

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING AGENDA

*401 Davis Avenue
Council Chamber, 2nd Floor
August 19, 2021
7:00 p.m.*

1. Invocation and Pledge of Allegiance

2. Call to order and roll call

3. Agenda adjustments

- a. *Discussion of ARPA Fund Recommendations*

4. Public comment

5. Minutes

- a. Minutes proposed for the regular council meeting of August 5, 2021
- b. Minutes proposed for the special call council meeting of August 12, 2021

6. New business

- a. *Ordinance 288: An Ordinance of the City of Elkins, West Virginia, Reducing the Speed Limit on Boundary Avenue between Sycamore Street and High Street (1st of two readings)*
- b. *Resolution 1433: Approving Invoices Relating to the City Hall Parking Lot Project*
- c. *Resolution 1434: Authorizing Application for Demonstration City Grant through the West Virginia Department of Forestry*
- d. *Resolution 1435: Authorizing Appointment of A. Carroll to the Board of Zoning Appeals for the City of Elkins*
- e. *Resolution 1436: Authorizing Appointment of R. Higgins to the Board of Zoning Appeals for the City of Elkins*
- f. *Operations Personnel Matter*
- g. *Discussion of ARPA Fund Recommendations*

7. Approval of vendor invoice payments

Vendor invoices presented for approval:

- A/P History Check Report for the period August 2 – 13, 2021

(Available for public review in the city clerk's office two business days before this meeting, as required by W. Va. Ethics Commission Open Meetings Advisory Opinion 2012-04.)

8. Correspondence and Notifications

- a. Issued building permits
- b. Event requests

9. Committee Reports

10. Administrative officer reports

11. Mayor's comments

12. Adjournment

Proposed Minutes

**ELKINS COMMON COUNCIL
REGULAR COUNCIL MEETING
MINUTES**

***401 Davis Avenue
Council Chamber, 2nd Floor
August 5, 2021
7:00 p.m.***

Elkins Common Council met in regular session in the council chamber of city hall. Present were City Clerk J.R. Sutton (as acting mayor); Councilpersons N.E. Bross-Fregonara, R.C. Chenoweth, M. D. Cuonzo, C.H. Friddle, III, J.A. Guye, C.J. Higgins, G.M. Hinchman, C.C. Lowther, D.C. Parker, and L.H. Vest; City Treasurer T. Judy; Interim Fire Chief S.D. Himes; Police Chief T. Bennett; Operations Manager R.P. Pingley; City Attorney G. S. Roberts; Executive Secretary R.A. Wickham (acting as recording secretary); and Inter-Mountain Reporter B. Johnson.

City Attorney G. S. Roberts and Mayor J.A. Marco were absent.

MINUTES

Cm. Lowther, **MOVED APPROVAL OF THE MINUTES OF THE JULY 15, 2021 MEETING.** The motion carried.

Cm. Chenoweth, **MOVED APPROVAL OF THE MINUTES OF THE JULY 21, 2021 MEETING.** The motion carried.

NEW BUSINESS

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1428: APPROVING “FULL-TIME REGULAR EMPLOYEE” STATUS AND CONFIRMING A COMPENSATION LEVEL FOR R. STANLEY.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1429: APPROVING PROMOTIONAL STATUS AND CONFIRMING A COMPENSATION LEVEL FOR T. HOWELL.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1430: APPROVING PROMOTIONAL STATUS AND CONFIRMING A COMPENSATION LEVEL FOR W. HYMES.** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1431: APPROVING TRANSFER AND CONFIRMING A COMPENSATION LEVEL FOR G. BONNELL.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1432: APPOINTING FIRE CHIEF AND ESTABLISHING COMPENSATION LEVEL.** The motion carried.

Proposed Minutes

City Clerk J. Sutton administered the Oath of Office to newly appointed Fire Chief Stephen D. Himes

Cm. M. Hinchman, chair of the Ad-hoc ARPA Committee advised council that the committee continues to look at ways to spend the city's allotted share of ARPA funds specifically projects related to water and sewer infrastructure and broadband.

City Clerk J. Sutton advised council that due to work being completed by Mon Power for the City Hall Parking Lot project, City Hall will be closed to employees and the public on Friday, August 13, 2021. Sutton has reviewed related personnel policies and advised that non-essential employee who work at City Hall will be paid for a normal workday and that essential employees who are required to report per their supervisor will be paid in accordance with the Call-out policy. Notice will be issued by the External Affairs office.

APPROVAL OF VENDOR INVOICE PAYMENTS

Cm. Hinchman, **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 12 – July 30, 2021.

CORRESPONDENCE AND NOTIFICATIONS

Council received the following correspondence and notifications:

- Issued building permits
- Treasurer's report
- Mountain State Forest Festival ABCA endorsement letter

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

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
210154	Bosserman, Jessica	32 Moore St	Build Fence Around Rear Yard	\$1,000.00
210155	Woodlands Development Group	1-31 Firefly LN	Build 16 Single Family Units	\$2,100,000.00
210156	Rush, Andrea	1516 Lavalette Ave.	Replace Patio Door and A Window	\$4,000.00
210157	Siler, Charles	113 Barron Ave	12' X 24' Carport	\$1,942.00
210158	Gilds, Joyce	624 Yokum St	Install Soffit & Fascia and Drywall	\$10,000.00

Proposed Minutes

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
210159	Blackburn, Rachel	116 Central	Build Roof Over Side Porch	\$800.00
210160	Staud, Thomas	131 Elm St	New Rubber Roof on Rear of House	\$5,000.00
210161	Schuler, Thomas & Carol	41 High St	New Rubber Roof on Garage	\$5,400.00
210162	Hollen, James	104 Ellis Ave	Remove And Replace Roof Shingles	\$10,025.00
210163	Herron, Timothy	96 State St	Replace Front & Back Porches and Roofs	\$2,500.00
210164	Johnson, Albert	120 Ferndale Dr	Replace Roof & Siding	\$22,000.00

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

The meeting adjourned at 7:48 p.m.

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

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

Proposed Minutes

**ELKINS COMMON COUNCIL
SPECIAL CALL COUNCIL MEETING
MINUTES**

***401 Davis Avenue
Council Chamber, 2nd Floor
August 12, 2021
7:00 p.m.***

Elkins Common Council met in special session in the council chamber of city hall. Present were Mayor Jerry A. Marco; Councilpersons R.C. Chenoweth, M. D. Cuonzo, C.H. Friddle, III, J.A. Guye, G.M. Hinchman, C.C. Lowther, D.C. Parker, and L.H. Vest; Operations Manager R.P. Pingley; City Attorney G. S. Roberts; EPD Corporal C. Boatwright; City Clerk J.R. Sutton (acting as recording secretary); and Inter-Mountain Reporter B. Johnson.

Councilperson N.E. Bross-Fregonara was absent. Councilperson C.J. Higgins arrived at 7:35 p.m.

NEW BUSINESS

Cm. Chenoweth, **MOVED APPROVAL TO ENTER INTO EXECUTIVE SESSION TO DISCUSS THE OPERATIONS PERSONNEL MATTER.** The motion carried. Council entered executive session at 7:02 p.m. and returned at 9:00 p.m. The chair announced that no action was taken.

Cm. Chenoweth, **MOVED APPROVAL OF PLACING OPERATIONS MANAGER BOB PINGLEY ON ADMINISTRATIVE LEAVE WITH PAY UNTIL THE NEXT MEETING OF THE ELKINS COMMON COUNCIL.** The motion carried.

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

The meeting adjourned at 9:02 p.m.

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

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

ORDINANCE 288

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF
ELKINS, WEST VIRGINIA, REDUCING THE SPEED LIMIT ON
BOUNDARY AVENUE BETWEEN SYCAMORE STREET AND HIGH
STREET**

WHEREAS, the homeowners and residents of the Boundary Avenue neighborhood have requested that the speed limit on Boundary Avenue be reduced to fifteen (15) miles per hour at several Public Safety Committee meetings; and,

WHEREAS, the Common Council of the City of Elkins has determined that the increase of pedestrian, bicycle and vehicular traffic, and the unique character and structure of the Boundary Avenue neighborhood, require that the vehicle speed limit be lowered from twenty-five (25) miles per hour to fifteen (15) miles per hour; and,

WHEREAS, pursuant to West Virginia Code § 17C-6-3(d), municipalities are given express authority to decrease a twenty-five (25) mile per hour speed limit at its discretion, and post signs giving notice of the authorized speed; and,

WHEREAS, said reduction of the speed limit, pursuant to the aforementioned Code section, shall become effective upon approval by the City of Elkins Common Council, as Boundary Avenue is not a State right-of-way.

NOW, THEREFORE, be it ordained and enacted by the Common Council of the City of Elkins that Boundary Avenue between Sycamore Street and High Street be designated as a fifteen (15) mile per hour speed zone and that speed limit signs be posted with the reduced speed limit.

This Ordinance shall become effective upon passage.

If any portion of this Ordinance shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and Common Council determines that it would have adopted this Ordinance without the invalid provision.

PASSED AND APPROVED ON FIRST READING: _____, 2021.

PASSED AND APPROVED ON SECOND AND FINAL READING THE _____ DAY
OF _____, 2021.

CITY OF ELKINS, WEST VIRGINIA

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1433)
August 19, 2021

***Approving Invoices Relating to the City Hall Parking Lot Project
And Authorizing Payment Thereof***

WHEREAS, the City of Elkins, West Virginia ("City") per Resolution 1407, adopted May 20, 2021, entered into a contract with Polino Contracting Inc. for construction services for the City Hall Parking Lot Project; and,

WHEREAS, Polino Contracting, Inc. has submitted project-related invoices for payment; and,

WHEREAS, the City has reviewed the invoices attached hereto (and incorporated herein by reference), relating to the City Hall Parking Lot Project; and,

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby authorizes and directs the payment of the attached invoices for the City Hall Parking Lot Project.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER City of Elkins
401 Davis Ave
Elkins, WV 26241

PROJECT:

FROM CONTRACTOR:

Polino Contracting Inc.
PO Box 230
Elkins, WV 26241

VIA ARCHITECT: Pickering Associates
11283 Emerson Ave.
Parkersburg, WV 26104

AIA DOCUMENT G702

APPLICATION NO 2

PAGE ONE OF 1 OF 3

PAGES

Distribution to:

OWNER	
X ARCHITECT	
CONTRACTOR	

PERIOD TO: 31-Jul-21

PROJECT NOS: 2202035

CONTRACT DATE 27-May-21

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	849,594.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	849,594.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	216,434.25
5. RETAINAGE:		
a. 10 % of Completed Work (Column D + E on G703)	\$	\$21,643.43
b. % of Stored Material (Column F on G703)	\$	Included in above
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	21,643.43
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	194,790.83
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	94,687.88
8. CURRENT PAYMENT DUE (Line 3 less Line 6)	\$	100,102.95
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	654,803.18

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Robert Carfield Date: July 23, 2021
 State of West Virginia County of Putnam
 Subscribed and sworn to before me this 23rd day of July, 2021
 Notary Public: Robert Carfield
 My Commission expires: Sept 3, 2022

ARCHITECT'S CERTIFICATE FOR PAYMENT
 In accordance with the Contract Documents, based on the information and data furnished to the Architect comprising the application, the Architect certifies to the best of the Architect's knowledge, information and belief the Work has been completed in accordance with the Contract Documents and the quality of the Work is in accordance with the Contract Documents and the Commission of the State of West Virginia is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 100,102.95

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: Spill

By: Spill Date: 07/27/21

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-6282

AIA DOCUMENT G702 APPLICATION AND CERTIFICATION FOR PAYMENT 1992 EDITION AIA ©1992
 Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1435)
August 19, 2021

***Authorizing Appointment of A. Carroll
to the Board of Zoning Appeals for the City of Elkins***

WHEREAS, M. Durland has resigned from the Board of Zoning Appeals for the City of Elkins; and,

WHEREAS, Mayor J. Marco requests that Andrew Carroll be appointed to the unexpired term ending December 31, 2023; and,

WHEREAS, Mr. Carroll meets the qualifications determined to serve on said Board and has agreed to do so;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby appoints Andrew Carroll to the Board of Zoning Appeals effective immediately and with a term ending December 31, 2023.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1436)
August 19, 2021

***Authorizing Appointment of R. Higgins
to the Board of Zoning Appeals for the City of Elkins***

WHEREAS, D. Corbin has resigned from the Board of Zoning Appeals for the City of Elkins; and,

WHEREAS, Mayor J. Marco requests that Robert Higgins be appointed to the unexpired term ending December 31, 2022; and,

WHEREAS, Mr. Higgins meets the qualifications determined to serve on said Board and has agreed to do so;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby appoints Robert Higgins to the Board of Zoning Appeals effective immediately and with a term ending December 31, 2022.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

Ad-hoc ARPA Committee recommendations

Water Distribution

Equipment and supplies

Since January of 2021 Elkins has had close to seventy water breaks and over two thousand hours of overtime.

Elkins water lines were put in early parts of 1900's and some in early 1960's.

- Elkins Water Distribution Department is in need of replacing warren out equipment and replace pipe and fittings. DWSRF TABLE 3.10: Examples of Emergency Projects
- The backhoe is a 2004 model and the city has put over 60, 000 dollars into it, and is estimated of need of additional 40,000 and a history of breaking down and overheating.
- One of the water the utility truck is a 1999 model, it is total wore out and rusted out, and has fail many times. The water department will also need to add a utility bed to the truck and the equipment that is needed for work. One of the problems that the water repair department has is getting equipment in between houses to repair lines. Many time this has to be contracted out causing more cost to city.
- The water department is looking to get a mini-Excavator with a dump trailer to be able to do his work.
- The water department has many breaks in the night and is looking to get a light plant to be able to see better and it safer for employees and people flagging.
- One of the small trucks was damaged and taken out of service and needs to be replaced.
- The water department needs to add a trench box for the safety of the employees when ditches get deemed too deep to be safe. To keep up with break and water needs, more supplies are needed.
- The equipment is necessary to do work under the Environmental Protection Agency's (EPA) Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF).

Equipment Listed Below

Water Dept			
Equipment		Cost	
Backhoe		120,000	
Mini Excavator		75,000	
Dump Trailer		10,000	
Bed to Dump Truck		9,000	
Replace small damaged small Truck		30,000	
Utility Truck (Replace 1999 model) New Diesel truck		63,000	
Utility bed		8,000	315,000
Tools and Supplies			
Tools and pumps for truck		13,025	
Air Trench box, working in Ditches		5,000	
Spare part, and replacement parts		47,000	
Light Plant, work at night, Generator		9,750	
		Total	\$ 74,775
			\$ 389,775

Ad-hoc ARPA Committee recommendations

Water Plant

Under the Environmental Protection Agency's (EPA) Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF), this covers Water plants.

- The water plant has need of upgrades and modifications. With cybersecurity at the forefront The Water plant is in need of an overhaul with is SCADA system and review security DWSRF TABLE 3.9: Examples of Other Capital Projects.
- With making sure the water has no problems the Water Plant is in need of Water Quality Monitoring Analyzers for Treatment Plant to make sure there are no problems.
- Our Health Department has asked us to up tanks DWSRF TABLE 3.4: Category 4 – Storage.
- The water plant also has needs of removing sludge after it has been removed from the water.
- replacing the bearings, races, and shafts on all 6 flocculators. These units run 24/7 and require repair every 3-5 years. The estimated price to repair all 6 units is \$25,000.
- DWSRF TABLE 3.7: Examples of Water Security Projects. Another item we are looking at repairing is the main plant entrance gate system. This gate is opened and closed automatically several times a day and as a result is in need of some repair. I believe we could fix all mechanical and electrical issues with \$15,000.

An estimate of need and cost are below

Water Plant needs and equipment.

Water Plant		
Raw Water Pump Building Exhaust Fan and Louvers, or AC Unit -		10,000
Wonderware Scada Overhaul		60,000
SCADA PC to Replace Standby Unit		6,000
Leadsville Booster Station Scada Overhaul		30,000
HACH Continuous Water Quality Monitoring Analyzers for Treatment Plant		45,000
Sludge Removal Equipment (Trash Pumps, Hoses, Geo Bags and Dumpsters, Polymer Feed System)		25,000
Clearwell / 3 MG Tank 5 Year Inspection (Per Health Dept.)		10,000
Repair main plant entrance gate system and electrical issues		15,000
replacing the bearings, races, and shafts on all 6 flocculators		25,000
Treatment Plant Booster Station Control Panel		35,000
	Total	\$ 261,000

Ad-hoc ARPA Committee recommendations

Water and Sewage Billing Facility

Upgrades

ARPA fund will be used to upgrade ADA ramp for Water and Sewage billing to allow easier to pay bills.

Funds will be used to

- Upgrade Elevator to Operations of Water and Sewage.
- ADA Ramp for people disabilities to pay bills
- Stone work around facility for safety so no debris will fall
- Up grade Fire Alarm System to facility
- Upgrade Heavy front door with electric open for people to pay water and sewage bills

§ 35.6 Eligible uses From Interim Rules page 37 to improve ventilation and (xvi) Expenses for the **improvement of ventilation** systems in congregate settings, public health facilities, or other public facilities. Water and Sewage billing will upgrade the HVAC to improve ventilation and air quality in effort to reduce spread of viruses.

Upgrade to Water and Sewage Billing Facility expense below

Water and Sewage Billing Facility City Hall			
ADA Ramp		30,000	
Elevator		120,000	
Stone work 80,000-100,000		80,000	
Fire Alarm System		50,000	
Generator Power Facility		150,000	
Toilet Upgrades		10,000	
Front Doors		10,000	
Total			\$ 450,000

Summary

ARPA Funds Use	Expenses	ARPA Funding	%
ARPA Funds		\$ 3,084,933	
Water distribution	\$ 389,775		12.6%
Water Plant	\$ 261,000		8.5%
Water and Sewage Facility (City Hall)	\$ 450,000		14.6%

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 8/02/2021 THRU 8/13/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00119	CIT Technology Finance Serv, I							
I-38135239	Kyocera Copier	R	8/03/2021	52.50		010309		
I-38152387	Contract-Konica 900-032155-00	R	8/03/2021	130.00		010309		182.50
00121	Citizens Bank of WVFP							
I-FirePension 08/21	Fire Pension Cont 08/2021	R	8/03/2021	16,875.00		010310		16,875.00
00122	Citizens Bank of WVFP							
I-PolicePen 08/2021	Police Pension Cont 08/2021	R	8/03/2021	37,500.00		010311		37,500.00
00126	City of Clarksburg							
I-20210715960 8903	Compost 6/18/21 Inv 8903	R	8/03/2021	180.00		010312		180.00
00143	COE General Fund 2							
I-Aug 2021 Indirects	Aug 2021 Indirects	R	8/03/2021	27,382.07		010313		27,382.07
00149	COE Parks and Recreation							
I-Support 08/2021	Monthly Support 08/2021	R	8/03/2021	25,483.00		010314		25,483.00
00235	Elkins Building Comm.							
I-Bond Pmt 08/2021	08/2021 Bond Pmt	R	8/03/2021	3,483.79		010315		3,483.79
00314	Guttman Energy, Inc.							
I-F60442791	Fleet Fuel 071921-072521	R	8/03/2021	3,372.70		010316		3,372.70
00381	Grover C Jackson Jr							
I-RENT 08/2021	917 SRR Ave Rent 08/2021	R	8/03/2021	1,800.00		010317		1,800.00
00457	Metalworks, Inc.							
I-11393	Manufactured Bushing	R	8/03/2021	272.80		010318		272.80
00471	Mon Power							
I-BLK0 RR 071921	Consumption 061621-071521	R	8/03/2021	6.92		010319		
I-LT31Barron 072121	Consumption 0617-071621	R	8/03/2021	10,347.45		010319		10,354.37
00483	Mountain Valley Bank							
I-1202553-14 081121	1202553-14 081121 51/60	R	8/03/2021	406.14		010320		
I-1202553-17 081221	1202553-12 46/60 081221	R	8/03/2021	447.24		010320		
I-1202553-19 080421	1202553-19 080421 44/60	R	8/03/2021	655.53		010320		1,508.91
00484	Mountaineer Gas Company							
I-Bearhunter 071421	Bearhunter 061521-071421	R	8/03/2021	11.25		010321		
I-ScottFd 071421	Scott Fd 061421-071421	R	8/03/2021	33.70		010321		44.95

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 8/02/2021 THRU 8/13/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00578	Randolph Elkins Health Departm							
I-071321	Hep A-B/Flu J Thompson	R	8/03/2021	60.50		010322		60.50
00701	Toshiba Financial Services							
I-448982223	Lex XM3250	R	8/03/2021	152.55		010323		152.55
00904	Cavcon							
I-49144	Repaired Inlet/Outlet Actuators	R	8/03/2021	2,258.00		010324		2,258.00
01024	WV Division of Highways							
I-PERMIT-ELZA	Encroachment Permit Elza	R	8/03/2021	134.80		010325		134.80
01445	Linda Silva							
I-CKREQ 072821	Hose/Connectors	R	8/03/2021	19.26		010326		19.26
01790	Crim Law Office PLLC							
I-212 -March 2021	City Att Services March 2021	R	8/03/2021	9,340.00		010327		
I-213 March 2021	Municipal Ct March 2021	R	8/03/2021	4,850.00		010327		14,190.00
02065	AlignHR LLC							
I-6539	HR Managed Service Aug 2021	R	8/03/2021	2,500.00		010328		2,500.00
02090	CJ's Concrete & Construction							
I-072621	NS Sidewalk Proj	R	8/03/2021	5,110.00		010329		5,110.00
02176	Schindler Elevator Corp							
I-7153335007	Elevator Servicing	R	8/03/2021	1,786.56		010330		1,786.56
00140	City of Elkins							
I-Transfer DEP Dep	Transfer DEP Deposit	R	8/06/2021	513,598.00		010331		513,598.00
00116	Child Support Enforcement							
I-CDS202108101250	Child Support	R	8/10/2021	630.45		010332		630.45
00121	Citizens Bank of WVFP							
I-FP 202108101250	Fire Pension	R	8/10/2021	484.22		010333		484.22
00122	Citizens Bank of WVFP							
I-PP 202108101250	Police Pension	R	8/10/2021	119.62		010334		
I-PPN202108101250	Police Pension-2010 Forward	R	8/10/2021	438.96		010334		558.58
00147	COE Misc							
I-MIS202108101250	Misc Reimbursements	R	8/10/2021	226.95		010335		226.95

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 8/02/2021 THRU 8/13/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00150	COE Payroll							
I-T1 202108101250	Federal Withholding	R	8/10/2021	10,558.85		010336		10,558.85
00151	COE Payroll							
I-T3 202108101250	FICA	R	8/10/2021	11,500.06		010337		
I-T4 202108101250	Medicare	R	8/10/2021	3,937.18		010337		15,437.24
00152	COE Payroll							
I-T2 202108101250	State Withholding	R	8/10/2021	5,190.00		010338		5,190.00
00203	Davis Trust Company							
I-CC 202108101250	Employee Christmas Club	R	8/10/2021	1,550.00		010339		1,550.00
00721	Tygart Valley United Way Inc							
I-UW 202108101250	United Way	R	8/10/2021	5.00		010340		5.00
00741	Great-West Trust Company LLC							
I-VF 202108101250	Voya	R	8/10/2021	339.00		010341		339.00
00747	Washington National Insurance							
I-WN 202108101250	Washington National Insurance	R	8/10/2021	594.29		010342		594.29
00837	COE Payroll Reimbursement							
I-001202108101250	Payroll Reimbursement	R	8/10/2021	58,990.70		010343		
I-006202108101250	Payroll Reimbursement	R	8/10/2021	7,109.93		010343		
I-400202108101250	Payroll Reimbursement	R	8/10/2021	15,023.74		010343		
I-401202108101250	Payroll Reimbursement	R	8/10/2021	12,192.97		010343		
I-404202108101250	Payroll Reimbursement	R	8/10/2021	6,152.75		010343		99,470.09
01885	Colonial Life							
I-CL 202108101250	Colonial Life-AT	R	8/10/2021	122.06		010344		
I-CLF202108101250	Colonial Life-PT	R	8/10/2021	52.52		010344		174.58
00122	Citizens Bank of WVPp							
I-PP 202108111251	Police Pension	R	8/11/2021	280.00		010345		
I-PPN202108111251	Police Pension-2010 Forward	R	8/11/2021	617.50		010345		897.50
00150	COE Payroll							
I-T1 202108111251	Federal Withholding	R	8/11/2021	4,853.65		010346		4,853.65
00151	COE Payroll							
I-T4 202108111251	Medicare	R	8/11/2021	1,131.00		010347		1,131.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 8/02/2021 THRU 8/13/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00152	COE Payroll							
I-T2 202108111251	State Withholding	R	8/11/2021	1,804.00		010348		1,804.00
00837	COE Payroll Reimbursement							
I-001202108111251	Payroll Reimbursement	R	8/11/2021	28,456.85		010349		28,456.85
00483	Mountain Valley Bank							
I-1214756-10 INT	EMEC-PGCC LOC Interest	R	8/11/2021	1,339.43		010350		1,339.43
00569	Randolph County Clerk							
I-ckrequest81121	Estate claim Hannah & Ruddle	R	8/11/2021	10.00		010351		10.00
00154	COE Sanitation							
I-202108030861	Hauling Fee Brush #79	R	8/12/2021	299.48		010352		299.48
00156	COE Sewer Depreciation Account							
I-Sewer Depr 08/2021	Sewer Depr Deposit Aug 2021	R	8/12/2021	5,614.08		010353		5,614.08
00211	Depot Welcome Center							
I-H/M June 2021	Hotel/Motel Collectn June 2021	R	8/12/2021	7,759.78		010354		7,759.78
00314	Guttman Energy, Inc.							
I-F60504400	Guttman Energy, Inc.	R	8/12/2021	3,172.27		010355		3,172.27
00471	Mon Power							
I-90008154644	consumption/lighting 072221	R	8/12/2021	41,283.99		010356		41,283.99
00483	Mountain Valley Bank							
I-1202553-22 081121	Int due 081121	R	8/12/2021	145.69		010357		145.69
00484	Mountaineer Gas Company							
I-072921-Multi	Natural Gas 072921	R	8/12/2021	587.84		010358		587.84
00711	Tygart Valley Transfer, Inc.							
I-105944	Comm-Conrad Auction Final	R	8/12/2021	187.66		010359		
I-105956	Residential	R	8/12/2021	486.53		010359		
I-105957	Residential	R	8/12/2021	597.73		010359		
I-105958	Commercial	R	8/12/2021	517.80		010359		
I-105982	Comm-Greenfields	R	8/12/2021	306.69		010359		
I-105989	Comm-DMH Compactor	R	8/12/2021	131.19		010359		
I-105995	Commercial	R	8/12/2021	843.60		010359		
I-105996	Residential	R	8/12/2021	666.37		010359		
I-105997	Residential	R	8/12/2021	610.77		010359		
I-106003	Commercial	R	8/12/2021	326.67		010359		
I-106008	Commercial	R	8/12/2021	83.40		010359		
I-106034	Residential	R	8/12/2021	703.73		010359		
I-106035	Commercial	R	8/12/2021	648.12		010359		
I-106056	Residential	R	8/12/2021	100.78		010359		

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 8/02/2021 THRU 8/13/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-106058	Residential	R	8/12/2021	799.30		010359		
I-106058	Comm - DMH Open Top	R	8/12/2021	251.95		010359		
I-106075	Commercial	R	8/12/2021	158.12		010359		
I-106093	Residential	R	8/12/2021	506.51		010359		
I-106096	Residential	R	8/12/2021	497.82		010359		
I-106098	Commercial	R	8/12/2021	437.01		010359		
I-106109	Residential	R	8/12/2021	158.99		010359		
I-106120	Comm - Greenfields	R	8/12/2021	279.75		010359		
I-106131	Comm-DMH Compactor	R	8/12/2021	97.31		010359		
I-106143	Residential	R	8/12/2021	84.27		010359		
I-106156	Residential	R	8/12/2021	539.52		010359		
I-106157	Commercial	R	8/12/2021	518.67		010359		
I-106158	Residential	R	8/12/2021	578.62		010359		
I-106182	Comm- Kroger	R	8/12/2021	558.64		010359		
I-106193	Commercial - DM Open Top	R	8/12/2021	74.72		010359		
I-106204	Comm - Elkins Bldrs	R	8/12/2021	185.05		010359		
I-106207	Commercial	R	8/12/2021	457.86		010359		
I-106209	Residential	R	8/12/2021	483.05		010359		
I-106210	Residential	R	8/12/2021	585.57		010359		
I-106225	Comm- Greenfields	R	8/12/2021	223.28		010359		
I-106228	Comm- DM Compactor	R	8/12/2021	120.76		010359		
I-106241	Commercial	R	8/12/2021	111.21		010359		
I-106246	Residential	R	8/12/2021	103.39		010359		
I-106249	Residential	R	8/12/2021	645.52		010359		
I-106250	Commercial	R	8/12/2021	664.63		010359		
I-106255	Residential	R	8/12/2021	698.52		010359		
I-106273	Comm-DM Compactor	R	8/12/2021	116.42		010359		
I-106289	Commercial	R	8/12/2021	602.95		010359		
I-106306	Commercial	R	8/12/2021	824.49		010359		
I-106307	Residential	R	8/12/2021	752.38		010359		
I-106309	Residential	R	8/12/2021	865.32		010359		
I-106310	Commercial	R	8/12/2021	97.31		010359		
I-106321	Residential	R	8/12/2021	32.15		010359		
I-106340	Comm-Greenfields	R	8/12/2021	292.79		010359		
I-106346	Comm-Mon Power	R	8/12/2021	169.42		010359		
I-106372	Residential	R	8/12/2021	481.32		010359		
I-106374	Commercial	R	8/12/2021	508.25		010359		
I-106375	Residential	R	8/12/2021	508.25		010359		
I-106378	Residential	R	8/12/2021	20.00		010359		
I-106398	Commercial	R	8/12/2021	124.24		010359		
I-106400	Residential	R	8/12/2021	26.06		010359		
I-106409	Commercial	R	8/12/2021	569.93		010359		
I-106418	Residential	R	8/12/2021	527.36		010359		
I-106420	Residential	R	8/12/2021	564.72		010359		
I-106421	Commercial	R	8/12/2021	489.13		010359		
I-106478	Commercial	R	8/12/2021	263.25		010359		
I-106481	Residential	R	8/12/2021	576.01		010359		
I-106484	Residential	R	8/12/2021	491.74		010359		

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 8/02/2021 THRU 8/13/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-106487	Commercial	R	8/12/2021	538.66		010359		
I-106505	Commercial	R	8/12/2021	133.80		010359		
I-106517	Residential	R	8/12/2021	65.16		010359		
I-106518	Commercial	R	8/12/2021	132.93		010359		
I-106536	Residential	R	8/12/2021	551.69		010359		
I-106537	Residential	R	8/12/2021	626.40		010359		
I-106538	Commercial	R	8/12/2021	698.52		010359		
I-106557	Comm-Greenfields	R	8/12/2021	228.49		010359		
I-106560	Comm DM	R	8/12/2021	119.89		010359		
I-106566	Comm-DM Open Top	R	8/12/2021	118.16		010359		
I-106572	Comm Housing Auth	R	8/12/2021	687.22		010359		
I-106587	Commercial	R	8/12/2021	739.35		010359		
I-106588	Residential	R	8/12/2021	806.25		010359		
I-106589	Residential	R	8/12/2021	774.97		010359		
I-106625	Commercial	R	8/12/2021	384.88		010359		
I-106633	Residential	R	8/12/2021	402.25		010359		
I-106634	Commercial	R	8/12/2021	437.88		010359		
I-106635	Residential	R	8/12/2021	480.45		010359		
I-106651	Comm-DM Compactor	R	8/12/2021	109.47		010359		
I-106655	Comm-Power Co	R	8/12/2021	120.76		010359		
I-106660	Comm-Greenfields	R	8/12/2021	244.13		010359		
I-106673	Residential	R	8/12/2021	516.94		010359		
I-106674	Residential	R	8/12/2021	552.56		010359		
I-106675	Commercial	R	8/12/2021	467.41		010359		
I-106678	Commercial	R	8/12/2021	144.22		010359		
I-106700	Animal Shelter	R	8/12/2021	20.00		010359		
I-106725	Residential	R	8/12/2021	604.68		010359		
I-106727	Residential	R	8/12/2021	509.12		010359		
I-106728	Residential	R	8/12/2021	361.42		010359		
I-106740	Commercial	R	8/12/2021	124.24		010359		
I-106749	Residential	R	8/12/2021	53.87		010359		
I-106764	Commercial	R	8/12/2021	214.59		010359		
I-106775	Residential	R	8/12/2021	614.24		010359		
I-106776	Commercial	R	8/12/2021	639.44		010359		
I-106777	Residential	R	8/12/2021	607.29		010359		
I-106778	Commercial	R	8/12/2021	385.75		010359		
I-106807	Commercial	R	8/12/2021	115.55		010359		
I-106829	Residential	R	8/12/2021	837.52		010359		
I-106831	Residential	R	8/12/2021	790.61		010359		
I-106832	Commercial	R	8/12/2021	700.25		010359		
I-106848	Commercial	R	8/12/2021	232.84		010359		
I-106850	Residential	R	8/12/2021	35.62		010359		
I-106851	Residential	R	8/12/2021	20.00		010359		
I-106874	Residential	R	8/12/2021	409.20		010359		
I-106875	Residential	R	8/12/2021	516.94		010359		
I-106876	Commercial	R	8/12/2021	454.38		010359		
I-106896	Commercial	R	8/12/2021	121.63		010359		
I-106920	Residential	R	8/12/2021	433.53		010359		

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 8/02/2021 THRU 8/13/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-106922	Residential	R	8/12/2021	536.92		010359		
I-106923	Commercial	R	8/12/2021	504.77		010359		
I-106946	Comm-Krogers	R	8/12/2021	593.39		010359		
I-106951	Comm - Greenfields	R	8/12/2021	285.84		010359		
I-106973	Residential	R	8/12/2021	465.68		010359		
I-106974	Residential	R	8/12/2021	543.87		010359		
I-106975	Commercial	R	8/12/2021	357.08		010359		
I-106998	Commercial	R	8/12/2021	144.22		010359		
I-107017	Residential	R	8/12/2021	694.17		010359		
I-107018	Residential	R	8/12/2021	596.00		010359		
I-107019	Commercial	R	8/12/2021	669.84		010359		49,211.50
00779	Woodford Oil Company							
I-4202371	#2 Diesel Clear	R	8/12/2021	1,200.00		010360		1,200.00
00838	Groundhog Directional Drilling							
I-1036	Terrace Ave Water Leak	R	8/12/2021	600.00		010361		600.00
00884	Colonial Court Service Station							
I-41408-41395	2-Tows	R	8/12/2021	153.00		010362		
I-53186	8 Roadmaster Tires	R	8/12/2021	3,186.96		010362		3,339.96
01220	The Delmonte Market							
I-104759959 Aug 21	Landscape Watering Aug 2021	R	8/12/2021	4,900.00		010363		4,900.00
01447	Heritage Fire Equipment							
I-3505	Gloves	R	8/12/2021	48.00		010364		48.00
01727	Enterprise FM Trust							
I-FBN4268092	Fleet Leases August 2021	R	8/12/2021	8,299.28		010365		8,299.28
01836	Bob Evans							
I-180645	Repair Toilet at Park	R	8/12/2021	75.00		010366		75.00
01859	JustTech LLC							
I-69826	July 2021 usage chg	R	8/12/2021	79.90		010367		79.90
01989	Mitchell Tree Care LLC							
I-1141	Arborist Service Cont FY 21-22	R	8/12/2021	1,200.00		010368		1,200.00
02157	Jerry A Marco							
I-Travel WVMLConf	Reimbursement for Travel WVML	R	8/12/2021	509.96		010369		509.96

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 8/02/2021 THRU 8/13/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02178	Mudbusters Motorsports							
I-024034	Bad Boy Mower Maintenance	R	8/12/2021	488.11		010370		
I-024040	Mower Maintenance	R	8/12/2021	172.25		010370		660.36
02180	Progressive Preventive Health							
I-080321	Assessment-Summerfield	R	8/12/2021	100.00		010371		100.00

*** TOTALS ***

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	63	971,048.53	0.00	971,048.53
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: Pool TOTALS:	63	971,048.53	0.00	971,048.53
BANK: Pool TOTALS:	63	971,048.53	0.00	971,048.53

VENDOR SET: 01 Elkins
 BANK: SEWPJ Sewer Project
 DATE RANGE: 8/02/2021 THRU 8/13/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00085	Burgess & Niple, Inc.							
I-967258	contracted services	R	8/06/2021	814.00		000067		
I-973810	contracted services	R	8/06/2021	18,338.85		000067		
I-9800168	contracted services	R	8/06/2021	22,614.25		000067		
I-981554	contracted services	R	8/06/2021	24,071.30		000067		65,838.40
02121	Bear Contracting, LLC							
I-4702	contracted services	R	8/06/2021	447,759.72		000068		447,759.72

* * T O T A L S * *		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:		2	513,598.12	0.00	513,598.12
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: SEWPJ TOTALS:	2	513,598.12	0.00	513,598.12
BANK: SEWPJ TOTALS:	2	513,598.12	0.00	513,598.12
REPORT TOTALS:	65	1,484,646.65	0.00	1,484,646.65

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 8/02/2021 THRU 8/13/2021
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

BUILDING PERMITS

Presented at council meeting of: August 19, 2021

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

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
210165	Evans, Joshua	1519 Lavalette Ave	Replace Roof Shingles	7,215.00
210166	Dasher, Michelle	107 Riverview Dr	Replace Roof Shingles	10,000.00
210167	Coffman, Stacy	401 Glendale Ave	Metal Roof & Electric Service	2,500.00
210168	Coffman, Stacy	450 Central St	Metal Roof & Electric Service	2,300.00
210169	Davis, Matt & Sherri	620 Yokum St	Remodel	25,000.00
210170	Dejoice, Mary Jo	177 High St	Remodel Bathroom	7,945.00
210171	Montessori Early Learning	1002 S Davis Ave	Deck	4,863.00
210172	Montgomery, David	1104 S Henry Ave	Replace Roof Shingles	11,550.00
210173	White, Delaine & Roy	44 Cherry St	Deck	2,973.00
210174	MacVean, Elizabeth	124 Elm St	Replace Roof Shingles	11,000.00
210175	Vargo, Douglas	407 Davis St	Fence	3,000.00
210176	Valentine, Thomas Jr	259 Terrace Ave	Install Metal Roof	15,000.00
210177	Mcfadden, Heidi	20 High St	Remodel	40,000.00
210178	Munsey, Jerry	230 Terrace Ave	Install New Electric Service	3,200.00
210179	Kyle, Phil	115 Orchard St.	Install New Electric Service	2,500.00
210180	McMillon, Sue	120 Harpertown Rd	Replace Roof Shingles	5,825.00

CITY OF ELKINS

Van T. Broughton
Mayor

Application to Use or Close City Streets and/or Sidewalks

401 Davis Avenue
Elkins, West Virginia 26241

Date(s) of Event Sept. 25, 2021 to Oct. 23, 2021 Time: From: _____ To: _____

Date of Street Closing _____ Time of Street Closing _____

Date of Street Reopening _____ Time of Street Reopening _____

Organization Name Our Town, Inc Address 46 Delmonte Mt + 334 Railroad Ave, Elkins
City/State/Zip Elkins, WV, 26241 Fax _____

Contact Tommy Dolly Telephone 304-636-4400 E-mail ourtownelkins@gmail.com
2nd Contact Bobbi Trimboli Telephone 304-636-0415 E-mail Trimboli-bh@gmail.com

Does applicant have liability insurance that names the City as an additional insured?* Yes No (*A Certificate of Insurance may be required of the applicant for this event and must be submitted to the Mayor's Office upon request.)

Explain event or reason for request: Place community made scarecrows, corn stalks and leaf cutouts on signs and posts around 3rd St. Davis Ave.

Streets you are requesting to use or close - identify specific block.		Barricade Street	Sidewalk Usage
1.	_____ from _____ to _____	_____	_____
2.	_____ from _____ to _____	_____	_____
3.	_____ from _____ to _____	_____	_____
4.	_____ from _____ to _____	_____	_____

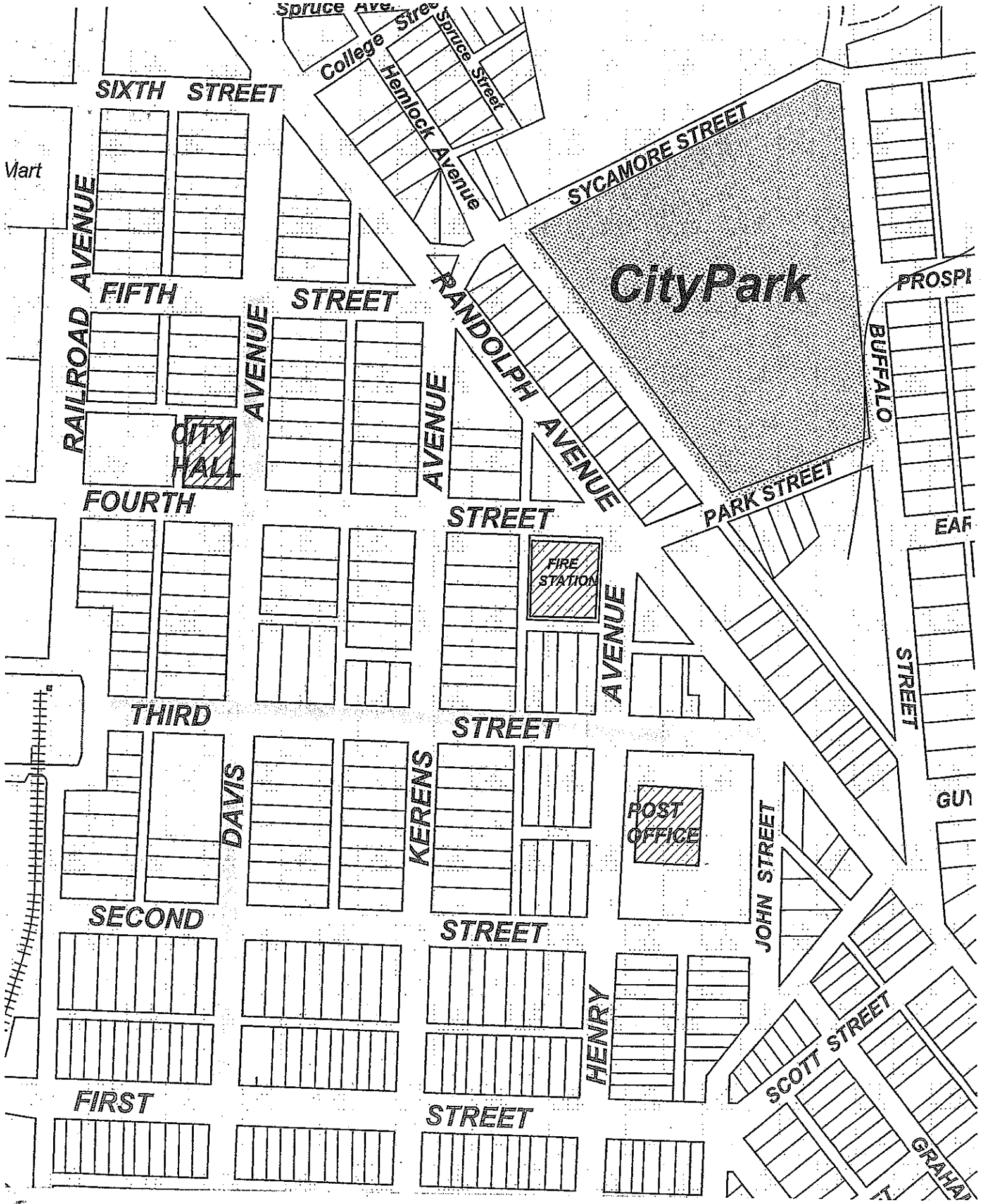
Specific assistance needed from City (Parking, Police, Fire, etc.):
None - Do need to know if we can use new sign poles on Third St. * YES - AP

_____/_____/_____ Initials / Date <u>PP</u> / <u>17/20/21</u>		Police Chief Approval	_____/_____/_____ Initials / Date <u>JP</u> / <u>8/16/21</u>		Fire Chief Approval
_____/_____/_____ Initials / Date		Operations Mgr. Approval	_____/_____/_____ Initials / Date		City Clerk Approval
_____/_____/_____ Initials / Date		Parks Dir. Approval (if necessary)			
<u>Bobbi Trimboli</u>		<u>7/26/21</u>	<u>Jerry A Meador</u>		<u>7/30/2021</u>
Signature of Applicant		Date	Mayor's Signature		Date

Contingencies—Restrictions:

File this application IN PERSON at the Mayor's Office at least two months in advance of the requested date of street closure to assure full consideration. Approval is subject to any restrictions or changes required by the City Administration, or if necessary for public safety reasons.

cc: Chief Glenn Galloway, Police Department
Chief Tom Meader, Fire Department
Operations Manager Bob Pingley
City Clerk Jessica Sutton
911 Center



Event name:
 Date | Time:

Streets:

**PUBLIC SAFETY COMMITTEE
REGULAR MEETING
MINUTES**

*401 Davis Avenue
City Hall, Council Chambers
July 19, 2021
10:00 a.m.*

Present were Committee Members: D. Parker, Chair; J. Guye; M. Hinchman

Also present were: Mayor J. Marco; City Clerk J. Sutton; Attorney G. Roberts; Treasurer T. Judy; Interim Fire Chief S. Himes; Police Chief T. Bennett; Operations Manager B. Pingley; and External Affairs Specialist S. Stokes

PUBLIC COMMENT

Nanci Bross-Fregonara, Councilor and President of the Planning Commission, expressed concern about increased foot traffic on Boundary Ave. Since there are no continuous or easily accessible sidewalks on Boundary, walking on the street is the only option for these residents. Nancy mentioned the possibility of lowering the speed limit or adding signage as a caution in the area. Mrs. Bross-Fregonara also expressed concern about the overabundance of tires at Terry's Tire and is concerned about the risk of fire. According to the DEP, there is a limitation on waste tires (inside and outside) of 100. She recommended getting the DEP involved to help rectify the situation.

MINUTES

Cw. Guye, **MOVED APPROVAL OF THE MINUTES OF THE JUNE 14, 2021 MEETING.** The motion carried.

OLD BUSINESS

Police Chief T. Bennett received the outlines for the request for proposals provided by Cm. Hinchman. He is reviewing these and other input to draft an RFP for the body and vehicle dash cameras. Chief T. Bennett is looking into dash cameras that are combined with license plate readers (LPRs). This is a relatively new technology, but he plans to contact those in the area to see if they are utilizing it and gather more information. Chief Bennett mentioned that the DOJ is opening a grant for rural and tribal organizations to acquire body cameras which he plans to look into. The council was supportive of pursuing the grant and getting more information on the LPR technology.

NEW BUSINESS

The committee discussed the definition of a vacant structure and at what point they should be registered as such. A vacant structure was defined as any building found vacant according to the code for more than 45 days. These structures are to be registered and are subject to a fine if they remain vacant for more than one year. Attorney G. Roberts questioned why the interpretation of the vacant structures ordinance was on the agenda, and if they were looking to change the ordinance. The committee clarified that it was on the agenda because they had been made aware of properties that they believe should be on the list, but are not being addressed by code enforcement. D. Parker would like these properties to be fined and citations issued if they are in disrepair. G. Roberts questioned what the city planned to do if the owner did not repair the property or pay the fines because a citation will not always fix the problem. D. Parker stated that he believes those will be rare situations and the city will address those as they come. D. Parker encouraged equal and full enforcement of the current ordinance. J. Guye was 100% in favor of stronger enforcement.

REPORTS

Fire- Interim Fire Chief S. Himes met with the Deputy Director at 911 about the upcoming ISO review. He stated that communication is 10% of the final grade. S. Himes and the EFD are looking at new hoses and nozzles. He said a small number need to be replaced, but this would not be a large expenditure.

Police- Chief T. Bennett met with the regional SWAT team for a preliminary meeting. There are at least 6 agencies over 3 counties participating. The team made good progress in determining goals. In the coming weeks, the EPD Tactical Response Team will be providing training to bus drivers in the county.

Code Enforcement- Report for 6/11/2021-7/19/2021 was provided to the committee. Any questions can be directed to Code Enforcement Officer Phil Isner.

ANNOUNCEMENTS

The next meeting will be on Aug 9, 2021. At this meeting, the committee will go over FY22 demo project prioritization.

Mayor Marco reported that the grass has been cut at the Fussell properties.

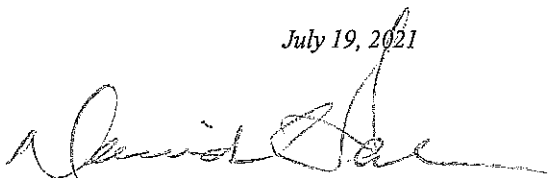
Cm. Parker reported that the River Street lot has been cleaned up and is in the process of being transferred to Woodlands Development Group. He also reported that the garage at the First Street Fussell property has been removed.

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

The meeting adjourned at 11:34 a.m.

The foregoing minutes were approved at the meeting of Aug. 9, 2021

David C. Parker,
Name & Title
Chair


Signature

AD-HOC ARPA ADVISORY COMMITTEE MEETING MINUTES

*401 Davis Avenue
City Hall, Council Chambers
July 13, 2021
1:30 p.m.*

Present were Committee Members: M. Hinchman, chair; D. Parker; R. Chenoweth; and M. Cuonzo

Also present were: Mayor J. Marco; City Attorney G. Roberts; Treasurer T. Judy, Interim Fire Chief S. Himes; Operations Manager B. Pingley; and City Clerk J. Sutton

N. Bross-Fregonara was absent.

MINUTES

Cm. Chenoweth, **MOVED APPROVAL OF THE MINUTES OF THE JUNE 8, 2021 MEETING.** The motion carried.

OLD BUSINESS

The committee discussed potential uses of the ARPA funds with the aid of internal documents prepared by Chairman Hinchman and Clerk Sutton. A majority of the discussion focused on the needs of the water fund and how ARPA funds may be used in support of it, as well as replacing aging water lines throughout the city. Additional points were made regarding investment in projects that will save money in the future, such as turning sludge into biofuel for resale and installing LED lighting at City Hall and throughout the city. It was also noted that the committee should consider there will be competition for resources and that could impact the cost and timeline.

The committee agreed that the reinstatement of a capitol improvement team focused on water line replacement should be pursued. Operations Manager B. Pingley will present this idea to the Water Board at their July 27th meeting and if approved, it will be presented to council at their August 5, 2021, meeting.

Cm. Hinchman and Clerk Sutton will continue to work on the full list of proposed uses for future consideration by the committee.

Item b. Plan for public input opportunities was not discussed.

NEW BUSINESS

Item a. U.S. Treasury guidance updates was not discussed.

ANNOUNCEMENTS

The next meeting of the ARPA Committee was scheduled for August 10, 2021, at 1:30 p.m.

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

The meeting adjourned at 3:20 p.m.

The foregoing minutes were approved at the meeting of Aug 10, 2021

Mike Hinchman Chair
Name & Title

[Handwritten Signature]
Signature