

***Approved Minutes***

**ELKINS COMMON COUNCIL  
REGULAR COUNCIL MEETING  
MINUTES**

***401 Davis Avenue  
Council Chamber, 2nd Floor  
April 7, 2016  
7:00 p.m.***

Elkins Common Council met in regular session in the council chamber of city hall. Present were Mayor Van T. Broughton; Councilpersons, M. D. Cuonzo, R.P. Dusenbury, M. L. Marstiller, C. L. Metheny, E.R. Ochsendorf, D.C. Parker, M. D. Scott, L.H. Vest and R. A. Woolwine; Police Chief C. Cross; City Treasurer T. Judy; Fire; Operations Manager R.P. Pingley; City Attorney G. S. Roberts; Acting City Clerk L. M. Barrick (acting as recording secretary); and Inter-Mountain Reporter C. Lee.

Councilpersons N. E. Bross-Fregonara, L. H. Vest, and Fire Chief T. W. Meader were absent.

**MINUTES**

Cm. Metheny, seconded by Cm. Woolwine, **MOVED APPROVAL OF THE MINUTES OF THE REGULAR COUNCIL MEETING OF MARCH 17, 2016.** The motion carried.

Cw. Cuonzo, seconded by Cm. Parker, **MOVED APPROVAL OF THE MINUTES OF THE SPECIAL COUNCIL MEETING OF MARCH 22, 2016.** The motion carried.

**NEW BUSINESS**

Cm. Ochsendorf, seconded by Cm. Woolwine **MOVED APPROVAL OF THE APPOINTMENT OF CHARLES FRIDDLE TO THE SECOND WARD COUNCIL SEAT.** The motion carried. Once approved, Acting City Clerk Lucinda Barrick administered the Oath of office to Mr. Friddle and he joined Elkins Council for the remainder of the meeting.

West Virginia Make It Shine—Melody Guye Price was going to be recognized for her clean-up efforts in the City of Elkins with numerous groups but she will not be able to come to City Council until the next meeting.

Cm. Scott, seconded by Cw. Cuonzo, **MOVED TO APPROVE THE SECOND AND FINAL READING OF ORDINANCE 206: REGULATING VENDORS DURING THE MOUNTAIN STATE FOREST FESTIVAL. (SUBSTANTIVE REVISION OF REARLIER VERSIONS; SECOND OF TWO NEW READINGS.)** The motion carried.

Please Note: Councilman Bob Woolwine recused himself from voting because he is a member of the Mountain State Forest Festival Board of Directors.

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Cw. Cuonzo, seconded by Cm. Scott, **MOVED TO APPROVE APPLICATION FOR STATE DEVELOPMENT GRANT THROUGH STATE HISTORIC PRESERVATION OFFICE (“SHPO”) FOR THE KUMP HOUSE.** The motion carried.

Cm. Scott, seconded by Cm. Woolwine, **MOVED TO APPROVE A RECOMMENDATION OF THE MUNICIPAL PROPERTY COMMITTEE TO REJECT THE SWIMMING BRIDGE PROJECT.** The motion carried. Council called upon Operations Manager Bob Pingley to provide an update on this project. A few years ago the Operations Department obtained a Map 21 Grant with an 80/20 match. The match would amount to approximately \$100 to \$150,000. The City could not use in-kind labor for the match and the City does not have money to provide a match. Mayor Broughton and Operations Assistant Melody Himes have worked with the Elkins Historic Landmarks Commission and they are trying to find funding for this project.

Cm. Woolwine, seconded by Cm. Scott, **MOVED TO GO INTO EXECUTIVE SESSION TO DISCUSS CHANGES MADE TO THE INMATE CREW AGREEMENT.** The motion carried. Executive Session began at 7:20 p.m. Mayor Broughton reconvened the meeting at 7:34 p.m. and announced that no decisions were made and no action was taken.

Cw. Cuonzo, seconded by Cm. Woolwine, **MOVED TO APPROVE THE PURCHASE OF A TRUCK IN THE STREET DEPARTMENT.** The motion carried.

Cm. Woolwine, seconded by Cm. Metheny, **MOVED APPROVAL OF RESOLUTION NO. 891: BUDGET REVISION 22: CUSTODIAL DEPARTMENT IN CITY HALL (INTRADEPARTMENTAL; NO ROLL-CALL VOTE REQUIRED).** The motion carried.

Cm. Woolwine, seconded by Cm. Metheny, **MOVED APPROVAL OF RESOLUTION NO. 892: BUDGET REVISION 24-28: VARIOUS BUDGET REVISIONS FOR FIRE, MAYOR, CITY HALL, CITY CLERK, AND POLICE. (INTRADEPARTMENTAL; NO ROLL-CALL VOTE REQUIRED).** The motion carried.

Cm. Woolwine, seconded by Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 893: BUDGET REVISION TRANSFERRING FUNDS BETWEEN ARMORY AND ELKINS RECREATION EVENTS CENTER. (ROLL-CALL VOTE; WWSAO APPROVAL REQUIRED.)** The motion carried.

Cm. Woolwine, seconded by Cm. Ochsendorf, **MOVED APPROVAL OF THE FY 2017 WATER FUND BUDGET.** The motion carried.

Cm. Woolwine, seconded by Cm. Metheny, **MOVED APPROVAL OF THE FY 2017 SANITATION FUND BUDGET.** The motion carried.

The following requests to use or close city streets for special events have been approved by the appropriate administrative officers per the city’s Events Protocol.

**Approved Minutes**

- i. April 30, 2016—Highland Trail Foundation—Bike Ride in conjunction with Ramps & Rails Festival—Cw. Cuozo, seconded by Cm. Scott, **MOVED APPROVAL OF THE HIGHLANDS TRAIL FOUNDATION BIKE RIDE ON APRIL 30, 2016.** The motion carried.
- ii. May 21, 2016—Elkins Main Street—Bicycle Parade & Rodeo—Cm. Scott, seconded by Cw. Cuonzo, **MOVED APPROVAL OF THE ELKINS MAIN STREET BICYCLE PARADE & RODEO ON MAY 21, 2016.** The motion carried.

**APPROVAL OF VENDOR INVOICE PAYMENTS**

Cm. Woolwine, seconded by Cm. Ochsendorf, **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 03/16/16 through 04/04/16.

**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>

Cm. Woolwine, seconded by Cm. Metheny, **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 7:55 p.m.

*Approved by council at the meeting  
of April 19, 2016*

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Van T. Broughton, Mayor

***Approved Minutes***

*Attest:*

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Lucinda Barrick, Acting City Clerk

4/04/2016 12:04 PM

A/P HISTORY CHECK REPORT

PAGE: 1

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 3/16/2016 THRU 4/04/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00047	BB&T Governmental Finance	R	3/21/2016			001819		2,722.68
00080	Van Broughton	R	3/21/2016			001820		18.36
00085	Burgess & Niple, Inc.	R	3/21/2016			001821		1,540.88
00236	Elkins Distributing Co., Inc.	R	3/21/2016			001822		23.00
01109	Mary E. Holderbaum	R	3/21/2016			001823		25.00
00472	Monongahela Valley Bank	R	3/21/2016			001824		1,520.92
00483	Mountain Valley Bank	R	3/21/2016			001825		1,228.17
00484	Mountaineer Gas Company	R	3/21/2016			001826		157.00
00505	North America UV, Inc.	R	3/21/2016			001827		3,431.77
01078	Dolores Magoc	R	3/21/2016			001828		10.50
00803	WV Division of Motor Vehicles	R	3/21/2016			001829		5.00
1	FRIEND, CHERYL A	R	3/29/2016			001830		25.00
00116	Child Support Enforcement	R	3/29/2016			001831		994.21
00147	COE Misc	R	3/29/2016			001832		401.85
00150	COE Payroll	R	3/29/2016			001833		10,544.77
00151	COE Payroll	R	3/29/2016			001834		12,928.28
00152	COE Payroll	R	3/29/2016			001835		3,980.00
00837	COE Payroll Reimbursement	R	3/29/2016			001836		71,433.33
00203	Davis Trust Company	R	3/29/2016			001837		1,110.00
00721	Live United	R	3/29/2016			001838		15.00
00741	Great-West Retirement Services	R	3/29/2016			001839		107.00

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A/P HISTORY CHECK REPORT

PAGE: 2

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 3/16/2016 THRU 4/04/2016

VENDOR I.D.	NAME	CHECK STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00032	Absolute Assurance Drug Testin	R	3/31/2016			001841		130.00
01111	Advanced UV Systems	R	3/31/2016			001842		3,526.12
00852	BB&T3 Governmental Finance	R	3/31/2016			001843		2,970.92
00081	Gary Brown	R	3/31/2016			001844		29.55
00085	Burgess & Niple, Inc.	R	3/31/2016			001845		4,860.50
01108	Caps Service Center	R	3/31/2016			001846		225.00
00132	Clarksburg Water Board	R	3/31/2016			001847		210.00
00139	COE Fire Service Fee	R	3/31/2016			001848		74.82
00154	COE Sanitation	R	3/31/2016			001849		299.48
00943	Easypermit Postage	R	3/31/2016			001850		2,418.82
00236	Elkins Distributing Co., Inc.	R	3/31/2016			001851		17.25
00314	Guttman Energy, Inc.	R	3/31/2016			001852		3,237.20
00856	Christopher C. Smith	R	3/31/2016			001853		390.00
01114	Lakeside Equipment Corp.	R	3/31/2016			001854		2,101.00
00484	Mountaineer Gas Company	R	3/31/2016			001855		7,312.80
00499	Joseph New	R	3/31/2016			001856		162.00
01112	Playground Specialist, Inc.	R	3/31/2016			001857		23,580.00
00701	Toshiba Financial Services	R	3/31/2016			001858		89.00
00262	U.S Bank Equipment Finance	R	3/31/2016			001859		70.00
00143	COE General Fund 2	R	4/01/2016			001860		37,297.42
00149	COE Parks and Recreation	R	4/01/2016			001861		17,500.00

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VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 3/16/2016 THRU 4/04/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00158	COE Water Depreciation Account	R	4/01/2016			001863		4,276.41
00943	Easypermit Postage	R	4/01/2016			001864		223.83
00235	Elkins Building Comm.	R	4/01/2016			001865		3,861.46
00314	Guttman Energy, Inc.	R	4/01/2016			001866		1,694.19
00381	Grover C, Jackson, Jr.	R	4/01/2016			001867		1,800.00

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

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	49	235,796.27	0.00	235,796.27
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: Pool TOTALS:	49	235,796.27	0.00	235,796.27
BANK: Pool TOTALS:	49	235,796.27	0.00	235,796.27

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VENDOR SET: 01 Elkins

BANK: SEWDP Sewer Depreciation

DATE RANGE: 3/16/2016 THRU 4/04/2016

VENDOR I.D.	NAME	CHECK STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01113	Simmons Lumber, LLC	R	4/01/2016			000003		24,900.00

\*\* TOTALS \*\*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	24,900.00	0.00	24,900.00
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

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: SEWDP TOTALS:	1	24,900.00	0.00	24,900.00
BANK: SEWDP TOTALS:	1	24,900.00	0.00	24,900.00



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A/P HISTORY CHECK REPORT

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VENDOR SET: 01 Elkins

BANK: SEWPJ Sewer Project

DATE RANGE: 3/16/2016 THRU 4/04/2016

VENDOR I.D.	NAME	CHECK STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00085	Burgess & Niple, Inc.	R	3/31/2016			000028		31,214.87
00972	Kanawha Stone Company Inc.	R	3/31/2016			000029		98,258.32

\*\*\* TOTALS \*\*\*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	129,473.19	0.00	129,473.19
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	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: SEWPJTOTALS:	2	129,473.19	0.00	129,473.19
BANK: SEWPJ TOTALS:	2	129,473.19	0.00	129,473.19

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A/P HISTORY CHECK REPORT

PAGE: 6

VENDOR SET: 01 Elkins

BANK: WATIM Water System Improvement

DATE RANGE: 3/16/2016 THRU 4/04/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00332	Haymond, C. Morgan	R	3/17/2016			000012		22,489.75
00396	Kay Casto & Chaney PLLC	R	3/17/2016			000013		12.00
00453	McNeer, Highland, McMunn and V	R	3/17/2016			000014		1,975.60
01107	Division of Highways (Treas./R	R	3/17/2016			000015		13,731.75

\*\* TOTALS \*\*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	4	38,209.10	0.00	38,209.10
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:	NO	VOID DEBITS	VOID CREDITS
	0	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: WATIM TOTALS:	4	38,209.10	0.00	38,209.10
BANK: WATIM TOTALS:	4	38,209.10	0.00	38,209.10
REPORT TOTALS:	56	428,378.56	0.00	428,378.56

SELECTION CRITERIA

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

CHECK RANGE: 000000 THRU 999999  
DATE RANGE: 3/16/2016 THRU 4/04/2016  
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: NO  
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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