

Approved Minutes

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING MINUTES

***401 Davis Avenue
Council Chamber, 2nd Floor
August 2, 2018
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 R.C. Chenoweth, M. D. Cuonzo, C.H. Friddle, III, M.M. Hazen, C. L. Metheny, E.R. Ochsendorf, D.C. Parker, L.H. Vest and R. A. Woolwine; Police Chief G. Galloway; Fire Chief T. W. Meader; City Attorney G. S. Roberts; City Clerk J.R. Sutton (acting as recording secretary); and Inter-Mountain Reporter B. Johnson.

Cm. C.C. Lowther; City Treasurer T. Judy; and Operations Manager R.P. Pingley were absent.

MINUTES

Cm. Metheny, **MOVED APPROVAL OF THE MINUTES OF THE JULY 19, 2018.** The motion carried.

NEW BUSINESS

Cm. Woolwine, **MOVED APPROVAL OF ORDINANCE 256: AN ORDINANCE AMENDING FLOOD PLAIN ORDINANCE 114 (1ST OF TWO READINGS).** The motion carried.

Cm. Woolwine, **MOVED APPROVAL OF RESOLUTION 1142: APPROVING INVOICES RELATED TO THE WATER SYSTEM IMPROVEMENT PROJECT AND AUTHORIZING PAYMENT THEREOF.** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1145: ADOPTING AND IMPLEMENTING NEW PERSONNEL POLICIES CONCERNING EMPLOYEE CLASSIFICATION AND COMPENSATION.** The motion carried.

Cm. Woolwine, **MOVED APPROVAL FOR COUNCIL TO ENTER INTO EXECUTIVE SESSION IN REGARDS TO A PERSONNEL MATTER.** The motion carried. Council entered into executive session at 7:09 p.m. and returned at 7:25 p.m. The Chair announced that no action was taken.

Cm. Friddle, **MOVED APPROVAL OF RESOLUTION 1146: AUTHORIZING COMPENSATION ADJUSTMENT FOR CITY EMPLOYEES.** The motion carried.

Cm. Metheny, **MOVED APPROVAL OF BEANDER'S REQUEST FOR ABCA CLASS A ENDORSEMENT LETTER FOR MSFF WEEKEND.** The motion carried. Cm. Woolwine abstained from the vote due to his membership on the MSFF Board.

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The Clerk reported that the City of Elkins 2018 Strategic Plan draft was now available for public review. There will be multiple opportunities and methods for the public to view and provide feedback on the plan including speaking during council public comment periods; entering written comments to the City Clerk; and attending a public forum on August 22 at the Randolph County Community Arts Center from 6:30 p.m. – 8:30 p.m. The plan is available to view online at the City’s website and paper copies will be provided upon request.

APPROVAL OF VENDOR INVOICE PAYMENTS

Cm. Woolwine, **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 July 16 – 27, 2018

CORRESPONDENCE AND NOTIFICATIONS

Council received the following correspondence and notifications:

- Issued building permits.
- Events

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

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
180187	Jones, Greg	118 Whisperwood Dr.	Storage Building	1,800.00
180188	Hyre, Loren	29 Dowell St	Roof	5,000.00
180189	Alvarado, Brenda	97 John St.	Roof	5,000.00
180190	It's An Olive Dear, LLC	328 Randolph Ave.	Office Remodel & Install Half Bath	5,000.00
180191	Schoonover, Lawrence	200 S Randolph Ave.	Build Deck on Rear of House	10,461.00
180192	Nollenberger, Fred	143 Buffalo St.	Storage Building	5,179.00
180193	Halle, Shane	606 Central St.	Swimming Pool	1,500.00
180194	Wing, Larry	9 Cherry St.	Driveway & Sidewalk	6,000.00
180195	Arbogast, Paula	1516 S Davis Ave.	Re-Roof	13,800.00
180196	Hankey, Hazel	149 Robert E Lee Ave Ext.	Replace Soffit, Fascia, Gutter & Downspouts	8,000.00

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180197	Miller, Michael	104 Vista Ave.	16' X 24' Storage Building	20,000.00
180198	Phares, Gail	124 Chestnut St.	Accessible Ramp	1,000.00
180199	Youth Health Services, INC	971 Harrison Ave.	Concrete Pad and Sidewalks	22,500.00
180200	Carroll, James	451 Central St	Replace Windows, Doors & Siding	2,500.00
180201	Kyle, Phil	115 Orchard St.	Re-roof Storage Building	400.00
180202	Wilson, Thomas Jr.	118 Sunset Dr.	Build 8' X 16' Deck	2,500.00
180203	Ware, Karen	112 Eleventh St.	Replace 3 Sections of Sidewalk	350.00
180204	Aucremanne, Danial	110 Henry Ave.	Replace Water Lines	500.00
180205	Teter, Richard	28 Baxter St	Concrete Driveway & Sidewalk 900 Sq. Ft	7,000.00
180206	The Digital Soup	192 High St. (AT&T Tower)	Stand-by Generator	2,000.00

MAYOR'S COMMENTS

Teams from all over the region were in Elkins last week for the Ohio Valley Babe Ruth Tournament. Over six hundred people attended the Opening Day dinner at the Phil Gainer Community Center. Glass recycling opened on August 1, 2018. The Water Treatment Plant Open House was a great success. This weekend is the Jazz Fest organized by Elkins Main Street and National Kids Day at the PGCC. Next Saturday (8/11) is Augusta in the Park. The Mayor recorded a video with PBS at the Elkins Depot today.

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

The meeting adjourned at 7:46 p.m.

*Approved by council at the meeting
of August 16, 2018*

Van T. Broughton, Mayor

Attest:

Jessica R. Sutton, City Clerk

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 7/16/2018 THRU 7/27/2018

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00116	Child Support Enforcement							
I-CDS201807170568	Child Support	R	7/17/2018	1,169.52		005373		1,169.52
00121	Citizens Bank of WVFP							
I-FP 201807170568	Fire Pension	R	7/17/2018	609.97		005374		609.97
00122	Citizens Bank of WVFP							
I-PP 201807170568	Police Pension	R	7/17/2018	126.41		005375		
I-PPN201807170568	Police Pension-2010 Forward	R	7/17/2018	546.47		005375		672.88
00147	COE Misc							
I-MIS201807170568	Misc Reimbursements	R	7/17/2018	265.99		005376		265.99
00150	COE Payroll							
I-T1 201807170568	Federal Withholding	R	7/17/2018	10,911.95		005377		10,911.95
00151	COE Payroll							
I-T3 201807170568	FICA	R	7/17/2018	12,007.54		005378		
I-T4 201807170568	Medicare	R	7/17/2018	3,794.00		005378		15,801.54
00152	COE Payroll							
I-T2 201807170568	State Withholding	R	7/17/2018	5,061.00		005379		5,061.00
00203	Davis Trust Company							
I-CC 201807170568	Employee Christmas Club	R	7/17/2018	930.00		005380		930.00
00721	Live United							
I-UW 201807170568	United Way	R	7/17/2018	15.00		005381		15.00
00741	Great-West Retirement Services							
I-VF 201807170568	Voya	R	7/17/2018	452.00		005382		452.00
00747	Washington National Insurance							
I-WN 201807170568	Washington National Insurance	R	7/17/2018	521.68		005383		521.68
00837	COE Payroll Reimbursement							
I-001201807170568	Payroll Reimbursement	R	7/17/2018	47,569.07		005384		
I-006201807170568	Payroll Reimbursement	R	7/17/2018	8,363.82		005384		
I-035201807170568	Payroll Reimbursement	R	7/17/2018	8,495.04		005384		
I-680201807170568	Payroll Reimbursement	R	7/17/2018	16,588.02		005384		
I-681201807170568	Payroll Reimbursement	R	7/17/2018	14,722.50		005384		95,738.45
00006	AFLAC							
I-AF 201807030567	Aflac-After Tax Ins	R	7/17/2018	83.98		005385		
I-AF 201807170568	Aflac-After Tax Ins	R	7/17/2018	83.98		005385		
I-AFL201807030567	Aflac Insurance	R	7/17/2018	96.85		005385		
I-AFL201807170568	Aflac Insurance	R	7/17/2018	96.85		005385		361.66

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 7/16/2018 THRU 7/27/2018

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00242	Elkins Professional Firefighte							
I-EPF201807030567	Elkins Professional FF	R	7/17/2018	60.00		005386		
I-EPF201807170568	Elkins Professional FF	R	7/17/2018	60.00		005386		120.00
00591	Retiree Health Benefit Trust F							
I-RHB201807170568	Retiree Health Benefit Trust	R	7/17/2018	12,993.00		005387		
I-RHBTRetirees 7/18	RHBT Retires July 2018	R	7/17/2018	1,862.00		005387		14,855.00
00792	WV Consolidated Retirement Boa							
I-RTD201807030567	Retirement	R	7/17/2018	9,122.85		005388		
I-RTD201807170568	Retirement	R	7/17/2018	9,146.50		005388		18,269.35
00805	FBMC							
I-MFB201807030567	Mt. Flex Benefit	R	7/17/2018	1,317.05		005389		
I-MFB201807170568	Mt. Flex Benefit	R	7/17/2018	1,317.05		005389		2,634.10
00810	WV Public Employee Insurance A							
I-BL 201807170568	Basic Life Benefit	R	7/17/2018	99.60		005390		
I-BL1201807170568	Basic Life Benefit +	R	7/17/2018	1.56		005390		
I-DL 201807030567	Dependent Life	R	7/17/2018	56.60		005390		
I-DL 201807170568	Dependent Life	R	7/17/2018	49.96		005390		
I-ICA201807030567	Ins - Emp/Child-Plan A	R	7/17/2018	766.00		005390		
I-ICA201807170568	Ins - Emp/Child-Plan A	R	7/17/2018	766.00		005390		
I-ICB201807030567	Ins- Emp/child - Plan B	R	7/17/2018	1,314.00		005390		
I-ICB201807170568	Ins- Emp/child - Plan B	R	7/17/2018	1,314.00		005390		
I-IFA201807030567	Ins - Family - Plan A	R	7/17/2018	8,588.00		005390		
I-IFA201807170568	Ins - Family - Plan A	R	7/17/2018	8,588.00		005390		
I-IFB201807030567	Ins - Family - Plan B	R	7/17/2018	5,756.50		005390		
I-IFB201807170568	Ins - Family - Plan B	R	7/17/2018	5,756.50		005390		
I-IFD201807030567	Ins-Fam-Plan B - Post Tax	R	7/17/2018	383.00		005390		
I-IFD201807170568	Ins-Fam-Plan B - Post Tax	R	7/17/2018	383.00		005390		
I-ISA201807030567	Ins - Single - Plan A	R	7/17/2018	3,496.50		005390		
I-ISA201807170568	Ins - Single - Plan A	R	7/17/2018	3,496.50		005390		
I-ISB201807030567	Ins-Single - Plan B	R	7/17/2018	1,278.00		005390		
I-ISB201807170568	Ins-Single - Plan B	R	7/17/2018	1,278.00		005390		
I-OL 201807030567	Optional Life	R	7/17/2018	191.50		005390		
I-OL 201807170568	Optional Life	R	7/17/2018	189.50		005390		
I-TOF201807030567	Tobacco Surcharge Family	R	7/17/2018	400.00		005390		
I-TOF201807170568	Tobacco Surcharge Family	R	7/17/2018	400.00		005390		
I-TOS201807030567	Tobacco Surcharge Single	R	7/17/2018	100.00		005390		
I-TOS201807170568	Tobacco Surcharge Single	R	7/17/2018	100.00		005390		44,752.72
00952	WV Consolidated Retirement Boa							
I-RTF201807030567	Retirement	R	7/17/2018	1,139.26		005391		
I-RTF201807170568	Retirement	R	7/17/2018	1,277.24		005391		
I-RTN201807030567	Retirement	R	7/17/2018	2,009.42		005391		
I-RTN201807170568	Retirement	R	7/17/2018	2,063.34		005391		6,489.26

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 BANK: Pool Pooled Cash
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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00993	WV Consolidated Retirement Boa							
I-RT6201807030567	Retirement 6%	R	7/17/2018	3,252.13		005392		
I-RT6201807170568	Retirement 6%	R	7/17/2018	3,369.67		005392		6,621.80
01526	Randolph County Circuit Clerk							
I-GAR201807030567	Garnishment - 15-C-105	R	7/17/2018	175.84		005393		
I-GAR201807170568	Garnishment - 15-C-105	R	7/17/2018	175.84		005393		351.68
00032	Absolute Assurance Drug Test L							
I-93050	Random Testing/Pre-Emp Testing	R	7/20/2018	104.00		005394		104.00
00047	BB&T Governmental Finance							
I-9948000234-04 0718	SewerAerationEquip PMT 22/84	R	7/20/2018	2,256.75		005395		2,256.75
00085	Burgess & Niple, Inc.							
I-819187	4/29-5/26 Prof Services	R	7/20/2018	1,719.00		005396		
I-823683	Manhole Insp / TOPO	R	7/20/2018	7,243.66		005396		8,962.66
00126	City of Clarksburg							
I-20180716955	Compost Yard Waste June 2018	R	7/20/2018	209.40		005397		209.40
00130	Clarksburg Mack Sales Inc							
I-16140	Rear Suspension Work-05 Mack	R	7/20/2018	10,590.43		005398		10,590.43
00211	Depot Welcome Center							
I-MAY 2018	Hotel/Motel May 2018	R	7/20/2018	2,025.58		005399		2,025.58
00314	Guttman Energy, Inc.							
I-F53723424	Fleet Fuel 7/2/18-7/8/18	R	7/20/2018	2,311.42		005400		2,311.42
00436	Mary's Greenhouse							
I-1302	1 Flat Begonias/7 Hostas	R	7/20/2018	47.60		005401		47.60
00465	Steve's Electrical Service LLC							
I-380037	Lights-HSchool/Ginos/Harrison	R	7/20/2018	550.00		005402		550.00
00468	Miss Utility of West Virginia,							
I-WV18-2734	Message Fees June 2018	R	7/20/2018	79.80		005403		79.80
00572	Randolph County CVB							
I-MAY 2018	Hotel/Motel May 2018	R	7/20/2018	8,102.33		005404		8,102.33
00590	Reserve Account - Pitney Bowes							
I-UB TERM 071918	UB Term Notices	R	7/20/2018	389.88		005405		389.88

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 BANK: Pool Pooled Cash
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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00591	Retiree Health Benefit Trust F							
I-CKRQ JULY-Council	RHBT JULY Chenoweth/Woolwine	R	7/20/2018	366.00		005406		366.00
00738	Vertical Transport Consulting, Annual Elevator Inspections	R	7/20/2018	125.00		005407		125.00
00810	WV Public Employee Insurance A							
I-CKREQ-TFOSTER	BasicLife TFoster- Military Lv	R	7/20/2018	1.20		005408		
I-CKRQ Chenoweth Ins	Health Ins R Chenoweth/Council	R	7/20/2018	955.20		005408		
I-CKRQ Woolwine Ins	Health Ins-Woolwine/Council	R	7/20/2018	954.78		005408		
I-FY18-19 ADMIN FEE	FY18/19 Admin Fee	R	7/20/2018	4,450.00		005408		6,361.18
01559	Ryan Summerfield							
I-TRVL JULY2018	Ryan Summerfield	R	7/20/2018	474.12		005409		474.12
01634	Valerie Mayes							
I-071318-52193	Overpayment -Citation 52193	R	7/20/2018	5.00		005410		5.00
01636	JB Catering Excellence LLC							
I-1009/071818	Mexican Fajita Bar Lunch 40	R	7/20/2018	259.60		005411		259.60
00055	Paul Bender							
I-JULY2018-DETAIL	July Detailing of Cruisers	R	7/25/2018	850.00		005412		850.00
00088	Busch, Zurbuch & Thompson, PLL							
I-INV 21261/Poling	Services JUNE 2018	R	7/25/2018	157.50		005413		157.50
00120	Citizens Bank of WV							
I-4954558 July 18	17FD F250 CC 4x4-4954558	R	7/25/2018	893.59		005414		893.59
00236	Elkins Distributing Co., Inc.							
I-52004/00034860	5 Jugs Water	R	7/25/2018	28.75		005415		28.75
00243	Elkins Randolph County Chamber							
I-Fireworks 07/18	Independence Day Contribution	R	7/25/2018	1,000.00		005416		1,000.00
00314	Guttman Energy, Inc.							
I-F53749557T	Fleet Fuel 7/9-7/15/18	R	7/25/2018	3,279.82		005417		3,279.82
00457	Metalworks, Inc.							
I-10140	Manufacture 27ft handrail	R	7/25/2018	1,684.00		005418		1,684.00
00483	Mountain Valley Bank							
I-1202553-16/0718	1202553/16 12/60 F250 CG	R	7/25/2018	582.98		005419		582.98

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 7/16/2018 THRU 7/27/2018

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00582	Region VII Plan. & Development							
I-070218 FY18-19	Assessment Dues FY 18-19	R	7/25/2018	7,094.00		005420		7,094.00
00701	Toshiba Financial Services							
I-361746076 070618	LM MS3150 contract pmt	R	7/25/2018	68.45		005421		
I-361746118 070618	T-Estudio 2550C contract pmt	R	7/25/2018	209.19		005421		277.64
00779	Woodford Oil Company							
I-3633648	#2Diesel Clear	R	7/25/2018	1,164.00		005422		1,164.00
01638	Cristal Blackburn							
I-CKREQ 072318	Refund for meter testing	R	7/25/2018	45.00		005423		45.00
01639	Brenda White							
I-CKREQ 072318	WMachine Repair/DirtyWater	R	7/25/2018	138.58		005424		138.58
00483	Mountain Valley Bank							
I-1202553/15 JULY	1202553/15 12/60	R	7/25/2018	841.79		005425		841.79
00805	FBMC							
I-CKREQ July Chenwth	Robert Chenoweth-Council-JULY	R	7/27/2018	36.18		005426		36.18
01640	Matt Fisher							
I-CKREQ Refund Pav	Refund for Pavillion	R	7/27/2018	65.00		005427		65.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	55	287,965.13	0.00	287,965.13
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

VENDOR SET: 01 BANK: Pool TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	55	287,965.13	0.00	287,965.13
BANK: Pool TOTALS:	55	287,965.13	0.00	287,965.13

VENDOR SET: 01 Elkins

BANK: WATIM Water System Improvement

DATE RANGE: 7/16/2018 THRU 7/27/2018

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01142	Evoqua Water Technologies LLC							
I-903583749	contracted services	R	7/19/2018	168,883.10		000139		168,883.10

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	168,883.10	0.00	168,883.10
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:	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: WATIM TOTALS:	1	168,883.10	0.00	168,883.10
BANK: WATIM TOTALS:	1	168,883.10	0.00	168,883.10
REPORT TOTALS:	56	456,848.23	0.00	456,848.23

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 7/16/2018 THRU 7/27/2018
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
