

**ELKINS COMMON COUNCIL
SPECIAL COUNCIL MEETING
AGENDA**

*401 Davis Avenue
Council Chamber, 2nd Floor
April 19, 2022
7:00 p.m.*

- 1. Invocation and Pledge of Allegiance**
- 2. Call to order and roll call**
- 3. Agenda adjustments**
 - a. *Additions to new business*
 - i. *Discussion of Ad-hoc ARPA Advisory Committee Recommendations*
 - ii. *Ordinance 298: An Ordinance of the Common Council of the City of Elkins, West Virginia, Amending and Supplementing City Code Chapter 71: Stopping, Standing, and Parking Concerning Parking in Alleys (1st of two readings)*
- 4. Public comment**
- 5. Minutes**
 - a. Minutes proposed for the regular council meeting of April 7, 2022
- 6. Correspondence and Notifications**
 - a. Issued building permits
 - b. Treasurer's report
 - c. Events
- 7. Presentation**
 - a. Elkins Main Street Director Madalyn Higgins
- 8. Committee Reports**
- 9. Staff reports**
- 10. Approval of vendor invoice payments**

Vendor invoices presented for approval:

- A/P History Check Report for the period April 4 – 15, 2022

(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.)

11. New business

- Resolution 1517*: Approving the Promotions of and Confirming Compensation Level for H. Corcoran and J. Judy
- Resolution 1518*: Approving Memorandum of Understanding between Regional Law Enforcement Agencies and the Elkins Police Department, and Authorizing Execution Thereof
- Laying of the Levy*
- Discussion of Ad-hoc ARPA Advisory Committee Recommendations*
- Ordinance 298*: An Ordinance of the Common Council of the City of Elkins, West Virginia, Amending and Supplementing City Code Chapter 71: Stopping, Standing, and Parking Concerning Parking in Alleys (1st of two readings)

12. Mayor's comments

13. Adjournment

Proposed Minutes

**ELKINS COMMON COUNCIL
REGULAR COUNCIL MEETING
MINUTES**

**401 Davis Avenue
Council Chamber, 2nd Floor
April 7, 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, and C.C. Lowther; City Treasurer T. Judy; Fire Chief S.D. Himes; Police Chief T. Bennett; Operations Manager J. Sanson; City Attorney G. S. Roberts; and External Affairs Specialist S.R. Stokes (acting as recording secretary).

Councilpersons D.C. Parker and L.H. Vest, and City Clerk J.R. Sutton were absent.

MINUTES

Cw. Cuonzo, **MOVED APPROVAL OF THE MINUTES OF THE MARCH 17, 2022, REGULAR MEETING. The motion carried.**

Cm. Chenoweth, **MOVED APPROVAL OF THE MINUTES OF THE MARCH 22, 2022, SPECIAL CALL MEETING. The motion carried.**

CORRESPONDENCE AND NOTIFICATIONS

Council received the following correspondence and notifications:

- Issued building permits
- Events
- Minutes of committee, commission, and board meetings

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

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
220060	Higgins, Rebecca	307 Eleventh St	Replace Roof Shingles	10,000.00
220061	Mountain Valley Bank	317 Davis Ave	Windows	38,000.00
220062	Hymes, Tiffany	1522 S Davis Ave	Sidewalk	4,600.00

Proposed Minutes

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
220063	Rector, Norma Jean	120 Westview Dr	Replace Roof Shingles	15,768.00
220064	Goodwin, Austin	316 Central St	Demolition of Burnt House	13,000.00
220065	Seneca Mall LLC	222 Davis Ave	Remodel Part of Second Floor	24,500.00
220066	Weese, Barbara	20 Moore St	Replace Roof Shingles	2,200.00
220067	Roy, Darlene	1716 Lavalette Ave	Replace Roof Shingles	6,000.00
220068	Schoonover, Charles	514 Wilson St	Demolition	1,000.00
220069	Hutton, Cody	608 Capitol St	Install New Vinyl Siding	5,000.00
220070	Phares, Edwin	100 Alexander Ave.	Replace Roof Shingles	12,921.00
220071	Harris, Donald & Linda	111 Valley Ct	Replace Roof Shingles	18,255.00
220072	Kisner, Nancy & Sam	106 Ellis Ave	Replace Roof Shingles	5,000.00
220073	Gillispie, Sidney	135 Buffalo St	Replace Roof Shingles	7,620.00
220074	Barton, Robert	124 Weese St	Electric Service Upgrade	1,000.00
220075	Scott, Matthew	403 Center St.	Replace Roof Shingles	14,000.00
220076	Griggs, Chad	204 Central St	Electric Service Upgrade	500.00
220077	Pristine Properties	6 Riverbend Rd	Commercial Accessory Building	100,000.00

PRESENTATION

Representatives of the Phil Gainer Community Center presented information on the facility and programs. Owen Peet described the Engage afterschool program. Director Chris Lee gave an overview of recent improvements and expansions in programming.

Proposed Minutes

COMMITTEE REPORTS provided by all committee chairs present.

STAFF REPORTS provided by all administrative officers and the chief water 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 March 14 – April 1, 2022

NEW BUSINESS

Cm. Chenoweth, **MOVED APPROVAL OF RESOLUTION 1509: AMENDING THE CITY OF ELKINS PERSONNEL POLICY CH. 8.D: HOLIDAY PAY.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1510: AMENDING THE CITY OF ELKINS PERSONNEL POLICY CH. 5: SALARIES & WAGES; BENEFITS & DEDUCTIONS.** The motion carried.

Cm. Chenoweth, **MOVED APPROVAL OF RESOLUTION 1511: APPROVAL OF CHANGES TO THE CITY OF ELKINS CLASSIFICATION AND COMPENSATION PLAN.** The motion carried.

Cm. Friddle, **MOVED APPROVAL OF RESOLUTION 1512: REAPPOINTMENT OF GERALDINE ROBERTS AS CITY ATTORNEY.** The motion carried.

Cm. Hinchman, **MOVED APPROVAL OF RESOLUTION 1513: GENERAL FUND BUDGET REVISIONS NO. 11 AND 12 FOR FY22.** The motion carried.

Cm. Hinchman, **MOVED APPROVAL OF RESOLUTION 1514: AUTHORIZING APPLICATION FOR FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION GRANT BY THE ELKINS FIRE DEPARTMENT.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1515: APPROVING “FULL-TIME REGULAR EMPLOYEE” STATUS AND CONFIRMING COMPENSATION LEVEL FOR W. MALLOW.** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1516: ACCEPTING CONDITIONS OF AGREEMENT WITH THE WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES AND THE CITY OF ELKINS, AND AUTHORIZING EXECUTION OF AGREEMENT.** The motion carried.

Proposed Minutes

Cm. Hinchman, MOVED APPROVAL OF \$110,271 IN APRA FUNDS BE ALLOCATED TO THE STREET DEPARTMENT FOR THE PURCHASE OF A BACKHOE FROM STATE EQUIPMENT, INC. AND THAT THE PURCHASE BE EXEMPT FROM THE BID REQUIREMENT PER ELKINS CITY CODE §30.20(B)(1)(D) AND (E); \$147,801.14 IN APRA FUNDS BE ALLOCATED TO THE WATER DEPARTMENT FOR THE COMPLETION OF THE SCADA SYSTEM INSTALLATION. AND THAT THE PURCHASE BE EXEMPT FROM THE BID REQUIREMENT PER ELKINS CITY CODE §30.20(B)(1)(B) AND (E); AND \$5000 IN ARPA FUNDS BE ALLOCATED TO THE RIVERFRONT DEVELOPMENT DESIGN PROJECT. The motion carried.

Cm. Friddle, MOVED APPROVAL OF THE DAVIS HEALTH SYSTEM ABCA ENDORSEMENT REQUEST. The motion carried.

MAYOR'S COMMENTS were provided.

Cm. Chenoweth, MOVED ADJOURNMENT. The motion carried.

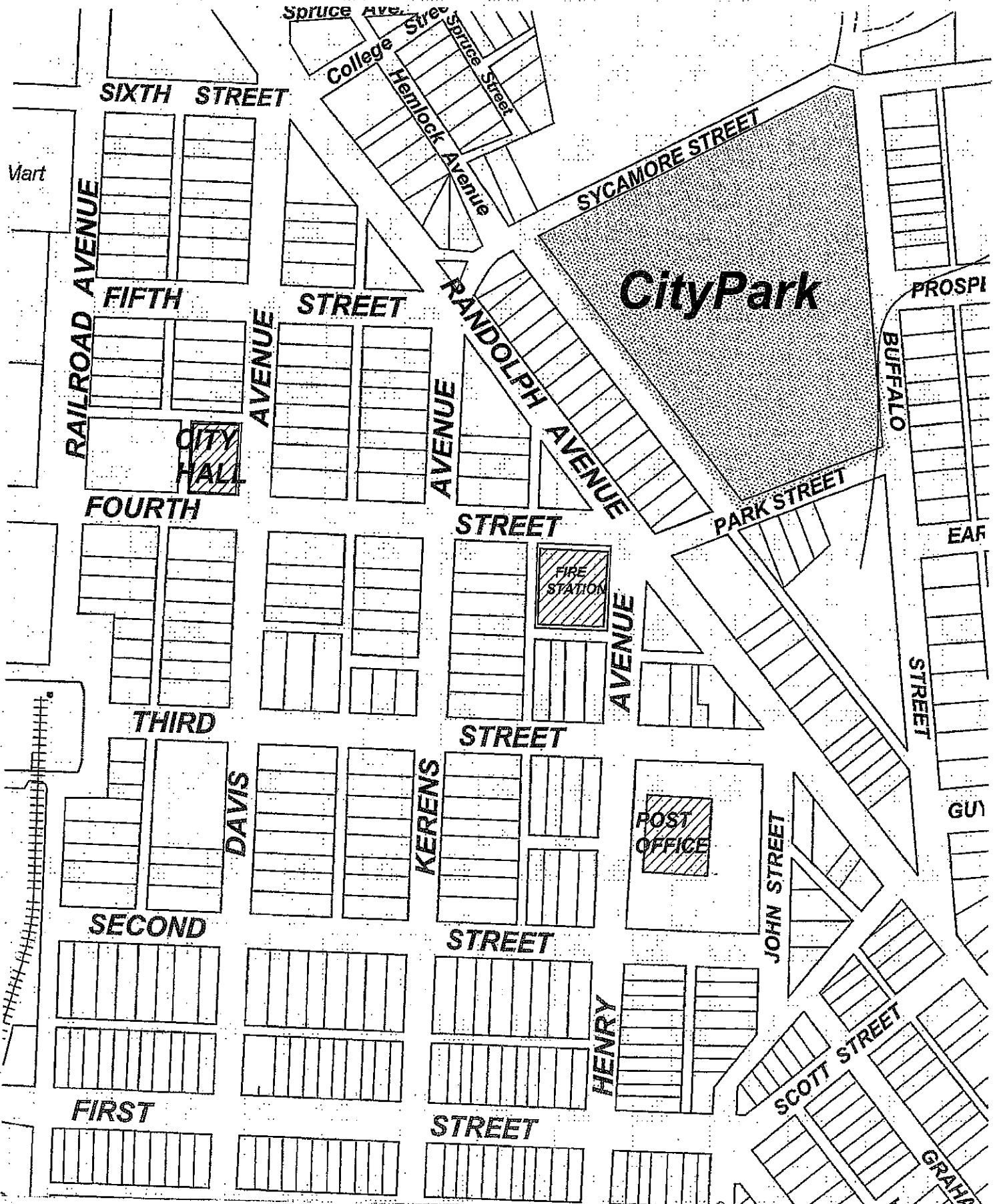
The meeting adjourned at 8:03 p.m.

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

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk



Event name: He Is Risen Rally (for children) ^{Community} Streets: ^{Request} Alley between ^{One-way} Perfection Plus NS Davis Ave. to 11th Street near Otterbein UMC and Board of Education
 Date/Time: 4-9-22 1-3 PM one-way allow requested during event

AD-HOC ARPA ADVISORY COMMITTEE MEETING MINUTES

*401 Davis Avenue
City Hall, Council Chambers
March 10, 2022
1:00 p.m.*

Present were Committee Members: M. Hinchman; D. Parker; and R. Chenoweth

Also present were: Mayor J. Marco; Operations Manager J. Sanson; Treasurer T. Judy, City Attorney G. Roberts; Chief Wastewater Operator W. Hymes; Chief Water Operator W. Lambert; and City Clerk J. Sutton

Councilors M. Cuonzo and N. Bross-Fregonara were absent

MINUTES

Cm. Chenoweth, **MOVED APPROVAL OF THE MINUTES OF THE NOVEMBER 10, 2022, MEETING.** The motion carried.

Cm. Chenoweth, **MOVED APPROVAL OF THE MINUTES OF THE FEBRUARY 14, 2022, MEETING.** The motion carried.

NEW BUSINESS

Cm. Chenoweth, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL TO DEDICATE \$45,000 IN ARPA FUNDS, IN ADDITION TO THE \$55,000 IN ARPA FUNDS PREVIOUSLY APPROVED BY, TO UPGRADE THE WASTEWATER TREATMENT FACILITY SCADA SYSTEM.** The motion carried.

Cm. Parker, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL TO DEDICATE A TOTAL OF \$31,000 OF ARPA FUNDS TO THE ELKINS PARKS, INCLUDING \$9,000 FOR A REPLACEMENT SEWAGE PUMP AT RIVERBEND PARK AND \$22,000 FOR RUBBER MULCH AT ALL PARKS EXCEPT CITY PARK.** The motion carried. Parks Director T. Tesar noted that rubber mulch for the City Park will be paid for from their recently received bequest.

Cm. Parker, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL TO DEDICATE \$9,709.00 IN ARPA FUNDS TO DAVIS MEDICAL CENTER FOR THE PURCHASE OF 200 RESPIRATORS.** The motion carried.

ANNOUNCEMENTS

The committee is scheduled to meet again on March 22, 2022, at 1:00 p.m. to review the community request applications.

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

The meeting adjourned at 1:49 p.m.

The foregoing minutes were approved at the meeting of Apr. 13, 2022

M. K. Kirschner
Name & Title *Chair*

[Signature]
Signature

AD-HOC ARPA ADVISORY COMMITTEE MEETING MINUTES

*401 Davis Avenue
City Hall, Council Chambers
March 29, 2022
10:00 a.m.*

Present were Committee Members: M. Hinchman, M. Cuonzo, R. Chenoweth, and N. Bross-Fregonara

Also present were: Mayor J. Marco; City Attorney G. Roberts; City Clerk J. Sutton; Chief Water Operator W. Lambert; and D. Corley of C-Comm

Councilor D. Parker and Treasurer T. Judy were absent

NEW BUSINESS

The Street Department is requesting funds for the purchase of a backhoe. Cm. Hinchman believes that this purchase is within the U.S. Treasury guidelines as it will be used in part to fix catch basins and drainage issues. Their current backhoe is 22 years old and is used across multiple departments.

Cm. Chenoweth, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL THAT \$110,271 IN APRA FUNDS BE ALLOCATED TO THE STREET DEPARTMENT FOR THE PURCHASE OF A BACKHOE FROM STATE EQUIPMENT, INC. AND THAT THE PURCHASE BE EXEMPT FROM THE BID REQUIREMENT PER ELKINS CITY CODE §30.20(B)(1)(D) AND (E).** The motion carried.

DeWaine Corley, owner and operator of C-Comm, LLC gave a presentation on the Water SCADA system, specifically the system that controls everything outside of the plant. The original system was contracted by Chapman and included proprietary hardware and software from a company no longer in existence and not compatible with industry standards. Mr. Corley recommended replacing the entire system. \$112,947.42 has already been invested. They are requesting \$147,801.14 to complete the project. Estimated completion time is three months.

Cw. Bross-Fregonara, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL THAT \$147,801.14 IN APRA FUNDS BE ALLOCATED TO THE WATER DEPARTMENT FOR THE COMPLETION OF THE SCADA SYSTEM INSTALLATION. AND THAT THE PURCHASE BE EXEMPT FROM THE BID REQUIREMENT PER ELKINS CITY CODE §30.20(B)(1)(B) AND (E).** The motion carried.

The committee also requested that City Attorney G. Roberts notice Chapman of the issues with the system and the costs associated with correcting the problem.

City Clerk J. Sutton requested \$5000 to support the conceptual design of the Riverfront Development. The total cost of services being provided by GAI Consulting is \$15,000. \$10,000 is being paid from the HubCAP technical assistance funds.

Cw. Cuonzo, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL THAT \$5000 IN ARPA FUNDS BE ALLOCATED TO THE RIVERFRONT DEVELOPMENT DESIGN PROJECT.** The motion carried.

ANNOUNCEMENTS

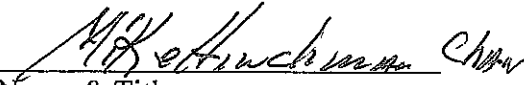
N. Bross-Fregonara requested consideration of a streetscape conceptual design. The request will go to the Municipal Properties Committee and if recommended to council for approval of an RFQ to be drafted and advertised.

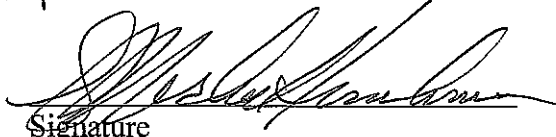
City Attorney G. Roberts was recently asked if ARPA monies could be used for dilapidated properties and upon investigation of the U.S. Treasury final rule, determined they could.

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

The meeting adjourned at 11:17 a.m.

The foregoing minutes were approved at the meeting of Apr. 13, 2022


Name & Title


Signature

**RULES AND ORDINANCE COMMITTEE
REGULAR MEETING
MINUTES**

*401 Davis Avenue
City Hall, Council Chambers
February 9, 2022
9:00 a.m.*

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

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

MINUTES

Cw. Cuonzo, **MOVED APPROVAL OF THE MINUTES OF THE JANUARY 12, 2022, MEETING.** The motion carried.

REPORTS

Cw. Bross-Fregonara reported that per the discussion at the previous R&O committee meeting, she spoke with Dave Cutlip, head of the Elkins Main Street Design Committee, about a streetscape design based upon the vision previously adopted by council. Mrs. Bross-Fregonara would like to have an enforceable document. To achieve a master plan the city would need to engage a design firm. City Clerk J. Sutton suggests first taking the idea to full council for their buy-in and approval to put out a request for proposals. This item will be placed on the next council agenda for discussion. In addition, the City Attorney was asked to investigate how other cities manage sidewalk ownership and maintenance for discussion at a future meeting.

UNFINISHED BUSINESS

City Attorney G. Roberts presented an ordinance at the committee's request regarding rules for parking in alleys. The committee reviewed and suggested changes to the ordinance which amends city code sections 71.52, 71.53 and 71.99. The committee also review the downtown parking map adopted by the municipal properties committee and debated if the ordinance should reference this map or specific alleys. Chief Bennett will review the map and bring back a recommendation to the committee. In addition, at the request of Chief Bennett and amendment to section 71.48 will also be included. After further discussion it was determined that input is needed from the sanitation and street departments regarding the width needed for them to navigate through alleys before the committee feels comfortable recommending the changes. Interim Operations Manager M. Himes will collect this information and bring it back to the committee at their next meeting.

Cw. Cuonzo, MOVED ADJOURNMENT. The motion carried.

The meeting adjourned at 10:07 a.m.

The foregoing minutes were approved at the meeting of Apr. 13, 2022

Danci Brosz-Fregonara, Chair
Name & Title

Danci Brosz-Fregonara
Signature

ELKINS TREE BOARD

MEETING MINUTES

Darden House, Davis Ave.

March 1, 2022 • 5:30 p.m.

Present: Marilynn Cuonzo, Chair; Nanci Bross-Fregonara, Secretary; Linda Silva, Treasurer; Linda Burke, Vice Chair; and members Ryan LaBrozzi, and Angela Daniels and AmeriCorps member Haley Shreve. Member Sam Golston was absent

PUBLIC COMMENT

No public comment.

MINUTES

DANIELS MOVED APPROVAL OF THE MINUTES OF THE FEBRUARY 1, 2022, MEETING. MOTION CARRIED.

BUDGET REPORT

Silva reported the current ETB budget balance is: **\$2,794.98. CUONZO MOVED APPROVAL OF THE BUDGET REPORT. MOTION CARRIED.**

OLD BUSINESS

CITY PARK UNDERSTORY PROJECT: Trees will be planted at locations already determined. Digging hole day is set for April 9 at 1 p.m. at City Park. Shreve will coordinate details with EPRC and encourage AmeriCorps volunteers. LaBrozzi will get some students. Silva will purchase dirt and peat. Trees will be planted Earth Day, April 22 at 11 a.m. This work-day will also have a pollinator gardens component that Shreve will coordinate with Katy McClane.

ARBOR DAY and EARTH DAY PLANS: The ETB's celebration of Arbor Day will be Friday, April 29 at 2 p.m. at Glendale. Daniels will serve as MC. Bross-Fregonara will ensure Mayor gets invited. A sour gum will be planted near Pollinator Alley. For Earth Day, Daniels will work on a seed planting activity that has funding assistance with United Way. Bross-Fregonara will set up the ETB/FOT table with the DNR's Tree ID activity.

GRANTS/GRATE UPDATE: Cuonzo will work with the Northco and the new operations manager to secure all the needed grates to finish out the entire tree box removal project. Mitchell estimates planting the trees the first week in April.

FOT OPPORTUNITIES: Bross-Fregonara will send out a list of all the upcoming activities that McClane can share with the FOT group. All is set with the Fruit Tree Pruning/Grafting workshop, Saturday, March 26 at 2 p.m. at the Kump House.

NEW BUSINESS

DARDEN GARDEN CLEAN-UP/DOF PRUNING: Date set for Saturday, May 21 beginning at 10 a.m. Pizza for lunch will be ordered. Shreve to publicize with AmeriCorps folks/McClane will for FOT. The annual DOF pruning workshop has not been pinned down.

MON POWER TREES: Mon Power has confirmed this donation of two trees with a small crew to help plant. Location will be Bluegrass Park where other trees from nursery will be planted under the guidance of LaBrozzi.

ANNOUNCEMENTS: None.

The next regular meeting of the Tree Board is set for **Tuesday, April 5 at 5:30 p.m.** The meeting was adjourned at 7:15 p.m.

The foregoing minutes were approved at the meeting of 4/5/22, 2022.

Marilyn Cronzo Shair
Name & Title

[Signature]
Signature

**PUBLIC SAFETY COMMITTEE
REGULAR MEETING
MINUTES**

*401 Davis Avenue
City Hall, Council Chambers
March 14, 2022
10:00 a.m.*

Present were Committee Members: D. Parker, chair; M. Hinchman; and J. Guye

Also present were: Operations Manager J. Sanson; Police Chief T. Bennett; Fire Chief S. Himes; Treasurer T. Judy; City Attorney G. Roberts; Code Enforcement Officer P. Isner; and City Clerk J. Sutton

MINUTES

Cm. Hinchman, **MOVED APPROVAL OF THE MINUTES OF THE FEBRUARY 14, 2022, MEETING.**
The motion carried.

REPORTS

Code Enforcement – a written report for activities from February 15 to March 14 was provided. Mr. Isner and city Attorney G. Roberts also reported on the three demolitions the committee is pursuing – 943 S. Davis Avenue, 326 S. Randolph Avenue and 201 Graham Street. The total costs of asbestos abatement and demolition are expected to be around \$40,000, plus legal fees estimated at \$900. The FY22 demolition fund has approximately \$45,8000 remaining. If the demolition of these three structures occurs in this fiscal year, the committee will ask Finance and Council to consider moving monies from the Financial Stabilization fund to cover the excess cost. Mr. Isner is also working on two properties on Linda Lane, one on Center Street, and one on Central Street, each with concerns about safety and habitation.

Police – Chief Bennett has one vehicle out for repair necessary as a result of a pursuit. There is one officer at the academy, who is expected to graduate in the next month. The Chief also plans to hire the last eligible candidate from the existing list as soon as he can determine when space will become available at the Academy. Once this list is exhausted, testing will be administered.

Fire – Chief Himes reports 109 incidents so far this year, with 65% property value saved. He is reviewing potential grant opportunities and continues to wait on the ISO inspection report.

Mayor's Task Force – Cm. Parker reports they have finalized the structure of the task force and are waiting on a date for the peer counselor training. They continue to look at options for sober living facilities.

NEW BUSINESS

Cm. Hinchman, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR THE APPROVAL OF THE MEMORANDUM OF UNDERSTANDING BETWEEN GOVTECH AND THE CITY OF ELKINS FOR THE PURPOSE OF OPERATING A BETA SOFTWARE PILOT PROJECT FOR FIREARMS EVIDENCE TRACKING.** The motion carried. City Attorney G. Roberts advised that council needs to designate a risk management person to sign on behalf of the city as this duty is not currently assigned to any employee.

Cm. Hinchman, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR THE SUBMISSION OF PROPOSALS FOR CONSIDERATION FOR HOMELAND SECURITY GRANT FUNDING.** The motion carried.

Cm. Parker, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR SUBMISSION OF A RURAL COMMUNITIES DEVELOPMENT INITIATIVE GRANT APPLICATION.** The motion carried.

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

The meeting adjourned at 11:07 a.m.

The foregoing minutes were approved at the meeting of Apr. 11, 2022

David E. Parker, Chair

Name & Title

David Parker

Signature

VENDOR SET: 01 Elkins
 BANK: ARPA Amercia Rescue Plan Act
 DATE RANGE: 4/04/2022 THRU 4/15/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00666	State Equipment Inc							
I-BS17399	Case 5805N backhoe	R	4/11/2022	110,771.00		000032		110,771.00
00149	COE Parks and Recreation							
I-129722-Reminb	Reimburse-Wrong fund	R	4/11/2022	8,994.00		000033		8,994.00
00500	Newlons International Sales, L							
I-11551	2021 Liugong 835H loader	R	4/11/2022	98,728.00		000034		98,728.00
02047	Cybertech Automation USA Inc							
I-11786	SCADA ignition, migration	R	4/11/2022	48,277.60		000035		
I-11787	SCADA ignition, migration	R	4/11/2022	87,948.42		000035		136,226.02
02289	Davis Health System Foundation							
I-Ckrequest1/25/22	respirators, filters	R	4/11/2022	9,709.00		000036		9,709.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	5	364,428.02	0.00	364,428.02
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:	5	364,428.02	0.00	364,428.02
BANK: ARPA TOTALS:	5	364,428.02	0.00	364,428.02

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 4/04/2022 THRU 4/15/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00414	Wesley Lambert							
	C-CORR PerDiem CK	N	4/06/2022	272.50CR		000000		
	I-WL PerDiem 042022	N	4/06/2022	272.50		000000		
00741	Great-West Trust Company LLC							
	I-VF 202204041305	D	4/04/2022	405.00		003485		
	I-VF202204041305	D	4/04/2022	50.00		003485		455.00
00116	Child Support Enforcement							
	I-CDS202204041305	R	4/04/2022	528.00		011416		528.00
00121	Citizens Bank of WVFP							
	I-FP 202204041305	R	4/04/2022	475.13		011417		475.13
00122	Citizens Bank of WVPp							
	I-PP 202204041305	R	4/04/2022	137.59		011418		
	I-PPN202204041305	R	4/04/2022	371.31		011418		508.90
00147	COE Misc							
	I-MIS202204041305	R	4/04/2022	281.91		011419		281.91
00150	COE Payroll							
	I-T1 202204041305	R	4/04/2022	10,655.44		011420		10,655.44
00151	COE Payroll							
	I-T3 202204041305	R	4/04/2022	11,944.60		011421		
	I-T4 202204041305	R	4/04/2022	4,057.72		011421		16,002.32
00152	COE Payroll							
	I-T2 202204041305	R	4/04/2022	5,398.00		011422		5,398.00
00203	Davis Trust Company							
	I-CC 202204041305	R	4/04/2022	1,800.00		011423		1,800.00
00747	Washington National Insurance							
	I-WN 202204041305	R	4/04/2022	521.94		011424		521.94
00837	COE Payroll Reimbursement							
	I-001202204041305	R	4/04/2022	58,787.08		011425		
	I-006202204041305	R	4/04/2022	4,685.64		011425		
	I-400202204041305	R	4/04/2022	17,469.88		011425		
	I-401202204041305	R	4/04/2022	13,740.16		011425		
	I-404202204041305	R	4/04/2022	7,942.29		011425		102,625.05

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 4/04/2022 THRU 4/15/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01885	Colonial Life							
I-CL 202204041305	Colonial Life-AT	R	4/04/2022	122.06		011426		
I-CLP202204041305	Colonial Life-PT	R	4/04/2022	52.52		011426		174.58
00032	Absolute Assurance Drug Test L							
I-3476A	Pre-Emp W Broschart	R	4/06/2022	39.00		011427		
I-4348A	Pre-Emp Testing	R	4/06/2022	117.00		011427		156.00
00034	ATCO International							
I-I0593527	Liberator Weed Killer	R	4/06/2022	651.00		011428		651.00
00119	CIT Technology Finance Serv, I							
I-39642538	Kyocera 040622	R	4/06/2022	52.50		011429		
I-39645835	KM Contract Pmt 040822	R	4/06/2022	55.00		011429		107.50
00126	City of Clarksburg							
I-202203213807	Compost #8944 3/17/22	R	4/06/2022	145.00		011430		145.00
00143	COE General Fund 2							
I-APR22 Indirects	April 2022 Indirects	R	4/06/2022	28,198.40		011431		28,198.40
00149	COE Parks and Recreation							
I-APR 2022 Support	April 2022 Support	R	4/06/2022	25,483.00		011432		25,483.00
00154	COE Sanitation							
I-202203221970	Brush 85 Ticket 8944 Hauling	R	4/06/2022	299.48		011433		299.48
00231	EI Technical Services, Inc.							
I-03202201	Calibrate lab inst/flow meters	R	4/06/2022	684.00		011434		684.00
00235	Elkins Building Comm.							
I-APR 2022 BondPmt	Bond Pmt April 2022	R	4/06/2022	3,483.79		011435		3,483.79
00314	Guttman Energy, Inc.							
I-F61783397	Fleet Fuel 030722-031322	R	4/06/2022	4,629.47		011436		
I-F61808239	Fleet Fuel 031422-032022	R	4/06/2022	4,741.24		011436		9,370.71
00381	Grover C Jackson Jr							
I-APR 2022 Rent	April 2022 Rent	R	4/06/2022	1,800.00		011437		1,800.00
00457	Metalworks, Inc.							
I-11632	repair brackets/spacers	R	4/06/2022	378.00		011438		
I-11641	Manufactured Elect Panel	R	4/06/2022	184.00		011438		562.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00468	Miss Utility of West Virginia, I-WV22-576	R	4/06/2022	89.95		011439		89.95
00471	Mon Power I-31Barron 031521	R	4/06/2022	11,775.42		011440		11,775.42
00483	Mountain Valley Bank I-1202553-19 040422	R	4/06/2022	655.53		011441		
	I-1202553-22 040722	R	4/06/2022	98.98		011441		754.51
00568	Ralston Press, Inc. I-91072 JSanson	R	4/06/2022	47.56		011442		47.56
00688	Terra Flora Landscaping I-5144	R	4/06/2022	2,511.85		011443		2,511.85
00701	Toshiba Financial Services I-467677746	R	4/06/2022	496.99		011444		
	I-467994588	R	4/06/2022	221.37		011444		
	I-468206255	R	4/06/2022	121.35		011444		
	I-468342811	R	4/06/2022	69.00		011444		908.71
00779	Woodford Oil Company I-4299746	R	4/06/2022	1,196.43		011445		1,196.43
00855	LMC & Associates I-2754	R	4/06/2022	31.25		011446		31.25
00992	McNeil & Company I-45081128	R	4/06/2022	2,461.75		011447		
	I-45086128	R	4/06/2022	1,002.75		011447		
	I-45091128	R	4/06/2022	437.50		011447		3,902.00
01102	Ferguson Waterworks #2080 I-CJ106554	R	4/06/2022	510.00		011448		510.00
01750	Backflow Prevention Plus I-969780	R	4/06/2022	105.00		011449		105.00
01790	Crim Law Office PLLC I-266	R	4/06/2022	5,740.00		011450		
	I-267 Muni Ct	R	4/06/2022	3,260.00		011450		
	I-270 City Services	R	4/06/2022	6,700.00		011450		15,700.00

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01833	P3 Cost Analysts							
I-12381	Telecom/Utility Savings 03/22	R	4/06/2022	2,087.76		011451		2,087.76
02033	DC Computers							
I-202203071	Encryption of radios	R	4/06/2022	240.00		011452		240.00
02065	AlignHR LLC							
I-7124	HR Managed Serv 040122	R	4/06/2022	2,500.00		011453		2,500.00
02282	Donald Singleton							
I-DonS Training 0422	DSingleton Training 04102022	R	4/06/2022	272.50		011454		272.50
02283	Justin Hornick							
I-JH Training 042022	JHornick Training 04102022	R	4/06/2022	272.50		011455		272.50
02284	David Proudfoot							
I-CK REQ 040422	Grafting Demo	R	4/06/2022	60.00		011456		60.00
02285	1201 Property Group LLC							
I-Refund 040522	Water Tap Refund	R	4/06/2022	400.00		011457		400.00
02286	Eric Hiner							
I-EH PerDiem 042022	EHiner Training 041022	R	4/06/2022	272.50		011458		272.50
02287	Gary Bonnell III							
I-GB PerDiem 4/2022	GBonnell-PerDiem 041022	R	4/06/2022	272.50		011459		272.50
00711	Tygart Valley Transfer, Inc.							
I-00001311	Commercial	R	4/06/2022	224.15		011460		
I-00001314	Commercial	R	4/06/2022	165.94		011460		
I-00001317	Commercial	R	4/06/2022	497.82		011460		
I-00001322	Residential	R	4/06/2022	53.00		011460		
I-00001323	Residential	R	4/06/2022	39.96		011460		
I-00001328	Residential	R	4/06/2022	500.43		011460		
I-00001329	Commercial	R	4/06/2022	450.04		011460		
I-00001338	Commercial	R	4/06/2022	234.58		011460		
I-00001341	Residential	R	4/06/2022	511.72		011460		
I-00001355	Commercial	R	4/06/2022	200.69		011460		
I-00001360	Commercial	R	4/06/2022	125.98		011460		
I-00001365	Residential	R	4/06/2022	20.00		011460		
I-00001371	Commercial	R	4/06/2022	483.92		011460		
I-00001380	Residential	R	4/06/2022	576.01		011460		
I-00001382	Residential	R	4/06/2022	504.77		011460		
I-00001407	Commercial	R	4/06/2022	275.41		011460		
I-00001416	Residential	R	4/06/2022	65.16		011460		
I-00001417	Residential	R	4/06/2022	53.87		011460		
I-00001418	Commercial	R	4/06/2022	181.58		011460		
I-00001425	Residential	R	4/06/2022	576.88		011460		

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			DATE	AMOUNT		NO	STATUS	AMOUNT
I-00001430	Residential	R	4/06/2022	464.81		011460		
I-00001431	Commercial	R	4/06/2022	487.40		011460		
I-00001446	Commercial	R	4/06/2022	145.96		011460		
I-00001471	Residential	R	4/06/2022	528.23		011460		
I-00001477	Residential	R	4/06/2022	510.85		011460		
I-00001480	Commercial	R	4/06/2022	162.47		011460		
I-00001481	Commercial	R	4/06/2022	675.06		011460		
I-00001505	Commercial	R	4/06/2022	125.98		011460		
I-00001513	Commercial	R	4/06/2022	187.66		011460		
I-00001518	Commercial	R	4/06/2022	331.01		011460		
I-00001526	Commercial	R	4/06/2022	177.24		011460		
I-00001533	Residential	R	4/06/2022	24.33		011460		
I-00001538	Residential	R	4/06/2022	895.73		011460		
I-00001539	Residential	R	4/06/2022	711.55		011460		
I-00001540	Commercial	R	4/06/2022	800.16		011460		
I-00001564	Residential	R	4/06/2022	58.21		011460		
I-00001571	Commercial	R	4/06/2022	243.26		011460		
I-00001582	Residential	R	4/06/2022	510.85		011460		
I-00001583	Residential	R	4/06/2022	476.97		011460		
I-00001584	Commercial	R	4/06/2022	397.04		011460		
I-00001600	Commercial	R	4/06/2022	138.14		011460		
I-00001605	Commercial	R	4/06/2022	126.84		011460		
I-00001619	Residential	R	4/06/2022	485.66		011460		
I-00001621	Residential	R	4/06/2022	600.34		011460		
I-00001622	Commercial	R	4/06/2022	510.85		011460		
I-00001623	Commercial	R	4/06/2022	177.24		011460		
I-00001645	Commercial	R	4/06/2022	211.99		011460		
I-00001653	Residential	R	4/06/2022	449.17		011460		
I-00001654	Residential	R	4/06/2022	494.35		011460		
I-00001668	Commercial	R	4/06/2022	152.91		011460		
I-00001683	Commercial	R	4/06/2022	223.28		011460		
I-00001685	Residential	R	4/06/2022	20.00		011460		
I-00001688	Residential	R	4/06/2022	20.00		011460		
I-00001696	Residential	R	4/06/2022	582.96		011460		
I-00001697	Residential	R	4/06/2022	558.64		011460		
I-00001698	Commercial	R	4/06/2022	669.84		011460		
I-00001714	Commercial	R	4/06/2022	108.60		011460		
I-00001717	Commercial	R	4/06/2022	55.60		011460		
I-00001731	Commercial	R	4/06/2022	197.22		011460		
I-00001734	Residential	R	4/06/2022	754.99		011460		
I-00001735	Residential	R	4/06/2022	623.80		011460		
I-00001736	Commercial	R	4/06/2022	674.19		011460		
I-00001737	Commercial	R	4/06/2022	214.59		011460		
I-00001777	Commercial	R	4/06/2022	356.21		011460		
I-00001780	Residential	R	4/06/2022	366.63		011460		
I-00001781	Residential	R	4/06/2022	475.23		011460		
I-00001782	Commercial	R	4/06/2022	403.12		011460		
I-00001799	Commercial	R	4/06/2022	211.12		011460		

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I-00001802	Residential	R	4/06/2022	20.00		011460		
I-00001804	Commercial	R	4/06/2022	136.40		011460		
I-00001810	Commercial	R	4/06/2022	216.33		011460		
I-00001816	Residential	R	4/06/2022	68.64		011460		
I-00001817	Residential	R	4/06/2022	437.01		011460		
I-00001818	Residential	R	4/06/2022	602.08		011460		
I-00001819	Commercial	R	4/06/2022	523.89		011460		
I-00001821	Commercial	R	4/06/2022	331.88		011460		
I-00001840	Commercial	R	4/06/2022	304.08		011460		
I-00001848	Commercial	R	4/06/2022	461.33		011460		
I-00001855	Commercial	R	4/06/2022	240.66		011460		
I-00001862	Residential	R	4/06/2022	503.04		011460		
I-00001864	Residential	R	4/06/2022	534.31		011460		
I-00001867	Commercial	R	4/06/2022	271.93		011460		
I-00001868	Commercial	R	4/06/2022	245.00		011460		
I-00001870	Commercial	R	4/06/2022	452.64		011460		
I-00001875	Commercial	R	4/06/2022	457.86		011460		
I-00001885	Commercial	R	4/06/2022	246.74		011460		
I-00001890	Commercial	R	4/06/2022	125.11		011460		
I-00001897	Commercial	R	4/06/2022	193.74		011460		
I-00001898	Residential	R	4/06/2022	44.31		011460		
I-00001904	Commercial	R	4/06/2022	204.17		011460		
I-00001905	Residential	R	4/06/2022	34.75		011460		
I-00001906	Residential	R	4/06/2022	490.00		011460		
I-00001909	Commercial	R	4/06/2022	602.08		011460		
I-00001937	Commercial	R	4/06/2022	205.04		011460		
I-00001941	Commercial	R	4/06/2022	125.98		011460		
I-00001953	Commercial	R	4/06/2022	64.29		011460		
I-00001960	Commercial	R	4/06/2022	701.99		011460		
I-00001962	Residential	R	4/06/2022	738.48		011460		
I-00001964	Residential	R	4/06/2022	910.50		011460		
I-00001984	Commercial	R	4/06/2022	304.95		011460		
I-00001990	Commercial	R	4/06/2022	411.81		011460		
I-00001996	Commercial	R	4/06/2022	182.45		011460		
I-00002015	Residential	R	4/06/2022	487.40		011460		
I-00002016	Residential	R	4/06/2022	452.64		011460		
I-00002017	Commercial	R	4/06/2022	498.69		011460		
I-00002041	Commercial	R	4/06/2022	198.09		011460		
I-00002045	Commercial	R	4/06/2022	128.58		011460		
I-00002050	Commercial	R	4/06/2022	92.09		011460		
I-00002058	Residential	R	4/06/2022	498.69		011460		
I-00002059	Residential	R	4/06/2022	503.90		011460		
I-00002060	Commercial	R	4/06/2022	522.15		011460		
I-00002061	Commercial	R	4/06/2022	231.97		011460		
I-00002076	Commercial	R	4/06/2022	276.28		011460		
I-00002093	Commercial	R	4/06/2022	508.25		011460		
I-00002099	Residential	R	4/06/2022	434.40		011460		
I-00002100	Residential	R	4/06/2022	542.13		011460		

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I-00002119	Commercial	R	4/06/2022	131.19		011460		
I-00002124	Residential	R	4/06/2022	30.41		011460		
I-00002129	Commercial	R	4/06/2022	187.66		011460		
I-00002135	Commercial	R	4/06/2022	485.66		011460		
I-00002136	Residential	R	4/06/2022	20.00		011460		
I-00002142	Commercial	R	4/06/2022	695.91		011460		
I-00002144	Commercial	R	4/06/2022	562.98		011460		
I-00002146	Residential	R	4/06/2022	647.26		011460		
I-00002162	Commercial	R	4/06/2022	179.84		011460		
I-00002166	Commercial	R	4/06/2022	23.46		011460		
I-00002177	Residential	R	4/06/2022	473.50		011460		
I-00002178	Residential	R	4/06/2022	529.97		011460		
I-00002180	Commercial	R	4/06/2022	444.83		011460		
I-00002207	Residential	R	4/06/2022	372.72		011460		
I-00002211	Commercial	R	4/06/2022	265.85		011460		
I-00002213	Residential	R	4/06/2022	626.40		011460		
I-00002228	Commercial	R	4/06/2022	225.02		011460		
I-00002230	Commercial	R	4/06/2022	120.76		011460		
I-00002243	Residential	R	4/06/2022	456.99		011460		
I-00002244	Commercial	R	4/06/2022	517.80		011460		
I-00002266	Commercial	R	4/06/2022	75.59		011460		
I-00002284	Residential	R	4/06/2022	526.49		011460		
I-00002285	Residential	R	4/06/2022	506.51		011460		
I-00002286	Commercial	R	4/06/2022	438.74		011460		
I-00002297	Residential	R	4/06/2022	20.00		011460		
I-0001383	Commercial	R	4/06/2022	524.76		011460		
I-0001655	Commercial	R	4/06/2022	476.10		011460		
I-0001907	Residential	R	4/06/2022	748.04		011460		
I-0002242	Residential	R	4/06/2022	532.57		011460		51,135.93
00569	Randolph County Clerk							
I-ckrequest4/6/22	recording fees for Elza	R	4/07/2022	44.00		011461		44.00
00001	A & A Safety, Inc.							
I-182878	Yellow Traffic Paint	R	4/12/2022	4,537.50		011462		4,537.50
00047	Truist Governmental Finance							
I-00005 042422	9948000234-05 042422	R	4/12/2022	2,596.05		011463		
I-00006 042722	9948000234-06 042722	R	4/12/2022	2,643.26		011463		5,239.31
00075	Encova Insurance							
I-36281298	030222-040322 WCB1021217	R	4/12/2022	6,090.00		011464		6,090.00

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00199	Davis & Elkins College							
I-APR22-01 Excel	Microsoft Excel Training	R	4/12/2022	360.00		011465		360.00
00211	Depot Welcome Center							
I-H/M Feb 2022	H/M Collection Feb 2022	R	4/12/2022	8,220.26		011466		8,220.26
00396	Kay Casto & Chaney PLLC							
I-1374550	RBiller v EMW February 2022	R	4/12/2022	1,296.00		011467		1,296.00
00422	Leslie Equipment Co.							
I-970868	Parts	R	4/12/2022	1,997.33		011468		1,997.33
00465	Steve's Electrical Service LLC							
I-202187	Labor/Parts 031022-032122	R	4/12/2022	1,250.00		011469		1,250.00
00471	Mon Power							
I-900089499248	Consumption/Lighting 03/22	R	4/12/2022	43,875.28		011470		43,875.28
00483	Mountain Valley Bank							
I-1202553-14 041122	Payoff 1202553-14 041122	R	4/12/2022	854.26		011471		854.26
00484	Mountaineer Gas Company							
I-032922	Natural Gas 022522-031622	R	4/12/2022	4,798.32		011472		4,798.32
00578	Randolph Elkins Health Departm							
I-JRosier 03/17/22	Hep AB - Jeffrey Rosier	R	4/12/2022	174.50		011473		174.50
00606	Steven C. Rodeheaver							
I-11762	Broom/Squeegee/Mops	R	4/12/2022	288.00		011474		288.00
00701	Toshiba Financial Services							
I-469149306	Tosh E4515AC 0327-042722	R	4/12/2022	209.59		011475		209.59
00707	Trickett Hardware, Inc.							
I-4351	Paint/clamps/cords/misc	R	4/12/2022	349.78		011476		349.78
00779	Woodford Oil Company							
I-4298812	CHV Delo 400 SDE 15W40	R	4/12/2022	3,318.00		011477		3,318.00
00803	WV Division of Motor Vehicles							
I-ELKMUNCTT 033022	ID - Courtney Goff 2/11/22	R	4/12/2022	25.00		011478		25.00
00812	WV Regional Jail and Correctio							
I-3122ea86	16 days Inmate Housing 03/22	R	4/12/2022	772.00		011479		772.00

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00900	National Road Utility Supply, I-332857 Parts	R	4/12/2022	785.94		011480		785.94
00990	Cleveland Brothers I-INPP4756773 Dozer Parts	R	4/12/2022	2,332.23		011481		2,332.23
01076	Morgantown Security & Fire I-100111095 Repalce Fire Alazm Panel	R	4/12/2022	2,719.99		011482		2,719.99
01245	Business First IT I-29700709 Office/Remote Access Licenses	R	4/12/2022	9,361.00		011483		9,361.00
01445	Linda Silva I-CKREQ 041122 Reimb Planting Mix	R	4/12/2022	79.80		011484		79.80
01594	Pace Analytical Services LLC I-2230343707 March 2022-contract invoicing	R	4/12/2022	1,074.00		011485		1,074.00
01651	Reclaim Company LLC I-2068 Abatement/Demo 201 Graham	R	4/12/2022	13,700.00		011486		13,700.00
01681	DataMax Corporation I-03312022 BL Revenue 03/2022	R	4/12/2022	32.94		011487		32.94
01697	C-Com LLC I-654133 Maint/Repair 0307-031122	R	4/12/2022	2,439.00		011488		2,439.00
01727	Enterprise FM Trust I-FBN4442764 Fleet Leases 04052022	R	4/12/2022	16,266.78		011489		16,266.78
01745	Cummins Sales and Service I-R324021 Water Damage Repairs	R	4/12/2022	5,737.86		011490		5,737.86
01764	Marilyn Cuonzo I-CKREQ 041122 Reimb Tape/Water	R	4/12/2022	11.96		011491		11.96
01790	Crim Law Office PLLC I-262 Sanitary Bd Attny Services San Bd 11/2021 I-268 Sanitary Bd Attny Services San Bd 12/2021 I-271 Muni Ct 01/22 Municipal Ct Matters 01/2022 I-272 Sanitary Bd Attny Services 01/2022	R	4/12/2022	910.00 1,060.00 2,620.00 880.00		011492 011492 011492 011492		5,470.00
01839	American Legal Publishing Corp I-15942 03/22 - S2 Folio/Internet Edit	R	4/12/2022	95.00		011493		95.00

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 4/04/2022 THRU 4/15/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02260	Earthworks Excavators LLC							
I-44042022	Sewer Line Ext connection	R	4/12/2022	6,900.00		011494		6,900.00
01942	Elkins Municipal Building Comm							
I-1214756-11 041522	1214756-11 #8 041522	R	4/12/2022	4,833.20		011495		4,833.20
01753	Fifth Third Bank							
C-MIDDLETOWN 1160	Middletown Tractor-tax credite	R	4/13/2022	2.61CR		011496		
I-MC Stmt Pmt 033122	MasterCard Stmt Pmt 033122	R	4/13/2022	92,281.86		011496		92,279.25

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	81	552,776.60	0.00	552,776.60
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	455.00	0.00	455.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	1	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	83	553,231.60	0.00	553,231.60
BANK: Pool TOTALS:	83	553,231.60	0.00	553,231.60
REPORT TOTALS:	88	917,659.62	0.00	917,659.62

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 4/04/2022 THRU 4/15/2022
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

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1517)

April 19, 2022

***Approving the Promotions of and Confirming
Compensation Levels for [REDACTED]***

WHEREAS, the City of Elkins operates the Elkins Fire Department (“the Department”) under the civil service provisions contained in West Virginia Code §8-15; and,

WHEREAS, West Virginia Code §8-15-16 requires that all appointments to any positions in a paid fire department shall be for a probationary period of one year; and,

WHEREAS, the Elkins Fire Civil Service Commission (“the Commission”) Rules and Regulations Section 4.15 states that at the close of this one year probationary period the probationer, having shown satisfactory conduct and capacity, will receive absolute appointment; and,

WHEREAS, [REDACTED] was confirmed as a “full-time regular” employee of the City of Elkins as of April 16, 2017, and began service as a probationary firefighter on April 20, 2022; and,

WHEREAS, Elkins Fire Chief S. Himes recommends to the absolute appointment of [REDACTED] as a Firefighter I; and,

WHEREAS, Probationary firefighter [REDACTED] began employment with the City of Elkins and service as a probationary firefighter on April 20, 2022; and,

WHEREAS, Elkins Fire Chief S. Himes recommends to the absolute appointment of [REDACTED] as a Firefighter I; and,

WHEREAS, the City of Elkins Personnel Policy Manual Sec. 4-H provides that any employee who is promoted to a higher grade classification shall be placed in the step of the new grade which best reflects the base differential between the current grade and the new grade classification; and,

WHEREAS, for [REDACTED] the closest wage differential in the new grade, Grade 7, is Step 2 at the associated wage of \$13.25 per hour; and,

WHEREAS, for [REDACTED] the closest wage differential in the new grade, Grade 7, is Step 1 at the associated wage of \$13.12 per hour; and,

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, 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 and employee; and,

WHEREAS, sufficient funds are available within the Fire Department account of the current fiscal year's General Fund budget; *now, therefore, be it*

RESOLVED AND ORDAINED by the Common Council of the City of Elkins that [REDACTED] [REDACTED] are hereby appointed to the rank of Firefighter I as of April 20, 2022; and,

FURTHER, that the amount of compensation for [REDACTED] shall be \$13.25 per hour, effective that date; and,

FURTHER, that the amount of compensation for [REDACTED] shall be \$13.12 per hour, effective that date; and,

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk



Elkins Fire Department

216 4th Street Elkins, WV 26241



TO: Mayor Jerry Marco

Clerk Jessica Sutton, FCSC

FROM: Stephen Himes, Fire Chief

DATE: April 13, 2022

RE: [REDACTED] appointment

This is to inform that you that [REDACTED] was hired as a Probationary Firefighter on April 20, 2021. [REDACTED] performance during his probationary period has been exemplary. In accordance with WV Code 8-15-16 and section 4.15 of the Rules and Regulations of the Firemen's Civil Service Commission of the City of Elkins, WV, it is my recommendation that he receive absolute appointment, effective April 20, 2022.

Stephen Himes, BS, NRP

Fire Chief

**Elkins Common Council: Agenda Item Request
Personnel Action**

Name of Employee: [REDACTED]

Requesting Administrative Officer (circle one):

Clerk

Fire Chief

Operations Manager

Police Chief

Treasurer

Requested Personnel Action (check one):

- New employee has completed probationary period and is recommended for full-time regular status
- Promoted/transferred employee has completed probationary period and is recommended for confirmation in new position
- Other (please describe in detail):

Employee's Direct Supervisor: Stephen Himes

Effective date of personnel action: April 20, 2022

Employee's title/dept. after action:

Firefighter 1/ Fire Department

Employee's current Grade: 6 and Step: 2 Wage: \$ 12.50

Employee's new Grade: 7 and Step: 2 Wage: \$ 13.25

Administrative Officer's signature: 

Date: 4/13/22

****Route to Mayor****

Mayor's initials: _____

Elkins City Clerk

-1 of 1-

Date created: 3/16/2022 1:53:00 PM

Last saved: 4/8/22 3:48 PM



Elkins Fire Department

216 4th Street Elkins, WV 26241



TO: Mayor Jerry Marco

Clerk Jessica Sutton, FCSC

FROM: Stephen Himes, Fire Chief

DATE: April 13, 2022

RE: [REDACTED] appointment

This is to inform that you that [REDACTED] was hired as a Probationary Firefighter on April 20, 2021. [REDACTED] performance during his probationary period has been exemplary. In accordance with WV Code 8-15-16 and section 4.15 of the Rules and Regulations of the Firemen's Civil Service Commission of the City of Elkins, WV, it is my recommendation that he receive absolute appointment, effective April 20, 2022.

Stephen Himes, BS, NRP

Fire Chief

**Elkins Common Council: Agenda Item Request
Personnel Action**

Name of Employee: [REDACTED]

Requesting Administrative Officer (circle one):

Clerk

Fire Chief

Operations Manager

Police Chief

Treasurer

Requested Personnel Action (check one):

- New employee has completed probationary period and is recommended for full-time regular status
- Promoted/transferred employee has completed probationary period and is recommended for confirmation in new position
- Other (please describe in detail):

Employee's Direct Supervisor: Stephen Himes

Effective date of personnel action: April 20, 2022

Employee's title/dept. after action:

Firefighter 1/ Fire Department

Employee's current Grade: 6 and Step: 1 Wage: \$ 12.38

Employee's new Grade: 7 and Step: 1 Wage: \$ 13.12

Administrative Officer's signature:  Date: 4/13/22

****Route to Mayor****

Mayor's initials: _____

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1518)
April 19, 2022

***Approving Memorandum of Understanding between
Regional Law Enforcement Agencies and the Elkins Police Department,
And Authorizing Execution Thereof***

WHEREAS, the Common Council of the City of Elkins recognizes the need to provide adequate and effective public safety services to its citizens and to create efficiencies within each department; and,

WHEREAS, W. Va. Code §15-10-2 through §15-10-4 provides that each political subdivision within the State is empowered to make and enter into Mutual Aid Agreements with other contiguous, political subdivisions within the State; and,

WHEREAS, the City of Elkins Police Department (“EPD”) cooperates with several surrounding law enforcement agencies to allocate effective law enforcement and other public safety services; and,

WHEREAS, Council’s Public Safety Committee recommends approval of the Memorandum of Understanding (“MOU”) with regional law enforcement agencies for the services identified within (attached); and,

WHEREAS, the Common Council believes that it would be in the best interest of the citizens of Elkins to enter into the MOU as presented;

NOW THEREFORE BE IT RESOLVED, THAT:

The Elkins Common Council hereby authorizes the acceptance of the Memorandum of Understanding with the identified law enforcement agencies of other contiguous, political subdivisions, and authorizes Mayor Jerry A. Marco, or his designee, to execute the agreement on behalf of the City of Elkins.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

MUTUAL AID AGREEMENT

THIS MUTUAL AID AGREEMENT (“Agreement”), made and entered into this _____ day of _____, 2022, by and between the *Elkins Police Department*, the *Philippi Police Department*, the *Buckhannon Police Department*, the *Randolph County Sheriff’s Department*, the *Upshur County Sheriff’s Department*, the *Barbour County Sheriff’s Department*, and the *Tucker County Sheriff’s Department*;

WHEREAS, the statutory provisions of West Virginia Code §15-10-2 through West Virginia Code §15-10-4 specifically provide that each political subdivision within the State is empowered to make and enter into Mutual Aid Agreements with other contiguous, political subdivisions within the State, in order to most effectively allocate law enforcement and other public safety services; and,

WHEREAS, the undersigned law enforcement departments as parties to this Agreement desire to realize additional law enforcement protection for the citizens of their several political subdivisions which they serve during emergency and other situations by making the most efficient use possible of law enforcement personnel of the several political subdivisions, and specifically of the seven (7) aforementioned law enforcement departments; and,

WHEREAS, each of the law enforcement departments hereto agree to voluntarily aid and assist each other in the event that emergency and other situations should occur, by the interchange of law enforcement services and the exchange of criminal investigative and other information; and,

WHEREAS, the parties hereto further invoke this voluntary aid and assistance Agreement on a continuing basis for the interchange of law enforcement services in their day-to-day operations, particularly relating to drug and violent crime investigations; and,

WHEREAS, it is reasonable, necessary and proper that this written Agreement be executed to formalize the agreement for the interchange of such mutual aid on a municipal, countywide, and regional basis.

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the law enforcement departments hereto, as follows:

- 1) As used herein, the phrase “Emergency Situation” means an actual or potential condition within the jurisdiction of one or more of the law enforcement departments that poses an immediate threat to life or property that exceed the resources and capability of the jurisdiction(s) to successfully bring the situation under control.
- 2) Each department agrees that in the event of any emergency situation, each other party to this Agreement shall furnish such personnel, equipment, facilities, or services as is, in the opinion of the assisting member, available. Provided, however, that each party reserves the right to refuse or render assistance or to recall any or all rendered assistance,

whenever it is determined that such actions are necessary for the continued protection of the assisting department's primary jurisdiction.

- 3) The following officers shall have the authority to invoke this agreement:

Sheriff's Department

- A. Sheriff
- B. Chief Deputy
- C. Captain
- D. Lieutenant
- E. Sergeant

Police Department

- A. Chief of Police
- B. Captain
- C. Lieutenant
- D. On Duty Shift Supervisor

All parties shall provide each other with an updated list at least semi-annually, specifying the name, position, telephone number, and any other pertinent contact information of the above officials.

- 4) In order to invoke mutual aid under the provisions of this Agreement, the designated official from the requesting department shall be required to contact the designated official of the responding party by telephone, radio, in writing, in person, or by any other reasonable communication. The responding department may request such information from the requesting department as is necessary to confirm the emergency situation and assess the type and amount of assistance that shall be provided.
- 5) During an emergency situation, all personnel from responding agencies shall report and work under the direction and supervision of the designated supervisor of the requesting agency at the emergency site. Provided, however, that at all times, the officers shall adhere to the policies and procedures of their own department and shall only be required to respond to lawful orders. Each department reserves the right to refuse to render assistance, whenever it is determined that such action is violative of their own departmental policies and procedures.
- 6) Personnel responding to any call for mutual aid outside of their appointed jurisdiction shall have possess those law enforcement powers as provided for by the State of West Virginia.
- 7) In the event of any mutual aid request involving actual or potential mass arrests, responding department law enforcement officers shall make such arrests only for offenses directly related to the incident, and shall assist in the processing of arrestees as follows:

- a. Identification of arrestees
 - b. Control of property obtained from arrestees
 - c. Completion of arrest reports
 - d. Transportation of arrestees
 - e. Complete proper arrest warrant and prosecutorial procedures, and
 - f. Court duty pertaining to arrests.
- 8) In any emergency situation where the Agreement has been invoked, radio communications shall be established between all responding departments.
 - 9) Each department providing personnel under the scope of this Agreement agrees to be exclusively responsible for the wages, pension, and workers' compensation benefits incurred by their own personnel as a result of any emergency situation.
 - 10) Each department providing equipment under the scope of this Agreement agrees to be exclusively responsible for any damage or destruction resulting thereto as a consequence of acting in response to this Agreement.
 - 11) Each department shall be responsible for maintaining and providing to each other on a semi-annual basis, from the date of both parties signing the Agreement, an accurate account of available resources including, but not limited to, available personnel per shift, equipment, and specialized units.
 - 12) All parties shall develop and update on a regular basis, a plan providing for the effective mobilization of all its resources, equipment, and facilities to cope with any type of emergency situation or unusual occurrence.
 - 13) Mutual aid operational directives shall be cooperatively developed and updated on a regular basis by the parties hereto and are operative between the parties in accordance with the provisions of such directives.
 - 14) All parties agree to meet on a semi-annual basis to review all mutual aid plans and the provisions of this Agreement.
 - 15) This Agreement shall become effective as to each party's law enforcement department when approved by that department's political subdivision's governing body, executed, and a copy of said Agreement is filed with the office of the Circuit Clerk of the County or Counties in which the law enforcement departments involved operate. The Agreement shall remain in effect as between all parties until terminated in writing. Any of the parties to this Agreement may terminate participation in this Agreement upon written notice addressed to the other designated law enforcement officials of the signatory law enforcement departments which are parties to this Agreement.

BUCKHANNON POLICE DEPARTMENT

Matthew Gregory, Chief of Police	Date
----------------------------------	------

Robbie Skinner, III, Mayor of the City of Buckhannon	Date
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RANDOLPH COUNTY SHERIFF'S DEPARTMENT

Robert R. Elbon, Sr., Sheriff	Date
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Christopher See, President Randolph County Commission	Date
--	------

UPSHUR COUNTY SHERIFF'S DEPARTMENT

Virgil D. Miller, Sheriff	Date
---------------------------	------

Kristie G. Tenney, President Upshur County Commission	Date
--	------

BARBOUR COUNTY SHERIFF'S DEPARTMENT

Brett Carpenter, Sheriff	Date
--------------------------	------

Susie Cvechko, President	Date
--------------------------	------

Barbour County Commission

TUCKER COUNTY SHERRIF'S DEPARTMENT

Jacob Kopec, Sheriff

Date

Michael Rosenau, President
Tucker County Commission

Date

**MUNICIPALITY OF ELKINS, WEST VIRGINIA
LEVY ORDER AND RATE SHEET
2022 - 2023**

The following is a true copy from the record of orders entered by this entity
on the 19 day of April, 2022.

SIGNATURE: _____

Municipal Clerk or Recorder

	Column E Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/\$100	Taxes Levied
Current Year			
Class I			
Personal Property	\$ 0	12.500	\$ 0
Public Utility	0		0
Total Class I	\$ 0		\$ 0
Class II			
Real Estate	\$ 120,997,620	25.000	\$ 302,494
Personal Property	243,402		609
Total Class II	\$ 121,241,022		\$ 303,103
Class IV			
Real Estate	\$ 106,889,330	50.000	\$ 534,447
Personal Property	56,785,153		283,926
Public Utility	14,839,214		74,196
Total Class IV	\$ 178,513,697		\$ 892,569
Total Value & Projected Revenue	\$ 299,754,719		\$ 1,195,672
Less Delinquencies, Exonerations & Uncollectable Taxes		5.00%	59,784
Less Tax Discounts		2.00%	22,718
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)			0
Total Projected Property Tax Collection			1,113,170
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		2.00%	22,263
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes			\$ 1,090,907

How would you title your proposal in one short statement? (E.g., "Tutoring program", "Expand walking trails," etc.)	Seneca Mall parking lot improvements
Please describe your proposal in more detail, including location (if appropriate) and anything else that will help us understand your suggestion as clearly as possible.	Redevelopment of the Tygart Hotel will be starting by 3/31/2022. Woodlands has successfully secured financing for the \$16M project, and expects to have the hotel in full operation by 5/31/23. The financing secured, however, will not allow for "off-site improvements," so no upgrades to the parking lot can be made with the financing available. We are therefore proposing that the City consider use of ARPA funds for repaving, some improvements to sidewalks and curbs, and some minimal landscaping.
Why is this a good use of ARPA funds?	When complete, the Tygart Hotel operations will employ an estimated 57 FT staff, with entry level "quality job" wages of +15/hr. It is the goal of the project to bring additional visitors to Elkins, support new and existing business growth, and encourage further redevelopment of downtown structures.
Where does your proposal fit into the U.S. Treasury guidelines? (SLFRF final rule can be found here, https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf)	addresses housing or neighborhood conditions that contributed to poor public health and economic outcomes
Who will benefit from your proposal? (mark all that apply)	Visitors and tourists, Businesses, Community as a whole
What is the total expected cost of this proposal? (including any others funds that may be applied)	\$25,000-\$49,999
How much are you requesting from the City ARPA funds? (you will be required to submit a detailed budget before final approval)	\$48,000.00
Because these are "windfall" funds, we must be careful about incurring ongoing/recurring costs that would need to be funded from traditional, non-ARPA revenue sources. Please select from the following list of ongoing/recurring costs that could result from your proposal.	none
How does your proposal connect to council's 2018-2023 Strategic Plan? (mark all that apply)	Strategic focus area 1: Redevelopment/beautification of downtown Elkins.
What is the timeframe for completion or implementation of your proposal?	Tygart construction: March 2022-May 2023.
Do you have special knowledge or expertise related to this proposal?	Yes
If yes (i.e., that you have special knowledge or expertise related to this proposal), please explain.	Woodlands is the developer and general contractor for the Tygart redevelopment. And because of the financing involved, Woodlands will also be involved in the ownership of the building until 2028.
Anything else you want to share about your proposal?	In partnership with the City, Woodlands would be willing to help coordinate and manage the Seneca Mall parking lot upgrades to the full extent needed. We have already solicited bids for repaving (\$29,000), and could additionally secure bids for the concrete work and landscaping as needed.

ORDINANCE 298

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF
ELKINS, WEST VIRGINIA, AMENDING AND SUPPLEMENTING
CITY CODE CHAPTER 71: STOPPING, STANDING AND PARKING
CONCERNING PARKING IN ALLEYS**

WHEREAS, the Common Council of the City of Elkins, West Virginia previously adopted City Code Chapter 71: Stopping, Standing and Parking; and

WHEREAS, the Common Council has determined that it is in the best interest of the citizens that Chapter 71: Stopping, Standing and Parking should be amended and supplemented to address the issue of parking vehicles in alleys; and

WHEREAS, pursuant to WV Code §17C-2-8-(a) (1), municipalities are given the special authority to regulate the standing or parking of vehicles within their jurisdiction.

NOW, THEREFORE, be it Ordained and Enacted by the Common Council of the City of Elkins that Chapter 71: Stopping, Standing and Parking be amended and supplemented by adding the following sections:

§71.52 Parking in Alleys

No person shall park any vehicle, whether occupied or not, within an alley in such manner or under such conditions as to leave available less than ten feet width of the roadway for the free movement of vehicular traffic.

§71.53 Parking in Downtown Alleys

No person shall park a vehicle within an alley as shown on the map contained herein, except when actually loading or unloading goods, wares or merchandise and then for a period not to exceed thirty minutes.

§71.99(F) Parking Tickets.

Any person who violates the parking provisions of this Chapter shall be subject to fines and penalties in an amount to be set by the Common Council from time to time for each offense.

This Ordinance shall become effective upon passage.

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

PASSED AND APPROVED ON FIRST READING: _____, 2022.

PASSED AND APPROVED ON SECOND AND FINAL READING THE _____ DAY
OF _____, 2022.

CITY OF ELKINS, WEST VIRGINIA

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk