

**ELKINS COMMON COUNCIL
REGULAR COUNCIL MEETING
AGENDA**

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

1. Invocation and Pledge of Allegiance

2. Call to order and roll call

3. Agenda adjustments

- a. *Ordinance 294: An Ordinance of the City of Elkins, West Virginia to Vacate, Abandon, and Close That Certain Public Right of Way between Lot 25 Block C of the First Section of the Hillside Edition and Lot 26 Block D of the Second Section of the Hillside Addition to the City of Elkins (1st of two readings)*

4. Public comment

5. Presentation

- a. Region 7 Planning and Development Council – Shane Whitehair

6. Minutes

- a. Minutes proposed for the public hearing of November 18, 2021
- b. Minutes proposed for the regular council meeting of November 18, 2021

7. New business

- a. *Ordinance 291: An Ordinance of the City of Elkins, West Virginia Authorizing the Governing Body to Submit a Municipal Home Rule Amendment to the Approved Written Plan to the Municipal Home Rule Board (2nd and final reading)*
- b. *Ordinance 292: An Ordinance of the City of Elkins, West Virginia Revising and Amending Elkins City Code §71.99 Regarding Penalties for Parking Offenses (2nd and final reading)*
- c. *Ordinance 293: An Ordinance of the City of Elkins, West Virginia Revising and Amending Elkins City Code §152.245 Regarding Meetings of the Board of Zoning Appeals (2nd and final reading)*
- d. *Ordinance 294: An Ordinance of the City of Elkins, West Virginia to Vacate, Abandon, and Close That Certain Public Right of Way between Lot 25 Block C of the*

First Section of the Hillside Edition and Lot 26 Block D of the Second Section of the Hillside Addition to the City of Elkins (1st of two readings)

- e. *Resolution 1476*: Adopting Fines and Penalties for Violations of Parking Provisions
- f. *Resolution 1477*: Approving “Full-Time Regular Employee” Status and Confirming a Compensation Level for L. Gassnola

8. Approval of vendor invoice payments

Vendor invoices presented for approval:

- A/P History Check Report for the period November 15 – 26, 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.)

9. Correspondence and Notifications

- a. Issued building permits
- b. Events

10. Committee Reports

11. Administrative officer reports

12. Mayor’s comments

13. Adjournment

Proposed Minutes

**ELKINS COMMON COUNCIL
PUBLIC HEARING
MINUTES**

***401 Davis Avenue
Council Chamber, 2nd Floor
November 18, 2021
6:30 p.m.***

Elkins Common Council met in special 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, G.M. Hinchman, C.C. Lowther, D.C. Parker, and L.H. Vest; City Treasurer T. Judy; Fire Chief S.D. Himes; Interim Operations Manager M. Himes; City Attorney G. S. Roberts; and City Clerk J.R. Sutton (acting as recording secretary).

Councilor C.J. Higgins and Police Chief T. Bennett were absent.

The hearing was called to order at 6:30 p.m.

- i. Ordinance 291: An Ordinance of the City of Elkins, West Virginia Authorizing the Governing Body to Submit a Municipal Home Rule Amendment to the Approved Written Plan to the Municipal Home Rule Board*

No comments were entered.
The hearing was closed at 6:31 p.m.

**ELKINS COMMON COUNCIL
REGULAR COUNCIL MEETING
MINUTES**

***401 Davis Avenue
Council Chamber, 2nd Floor
November 18, 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; Fire Chief S.D. Himes; Police Chief T. Bennett; Interim Operations Manager M. Himes; City Attorney G. S. Roberts; City Clerk J.R. Sutton (acting as recording secretary); and Inter-Mountain Reporter B. Johnson.

Proposed Minutes

PRESENTATION

Kurt Barkley, Executive Director for the Randolph County Creative Arts Center, presented to council. Mr. Barkley thanked council and the mayor for their continued support, which contributes to the quality of services the RCCAC can provide to the community. They are in their 20th year of operation with a mission of providing high quality art exhibits, cultural events, and classes to the community. The RCCAC offers the only stained-glass studio in the region. Three years ago, they broke into the tour bus market, although this was disrupted by the pandemic, they have hosted three busses this year, all from the northern Midwest and all were successful. The RCCAC is funded by entry fees for juried exhibits; class tuition; ticket sales to events; grants; fundraising; and state and local funding. They have several events planned for 2022 including the annual gala, an Octoberfest, monthly brown bag concerts and a Halloween event. The Center also serves as a polling place and meeting place for many organizations. Their afterschool program is currently full, and they hope to expand this option in the future. Mr. Barkley invites councilors and the mayor to visit the RCCAC in December for their artist's market (3&4); the quilt exhibition luncheon (12) and the holiday brown bag concert with Raymond Godwin.

MINUTES

Cm. Chenoweth, **MOVED APPROVAL OF THE MINUTES OF THE NOVEMBER 4, 2021, MEETING.** The motion carried.

UNFINISHED BUSINESS

Cm. Friddle, **MOVED APPROVAL OF ENTERING INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING A PERSONNEL MATTER.** The motion carried. The Chair announced that no action was taken.

Cm. Chenoweth, **MOVED APPROVAL TO POSTPONE RESOLUTION 1465: APPOINTING A TREASURER AND CONFIRMING THE AMOUNT OF COMPENSATION.** The motion carried.

NEW BUSINESS

Without objection, the chair moved items f and g to the top of new business.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1468: APPROVING THE PROMOTION OF AND ESTABLISHING A NEW COMPENSATION LEVEL FOR C. BOATWRIGHT.** The motion carried.

Cm. Parker, **MOVED APPROVAL OF RESOLUTION 1469: APPROVING THE PROMOTION OF AND ESTABLISHING A NEW COMPENSATION LEVEL FOR D. SAYRE.** The motion carried.

Cm. Friddle, **MOVED APPROVAL OF ORDINANCE 290: AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA, TO VACATE, ABANDON AND CLOSE A PORTION OF THOSE CERTAIN PUBLIC**

Proposed Minutes

RIGHTS OF WAY KNOWN AS WILMOTH LANE AND MAIN STREET (2ND AND FINAL READING). The motion carried.

Cm. Chenoweth, MOVED APPROVAL OF ORDINANCE 291: AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA, AUTHORIZING THE GOVERNING BODY TO SUBMIT A MUNICIPAL HOME RULE AMENDMENT TO THE APPROVED WRITTEN PLAN TO THE MUNICIPAL HOME RULE BOARD (1ST OF TWO READINGS). The motion carried.

Cw. Bross-Fregonara, MOVED APPROVAL OF ORDINANCE 292: AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA REVISING AND AMENDING ELKINS CITY CODE §71.99 REGARDING PENALTIES FOR PARKING OFFENSES (1ST OF TWO READINGS). The motion carried.

Cm. Higgins, MOVED APPROVAL OF ORDINANCE 293: AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA REVISING AND AMENDING ELKINS CITY CODE §152.245 REGARDING MEETINGS OF THE BOARD OF ZONING APPEALS (1ST OF TWO READINGS). The motion carried.

Cw. Cuonzo, MOVED APPROVAL OF AN AMENDMENT TO RESOLUTION 1453: APPROVING THE PURCHASE OF SOFTWARE AND HARDWARE FROM TYLER TECHNOLOGIES, TO INCLUDE AN EXEMPTION OF THE BID REQUIREMENT ON THE BASIS OF THERE BEING NO SUPPLIER OF GOODS OR SERVICES SOUGHT WITHIN THE AREA OF GENERAL CIRCULATION OF THE CITY NEWSPAPER. The motion carried.

Cw. Guye, MOVED APPROVAL OF RESOLUTION 1470: AUTHORIZING THE REAPPOINTMENT OF D. TURNER TO THE BOARD OF ZONING APPEALS. The motion carried.

Cw. Bross-Fregonara, MOVED APPROVAL OF RESOLUTION 1471: AUTHORIZING THE APPOINTMENT OF R. LABROZZI TO THE ELKINS TREE BOARD. The motion carried.

Cw. Bross-Fregonara, MOVED APPROVAL OF RESOLUTION 1472: AUTHORIZING THE REAPPOINTMENT OF C. FRY TO THE FIRE SERVICE FEE APPEALS BOARD. The motion carried.

Cw. Guye, MOVED APPROVAL OF RESOLUTION 1473: ACCEPTING CONDITIONS OF CONTRACT BETWEEN DELMONTE MARKET DBA TAMMY’S FLORAL AND THE CITY OF ELKINS, AND AUTHORIZING EXECUTION OF CONTRACT. 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	No
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	No		

Proposed Minutes

Cm. Friddle, **MOVED APPROVAL OF RESOLUTION 1474: ADOPTING AND IMPLEMENTING AN AMENDED CITY OF ELKINS ORGANIZATIONAL CHART.** The motion carried.

Cm. Chenoweth, **MOVED APPROVAL OF RESOLUTION 1475: AMENDING THE CITY OF ELKINS PERSONNEL POLICY CH. 4.G: TEMPORARY ASSIGNMENT.** The motion carried.

Cm. Hinchman, **MOVED APPROVAL TO ACCEPT RECOMMENDATIONS FROM THE AD-HOC ARPA COMMITTEE FOR EXPENDITURE OF ARPA FUNDS, INCLUDING: UP TO \$55,000 FOR UPGRADES TO THE WASTEWATER TREATMENT PLANT SCADA SYSTEM AND UP TO \$102,000 FOR THE PURCHASE OF A LOADER FOR THE WASTEWATER SYSTEM, AND THAT ANY EXCESS BE RETURNED TO THE APRA FUND 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 November 1 – 12, 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
210254	Band, Barry	123 Sunset Dr.	Build Roof Over Rear Deck	6,500.00
210255	Batchelor, Alan	122-1/2 Elm St	Replace Breaker Panel	800.00
210256	Douglas Coal Co.	12 Fourth St	Replace Roof	33,406.00

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

Proposed Minutes

The meeting adjourned at 8:29 p.m.

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

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

ORDINANCE 291

AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA, AUTHORIZING THE GOVERNING BODY TO SUBMIT A MUNICIPAL HOME RULE AMENDMENT TO THE APPROVED WRITTEN PLAN TO THE MUNICIPAL HOME RULE BOARD PURSUANT TO THE PROVISIONS OF WEST VIRGINIA CODE § 8-1-5A, GENERALLY, AND § 8-1-5A(f), PARTICULARLY.

WHEREAS, the Common Council has determined to submit a proposed Amendment to the City of Elkins Municipal Home Rule Pilot Program Plan (the “Amendment to Home Rule Plan”); and

WHEREAS, the City Clerk caused to be published a notice of the public hearing on the Amendment to the Home Rule Plan as required by the Act; and

WHEREAS, the City Clerk caused to be published the Notice of Proposed Enactment of the Proposed Ordinance as a Class II Legal Ad on October 18, 2021, and October 25, 2021 in The Inter-Mountain, as required by law; and

WHEREAS, a copy of the Amendment to the written Plan has been available to the public and may be inspected by the public at the office of the City Clerk, 401 Davis Avenue, Elkins, West Virginia; and

WHEREAS, on November 18, 2021, at 6:30 p.m. in the Elkins City Council Chambers, 401 Davis Avenue, Elkins, West Virginia, the Common Council conducted a public hearing, during which interested parties had the opportunity to appear and their comments be heard and considered; and

WHEREAS, this Ordinance was presented to, and passed on first reading by, Council after the public hearing on November 18, 2021; and

WHEREAS, this Ordinance was presented to, and passed on second reading by Council on December 2, 2021.

NOW THEREFORE, BE IT ORDAINED and ENACTED by the Common Council of the City of Elkins, that the Mayor, as the certifying official, is hereby directed to make submission to the Municipal Home Rule Board an application for approval for an

Amendment to the City of Elkins Home Rule Plan, pursuant to the rules and regulations found in West Virginia Code § 8-1-5A, generally, and § 8-1-5A(f), particularly (collectively, the "Act"). A copy of the Application is attached hereto and is intended to be read as a part hereof.

BE IT FURTHER ORDAINED, that the Mayor, be and is hereby authorized to execute such Application for and on behalf of the City and to certify this Ordinance to the Municipal Home Rule Board of the State of West Virginia in accordance with the rules and regulations applicable thereto and to take any and all action necessary with respect to said Application and to execute such other documents, hearings, notices, certificates, and affidavits as are necessary or convenient to the filing of such Application.

This Ordinance shall become effective upon passage.

CITY OF ELKINS, WEST VIRGINIA

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

ORDINANCE 292

**AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA,
REVISING AND AMENDING CITY CODE §71.99 REGARDING
PENALTIES FOR PARKING OFFENSES**

WHEREAS, the Common Council, pursuant to W.V. Code §8-11-1(a)(2) and W.V. Code §8-12-5, is authorized to prescribe reasonable penalties for the violations of its ordinances in the form of fines and penalties; and

WHEREAS, the Common Council intends to authorize the imposition of fines with regard to parking violations and to clarify City Code §71.99 regarding such fines and penalties;

NOW, THEREFORE, be it Ordained and Enacted the City Code §71.99 Penalty be amended as follows:

§71.99 Penalty

(F) Parking Tickets

Any person who violates the parking provisions of this Chapter shall be subject to fines and penalties in an amount to be set by the Common Council from time to time for each offense.

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: November 18, 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

ORDINANCE 293

**AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA,
REVISING AND AMENDING CITY CODE §152.245 REGARDING
MEETINGS OF THE BOARD OF ZONING APPEALS**

WHEREAS, the Common Council has previously by ordinance established the Board of Zoning Appeals which ordinance is codified in City Code in §152.210 through §152.999, Board of Zoning Appeals; Generally; and

WHEREAS, W.V. Code §8A-8-1 et seq. authorizes the establishment of a Board of Zoning Appeals along with prescribing the procedures and responsibilities of a municipal Board of Zoning Appeals; and

WHEREAS, City Code §152.245 states that the Board of Zoning Appeals shall hold at least one meeting each month; and

WHEREAS, W.V. Code §8A-8-5(a) states that the Board of Zoning Appeals shall meet quarterly and may meet more frequently at the written request of the chairperson or by two or more members; and

WHEREAS, the Common Council believe that it is in the best interests of the City and its citizens to amend City Code §152.245 to comply with the requirement of W.V. Code 8A-8-5.

NOW, THEREFORE, be it Ordained and Enacted the City Code §152.245 be amended and revised as follows:

§152.245 Meetings; Quorum

The Board shall meet quarterly and may meet more frequently at the written request of the chairperson or by two or more members. Four members shall constitute a quorum of the Board, but a lesser number may meet and adjourn.

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: November 18, 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

ORDINANCE 294

AN ORDINANCE OF THE CITY OF ELKINS, WEST VIRGINIA TO VACATE, ABANDON AND CLOSE A CERTAIN PUBLIC RIGHT OF WAY BETWEEN LOT 25 BLOCK C OF THE FIRST SECTION OF THE HILLSIDE ADDITION AND LOT 26 BLOCK D OF THE SECOND SECTION OF THE HILLSIDE ADDITION TO THE CITY OF ELKINS

WHEREAS, the City of Elkins has received a petition from Thomas R. Ross, II and Vidia C. Ross ("Petitioners") requesting the vacation, abandonment and closure of an unopened alley in the Hillside Addition as shown on the attached plat; and

WHEREAS, the Petitioners have complied with the abandonment procedures adopted by the Common Council; and

WHEREAS, on November 17, 2021, the Municipal Properties Committee conducted a public hearing on said petition and found that the unopened alley is of no benefit to the general traveling public, serves no public purpose and is not necessary for the public use or good; and

WHEREAS the interest of the City and its residents will be best served by vacating and abandoning the unopened alley in the Hillside Addition; and

WHEREAS it appearing that the owners of the property abutting the unopened alley are only the Petitioners who have been notified of the hearing and it appearing that property or interest of no person, firm or corporation will be damaged or injured by said abandonment; and

WHEREAS the Common Council deems it to be in the public interest that said right of way known as an unopened alley in the Hillside Addition as shown on the attached plat be vacated, abandoned and closed as not necessary for the public use or good.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF ELKINS THAT:

1. The public right of way known as an unopened alley in the Hillside Addition as shown on the attached plat be and hereby vacated, abandoned, and closed, and that from and after the final adoption of this Ordinance, the same shall cease to be public roads or ways.
2. A public hearing with regard to the proposed vacation, abandonment and closure was held before the Municipal Properties Committee pursuant to Notice of Hearing published in The Inter-Mountain.
3. Upon final adoption of this Ordinance, a quitclaim deed, reserving all necessary water, sewer and other utility easements, shall be executed by the Mayor to the Petitioners, namely Thomas R. Ross, II and Vidia C. Ross.

4. The quitclaim deed and a duly certified copy of this Ordinance shall be recorded in the Office of the Clerk of the County Commission of Randolph County, West Virginia.

This Ordinance shall become effective upon the date of its final adoption.

PASSED AND APPROVED ON THE FIRST READING: _____, 2021.

**PASSED AND APPROVED ON THE SECOND AND FINAL READING: _____,
2021.**

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

PETITION TO ABANDON UNOPENED ALLEY

1. Petitioners Thomas R. Ross II and Vidia C. Ross hereby petition the Common Council of the City of Elkins to abandon an unopened alley approximately 20 feet in width and 130 feet in length which lies between Lot 25 Block C of the First Section of the Hillside Addition and Lot 26 of Block D of the Second Section of the Hillside Addition and runs from Terrace Avenue on the South to an unopened alley which runs parallel to Terrace Avenue on the North. Said alley is shown on the plat of the said Second Section attached to a Deed of Dedication dated October 3, 1907, dedicating to the public the streets and alleys shown thereon, a copy of which is attached hereto.
2. Petitioners are the sole owners of said Lots 25 and 26 and therefor are the owners of all the real estate abutting each side of the alley. Petitioners also own Lots Nos. 21, 22, 23, 24 of Block C and 27 of Block D of said Second Section.
3. A map of such alley, together with the abutting property owners, prepared by William D. Swecker, engineer and surveyor, is attach hereto.
4. Said alley exists only by means of appearance on the attached plat of the Second Section of the Hillside Addition.
5. Said alley has not, does not and will not in the future serve any public purpose.
6. No person will suffer any special damage as a result of the abandonment of said alley.
7. The abandonment will not unreasonably impede the flow of traffic.

Respectfully submitted

Thomas R. Ross II

Thomas R. Ross II

Vidia C. Ross
Vidia C. Ross

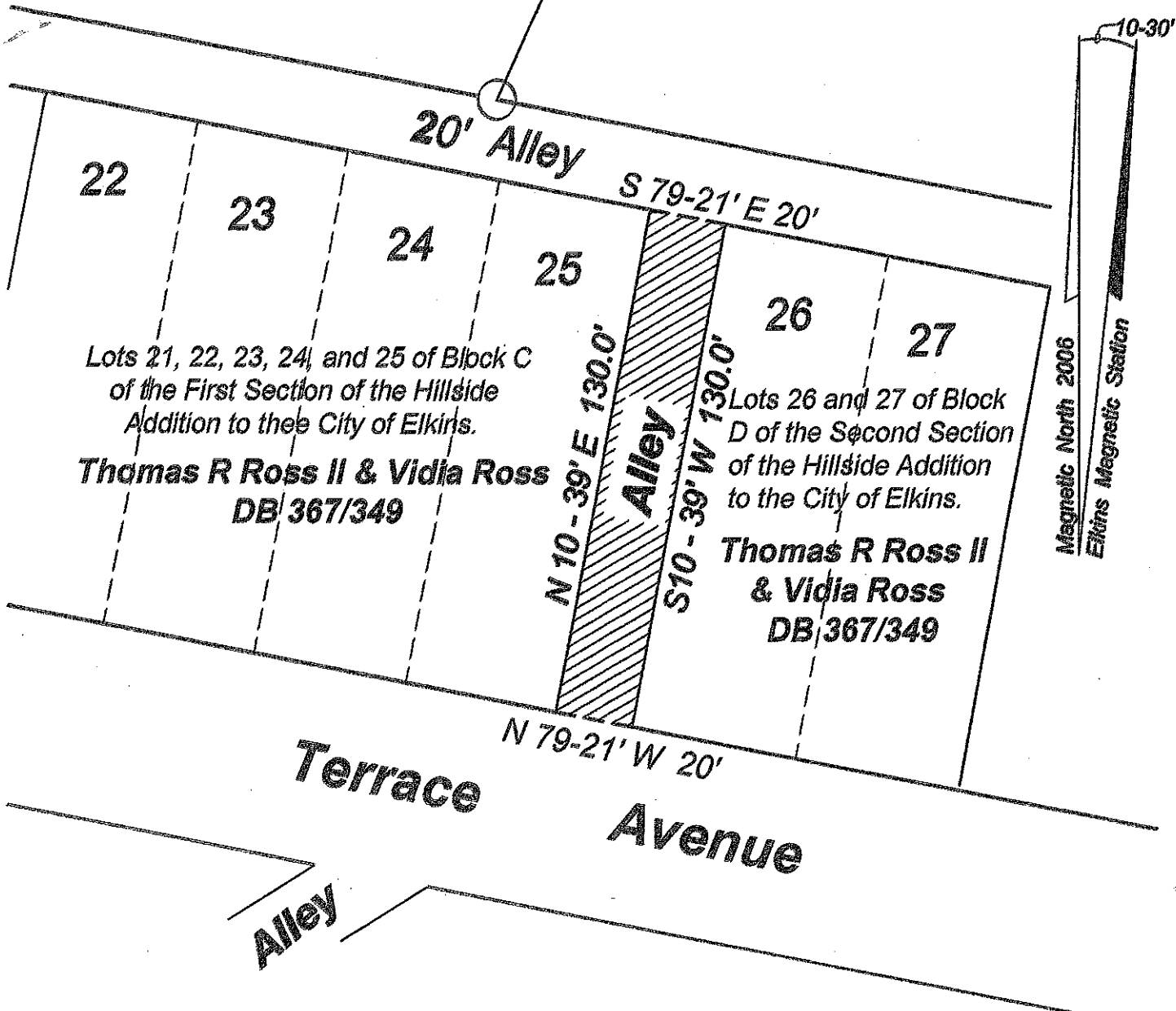
260 Terrace Avenue

364-636-6238

Dated: October 6, 2021

**LIST OF ALL OWNERS OF PROPERTY
ABUTTING ON SUCH ALLEY**

Thomas R. Ross II and Vidia C. Ross



Lots 21, 22, 23, 24, and 25 of Block C of the First Section of the Hillside Addition to the City of Elkins.

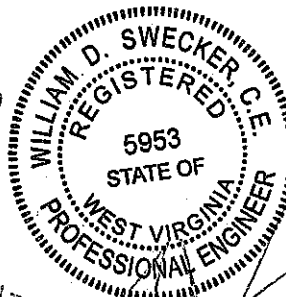
Thomas R Ross II & Vidia Ross
DB 367/349

Lots 26 and 27 of Block D of the Second Section of the Hillside Addition to the City of Elkins.

Thomas R Ross II & Vidia Ross
DB 367/349

Alley Closing-Hillside Addition
City of Elkins

Scale: 1" = 40'



William D. Swecker

Elkins Corporation
Randolph County, West Virginia
Being an alley created when the
Second Section of the Hillside
Addition was added adjacent to
the Original Hillside Addition.
Tax Map Sheet 14
Contains 2, 600 S.F.

Prepared from survey of Reservoir
Lot performed In December 2006
By William D. Swecker
SWECKER ENGINEERING
Elkins, West Virginia 26241

Property Description for The CITY OF ELKINS

Alley Closing-Hillside Addition

All that tract or parcel of land situate in Elkins Corporation, Randolph County and State of West Virginia, said land being an alley created when the Second Section of the Hillside Addition was added adjacent to the original Hillside Addition on the north side of Terrace Avenue, more particularly bound and described as follows:

Beginning at a point in the northern boundary of Terrace Avenue, said point being the southeast corner of Lot 25 of Block C of the Hillside Addition to the City of Elkins, Said Lot 25 now owned by Thomas R Ross II and Vidia Ross (DB 367/349);

Thence leaving Terrace Avenue with Thomas R Ross II, N 10-39' E 130.0 feet to the southern boundary of a 20 foot wide alley, said point being the north east corner of Lot 25 of Block C as shown on the Hillside Addition to the City of Elkins;

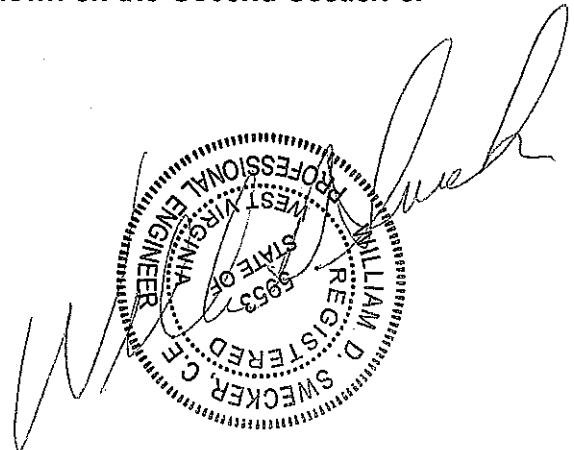
Thence with the southern boundary of the 20 foot wide alley S 79-21' E, 20 feet to the northwest corner of Lot 26 of Block D of the Second Section of the Hillside Addition to the City of Elkins, Said Lot 26 now owned by Thomas R Ross II and Vidia Ross (DB 367/349);

Thence leaving the alley with the line of Thomas R Ross II, S 10-39' W 130.0 feet to the northern boundary of Terrace Avenue, said point being the southwest corner of Lot 26 of Block D as shown on the Second Section of the Hillside Addition to the City of Elkins.

Thence with the northern boundary of Terrace Avenue N 79-21' W, 20 feet to the point of beginning

Containing 2600 Sq. Ft. more or less as Compiled (from Survey of December 2006) by William D. Swecker of Elkins W. Va. and as shown on a plat attached hereto and made a part of this description.

Being that alley created when the Second Section of the Hillside Addition was added adjacent to the original Hillside Addition and is shown on the Second Section of the Hillside Addition Plat.



IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1476)
December 2, 2021

Adopting Fines and Penalties for Violations of Parking Provisions

WHEREAS, the City of Elkins, pursuant to West Virginia Code §8-12-5, is authorized to prescribe reasonable penalties for the violations of it's ordinances in the form of fines and penalties; and,

WHEREAS, the fines and penalties for violations of parking provisions, as described in Elkins City Code §71.00, have not been increased for a period of time; and,

WHEREAS, Elkins Common Council believes that the fines and penalties imposed should be increased as set forth in the document attached;

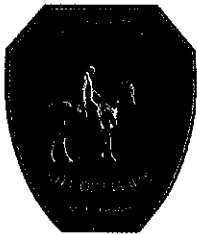
NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby confirms the fines and penalties as set forth in the copy attached, with immediate effect.

Attest:

Jessica R. Sutton, City Clerk

Jerry A. Marco, Mayor



ELKINS POLICE DEPARTMENT
401 DAVIS AVENUE ELKINS, WV. 26241
PHONE (304)636-0678
FAX (304)636-7866



CITY OF ELKINS

Recommended Parking Fines

VIOLATION	FINE
1. Overtime Parking at Meter	\$4.00
2. Overtime Parking- Limited Time Zone	\$15.00
3. Parking in a Prohibited Zone	\$15.00
4. Blocking Driveway	Up to \$153.00
5. Parking on Yellow Line	\$15.00
6. Double Parking	\$15.00
7. Improper Parking	\$12.00
8. Stopping on the Wrong Side of the Street	\$15.00
9. Storage on the Street	\$50.00
10. Parked too far from curb (12in.)	\$12.00
11. Parked at Fire Hydrant	Up to \$500.00
12. Handicapped / Disabled Parking	Up to \$500.00
13. Street Sweeper Zone	\$15.00
14. Parking in Fire Lane / Zone	Up to \$500.00
15. Parking at Stop Sign	Up to \$103.00
16. Parking in School Zone	\$20.00
17. Other	\$20.00

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1477)

December 2, 2021

***Approving "Full-Time Regular Employee" Status and Confirming a
Compensation Level for L. Gassnola***

WHEREAS, as of November 29, 2021, Lisa Gassnola has completed her 90-day probationary period as a maintenance worker; and,

WHEREAS, the wage associated with this position is \$9.81 per hour; and,

WHEREAS, Elkins City Code, §30.02 provides Council with the power to prescribe and set forth compensation paid in the annual budget or through other ordinance; and,

WHEREAS, West Virginia Code, §8-5-12 provides that every municipality shall by ordinance or budget fix or cause to be fixed the salary or compensation of every municipal officer and employee; and,

WHEREAS, sufficient funds are available within the appropriate accounts;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby confirms Lisa Gassnola as a maintenance worker and, as of November 29, 2021, accords her the status of full-time regular employee; and,

FURTHER, confirms that her compensation in that position is \$9.81 per hour.

Attest:

Jessica R. Sutton, City Clerk

Jerry A. Marco, Mayor

**Elkins Common Council: Agenda Item Request
Personnel Action**

Name of Employee: Lisa Gassanola

Requesting Administrative Officer (circle one):

Clerk Fire Chief Operations Manager Police Chief Treasurer

Requested Personnel Action (check one):

- New employee has completed probationary period and is recommended for full-time regular status
- Promoted/transferred employee has completed probationary period and is recommended for confirmation in new position
- Other (please describe in detail):

Hired as temp. employee; moving to full time employee.

Employee's Direct Supervisor: Brad Curtis

Effective date of personnel action: 11/29/2021

Employee's title/dept. after action:

Maintenance Worker / Operations

Employee's current Grade: 2 and Step: 1 Wage: \$ 9.81

Employee's new Grade: 2 and Step: 1 Wage: \$ 9.81

Administrative Officer's signature: Melody Davis Date: 11/30/2021

****Route to Mayor****

(Acting)
Mayor's initials: gp

Elkins City Clerk

-1 of 1-

VENDOR SET: 01 Elkins

BANK: * ALL BANKS

DATE RANGE: 11/15/2021 THRU 11/26/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
C-CHECK	City of Elkins	VOIDED	V 11/18/2021			000076		90.59CR

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
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:	NO	VOID DEBITS	VOID CREDITS	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	1	0.00				
			90.59CR	90.59CR	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			1	90.59CR	0.00	0.00
BANK:		TOTALS:	1	90.59CR	0.00	0.00

VENDOR SET: 01 Elkins

BANK: ARPA Amercia Rescue Plan Act

DATE RANGE:11/15/2021 THRU 11/26/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01100	Power Equipment Direct							
I-WDP3027691	water pumps, couplings	R	11/18/2021	479.94		000014		479.94

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	479.94	0.00	479.94
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: ARPA TOTALS:	1	479.94	0.00	479.94
BANK: ARPA TOTALS:	1	479.94	0.00	479.94

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:11/15/2021 THRU 11/26/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01526	Randolph County Circuit Clerk							
	C-IGAR2021111021279	N	11/16/2021	182.95CR		000000		
	I-GAR202111021279	N	11/16/2021	182.95		000000		
01753	Fifth Third Bank							
	I-MCard Pmt 103121	R	11/15/2021	86,109.16		010829		86,109.16
00047	Truist Governmental Finance							
	I-0004 112721	R	11/16/2021	2,256.75		010830		2,256.75
00075	Encova Insurance							
	I-36182757	R	11/16/2021	6,090.00		010831		6,090.00
00132	Clarksburg Water Board							
	I-M88745/775/796	R	11/16/2021	115.00		010832		115.00
00154	COE Sanitation							
	I-202111021343	R	11/16/2021	299.48		010833		299.48
00314	Guttman Energy, Inc.							
	I-F61061671	R	11/16/2021	3,579.69		010834		3,579.69
00396	Kay Casto & Chaney PLLC							
	I-136518	R	11/16/2021	396.92		010835		396.92
00468	Miss Utility of West Virginia,							
	I-WV21-4647	R	11/16/2021	116.55		010836		116.55
00471	Mon Power							
	I-City Park 111021	R	11/16/2021	5.79		010837		
	I-RR Ave 111521	R	11/16/2021	7.54		010837		13.33
00483	Mountain Valley Bank							
	I-1202553-22 111121	R	11/16/2021	145.70		010838		145.70
00726	USA Blue Book							
	I-768517	R	11/16/2021	386.35		010839		386.35
00848	Snap-on							
	I-11012172935	R	11/16/2021	2,872.95		010840		2,872.95
00898	Benny's Boot Hill							
	I-138380	R	11/16/2021	224.91		010841		
	I-138469	R	11/16/2021	224.91		010841		
	I-139098	R	11/16/2021	377.90		010841		827.72

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:11/15/2021 THRU 11/26/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01062	R L Parrack, LLC							
I-1026	Silencerco Silencer	R	11/16/2021	550.00		010842		550.00
01313	COE Water O & M Account							
I-Water O/M 063121	Water O/M 063121	R	11/16/2021	5,318.33		010843		5,318.33
01390	Phoenix Solutions, LLC							
I-3633	Chemicals	R	11/16/2021	5,464.40		010844		5,464.40
01697	C-Com LLC							
I-654113	maint 10/24-10/28/21	R	11/16/2021	1,275.00		010845		
I-654114	Maint at Water Plant	R	11/16/2021	1,462.50		010845		2,737.50
01761	Cody Atwell							
I-Exp 1101-110521	Reimb Exp Meals Class 2 Water	R	11/16/2021	55.45		010846		55.45
01765	See Excavating LLC							
I-202138	Moved Equipment	R	11/16/2021	500.00		010847		500.00
02098	Skasiks Quality Cleaners LLC							
I-110121-Alterations	Alterations	R	11/16/2021	1,015.40		010848		1,015.40
02182	Ramon Goux							
I-Exp-Bridgeport	Travel to Bridgeport Uniforms	R	11/16/2021	67.20		010849		67.20
02206	Kelly Foundry							
I-3	2 Sewer Grates	R	11/16/2021	700.00		010850		700.00
00116	Child Support Enforcement							
I-CDS202111161281	Child Support	R	11/16/2021	530.45		010851		530.45
00121	Citizens Bank of WVFP							
I-FP 202111161281	Fire Pension	R	11/16/2021	481.99		010852		481.99
00122	Citizens Bank of WVFP							
I-PP 202111161281	Police Pension	R	11/16/2021	176.94		010853		
I-PPN202111161281	Police Pension-2010 Forward	R	11/16/2021	374.13		010853		551.07
00147	COE Misc							
I-MIS202111161281	Misc Reimbursements	R	11/16/2021	68.74		010854		68.74
00150	COE Payroll							
I-T1 202111161281	Federal Withholding	R	11/16/2021	11,163.35		010855		11,163.35

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:11/15/2021 THRU 11/26/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00151	COE Payroll							
I-T3 202111161281	FICA	R	11/16/2021	11,842.22		010856		
I-T4 202111161281	Medicare	R	11/16/2021	9,143.98		010856		15,986.20
00152	COE Payroll							
I-T2 202111161281	State Withholding	R	11/16/2021	5,565.00		010857		5,565.00
00203	Davis Trust Company							
I-CC 202111161281	Employee Christmas Club	R	11/16/2021	1,880.00		010858		1,880.00
00741	Great-West Trust Company LLC							
I-VF 202111161281	Voya	R	11/16/2021	329.00		010859		329.00
00747	Washington National Insurance							
I-WN 202111161281	Washington National Insurance	R	11/16/2021	879.47		010860		879.47
00837	COE Payroll Reimbursement							
I-001202111161281	Payroll Reimbursement	R	11/16/2021	66,169.55		010861		
I-006202111161281	Payroll Reimbursement	R	11/16/2021	4,473.43		010861		
I-400202111161281	Payroll Reimbursement	R	11/16/2021	14,646.11		010861		
I-401202111161281	Payroll Reimbursement	R	11/16/2021	12,317.56		010861		
I-404202111161281	Payroll Reimbursement	R	11/16/2021	6,875.66		010861		104,482.31
01885	Colonial Life							
I-CL 202111161281	Colonial Life-AT	R	11/16/2021	122.06		010862		
I-CLP202111161281	Colonial Life-PT	R	11/16/2021	52.52		010862		174.58
00006	AFLAC							
I-AF 202111021279	Aflac-After Tax Ins	R	11/16/2021	51.48		010863		
I-AF 202111161281	Aflac-After Tax Ins	R	11/16/2021	51.48		010863		
I-AFL202111021279	Aflac Insurance	R	11/16/2021	99.30		010863		
I-AFL202111161281	Aflac Insurance	R	11/16/2021	99.30		010863		301.56
00242	Elkins Professional Firefighte							
I-EPP202111021279	Elkins Professional FF	R	11/16/2021	90.00		010864		
I-EPP202111161281	Elkins Professional FF	R	11/16/2021	90.00		010864		180.00
00591	Retiree Health Benefit Trust F							
I-Nov 2021 Retirees	November 2021 Retirees	R	11/16/2021	2,199.80		010865		
I-RCHEN 11/2021	R Chenoweth 11/2021	R	11/16/2021	116.00		010865		
I-RHB202111161281	Retiree Health Benefit Trust	R	11/16/2021	7,772.00		010865		10,087.80
00792	WV Consolidated Retirement Boa							
I-RTD202111021279	Retirement	R	11/16/2021	6,418.24		010866		
I-RTD202111161281	Retirement	R	11/16/2021	6,836.73		010866		13,254.97

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:11/15/2021 THRU 11/26/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00805	FBMC							
	I-MFB202111021279	R	11/16/2021	1,593.76		010867		
	I-MFB202111161281	R	11/16/2021	1,593.76		010867		
	I-RCHEN 11/2021	R	11/16/2021	55.60		010867		3,243.12
00810	WV Public Employee Insurance A							
	I-AdmnFee Sicca-Bonn Admn Fee FY21-22 Sicca/Bonner	R	11/16/2021	100.00		010868		
	I-BL 202111161281	R	11/16/2021	174.00		010868		
	I-BL120211161281	R	11/16/2021	1.30		010868		
	I-DL 202111021279	R	11/16/2021	84.51		010868		
	I-DL 202111161281	R	11/16/2021	84.51		010868		
	I-HPA202111021279	R	11/16/2021	685.00		010868		
	I-HPA202111161281	R	11/16/2021	685.00		010868		
	I-ICA202111021279	R	11/16/2021	833.00		010868		
	I-ICA202111161281	R	11/16/2021	833.00		010868		
	I-ICB202111021279	R	11/16/2021	1,086.00		010868		
	I-ICB202111161281	R	11/16/2021	1,086.00		010868		
	I-IFA202111021279	R	11/16/2021	10,195.50		010868		
	I-IFA202111161281	R	11/16/2021	10,195.50		010868		
	I-IFB202111021279	R	11/16/2021	6,259.00		010868		
	I-IFB202111161281	R	11/16/2021	6,259.00		010868		
	I-IFD202111021279	R	11/16/2021	416.50		010868		
	I-IFD202111161281	R	11/16/2021	416.50		010868		
	I-ISA202111021279	R	11/16/2021	3,000.00		010868		
	I-ISA202111161281	R	11/16/2021	3,000.00		010868		
	I-ISB202111021279	R	11/16/2021	1,579.50		010868		
	I-ISB202111161281	R	11/16/2021	1,579.50		010868		
	I-OL 202111021279	R	11/16/2021	313.50		010868		
	I-OL 202111161281	R	11/16/2021	310.50		010868		
	I-RCHEN 11/2021	R	11/16/2021	973.00		010868		
	I-TOF202111021279	R	11/16/2021	375.00		010868		
	I-TOF202111161281	R	11/16/2021	375.00		010868		
	I-TOS202111021279	R	11/16/2021	125.00		010868		
	I-TOS202111161281	R	11/16/2021	125.00		010868		51,150.32
00952	WV Consolidated Retirement Boa							
	I-RTF202111021279	R	11/16/2021	2,243.50		010869		
	I-RTF202111161281	R	11/16/2021	2,289.86		010869		
	I-RTN202111021279	R	11/16/2021	3,334.52		010869		
	I-RTN202111161281	R	11/16/2021	3,790.20		010869		11,658.08
00993	WV Consolidated Retirement Boa							
	I-RT6202111021279	R	11/16/2021	6,276.19		010870		
	I-RT6202111161281	R	11/16/2021	6,823.25		010870		13,099.44

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash

DATE RANGE: 11/15/2021 THRU 11/26/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02240	WVU Medical Corp dba Universit							
	I-GAR202111021279 Garnishment 15-C-105	R	11/16/2021	182.95		010871		
	I-GAR202111161281 Garnishment - 15-C-105	R	11/16/2021	192.67		010871		375.62
00150	COE Payroll							
	I-T1 202111161282 Federal Withholding	R	11/16/2021	10.00		010872		10.00
00151	COE Payroll							
	I-T3 202111161282 FICA	R	11/16/2021	9.30		010873		
	I-T4 202111161282 Medicare	R	11/16/2021	2.18		010873		11.48
00152	COE Payroll							
	I-T2 202111161282 State Withholding	R	11/16/2021	12.00		010874		12.00
00837	COE Payroll Reimbursement							
	I-401202111161282 Payroll Reimbursement	R	11/16/2021	47.26		010875		47.26
00140	City of Elkins							
	I-TransfWire111721 transfer Sewer Project funds	R	11/18/2021	566,024.00		010876		566,024.00
02182	Ramon Goux							
	I-EXP 081021 PT Test-WV Academy Travel	R	11/19/2021	163.52		010877		163.52

*** TOTALS ***

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	49	931,329.21	0.00	931,329.21
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:	1	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:	50	931,329.21	0.00	931,329.21
BANK: Pool TOTALS:	50	931,329.21	0.00	931,329.21

VENDOR SET: 01 Elkins

BANK: SEWDP Sewer Depreciation

DATE RANGE: 11/15/2021 THRU 11/26/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00025	Applied Industrial Tech, Inc.							
I-7022870630	blowers	R	11/18/2021	15,791.90		000031		15,791.90
00551	Preiser Scientific, Inc.							
I-537098-1	autoclaves	R	11/18/2021	16,130.00		000032		16,130.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	31,921.90	0.00	31,921.90
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: SEWDPTOTALS:	2	31,921.90	0.00	31,921.90
BANK: SEWDP TOTALS:	2	31,921.90	0.00	31,921.90

VENDOR SET: 01 Elkins

BANK: SEWPJ Sewer Project

DATE RANGE:11/15/2021 THRU 11/26/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00085	Burgess & Niple, Inc.							
I-990161	professional services	R	11/18/2021	8,160.00		000073		
I-991580	professional services	R	11/18/2021	22,207.47		000073		30,367.47
00582	Region VII Plan. & Development							
I-424-1	contracted services	R	11/18/2021	21,783.62		000074		21,783.62
02121	Bear Contracting, LLC							
I-4899	contracted services	R	11/18/2021	513,872.87		000075		513,872.87
00140	City of Elkins							
I-Sewer PJ Bal Trans	transfer balance from Sewer PJ	V	11/18/2021	90.59		000076		90.59
00140	City of Elkins							
M-CHECK	City of Elkins	VOIDED	V 11/18/2021			000076		90.59CR

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	3	566,114.55	0.00	566,023.96
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 90.59CR	90.59CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: SEWPJTOTALS:	3	566,023.96	0.00	566,023.96
BANK: SEWPJ TOTALS:	3	566,023.96	0.00	566,023.96

VENDOR SET: 01 Elkins

BANK: WATDP Water Depreciation

DATE RANGE: 11/15/2021 THRU 11/26/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00900	National Road Utility Supply,							
I-332188	meters, receivers, encoder	R	11/18/2021	3,447.04		000032		
I-332189	saddles	R	11/18/2021	354.00		000032		
I-332190	lids	R	11/18/2021	508.70		000032		
I-332191	bases, antennas	R	11/18/2021	1,010.53		000032		
I-332192	cages, couplings	R	11/18/2021	5,586.44		000032		
I-332193	couplings	R	11/18/2021	361.62		000032		
I-332194	balls	R	11/18/2021	1,117.05		000032		12,385.38

*** TOTALS ***

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	12,385.38	0.00	12,385.38
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: WATDP TOTALS:	1	12,385.38	0.00	12,385.38
BANK: WATDP TOTALS:	1	12,385.38	0.00	12,385.38

VENDOR SET: 01 Elkins

BANK: WATIM Water System Improvement

DATE RANGE: 11/15/2021 THRU 11/26/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01282	USDA Rural Development							
	I-Close-out111821 balance to bond principle	R	11/18/2021	57,621.97		000165		57,621.97
00140	City of Elkins							
	I-Sewer PJ Bal Trf Sewer PJ balance transfer	R	11/18/2021	90.59		000166		90.59

*** TOTALS ***

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	57,712.56	0.00	57,712.56
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: WATIM TOTALS:	2	57,712.56	0.00	57,712.56
BANK: WATIM TOTALS:	2	57,712.56	0.00	57,712.56
REPORT TOTALS:	59	1,599,852.95	0.00	1,599,852.95

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 11/15/2021 THRU 11/26/2021
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: December 2, 2021

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

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
210257	Carr, Barbara	121 Orchard St.	Repair Front Porch	5,000.00
210258	Mountain Mama's Storage	340 Graham St ***	Remodel Bedroom & Bathroom	5,000.00
210259	Howell, Robert Jr	126 Delaware Ave	Sidewalk and Driveway	10,000.00
210260	Mountain Mama's Storage	340 Graham St ***	Electrical Upgrade	1,000.00

CITY OF ELKINS

Application to Use City-Owned Downtown Sound System

401 Davis Avenue

Elkins, West Virginia 26241

Applicant's (or Organization's) Name Our Town, Inc.

Event Name or Purpose Christmas Event

Date(s) for Sound System Use Nov 26, 27 Dec 2, 3, 4, 9, 10, 11 16, 17, 18, 23, 24

Intended Usage Hours (See General Conditions on Page 2 for limitations): From 10 AM/PM To 5 AM/PM

Applicant's Address 316 Railroad Ave.

City/State/Zip Elkins, WV 26241

Contact Tammy Dolly Telephone (304) 940-3158 Email OURTOWNEIKINS@gmail.com

2nd Contact _____ Telephone () - _____ Email _____

Does Applicant have liability insurance that names the City of Elkins, WV as an additional insured?* Yes No

Does Applicant intend to use system to broadcast only public service announcements? Yes No

Does Applicant intend to use system to broadcast copyrighted music during the event hours? Yes No

If Applicant intends to broadcast copyrighted music, does Applicant hold a current Performance Rights Organization (such as ASCAP, BMI, SESAC) covering the intended music?* Yes No

Permit Fee* \$ 1000.00 System Interface Security Deposit* \$ 50.00 (Refundable with return of equipment)

(* A Certificate of Insurance; PRO license; Indemnity, Defense, and Save Harmless Agreement; \$40/per day Permit Fee; and \$50 Equipment Security Deposit must be provided to the City prior to the event and release of system equipment to the Applicant.)

The undersigned Applicant has reviewed this application and its General Conditions and understands the requirements outlined herein and further understands that the City may assign additional Special Conditions as warranted prior to the approval of this Application.

Tammy Dolly 11/12/2021
Signature of Applicant Date

JD 11/18/21 City Clerk Approval
Initials Date

Received from Applicant: 11/19/21

Certificate of Insurance PRO License (if music to be broadcast) Permit Fee System Interface Security Deposit
Indemnity, Defense, and Save Harmless Agreement

Returned to Applicant:
Application Approved Approved with Special Conditions Attached Disapproved

Jerry Manno
Signature of Mayor Date

Please file this application IN PERSON at the Mayor's Office at least two (2) months prior to the requested Sound System use date to assure full consideration. Approval is subject to any Special Conditions assigned by the City; the City may deny approval if necessary for public safety reasons.

**PUBLIC SAFETY COMMITTEE
REGULAR MEETING
MINUTES**

*401 Davis Avenue
City Hall, Council Chambers
October 11, 2021
10:00 a.m.*

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

Also present were: Mayor J. Marco; Treasurer T. Judy; Police Chief T. Bennett; Fire Chief S. Himes; Code Enforcement Officer P. Isner; City Clerk J. Sutton; and External Affairs Specialist J. Sutton

Interim Operations Manager M. Himes was absent.

MINUTES

Cw. Guye, **MOVED APPROVAL OF THE MINUTES OF THE SEPTEMBER 13, 2021 MEETING.** The motion carried.

OLD BUSINESS

Chief Bennett continues to investigate body and vehicle cameras. A Motorola representative gave an in-person presentation and is going to provide a sample until to the department in January as a trial. The chief plans to ask Axon if they can do the same. The chief reports that many of the features are similar, however each has unique features that make them attractive. Installation of the Motorola devices could be done by our current upfitter, whereas Axon installs their own. The chief also reports that he will be adopting the same use policies as Buckhannon. The chief also advises that in to properly use the cameras, each vehicle will need a laptop. He is looking into Toughbooks which cost approximately \$3500 each.

P. Isner reports that the RFP for the dilapidated property quotes has been published. Bids are due by October 13th. He will share with the committee what is received and then ask that they prioritize allocation of the \$50,000 in demolition funds allocated for fiscal year 2022.

Chief Bennett drafted a letter to share with business owners regarding enforcement of laws around the removal of shopping carts.

Cm. Hinchman, **MOVED APPROVAL OF THE PURCHASE OF STICKERS AND SIGNS FROM POLICE DEPARTMENT FUNDS AFTER CONFIRMATION OF PARTICIPATION FROM STORE OWNERS.** The motion carried.

REPORTS

Police – Chief Bennett reports they have received two more new cruisers and are very happy with the new upfitters. They are expecting four more soon to be followed by the final four soon after. They also anticipate receipt of the stop sticks soon and will be conducting training. Due to the recent loss of one probationary patrolman and no remaining names on the list, testing will be conducted soon. Two officers were recently assaulted during an arrest and had to be treated and tested for Hep C.

Fire – Chief Himes reports the EFD has two more tasks to complete in preparation for the ISO evaluation. Once the evaluation is complete and the score received, the chief would like to present it to this committee in detail. The hydrant painting is nearly complete. During Fire Prevention Week the EFD visited every kindergarten class in the county and had a visit to the station from a pre-k class. The chief estimates they saw approximately 250 children. They also were able to distribute smoke detectors to every kindergarten student with the help of the Snowshoe Foundation. The annual pumpkin drop with Highland Adventist School will be held later this month.

Code Enforcement – P. Isner provided a written report of activities from 9/13/21 through 10/8/21. In response to a question from Cm. Parker, Mr. Isner explained the backflow prevention testing that is conducted for certain businesses on an annual basis. These test results are then provided to the Elkins-Randolph County Health Department.

ANNOUNCEMENTS

City Clerk J. Sutton reported the City Hall parking lot will be closed for the remainder of the week for final wearing and striping.

Cw. Guye, **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 10:54 a.m.

The foregoing minutes were approved at the meeting of NW 17, 2021

David C. Parker, Chair
Name & Title

David Paul
Signature

SPECIAL HIRING COMMITTEE MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
November 9, 2021
9:00 a.m.***

Present were Committee Members: Cm. C. Friddle, chair; Cm. D. Parker; Mayor J. Marco; and City Clerk J. Sutton

Also present were: Cw. M. Cuonzo, Treasurer T. Judy; City Attorney G. Roberts; Interim Operations Manager M. Himes and External Affairs Specialist S. Stokes.

PUBLIC COMMENT

Treasurer T. Judy apologized for her behavior at the last meeting.

MINUTES

J. Marco **MOVED APPROVAL OF THE MINUTES OF THE NOVEMBER 2, 2021, MEETING.** The motion carried.

OLD BUSINESS

The committee continued discussion of the organizational structure, specifically as it relates to the operations manager position and operations department. The committee has determined at this time to recommend the removal of the wastewater collection, wastewater treatment, water distribution and water treatment departments and organize them under their respective boards and chief operators. The operations assistant will remain under the operations manager but will continue to serve the boards as secretary and assist with project management. The salary for the operations assistant position will continue to be split between the four funds (general, water, sewer, and sanitation). The operations administrative assistant will be moved directly under the operations manager and the salary for this position will be split between the general fund (75%) and the sanitation fund (25%). A new job description will be developed for these positions to reflect the recommended changes. No changes to the Utility Billing department are recommended at this time.

Cm. Parker, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL TO AMEND THE COE ORGANIZATIONAL CHART TO REFLECT THE CHANGES AS DETAILED ABOVE.** The motion carried.

The committee reviewed a draft of the operations manager job description provided by AlignHR. There were questions about some of the tasks included and confusion by some members of the committee as to how the city's job descriptions relate to the US Department of Labor standard occupational codes. The clerk provided some explanation, however the committee requested that Mr. Hannigan of AlignHR attend the next meeting to provide further insight. The committee will

review the draft description and some prepared to the discuss at the next meeting. There was consensus that the operation manager's position no longer be funded by the water and sewer funds given the recommended organizational changes.

ANNOUNCEMENTS

The next meeting of the committee will be held on November 17th at 2:00 p.m.

XYZ, MOVED ADJOURNMENT. The motion carried.

The meeting adjourned at 10:20 a.m.

The foregoing minutes were approved at the meeting of Nov. 17, 2021

Charles H. Fiedler III
Name & Title CHAIRMAN

Charles H. Fiedler III
Signature