help bridge a learning gap, the KEC was a significant partner with the Randolph County summer school SOLE program (Student Opportunities for Learning and Engagement). The KEC recruited and trained college-age mentors working with grades K-5 at Third Ward, Midland, and George Ward Elementary Schools.

Fourth and fifth-grade students in the SOLE program had field trips to KEC for summer science workshops doing various hands-on activities. They explored our wetland using I-Naturalist to identify plants and learn how a wetland is "a liver of a river." Our partnership with the YMCA Summer Camp program was also expanded with more hands-on environmental learning offered.

Now that the KEC learning lab has better ventilation with a new heat pump, up-to-date electrical service, and Altice wi-fi, we believe we can offer programs with less fear of Covid-19. All the activity this summer has inspired us to expand on this type of programming, and we look forward to increasing learning experiences next year. We envision opening our doors to new visitors, old friends and students in 2022.

Actions and Accomplishments

Educational Community Projects:

- Kump Education Center offered Summer Science Workshops for 28 YMCA day campers and 55 students in the Randolph County SOLE summer school program. These interventions helped students regain academic progress.
- Although Kump Education Center did not hold large events during the Covid-19 crisis period, we worked collaboratively with the Appalachian Forest National Heritage Area (AFNHA), Elkins-Randolph County Chamber of Commerce Early Education Task Force, Elkins Main Street, and Randolph County schools to provide opportunities for young children and to help create a vision for future programming.
- We look forward to continuing to work with the WV Division of Natural Resources, the US Fish and Wildlife Service and the US Forest Service in creating more environmental education opportunities.
- Elkins Tree Board uses the old Kump garden as the City Tree Nursery which provides trees for City properties. They also tend the trees in Kump apple orchard.
- Tech-Link tutors worked with 22 public school students online or in person. This program will expand in 2022.
- Planning has begun with the Emma Scott Garden Club for a Holiday Family Celebration featuring creches and Christmas traditions from around the world December 17-19, 2021.



Kump House in its glory



YMCA Summer Science Camp activities with the WV DNR and KEC volunteers



The Apple Tree program honors teacher excellence



Students with the SOLE program experience nature up-close



Visitors from local photo club



Opportunity to expand Wetland Garden into an interpretive trail



Friends of Trees planted 15 sycamores next to fenceline and maintain heirloom apple orchard



The KEC hosted the Emma Scott Garden Club Rose Luncheon



Sensory walk courtesy the Early Education Task Group



Infrastructure Improvements:

- Responding to the need to transition the Kump House from a private residence to a public venue, emergency lighting, smoke alarms and security systems have been installed. Interior painting and wallboard installation were completed as well as improvements to the bathrooms and kitchen. Improved ADA accessibility is planned for the near future.
- Improvements continue on the barn. An analysis was completed by Darryl Weiser and Bryson VanNostrand with recommendations made for its preservation.
- The historic Kump barn roof was repaired and painted, and new gutters were added. A French drain in the area above the barn was dug, exiting into the wetland. With these improvements, the barn foundation is more secure.

Income Generation

- **Rentals:** The KEC rents space to organizations, such as the Buckhannon-Upshur Camera Club, Emma Scott Garden Club, and the Elkins YMCA. We will continue to rent rooms to small groups, businesses or organizations using precautions against Covid-19.
- **Fund Raising:** The KEC 2020 holiday mailing raised \$7,500 and our Apple-for-the-Teacher Tree has raised \$3,500. These projects will continue.
- **Grants:** We have received \$2,800 in grants from the Tucker Community Foundation, and we are applying for other grants for cultural and educational purposes.

Action Needed for 2022

- **Security Lighting:** Because the Kump House property is still very dark, we need more city lighting at the back parking lot and along Seneca Road.
- **Entrance/Wetland Concerns:** KEC requests that the COE assist with discussions with the WV Division of Highways on ways to improve access to the Kump property and seek protection from possible flooding caused by excessive drainage in the right-of-way.

Moving Forward

Thanks to an anonymous gift, the KEC was recently hired two part-time contractors to assist with marketing, administrative organization and environmental education. This will significantly improve the Center's ability to grow.

The KEC has begun to work on a re-envisioning process and among the opportunities considered are:

- ▶ Increase marketing for meeting and special events rentals
- ▶ Become an Outdoor Science Center
- ▶ Schedule hours for Historic Home tours
- ▶ Expand professional training opportunities
- ▶ Improve/expand nature trails
- ▶ Create an Arboretum

The KEC recognizes it can become a destination for visitors looking to tour a historic home or have an outdoor educational experience. We can train those needing a secure space to learn, inspire a love of nature, assist teachers in hands-on lessons and host group celebrations. We greatly appreciate the support we have received from the City and look forward to increasing our ability to fulfill the needs of our community.

**PERSONNEL COMMITTEE
SPECIAL MEETING
MINUTES**

*401 Davis Avenue
City Hall, Council Chambers
September 21, 2021
2:00 p.m.*

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

Also present were: Mayor J. Marco; City Attorney G. Roberts; Treasurer T. Judy; Police Chief T. Bennett; Interim Operations Manager M. Himes; City Clerk J. Sutton; and External Affairs Specialist S. Stokes.

PUBLIC COMMENT

Eric Hiner, Assistant Supervisor for Water Distribution, advised that there are 24 broken hydrants and 21 valves that need replaced. He is requesting additional staff or the implementation of the capitol improvement team. The water distribution department used to have 12-13 employees. He feels they are understaffed now, and he is worried about the city's ISO rating, fire coverage and impact on the citizens.

MINUTES

Cm. Lowther, **MOVED APPROVAL OF THE MINUTES OF THE AUGUST 27, 2021, MEETING.** The motion carried.

NEW BUSINESS

City Clerk J. Sutton reported on behalf of the administrative officers, at the request of the committee, that they would work to have the departmental action plans ready for review in January 2022.

The committee reviewed the city's contract with AlignHR. They recommend renewal of the contract effective in October 2021 but ask that Exhibit A be updated to reflect the next contract year's services. The City Clerk will advise AlignHR and when received provide a copy to council.

Cm. Lowther, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR AN ADDITIONAL PERSONAL DAY IN HONOR OF JUNETEENTH AS A FEDERAL AND STATE RECOGNIZED HOLIDAY.** The motion carried.

The committee reviewed Personnel Manual Sec. 4.G: Temporary Assignment and request that G. Roberts work with L. Hannigan of AlignHR in drafting language to address when an employee

paid an hourly rate is performing the duties of an employee paid salary. This will be brought back to the next committee meeting.

No action has been taken on the municipal court personnel matter since the last meeting. Judge R. Jones and L. Hannigan were asked to revise the court clerk job description but have yet to make contact. Treasurer T. Judy does not want to share supervision of the court clerk any longer and would like that position removed from her department.

Cm. Lowther, MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR THE REMOVAL OF JOINT SUPERVISION OF THE MUNICIPAL COURT CLERK AND THAT SUPERVISION BE THE SOLE RESPONSIBILITY OF THE MUNICIPAL COURT JUDGE. The motion carried. Further, the committee recommends the position be posted as soon as the job description is complete.

Cm. Lowther, MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL TO AMEND THE PERSONNEL MANUAL SEC. 5.E. BY REMOVAL OF THE CURRENT LANGUAGE REGARDING MEAN REIMBURSEMENT AND REPLACE IT WITH A PER DIEM POLICY IN ACCORDANCE WITH THE FEDERAL M&IE PROGRAM, AND FURTHER THAT LANGUAGE BE INCLUDED TO ALLOW PRE-PAYMENT PROVIDED THE REQUEST IS SUBMITTED FIVE BUSINESS DAYS PRIOR TO THE TRAVEL. The motion carried.

ANNOUNCEMENTS

The next meeting of the committee is scheduled for October 14 at 12:00 p.m.

Cm. Lowther, MOVED ADJOURNMENT. The motion carried.

The meeting adjourned at 3:06 p.m.

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

Robert Chenoweth, Chair
Name & Title


Signature

**FINANCE COMMITTEE
REGULAR MEETING
MINUTES**

*401 Davis Avenue
City Hall, Council Chambers
October 4, 2021
10:00 a.m.*

Present were Committee Members: M. Hinchman, chair; R. Chenoweth; and C. Lowther

Also present were: Mayor J. Marco; Treasurer T. Judy; Interim Operations Manager M. Himes; City Attorney G. Roberts; and City Clerk J. Sutton

MINUTES

Cm. Lowther, **MOVED APPROVAL OF THE MINUTES OF THE SEPTEMBER 22, 2021 MEETING.** The motion carried.

OLD BUSINESS

City Clerk J. Sutton reported on the status of the City Hall Parking Lot Project fund and the need for additional monies to complete the project. There is a current balance of \$267,008.25. Pending expenditures include a \$229,976.00 pay application, a \$14,330.06 change order and the unknown cost of a metal railing and gate around the basement access.

Cm. Chenoweth, **MOVED APPROVAL OF TRANSFERRING \$168,811.91 FROM THE FINANCIAL STABILIZATION ACCOUNT TO THE CITY HALL PARKING LOT PROJECT FUND.** The motion carried.

No report on the fixed asset cost

No report on utility billing mailings

NEW BUSINESS

No action was taken on the Elkins-Randolph Chamber of Commerce request of \$5000 for the Christmas Lights Display Contest.

Treasurer T. Judy advised that the city has no fixed asset threshold set. She reports that many other communities set a threshold of \$5000 or \$10,000 and that she would be comfortable with \$5000.

Cm. Chenoweth, **MOVED APPROVAL OF RECOMMENDING TO COUNCIL THAT THE CITY ADOPT A FIXED ASSET THRESHOLD OF \$5000.** The motion carried.

City Treasurer T. Judy is recommending a new time clock system available through Tyler Technologies. The annual licensing and maintenance fees of the current system have steadily increased over the past few years and the Treasurer believes that having a system that integrates with our current software and that has a history of more stable costs is a better investment. The initial cost of hardware, software and installation are \$35,055, which would be taken from Financial Stabilization.

Cm. Lowther, MOVED APPROVAL OF RECOMMENDING TO COUNCIL THAT THE CITY PURCHASE EXECUTIME HARDWARE AND SOFTWARE FROM TYLER TECHNOLOGIES AT A COST OF \$35,055.00. The motion carried.

ANNOUNCEMENTS

Treasurer T. Judy advised council that each municipality receiving ARPA funds has been assigned an identifier. Elkins is WV0059. Also, that each ARPA project has to have a unique identifier.

Cm. Hinchman, MOVED ADJOURNMENT. The motion carried.

The meeting adjourned at 10:23 a.m.

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

Mike Hinchman Chair
Name & Title

[Handwritten Signature]
Signature

PERSONNEL COMMITTEE REGULAR MEETING MINUTES

*401 Davis Avenue
City Hall, Council Chambers
October 14, 2021
12:00 p.m.*

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

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

Cw. Vest was absent.

MINUTES

Cm. Lowther, **MOVED APPROVAL OF THE MINUTES OF THE SEPTEMBER 21, 2021 MEETING.** The motion carried.

OLD BUSINESS

City Attorney G. Roberts and HR Align representative L. Hannigan created draft language at the request of the committee to amend Chapter 4.G. of the Personal Manual regarding Temporary Assignment. The committee reviewed the draft and had extensive discussion on what should define the circumstances in which this policy would be applied – including when employees may be asked to perform additional duties; the length of assignment; division of workload and how to calculate a wage increase. No decision was made. Ms. Roberts and Mr. Hannigan were asked to review the West Virginia Division of Personnel policies and continue to revise the draft to address the committee's concerns.

NEW BUSINESS

City Clerk J. Sutton requested a revision of Personnel Manual Chapter 8.A.: Normal Operations. It was discovered that since a 2018 change to the definition of full-time employee in Chapter 4.C, these sections were no longer compatible. The committee agreed and asked that the amended language reflect the committee's desire to allow administrative officers to determine the appropriate number of hours per week their employees should be working. The committee also requests that any change in an employee's classification (full-time to part-time or vice versa) be brought to the Personnel Committee for approval.

Cm. Chenoweth, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR CHANGES TO PERSONNEL MANUAL CH. 8.A. NORMAL OPERATIONS.** The motion carried.

The committee jointly discussed new business items b, e, and f, all concerning the Water Distribution Department. Interim Operations Manger M. Himes was only marginally aware of some of the requests being made. Cm. Hinchman, Mayor Marco, Treasurer T. Judy and Align HR representative L. Hannigan have been in discussions with Water Distribution employees regarding requests they have for additional staffing and compensation increases. T. Judy confirmed that for fiscal year 2022, eight full-time positions and one part-time position were budgeted for in water distribution. In order to add new positions, the Interim Operations Manager will need to confirm there is money available for the remainder of the fiscal year. Chief Water Operator W. Lambert advised that there is a vacancy at the water treatment plant, and he is willing to give the approximately \$40,000 dedicated to that position to water distribution if needed. L. Hannigan has provided a form to the water distribution supervisor to justify the need for additional positions. This has not yet been returned.

Cm. Lowther, **MOVED APPROVAL FOR THE COMMITTEE TO ENTER EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL MATTERS IN THE WATER DISTRIBUTION DEPARTMENT AND THE REAPPOINTMENT OF THE CITY TREASURER.** The motion carried. The committee entered executive session at 1:32 p.m. and returned at 3:42 p.m. The chair announced that no action was taken.

Cm. Lowther, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR THE REAPPOINTMENT OF TRACY JUDY AS THE CITY TREASURER.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF A RECOMMENDATION TO THE RULES & ORDINANCE COMMITTEE TO REVIEW AND ADDRESS ANY INCONSISTENCIES BETWEEN THE CITY CHARTER AND THE CITY CODE** The motion carried.

New business item c. municipal court assessment will be postponed to a future meeting.

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

The meeting adjourned at 3:44 p.m.

The foregoing minutes were approved at the meeting of Oct. 21, 2021

Robert Chenoweth, Chair
Name & Title

[Handwritten Signature]
Signature

ELKINS PLANNING COMMISSION

MEETING MINUTES

401 Davis Avenue

Virtual

September 27, 2021

1:00 p.m.

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

Also present: External Affairs Specialist S. Stokes; City Attorney G. Roberts; GIS Technician B. Martin and City Clerk J. Sutton

D. Talbott was absent.

MINUTES

P. Kolsun **MOVED APPROVAL OF THE MINUTES OF THE SEPTEMBER 2, 2021 MEETING.** The motion carried.

NEW BUSINESS

The committee reviewed comments submitted from city council as follows:

The Study and Report references language in the 2015 Comprehensive Plan that is no longer relevant. Because this is a reference to a previous document, it must remain unaltered, however it will not be included in the final proposed zoning ordinance, only as a portion of the report.

- Automobile service (21-79) - concerns about parts and the like being scattered around are addressed under storage, general.
- Garage Sales (21-86) – there was a suggestion to increase the number allowed per year and the number of maximum days per sale. C. DeMuth was also asked to see if estate sales can be added to this section. N. Bross-Fregonara **MOVED APPROVAL OF INCREASING THE MAXIMUM LENGTH OF EACH SALE TO 72 HOURS.** The motion carried.
- Home business, low impact (21-90) – a request was submitted to allow employees. N. Bross-Fregonara **MOVED APPROVAL OF ALLOWING ONE EMPLOYEE REGARDLESS OF THE TYPE OF BUSINESS.** The motion carried.
- Incinerator (21-91) – the commission discussed and made no change.
- Urban Agriculture (21-96) – there was a concern raised about restrictions on composting. No change was made.
- Accessory buildings (21-102) – a concern was submitted about houses built on a slope and how to accommodate this. No change was made to the current language.
- Buffer areas (21-107) – these are not a general requirement, only necessary if commercial or industrial uses border residential areas.

- The parking of tractor trailers was a concern. Restrictions already exist in city code. This is not a zoning issue, but instead an enforcement issue.
- A concern was raised over telecommunications fees being too high (21-144). These fees are for the retention of expert assistance to be sure all requirements are met. No change was made.
- The commission agrees that the term “video game” should be changed to “video lottery” for clarity.

Consideration of other public input included discussion of:

- Docks – they are considered an accessory use. The language will be changed to not restrict them on privately owned lots that don’t have a principal building. They are permissible on city-owned lots regardless.
- The question was asked if there should be references to historic building with the ordinance. The commission agreed to leave this language out. It will be considered in the future if a historical overlay is completed.
- One citizen suggested that the zoning needs to be more flexible given the changes in the business environment due to the pandemic. C. DeMuth cautioned the commission to be careful in allowing too many conditional uses. The BZA must have a justified reason to deny an application for conditional use.

N. Bross-Fregonara MOVED APPROVAL OF CHANGES IN THE USE TABLE TO MAKE PERMITTED THE FOLLOWING USES IN THE EDUCATION ZONE: COMMUNITY FACILITY, INDOOR RECREATION, COMMERCIAL, BED AND BREAKFAST II, HEALTH CLUB, HOTEL/MOTEL AND CATERING. B. Woods MOVED APPROVAL OF AN AMENDMENT TO MAKE THE SUGGESTED USES CONDITIONAL, NOT PERMITTED. The amendment carried. The motion carried.

N. Bross-Fregonara MOVED APPROVAL OF CHANGES IN THE USE TABLE TO MAKE PERMITTED THE FOLLOWING USES IN THE INDUSTRIAL ZONE: AUTOMOBILE CAR WASH, DISTILLERY, BUS TRANSIT, BROADCAST STUDIO, GREENHOUSE, COMMERCIAL, CATERING, RECEPTION FACILITY, BREWERY, TAVERN, BANK, CONVENIENCE STORE, GARDEN CENTER, EQUIPMENT RENTAL AND REPAIR, PHOTOGRAPHIC STUDIO, RESTAURANT, RETAIL < 7,000 SQ.FT., RETAIL SHOP 7,000 TO 25,000 SQ.FT., AND MEDICAL FACILITY, AND TO MAKE RETAIL SHOP >25,000 SQ.FT. CONDITIONAL. The motion carried.

The commission discussed public input opportunities. S. Stokes recommends that at the point when the commission feels it’s done and can stand behind the draft, there should be an opportunity for back and forth with the public, the commission. and C. DeMuth. The commission chose a tentative date of November 17, 2021 to hold a public forum at the Phil Gainer Community Center. This is dependent upon the availability of the PGCC, the completion of the draft, and the state of COVID-19 cases.

K. Somers MOVED ADJOURNMENT. The motion carried.

The meeting adjourned at 3:30 p.m.

The foregoing minutes were approved at the meeting of Oct. 28, 2021

Nanci Bloss-Freganara
Name & Title

Nanci Bloss-Freganara
Signature

ELKINS SANITARY BOARD MEETING MINUTES

*401 Davis Avenue
Elkins, WV, Council Chambers
September 20, 2021
3:15 p.m.*

Present were Sanitary Board Members: Mayor J. Marco and R. Biller

Board member R. McClain was absent.

Also present were: Wastewater Collection Supervisor M. Hartley; Interim Operations Manager M. Himes; Treasurer T. Judy; City Attorney G. Roberts; External Affairs Specialist S. Stokes; Cary Smith, Region VII and Mike Davis, Burgess & Niple.

Mayor J. Marco called the meeting to order at 3:15 p.m.

PUBLIC COMMENT

Judy Guye, First Ward City Councilor spoke about reporting the manhole overflow in the Thompson's driveway on Sylvester Drive for the last three years. Ms. Guye shared a photo of a September 1, 2021 sanitary sewer overflow in the Thompson's driveway.

MINUTES

SANITARY BOARD MEMBER R. BILLER MOVED APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 16, 2021 MEETING. The motion carried.

OLD BUSINESS

Mike Davis, Burgess & Niple reported the Phase II Project is approximately 84% complete. He reported he and city representatives met with Bear Contracting and property owners relating to sewer separation from Buffalo Creek on Buffalo Street and Granny's Lane prior to the Sanitary Board meeting.

NEW BUSINESS

SANITARY BOARD MEMBER R. BILLER MOVED APPROVAL OF THE PHASE II SEWER PROJECT RESOLUTION AND INVOICES (SRF REQUEST NO. 10) IN THE AMOUNT OF \$605,234.51 The motion carried.

SANITARY BOARD MEMBER R. BILLER MOVED APPROVAL OF CRIM LAW OFFICE INVOICE NO. 214 IN THE AMOUNT OF \$220.00 The motion carried.

SANITARY BOARD MEMBER R. BILLER MOVED APPROVAL OF CHANGE ORDER NO. 1 IN THE AMOUNT OF \$53,923.75. The motion carried.

There was discussion on flow meters for the Wastewater Collection Department. Mike Davis reported all flow meters need to be replaced as part of the LTCP and mentioned the city must monitor the CSOs. Mr. Davis explained the difference between regular flow meters and cellular flow meters. M. Hartley stated he was in favor of the cellular flow meters due to the ability to check the data with a cellular device.

SANITARY BOARD MEMBER R. BILLER MOVED APPROVAL TO PROCEED WITH THE PURCHASE OF THE CELLULAR FLOW METERS FROM THE SEWER DEPRECIATION ACCOUNT WITH THE

Elkins Sanitary Board
Income Statement
For the Period Ending August 31, 2021

Total Revenue	\$187,512.51
Total Expenses	<u>\$173,977.35</u>
Net Profit/(Loss)	\$13,535.16
Balance In Sewer Account	\$270,562.05
Balance In Sewer Depreciation Account	\$366,778.50
Balance In O/M Account	\$201,647.37

TRJ 9/2/2021

UNDERSTANDING REMAINING PROJECT FUNDS WILL REIMBURSE THE SEWER DEPRECIATION ACCOUNT FOR THE FLOW METERS. The motion carried.

Tracy Judy presented the following August 31, 2021 Financial Statement:

ANNOUNCEMENTS

The next Sanitary Board meeting will be held on October 21, 2021 @ 6:00 p.m. prior to City Council meeting. Mike Davis will give a presentation on the Consent Decree and Long Term Control Plan to the Sanitary Board and City Council.

Sanitary Board Member R. Biller, **MOVED ADJOURNMENT AT 3:41 P.M.** The motion carried.

The foregoing minutes were approved at the meeting of Oct. 21, 2021.

Jerry A. Marco
Sanitary Board Member

Jerry A. Marco
Signature