

# **ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING MINUTES**

*401 Davis Avenue  
Council Chamber, 2nd Floor  
March 15, 2012  
7:00 p.m.*

Elkins Common Council met in regular session in the council chamber of city hall at 7:04 p.m. Thursday, March 1, 2012. Present were Mayor Duke Talbott; Councilpersons: J.S. Bibey, N. E. Bross-Fregonara, V. T. Broughton, M. D. Cuonzo, T. Z. Hensil, C. G. Kinnison, C.L. Metheny, J. J. Sabatino, M. D. Scott, and R. A. Woolwine; Treasurer Lisa Daniels-Smith; Operations Manager R. Pingley; Police Chief Captain H. R. White, Jr.; Fire Chief T. W. Meader; City Clerk S.R. Stokes; City Attorney G. S. Roberts; and Inter-Mountain Reporter Anthony Gaynor.

## **AGENDA ADJUSTMENTS**

- a) Budget adjustment #6
- b) Elkins ON TRAC street closures
- c) Employee travel: Philip Isner, Donald Moore, and Joshua Currence to Fairmont, April 16-20, for Backflow Tester Certification
- d) Budget adjustment #7—Parking meters

Mayor Talbott explained that, because agenda adjustment “d” was added later than 48 hours before tonight’s meeting, council must vote whether to add it to tonight’s agenda. Cm. Woolwine, seconded by Cm. Scott, **MOVED THAT COUNCIL ADD AGENDA ADJUSTMENT “D” TO TONIGHT’S AGENDA.** The motion carried.

## **PUBLIC COMMENT**

There was none.

## **INFORMATIONAL PRESENTATION**

Alice Sabatino showed council banners advertising the Riverside Blues Festival and advised council about the status of various Riverside Blues Festival operations.

## **CONSENT CALENDAR**

Cw. Cuonzo seconded by Cm. Bross-Fregonara, **MOVED THAT COUNCIL APPROVE THE MINUTES OF THE MEETING OF MARCH 1, 2012.** The motion carried.

## **OLD BUSINESS**

### **911 Mapping and Addressing**

Cm. Woolwine, seconded by Cm. Scott, **MOVED THAT COUNCIL NOT ADOPT THE RECOMMENDATIONS BY THE COUNTY COMMISSION AND THE 911 CENTER AND THAT THE MAYOR APPOINT A COMMITTEE WHICH WILL INCLUDE THE FIRE CHIEF AND THE POLICE CHIEF TO MAKE RECOMMENDATIONS ON ADJUSTMENT IN**

**STREET NAMES AND/OR NUMBERS THAT CONFORM TO THE 911 ADDRESSING AND MAPPING STANDARDS AND REPORT BACK TO COUNCIL WITHIN 45 DAYS. The motion carried.**

**Reappointment of Rob Nestor to Elkins Parks Commission**

Cm. Broughton, seconded by Cm. Sabatino, **MOVED THAT COUNCIL REAPPOINT ROB NESTOR TO THE ELKINS PARKS AND RECREATION COMMISSION FOR A SIX-YEAR TERM ENDING MARCH 2018. The motion carried.**

**NEW BUSINESS**

Cm. Broughton, seconded by Cm. Hensil, **MOVED THAT COUNCIL APPROVE TRAVEL REQUESTS FOR JOSHUA WILSON AND TIM HARPER TO ATTEND WASTEWATER COLLECTION SYSTEM CERTIFICATION TRAINING AT THE WEST VIRGINIA ENVIRONMENTAL TRAINING CENTER APRIL 30-MAY 4. The motion carried.**

Cw. Cuonzo, seconded by Cw. Bross-Fregonara, **MOVED THAT COUNCIL APPROVE TRAVEL REQUESTS FOR OPERATIONS ASSISTANT PEGGY BLOSSER AND MAYOR'S EXECUTIVE SECRETARY LUCINDA BARRICK TO ATTEND GRANT WRITING TRAINING IN PITTSBURGH APRIL 18-19. The motion carried.**

Cm. Sabatino, seconded by Cm. Broughton, **MOVED THAT COUNCIL APPROVE A TRAVEL REQUEST FOR CORPORAL CRAIG CROSS TO ATTEND CRIMINAL PATROL/DRUG INTERDICTION TRAINING AT THE WEST VIRGINIA HEALTH SCIENCES CENTER IN MARTINSBURG, WV APRIL 23-24. The motion carried.**

Cm. Hensil, seconded by Cm. Broughton, **MOVED THAT COUNCIL ADOPT RESOLUTION 309, APPROVING INVOICES RELATED TO PRE-CONSTRUCTION ACTIVITIES AND OTHER SERVICES FOR THE PROPOSED WATER PROJECT AND AUTHORIZING PAYMENT THEREOF TO GRIFFITH & ASSOCIATES, PLLC. The motion carried.**

Cm. Hensil, seconded by Cm. Broughton, **MOVED THAT COUNCIL ADOPT RESOLUTION 310, APPROVING INVOICES RELATED TO PRE-CONSTRUCTION ACTIVITIES AND OTHER SERVICES FOR THE PROPOSED WATER PROJECT AND AUTHORIZING PAYMENT THEREOF TO ROBERT R. RODECKER, ATTORNEY AT LAW. The motion carried.**

Cw. Cuonzo, seconded by Cm. Sabatino, **MOVED THAT COUNCIL APPROVE FULL-TIME STATUS FOR BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER PHIL ISNER. The motion carried.**

Cm. Sabatino, seconded by Cm. Woolwine, **MOVED THAT COUNCIL ADOPT RESOLUTION 311, AUTHORIZING APPLICATION FOR A COMMUNITY PARTICIPATION GRANT FOR BUILDING IMPROVEMENTS AT THE ELKINS YMCA (BUILDING IMPROVEMENTS PROJECT NUMBER 12LEDA0585). The motion carried.**

Cm. Sabatino, seconded by Cm. Hensil, **MOVED THAT COUNCIL ADOPT RESOLUTION 312, AUTHORIZING THE POLICE DEPARTMENT TO APPLY FOR FUNDING FROM THE PURDUE PHARMA ASSET FORFEITURE GRANT PROGRAM. The motion carried.**

Cw. Cuonzo, seconded by Cw. Bross-Fregonara, **MOVED THAT COUNCIL ADOPT RESOLUTION 313, REAPPOINTING GERALDINE S. ROBERTS AS CITY ATTORNEY. The motion carried.**

Cm. Hensil, seconded by Cm. Woolwine, **MOVED THAT COUNCIL ENTER EXECUTIVE SESSION TO DISCUSS A LEGAL MATTER. The motion carried.** Council entered executive session at 7:39 p.m. Regular session resumed at 7:57 p.m. According to the mayor, no actions were taken.

Cm. Hensil, seconded by Cm. Broughton, **MOVED THAT COUNCIL ADOPT RESOLUTION 314, APPROVING BUDGET ADJUSTMENT NUMBER 6, WHICH TRANSFERS FUNDS FOR COSTS RELATED TO THE MUNICIPAL COURT. The motion carried.**

Cm. Kinnison, seconded by Cm. Sabatino, **MOVED THAT COUNCIL APPROVE THE REQUEST OF ELKINS ON TRAC DIRECTOR KAREN CARPER TO CLOSE THIRD STREET FROM DAVIS AVENUE TO KERENS AVENUE ON MAY 19TH, 9:30 A.M.-2:30 P.M., FOR A PARADE AND OTHER ACTIVITIES RELATED TO THE ON TRAC “MOUNTAINS BECKON” EVENT.** The motion carried.

Cm. Hensil, seconded by Cm. Metheny, **MOVED THAT COUNCIL APPROVE TRAVEL REQUESTS FOR PHILIP ISNER, DONALD MOORE, AND JOSHUA CURRENCE TO ATTEND BACKFLOW TESTER CERTIFICATION TRAINING IN FAIRMONT, WEST VIRGINIA, APRIL 16-20.** The motion carried.

Cm. Woolwine, seconded by Cm. Broughton, **MOVED THAT COUNCIL ADOPT RESOLUTION 315, APPROVING BUDGET ADJUSTMENT NUMBER 7, WHICH TRANSFERS FUNDS FOR COSTS RELATED TO PARKING METERS.** The motion carried.

**APPROVAL OF VENDOR INVOICE PAYMENTS**

Cm. Metheny, seconded by Cm. Broughton, **MOVED THAT COUNCIL APPROVE THE INVOICES PRESENTED.** The motion carried.

**COMMITTEE REPORTS**

**Building Committee**

Cm. Sabatino, seconded by Cm. Woolwine, moved **THAT COUNCIL GRANT THE FOLLOWING BUILDING PERMITS, EXCEPT PERMIT NO. 915, WHICH DOES NOT MEET THE SETBACK REQUIREMENT.** The motion carried.

| <b>BUILDING PERMITS TO BE ACTED UPON</b> |                        |                         |   |              |
|--|------------------------|-------------------------|---|--------------|
| <b>March 1, 2012</b>                     |                        |                         |   |              |
| <b>Permit</b>                            | <b>Applicant</b>       | <b>Location</b>         | <b>Description</b>                          | <b>Value</b> |
| 914                                      | Old Pizza Hut Building | Harrison Ave.           | Re-Roof                                     | \$4,000      |
| 915                                      | Shreve, Tammy          | 157 & 159 Delaware Ave. | 2 - 4' X 8' Storage Buildings               | 2,000        |
| 916                                      | Hamil, Cynthia R.      | 314 Main St             | Re-Roof                                     | 3,000        |
| 917                                      | Craig, Bill            | 1401 Harrison Ave.      | Remodel Bathroom                            | 6,200        |
| 918                                      | Fisher, Marlene        | 149 Guy Street          | Rewire House                                | 7,000        |
| 919                                      | Scanlon, Jill          | 34 Cherry Street        | Replace Windows                             | 7,000        |
| 920                                      | Sullivan, Sean         | 113 Elm Street          | Remove Wall Between Kitchen and Dining Room | 1,000        |
| 921                                      | Hutton, Cody           | 500 Center Street       | Re-Roof and install Hot Water Tank          | 1,800        |
| 922                                      | Wilmoth, Charles       | 103 Wilton Ave.         | Build Roof Over Front Steps                 | 1,763        |

| <b>BUILDING PERMITS TO BE ACTED UPON</b> |                                |                                |  |              |
|--|--------------------------------|--------------------------------|--|--------------|
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| <b>Permit</b>                            | <b>Applicant</b>               | <b>Location</b>                | <b>Description</b>                                 | <b>Value</b> |
| 923                                      | Tice, Alexandra                | 41 Vine St.                    | 21' 6" X 12' Deck on Back of House                 | 2,300        |
| 924                                      | Randolph Co. Housing Authority | 4th Street Apartments Apt.# 19 | Rewire   | 7,000        |
| 925                                      | City of Elkins                 | 401 Davis Ave.                 | Install New Storm Windows                          | 70,000       |
| 926                                      | Elkins YMCA                    | 400 Davis Ave.                 | Sprinkler System                                   | 137,775      |
| 927                                      | Stevenson, Julia R             | 105 Central St                 | New Metal Roof                                     | 6,000        |
| 928                                      | Inter-Mountain                 | 500 Railroad Ave.              | Remove Concrete & Pour New Concrete on Front Porch | 8,300        |
| 929                                      | Bennett, Darren                | 100 Sunset Dr.                 | Ornamental Fence W/Gates                           | 4,210        |
| 930                                      | Hutton, Cody                   | 500 Center Street              | New Electric Service                               | 800          |
| 931                                      | Tomblyn Funeral Home           | 45 Randolph Ave                | Window Replacement                                 | 1,200        |

#### **Sanitation and Landfill Committee**

The committee has a meeting scheduled with a company that might be interested in purchasing the landfill. No decisions have been made in this matter.

#### **Water Committee**

No report.

#### **Parks Committee**

The Elkins Parks Commission held its annual public meeting at 6 p.m. yesterday. There was one attendee.

#### **Finance Committee**

The Finance Committee is continuing ongoing budget-planning workshop meetings with city officers.

#### **Street Committee**

No report.

#### **Rules and Ordinances Committee**

The next meeting has been changed to March 17th at 4 p.m.

#### **Municipal Property Committee**

The next meeting will discuss the parking lot adjacent to city hall.

**Personnel Committee**

No report.

**Public Safety Committee**

No report.

**ADMINISTRATIVE OFFICER REPORTS**

**Operations Manager**

Operations Manager Pingley reported on various activities, including the removal of old trees downtown, the clearing of brush along the levy, and ongoing efforts to repair water-main leaks. The city has received its new street sweeper, and the project to install storm windows on three sides of city hall is proceeding.

**Treasurer**

No report.

**Police**

No report.

**Fire Chief**

No report.

**MAYOR'S COMMENTS**

**Substance Abuse Awareness Day**

Mayor Talbott, who attended Substance Abuse Awareness Day at the state capitol in Charleston on March 6, discussed the need to address problems related to drug abuse in Elkins.

**Council Offices Layout and Design**

The mayor asked who would guide layout and design plans for rooms 214 and 215, which were recently designated as council offices. Cw. Cuonzo and Cm. Sabatino volunteered to gather ideas for proposed uses of the rooms from the rest of council.

**Correction of Typographic Errors**

The mayor explained that two clerical errors had been discovered in the revised criminal fines schedule that council adopted as Resolution 301 at the meeting of March 1, 2012. He asked if there were any objections to administrative staff making corrections to these errors, as opposed to council voting to approve the corrections. There were no objections.

**Western Maryland Railroad Plats**

The mayor advised council of the discovery of sealed plans, blueprints, and/or plats from the Western Maryland Railroad company. Due to the potential historic value of these documents, the mayor asked if there were any objections to his seeking technical assistance from the state archives concerning their handling and preservation, with the stipulation that the city would in any case retain ownership and possession of the documents. There were no objections.

**Special Call Council Meeting**

The mayor advised council that there would be a special-call council meeting on Monday, March 26, at 7 p.m., to act on the budget for submission to the state auditor's office.

**OTHER BUSINESS**

There was no other business.

The meeting adjourned at 8:54 p.m.

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