

# ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING AGENDA

*401 Davis Avenue  
Council Chamber, 2nd Floor  
November 20, 2014  
7:00 p.m.*

- 1. Invocation and Pledge of Allegiance**
- 2. Call to order and roll call**
- 3. Agenda adjustments**

The following agenda items were added or changed more than two business days before this meeting, as per the Open Governmental Meetings Act (W. Va. Code § 6-9A) and W. Va. Ethics Commission Open Meetings Advisory Opinion 2004-10.

- a. *Resolution 668*: Extending the maturity date of the Ohio Valley Bank line of credit, Waterworks Bond Anticipation Notes, Series 2011 A, for the water system improvement project.
- b. Randolph Avenue pedestrian safety/noise plan.
- c. *Resolution 669*: Budget revision 3, funding repair of a police vehicle.
- d. *Resolution 670*: Budget revision 4, funding community development training for city clerk.
- e. *Resolution 671*: Authorizing an end-of-year stipend for city employees.
- f. *Resolution 672*: Authorizing transfer of General Fund I account from Huntington Bank to Mountain Valley Bank.

- 4. Public comment**
- 5. Informational presentation**

- a. Annual report from Elkins Depot Welcome Center.

- 6. Minutes**

- a. Minutes proposed for the regular council meeting of October 16, 2014.

- 7. New business**

- a. America's Best Communities grant update.
- b. City hall schedule on November 28<sup>th</sup> (day after Thanksgiving).
- c. Door prize for staff Christmas party.

- d. *Ordinance 184*: Purchase of Elkins National Guard Armory by City of Elkins. Second and final reading.
- e. *Ordinance 185*: Process for requesting abandonment of a city street, alley, or other right-of-way. Second and final reading.
- f. *Resolution 659*: Appointing and establishing a wage for T. Fox as Acting Treasurer.
- g. *Resolution 660*: Establishing the new position of Assistant Supervisor of the Sanitation Department.
- h. *Resolution 661*: Adopting reorganization plan for Water Distribution Department.
- i. *Resolution 662*: Authorizing regular full-time status and establishing a wage for E. Hiner as Assistant Supervisor of the Water Distribution Department.
- j. *Resolution 663*: Approval of maintenance agreement with Hart Office Solutions for Municipal Court copier.
- k. *Resolution 664*: Authorizing draft on the Ohio Valley Bank line-of-credit for the water system improvement project.

Vendor	Invoice No. or Desc.	Amount
Hart Appraisals	EWP 08272013	\$300
Hart Appraisals	WANLESS 05142014	\$350
Hart Appraisals	WARE 10242013	\$300
Hart Appraisals	KIMBREW 09232014	\$150

- ~~l. *Resolution 665*: Appointing and establishing a salary for B. Jones as sole Municipal Court judge. (DELAYED PENDING REVIEW OF FINANCE COMMITTEE)~~
- m. *Resolution 666*: Accepting the terms and authorizing execution of contract for Feral Pigeon Damage Management with USDA APHIS.
- n. *Resolution 667*: Authorizing draft on the Ohio Valley Bank line-of-credit for the water system improvement project.

Vendor	Invoice No. or Desc.	Amount
McNeer, Highland, McMunn & Varner	75726	\$2,950.00
McNeer, Highland, McMunn & Varner	75725	\$1,730.00

- o. *Resolution 668*: Extending the maturity date of the Ohio Valley Bank line of credit, Waterworks Bond Anticipation Notes, Series 2011 A, for the water system improvement project.
- p. Randolph Avenue pedestrian safety/noise plan.
- q. *Resolution 669*: Budget revision 3, funding repair of a police vehicle.
- r. *Resolution 670*: Budget revision 4, funding community development training for city clerk.
- s. *Resolution 671*: Authorizing an end-of-year stipend for city employees.
- t. *Resolution 672*: Authorizing transfer of city funds from Huntington Bank to Mountain Valley Bank.

## 8. Approval of vendor invoice payments

Vendor invoices presented for approval:

- Accounts Payable check transactions printed November 17, 2014 and totaling \$3,012,773.76.

(Available for public review in the city clerk's office two business days before this meeting.)

## 9. Correspondence and Notifications

- Application submitted by police department to W. Va. Homeland Security Grant Program to fund purchase of compatible radios.
- Treasurer's presentation of first-quarter financial statements for the General, Sanitation, and Landfill Funds, as required by the *Protocol for the Adoption and Revision of Water, Sanitation, and Landfill Fund Budgets* adopted June 5, 2014, via Resolution 598.
- Proposed Third Street streetscape plan prepared by W. Va. chapter of American Institute of Architects in collaboration with Elkins ON TRAC/Main Street.

## 10. Committee reports

### Building Committee

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

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
1852	Siewart, Terry	129 Harpertoen Rd.	Repair & replace, termite damage	\$7,000
1853	Bates, Gary	513-1/2 Davis Ave.	Install 8 squares of shingles	\$1,000
1854	Price, Michael	79 Oak Crest Dr.	Install backup generator	\$21,314
1855	Taylor, Louella	514 Wilson St.	Electrical inspection	\$400
1856	Williams, Jeff	324 Graham St.	Replace fence	\$11,640
1857	Holland Investment Group	2 Locust St.	Remodel to use third floor	\$10,000
1858	Shreve, Redgie	108 Bruce St.	Emergency electrical inspection	\$1,000
1859	Simmons, Ronald	415 Davis St.	Electrical up-grade	\$3,200
1860	Brown, John	209 Sycamore St.	Re-roof front half of house	\$6,600

1861	Mussi, Richard Jr.	140 Orchard St.	Electrical service upgrade	\$1,000
1862	Metheny, Jerry	Seneca Mall over 7 Performance	Remodel for 7 Performance	\$8,000
1863	Pritt, Ed	108 Fifteenth St.	Re-roof	\$2,000
1852	Siewart, Terry	129 Harpertoen Rd.	Repair & Replace, Termite Damage	\$7,000
1853	Bates, Gary	513-1/2 Davis Ave.	Install 8 Square of Shingles	\$1,000
1854	Price, Michael	79 Oak Crest Dr.	Install Backup Generator	\$21,314
1855	Taylor, Louella	514 Wilson St.	Electrical Inspection	\$400
1856	Williams, Jeff	324 Graham St.	Replace Fence	\$11,640
1857	Holland Investment Group	2 Locust St.	Remodel to use Third Floor	\$10,000
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1859	Simmons, Ronald	415 Davis St.	Electrical Up-Grade	\$3,200
1860	Brown, John	209 Sycamore St.	Re-Roof Front Half of House	\$6,600
1861	Mussi, Richard Jr.	140 Orchard St.	Electrical Service Upgrade	\$1,000
1862	Metheny, Jerry	Seneca Mall over 7 Performance	Remodel for 7 Performance	\$8,000
1863	Pritt, Ed	108 Fifteenth St.	Re-Roof	\$2,000
1864	Rice, William	1313 Livingston Ave.	Fence	\$4,000
1865	Bush, Zurbach & Thompson	26 High St.	Roof Over Existing Deck	\$3,000
1866	Holland Enterprises	Town Center Mall	Silicone Roof Coating	\$18,361
1867	York, Ruby	208 Buffalo St.	Water Heater Vent	\$650
1868	Wiest, James H & Mildred	319 Main St.	Electric Service	\$1,000
1869	Mills, Cheryl	400 Wilson St.	Back-up Generator	\$7,133
1870	C G P Development Inc.	1513 Harrison Ave. Suite 3	Remodel Interior into Offices	\$10,000
1871	Alsop, Jill	113 Ferndale Dr.	Install Insulation in Attic & Gable Vents	\$2,000
1872	Alberta, Gregory	14 Cherry St.	Build 10' X 10' Deck	\$940

**11. Administrative officer reports**

- a. Operations Manager
- b. Treasurer
- c. Police Chief
- d. Fire Chief

**12. Mayor's comments**

**13. Adjournment**