

***Proposed Minutes***

**ELKINS COMMON COUNCIL  
REGULAR COUNCIL MEETING  
MINUTES**

***401 Davis Avenue  
Council Chamber, 2nd Floor  
February 17, 2022  
7:00 p.m.***

Elkins Common Council met in regular session in the council chamber of city hall. Present were Mayor Jerry A. Marco; Councilpersons N.E. Bross-Fregonara, R.C. Chenoweth, M. D. Cuonzo, C.H. Friddle, III, J.A. Guye, C.J. Higgins, G.M. Hinchman, D.C. Parker, and L.H. Vest; City Treasurer T. Judy; Fire Chief S.D. Himes; Probationary Patrolman Goux; Interim Operations Manager M. Himes; City Attorney G. S. Roberts; and City Clerk J.R. Sutton (acting as recording secretary).

Councilperson C.C. Lowther and Police Chief T. Bennett were absent.

**MINUTES**

Cm. Chenoweth, **MOVED APPROVAL OF THE MINUTES OF THE FEBRUARY 3, 2022.** The motion carried.

**CORRESPONDENCE AND NOTIFICATIONS**

Council received the following correspondence and notifications:

- Issued building permits
- Treasurer's report
- Events
- Elkins Tree Board annual report
- Tree City USA summary
- Approved minutes of council committees, boards, and commissions

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

<b>ISSUED BUILDING PERMITS</b>				
<b>Permit</b>	<b>Applicant</b>	<b>Location</b>	<b>Description</b>	<b>Value</b>
<b>220023</b>	<b>Jobe, Nancy</b>	<b>31 Cherry St</b>	<b>Replace Roof Shingles</b>	<b>11,000.00</b>
<b>220024</b>	<b>Epperson, Mark</b>	<b>39 Cherry St</b>	<b>Remodel Bath, Kitchen &amp; Upgrade Electric</b>	<b>11,000.00</b>
<b>220025</b>	<b>Louk, Robert</b>	<b>220 Central St.</b>	<b>Electric Service</b>	<b>3,400.00</b>

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<b>Permit</b>	<b>Applicant</b>	<b>Location</b>	<b>Description</b>	<b>Value</b>
<b>220026</b>	<b>Davis, Matt &amp; Sherri</b>	<b>3 Guy St</b>	<b>Remodel Kitchen &amp; 2 Baths</b>	<b>10,000.00</b>
<b>220027</b>	<b>Bialek, James</b>	<b>110 Evergreen Dr</b>	<b>Change Office into Bath</b>	<b>10,000.00</b>
<b>220028</b>	<b>Crider, Janet</b>	<b>116 Chestnut St</b>	<b>Repair Roof and Ceiling</b>	<b>6,900.00</b>

**PRESENTATION**

Maryann Durland, President of the Elkins Historic Landmarks Commission reviewed past, current, and future activities of the organization. They completed approval of the new Graham-Davis historical district; oversaw improvements to the Darden Carriage House; offered for sale historical plaques; and received an assessment of the Darden House from Mike Gioulis. The commission continues to work on extending the downtown historical district, the Maplewood Cemetery, and increases use of the Darden House. Ms. Durland also presented information on two grants they are seeking city approval to apply for.

Nanci Bross-Fregonara, Secretary of the Elkins Tree Board and councilor, provided the organization's annual report detailing their accomplishments in 2021. Mrs. Bross-Fregonara is very pleased with the diverse, educated and committee board members currently serving. She highlighted the Tree City USA Growth Award the city received and the intention to apply for the Tree City USA designation for the fourteenth year in a row. Mrs. Bross-Fregonara thanked council for the additional funding to support their contract with an arborist. This has had a very positive effect on their work. She also expressed appreciation for their partnerships with the WV. DOF, Kump Education Center, Emma Scott Garden Club, and Elkins Parks and Recreation Commission.

**COMMITTEE REPORTS** were provided by all chairs.

**STAFF REPORTS** were provided by administrative officers present and the chief wastewater operator.

**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 January 31 – February 11, 2022.

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**UNFINISHED BUSINESS**

Cm. Chenoweth, **MOVED APPROVAL OF ENTERING INTO EXECUTIVE SESSION TO DISCUSS RETROACTIVE PAY FOR TEMPORARY ASSIGNMENT FOR SPECIFIC EMPLOYEES.** The motion carried. Council entered into executive session at 8:02 p.m. and returned at 8:11 p.m. The chair announced that no action was taken.

**NEW BUSINESS**

Cw. Cuonzo, **MOVED APPROVAL OF ORDINANCE 295: AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA TO VACATE, ABANDON, AND CLOSE A PORTION OF THOSE CERTAIN PUBLIC RIGHTS OF WAY OF AN UNOPENED ALLEY KNOWN AS COKE LANE WHICH LIES BEHIND THE RANDOLPH COUNTY HOUSING AUTHORITY OWNED PROPERTY KNOWN AS RIVERSIDE PLACE APARTMENTS, FORMERLY KNOWN AS “ALLEGHENY APARTMENTS” LOCATED ON S. DAVIS AVENUE, ELKINS, W.VA. (2<sup>ND</sup> AND FINAL READING).** The motion carried.

Cm. Parker, **MOVED APPROVAL OF ORDINANCE 296: AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA TO AMEND AND REVISE ELKINS CITY CODE SECTION 92.002 FIRE SEASONS: OUTDOOR FIRES (1<sup>ST</sup> OF TWO READINGS).** The motion carried.

Cm. Hinchman, **MOVED APPROVAL OF RESOLUTION 1491: AUTHORIZING APPLICATION FOR STATE FARM NEIGHBORHOOD ASSIST GRANT BY THE ELKINS FIRE DEPARTMENT .** The motion carried.

Cm. Hinchman, **MOVED APPROVAL OF RESOLUTION 1492: GENERAL FUND BUDGET REVISIONS NO. 9 AND 10 FOR FY22.** The motion carried.

Cm. Hinchman, **MOVED APPROVAL OF RESOLUTION 1493: APPROVAL OF BUDGET REVISION 2022-001-04 FOR FISCAL YEAR 2022.** In accordance with the requirements of the state auditor’s office for interdepartmental budget revisions, the chair ordered a roll-call vote. The recording secretary called roll in random order. The motion carried. Council votes were as follows:

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

Cm. Hinchman, **MOVED APPROVAL OF RESOLUTION 1494: AUTHORIZING CLOSURE OF MOUNTAIN VALLEY BANK ACCOUNT USED FOR THE PURPOSE OF THE WATER SYSTEM IMPROVEMENTS PROJECT.** The motion carried.

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Cm. Chenoweth, **MOVED APPROVAL OF RESOLUTION 1495: APPROVING “FULL-TIME REGULAR EMPLOYEE” STATUS AND CONFIRMING COMPENSATION LEVEL FOR G. HARTLEY.** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1496: ACCEPTING CONDITIONS OF AGREEMENT BETWEEN UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) ANIMAL PLANT HEALTH INSPECTION SERVICE (APHIS) WILDLIFE SERVICE (WS) AND THE CITY OF ELKINS, AND AUTHORIZING EXECUTION OF AGREEMENT.** The motion carried.

Cm. Chenoweth, **MOVED APPROVAL OF RESOLUTION 1497: AMENDING THE CITY OF ELKINS PERSONNEL POLICY CH. 4.G: TEMPORARY ASSIGNMENT.** The motion carried.

Cm. Friddle, **MOVED APPROVAL OF ENTERING INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PROSPECTIVE PERSONNEL, SPECIFICALLY THE APPOINTMENT OF AN OPERATIONS MANAGER.** The motion carried. Council entered executive session at 8:21 p.m. and returned at 8:36 p.m. The chair announced that no action was taken.

Cm. Friddle, **MOVED APPROVAL OF THE APPOINTMENT OF JOSHUA SANSON AS THE CITY OF ELKINS OPERATIONS MANAGER EFFECTIVE FEBRUARY 28, 2022 AND AT A COMPENSATION LEVEL OF \$58,000 ANNUALLY.** The motion carried.

Cw. N. Bross-Fregonara advised council of recent discussion in the Rules & Ordinances Committee regarding what happens in the downtown with sidewalks and other streetscape features. The City has adopted a streetscape vision and best practices, but no enforceable guidelines. She is recommending the city put out an RFQ to secure a firm for a streetscape design to meet City and Main Street goals. She will also be looking at funding options for the services.

Treasurer T. Judy notified council of a five percent (5%) increase in health care insurance premiums effective July 1, 2022. This equates to approximately \$12 – 15,000 for general fund employees. Mrs. Judy reports there have been no increases to the employee portion of premiums for around five years. She is requesting council guidance on if the city wants to absorb the increase or if it should be passed on to employees. This will have to be determined prior to sending final budgets to the Auditor. Council requested that the increase be attributed to the city for now, but that the issue be taken to the February 28<sup>th</sup> Personnel Committee meeting and to council on March 3<sup>rd</sup> for a final decision.

**MAYOR’S COMMENTS**

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

The meeting adjourned at 8:53 p.m.

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

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Jerry A. Marco, Mayor

*Attest:*

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Jessica R. Sutton, City Clerk