

***Proposed Minutes***

**ELKINS COMMON COUNCIL  
PUBLIC HEARING  
MINUTES**

***401 Davis Avenue  
Council Chamber, 2nd Floor  
November 1, 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.C. Lowther, E.R. Ochsendorf, D.C. Parker, L.H. Vest and R. A. Woolwine; Police Chief G. Galloway; City Treasurer T. Judy; Fire Chief T. W. Meader; Operations Manager R.P. Pingley; City Attorney G. S. Roberts; City Clerk J.R. Sutton (acting as recording secretary); and Inter-Mountain Reporter B. Johnson.

C. L. Metheny was absent

Mayor Broughton opened the floor for comment for Ordinance 257: An Ordinance Revising Schedule No. 8 of the City's Current Sewer Tariff No. 12 and Including a New Schedule No. 9 to the City's Current Sewer Tariff No. 12

No comments were entered

Mayor V.T. Broughton adjourned the hearing at 7:02 p.m.

**ELKINS COMMON COUNCIL  
REGULAR COUNCIL MEETING  
MINUTES**

***401 Davis Avenue  
Council Chamber, 2nd Floor  
November 1, 2018  
Immediately following public hearing***

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.C. Lowther, E.R. Ochsendorf, D.C. Parker, L.H. Vest and R. A. Woolwine; Police Chief G. Galloway; City Treasurer T. Judy; Fire Chief T. W. Meader; Operations Manager R.P. Pingley; City Attorney G. S. Roberts; City Clerk J.R. Sutton (acting as recording secretary); and Inter-Mountain Reporter B. Johnson.

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C. L. Metheny was absent.

**PUBLIC COMMENT**

Nanci Bross-Fregonara, 210 Boundary Ave, mentioned Ruby York’s recent passing and how she was as advocate for pedestrian crossing for many years. Mrs. Fregonara would like to see the City embark on a campaign similar to what was done to correct parking violations, but directed towards educating on and enforcing pedestrian crossing right of way. She also requested that stop signs be placed on Davis Ave at the intersection with 4<sup>th</sup> Street. With the YMCA and Old Brick Playhouse on opposite corners, there is a high concentration of youth and it is difficult to see around the corners to pull out.

**MINUTES**

Cm. Ochsendorf, **MOVED APPROVAL OF THE MINUTES OF THE OCTOBER 18, 2018 MEETING.** The motion carried.

**NEW BUSINESS**

Elkins Police Department Chief G. Galloway provided a brief introduction of Dustin George, followed by his swearing-in as an officer for the EPD by the City Clerk.

Cm. Parker, **MOVED APPROVAL OF ORDINANCE 257: AN ORDINANCE REVISING SCHEDULE NO. 8 OF THE CITY’S CURRENT SEWER TARIFF NO. 12 AND INCLUDING A NEW SCHEDULE NO. 9 TO THE CITY’S CURRENT SEWER TARIFF NO. 12 (2<sup>ND</sup> AND FINAL READING).** The motion carried.

Cm. Woolwine, **MOVED APPROVAL OF RESOLUTION 1166: APPROVAL OF BUDGET REVISION 2019-001-04 FOR FISCAL YEAR 2019.** In accordance with the requirements of the state auditor’s office for interdepartmental budget revisions, the chair ordered a roll-call vote. The recording secretary called roll in random order. The motion carried. Council votes were as follows:

R. Chenoweth	Yes	C. Lowther	Yes	L. Vest	Yes
M. Cuonzo	Yes	C. Metheny	Absent	R. Woolwine	Yes
C. Friddle, III	Yes	G. Ochsendorf	Yes	Mayor V. Broughton (in case of tie)	n/a
M. Hazen	Yes	D. Parker	Yes		

Cm. Woolwine, **MOVED APPROVAL OF RESOLUTION 1167: APPROVAL OF BUDGET REVISIONS 1 AND 2 FOR FISCAL YEAR 2019.** The motion carried.

Cw. Hazen, **MOVED APPROVAL OF RESOLUTION 1168: AUTHORIZATION FOR THE CREATION OF AN ADMINISTRATIVE ASSISTANT WITHIN THE OPERATIONS DEPARTMENT, AND AUTHORITY TO HIRE.** The motion carried.

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Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1169: AUTHORIZATION FOR THE ELIMINATION OF THE ANNUAL STIPEND POLICY.** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL OF A LETTER OF SUPPORT FOR THE ELKINS-RANDOLPH COUNTY CHAMBER OF COMMERCE PARTICIPATION IN THE ACT WORK READY COMMUNITIES INITIATIVE.** The motion carried.

The City Clerk presented a timeline containing all the action items within the recently adopted 2018-2023 Strategic Plan. Breakdowns for each Committee will be provided at their respective upcoming meetings. Council anticipates reviewing the full plan and timeline twice annually.

Cw. Hazen, **MOVED APPROVAL FOR COUNCIL TO ENTER INTO EXECUTIVE SESSION FOR A PERSONNEL MATTER.** The motion carried. Council entered executive session at 7:25 p.m. and returned at 7:35 p.m. The Chair announced that no action was taken.

**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 October 15 – 26, 2018.

**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>
180269	Dumire, William	403 Sixteenth St.	Re-Roof	4,970.00
180270	Coop, Dwight	312 Graham St.	Replace Two Showers	11,089.00
180271	McLaughlin, Frances	65 Thirteenth St	Build Steps & Ramp into Front of House	3,200.00
180272	Hutton, Bradford	500 Center St.	Fence	500.00
180273	Gray, Laurie	1404 Lavalette Ave.	Re-Roof	2,400.00

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<b>ISSUED BUILDING PERMITS</b>				
<b>Permit</b>	<b>Applicant</b>	<b>Location</b>	<b>Description</b>	<b>Value</b>
180274	Sleeman, Jacqueline	222 Worth Ave.	Install Metal Roof	3,200.00
180275	Good Shepherd Assembly of God	312 Wilson St.	Ramp	600.00
180276	Gongola, Andrew	1309 Livingston Ave.	Demolition	2,000.00
180277	Higgins, Robert	115 Edgewater Dr.	Storage Building	3,000.00
180278	Shomo, Charles & Linda	5 Dowell St.	Remodel (Need Elevation Certificate)	2,000.00
180279	Reckart Logistics, Inc	929 S Davis Ave.	Replace 3 HVAC Units	27,000.00
180280	Zickefoose, Barbara	115 High St.	Demolition	3,000.00
180281	Totten, Kathryn	102 Wilson St.	Fence	250.00
180282	Masterpiece Inc.	314 Davis Ave.	Steps and Sidewalk	22,000.00
180283	Elkins Housing Authority	1 Stoddard Ave.	Electric Lighting	71,226.00
180284	Hamilton, Terry	117 Elm St	Install Metal Roof	21,370.00
180285	Davis Trust Bank	301 Davis Ave.	Install Drop Ceiling & Repair Floor	4,300.00
180286	Taylor, Jeffrey	245 Diamond St.	Install Metal Roof	10,600.00

**MAYOR'S COMMENTS****Events and Meetings Held**

10/20/18—Electronic Recycling Event, Phil Gainer Community Center  
 10/20/18—United Way Charity Auction, First United Methodist Church  
 10/22/18—Round Table Meeting, Davis Memorial Hospital  
 10/22/18—Region VII Planning & Development Council Meeting, Event Center, Buckhannon  
 10/23/18—Huttonsville Correctional Center Citizens Advisory Committee Meeting  
 10/23/18—Recycling Committee Meeting  
 10/24/18—Kump House Endowment Trust Meeting, Elkins City Hall  
 10/24/18—Planning Commission Meeting  
 10/24/18—Grand Opening, Mon Health Heart & Vascular Center  
 10/24/18—Red Ribbon Week Proclamation Signing with the Civil Air Patrol  
 10/25/18—Attended Municipal League Meeting and Dinner in Buckhannon  
 10/26/18—Downtown Trick or Treat with Councilman Friddle and Councilwoman Hazen

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- 10/29/18—Special Call Finance Committee Meeting
- 10/29/18—Public Meeting for the Phase II Sewer Separation Project
- 10/30/18—Candlelight Vigil for Domestic Violence Awareness—Woodford Memorial Church
- 10/31/18—Municipal Properties Committee Meeting
- 10/31/18—Davis Memorial Hospital Free Pop-Up Flu Clinic for the Public
- 10/31/18—Elkins Residential Neighborhood Trick or Treat

**Upcoming Events**

- 11/06/18—Elkins City Hall Closed for General Election
- 11/8/18—12:00—Rules & Ordinance Committee Meeting—Room 212 Elkins City Hall
- 11/10/18—12:00-1:00 p.m.—Veteran’s Day Parade—Downtown Elkins
- 11/11/18—11:00 a.m.—Veteran’s Day Ceremony—All Veteran’s Memorial
- 11/12/18—Elkins City Hall Closed for Veteran’s Day

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

The meeting adjourned at 7:45 p.m.

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

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Van T. Broughton, Mayor

*Attest:*

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Jessica R. Sutton, City Clerk