

Approved Minutes

**ELKINS COMMON COUNCIL
REGULAR COUNCIL MEETING
MINUTES**

*401 Davis Avenue
Council Chamber, 2nd Floor
April 4, 2013
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: J. S. Bibey, N. E. Bross-Fregonara, M. L. Marsteller, C. L. Metheny, L.E. Randall, J. J. Sabatino, M. D. Scott, and R. A. Woolwine; Operations Manager R.P. Pingley; Treasurer L. D. Daniels-Smith; Police Chief Captain H. R. White, Jr.; Fire Chief T. W. Meader; City Clerk S.R. Stokes (acting as recorder); City Attorney G. S. Roberts; and Inter-Mountain Reporter Brad Johnson.

Cw. M. D. Cuonzo was absent.

AGENDA ADJUSTMENTS

Resolution 440: Authorizing a draft on the Ohio Valley Bank line-of-credit to pay invoices from McNeer, Highland, McMunn and Varner; Robert Rodecker; Griffith and Associates; City of Elkins Water Department; and Chapman Technical Group for the water system improvement project.

PUBLIC COMMENT

There was none.

INFORMATIONAL PRESENTATION

Dave Clark, of Woodlands Development Group and Woodlands Community Lenders, discussed various projects of the two organizations.

CONSENT CALENDAR

Cm. Metheny, seconded by Cw. Bross-Fregonara, **MOVED THAT COUNCIL APPROVE THE MINUTES OF THE MEETING OF MARCH 21, 2013.** The motion carried.

Cm. Marsteller, seconded by Cm. Bibey, **MOVED THAT COUNCIL APPROVE THE MINUTES OF THE MEETING OF MARCH 25, 2013.** The motion carried.
NEW BUSINESS

Cw. Bross-Fregonara, seconded by Cm. Scott, **MOVED THAT COUNCIL APPROVE ORDINANCE 166, THE ANNEXATION OF A HOUSING AUTHORITY PROPERTY NEXT TO THE NORTH SCHOOL, ON SECOND AND FINAL READING.** The motion carried.

Cm. Scott, seconded by Cm. Marsteller, **MOVED THAT COUNCIL APPROVE ORDINANCE 167, REQUIRING RANDOM ORDER FOR ROLL-CALL VOTES, ON SECOND AND FINAL READING.** The motion carried.

Mayor Broughton asked City Clerk Stokes to speak concerning the agenda items for Resolution 437 and Resolution 439, both pertaining to requests that the city stand as fiscal agent for grants to outside organizations. Stokes explained that he, the city attorney, and the treasurer were requesting more time to update the city's grant administration procedures before presenting the grant applications for approval. Cm. Metheny, seconded by Cm. Woolwine, **MOVED THAT**

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COUNCIL POSTPONE CONSIDERATION OF RESOLUTION 437 AND RESOLUTION 439 UNTIL THE REGULAR COUNCIL MEETING OF APRIL 18. The motion carried.

Council next considered three requests to use or close city streets for special events, all of which had been reviewed and recommended for approval per the city's Events Protocol. Cm. Marstiller, seconded by Cm. Metheny, **MOVED THAT COUNCIL APPROVE THE THREE REQUESTS. The motion carried.** The approved requests were:

1. Mountain State Girls on the Run 5K, May 11.
2. Elkins ON TRAC Mountains Beckon Street Fair and Bicycle Parade, May 18.
3. Elkins ON TRAC Artists Gather Street Fair, August 2.

Cw. Bross-Fregonara, seconded by Cm. Metheny, **MOVED THAT COUNCIL ADOPT RESOLUTION 438, AUTHORIZING A STREET DEPARTMENT APPLICATION FOR A WV DEP FY 2014 LITTER CONTROL GRANT. The motion carried.**

Cm. Metheny, seconded by Cm. Marstiller, **MOVED THAT COUNCIL ADOPT RESOLUTION 440, AUTHORIZING A DRAFT ON THE OHIO VALLEY BANK LINE-OF-CREDIT TO PAY INVOICES FROM MCNEER, HIGHLAND, MCMUNN AND VARNER; ROBERT RODECKER; GRIFFITH AND ASSOCIATES; CITY OF ELKINS WATER DEPARTMENT; AND CHAPMAN TECHNICAL GROUP FOR THE WATER SYSTEM IMPROVEMENT PROJECT.** Cm. Metheny explained that, because of several cancelled Water Committee meetings, the end of the council term of the committee chair, and the length of time since some of the invoices had been presented, he had requested that the treasurer docket the invoices for council approval despite that the Water Committee had not yet reviewed them. All had been approved by the operations manager. **The motion carried.**

Cm. Sabatino, seconded by Cm. Metheny, **MOVED THAT COUNCIL APPROVE THE COST OF OVERNIGHT TRAVEL FOR OPERATIONS ASSISTANT PEGGY YOUNG TO ATTEND THE 2013 NATIONAL MAIN STREETS CONFERENCE IN NEW ORLEANS, APRIL 14-16. The motion carried.**

Cm. Woolwine, seconded by Cm. Metheny, **MOVED THAT COUNCIL ESTABLISH 6:30 P.M. ON APRIL 16, 2013 AS THE TIME AND DATE OF THE SPECIAL MEETING AT WHICH THE FY 2014 LEVY WILL BE LAID. The motion carried.**

APPROVAL OF VENDOR INVOICE PAYMENTS

Cm. Sabatino, seconded by Cm. Marstiller, **MOVED THAT COUNCIL APPROVE THE INVOICES PRESENTED.** The list of said invoices is attached and made part of this record. **The motion carried.**

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
1250	Gainer, John	132 Vector Ave.	Install stand-by generator	\$3,199
1251	Woodlands Development	22 Northview Dr.	1120 sq. ft. single family structure	\$97,000
1252	Volentir, Cristian	17 Central Street	Upgrade electrical service	\$1,500
1253	W. H. Mint LLC	100 Glendale Ave	8' x 12' rear deck	\$2,500
1254	Williams, Robert & Tammy	202 Barnard Ave	Install new sewer line	\$1,000
1255	Everhart, Mike	106 Bruce St.	Install stand-by generator	\$5,697

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ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
1256	Powell, Tim	120 Davis Ave.	Fire escape for third floor	\$1,150
1257	Twigg, James	211 Evergreen Dr.	Replace shingles	\$5,987
1258	Channell, Stephen W.	207 Graham St.	Metal roof	ON HOLD
1259	Cowgill, Robert	108 Evans Dr.	Replace shingles	\$4,872
1260	Bartgis, Dorathy	1720 S. Davis Ave.	Replace shingles	\$7,280
1261	Davis Memorial Hospital	119 Main St.	Remodel interior	\$5,000
1262	Elkins Church of God	1402 Taylor Ave.	Install new awning from storm damage	\$1,000
1263	Fletcher, Travis	123 Riverview Dr.	Metal roof	\$10,842
1264	Plishka, John	102 Maryland Ave.	Service inspection	(\$10 inspection fee)
1265	Holland Investment Group	607 Wilson	Electrical repairs & repair termite damage	\$10,000
1266	Holland Investment Group	609 Wilson	Repair plumbing	\$4,000
1267	Randolph County CVB	1302 N. Randolph Ave.	9' x 14' addition	\$16,500
1268	Swanson, Allen & Judy	107 Sylvester Dr.	Install stand-by generator	\$6,839
1269	Bankhead, Anna	306 Central St.	Install vinyl windows	\$2,500
1270	Tacy Properties LLC	409 Kerns Ave.	Remodel bath/kitchen	\$5,100
1271	Miller, John	1408 Harrison Ave	30' x 60' metal building	\$34,783

There were no other committee reports.

ADMINISTRATIVE OFFICER REPORTS**Operations Manager**

Collection of Hurricane Sandy debris has resumed but will be suspended for the Spring Clean-Up.

Treasurer

The option of paying utility bills with credit/debit cards is proving popular with the public. Staff members are working on procedure documents and a policy governing asset acquisition.

Police Chief

Gary Brown, the recruit currently enrolled at the police academy, is doing well. The department is also in the process of evaluating applicants for another open position. Polygraph examinations will proceed next week. The school board will soon pay its \$6,000 contribution toward the upkeep of Macy, the department's search dog.

Fire Chief

The department obtained a used generator. The Randolph County Commission has pledged \$6,000 toward installation costs.

MAYOR'S COMMENTS**Second Ward Vacancy**

The opening has been advertised in the Inter-Mountain, on the city's Facebook page and website, and via the city's email announcements list. Applications are due Monday, April 8.

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Committee Appointments

These will be announced after the Second Ward vacancy is filled.

The meeting adjourned at 8:30 p.m.

*Approved by council at the meeting
of April 18, 2013*

Van T. Broughton
Van T. Broughton, Mayor

4/23/13
Date

Attest:

Sutton R. Stokes
Sutton R. Stokes, City Clerk

April 23, 2013
Date

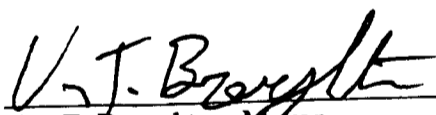
<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
110	RodecRo	Robert R. Rodecker	03/26/2013	45.91
126	99	COE Disbursement Account	03/19/2013	150.00
127	Payroll	COE Payroll	03/19/2013	44,646.36
128	99	COE Disbursement Account	03/20/2013	62,805.36
129	99	COE Disbursement Account	03/20/2013	48,657.26
130	99	COE Disbursement Account	03/21/2013	733.01
131	99	COE Disbursement Account	03/25/2013	44,961.81
132	99	COE Disbursement Account	04/01/2013	22,148.67
1783	Payroll	COE Payroll	03/19/2013	2,219.62
1784	99	COE Disbursement Account	03/20/2013	2,025.47
1785	99	COE Disbursement Account	03/20/2013	675.38
1786	99	COE Disbursement Account	03/21/2013	93.43
1787	99	COE Disbursement Account	04/01/2013	3,772.75
1900	Payroll	COE Payroll	03/19/2013	2,510.43
1901	99	COE Disbursement Account	03/20/2013	4,059.61
1902	99	COE Disbursement Account	03/20/2013	7,144.06
1903	99	COE Disbursement Account	03/21/2013	1,010.13
1904	99	COE Disbursement Account	03/25/2013	2,483.36
1905	99	COE Disbursement Account	04/01/2013	10,981.42
2013	Payroll	COE Payroll	03/19/2013	10,239.66
2014	99	COE Disbursement Account	03/20/2013	18,003.87
2015	99	COE Disbursement Account	03/20/2013	29,033.04
2016	99	COE Disbursement Account	03/21/2013	324.96
2017	99	COE Disbursement Account	03/25/2013	19,010.04
2018	99	COE Disbursement Account	04/01/2013	12,260.51
2026	Payroll	COE Payroll	03/19/2013	13,419.67
2027	99	COE Disbursement Account	03/20/2013	25,685.58
2028	99	COE Disbursement Account	03/20/2013	36,182.64
2029	99	COE Disbursement Account	03/21/2013	561.82
2030	99	COE Disbursement Account	03/25/2013	44,323.53
2031	99	COE Disbursement Account	04/01/2013	16,313.61
2107	Payroll	COE Payroll	03/19/2013	5,751.44
2108	99	COE Disbursement Account	03/20/2013	12,707.60
2109	99	COE Disbursement Account	03/20/2013	4,024.88
2110	99	COE Disbursement Account	03/21/2013	786.64
2111	99	COE Disbursement Account	03/25/2013	4,427.91
2112	Payroll	COE Payroll	03/28/2013	1,295.88
2113	99	COE Disbursement Account	03/28/2013	487.37
2114	99	COE Disbursement Account	04/01/2013	20,205.39
2115	99	COE Disbursement Account	04/01/2013	1,101.32
22887	CoeGen2	COE General Fund	03/19/2013	17,841.96
22888	CoeSana	COE Sanitation	03/19/2013	10,747.76
22889	CoeSewe	COE Sewer	03/19/2013	14,873.03
22890	COEWate	COE Water Fund	03/19/2013	9,576.24
22891	CoeGen2	COE General Fund	03/20/2013	13,301.90
22892	CoeSana	COE Sanitation	03/20/2013	2,586.12
22893	CoeSewe	COE Sewer	03/20/2013	1,780.49
22894	COEWate	COE Water Fund	03/20/2013	4,426.80
22895	CoeGen2	COE General Fund	03/21/2013	1,155.25
22896	CoeSana	COE Sanitation	03/21/2013	552.46
22897	CoeSewe	COE Sewer	03/21/2013	2,325.26
22898	COEWate	COE Water Fund	03/21/2013	2,200.41
22899	CoeGen2	COE General Fund	03/22/2013	7,062.40
22900	CoeLand	COE Landfill	03/22/2013	250.38
22901	CoePark	COE Parks and Recreation	03/22/2013	26.15
22902	CoeSana	COE Sanitation	03/22/2013	1,734.07
22903	CoeSewe	COE Sewer	03/22/2013	1,627.03
22904	COEWate	COE Water Fund	03/22/2013	2,443.02
22905	CoeGen2	COE General Fund	03/25/2013	30,230.52
22906	CoeSana	COE Sanitation	03/25/2013	563.51
22907	CoeSewe	COE Sewer	03/25/2013	1,960.33
22908	COEWate	COE Water Fund	03/25/2013	2,354.90

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
22909	CoeGen2	COE General Fund	03/26/2013	15,474.94
22910	CoeSana	COE Sanitation	03/26/2013	386.31
22911	CoeSewe	COE Sewer	03/26/2013	1,583.77
22912	COEWate	COE Water Fund	03/26/2013	1,417.88
22913	CoeGen2	COE General Fund	03/27/2013	26,804.09
22914	CoeSana	COE Sanitation	03/27/2013	1,598.94
22915	CoeSewe	COE Sewer	03/27/2013	828.74
22916	COEWate	COE Water Fund	03/27/2013	1,189.50
22917	CoeGen2	COE General Fund	03/28/2013	8,560.70
22918	CoePark	COE Parks and Recreation	03/28/2013	175.00
22919	CoeSana	COE Sanitation	03/28/2013	698.27
22920	CoeSewe	COE Sewer	03/28/2013	2,750.20
22921	COEWate	COE Water Fund	03/28/2013	2,377.79
58984	WVSPA	West Virginia State Police Aca	03/19/2013	150.00
58985	Aflac	AFLAC	03/20/2013	90.21
58986	CbwwFp	Citizens Bank of WV	03/20/2013	847.83
58987	CbwwPp	Citizens Bank of WV	03/20/2013	2,359.14
58988	CoeFed	COE Payroll	03/20/2013	9,494.45
58989	CoeFica	COE Payroll	03/20/2013	13,933.38
58990	CoeMisc	COE Misc	03/20/2013	458.00
58991	CoeOpeb	COE OPEB Escrow Account	03/20/2013	5,214.00
58992	Conseco	Washington National Insurance	03/20/2013	270.66
58993	DtcXmas	Davis Trust Company	03/20/2013	1,010.00
58994	Ing	ING National Trust	03/20/2013	87.00
58995	LiveUn	Live United	03/20/2013	15.00
58996	RetirHe	Retiree Health Benefit Trust F	03/20/2013	12,348.60
58997	WVFBMC	WV FBMC	03/20/2013	681.14
58998	WVPeia	WV Public Employee Insurance A	03/20/2013	41,179.20
58999	WVPers	WV Consolidated Retirement Boa	03/20/2013	29,240.76
59000	WVPerso	COE Payroll	03/20/2013	8,058.12
59001	BurksEv	Evan Burks	03/20/2013	300.00
59002	Chase	Chase Equipment Finance	03/20/2013	2,092.01
59003	ClarkWa	Clarksburg Water Board	03/20/2013	315.00
59004	CoeGen1	COE General Fund	03/20/2013	12,538.58
59005	GhostAcc	Ghost Account	03/20/2013	102,184.57
59006	HowelTh	Thomas Howell	03/20/2013	187.96
59007	McMahMa	Mary McMahan	03/20/2013	454.66
59008	McNeer	McNeer, Highland, McMunn and V	03/20/2013	130.00
59009	MoatsJe	Jennifer Moats	03/20/2013	300.00
59010	OgdenEn	Ted Ogden Trucking	03/20/2013	6,424.00
59011	OgdenMa	Mathew Ogden	03/20/2013	351.01
59012	SilerVe	Veronica Siler	03/20/2013	310.00
59013	VandeGe	George Vandebergh	03/20/2013	129.47
59014	CorleMi	Mick Corley	03/21/2013	35.72
59015	GuttmFl	Guttman Fleet Fueling	03/21/2013	3,182.46
59016	MissUt	Miss Utility of WV	03/21/2013	33.80
59017	USPostm	US Postmaster	03/21/2013	258.01
59018	BB&T	BB&T Governmental Finance	03/25/2013	2,722.68
59019	BendePa	Paul Bender	03/25/2013	825.00
59020	BiserTh	Theodore R Biser	03/25/2013	502.00
59021	cbww	Citizens Bank of WV	03/25/2013	2,007.32
59022	CbwwFp	Citizens Bank of WV	03/25/2013	5,250.00
59023	CbwwPp	Citizens Bank of WV	03/25/2013	12,757.20
59024	CoeGen1	COE General Fund	03/25/2013	12,538.58
59025	CoePark	COE Parks and Recreation	03/25/2013	17,083.00
59026	CoeSewd	COE Sewer Depreciation Account	03/25/2013	4,121.61
59027	CoeWatde	COE Water Depreciation Account	03/25/2013	3,900.42
59028	DepotWe	Depot Welcome Center	03/25/2013	600.00
59029	ElkBuil	Elkins Building Comm.	03/25/2013	3,861.46
59030	GinosPi	Gino's Pizza	03/25/2013	51.32
59031	HuntiN2	The Huntington National Bank	03/25/2013	9,585.24
59032	HuntiNa	The Huntington National Bank	03/25/2013	4,181.52

Check Number	Vendor No	Vendor Name	Check Date	Check Amount
59033	JacksGr	Grover C. Jackson, Jr.	03/25/2013	1,800.00
59034	MannEl	Ellis Mann	03/25/2013	125.00
59035	MercuOn	Mercury One LTD	03/25/2013	150.00
59036	MonPowe	Mon Power	03/25/2013	13,940.64
59037	MountGa	Mountaineer Gas Company	03/25/2013	43.00
59038	Mvb	Monongahela Valley Bank	03/25/2013	1,520.92
59039	ProgrBa	Progressive Bank	03/25/2013	9,903.26
59040	UnitedBa	United Bank Laon Processing Ce	03/25/2013	225.54
59041	USPostm	US Postmaster	03/25/2013	1,749.98
59042	WeeseEd	Ed Weese	03/25/2013	1,435.00
59043	WVDep	WV Department of Environmental	03/25/2013	500.00
59044	WVJail	WV Regional Jail and Correctio	03/25/2013	1,317.60
59045	WVMunCR	WV Municipal Clerks & Recorder	03/25/2013	25.00
59046	WVTreas2	WV State Treasurer's Office/ M	03/25/2013	2,483.36
59047	CoeFed	COE Payroll	03/28/2013	166.27
59048	CoeFica	COE Payroll	03/28/2013	253.44
59049	WVPerso	COE Payroll	03/28/2013	67.66
59050	CoeLand	COE Landfill	04/01/2013	20,205.39
59051	AdvanUV	Vartan M. Tavitian	04/01/2013	90.00
59052	AppalCo	Appalachian Community Health C	04/01/2013	240.00
59053	BureauPH	Bureau for Public Health	04/01/2013	20.00
59054	CoeGen1	COE General Fund	04/01/2013	16,816.51
59055	CoeSana	COE Sanitation	04/01/2013	66.66
59056	CoeSewe	COE Sewer	04/01/2013	150.31
59057	COEWate	COE Water Fund	04/01/2013	130.34
59058	CurreMi	Michael Currence	04/01/2013	138.36
59059	ElkAirp	Elkins-Randolph Co. Airport Au	04/01/2013	12,000.00
59060	ElkCham	Elkins Randolph County Chamber	04/01/2013	250.00
59061	GuttmFl	Guttman Fleet Fueling	04/01/2013	3,141.96
59062	HarpeTi	Timothy Harper	04/01/2013	138.36
59063	JsBusil	J & S Business Forms, LLC	04/01/2013	464.09
59064	MonPowe	Mon Power	04/01/2013	14,001.21
59065	MountGa	Mountaineer Gas Company	04/01/2013	3,743.48
59066	OgdenEn	Ted Ogden Trucking	04/01/2013	10,000.00
59067	OnPont	On Point Athletics	04/01/2013	192.00
59068	RCCvb	Rand Co CVB	04/01/2013	3,274.49
59069	RodecRo	Robert R. Rodecker	04/01/2013	34.12
59070	SteveEl	Steven Miller	04/01/2013	1,440.00
59071	TalboDu	Duke Talbott	04/01/2013	131.60
59072	TrickHa	Trickett Hardware	04/01/2013	14.79
59073	WVPeia	WV Public Employee Insurance A	04/01/2013	100.00
970383	001	COE General Fund 2	03/26/2013	351.01

Report Total:

1,188,230.96


Van T. Broughton, Mayor

4/5/13
Date

Attest:



Sutton R. Stokes, City Clerk

April 5, 2013
Date

