

**ELKINS COMMON COUNCIL
REGULAR COUNCIL MEETING
MINUTES**

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

Elkins Common Council met in regular session in the council chamber of city hall. Present were Mayor Jerry A. Marco; 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; City Clerk J.R. Sutton (acting as recording secretary); and Inter-Mountain Reporter ...

PUBLIC COMMENT

Lisa Wood, resident of 345 Harpertown Rd and Director of the Elkins-Randolph County Chamber of Commerce spoke in reference to the requested donation, new business item p. The Chamber is requesting \$5000 to support the Christmas Lights Display contest. This money will be used to organize the event and pay cash prizes to the winners. In 2020, the inaugural year, they had seventy-eight registered participants. There were hundreds of positive FaceBook comments left and their media posts about the event reached over 9,000 users. Mrs. Wood believes this event fuels the efforts to make Elkins a holiday destination, to be enjoyed by residents and visitors. She envisions creating a season that provides multiple opportunities including the light displays, train rides, parade, holiday market, performances and small business Saturday, and that would provide collaboration between the Chamber, Elkins Main Street, the Old Brick Playhouse and the business community. All of these activities would contribute to our growing recreation economy.

Wendy Morgan resides outside the city limits but is a long-time D&E College employee and board member of the ERCCC who has assisted with the Christmas parade and related activities for many years. In 2020 they had to get creative to provide safe opportunities for families, which was the impetus for the Christmas Lights Display contest. She saw incredible community engagement and an interest from those outside the community. She believes people are looking forward to this event happening again.

Michael Hayes resides and owns a business just outside the city limits. As the owner of a business whose patrons are typically small children he is very interested in supporting other activities for that age group and believes the Christmas Lights Display contest is a good example. Also, as a father he has enjoyed an annual tradition of driving around looking at lights. When they first moved to the area in 2016, he was disappointed in Elkins and they drove to Clarksburg to view lights, eat, shop, etc. He was thrilled last year when this event kept them in their own community and would like to see it continue.

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Kathy Vance, 122 2nd St. has been instrumental putting out lights for the city and decorated both the 2nd place (residential and business) winners of last year's Christmas Lights Display contest. She witnessed people putting a lot of effort into their decorations and would like to see this event continue.

Missy McCollum, Director of the Old Brick Playhouse, told a story that emphasized the interest people have in coming to Elkins during the holidays, primarily for riding the trail. While we haven't been able to run the train for two years due to the pandemic, she sees the Christmas Lights Display as an alternative way to celebrate and to bring visitors to our city. Even if the train resumes next year, this event should continue. The OBP was awarded first place last year despite not investing a lot of money. The real reward was in seeing all the families in town enjoying the activity.

Eric Hiner, Water Distribution Assistant Supervisor, reported one of the guys in his department had a vehicle accident on Tuesday morning. He fell asleep while driving. Eric believes this is due to a lack of personnel and too much work. He is asking for help. He realizes that finances are what they are but he is asking council to dig deep.

PRESENTATION

Dave Clark, Executive Director of Woodlands Development Group, provided an annual update on their activity in Elkins. There are two arms of the organization – community lending and community development. In 2020 they supported 23 businesses and loaned approximately \$250,000 in partnership with local banks who provided around \$750,000 in loan dollars. WDG used COVID-19 relief monies to help businesses transition to online sales. Mr. Clark advised there are still relief dollars left. WDG also helps in the development of recreation opportunities and greenspaces. In 2021 they were awarded \$2.5 million to assist with Broadband expansion, and area that is new to them, but they are moving forward on a project that will serve Elkins, Harman, Dry Fork and Canaan. Other focus areas and projects include senior housing (Grace Davis and Firefly); a duplex on Henry Avenue, a single-family home on River Street and the Tygart Hotel. Mr. Clark thanked the city for their support and help in moving these projects forward.

Mayor J. Marco recognized the Elkins Fire Department for their growth and their recent assistance with the fire in Buckhannon.

City Clerk J. Sutton administered the oath of office to firefighter Derek Sicca.

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Cm. Chenoweth, **MOVED APPROVAL OF THE MINUTES OF THE SEPTEMBER 16, 2021 MEETING.**
The motion carried.

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NEW BUSINESS

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1441: APPROVING THE PROMOTIONS OF AND ESTABLISHING NEW COMPENSATION LEVELS FOR O. POE AND T. HARRIS.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1442: APPROVING THE PROMOTION OF AND ESTABLISHING A NEW COMPENSATION LEVEL FOR S. DAVIS.** The motion carried.

Cm. Chenoweth, **MOVED APPROVAL OF RESOLUTION 1443: APPROVING THE PROMOTION OF AND ESTABLISHING A NEW COMPENSATION LEVEL FOR R. BELT.** The motion carried.

Cm. Hinchman, **MOVED APPROVAL OF RESOLUTION 1444: APPROVING INVOICES RELATING TO THE CITY HALL PARKING LOT PROJECT.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1445: CITY OF ELKINS PARKING LOT PROJECT CHANGE ORDERS 11-14.** The motion carried.

Cw. Guye, **MOVED APPROVAL OF RESOLUTION 1446: APPROVING AGREEMENT WITH TERRA FLORA LANDSCAPING FOR GROUND MAINTENANCE OF THE CITY HALL PARKING LOT.** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1447: APPROVAL OF BUDGET REVISION 2022-001-02 FOR FISCAL YEAR 2022.** 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:

N. Bross-Fregonara	Yes	J. Guye	Yes	D. Parker	Yes
R. Chenoweth	Yes	C. Higgins	Yes	L. Vest	Yes
M. Cuonzo	Yes	M. Hinchman	Yes	Mayor J. Marco (in case of tie)	n/a
C. Friddle, III	Yes	C. Lowther	Yes		

Cm. Higgins, **MOVED APPROVAL OF RESOLUTION 1448: AMENDING THE CITY OF ELKINS PERSONNEL POLICY CH. 10: HOLIDAYS AND PERSONAL DAYS.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1449: AMENDING THE CITY OF ELKINS PERSONNEL POLICY CH. 5.E: TRAVEL FOR OFFICIAL BUSINESS AND TRAINING SEMINARS.** The motion carried.

Cw. Vest, **MOVED APPROVAL OF RESOLUTION 1450: ADOPTING AND IMPLEMENTING AN AMENDED CITY OF ELKINS ORGANIZATIONAL CHART.** The motion carried.

Cw. Guye, **MOVED APPROVAL OF RESOLUTION 1451: APPOINTMENT OF V. WHITE TO THE ELKINS SANITARY BOARD.** The motion carried.

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Cm. Hinchman, **MOVED APPROVAL OF ACCEPTING ALL THE RECOMMENDATIONS FROM THE AD-HOC ARPA COMMITTEE FOR EXPENDITURE OF ARPA FUNDS, INCLUDING: \$5,000 TO THE MAYOR’S ADDICTION AND HOMELESS RESOURCES TASK FORCE;; \$31,350 TO THE CLERKS’S OFFICE FOR WEBSITE REDESIGN AND AGENDA MANAGEMENT SOFTWARE; UP TO 5% (\$154,246.65) FOR AN ENGINEERING ASSESSMENT OF THE WATER AND SEWER SYSTEMS; AND UP TO 5% (\$154,246.65) FOR COMMUNITY REQUESTS THAT FALL WITHIN THE U.S. TREASURY GUIDELINES.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1452: AUTHORIZING CONDITIONS OF CONTRACT BETWEEN CIVICPLUS AND THE CITY OF ELKINS AND AUTHORIZING EXECUTION OF CONTRACT.** The motion carried.

Cm. Friddle, **MOVED APPROVAL TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE FLOOD CONTROL REPORT UNDER ATTORNEY-CLIENT PRIVILEGE.** The motion carried. Council entered executive session at 7:53 p.m. and returned at 8:31 p.m. The chair announced that no action was taken.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1453: APPROVING THE PURCHASE OF SOFTWARE AND HARDWARE FROM TYLER TECHNOLOGIES.** In accordance with Resolution 924 and the amended City of Elkins Rules of Council the chair called for a roll call vote. The clerk called roll in random order. The motion carried. Council votes were as follows:

N. Bross-Fregonara	Yes	J. Guye	Yes	D. Parker	Yes
R. Chenoweth	Yes	C. Higgins	Yes	L. Vest	Yes
M. Cuonzo	Yes	M. Hinchman	Yes	Mayor J. Marco (in case of tie)	n/a
C. Friddle, III	No	C. Lowther	Yes		

Cm. Friddle, **MOVED APPROVAL OF A CONTRIBUTION IN THE AMOUNT OF \$5000 TO THE ELKINS-RANDOLPH CHAMBER OF COMMERCE TO SUPPORT THE CHRISTMAS LIGHTS DISPLAY CONTEST.** After lengthy discussion, Cm. Friddle, **MOVED THE QUESTION.** In accordance with Resolution 924 and the amended City of Elkins Rules of Council the chair called for a roll call vote. The clerk called roll in random order. The motion carried. Council votes were as follows:

N. Bross-Fregonara	Yes	J. Guye	Yes	D. Parker	Yes
R. Chenoweth	Yes	C. Higgins	Yes	L. Vest	Yes
M. Cuonzo	Yes	M. Hinchman	Yes	Mayor J. Marco (in case of tie)	n/a
C. Friddle, III	Yes	C. Lowther	Yes		

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In accordance with Resolution 924 and the amended City of Elkins Rules of Council the chair called for a roll call vote. The clerk called roll in random order. The original motion failed. Council votes were as follows:

N. Bross-Fregonara	Yes	J. Guye	No	D. Parker	No
R. Chenoweth	No	C. Higgins	Yes	L. Vest	No
M. Cuonzo	Yes	M. Hinchman	No	Mayor J. Marco (in case of tie)	n/a
C. Friddle, III	Yes	C. Lowther	No		

Cm. Hinchman, **MOVED APPROVAL OF RESOLUTION 1454: APPROVING TRANSFER OF FUNDS FROM THE FINANCIAL STABILIZATION ACCOUNT.** The motion carried.

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 September 13 – October 1, 2021

CORRESPONDENCE AND NOTIFICATIONS

Council received the following correspondence and notifications:

- Issued building permits
- Treasurer’s report
- Events

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

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
210221	Tanner, Helen	707 W Main St	Remodel Bathroom	20,000.00
210222	Armentrout, Patricia	210 Sylvester Dr	Replace Roof Shingles on Lower Roof	3,000.00
210223	Cupp, Jamie	123 College St	Replace Roof Shingles	9,023.00
210224	Masten, Robert	413 Kerens Ave	Replace Roof Shingles	8,078.00

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ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
210225	Carr, Richard	1605 Taylor Ave	Replace Roof Shingles	7,422.00
210226	Isner, Pamela	114 Ward Ave	Replace Roof Shingles	7,910.00
210227	Lewis, Mamie	7 River St	Replace Vinyl Siding	10,000.00
210228	Bright, Kathryn	1105 Harrison Ave	Install Deck and Access Ramp	9,891.00
210229	Carpenter, Patrick	135 S Randolph Ave	8 X 8 Deck & Fence	2,500.00
210230	Fry, Christopher	102 High St	Install Fence	7,000.00
210231	MPL Properties LLC	117 Graham St	New Tub and Surround & Ceiling	3,500.00

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

The meeting adjourned at 9:29 p.m.

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

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk