

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING AGENDA

*401 Davis Avenue
Council Chamber, 2nd Floor
December 16, 2021
7:00 p.m.*

- 1. Invocation and Pledge of Allegiance**
- 2. Call to order and roll call**
- 3. Agenda adjustments**
 - a. Removal of Elkins Tree Board President Nanci Bross-Fregonara presentation
- 4. Public comment**
- 5. Minutes**
 - a. Minutes proposed for the regular council meeting of December 2, 2021.
- 6. New business**
 - a. *Ordinance 294*: An Ordinance of the City of Elkins, West Virginia to Vacate, Abandon, and Close That Certain Public Right of Way between Lot 25 Block C of the First Section of the Hillside Edition and Lot 26 Block D of the Second Section of the Hillside Addition to the City of Elkins (2nd and final reading)
 - b. *Resolution 1478*: FY22 General Fund Budget Revisions No. 2 through No. 8
 - c. *Resolution 1479*: Approval of Budget Revision 2022-001-02 for Fiscal Year 2022
 - d. *Resolution 1480*: FY22 Sanitation Fund Budget Revision No.1
 - e. *Resolution 1481*: Approval of Budget Revision 2022-002-02 for Fiscal Year 2022
 - f. *Resolution 1482*: Authorization of Employee Stipend for Fiscal Year 2022
 - g. *Resolution 1483*: Amending the City of Elkins Personnel Policy Ch. 10.A: Holidays
 - h. *Consideration of Recommendation for Zoning Exception from the Elkins Board of Zoning Appeals*
 - i. *Discussion of Retroactive Compensation for Temporary Assignment*
- 7. Approval of vendor invoice payments**

Vendor invoices presented for approval:

- A/P History Check Report for the period November 29 – December 10, 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. Treasurer's report

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
December 2, 2021
7:00 p.m.***

Elkins Common Council met in regular session in the council chamber of city hall. Present were City Clerk J.R. Sutton (acting as Mayor); 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; Fire Chief S.D. Himes; Police Chief T. Bennett; Interim Operations Manager M. Himes; City Attorney G. S. Roberts; and R.A. Wickham (acting as recording secretary).

Mayor Jerry A. Marco was absent.

PRESENTATION

Shane Whitehair, the executive director of Region VII Planning and Development Council gave a presentation on how they are serving Randolph County, and how they can serve them in the future. Region VII is one of 11 planning development councils in West Virginia. They serve as a development district to more effectively utilize funding resources and maximize the communities chances of attracting funds from federal, state, and local organizations to foster community and economic development and intergovernmental cooperation throughout the state. Mr. Whitehair explained to council that they have traditionally and are currently helping with city sewer/water system improvements, but Region VII can assist with almost anything the city may need. A few services they offer include grant writing and application preparation, broadband planning, procurement, project management and administration, and many more. Region VII holds quarterly meetings to provide updates and relevant information to the public. A representative from every member city sits on their board.

MINUTES

Cw. Cuonzo, **MOVED APPROVAL OF THE MINUTES OF THE NOVEMBER 18, 2021, PUBLIC HEARING.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF THE MINUTES OF THE NOVEMBER 18, 2021, MEETING.** The motion carried.

NEW BUSINESS

Cm. Chenoweth, **MOVED APPROVAL OF ORDINANCE 291: AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA AUTHORIZING THE GOVERNING BODY TO SUBMIT A MUNICIPAL**

Proposed Minutes

HOME RULE AMENDMENT TO THE APPROVED WRITTEN PLAN TO THE MUNICIPAL HOME RULE BOARD (2ND AND FINAL READING). The motion carried.

Cw. Guye, MOVED APPROVAL OF ORDINANCE 292: AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA REVISING AND AMENDING ELKINS CITY CODE §71.99 REGARDING PENALTIES FOR PARKING OFFENSES (2ND AND FINAL READING). The motion carried

Cw. Bross-Fregonara, MOVED APPROVAL OF ORDINANCE 293: AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA REVISING AND AMENDING ELKINS CITY CODE §152.245 REGARDING MEETINGS OF THE BOARD OF ZONING APPEALS (2ND AND FINAL READING). The motion carried.

Cw. Cuonzo, MOVED APPROVAL OF ORDINANCE 294: AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA TO VACATE, ABANDON, AND CLOSE THAT CERTAIN PUBLIC RIGHT OF WAY BETWEEN LOT 25 BLOCK C OF THE FIRST SECTION OF THE HILLSIDE EDITION AND LOT 26 BLOCK D OF THE SECOND SECTION OF THE HILLSIDE ADDITION OF THE CITY OF ELKINS (1ST OF TWO READINGS). The motion carried.

Cw. Guye, MOVED APPROVAL OF RESOLUTION 1476: ADOPTING FINES AND PENALTIES FOR VIOLATIONS OF PARKING PROVISIONS. The motion carried.

Cw. Vest, MOVED APPROVAL OF RESOLUTION 1477: APPROVING “FULL-TIME REGULAR EMPLOYEE” STATUS AND CONFIRMING A COMPENSATION LEVEL FOR L. GASSNOLA. 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 November 15 - 26, 2021.

CORRESPONDENCE AND NOTIFICATIONS

Council received the following correspondence and notifications:

- Issued building permits
- Events

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

Proposed Minutes

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
210257	Carr, Barbara	121 Orchard St.	Repair Front Porch	5,000.00
210258	Mountain Mama's Storage	340 Graham St ***	Remodel Bedroom & Bathroom	5,000.00
210259	Howell, Robert Jr	126 Delaware Ave	Sidewalk and Driveway	10,000.00
210260	Mountain Mama's Storage	340 Graham St ***	Electrical Upgrade	1,000.00

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

The meeting adjourned at 7:55 p.m.

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

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

ORDINANCE 294

AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA TO VACATE, ABANDON AND CLOSE A CERTAIN PUBLIC RIGHT OF WAY BETWEEN LOT 25 BLOCK C OF THE FIRST SECTION OF THE HILLSIDE ADDITION AND LOT 26 BLOCK D OF THE SECOND SECTION OF THE HILLSIDE ADDITION TO THE CITY OF ELKINS

WHEREAS, the City of Elkins has received a petition from Thomas R. Ross, II and Vidia C. Ross ("Petitioners") requesting the vacation, abandonment and closure of an unopened alley in the Hillside Addition as shown on the attached plat; and

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

WHEREAS, on November 17, 2021, the Municipal Properties Committee conducted a public hearing on said petition and found that the unopened alley is of no benefit to the general traveling public, serves no public purpose and is 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 alley in the Hillside Addition; and

WHEREAS it appearing that the owners of the property abutting the unopened alley are only the Petitioners who have been notified of the 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 right of way known as an unopened alley in the Hillside Addition as shown on the attached plat 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 right of way known as an unopened alley in the Hillside Addition as shown on the attached plat be and hereby 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, a quitclaim deed, reserving all necessary water, sewer and other utility easements, shall be executed by the Mayor to the Petitioners, namely Thomas R. Ross, II and Vidia C. Ross.

4. The quitclaim deed 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: December 2, 2021.

**PASSED AND APPROVED ON THE SECOND AND FINAL READING: _____,
2021.**

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

PETITION TO ABANDON UNOPENED ALLEY

1. Petitioners Thomas R. Ross II and Vidia C. Ross hereby petition the Common Council of the City of Elkins to abandon an unopened alley approximately 20 feet in width and 130 feet in length which lies between Lot 25 Block C of the First Section of the Hillside Addition and Lot 26 of Block D of the Second Section of the Hillside Addition and runs from Terrace Avenue on the South to an unopened alley which runs parallel to Terrace Avenue on the North. Said alley is shown on the plat of the said Second Section attached to a Deed of Dedication dated October 3, 1907, dedicating to the public the streets and alleys shown thereon, a copy of which is attached hereto.
2. Petitioners are the sole owners of said Lots 25 and 26 and therefor are the owners of all the real estate abutting each side of the alley. Petitioners also own Lots Nos. 21, 22, 23, 24 of Block C and 27 of Block D of said Second Section.
3. A map of such alley, together with the abutting property owners, prepared by William D. Swecker, engineer and surveyor, is attach hereto.
4. Said alley exists only by means of appearance on the attached plat of the Second Section of the Hillside Addition.
5. Said alley has not, does not and will not in the future serve any public purpose.
6. No person will suffer any special damage as a result of the abandonment of said alley.
7. The abandonment will not unreasonably impede the flow of traffic.

Respectfully submitted

Thomas R. Ross II

Thomas R. Ross II

Vidia C. Ross
Vidia C. Ross

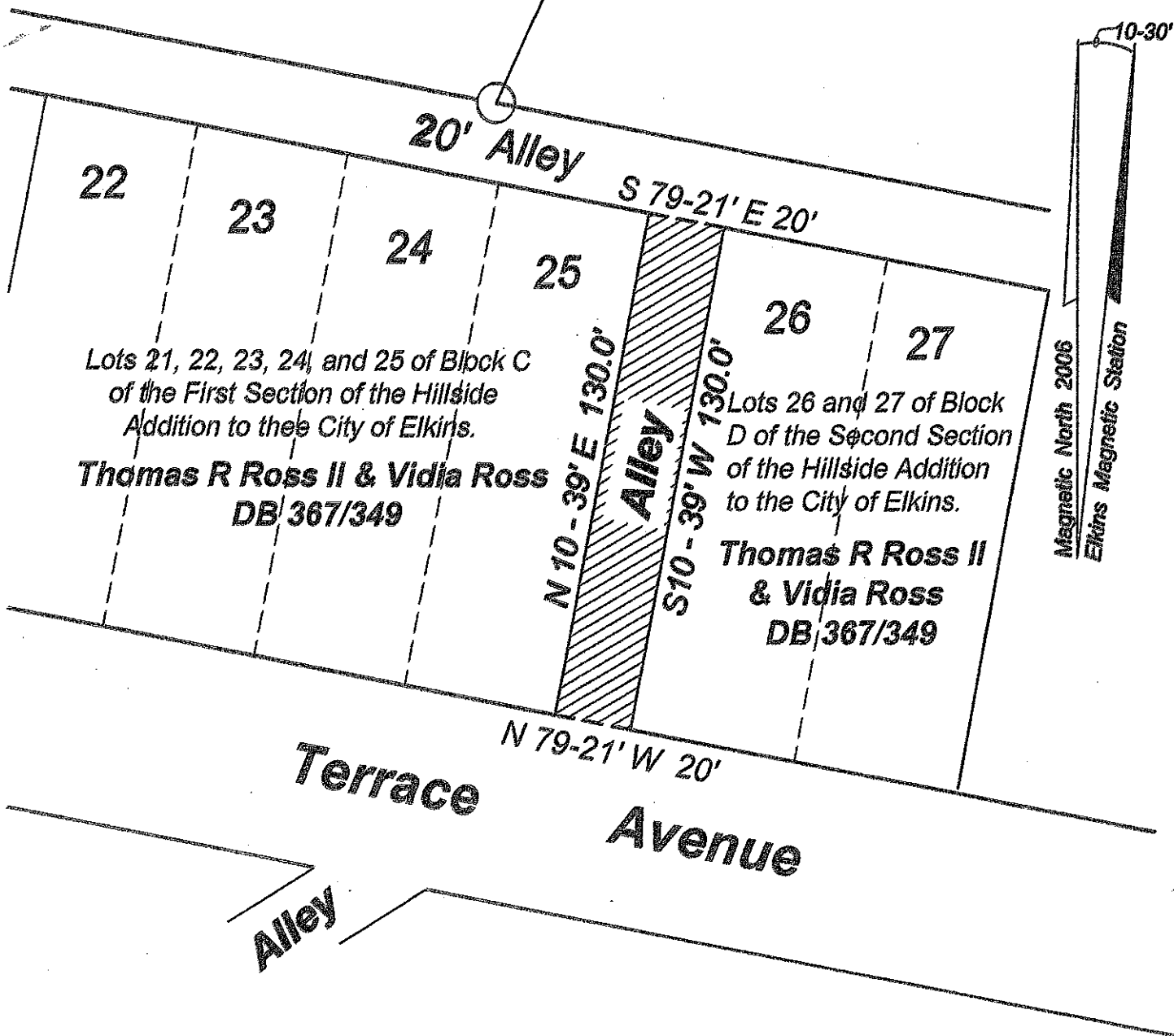
260 Terrace Avenue

304-636-6238

Dated: October 6, 2021

**LIST OF ALL OWNERS OF PROPERTY
ABUTTING ON SUCH ALLEY**

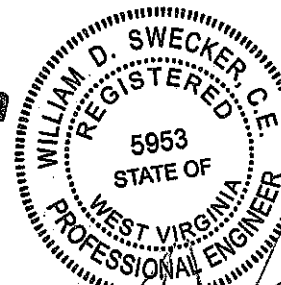
Thomas R. Ross II and Vidia C. Ross



**Alley Closing-Hillside Addition
City of Elkins**

Scale: 1" = 40'

Elkins Corporation
Randolph County, West Virginia
Being an alley created when the
Second Section of the Hillside
Addition was added adjacent to
the Original Hillside Addition.
Tax Map Sheet 14
Contains 2, 600 S.F.



William D. Swecker

Prepared from survey of Reservoir
Lot performed in December 2006
By William D. Swecker
SWECKER ENGINEERING
Elkins, West Virginia 26241

Property Description for The CITY OF ELKINS

Alley Closing-Hillside Addition

All that tract or parcel of land situate in Elkins Corporation, Randolph County and State of West Virginia, said land being an alley created when the Second Section of the Hillside Addition was added adjacent to the original Hillside Addition on the north side of Terrace Avenue, more particularly bound and described as follows:

Beginning at a point in the northern boundary of Terrace Avenue, said point being the southeast corner of Lot 25 of Block C of the Hillside Addition to the City of Elkins, Said Lot 25 now owned by Thomas R Ross II and Vidia Ross (DB 367/349);

Thence leaving Terrace Avenue with Thomas R Ross II, N 10-39' E 130.0 feet to the southern boundary of a 20 foot wide alley, said point being the north east corner of Lot 25 of Block C as shown on the Hillside Addition to the City of Elkins;

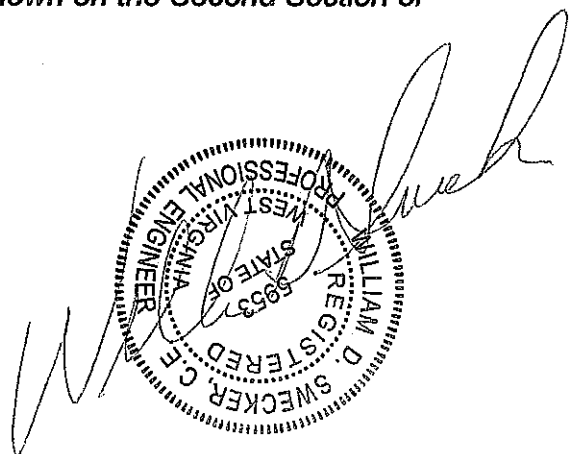
Thence with the southern boundary of the 20 foot wide alley S 79-21' E, 20 feet to the northwest corner of Lot 26 of Block D of the Second Section of the Hillside Addition to the City of Elkins, Said Lot 26 now owned by Thomas R Ross II and Vidia Ross (DB 367/349);

Thence leaving the alley with the line of Thomas R Ross II, S 10-39' W 130.0 feet to the northern boundary of Terrace Avenue, said point being the southwest corner of Lot 26 of Block D as shown on the Second Section of the Hillside Addition to the City of Elkins.

Thence with the northern boundary of Terrace Avenue N 79-21' W, 20 feet to the point of beginning

Containing 2600 Sq. Ft. more or less as Compiled (from Survey of December 2006) by William D. Swecker of Elkins W. Va. and as shown on a plat attached hereto and made a part of this description.

Being that alley created when the Second Section of the Hillside Addition was added adjacent to the original Hillside Addition and is shown on the Second Section of the Hillside Addition Plat.



A circular professional seal for William D. Swecker, a Registered Professional Engineer in the State of West Virginia. The seal includes the text "REGISTERED PROFESSIONAL ENGINEER", "STATE OF WEST VIRGINIA", and "1953". A handwritten signature is written over the seal.

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1478)
December 16, 2021

FY22 General Fund Budget Revisions No. 2 through No. 8

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 Revisions No. 2 through No. 8 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 Revisions No. 2 through No. 8 for Fiscal Year 2022.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

BUDGET REVISION #2 FY2022

Increase	Supplies & Materials	AMOUNT	Decrease	AMOUNT
001-416-341-0000		\$1,000.00	001-416-105-0000 Group Health Insurance	\$1,000.00

TOTAL **\$1,000.00** **\$1,000.00**

Police Judge

BJ 12/1/21

BUDGET REVISION #3 FY2022

Increase	AMOUNT	Decrease	AMOUNT
001-413-103-0000	\$5,000.00	001-413-230-0000	\$14,300.00
001-413-105-0000	\$9,000.00	Contracted Services	
001-413-222-0000	\$300.00		

TOTAL \$14,300.00

Treasurer

TJ 12/2/21

BUDGET REVISION #4 FY2022

Increase
001-436-211-0000 Telephone

AMOUNT
\$375.00

Decrease
001-436-212-0000 Printing

AMOUNT
\$375.00

TOTAL

\$375.00

\$375.00

Building Inspector

PI 12/2/21

BUDGET REVISION #5 FY2022

Increase	AMOUNT	Decrease	AMOUNT
001-754-343-0000 Automobile Supplies	\$2,000.00	001-754-459-0000 Capital Outlay Equipment	\$2,000.00

TOTAL

\$2,000.00

\$2,000.00

Central Garage

TJ 12/2/2021

BUDGET REVISION #6 FY2022

Increase	AMOUNT	Decrease	AMOUNT
001-566-108-0000 Overtime/Extra Help	\$3,000.00	001-566-105-0000 Group Health Insurance	\$3,000.00

TOTAL \$3,000.00 \$3,000.00

Public Works

MH 12/2/2021



BUDGET REVISION #7 FY2022

Increase	AMOUNT	Decrease	AMOUNT
001-415-341-0000	\$500.00	001-415-221-0000	\$500.00
Supplies & Materials		Training	

TOTAL \$500.00

Clerk

JS 12/2/2021



BUDGET REVISION #8 FY2022

Increase	Decrease	AMOUNT	AMOUNT
001-409-105-0000 Group Health Insurance	001-409-103-0000 Salary & Wages	\$4,650.00	\$1,950.00
001-409-214-0000 Travel	001-409-106-0000 Retirement	\$700.00	\$2,700.00
	001-409-341-0000 Supplies & Materials		\$700.00

TOTAL \$5,350.00 \$5,350.00

Mayor

JS 12/3/2021



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

(#1479)
 December 16, 2021

Approval of Budget Revision 2022-001-03 for Fiscal Year 2022

At a regular session of the Elkins Common Council, held December 16, 2021, the following order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the Elkins Common Council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on State Auditor Budget Revision 3 (City Budget Revision 3), copies of which are entered as part of this record.

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

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

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

 Jerry A. Marco, Mayor

Attest:

 Jessica R. Sutton, City Clerk

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5114
 Fax: 304-340-5090
 Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER
 Fiscal Year Ending: **2022**
 Fund: **1**
 Revision Number: **3**
 Pages: **1 of 1**

City of Elkins
 GOVERNMENT ENTITY

Person To Contact Regarding Request:
 Name: **Tracy Judy**
 Phone: **304-636-1414, ext 1317**
 Fax: **304-635-7135**
 Email: **tjudy@cityofelkinswv.com**

401 Davis Ave.
 STREET OR PO BOX
 Elkins 26241
 CITY ZIP CODE

Municipality
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
399	Miscellaneous Revenues	71,658	744		72,402
301-06	Supplemental Taxes	1,000	13,055		14,055
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			13,799		

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

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
440	City Hall	392,037	10,600		402,637
444	Contributions / Transfers to Other Funds	352,511	2,455		354,966
700	Police Department	1,302,207	744		1,302,951
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			13,799		

APPROVED BY THE STATE AUDITOR
 BY: _____
 Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE
 OF ENTITY

APPROVAL
 DATE

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1480)
December 16, 2021

FY22 Sanitation Fund Budget Revision No. 1

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

WHEREAS, it has become necessary to make a revision 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 Sanitation Fund Budget Revision No. 1 for Fiscal Year 2022.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

FY2022 Sanitation Budget Revision #1

Account Number	Description	Previously Approved	Increase/Decrease	Revised Amount
404-000-299-0000	Unassigned Fund Balance	\$1,257,562.00	\$180,000.00	\$1,077,562.00
404-000-399-0000	Miscellaneous Revenues	\$1,000.00	\$182,603.00	\$183,603.00

NET INCREASE/DECREASE

\$362,603.00

Account Number	Description	Previously Approved	Increase	Decrease	Revised Amount
404-800-459-0000	Capital Outlay	\$65,000.00	\$362,603.00		\$427,603.00
404-800-217-0001	Maint of Roll-offs	\$5,000.00	\$1,000.00		\$6,000.00
404-800-670-0000	Other Interest & Penalties	\$4,000.00		\$1,000.00	\$3,000.00

NET INCREASE/DECREASE

\$362,603.00

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

(#1481)
 December 16, 2021

Approval of Budget Revision 2022-002-02 for Fiscal Year 2022

At a regular session of the Elkins Common Council, held December 16, 2021, the following order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the Elkins Common Council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on State Auditor Budget Revision 2 (City Budget Revision 2), copies of which are entered as part of this record.

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

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

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

 Jerry A. Marco, Mayor

Attest:

 Jessica R. Sutton, City Clerk

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5114
 Fax: 304-340-5090
 Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER
 Fiscal Year Ending: **2022**
 Fund: **2**
 Revision Number: **2**
 Pages: **1 of 1**

City of Elkins
 GOVERNMENT ENTITY

Person To Contact Regarding Request:
 Name: **Tracy Judy**
 Phone: **304-636-1414, ext 1317**
 Fax: **304-635-7135**
 Email: **tjudy@cityofelkinswv.com**

401 Davis Ave.
 STREET OR PO BOX
 Elkins CITY 26241 ZIP CODE

Municipality
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

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

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
440	City Hall	140,922		3,260	137,662
700	Police Department	1,032,951	3,260		1,036,211
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1482)
December 16, 2021

Authorization of Employee Stipend for Fiscal Year 2022

WHEREAS, Elkins City Code, §30.02 provides Council with the power to prescribe and set forth compensation paid in the annual budget or through other ordinance; and,

WHEREAS, Council's Finance Committee, in consultation with the City Treasurer, has recommended an annual stipend for Fiscal Year 2022 of five hundred dollars (\$500) for full-time employees and two hundred and fifty dollars (\$250) for part-time employees; and,

WHEREAS, individuals must be employed with the city and have completed their 90 day probationary period as of December 1, 2021 to be eligible; and,

WHEREAS, sufficient funds are available within the appropriate accounts;

NOW, THEREFORE, BE IT RESOLVED, THAT:

All non-probationary, full-time City employees shall receive a stipend of \$500 for Fiscal Year 2022; and,

FURTHER, that all non-probationary, part-time City employees shall receive a stipend of \$250 for Fiscal Year 2022.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

Proposed 2021 Annual Stipend

Fund	\$250.00	\$500.00	Balance as of 11-30-21
General	\$0.00	\$25,750.00	\$1,378,430.72
Sanitation	\$0.00	\$4,250.00	\$1,329,587.24
Total	\$0.00	\$30,000.00	

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1483)
December 16, 2021

Amending the City of Elkins Personnel Policy Ch. 10.A: Holidays

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 has recommended changes to the manual’s policies in Chapter 10.A, regarding the closure of city hall on Christmas Eve and New Year’s Eve; 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 10.A, with immediate effect.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

10. HOLIDAYS AND PERSONAL DAYS

10. A: Holidays

The following days will be recognized as eight (8) hour paid holidays for employees:

- New Year's Day (January 1 ~~of each year~~)
- Martin Luther King's birthday (third Monday in ~~of each~~ January)
- Presidents' Day (third Monday in ~~of each~~ February)
- Good Friday (varies – Friday before Easter Sunday)
- Memorial Day (last Monday in May)
- West Virginia Day (June 20 ~~of each year~~)
- Independence Day (July 4 ~~of each year~~)
- Labor Day (first Monday in ~~of each~~ September)
- Veterans' Day (November 11 ~~of each year~~)
- Thanksgiving Day (fourth Thursday in ~~of each~~ November)
- Christmas Day (December 25)

If a holiday ~~otherwise~~ described in this section falls on a Saturday, then it will be observed on the preceding Friday; if a holiday ~~otherwise~~ described in this section falls on a Sunday, then it will be observed on the following Monday.

In addition to the holidays specified above, eight (8) hour paid holidays shall be observed on any days in which an election is held throughout the state, and any such other day as the Mayor and Council shall proclaim to be a legal holiday.

In addition to the paid holidays described above, City Hall is closed ~~on~~ the day after Thanksgiving and closes at noon on Christmas Eve and New Year's Eve. If Christmas Eve and New Year's Eve fall on a Saturday, Sunday, or a day observed as a paid holiday, City Hall will close at noon on the business day immediately preceding either the weekend or the observed paid holiday. These are not paid holidays. However, during these closures, and with the approval of their supervisors, City Hall employees whose job duties permit may take time off by using any accrued annual leave or compensatory time. Personal days may also be used for the day after Thanksgiving, might be eligible for use for Christmas Eve (verify the annual deadline for using personal days with the Treasurer's Department), and cannot be used for New Year's Eve. (For more information on personal days, please see Section 10.B, below).

COPY

Phone # 636-1414
Fax # 635-7132

City of Elkins
401 Davis Ave
Elkins, WV 26241

Permit No.
210232

APPLICATION DATE: 10/7/2021

BUILDING PERMIT APPLICATION

NO WORK IS TO BEGIN UNTIL THIS APPLICATION IS APPROVED AND PAYMENT IS RECEIVED

PROPERTY OWNER INFORMATION	
OWNERS NAME: TAG Towers (Ground Lease TM 16 Parcel 1.18)	
ADDRESS: 108 Probas Court, Suite 1, Richmond, KY	
PHONE #: 859-544-5000	
NOTE: property owners may only do work on their own residence. Any work done on other property must be by a licensed contractor.	

JOB SITE INFORMATION	
ADDRESS: 5 1/2 11th Street, Elkins, WV	
NEW DWELLING AREA SQ. FT.	UNFINISHED SQ. FT.
GARAGE AREA SQ. FT.	NO. OF PLUMBING FIXTURES
REMODEL SQ. FT.	PORCHES, DECKS OR OTHER SQ. FT.

CONTRACTOR	
NAME: JDR Construction	
ADDRESS: 1168 Crossroads Road, Wana WV 28590	
PHONE: 304-682-6800	
WV License # WV047994	City License # 23826

TYPE OF PERMIT	
<input checked="" type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> REMODEL/RENOVATE
<input type="checkbox"/> ADDITION	<input type="checkbox"/> DEMOLITION
<input type="checkbox"/> PLUMBING	<input type="checkbox"/> ELECTRIC
<input type="checkbox"/> SIGN	<input type="checkbox"/> OTHER: Cell Tower

ELECTRICAL CONTRACTOR	
NAME: TBD	
ADDRESS:	
PHONE:	
WV License #	City License #

PROPOSED USE	
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL
<input type="checkbox"/> APARTMENTS	<input type="checkbox"/> ASSEMBLY
<input type="checkbox"/> MERCANTILE	<input type="checkbox"/> BUSINESS
<input type="checkbox"/> HEALTH CARE	<input type="checkbox"/> OTHER: Cell Tower

PLUMBING CONTRACTOR	
NAME: NA	
ADDRESS:	
PHONE:	
WV License #	City License #

NEW CONSTRUCTION	
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL
<input type="checkbox"/> APARTMENTS	<input type="checkbox"/> ASSEMBLY
<input type="checkbox"/> MERCANTILE	<input type="checkbox"/> BUSINESS
<input type="checkbox"/> HEALTH CARE	<input type="checkbox"/> OTHER: Cell Tower

HVAC CONTRACTOR	
NAME: NA	
ADDRESS:	
PHONE:	
WV License #	City License #

DESCRIPTION OF WORK	
Construct a 185' self support tower (189' to top of lighting rod) with equipment cabinets and generator mounted on a 8' x 16' concrete pad.	
TAG Towers has a a ground lease on Tax map 16 parcel 1.18.	

OTHER CONTRACTOR	
NAME: NA	
ADDRESS:	
PHONE:	
WV License #	City License #

VALUE OF WORK	
\$	\$70,000.00

I understand and will adhere to all forgoing requirements

Signature:	Larry Blakings, agent
Print Name:	Larry Blakings, agent only

1. Owner or contractor is responsible for compliance with the latest edition of the International Building Code, The National Electrical Code and the NFPA 101 Life Safety Code.

2. Owner or contractor must notify the Building Inspector 24 hours in advance of all inspections

3. The Building Permit must be posted at the job site.



CITY OF ELKINS
Code Enforcement

Phil Isner

401 Davis Ave.
Elkins, WV 26241
(304) 636-1414 Ext.1431
pisner@cityofelkinswv.com

September 16, 2021

Larry Bickings
2004 Snead Ave
Colonial Heights, VA 23834

LEGAL: 0.781 AC VALLEY RIVER
PARCEL # 05 - 16 - 1.18

RE: Building Permit No. 210232 Tag Towers, Cell Tower

RE: CHAPTER 152 Section 152.0161

MR. BICKINGS,

Your application for a 190 ft Tower

You have applied to construct a Tower that exceed the 150foot limit by 40 ft The City of Elkins Code prohibits any structure including towers to be higher than 150 feet. I have enclosed a copy of the City of Elkins Zoning Code Section 152.061 and 0162 *One Hundred Fifty- Foot District* of the City of Elkins Zoning Code.

Therefore, I am not authorized to issue this permit.

If you disagree with the decision of the Building Inspector, you can appeal your application to the Zoning Board of Appeals.

Phil Isner
City of Elkins Building Inspector

Cc. Mayor Broughton
All Council Members:

CITY OF ELKINS

401 Davis Avenue
 Elkins, WV 26241
 PHONE: 304-636-1414
 FAX: 304-636-7866

AMOUNT	50
DATE PAID	11/7/2021
RECEIPT #	003355A

APPEAL NUMBER	BZA 210232
DATE FILED	10/4/2021

ZONING VARIANCE APPLICATION

PROPERTY OWNER INFORMATION	
APPELLANT Tag Towers	
ADDRESS 108 Frobes Court, Suite 1, Richmond, KY 40475	PHONE 859-544-5000
OWNER William J. & Brenda J. Brown	
ADDRESS PO Box 1663, Elkins, WV 26241	PHONE

TYPE OF IMPROVEMENT	
Maintenance of a	
Conversion of a	
New Erection of a	Cell Tower

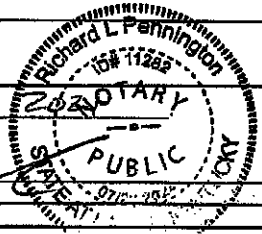
SITE INFORMATION	
ADDRESS 5 1/2 11 Street, Elkins, WV 26241	
LEGAL DESCRIPTION Tax Map 16 Parcel 1,18	

USES TO BE MADE OF PREMISES	
Use: Cell Tower	Floor/Ground Area:

REASON FOR THE REQUEST OF A ZONING VARIANCE
Construct a 190 foot self-support tower (199' over all height) and place equipment cabinets and generator on a 9' x 16 concrete pad within a fenced compound per attached PCD's.

PAPERS TO SUBMIT IF APPEAL IS FROM THE REFUSAL OF A BUILDING PERMIT
1) Copy of Application for Building Permit and the decision of the Building Inspector.
2) Set of Drawings or Photostats showing all conditions as to structures on premises affected by this appeal.

CERTIFICATION	
I hereby certify that all of the above statement and the statements contained in the papers submitted herewith are true.	
DATE 9-28-2021	APPELLANT SIGNATURE <i>David L. Guiter</i>
Sworn to before me, this 28 th day of September	<i>Richard L. Pennington</i> NOTARY PUBLIC SIGNATURE



ACTION TAKEN BY ZONING BOARD	
APPROVED	SPECIAL CONDITIONS:
DISAPPROVED	
DATE	CHAIRMAN'S SIGNATURE
CITY OF ELKINS BOARD OF ADJUSTMENT	

BOARD OF ZONING APPEALS OF THE CITY OF ELKINS

HEARING MINUTES

*401 Davis Avenue
City Hall, Council Chambers
November 30th, 2021
5:00 PM*

Present were Members: David Turner, Chair; Andrew Carroll, Vice Chair; Tim Wicinski, Secretary; Dustin Smith; and Bob Higgins

Also present: Jessica Sutton, City Clerk

NEW BUSINESS

Board Chair D. Turner introduced the members of the Board of Zoning Appeals and read a letter issued from Building Inspector Phil Isner on September 16, 2021, denying permit No. 210232 for the construction of a tower that exceeds the 150-foot limit per Elkins City Code Ch. 152.061.

Joseph Cortese appeared on behalf of the appellant, Tag Towers/Verizon Wireless. Mr. Cortese introduced other representatives in attendance and available to answer questions the board members may have. Doug Krump, a Verizon Wireless engineer, was brought forth to provide information on the appellant's behalf. Mr. Krump has forty years of experience and advised the board that Verizon investigated co-locating but could not find an adequate location to provide sufficient service. It is also not possible to provide the required coverage if the tower is limited to 150 feet as currently required by City Code. They have worked with the NARO and FAA to find an acceptable frequency at the requested 190 feet (tower height, plus 9 feet for the base).

City Clerk J. Sutton spoke on behalf of the City of Elkins in describing the reason for the denial of the building permit and the actions taken by Building Inspector Phil Isner. The Clerk also provided information related to telecommunications towers within the draft zoning ordinance that is expected to be presented by the Elkins Planning Commission to Elkins City Council within the next few months.

Robbie Morris, Executive Director of the Randolph County Development Authority, spoke as an interested party. Mr. Morris is in support of granting the exception. The investment proposed by TAG Towers and Verizon Wireless will improve the quality of life for residents, tourism, and economic development. One the chief complaints he hears from prospective investors is the lack of Verizon service in what is the seat and economic hub of the county. Mr. Morris strongly encourages the board to vote in favor of the exception.

Members of the board asked questions of both the appellants and the City Clerk.

T. Wicinski MOVED APPROVAL TO GRANT AN EXCEPTION TO CITY CODE CH. 152.061 LIMITING THE HEIGHT OF ALL BUILDING TO NO MORE THAN 150 FEET, UNDER THE AUTHORITY OF CITY CODE CH. 152.062(A), TO ALLOW THE CONSTRUCTION OF A TELECOMMUNICATIONS TOWER AT A MAXIMUM HEIGHT OF 199 FEET TO BE CONSTRUCTED BY THE APPELLANT AND RECOMMENDS THE SAME TO THE MAYOR AND ELKINS CITY COUNCIL. The motion carried.

D. Smith MOVED ADJOURNMENT. The motion carried.

The meeting adjourned at 5:30 p.m.

VENDOR SET: 01 Elkins

BANK: ARPA Amercia Rescue Plan Act

DATE RANGE: 11/29/2021 THRU 12/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01846	Southern States Coop							
I-M064283	stihl chain saw	R	12/01/2021	1,629.99		000015		1,629.99
00726	USA Blue Book							
I-752816	pipe wrenches, probe	R	12/03/2021	2,338.61		000016		
I-753921	pro tapping kit	R	12/03/2021	3,195.00		000016		
I-755291	pipe wrence, shut-off tool	R	12/03/2021	659.90		000016		
I-792331	honda pump	R	12/03/2021	1,178.00		000016		7,371.51

*** TOTALS ***

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	9,001.50	0.00	9,001.50
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:	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:	2	9,001.50	0.00	9,001.50
BANK: ARPA TOTALS:	2	9,001.50	0.00	9,001.50

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:11/29/2021 THRU 12/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00116	Child Support Enforcement							
I-CDS202111301283	Child Support	R	11/30/2021	668.75		010878		668.75
00121	Citizens Bank of WVFP							
I-FP 202111301283	Fire Pension	R	11/30/2021	641.70		010879		641.70
00122	Citizens Bank of WVFP							
I-PP 202111301283	Police Pension	R	11/30/2021	178.88		010880		
I-PPN202111301283	Police Pension-2010 Forward	R	11/30/2021	361.13		010880		540.01
00147	COE Misc							
I-MIS202111301283	Misc Reimbursements	R	11/30/2021	215.00		010881		215.00
00150	COE Payroll							
I-T1 202111301283	Federal Withholding	R	11/30/2021	11,126.75		010882		11,126.75
00151	COE Payroll							
I-T3 202111301283	FICA	R	11/30/2021	10,911.86		010883		
I-T4 202111301283	Medicare	R	11/30/2021	3,964.60		010883		14,876.46
00152	COE Payroll							
I-T2 202111301283	State Withholding	R	11/30/2021	5,333.00		010884		5,333.00
00203	Davis Trust Company							
I-CC 202111301283	Employee Christmas Club	R	11/30/2021	1,880.00		010885		1,880.00
00741	Great-West Trust Company LLC							
I-VF 202111301283	Voya	R	11/30/2021	329.00		010886		329.00
00747	Washington National Insurance							
I-WN 202111301283	Washington National Insurance	R	11/30/2021	591.35		010887		591.35
00837	COE Payroll Reimbursement							
I-001202111301283	Payroll Reimbursement	R	11/30/2021	61,959.39		010888		
I-006202111301283	Payroll Reimbursement	R	11/30/2021	4,482.67		010888		
I-400202111301283	Payroll Reimbursement	R	11/30/2021	14,637.03		010888		
I-401202111301283	Payroll Reimbursement	R	11/30/2021	12,015.15		010888		
I-404202111301283	Payroll Reimbursement	R	11/30/2021	6,101.98		010888		99,196.22
01885	Colonial Life							
I-CL 202111301283	Colonial Life-AT	R	11/30/2021	122.06		010889		
I-CLP202111301283	Colonial Life-PT	R	11/30/2021	52.52		010889		174.58

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 11/29/2021 THRU 12/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00032	Absolute Assurance Drug Test L							
I-3248A	Pre-Emp T White	R	12/01/2021	37.00		010890		
I-3249A	Pre-Emp C Goff/J Winn	R	12/01/2021	108.00		010890		145.00
00119	CIT Technology Finance Serv, I							
I-38889896	Kyocera Copie Contract 120621	R	12/01/2021	52.50		010891		
I-38895636	Konica pmt 120821	R	12/01/2021	55.00		010891		107.50
00143	COE General Fund 2							
I-DEC2021 Indirects	Monthly Indirects Dec 2021	R	12/01/2021	27,887.27		010892		27,887.27
00149	COE Parks and Recreation							
I-DEC2021 Support	Dec 2021 Support	R	12/01/2021	25,483.00		010893		25,483.00
00154	COE Sanitation							
I-202111291444	Hauling Brush 84 Inv 8938	R	12/01/2021	299.48		010894		299.48
00169	Assured Partners of West Virgi							
I-18117	Add 4-2021 FD Explorers	R	12/01/2021	1,570.59		010895		1,570.59
00235	Elkins Building Comm.							
I-Dec 2021 Bond Pmt	Dec 2021 Monthly Bond pmt	R	12/01/2021	3,483.79		010896		3,483.79
00314	Guttman Energy, Inc.							
I-F61081308	Fleet Fuel 110821-111421	R	12/01/2021	3,628.84		010897		
I-F61111885	Fleet Fuel 111521-112121	R	12/01/2021	3,454.23		010897		7,083.07
00381	Grover C Jackson Jr							
I-Dec 2021 Rent	Dec 2021 Rent	R	12/01/2021	1,800.00		010898		1,800.00
00446	McCarty's Septic Service							
I-10594	Sludge	R	12/01/2021	7,070.00		010899		7,070.00
00465	Steve's Electrical Service LLC							
I-202163	Labor/Parts	R	12/01/2021	2,589.00		010900		
I-202164	Labor 111521-111821	R	12/01/2021	1,200.00		010900		3,789.00
00471	Mon Power							
I-Barron 111721	LT31 Barron 1010221-111221	R	12/01/2021	10,198.06		010901		10,198.06
00483	Mountain Valley Bank							
I-1202553-19 120421	1202553-19 120421 48/60	R	12/01/2021	655.53		010902		655.53

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 11/29/2021 THRU 12/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00609	Rossman & Co.							
I-77215	Utility collections 10/2021	R	12/01/2021	34.70		010903		34.70
00688	Terra Flora Landscaping							
I-5003	Fall clean up of parking area	R	12/01/2021	450.40		010904		450.40
00726	USA Blue Book							
C-694512	Wrong PO Used	R	12/01/2021	512.71CR		010905		
I-694512	10 Shovels	R	12/01/2021	512.71		010905		
I-694512 081221	10-Nujpla Shovels	R	12/01/2021	512.71		010905		512.71
00779	Woodford Oil Company							
I-4247895	55GALCHV HYD OIL	R	12/01/2021	1,330.00		010906		
I-ORDER 106702	CHV Meropa Blower Oil	R	12/01/2021	105.00		010906		1,435.00
00855	LMC & Associates							
I-2602	Oct 2021 hyperlinks/wordpress	R	12/01/2021	151.25		010907		151.25
01231	CNA Surety Direct Bill							
I-62606515 21-22	WV Highway Permit	R	12/01/2021	250.00		010908		250.00
01390	Phoenix Solutions, LLC							
I-3538	Chemicals	R	12/01/2021	2,241.31		010909		
I-3651	Chemicals	R	12/01/2021	4,025.31		010909		
I-3652	Chemicals	R	12/01/2021	8,913.75		010909		15,180.37
01447	Heritage Fire Equipment							
I-4413/4437	Shutoffs/tips/hoses etc	R	12/01/2021	19,449.02		010910		19,449.02
01790	Crim Law Office PLLC							
I-233	Sanitary Board June 2021	R	12/01/2021	230.00		010911		
I-234	Water Board June 2021	R	12/01/2021	100.00		010911		330.00
01824	Xerox Financial Services							
I-2910652	Lease Pmt 10/30-11/29/21	R	12/01/2021	315.00		010912		315.00
02065	AlignHR LLC							
I-6824	HR Services Dec 2021	R	12/01/2021	2,500.00		010913		2,500.00
02240	WVU Medical Corp dba Universit							
I-GAR202111301283	Garnishment - 15-C-105	R	12/01/2021	57.01		010914		57.01
02240	WVU Medical Corp dba Universit							
I-GAR202110191274	Garnishment 15-C-105	R	12/01/2021	185.00		010915		185.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:11/29/2021 THRU 12/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
	I-Sewer Wire Transfe	R	12/03/2021	683,656.00		010916		683,656.00
00126	City of Clarksburg							
	I-20211115231 8928	R	12/08/2021	102.60		010917		102.60
00156	COE Sewer Depreciation Account							
	I-Swr Depr 113021	R	12/08/2021	5,645.16		010918		5,645.16
00465	Steve's Electrical Service LLC							
	I-202166	R	12/08/2021	1,600.00		010919		1,600.00
00471	Mon Power							
	I-90008332343	R	12/08/2021	36,536.04		010920		36,536.04
00483	Mountain Valley Bank							
	I-1202553-14 121121	R	12/08/2021	406.14		010921		
	I-1202553-17 121221	R	12/08/2021	447.24		010921		
	I-1202553-22 121121	R	12/08/2021	140.99		010921		994.37
00484	Mountaineer Gas Company							
	I-BearHntr 111021	R	12/08/2021	11.25		010922		
	I-Natl Gas 111621	R	12/08/2021	2,600.13		010922		
	I-ScottFd 111021	R	12/08/2021	33.70		010922		2,645.08
00551	Preiser Scientific, Inc.							
	I-537224-2	R	12/08/2021	824.36		010923		
	I-5372241	R	12/08/2021	56.25		010923		880.61
00701	Toshiba Financial Services							
	I-457936912	R	12/08/2021	455.89		010924		
	I-458239472	R	12/08/2021	221.37		010924		
	I-458616802	R	12/08/2021	121.35		010924		
	I-458658564	R	12/08/2021	69.00		010924		867.61
00711	Tygart Valley Transfer, Inc.							
	C-110392	R	12/08/2021	1.00CR		010925		
	D-110815	R	12/08/2021	100.00		010925		
	I-110096	R	12/08/2021	132.93		010925		
	I-110111	R	12/08/2021	178.10		010925		
	I-110119	R	12/08/2021	834.92		010925		
	I-110120	R	12/08/2021	753.25		010925		
	I-110121	R	12/08/2021	789.74		010925		
	I-110138	R	12/08/2021	610.77		010925		
	I-110140	R	12/08/2021	286.70		010925		
	I-110144	R	12/08/2021	163.33		010925		
	I-110148	R	12/08/2021	228.49		010925		
	I-110153	R	12/08/2021	525.62		010925		

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash

DATE RANGE:11/29/2021 THRU 12/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-110155	Residential	R	12/08/2021	585.57		010925		
I-110156	Residential	R	12/08/2021	498.69		010925		
I-110171	commercial-DM Compactor	R	12/08/2021	143.35		010925		
I-110187	Residential	R	12/08/2021	540.39		010925		
I-110189	Residential	R	12/08/2021	562.98		010925		
I-110197	commercial	R	12/08/2021	638.57		010925		
I-110205	commercial Greenfields	R	12/08/2021	228.49		010925		
I-110207	commercial- Woodford	R	12/08/2021	251.08		010925		
I-110215	commercial	R	12/08/2021	519.54		010925		
I-110220	residential	R	12/08/2021	559.51		010925		
I-110221	Comm High St	R	12/08/2021	235.44		010925		
I-110226	Residential	R	12/08/2021	457.86		010925		
I-110239	commercial-Woodford	R	12/08/2021	466.55		010925		
I-110242	commercial DM Compactor	R	12/08/2021	132.93		010925		
I-110253	commercial power co	R	12/08/2021	91.22		010925		
I-110261	commercial	R	12/08/2021	718.50		010925		
I-110263	Residential	R	12/08/2021	618.59		010925		
I-110264	residential	R	12/08/2021	548.21		010925		
I-110281	Commercial-Greenfields	R	12/08/2021	282.36		010925		
I-110285	Commercial-DM Compactor	R	12/08/2021	121.63		010925		
I-110294	Commercial- Elkins Bldrs	R	12/08/2021	198.09		010925		
I-110315	Residential	R	12/08/2021	689.83		010925		
I-110316	Commercial	R	12/08/2021	795.82		010925		
I-110320	Residential	R	12/08/2021	847.08		010925		
I-110338	Commercial-Housing Authority	R	12/08/2021	248.48		010925		
I-110358	Residential	R	12/08/2021	513.46		010925		
I-110369	Residential	R	12/08/2021	637.70		010925		
I-110370	Commercial	R	12/08/2021	437.88		010925		
I-110392	Commercial-Greenfields	R	12/08/2021	259.90		010925		
I-110396	Residential	R	12/08/2021	46.05		010925		
I-110397	Commercial-DM Compactor	R	12/08/2021	134.66		010925		
I-110424	Commercial	R	12/08/2021	532.57		010925		
I-110430	Residential	R	12/08/2021	520.41		010925		
I-110431	Residential	R	12/08/2021	617.72		010925		
I-110440	Commercial	R	12/08/2021	432.66		010925		
I-110460	Residential	R	12/08/2021	412.68		010925		
I-110461	Residential	R	12/08/2021	546.48		010925		
I-110462	Commercial	R	12/08/2021	511.72		010925		
I-110478	Commercial-DM Compactor	R	12/08/2021	136.40		010925		
I-110491	Commercial-Greenfields	R	12/08/2021	261.51		010925		
I-110497	Residential	R	12/08/2021	443.09		010925		
I-110519	Commercial	R	12/08/2021	773.23		010925		
I-110521	Residential	R	12/08/2021	610.77		010925		
I-110540	Commercial	R	12/08/2021	116.42		010925		
I-110560	Residential	R	12/08/2021	748.91		010925		
I-110561	Commercial	R	12/08/2021	720.24		010925		
I-110564	Residential	R	12/08/2021	754.99		010925		
I-110578	Comm-Greenfields	R	12/08/2021	254.56		010925		

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:11/29/2021 THRU 12/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-110582	Comm-D&E Maint	R	12/08/2021	115.55		010925		
I-110588	Comm-C Griggs -Central	R	12/08/2021	149.43		010925		
I-110592	Residential	R	12/08/2021	470.02		010925		
I-110603	Residential	R	12/08/2021	523.02		010925		
I-110604	Commercial	R	12/08/2021	100.78		010925		
I-110605	Commercial	R	12/08/2021	442.22		010925		
I-110624	Commercial	R	12/08/2021	126.84		010925		
I-110640	Commercial	R	12/08/2021	392.70		010925		
I-110652	Residential	R	12/08/2021	502.17		010925		
I-110653	Commercial	R	12/08/2021	561.24		010925		
I-110654	Residential	R	12/08/2021	578.62		010925		
I-110669	Commercial	R	12/08/2021	186.79		010925		
I-110682	Commercial	R	12/08/2021	133.80		010925		
I-110683	Residential	R	12/08/2021	523.89		010925		
I-110695	Residential	R	12/08/2021	426.58		010925		
I-110697	Commercial	R	12/08/2021	551.69		010925		
I-110706	Commercial	R	12/08/2021	132.06		010925		
I-110716	Commercial	R	12/08/2021	103.39		010925		
I-110727	Commercial	R	12/08/2021	748.04		010925		
I-110728	Commercial	R	12/08/2021	196.35		010925		
I-110729	Residential	R	12/08/2021	572.54		010925		
I-110730	Residential	R	12/08/2021	573.41		010925		
I-110747	Commercial	R	12/08/2021	128.58		010925		
I-110749	Commercial	R	12/08/2021	405.73		010925		
I-110753	Residential	R	12/08/2021	448.30		010925		
I-110755	Residential	R	12/08/2021	417.89		010925		
I-110791	Commercial	R	12/08/2021	132.93		010925		
I-110797	Commercial	R	12/08/2021	496.95		010925		
I-110800	Residential	R	12/08/2021	438.74		010925		
I-110814	Residential	R	12/08/2021	668.98		010925		
I-110815	Commercial	R	12/08/2021	501.21		010925		
I-110834	Commercial	R	12/08/2021	122.50		010925		
I-110847	Residential	R	12/08/2021	496.95		010925		
I-110848	Commercial	R	12/08/2021	537.79		010925		
I-110855	Residential	R	12/08/2021	542.13		010925		
I-110856	Residential	R	12/08/2021	510.85		010925		
I-110878	Residential	R	12/08/2021	633.36		010925		
I-110879	Commercial	R	12/08/2021	97.31		010925		
I-110880	Residential	R	12/08/2021	475.23		010925		
I-110881	Commercial	R	12/08/2021	635.09		010925		
I-110889	Commercial	R	12/08/2021	89.49		010925		
I-110897	Commercial	R	12/08/2021	243.26		010925		
I-110901	Residential	R	12/08/2021	848.82		010925		
I-110905	Residential	R	12/08/2021	918.32		010925		
I-110906	Commercial	R	12/08/2021	898.34		010925		
I-110929	Comm - Elkins Bldgs	R	12/08/2021	163.33		010925		
I-110935	Residential	R	12/08/2021	605.55		010925		
I-110942	Residential	R	12/08/2021	423.11		010925		

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:11/29/2021 THRU 12/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-110943	Commercial	R	12/08/2021	523.02		010925		
I-110950	Residential	R	12/08/2021	96.44		010925		46,618.95
00797	WV DEP Division of Water and W							
I-22-23 Lab Cert Rnw	2022-2023 Lab Cert Renewal 165	R	12/08/2021	430.00		010926		430.00
00812	WV Regional Jail and Correctio							
I-1112lea86	6 days housing TVRJ 11/2021	R	12/08/2021	289.50		010927		289.50
00884	Colonial Court Service Station							
I-564914	Tires-Wtr Dist	R	12/08/2021	1,904.00		010928		1,904.00
01169	Kathy's Decorating & Design							
I-654545	Balance on blinds - Treasurer	R	12/08/2021	166.00		010929		166.00
01390	Phoenix Solutions, LLC							
I-3674	Chemicals	R	12/08/2021	4,295.31		010930		4,295.31
01594	Pace Analytical Services LLC							
I-217379199	October 2021 Contract Lab	R	12/08/2021	3,073.39		010931		
I-Multi-0930-113021	Samples for analysis	R	12/08/2021	1,451.00		010931		4,524.39
01697	C-Com LLC							
I-654115	Maint/Repair 110821-111221	R	12/08/2021	2,812.50		010932		2,812.50
01727	Enterprise FM Trust							
I-FBN4343290	Fleet Leases 12/2021	R	12/08/2021	20,217.42		010933		20,217.42
01833	P3 Cost Analysts							
I-10795	Telecom Savings Nov 2021	R	12/08/2021	452.44		010934		452.44
01839	American Legal Publishing Corp							
I-12455	November 2021 S-2 Editing	R	12/08/2021	551.00		010935		551.00
01854	Mission Communications LLC							
I-1057360	SCADA Leadsville/BearHunter	R	12/08/2021	1,246.80		010936		1,246.80
01942	Elkins Municipal Building Comm							
I-1214756-11 121521	1214756-11 121521 #4	R	12/08/2021	4,833.20		010937		4,833.20
02246	Doreen Summerfield							
I-BND RFND 21CR230	Bond Refund J Summerfield	R	12/08/2021	343.00		010938		343.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 11/29/2021 THRU 12/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02248	Megan Daft							
	I-RFND 112021	R	12/08/2021	190.00		010939		190.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	62	1,087,797.55	0.00	1,087,797.55
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	62	1,087,797.55	0.00	1,087,797.55
BANK: Pool TOTALS:	62	1,087,797.55	0.00	1,087,797.55

VENDOR SET: 01 Elkins

BANK: SEWPJ Sewer Project

DATE RANGE: 11/29/2021 THRU 12/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00085	Burgess & Niple, Inc.							
I-993768	professional services	R	12/03/2021	8,300.00		000077		
I-993874	professional services	R	12/03/2021	8,160.00		000077		16,460.00
02121	Bear Contracting, LLC							
I-4967	contracted services	R	12/03/2021	502,689.86		000078		
I-4968	contracted services	R	12/03/2021	164,506.17		000078		667,196.03

*** TOTALS ***

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	683,656.03	0.00	683,656.03
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	683,656.03	0.00	683,656.03
BANK: SEWPJ TOTALS:	2	683,656.03	0.00	683,656.03

VENDOR SET: 01 Elkins

BANK: WATDP Water Depreciation

DATE RANGE:11/29/2021 THRU 12/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00838	Groundhog Directional Drilling							
I-1047	drill, casing, pipe, hookup	R	12/03/2021	24,000.00		000033		24,000.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	24,000.00	0.00	24,000.00
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: WATDP TOTALS:	1	24,000.00	0.00	24,000.00
BANK: WATDP TOTALS:	1	24,000.00	0.00	24,000.00
REPORT TOTALS:	67	1,804,455.08	0.00	1,804,455.08

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 11/29/2021 THRU 12/10/2021
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

Monthly Report for FY2022

Month of November

Fund	Revenues	Expenditures
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General	\$388,639.89	\$404,411.57	Percent Collected as per Budget
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Percent of Yr.
Completed
41.67

County Tax	\$47,891.50		66.13%	1,042,254.00
B & O Tax	\$156,749.61		53.47%	1,267,000.00
Hotel/Motel Tax	\$25,193.49		70.79%	141,000.00
Gas & Oil Severance Tax	\$0.00		116.30%	11,000.00
2% City Utility Tax	\$6,735.46		49.06%	65,000.00
Utility Excise Tax	\$27,006.94		41.96%	290,000.00
Liquor Tax	\$0.00		47.05%	102,000.00
Police	\$1,997.78		59.77%	19,200.00
Municipal Court	\$3,906.58		46.27%	48,726.00
Code Enforcement	\$1,494.84		46.87%	27,200.00
Fire Fees	\$73,130.01		35.03%	913,000.00
Business License	\$400.00		24.66%	26,500.00
Intergovernmental	\$28,854.50		57.62%	338,381.00
Franchise/IRP Fees	\$4,260.76		41.69%	155,000.00
Phil Gainer Community Center	\$3,790.00		217.10%	30,000.00
Misc. Revenue	\$7,228.42		40.26%	94,060.00
Municipal Sales Tax	\$0.00		60.48%	1,200,000.00
	\$388,639.89		54.01%	5,770,321.00

Sanitation	\$124,297.94	\$81,551.15	58.89%	1,382,100.00
Water	\$327,690.28	\$282,551.21	43.85%	3,464,400.00
Sewer	\$225,806.50	\$150,135.61	44.61%	2,360,650.00
Landfill	\$13.33	\$42.72	38.04%	5,500.00

**FINANCE COMMITTEE
REGULAR MEETING
MINUTES**

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

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

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

MINUTES

Cm. Lowther, **MOVED APPROVAL OF THE MINUTES OF THE OCTOBER 4, 2021.** The motion carried.

OLD BUSINESS

Treasurer T. Judy reported that Diversify Technology, the company she has been communicating with regarding utility billing mailing, is willing to provide a one to three month trial to the City at a cost of approximately \$400 -\$500 per month. T. Judy anticipates the city will save approximately \$4000 annually by outsourcing the mailings. She also reports that 520 people have opted out of paper billing to date.

Cm. Lowther, **MOVED APPROVAL OF A THREE-MONTH TRIAL WITH DIVERSIFY TECHNOLOGY FOR UTILITY BILLING MAILING.** The motion carried.

NEW BUSINESS

Treasurer T. Judy advised that she incorrectly requested 2018 Durango payoff appear on the agenda, when the vehicles in question are the 2018 Explorers.

Cm. Chenoweth, **MOVED APPROVAL OF PAYING THE BALANCES OWED ON TWO EPD EXPLORERS IN PREPARATION FOR TRADING THEM IN ON NEW POLICE CRUISERS.** The motion carried.

Interim Operations Manager M. Himes requested the discussion of boot and clothing allowance for operations employees. For many years the city has operated a program wherein boots would be purchased for employees who would then repay the city over time by a pro-rated deduction from their paycheck. Cm. Lowther would like to investigate if the city can buy these outright. City Treasurer T. Judy advised that the WV Auditor and the IRS define what items are

considered taxable fringe benefits, and boots are one. M. Himes will investigate further and bring back information in preparation of the 2023 budget.

Cm. Chenoweth, **MOVED APPROVAL OF ENTERING INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING A PERSONNEL MATTER.** The motion carried. The committee entered executive session at 10:31 a.m. and returned at 11:34 a.m. The Chair announced that no action was taken.

Cm. Chenoweth, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL THAT THE SALARY OF THE CITY TREASURER BE INCREASED TO \$55,000 UPON REAPPOINTMENT.** The motion carried.

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

The meeting adjourned at 11:35 a.m.

The foregoing minutes were approved at the meeting of Dec. 6, 2021

Mike Hinchman Chair
Name & Title

[Signature]
Signature

**PERSONNEL COMMITTEE
SPECIAL MEETING
MINUTES**

*401 Davis Avenue
City Hall, Council Chambers
November 16, 2021
2:30 p.m.*

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

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

C. Lowther was absent.

MINUTES

Cw. Vest, **MOVED APPROVAL OF THE CORRECTED MINUTES OF THE OCTOBER 21, 2021 MEETING.** The motion carried.

OLD BUSINESS

Mr. Hannigan provided new proposed language for consideration based on committee discussion at a previous meeting. The city needs to find an equitable method to compensate those assigned to duties one step or more above their pay grade. The suggested method is to compare the midpoint of the individual's current position to the midpoint of the position they are assuming the duties of and increase their compensation a the greater of 5% and up to either 50% or 75% of the difference, depending on the committee's preference. Administrative Officers and committee members agree that 75% is more reasonable.

Cm. Chenoweth, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL TO AMEND THE COE PERSONNEL MANUAL SECTION 4.G: TEMPORARY ASSIGNMENT TO REFLECT THE SUGGESTED POLICY.** The motion carried.

NEW BUSINESS

City Clerk J. Sutton advised the committee that based on the language in section 10.A: Holidays of the COE Personnel Manual that Christmas and New Year's Day, which both fall on a Saturday, would provide one day of paid leave to all employees on each preceding Friday. The manual also allows for a half day closure on Christmas Eve and New Year's Eve. Given that the

full paid holiday falls on these days, the Clerk requested the committee consider a half day closure on December 23 and December 30, 2021

Cm. Chenoweth, **MOVED APPROVAL OF THE CLOSURE OF CITY HALL ON DECEMBER 23 AND DECEMBER 30 AT NOON AS UNPAID HOLIDAYS IN ACCORDANCE WITH THE COE PERSONNEL POLICY.** The motion carried.

The committee also requested the Clerk to investigate language that would allow this in the future without action by the committee.

At the request of Cw. Cuonzo the committee discussed pro-rated benefits for employees. Currently the COE Personnel Manual does not have a policy allowing for pro-ration. Benefits are granted to full-time employees, defined as working twenty hours or more a week, and not to part-time employees working less than twenty hours per week. L. Hannigan advised that the City is required by State Code to offer insurance to any employee working more than 1020 hours per year (20 hrs./wk.) but they could pro-rate other benefits. This would require a change in classification (part or full time) of employees since employees within the same classification must have access to the same benefits. The committee is not interested in changing the minimum hours that qualifies an employee as full-time.

ANNOUNCEMENTS

Clerk J. Sutton advised that the Administrative Officers intend to have their action plans ready for review by the December meeting.

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

The meeting adjourned at 3:10 p.m.

The foregoing minutes were approved at the meeting of Dec. 9, 2021

Robert Chenoweth, Chair
Name & Title

Robert C. Chenoweth
Signature

SPECIAL HIRING COMMITTEE MEETING MINUTES

*401 Davis Avenue
City Hall, Council Chambers
November 17, 2021
2:00 p.m.*

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

Also present were: Interim Operations Manager M. Himes; Treasurer T. Judy; City Attorney G. Roberts; Cw. M. Cuonzo; AlignHR Representative L. Hannigan; and External Affairs Specialist S. Stokes

MINUTES

Cm. Parker, **MOVED APPROVAL OF THE MINUTES OF THE NOVEMBER 9, 2021 MEETING.** The motion carried.

OLD BUSINESS

The committee continued to review the Operations Manager job description with the help of L. Hannigan. Lenny will take the input provided and amend the description appropriately. The committee will review a final draft of the description at their next meeting.

NEW BUSINESS

The committee discussed a hiring timeline. They hope to have the position description ready to post the job at the first of the year and intend to advertise for approximately three weeks. There will be no closing date. The advertisement will indicate the committee's intention to start reviewing applications around the third week in January 2022.

ANNOUNCEMENTS

The next meeting of the committee will be scheduled for December 1, 2021, at 10:00 a.m.

J. Marco **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 3:14 p.m.

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

Charles H. Friddle III
Name & Title
Chairman

Charles H. Friddle III
Signature