

**ELKINS COMMON COUNCIL  
REGULAR COUNCIL MEETING  
AGENDA**

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

**1. Invocation and Pledge of Allegiance**

**2. Call to order and roll call**

**3. Public comment**

**4. Minutes**

- a. Minutes proposed for the regular council meeting of May 19, 2022
- b. Minutes proposed for the special call council meeting of May 25, 2022

**5. Correspondence and Notifications**

- a. Issued building permits
- b. Minutes of committee, board, and commission meetings

**6. Presentation**

- a. Randolph County Solar Co-op - Leah Barbor

**7. Committee Reports**

**8. Staff reports**

**9. Approval of vendor invoice payments**

Vendor invoices presented for approval:

- A/P History Check Report for the period May 16 – 27, 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.)

**10. New business**

- a. Discussion to Acknowledge and Accept the Study and Report on Zoning and the Corresponding Appendices
- b. Establish dates for zoning ordinance public hearings
- c. Ad-hoc ARPA Advisory Committee Recommendations
  - i. Sewer Service Extension Study
  - ii. Wastewater Collection
  - iii. Wastewater Plant
  - iv. Fire Department
  - v. Street Department
- d. Welcome to Elkins sign design
- e. Consider changes to council meetings of June 16, July 21, and August 4

**11. Mayor's comments**

**12. Adjournment**

**Proposed Minutes**

**ELKINS COMMON COUNCIL  
REGULAR COUNCIL MEETING  
MINUTES**

**401 Davis Avenue  
Council Chamber, 2nd Floor  
May 19, 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, G.M. Hinchman, C.C. Lowther, and D.C. Parker; City Treasurer T. Judy; Fire Chief S.D. Himes; Police Chief T. Bennett; Operations Manager J. Sanson; City Attorney G. S. Roberts; and City Clerk J.R. Sutton (acting as recording secretary).

Councilpersons C.J. Higgins and L.H. Vest were absent.

**MINUTES**

Cm. Chenoweth, **MOVED APPROVAL OF THE MINUTES OF THE MAY 5, 2022 REGULAR COUNCIL MEETING.** The motion carried.

**CORRESPONDENCE AND NOTIFICATIONS**

Council received the following correspondence and notifications:

- Issued building permits

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>
220097	Goodwin, John	1500 Taylor Ave.	Replace Existing Tub	9,282.00
220098	Coberly, Linda	624 Yokum St	Install Vinyl Fence	5,847.00
220099	Vest, Linda	915 S Henry Ave	Replace Shingles on Front Porch	4,200.00
220100	Phillips, Michael	109 White Oak Ln.	Replace Bathtub	9,607.00
220101	Crowley, James	116 Wilton Ave	Replace Front Door	2,988.00
220102	D & B United, LLC	20 Second St	New Windows & Kitchen	13,000.00

**Proposed Minutes**

<b>ISSUED BUILDING PERMITS</b>				
<b>Permit</b>	<b>Applicant</b>	<b>Location</b>	<b>Description</b>	<b>Value</b>
220103	BFS	527 Randolph Ave	Remodel	375,000.00
220104	Okernick, David	1104 S Kerens Ave	Install Metal Roof	10,000.00
220105	Elkins Metro Corp	730 Yokum	Replace Shingles	20,000.00
220106	Schoonover, Emma	117 West View Dr	Replace Shingles	15,928.00
220107	City of Elkins	401 S Randolph Ave.	Build a Gazebo	6,000.00
220108	Randolph Co Housing Authority	17 Grace Circle	New Home	210,000.00
220109	Armentrout, Mark	1722 S Davis Ave.	Privacy Fence	21,200.00
220110	Harvey, Richard	102 White Oak	Replace Deck	14,300.00
220111	Chenoweth, Robert	208 Bridgewater Dr	Replace Shingles	17,936.00

**COMMITTEE REPORTS** provided by all committee chairs present.

**STAFF REPORTS** were provided by all administrative officers 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 May 2 – 13, 2022.

**NEW BUSINESS**

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION #1530: APPROVING THE PROMOTION OF AND ESTABLISHING A NEW COMPENSATION LEVEL FOR R. GOUX.** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION #1531: APPROVING THE PROMOTION OF AND ESTABLISHING A NEW COMPENSATION LEVEL FOR N. ELBON.** The motion carried.

**Proposed Minutes**

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION #1532: AUTHORIZING THE REASSIGNMENT OF OPERATIONS POSITION TO A NEW GRADE WITHIN THE COMPENSATION AND CLASSIFICATION PLAN.** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL FOR COUNCIL TO ENTER EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION PROSPECTIVE PERSONNEL FOR THE WATER BOARD AND ELKINS-RANDOLPH COUNTY PUBLIC LIBRARY BOARD.** The motion carried. Council entered executive session at 7:31 p.m. and returned at 7:42 p.m. The chair announced that no action was taken.

Cm. Hinchman, **MOVED APPROVAL OF THE APPOINTMENT OF CAROL CAIN BUSH TO THE ELKINS WATER BOARD FOR THE UNEXPIRED TERM ENDING MARCH 31, 2023.** The motion carried.

Cm. Chenoweth, **MOVED APPROVAL OF THE APPOINTMENT OF REBECCA SEVERINO TO THE ELKINS-RANDOLPH COUNTY PUBLIC LIBRARY BOARD FOR THE UNEXPIRED TERM ENDING JUNE 30, 2025.** The motion carried.

Councilor D. Parker discussed a recommendation from the Mayor's Addiction and Homeless Resources Task Force and the Public Safety Committee, both on which he serves, to discuss the Department of Justice FY22 Comprehensive opioid, Stimulant, and Substance Abuse site-based program. The intention would be for the city to make the application and for the mayor's task force to work through its many partners in executing programs to support youth education and prevention, enhanced court programming and transitional or recovery housing. Cm. Parker, Mayor Marco, and Jennifer Griggs, RCHA member and employee of the Randolph County Housing Authority described the grant application, benefits and requirements. No action was taken.

Police Chief T. Bennett requested support of council to pursue \$950,000 in funding through the Department of Justice Edward Byrne Memorial Justice Assistance Grant Program to support policing and other efforts. Approximately \$250,000 to \$350,000 would be used to fund the purchase, installation, and maintenance of street cameras for up to ten years throughout the city's downtown. The Chief reports the application is due next week to Senators Manchin and Capito, who would make the request on the city's behalf. Council discussed questions of privacy and of bidding the project out.

Cm. Chenoweth, **MOVED APPROVAL OF PROCEEDING WITH A REQUEST FOR \$950,000 FROM THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM.** In accordance with Resolution 924 and the amended City of Elkins Rules of Council the chair called for a roll call vote. The clerk called roll in random order. The motion carried. Council votes were as follows:

**Proposed Minutes**

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

**MAYOR’S COMMENTS** were provided.

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

The meeting adjourned at 8:39 p.m.

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

\_\_\_\_\_  
Jerry A. Marco, Mayor

*Attest:*

\_\_\_\_\_  
Jessica R. Sutton, City Clerk

***Proposed Minutes***

**ELKINS COMMON COUNCIL  
SPECIAL CALL COUNCIL MEETING  
MINUTES**

***401 Davis Avenue  
Council Chamber, 2nd Floor  
May 25, 2022  
5:00 p.m.***

Elkins Common Council met in special 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, J.A. Guye, G.M. Hinchman, C.C. Lowther, and L.H. Vest; City Treasurer T. Judy; City Attorney G. S. Roberts; and City Clerk J.R. Sutton (acting as recording secretary).

Councilpersons C.J. Higgins and D.C. Parker; Fire Chief S.D. Himes; Police Chief T. Bennett; and Operations Manager J. Sanson were absent.

**NEW BUSINESS**

Cm. Chenoweth, **MOVED APPROVAL OF THE PURCHASE OF A TRUCK AND BED FOR THE WASTEWATER COLLECTION DEPARTMENT WITH ARPA FUNDS IN THE AMOUNT OF \$165,000.** The motion carried.

City Clerk reviewed the council vacancy protocol, previously adopted in 2016. Council had no questions or recommended changes. No action was taken.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1533: ANNOUNCING COUNCIL VACANCY AND OPENING PERIOD OF APPLICATION FOR UNEXPIRED TERM.** The motion carried.

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

The meeting adjourned at 5:06 p.m.

*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

# **ELKINS TREE BOARD**

## **MEETING MINUTES**

Darden House, Davis Ave.

April 5, 2022 • 5:30 p.m.

**Present:** Marilyn Cuonzo, Chair; Nanci Bross-Fregonara, Secretary; Linda Silva, Treasurer; Linda Burke, Vice Chair; and members Ryan LaBrozzi, Sam Golston, and Angela Daniels and AmeriCorps member Haley Shreve and FOT coordinator Katy McClane.

### **PUBLIC COMMENT**

No public comment.

### **MINUTES**

**GOLSTON MOVED APPROVAL OF THE MINUTES OF THE MARCH 1, 2022, MEETING. MOTION CARRIED.**

### **BUDGET REPORT**

Silva reported the current ETB budget balance is: **\$2,006. CUONZO MOVED APPROVAL OF THE BUDGET REPORT. MOTION CARRIED.**

### **OLD BUSINESS**

**PRUNING AND GARDEN EXPO OVERVIEW:** Super turn-out for both events. Very successful.

**CITY PARK UNDERSTORY TREE PLANTING UPDATE:** Plans still on for hole digging April 9 at 1 and actual planting of trees on Earth Day.

**ARBOR DAY (4/29) AND EARTH DAY (4/30) PLANS:** Two Arbor Day events. Sam to coordinate DOF sourwood tree plantings at Glendale, Katy coordinating Emma Scott planting at Bluegrass. Angela serving as MC at Glendale and doing crafts at Earth Day event. Nanci to bring free seedlings/seeds and DNR tree identification game. Mayor on board for signing proclamation.

**UPDATE DEMONSTRATION GRANT/GRATES:** Cuonzo reported grate price is better than what we feared: \$820. All grates will be ordered to finish out this project. Downtown trees were all planted despite the miserable weather. Pruning by Mitchell to follow.

**FRIENDS OF TREES OPPORTUNITIES:** Katy will get the word out about all the April/May events.

**TREE TAGS AT GLENDALE:** Sam and Linda will coordinate with Tesar to get them placed.

### **NEW BUSINESS**

**BLUEGRASS PARK PROJECT:** Ryan to coordinate with Katy, Tesar, Sam, Marilyn and Mon Power crew to work out tree placement, dates, purchasing and grabbing trees from nursery for this project. Estimated time of planting is late April.

**BUDGET PRIORITIES TO CLOSE OUT GRANT/YEAR:** We will see how much is left after completing the various tree plantings in April.



**FY 2023-24 BUDGET:** ETB received the same amount as last year from the city. \$4,000 for ETB/ \$1,200 for Mitchell Tree Services consulting.

**SWEATSHIRT/T-SHIRT:** Will revisit this issue next month. Many options, but inconclusive decision.

**ANNOUNCEMENTS:** None.

The next regular meeting of the Tree Board is set for **Tuesday, May 3 at 5:30 p.m.** The meeting was adjourned at 7:15 p.m.

The foregoing minutes were approved at the meeting of May 3, 2022.

Marilynn Cuonzo, Chair  
Name & Title

Marilynn Cuonzo  
Signature



Kump Education Center  
401 S. Randolph Avenue  
Post Office Box 1106  
Elkins, WV 26241

**Schedule for Reporting to Elkins Municipal Properties Committee:**

<b>Reporting Period</b>	<b>Report Due by Dates Listed Below:</b>
October 1 –December 31, 2021	January 30, 2022
January 1 –March 31, 2022	April 30, 2022
April 1 –June 30, 2022	July 30, 2022
July 1 –September 30, 2022	October 30, 2022

**First Quarter 2022 Report for Kump Education Center  
Due April 30, 2022**

Status of Work on Kump House

House Improvements:

- Michael Marrs fixed the leak under the tub in the bathroom on the north side of 2nd floor by removing a leaky lead tank that served as a drainage trap.
- We are painting two coat closets in the entry hallway where we plan to exhibit two Kump family wedding dresses from 1907 and 1936 for our “Something Old, Something New” Open House Celebrating 20<sup>th</sup> Century Wedding Traditions.
- Mr. Marrs will add electrical outlets and lighting in the two small exhibit rooms.
- Contractor Marvin Hersey plans to begin adding handrails on the side porch and three stairwells to meet ADA requirements for accessibility and child safety.

A Request & Thank You to the City of Elkins:

Once again we request that Mayor Jerry Marco schedule a meeting at Kump Center with Mr. James Rossi from the WV Division of Highways to discuss better access to the historic Kump property owned by the City of Elkins, and to seek protection from possible flooding caused by excessive drainage in a right-of-way on the east end of City property exacerbated by drainage changes made for Valley Health Care Inc. on highway 33.

A big thank you to the City of Elkins for planning to provide a pavilion for Kump Education Center to use as an outdoor classroom and as a place of refuge from rain or hot sun shine for those working in the City Tree Nursery or visiting the apple orchard and south lawn.

Efforts to Obtain Funding:

Fund Raising: We plan to raise funds at the “Something Old, Something New” Open House Celebrating 20<sup>th</sup> Century Wedding Traditions June 25-26 and summer season tours beginning in July with a \$1,500 mini grant from the WV Humanities Council.

Grants: The Randolph County Commission granted \$3,250 for ADA accessible hand railings on the side porch and three outdoor stairwells. Also we have applied for a Preservation Alliance of WV “Saving Historic Places” grant for \$8,500 to repair the roof and gutters on the back “sleeping porch” section of the house.

**Educational Community Projects:**

1. *The Elkins Tree Board, Friends of Trees, and Master Gardeners hosted an Apple Tree Pruning Workshop led by David Proudfoot March 26<sup>th</sup>.*
2. *Elkins Tree Board continues to use the Kump Garden as the City Tree Nursery where they grow trees for City properties. Tree Board also tends the trees in Kump Apple Orchard and may work on a future City Arboretum.*
3. *With support from Citizens Bank of West Virginia, KEC offered 10 weeks of tutoring [February to April] for 4<sup>th</sup> and 5<sup>th</sup> grade students in our Learning Lab.*
4. *KEC continues to work with students in the court system who need tutoring to help them regain academic progress and graduate from high school.*
5. *KEC hosted the 12<sup>th</sup> Annual Kump Education Research Seminar April 27<sup>th</sup> with presentation by 10 teacher candidates and two faculty members from Davis & Elkins College.*
6. *KEC rents rooms for small group meetings and offers tours by appointment now.*
7. *KEC is planning for “Something Old, Something New” Open House Celebrating 20<sup>th</sup> Century Wedding Traditions June 25-26*
8. *Summer season historic house tours will begin in July.*

**Report respectfully submitted by Kump Education Center Board of Directors:**

K. J. Shaffer, KEC President  
Priscilla Gay, KEC Treasurer  
Joseph Arbogast, Assistant School Superintendent  
Andrew Carroll, EHS English Teacher & Debate Coach  
Judy Guye, City of Elkins Councilwoman  
Crystal Krouse, D&E Sustainability Chair  
Bob Wilmoth, KEC Planning Chair  
Prepared by Heather R. Biola, Volunteer Executive Director

# ELKINS PLANNING COMMISSION MEETING MINUTES

*Virtual*

*March 10, 2022*

*4:00 p.m.*

Present were Members: N. Bross-Fregonara, Chair; K. Somers; B. Woods; P. Kolsun; V. Jackson; D. Talbott

Also present: C. DeMuth, WVU LUSD Clinic; City Attorney G. Roberts; and City Clerk J. Sutton

Mayor J. Marco was absent.

## MINUTES

B. Woods **MOVED APPROVAL OF THE MINUTES OF THE JANUARY 24, 2022, MEETING.** The motion carried.

P. Kolsun **MOVED APPROVAL OF THE MINUTES OF THE FEBRUARY 1, 2022, MEETING.** The motion carried.

## NEW BUSINESS

The Commission discussed the updated draft of the zoning ordinance, including the following:

- Section 21-32 Definitions. The committee recommends changing the definition of Bed & Breakfast III to no more than eight guests in up to four bedrooms for no more than 180 consecutive days.
- Section 21-82 Dog Day Care (d) change “indoor and outdoor” to “indoor or outdoor”
- Section 21-78 Automobile Car Wash. Add section (g) to mirror the language found in Section 21-79(d) regarding impact on adjacent properties
- Use Table. Add conditional use to the CBD for gas stations (not large)
- Study and Report. Remove references to Agricultural District
- Sections 21-32 and 21-77. Remove references to Agriculture and Agritourism enterprise

At the recommendation of C. DeMuth and J. Sutton the commission will wait until the annexation of the RCDA property is complete before recommending the final draft of the zoning ordinance to council for consideration.

Following the commission’s recommendation, council will be required to accept the document, hold two public hearings and pass the ordinance by two readings.

The Clerk will notify the commission when action is taken by the County Commission on the annexation application.

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

The meeting adjourned at 5:02 p.m.

The foregoing minutes were approved at the meeting of May 23, 2022

Nanci Bross-Fregonara, Chair  
Name & Title

Nanci Bross-Fregonara  
Signature

# **MUNICIPAL PROPERTIES COMMITTEE**

## **REGULAR MEETING**

### **MINUTES**

*401 Davis Avenue*  
*City Hall, Council Chambers*  
*April 20, 2022*  
*9:00 a.m.*

Present were Committee Members: M. Cuonzo, chair; C. Friddle, and J. Guye

Also present were: Operations Manager J. Sanson; City Clerk J. Sutton; Treasurer T. Judy; City Attorney G. Roberts; and Fire Chief S. Himes

### **MINUTES**

Cw. Guye, **MOVED APPROVAL OF THE MINUTES OF THE MARCH 30, 2022, MEETING.** The motion carried.

### **REPORTS**

Elkins Main Street – M. Higgins, Executive Director, provided a handout detailing recent and future projects including downtown parking, downtown trees (in cooperation with the Elkins Tree Board), standard drawings for downtown sidewalks, and Railroad Avenue improvements.

Kump Education Center – Mrs. Biola was not present to provide quarterly report.

Operations Manager – Mr. Sanson reported meeting with B. VanNostrand last week and reviewing all the projects he is currently contracted to perform. He anticipates the bid documents will be ready to advertise for the emergency generator, fire alarm system, and ADA improvements by May 30. The closer inspection of the masonry at city hall, with the help of the EFD, revealed less work than originally anticipated. This will reduce the amount of the quote, which is expected by May 30. Mr. Sanson and Mr. VanNostrand are also reviewing options for LED light installation in city hall to determine if bulb replacement is possible or if the fixtures will need replaced as well. Tree work was recently completed on city properties, including over the location where the generator will be installed. Mr. VanNostrand is also investigating security systems. He was referred to the Police Chief who has also investigated this matter. The GIS position will be vacant effective April 30, 2022. The position is not yet posted.

### **NEW BUSINESS**

Steve Johnson, facilities manager for Davis Health Systems, is asking for control over the section of Gorman Avenue that dissects the DHS property. They want to be able to slow and possibly

reroute traffic for safer access to the hospital. They are considering several options at this time but will not make definitive plans until they know for sure they have the authority to do so.

Cw. Cuonzo, **MOVED APPROVAL TO ENTER INTO EXECUTIVE SESSION TO DISCUSS WITH THE CITY ATTORNEY THE GORMAN AVENUE REQUEST.** The motion carried. The committee entered executive session at 9:27 a.m. and returned at 9:48 a.m. The chair announced that no action was taken. The committee advised Mr. Johnson that they are interested in supporting this request and asked the City Clerk to provide information to Mr. Johnson as to how to proceed.

Cw. Cuonzo, **MOVED APPROVAL TO ENTER INTO EXECUTIVE SESSION UNDER ATTORNEY-CLIENT PRIVILEGE TO DISCUSS THE REQUEST FOR A TRANSFER OF CITY PROPERTY.** The motion carried. The committee entered executive session at 9:49 a.m. and returned at 10:05 a.m. The chair announced that no action was taken.

Mrs. Silvester, the individual who submitted the request, addressed the committee. There is parcel of property conveyed from the railroad to the city years ago when the line was moved. This parcel dissects two parcels the Silvester’s recently purchased in the IOOF auction. They are requesting ownership of the property. The City Attorney advised Mrs. Silvester of two options. First, if the Silvester property were annexed into the city the council could decide to convey the parcel to them at fair market value without public auction as a benefit to the citizenry. Second, the city could put the parcel up for public auction and the Silvester’s or any other party could enter a bid for purchase. Mrs. Silvester will consider these options and reach out to the City Clerk or City Attorney if she wishes to proceed.

Cw. Cuonzo, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL TO PROCEED WITH A REQUEST FOR QUALIFICATIONS FOR A CONCEPTUAL DESIGN OF THE DOWNTOWN STREETScape.** The motion carried. The committee will ask council to consider how to pay for these services.

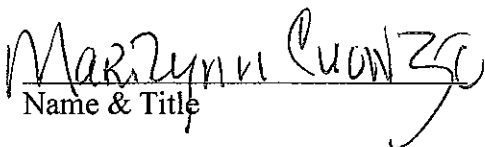
**ANNOUNCEMENTS**

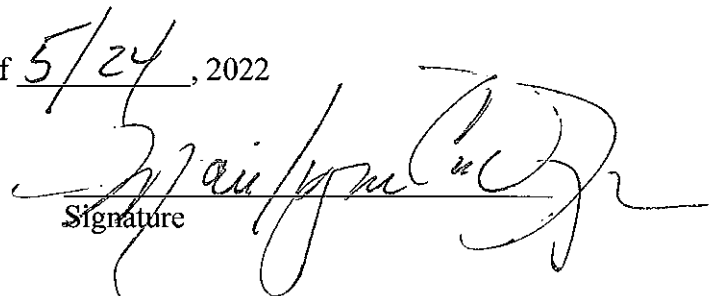
The committee requested that the leases with the Darden House tenants and the MOU between the City and the EHLC for use of the Darden House be added to the next agenda. The treasurer was asked to provide information on revenues and expenditures related to the Darden House at this same time.

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

The meeting adjourned at 10:35 p.m.

The foregoing minutes were approved at the meeting of 5/24, 2022

  
Name & Title

  
Signature

# **AD-HOC ARPA ADVISORY COMMITTEE MEETING MINUTES**

*401 Davis Avenue  
City Hall, Council Chambers  
April 13, 2022  
2:00 p.m.*

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

Also present were: Mayor J. Marco; Operations Manager J. Sanson; City Clerk J. Sutton, Treasurer T. Judy; and External Affairs Specialist S. Stokes

## **PUBLIC COMMENT**

Scott Goddard, 220 Buffalo Street, spoke as a citizen, long time D&E employee, and current or past member of multiple community organizations including Elkins Main Street, Randolph County Community Arts Center, Elkins YMCA and Mountain State Forest Festival. Elkins would be a different place without Davis & Elkins College. They have nearly 700 students enrolled and employ nearly 300 people. In 2019 D&E joined the MECC which draws in people from the region and beyond. They are looking to complete a capitol project – a refresh of the amphitheater. Community partners have stepped up with support, but they need additional monies to complete it. Asking for the city’s support.

Chris Wood, 345 Harpertown Road, supports the D&E College request, which is not primarily for the college or the students, but for the community. In particular the Mountain State Forest Festival. The existing facility is a bit of an embarrassment considering the 80+ year tradition of the Festival. The total cost is approximately \$300,000. They have secured around half from a corporate partner plus some additional gifts. They are requesting the city contribute around 16% of the total cost.

Vince Petrice, 710 Maple Street, spoke on behalf of the Babe Ruth league. They are requesting help to replace the bleachers at Robin Harvey field in Bluegrass Park. They serve around 120 kids this year, which come from Randolph and neighboring counties. Last year they became aware the bleachers were unsafe and have restricted the upper levels after an assessment from a structural engineer. They have raised around \$83,000 of the \$133,000 needed plus secured approximately 440,000 in in-kind services from Tim Hornick. This is an all-volunteer league that has invested a lot in the fields over the years including new batting cages, sprinkler system and expanded dugouts. The field is used march through July by Babe Ruth, Elkins Middle School and Post 29. They also host multiple tournaments that bring in lots of people from around the region.

Tina Vial, 448 Randolph Avenue, is president of the Randolph County Humane Society Board of Directors. She spoke in favor of the spay/neuter program and the RCHS request for APRA



funding. They currently do not receive any money directly from the city, but almost half the animals they serve are within the city limits. Last month the organization liquidated \$20,000 in assets to support this program. The money was allocated within 7 hours. This is the season for the implementation of the spay/neuter program. The RCHS appreciates the committee's consideration of their application.

**MINUTES**

Cm. Parker, **MOVED APPROVAL OF THE MINUTES OF THE MARCH 10, 2022, MEETING.** The motion carried.

Cm. Chenoweth, **MOVED APPROVAL OF THE MINUTES OF THE MARCH 29, 2022, MEETING.** The motion carried.

**NEW BUSINESS**

The committee deliberated each of the twenty- two community funding request. Several were denied immediately including the SOLE program, football club, wrestling club, edible gardens, Elkins Grows program, Interact, food for the needy and the AFNHA Conservation Corps. The remaining applications were negotiated to an amount equaling the council's approval of five percent (5%) or \$154,246 of ARPA funds.

Cm. Chenoweth, **MOVED APPROVAL OF THE COMMUNITY REQUEST ALLOCATIONS DETERMINED BY THE COMMITTEE AND REFLECTED IN THE ATTACHED SPREADSHEET.** The motion carried.

Cm. Chenoweth, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR CONSIDERATION OF THE WDG REQUEST OF \$48,000 FOR IMPROVEMENTS TO THE SENECA MALL PARKING LOT.** The motion carried.

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

The meeting adjourned at 4:08 p.m.

The foregoing minutes were approved at the meeting of May 24, 2022

G. Michael Kinchman  
Name & Title Chair

[Signature]  
Signature

# APRA Community Requests

Total Awarded: \$154,246

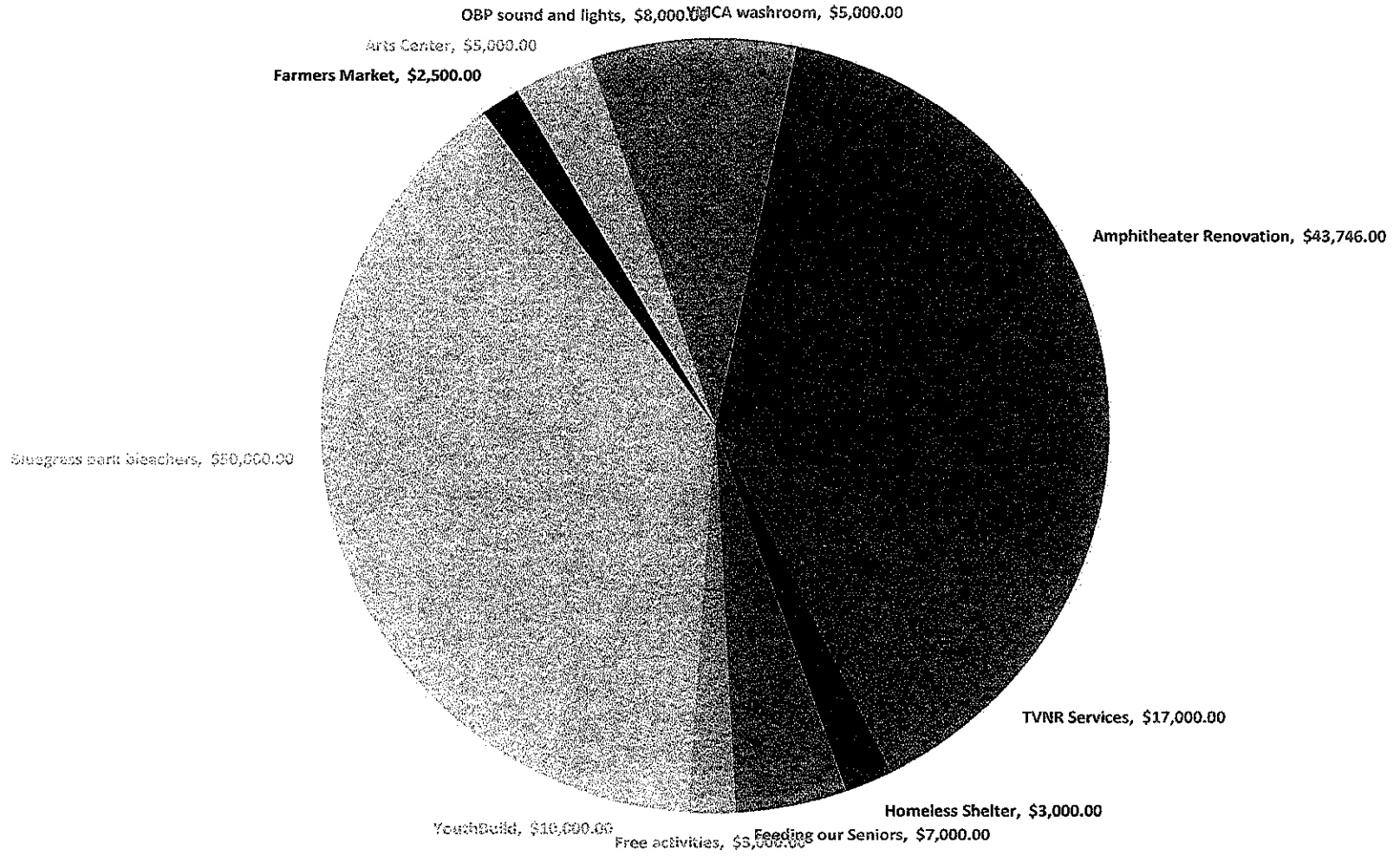
**Requests:**

YMCA washroom	\$ 10,000.00
City Pool	\$ -
Amphitheater Renovation	\$ 50,000.00
SOLE	\$ 3,000.00
TVNR Services	\$ 20,000.00
Homeless Shelter	\$ 11,000.00
KEC pavilion	\$ 5,000.00
Football and Cheer equipment	\$ 20,000.00
Wrestling mat	\$ 15,000.00
Feeding our Seniors	\$ 24,999.00
Free activities	\$ 3,000.00
Augusta Heritage Center	\$ 100,000.00
YouthBuild	\$ 15,000.00
Bluegrass park bleachers	\$ 53,000.00
Edible landscaping at schools	\$ 6,000.00
Farmers Market	\$ 5,000.00
Elkins Grows	\$ 300.00
Seneca Mall parking lot	\$ 48,000.00
Interact	\$ 19,254.66
Arts Center	\$ 10,000.00
Food for needy	\$ 49,000.00
Conservation Corps	\$ 33,460.00
OBP sound and lights	\$ 15,000.00
<b>Total:</b>	<b>\$ 516,013.66</b>

**Awards:**

YMCA washroom	\$ 5,000.00
Amphitheater Renovation	\$ 43,746.00
TVNR Services	\$ 17,000.00
Homeless Shelter	\$ 3,000.00
KEC pavilion	
Feeding our Seniors	\$ 7,000.00
Free activities	\$ 3,000.00
Augusta Heritage Center	
YouthBuild	\$ 10,000.00
Bluegrass park bleachers	\$ 50,000.00
Farmers Market	\$ 2,500.00
Arts Center	\$ 5,000.00
OBP sound and lights	\$ 8,000.00
<b>Total:</b>	<b>\$ 154,246.00</b>

# AWARDS



**RULES AND ORDINANCE COMMITTEE  
REGULAR MEETING  
MINUTES**

*401 Davis Avenue  
City Hall, Council Chambers  
April 13, 2022  
9:00 a.m.*

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

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

**MINUTES**

Cw. Cuonzo, **MOVED APPROVAL OF THE MINUTES OF THE FEBRUARY 9, 2022, MEETING.** The motion carried.

**UNFINISHED BUSINESS**

The committee continued discussion of the proposed ordinance to address parking in alleys. The Operations Department reports that the ten (10) foot space requirement is enough to fit all city trucks and equipment. Police Chief T. Bennett also verified that use of the approved downtown area parking map is appropriate for these parking regulations.

Cm. Higgins, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR ADOPTION OF AN ORDINANCE REGARDING PARKING IN ALLEYS.** The motion carried.

**ANNOUNCEMENTS**

Next Rules and Ordinances Committee meeting is scheduled for May 11, 2022. The agenda will include a discussion of outdoor dining and feeding deer.

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

The meeting adjourned at 9:13 a.m.

The foregoing minutes were approved at the meeting of May 25, 2022

Nanci Bross-Fregonara, Chair  
Name & Title

Nanci Bross-Fregonara  
Signature

**CITY OF ELKINS BOARD OF ZONING APPEALS  
REGULAR MEETING  
MINUTES**

*401 Davis Avenue  
City Hall, Council Chambers  
January 11, 2022  
4:00 PM*

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

Members Absent: Bob Higgins

Also present: Jessica Sutton, City Clerk

**CONSENT CALENDAR**

**T. Wicinski MOVED APPROVAL OF THE MINUTES OF THE OCTOBER 20, 2021 MEETING. The motion carried.**

**NEW BUSINESS**

Board Chair D. Turner noted as the first meeting of the year, new officers needed to be chosen.

**T. WICINSKI MOVED APPROVAL OF THE ELECTION OF D. TURNER AS CHAIR OF THE BOARD OF ZONING APPEAL. The motion carried.**

**T. WICINSKI MOVED APPROVAL OF THE ELECTION OF A. CARROLL AS VICE CHAIR. The motion carried.**

**A. CARROLL MOVED APPROVAL OF THE ELECTION OF T. WICINSKI AS SECRETARY. The motion carried.**

**T. WICINSKI MOVED ADJOURNMENT. The motion carried.**

The meeting adjourned at 4:15 p.m.

The foregoing minutes were approved at the meeting of May 25, 2021

David R. Turner Chairman BZA

Name & Title

David R. Turner

David R. Turner  
Signature

VENDOR SET: 01 Elkins  
 BANK: ARPA Amercia Rescue Plan Act  
 DATE RANGE: 5/16/2022 THRU 5/27/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00085	Burgess & Niple, Inc.							
I-1020433	contracted services	R	5/17/2022	4,980.00		000043		4,980.00
02123	Our Town Inc.							
I-ARPA 1	2022 Summer Concert Series	R	5/17/2022	3,000.00		000044		3,000.00
00085	Burgess & Niple, Inc.							
I-1023753	contracted services	R	5/25/2022	4,233.00		000045		4,233.00
01002	Elkins Chrysler Dodge Jeep Ram							
I-8677	2021 Ram 550	R	5/26/2022	80,275.00		000046		80,275.00

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

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	4	92,488.00	0.00	92,488.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: ARPA TOTALS:	4	92,488.00	0.00	92,488.00
BANK: ARPA TOTALS:	4	92,488.00	0.00	92,488.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 5/16/2022 THRU 5/27/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00741	Great-West Trust Company LLC							
I-VF 202205171315	Voya	D	5/17/2022	405.00		003573		
I-VF202205171315	Voya AT	D	5/17/2022	50.00		003573		455.00
00047	Truist Governmental Finance							
I-0004 052722	9948000234-04 052722	R	5/17/2022	2,256.75		011649		2,256.75
00085	Burgess & Niple, Inc.							
I-1019428	Prep Docs-Sylvester Dr Alt 2	R	5/17/2022	567.00		011650		567.00
00202	Davis Trust Company							
I-12755 052222	3113776-12755 052222	R	5/17/2022	4,256.84		011651		4,256.84
00211	Depot Welcome Center							
I-H/M March 2022	H/M Collection March 2022	R	5/17/2022	7,157.21		011652		7,157.21
00396	Kay Casto & Chaney PLLC							
I-137885	Atttny Serv through 3/31/22	R	5/17/2022	536.25		011653		
I-137886	Atttny Serv through 033122	R	5/17/2022	107.00		011653		
I-138268 04/2022	Atttny Svs Rowl Suddenlink	R	5/17/2022	550.00		011653		1,273.25
00446	McCarty's Septic Service							
I-A-10862	Sludge	R	5/17/2022	8,080.00		011654		8,080.00
00465	Steve's Electrical Service LLC							
I-202194	Labor/material 0414-042222	R	5/17/2022	2,075.00		011655		
I-202195	maint 042222-042822	R	5/17/2022	1,550.00		011655		3,625.00
00468	Miss Utility of West Virginia,							
I-WV22-1565	Mesasge Fees April 2022	R	5/17/2022	131.35		011656		131.35
00471	Mon Power							
I-CITYPK 051122	City Pk 040922-050922	R	5/17/2022	5.68		011657		5.68
00900	National Road Utility Supply,							
I-33145	IBin DR18x20	R	5/17/2022	3,642.80		011658		
I-333132-133-134	Parts	R	5/17/2022	2,446.51		011658		6,089.31
01491	Hinzman Auto Repair & Refinish							
I-3005A	Harold/Lorraine Smith	R	5/17/2022	1,146.29		011659		1,146.29
01594	Pace Analytical Services LLC							
I-2236351237	Fern Ridge/White Salvage/04/22	R	5/17/2022	1,288.00		011660		1,288.00

VENDOR SET: 01 Elkins  
 BANK: Pool Pooled Cash  
 DATE RANGE: 5/16/2022 THRU 5/27/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01697	C-Com LLC							
I-654138	Maint 041822-042222	R	5/17/2022	1,155.00		011661		
I-654139	Maint/Repair 042522-042922	R	5/17/2022	1,837.50		011661		2,992.50
01734	Environmental Systems Research							
I-94216335	Arc GIS Online 3/22-3/23	R	5/17/2022	250.00		011662		250.00
01751	COE WWTP							
I-202205102260	Backwash April 2022	R	5/17/2022	551.68		011663		551.68
01790	Crim Law Office PLLC							
I-276	Attny Svs San Bd 02/2022	R	5/17/2022	630.00		011664		
I-277	Attny Svs Water Bd 02/2022	R	5/17/2022	880.00		011664		1,510.00
02017	Northco Corporation							
I-27056-Tree Bd	Tree Rings/Shipment	R	5/17/2022	14,190.00		011665		14,190.00
02217	Steve Hannan Construction							
I-32	Garage Door repair/springs	R	5/17/2022	507.00		011666		507.00
02303	Body Armor MMA							
I-ckrequest51722	defensive tactics course	R	5/17/2022	400.00		011667		400.00
00116	Child Support Enforcement							
I-CDS202205171315	Child Support	R	5/17/2022	528.00		011668		528.00
00121	Citizens Bank of WVFP							
I-FP 202205171315	Fire Pension	R	5/17/2022	534.60		011669		534.60
00122	Citizens Bank of WVFP							
I-PP 202205171315	Police Pension	R	5/17/2022	155.10		011670		
I-PPN202205171315	Police Pension-2010 Forward	R	5/17/2022	417.11		011670		572.21
00147	COE Misc							
I-MIS202205171315	Misc Reimbursements	R	5/17/2022	167.95		011671		167.95
00150	COE Payroll							
I-T1 202205171315	Federal Withholding	R	5/17/2022	12,502.20		011672		12,502.20
00151	COE Payroll							
I-T3 202205171315	FICA	R	5/17/2022	13,191.58		011673		
I-T4 202205171315	Medicare	R	5/17/2022	4,483.90		011673		17,675.48



VENDOR SET: C1 Elkins  
 BANK: Pool Pooled Cash  
 DATE RANGE: 5/16/2022 THRU 5/27/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00152	COE Payroll							
I-T2 202205171315	State Withholding	R	5/17/2022	6,188.00		011674		6,188.00
00203	Davis Trust Company							
I-CC 202205171315	Employee Christmas Club	R	5/17/2022	1,720.00		011675		1,720.00
00747	Washington National Insurance							
I-WN 202205171315	Washington National Insurance	R	5/17/2022	810.06		011676		810.06
00837	COE Payroll Reimbursement							
I-001202205171315	Payroll Reimbursement	R	5/17/2022	66,591.83		011677		
I-006202205171315	Payroll Reimbursement	R	5/17/2022	6,488.15		011677		
I-400202205171315	Payroll Reimbursement	R	5/17/2022	16,165.71		011677		
I-401202205171315	Payroll Reimbursement	R	5/17/2022	15,764.88		011677		
I-404202205171315	Payroll Reimbursement	R	5/17/2022	7,891.82		011677		112,902.39
01328	PA SCDU							
I-CSM202205171315	Maryland Child Support	R	5/17/2022	250.24		011678		250.24
01885	Colonial Life							
I-CL 202205171315	Colonial Life-AT	R	5/17/2022	49.78		011679		
I-CLP202205171315	Colonial Life-PT	R	5/17/2022	52.52		011679		102.30
00121	Citizens Bank of WVFP							
I-FP 202205171316	Fire Pension	R	5/17/2022	166.57		011680		166.57
00150	COE Payroll							
I-T1 202205171316	Federal Withholding	R	5/17/2022	770.68		011681		770.68
00151	COE Payroll							
I-T3 202205171316	FICA	R	5/17/2022	588.84		011682		
I-T4 202205171316	Medicare	R	5/17/2022	206.72		011682		795.56
00152	COE Payroll							
I-T2 202205171316	State Withholding	R	5/17/2022	374.00		011683		374.00
00837	COE Payroll Reimbursement							
I-C01202205171316	Payroll Reimbursement	R	5/17/2022	2,673.57		011684		
I-401202205171316	Payroll Reimbursement	R	5/17/2022	2,687.31		011684		5,360.88
00006	AFLAC							
I-AF 202205031307	Aflac-After Tax Ins	R	5/17/2022	51.48		011685		
I-AF 202205171315	Aflac-After Tax Ins	R	5/17/2022	51.48		011685		
I-AFI202205031307	Aflac Insurance	R	5/17/2022	99.30		011685		
I-AFI202205171315	Aflac Insurance	R	5/17/2022	99.30		011685		301.56

VENDOR SET: 01 Elkins  
 BANK: Pool Pooled Cash  
 DATE RANGE: 5/16/2022 THRU 5/27/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00242	Elkins Professional Firefighte							
I-EPP202205031307	Elkins Professional FF	R	5/17/2022	90.00		011686		
I-EPP202205171315	Elkins Professional FF	R	5/17/2022	90.00		011686		180.00
00591	Retiree Health Benefit Trust F							
I-MAY2022 RHBT	May 2022 Retirees HBT	R	5/17/2022	2,176.80		011687		
I-RHB202205171315	Retiree Health Benefit Trust	R	5/17/2022	3,312.00		011687		5,488.80
00792	WV Consolidated Retirement Boa							
I-RTD202205031307	Retirement	R	5/17/2022	5,967.14		011688		
I-RTD202205031308	Retirement	R	5/17/2022	188.21		011688		
I-RTD202205171315	Retirement	R	5/17/2022	6,568.32		011688		
I-RTD202205171316	Retirement	R	5/17/2022	188.21		011688		12,911.88
00805	FBMC							
I-MFB202205031307	Mt. Flex Benefit	R	5/17/2022	1,675.65		011689		
I-MFB202205171315	Mt. Flex Benefit	R	5/17/2022	1,666.70		011689		3,342.35
00810	WV Public Employee Insurance A							
I-ADMN New Emp	Burchill/Bareuther/Harman 0422	R	5/17/2022	150.00		011690		
I-BL 202205171315	Basic Life Benefit	R	5/17/2022	184.00		011690		
I-BL1202205171315	Basic Life Benefit +	R	5/17/2022	1.30		011690		
I-CL 202205031307	Dependent Life	R	5/17/2022	79.54		011690		
I-CL 202205171315	Dependent Life	R	5/17/2022	79.54		011690		
I-HPA202205031307	Ins-Health Plan A	R	5/17/2022	719.00		011690		
I-HPA202205171315	Ins-Health Plan A	R	5/17/2022	719.00		011690		
I-ICA202205031307	Ins - Emp/Child-Plan A	R	5/17/2022	901.00		011690		
I-ICA202205171315	Ins - Emp/Child-Plan A	R	5/17/2022	901.00		011690		
I-ICB202205031307	Ins- Emp/child - Plan B	R	5/17/2022	1,188.00		011690		
I-ICB202205171315	Ins- Emp/child - Plan B	R	5/17/2022	1,188.00		011690		
I-IFA202205031307	Ins - Family - Plan A	R	5/17/2022	11,429.00		011690		
I-IFA202205171315	Ins - Family - Plan A	R	5/17/2022	11,429.00		011690		
I-IFB202205031307	Ins - Family - Plan B	R	5/17/2022	6,769.00		011690		
I-IFB202205171315	Ins - Family - Plan B	R	5/17/2022	6,769.00		011690		
I-IFD202205031307	Ins-Fam-Plan B - Post Tax	R	5/17/2022	450.50		011690		
I-IFD202205171315	Ins-Fam-Plan B - Post Tax	R	5/17/2022	450.50		011690		
I-ISA202205031307	Ins - Single - Plan A	R	5/17/2022	3,510.00		011690		
I-ISA202205171315	Ins - Single - Plan A	R	5/17/2022	3,510.00		011690		
I-ISB202205031307	Ins-Single - Plan B	R	5/17/2022	2,304.50		011690		
I-ISB202205171315	Ins-Single - Plan B	R	5/17/2022	2,095.00		011690		
I-OL 202205031307	Optional Life	R	5/17/2022	306.55		011690		
I-OL 202205171315	Optional Life	R	5/17/2022	303.55		011690		
I-TOF202205031307	Tobacco Surcharge Family	R	5/17/2022	375.00		011690		
I-TOF202205171315	Tobacco Surcharge Family	R	5/17/2022	375.00		011690		
I-TOS202205031307	Tobacco Surcharge Single	R	5/17/2022	150.00		011690		
I-TOS202205171315	Tobacco Surcharge Single	R	5/17/2022	150.00		011690		56,486.98

VENDOR SET: 01 Elkins  
 BANK: Pool Pooled Cash  
 DATE RANGE: 5/16/2022 THRU 5/27/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00952	WV Consolidated Retirement Boa							
I-RTF202205031307	Retirement	R	5/17/2022	2,159.62		011691		
I-RTF202205171315	Retirement	R	5/17/2022	2,581.20		011691		
I-RTN202205031307	Retirement	R	5/17/2022	3,053.46		011691		
I-RTN202205171315	Retirement	R	5/17/2022	3,486.28		011691		11,280.56
00993	WV Consolidated Retirement Boa							
I-RT6202205031307	Retirement 6%	R	5/17/2022	8,345.55		011692		
I-RT6202205171315	Retirement 6%	R	5/17/2022	8,408.66		011692		16,754.21
01753	Fifth Third Bank							
I-MCard Pmt 043022	MasterCard Stmt Pmt 043022	R	5/20/2022	71,946.72		011693		71,946.72
00001	A & A Safety, Inc.							
I-183701	Custom Decomark logo	R	5/24/2022	7,500.00		011694		
I-183702	EF 300 EX Heat Torch	R	5/24/2022	1,250.00		011694		8,750.00
00078	Nanci Bross-Fregonara							
I-Ck Req 052422	Food for Volunteers Darden Hs	R	5/24/2022	32.99		011695		32.99
00119	CIT Technology Finance Serv, I							
I-40024563	Kyocera 060622	R	5/24/2022	52.50		011696		
I-40030119	Konica 060822	R	5/24/2022	55.00		011696		107.50
00199	Davis & Elkins College							
I-APR22-01B	2nd 1/2 Fire Dept Excel Trng	R	5/24/2022	360.00		011697		360.00
00314	Guttman Energy, Inc.							
I-F62068084	Fleet Fuel 042522-050122	R	5/24/2022	5,006.81		011698		
I-F62130806	Fleet Fuel 050222-050822	R	5/24/2022	3,700.51		011698		
I-F62152601	Fleet Fuel 050922-051522	R	5/24/2022	6,016.68		011698		14,724.00
00459	Metheny Contracting							
I-25	211 First St Asbestos Insp	R	5/24/2022	1,000.00		011699		1,000.00
00483	Mountain Valley Bank							
I-1202553-21 052822	1202553-21 052822	R	5/24/2022	2,369.18		011700		2,369.18
00550	Precision Pump & Valve Service							
I-0131383	Inspect Corneili Pump	R	5/24/2022	1,381.00		011701		1,381.00
00591	Retiree Health Benefit Trust F							
I-RChen May2022	RChenoweth R#BT May 2022	R	5/24/2022	48.00		011702		48.00

VENDOR SET: 01 Elkins  
 BANK: Pool Pooled Cash  
 DATE RANGE: 5/16/2022 THRU 5/27/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00688	Terra Flora Landscaping							
I-5276	Mulch/delivery	R	5/24/2022	160.00		011703		
I-5280	Property Maintenance	R	5/24/2022	220.00		011703		380.00
00701	Toshiba Financial Services							
I-472443985	LEXM5255 T-E4515AC	R	5/24/2022	455.91		011704		
I-472793264	Lex C4150-Tosh E3005AC	R	5/24/2022	221.37		011704		677.28
00779	Woodford Oil Company							
I-4316421	Grease	R	5/24/2022	927.50		011705		927.50
00805	FBMC							
I-RChen May 2022	RChenoweth FBMC 05/2022	R	5/24/2022	55.60		011706		55.60
00810	WV Public Employee Insurance A							
I-RChen May 2022	RChenoweth Health/Life 05/22	R	5/24/2022	1,196.10		011707		1,196.10
01154	Crazy Harry's Greenhouse LLC							
I-0030	3 bags potting mix	R	5/24/2022	45.00		011708		
I-2781	Pots/Bedding	R	5/24/2022	39.44		011708		84.44
01331	TimeClock Plus							
I-00186058	Licenses -ovgs	R	5/24/2022	18.90		011709		18.90
01541	B&G Solutions, Inc.							
I-13160	55 Gallon Big Rig Soap	R	5/24/2022	305.75		011710		305.75
01764	Marilynn Cuonzo							
I-Ck Req 052322	Reimb ice/cups/drinks DardenHs	R	5/24/2022	11.19		011711		11.19
01824	Xerox Financial Services							
I-3240900	Lease Pmt/Prop Tax	R	5/24/2022	397.00		011712		397.00
00797	WV DEP Division of Water and W							
I-ckrequest52622	Landfill permit application	R	5/26/2022	1,000.00		011713		1,000.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	65	430,218.47	0.00	430,218.47
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:	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

VENDOR SET: 01 Elkins  
BANK: Pool Pooled Cash  
DATE RANGE: 5/16/2022 THRU 5/27/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	66	430,673.47	0.00	430,673.47
BANK: Pool TOTALS:	66	430,673.47	0.00	430,673.47
REPORT TOTALS:	70	523,161.47	0.00	523,161.47

SELECTION CRITERIA

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

CHECK RANGE: 000000 THRU 999999  
DATE RANGE: 5/16/2022 THRU 5/27/2022  
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99  
INCLUDE ALL VOIDS: YES  
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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  
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## Elkins Zoning Ordinance Enactment Schedule

Date	Action
Monday, May 23	Planning Commission approves Study and Report on zoning
Thursday, June 2	<p><b><u>Governing body Meeting where Study and Report on Zoning is received</u></b>            Governing body either accepts or denies the Study and Report. If governing body accepts the report, then they need to also discuss the dates and times of the public hearings. Two public hearings must be held, one in the day and one in the evening.</p>
Tuesday, June 14	<p><b><u>Class II Legal AD is submitted</u></b>            -Must be published at least 14 days prior to hearing. Class II ad requires 2 publications, published a week apart. The 14-day requirement begins once 2nd legal ad has been published.</p>
Friday, June 17	First publication
Friday, June 24	Second publication
Friday, July 15	14-day public hearing notice period ends
Tuesday, July 26 at 1 PM	City Council public hearing
Thursday, July 28 at 7 PM	<p>City Council public hearing  <b>Regular council meeting:</b></p> <ul style="list-style-type: none"> <li>• Consider and act on proposed zoning ordinance</li> <li>• First reading of zoning ordinance (if decision is to adopt)</li> </ul>
Thursday, August 18	Second reading of zoning ordinance (if decision is to adopt)

# BURGESS & NIPLE

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4424 Emerson Avenue | Parkersburg, WV 26104 | 304.485.8541

Ms. Whitney Hymes, Wastewater Superintendent  
City of Elkins Sanitary Board  
401 Davis Avenue  
Elkins, WV 26241

Re: Proposal for Study of a Sewer Extension along  
North Randolph Avenue

May 16, 2022

Dear Ms. Hymes:

Per our discussions, the City of Elkins Sanitary Board (Board) is interested in extending sewer service along North Randolph Avenue to the areas surrounding the Corridor H interchange. To determine the viability and costs associated with the extension, the Board has requested the professional services of Burgess & Niple's (B&N) to prepare a study to estimate current and future wastewater flows within study area, identify method to convey flows from the study area to the existing wastewater collection system, and identify potential impacts on the downstream wastewater infrastructure and combined sewer overflows.

Based upon the above understandings, B&N offers this Proposal for the study of the North Randolph Avenue Sewer Extension:

## I. SCOPE OF SERVICES

B&N will perform the following tasks:

- A. Attend a meeting with stakeholders to discuss the area(s) of study; existing unsewered homes and businesses in the study area; development potential; and phasing of construction.
- B. Utilizing criteria established by the West Virginia Department of Environmental Protection (WVDEP), estimate wastewater flows within the study area that could result from:
  1. Connecting existing unsewered homes and businesses.
  2. Development of land that could be feasibly developed.
- C. Using existing contour maps, prepare an exhibit depicting a general layout of sanitary sewers, lift stations, and force mains. Prepare a preliminary opinion of estimated construction costs based upon the general layout.
- D. Evaluate a maximum of two alternate locations for connecting the wastewater system extension to the Board's existing wastewater collection system. These evaluations will include:
  1. Preparing a schematic layout of the existing wastewater collection system from the location of the connection of the proposed extension to the wastewater treatment plant (WWTP).



2. Identifying combined sewer overflows (CSOs), lift stations, and the WWTP that could be impacted by the introduction of additional wastewater flows into the system. For each of these wastewater system components, potential impacts will be identified.
  3. Identifying potential improvements to the existing wastewater system necessary to accommodate the additional wastewater flows.
  4. Providing a preliminary opinion of estimated construction costs for the potential improvements to the existing wastewater collection system.
- E. Summarize the findings of the study in a draft technical memorandum, which will be provided to the Board for review.
- F. Attend a meeting of the Board to discuss findings and address questions and concerns.
- G. Revise the technical memorandum based on comments received from the Board. Submit five hard copies of the final technical memorandum to the Board.

## **II. BOARD'S RESPONSIBILITIES**

The Board shall:

- A. Assist B&N by placing at its disposal all available information on existing unserved structures; proposed developments; current estimated capacities of downstream lift stations and treatment plant; and other relevant data as needed and requested.
- B. Coordinate meeting with B&N and stakeholders.
- C. Utilize the services of its legal counsel to address service area boundary challenges from Leadsville Public Service District, if applicable.

## **III. PROFESSIONAL FEE**

We propose to complete these services for a lump sum fee \$15,100. Invoices will be issued by B&N monthly and will be due and payable upon receipt. The amount shown on each invoice will be based upon an estimated percentage of the professional services completed to-date. Amounts remaining unpaid in excess of 45 days beyond the invoice date shall accrue interest at the rate of 1 percent per month from the invoice date.

## **IV. ADDITIONAL SERVICES**

B&N shall perform Additional Services which are not included in **SECTION I** if authorized by the Board in accordance with an Amendment to this Proposal. It is understood that design, bidding, and construction phase services shall be considered as Additional Services.

**V. PROPOSAL VALIDITY**

This Proposal is valid provided we receive your authorization to proceed within 60 days from the date of this Proposal.

**VI. STANDARD OF PERFORMANCE**

B&N shall perform its services in accordance with the standards for such professional services which prevail in the vicinity of the site at the time those services are rendered. No other warranty, guarantee, or representation, either expressed or implied, is included or intended in B&N's proposals, contracts, or reports. B&N's liability shall be limited to injury or loss caused by the negligence of B&N, its subcontractors, and/or agents hereunder.

**VII. ACCEPTANCE AND AUTHORIZATION**

If you wish to accept this Proposal, we have enclosed two originals for signature. Upon affixing the required signature and date, please return one signed original for our files and retain one signed original for Board files.

We appreciate the opportunity to submit this Proposal and look forward to providing these services to you on this important project.

Sincerely,

**BURGESS & NIPLE, INC.**

**CITY OF ELKINS SANITARY BOARD**



\_\_\_\_\_  
Craig D. Richards, PE  
Vice President

\_\_\_\_\_  
The Honorable Jerry A. Marco  
Mayor



\_\_\_\_\_  
Michael P. Davis, PE  
Project Manager

\_\_\_\_\_  
Date

Below are the recommendations (excluding the Sewer Service Extension Study, which is documented separately), approved by the Ad-hoc ARPA Committee at their May 24, 2022 meeting.

<b>Wastewater Collection Department</b>		
<b>Backhoe</b>	135,000	
	Total	<b>\$135,000</b>

<b>Waste Water Plant</b>		
<b>Permitted "Dump" Site VAC Truck/Street Sweeper \$80,000 to 120,000</b>	80,000	
	Total	<b>\$80,000</b>

<b>Fire Department</b>		
HOSE and NOZZLES	27,406.44	
APPLICANCES	8,568.56	
PPE	18,325.00	
Thermal Imager	5,700.00	
	Total	<b>\$60,000.00</b>

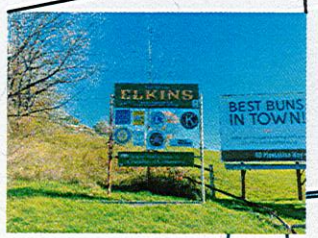
<b>Street Department Repairs of roads after Water dept and Storm Water</b>		
Bucket Truck	174,900	
Street Drum Roller, safety issues with throttle and drum	55,000	
Large Alley Roller	97,000	
Case 836C Motor Grader equipped as follows	216,100	
	Total	<b>\$543,000</b>



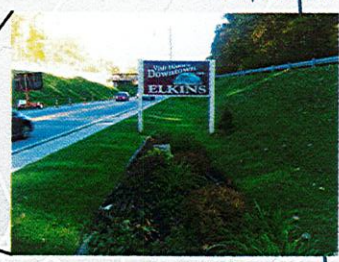
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Harpertown

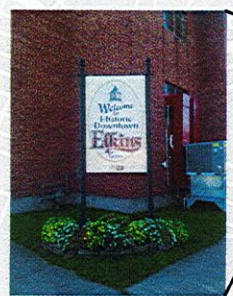
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3



Elkins

5

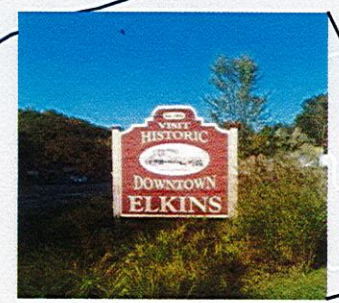


Allegheny Hwy

# Elkins Welcome Signs

Sullivan

4



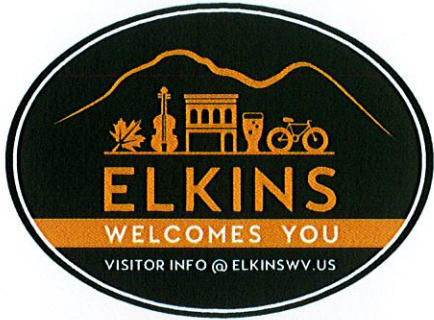
EVERETT PIKE



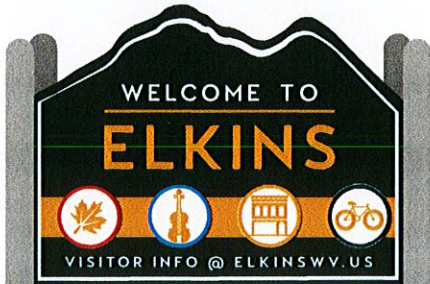
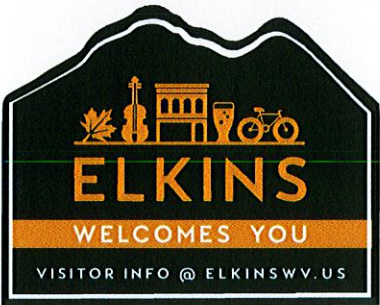


BACK:

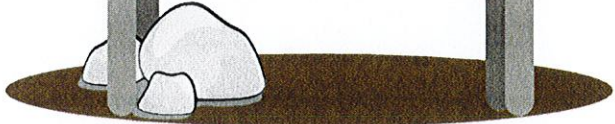
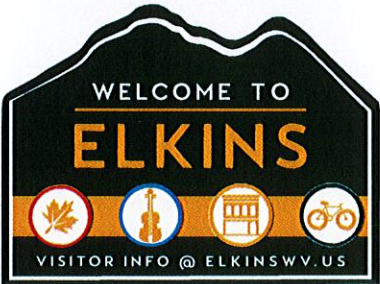
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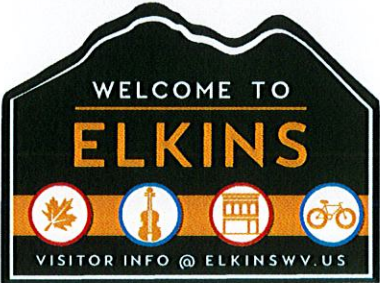
2.



3.



4.



Icons are intended to be separate from sign background. They will attach/pop out from the front of the sign in a separate vertical plane, which should prevent the yellow and green from appearing to bleed into the sign background. White lines were added to #3 to emphasize the 3D design and would not actually be present on the sign.

