

## ***Approved Minutes***

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

***401 Davis Avenue  
Council Chamber, 2nd Floor  
September 6, 2012  
7:00 p.m.***

Elkins Common Council met in regular session in the council chamber of city hall at 7:00 p.m. Thursday, September 6, 2012. Present were Mayor Duke Talbott; Councilpersons: N. E. Bross-Fregonara, V. T. Broughton, M. D. Cuonzo, T. Z. Hensil, C. L. Metheny, J. J. Sabatino, M. D. Scott, and R. A. Woolwine; Operations Manager R. Pingley; Treasurer L. D. Daniels-Smith; 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. Absent were Councilpersons J. S. Bibey and C. G. Kinnison.

#### **AGENDA ADJUSTMENTS**

Street closure for Elkins High School homecoming parade from city hall to the old high school campus, September 14, 5:45 p.m.-7:30 p.m.

#### **PUBLIC COMMENT**

There was none.

#### **INFORMATIONAL PRESENTATION**

Lisa Armstrong of Ajuga, Inc. presented her proposed design for a city logo.

#### **CONSENT CALENDAR**

Cm. Metheny, seconded by Cm. Broughton, **MOVED THAT COUNCIL APPROVE THE MINUTES OF THE MEETING OF AUGUST 16, 2012.** The motion carried.

#### **NEW BUSINESS**

Cm. Scott, seconded by Cw. Cuonzo, **MOVED RESOLUTION 368, ADOPTING THE CITY LOGO.** The motion carried. (The adopted logo is below.)

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Cm. Hensil, seconded by Cm. Metheny, **MOVED RESOLUTION 369, TEMPORARILY ADJUSTING THE RATE OF PAY FOR LARRY GRIFFITH.** The motion carried.

Cm. Metheny, seconded by Cm. Broughton, **MOVED THAT COUNCIL APPROVE THE ROUTE AND A POLICE ESCORT FOR THE ELKINS HIGH SCHOOL HOMECOMING PARADE FROM CITY HALL TO THE OLD HIGH SCHOOL CAMPUS, SEPTEMBER 14, 5:45 P.M.-7:30 P.M.** The motion carried.

Discussion of possible funding sources for the Phase I Environmental Assessment for the Eleventh Street Garage identified consensus that it should be charged to the City Hall Professional Services line.

Cm. Sabatino, seconded by Cw. Cuonzo, **MOVED RESOLUTION 370, RELEASING THE FINAL RETAINAGE HELD ON WORK PERFORMED BY BUILDER'S GROUP, INC. FOR THE STORM WINDOWS PROJECT.** The motion carried.

Cw. Bross-Fregonara, seconded by Cm. Scott, **MOVED THAT COUNCIL APPROVE ON FIRST READING ORDINANCE 159, AMENDING SECTION 5-6(B) OF CITY CODE TO ELIMINATE THE REQUIREMENT THAT COUNCIL "ISSUE" THE APPROVED PERMITS.** The motion carried.

Cm. Woolwine, seconded by Cm. Hensil, **MOVED RESOLUTION 371, AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH TETRICK AND BARTLETT, PLLC, FOR ACCOUNTING SERVICES.** The motion carried.

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Cm. Woolwine, seconded by Cm. Broughton, **MOVED RESOLUTION 372, AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH SOUTHERN AUTOMATED SYSTEMS, INC. FOR OMNI COURT CASE MANAGEMENT SOFTWARE.** The motion carried.

Cm. Woolwine, seconded by Cm. Broughton, **MOVED RESOLUTION 373, AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH SPRINGBROOK SOFTWARE FOR AN UPGRADE AND RELATED MATERIALS AND SERVICES FOR THE CITY'S ACCOUNTING SOFTWARE.** The motion carried.

Cm. Scott, seconded by Cm. Broughton, **MOVED RESOLUTION 374, AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH LEXIS-NEXIS FOR CREDIT/DEBIT CARD PAYMENT PROCESSING.** The motion failed.

The mayor updated council on the status of the water and sewer rate increases and the challenges thereto.

Council next considered three resolutions related to a \$15,500,000 loan from USDA Rural Utilities Service (RUS) for the water system improvement project. (For administrative reasons, the RUS is dividing the loan into \$8,000,000 and \$7,500,000 portions.)

Cm. Hensil, seconded by Cm. Metheny, **MOVED RESOLUTION 375, AUTHORIZING THE MAYOR TO EXECUTE THE DOCUMENTS FOR THE \$8,000,000 RUS LOAN.** The motion carried.

Cm. Hensil, seconded by Cw. Bross-Fregonara, **MOVED RESOLUTION 376, AUTHORIZING THE MAYOR TO EXECUTE THE DOCUMENTS FOR THE \$7,500,000 RUS LOAN.** The motion carried.

Cm. Metheny, seconded by Cm. Broughton, **MOVED RESOLUTION 377, AUTHORIZING THE MAYOR TO EXECUTE AN AMENDED LETTER OF INTENT TO MEET CONDITIONS FOR THE RUS LOANS.** The motion carried.

Cm. Metheny, seconded by Cm. Woolwine, **MOVED THAT COUNCIL ENTER EXECUTIVE SESSION TO CONSIDER A PERSONNEL MATTER.** The motion carried. The executive session began at 7:55 p.m. and ended at 8:49 p.m. The mayor announced that no decisions were made and no actions were taken.

**APPROVAL OF VENDOR INVOICE PAYMENTS**

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

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Cm. Sabatino, seconded by Cm. Broughton, **MOVED THAT COUNCIL ISSUE THE APPROVED BUILDING PERMITS.** The motion carried.

<b>APPROVED BUILDING PERMITS</b>				
<b>Permit</b>	<b>Applicant</b>	<b>Location</b>	<b>Description</b>	<b>Value</b>
1098	Ridenour, Joey	314 Wilson St.	Replace shingles	\$2,300
1099	Andriko, Louis	106 Westview Dr.	Replace 11 windows	\$7,000
1100	Church of God	1402 Taylor Ave.	Walls around stairwell	\$2,000
Demo 1-12	Elkins Metal Recycling	34 & 35 Factory St.	Demolition of houses	\$1,000
1101	Wilson Lane Development, LLC.	21 Northview Drive.	1900 sq. Ft. New single family home	\$135,000
1102	Roettger, Sharyn	1727 S. Davis Ave.	Upgrade electric to 200 amps, ac and garage door	\$8,500
1103	Reams, Gail	1028 Harrison Ave.	Fix roof with metal roofing	\$800
1104	Reams, Gail	102 Washington Ave.	Finish siding and trim on back of house	\$800
1105	Phares, Rose M.	210 Elm St.	Electric upgrade	\$750
1106	Shiflett, Margret	63 Thirteenth St.	Remodel existing bath and remodel back porch into bathroom	\$20,000
1107	Edmond, Captolia	1731 S. Davis Ave.	Replace deck, steps and roof over deck	\$2,000
1108	Hackman, Becky (Smith Apartments)	214 Third Street	Replace windows	\$4,000
1109	Saffel, David	103 Evans Dr.	Roof and gutter	\$4,500
1110	Coberly, JoAnn	10 Fifteenth Street	Reroof	\$3,050
1111	Morrall, Michael	105 Grandview Ave.	Reroof and kitchen remodel	\$4,800
1112	Simon, Jeremy	1715 Lavalette Ave	Driveway	\$2,500
Sign 4-12	Powell, Tim	120 Davis Ave	Signage on front of the building	\$350
1113	Barnett, James	102 Henry Ave	Repair roof	\$4,000

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1114	Guthrie, Marilyn	118 Vector Ave.	Piockett fence in back yard	\$4,800
1115	Crawford, David L	204 Sylvester Dr	Replace kitchen cabinets & counter tops	\$4,000
1116	Vanscoy, Don	99 State St.	Reroof & paint	\$4,000
1117	Aylestock, Philip	122-1/2 Elm St.	New siding	\$5,900
1118	Sanders, Greg	930 s. Henry Ave.	Replace existing front porch	\$3,000
Demo 2-12	Kelly, Margaret	1013 N. Randolph Ave.	Block garage wash bay	\$1,000
1119	Swecker, William	398 Wilson St.	Reroof	\$5,000
1120	Wilson Lane Development, LLC.	9 Grace Circle, Highland Meadows	1783 sq. Ft. New single family home	\$140,000
1121	Howell, Bruce	99 Eleventh St.	Renovation after fire	\$40,000
Demo 3-12	MPL Properties LLC	111, 113 Graham St.	Demo two houses	\$18,000

**Sanitation and Landfill Committee**

No report.

**Water Committee**

No report.

**Parks Committee**

No report.

**Finance Committee**

Cm. Woolwine announced that the committee would hold a special meeting on September 13 at 3:30 p.m.

**Street Committee**

No report.

**Rules and Ordinances Committee**

No report.

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### **Municipal Property Committee**

Cw. Bross-Fregonara announced that the committee would hold a special meeting on September 11.

### **Personnel Committee**

No report.

### **Public Safety Committee**

No report.

## **ADMINISTRATIVE OFFICER REPORTS**

### **Operations Manager**

Operations Manager Pingley reported on the city's response to Public Service Commission interrogatories related to the protests of the water and sewer rate increases; Street Department staffing levels; and the retirement of Leroy Whitmire.

### **Treasurer**

Treasurer Daniels-Smith reported that the city's financial statement would be published in *The Inter-Mountain* the next day, as required by state law.

### **Police Chief**

No report.

### **Fire Chief**

No report.

## **MAYOR'S COMMENTS**

### **City Hall exterior improvements**

Randolph County Community Corrections subjects have been assisting with maintenance and beautification of city hall and its grounds.

### **Cracking into more locked documents**

City hall personnel have gained access to additional password-protected computer files discovered on city hard drives.

### **City TIPS line**

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The city police department will be implementing a TIPS phone line that residents can use to submit information related to drug and other crimes in Elkins.

There being no other business, the meeting adjourned at 9:18 p.m.

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Duke Talbott, Mayor

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Date