

# **REGULAR COUNCIL MEETING**

**February 16, 2012**

Elkins Common Council met in regular session in the council chamber of city hall at 7:00 p.m. Thursday, February 16, 2012. Present were Acting City Clerk Robert Pingley serving as Acting Mayor; Councilpersons: J. S. Bibey, N. E. Bross-Fregonara, V. T. Broughton, M. D. Cuonzo, T. Z. Hensil, C. G. Kinnison, C. L. Metheny, J. J. Sabatino, M. D. Scott, and R. A. Woolwine; Operations Assistant P. A. Blosser, Treasurer L. D. Daniels-Smith; Police Chief Captain H. R. White, Jr.; Fire Chief T. W. Meader; Executive Secretary L. M. Barrick taking minutes; City Attorney G. S. Roberts, and Inter-Mountain Reporter Anthony Gaynor.

## **AGENDA ADJUSTMENTS**

There were none.

## **PUBLIC COMMENT**

There was none.

## **CONSENT CALENDAR**

Cm. Broughton, seconded by Cw. Cuonzo, **MOVED COUNCIL APPROVE THE MINUTES OF THE MEETING OF FEBRUARY 2, 2012.** The motion carried.

## **OLD BUSINESS**

Cw. Cuonzo introduced the new City Clerk Sutton R. Stokes to the Council. Cw. Cuonzo noted that Mr. Stokes has worked in Montana, Baltimore, and has been a self-employed writer and researcher. The City Clerk Designee was welcomed by Council.

## **NEW BUSINESS**

Cw. Cuonzo, seconded by Cw. Bross-Fregonara, **MOVED COUNCIL APPROVE THE TRAVEL REQUEST FOR WES LAMBERT, CLASS II WATER OPERATOR, TO TRAVEL TO KEARNEYSVILLE, WV FEBRUARY 27 THROUGH MARCH 2, 2012 IN ORDER TO TAKE A WATER OPERATOR CLASS III TRAINING COURSE AND EXAMINATION.** The motion carried.

Cm. Hensil, seconded by Cm. Broughton, **MOVED COUNCIL APPROVE RESOLUTION 294 AUTHORIZING THE DRAW REQUEST/RESOLUTION 294 FOR WATER PROJECT BOND ANTICIPATION NOTES.** The motion carried.

911 Mapping and Addressing. Cm. Bibey spoke to Jim Wise, Randolph County 911 Director and he asked that he be allowed to address Council as the County is getting ready to move along with their addressing process. The County would like to confirm the City's decision on the 911 addressing before they finish their process. Mr. Wise addressed City Council. Cm. Woolwine asked if the City did not go with the 911 addressing if Landmark would assign different street names to the outlying areas instead of changing Elkins city street names. Cm. Metheny said that Council did not go with the 911 addressing in the past because of the cost to the citizens and the businesses. Cw. Cuonzo asked if a map is available. Cw. Cuonzo and Cm. Hensil requested that a copy of the map be brought to City hall for review by Council and citizens. Cm. Bibey asked Mr. Wise when information needs to be sent to Charleston for post offices to cross-match addresses. Cw. Bross-Fregonara asked Attorney Roberts to check into the liability to the City if the City does not change their addressing. Attorney Roberts recommended that this information be addressed as Attorney-Client Privilege. Ordinance 88 was passed by Elkins City Council prior to Attorney Roberts becoming Elkins City Attorney, Ms. Roberts will obtain a copy of the Randolph County Ordinance and review and compare. This matter will be continued at the March 1, 2012 City Council Meeting.

No action was taken on **THE REAPPOINTMENT OF ROB NESTOR TO THE PARKS COMMISSION FOR THE 6 YEAR TERM ENDING MARCH 2018.**

Cm. Hensil, seconded by Cm. Broughton, **MOVED COUNCIL APPROVE THE FULL TIME EMPLOYMENT OF TRACY FOX, ACCOUNTING CLERK II, TO FULL TIME EMPLOYMENT EFFECTIVE FEBRUARY 15, 2012.** The motion carried.

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No action was taken on **THE APPOINTMENT OF DR. MARY ANN DURLAND TO THE TREE BOARD.**

Cm. Broughton spoke to Council in regard to the Tree Board. He stated that the Tree Board met the previous week and Arborist Joel Hollen met with them and offered to help them by inspecting the trees at risk in the City. Cm. Broughton informed Council that he had spoken with the City Attorney and asked her to look into some issues in regard to trees and liability. City Attorney Roberts stated that since there is a Tree Board there will be some overlap and she will prepare information for review in regard to existing trees and new trees in the City.

Cw. Cuonzo, seconded by Cm. Woolwine, **MOVED COUNCIL APPROVE BUDGET REVISION #5 FOR THE CODE ENFORCEMENT DEPARTMENT.** The motion carried.

Cm. Bibey, seconded by Cm. Broughton, **MOVED COUNCIL APPROVE BUDGET REVISION #6 FOR THE MUNICIPAL COURT.** Cm. Woolwine, seconded by Cm. Broughton, **MOVED COUNCIL TABLE BUDGET REVISION #6 BECAUSE IT DID NOT GO THROUGH PROPER CHANNELS, IT DID NOT GO THROUGH THE FINANCE COMMITTEE OR THE TREASURER’S OFFICE.** The motion to table carried.

**APPROVAL OF VENDOR INVOICE PAYMENTS**

Cm. Broughton, seconded by Cm. Woolwine, **MOVED COUNCIL APPROVE THE INVOICES PRESENTED.** The motion carried. Cm. Woolwine questioned a payment made to Leslie Equipment Company for a 2” Hole Hog. Acting Mayor Bob Pingley explained that this is used to drill under roads.

**COMMITTEE REPORTS**

**BUILDING**

Cm. Sabatino, seconded by Cw. Bross-Fregonara, **MOVED COUNCIL GRANT PERMITS FOR THE SEVEN APPLICATIONS LISTED ON THE AGENDA.** The motion carried.

<b>BUILDING PERMITS TO BE ACTED UPON</b>				
<b>February 16, 2012</b>				
<b>PERMIT</b>	<b>APPLICANT</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>VALUE</b>
889	Knutti, Emil	132 Guy St	New Electrical Service and HVAC	\$ 7,500
890	Hartman, James	522 Yokum St	22' X 14' Garage Addition (308 Sq. Ft.)	\$ 5,000
891	Ratliff, Virginia	305/307 Alexander Av	Replace Shingle Roof	\$ 4,500
892	Otterbein U. M. Church/Parsonage	1100 South Davis Av	Replace Shingle Roof	\$ 35,000
893	Riverside School Assoc	5 River St	New 400 Amp Service / Lighting & Rec.on Front of the Building	\$ 4,470
894	Virginia Chapel Church	18 River St	Electrical Rewire	\$ 5,980
Com-01-12	D&E College Hermanson Center	100 Campus Dr	HVAC, Concrete Work to Make Dry Space	\$ 750,000

**SANITATION AND LANDFILL**

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Cm. Metheny stated there was a committee meeting held on Monday. There are some issues to discuss with Finance. There have been two companies interested in the Landfill. One of them seems viable. Also, the Sanitation Fund owes tipping fees to the Landfill.

**WATER**

No report.

**PARKS**

Cm. Broughton stated there was a Parks Commission meeting the previous week. A Public Meeting will be held at City Hall March 7, 2012 at 6:00 p.m.

**FINANCE**

Cm. Woolwine stated that Budget Workshops begin Wednesday, February 22, 2012 at 2:30.

**STREET**

No report.

**RULES AND ORDINANCES**

Cm. Scott said that he has included minutes in packets, including an answer for Cm. Hensil about garbage on property. A Fire Fee Ordinance is being drafted. Committee is following the case of the City of Bridgeport. Next meeting to be held on March 13, 2012. Correction in Minutes, Operations Manager is not City Manager. Committee is also working on Tree Ordinance with Parking Lots, Sign Ordinance, etc. which can be done as a Comprehensive Plan with Planning Commission.

**MUNICIPAL PROPERTY**

Cw. Bross-Fregonara stated next meeting to be held February 22 at 7:00 p.m. Committee will be talking about a couple of properties to move forward.

**PERSONNEL**

Cw. Cuonzo had no report. There will be no Personnel Committee meeting this month.

**PUBLIC SAFETY**

Cm. Bibey defers report to Police Chief Rob White. Next meeting to be held Wednesday, February 29 at 5:45.

**ADMINISTRATIVE OFFICER REPORTS**

**OPERATIONS MANAGER**

Operations Assistant Peggy Blosser said that the Street Department had snow removal duties last weekend. The tree trimming on rights-of-ways is complete. Water Distribution Core Drilling will continue tomorrow and possibly Saturday. Randolph Avenue Water Line was slowed by weather. Sound and acoustics in Council Chambers—have been told that problem can be solved with sound system. The City has received a price quotation of \$12,972 for sound system, currently checking with local company for additional quotation. City Hall will be closed Monday for Presidents Day.

**TREASURER**

Treasurer Lisa Daniels-Smith reported that Doris Williams is doing very well and anxious to come back to work. The staff of the Treasurer's Department as well as the Operations Assistant Peggy Blosser attended the Auditor's Budget Training in Charleston on Tuesday. The Treasurer's Office is already using the information learned in the training.

**POLICE**

Police Chief Captain H. R. White, Jr. reported about the Police Civil Service Test Entrance Exam. There were 38 applicants signed up to take the test, only 23 tested. Of those 23 tested, only 14 passed. The strength and agility test will be administered Thursday, February 23, 2012 at Davis and Elkins College. Promotions—several officers are ready to be promoted. These promotions have already been figured into the budget. These promotions will be detailed at the Public Safety Committee Meeting. Chief White has already spoken to the Police Civil Service Commission and they approve of the promotions. The Police Department has been contemplating a fee for fingerprinting. Many individuals use the Elkins Police Department for fingerprinting to obtain employment, housing, etc. and there has never been a fee for this service. The State Police have been charging \$20 for this service but they are going to stop altogether. Chief White is asking Council to consider instituting a fee to cover the cost of supplies for this service. This proposal will be presented to the Finance Committee in the future.

**FIRE CHIEF**

Fire Chief T. W. Meader reported that the Fire Department will be involved with the United Way Telethon on Saturday. The Volunteer Firemen will be manning the telephones from 7:00 through 9:00 p.m. Also, the Chief and Kate Reed will be hosting the event from 9:00 through 11:00 a.m.

**MAYOR'S COMMENTS**

Acting Mayor Pingley met with Robbie Morris in regard to the Railroad Avenue Streetscape Project. The Randolph County Development Authority intends to widen Railroad Avenue by 10' and put in sidewalks, curbs, drainage work, planting, and lights next to the Depot and possibly to Go Mart. The City has agreed to help them any way they could. The City will pave this street once the work is complete. The RCDA will put out their bids in March, the construction should start in April, and the project should be completed by mid-Summer.

**OTHER BUSINESS**

No other business.

The meeting adjourned at 8:05 p.m.