

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING AGENDA

*401 Davis Avenue
Council Chamber, 2nd Floor
January 6, 2022
7:00 p.m.*

1. Invocation and Pledge of Allegiance

2. Call to order and roll call

3. Public comment

4. Minutes

- a. Minutes proposed for the regular council meeting of December 16, 2021.

5. Presentation

- a. Country Roads Transit Director Laura Ward

6. Correspondence and Notifications

- a. Issued building permits

7. Committee reports

8. Administrative officer reports

9. Approval of vendor invoice payments

Vendor invoices presented for approval:

- A/P History Check Report for the period December 13 – 31, 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.)

10. New business

- a. *Resolution 1484*: Approving Purchase of Equipment for the City of Elkins Street Department

- b. *Resolution 1485: Authorizing Invoices Relating to the City Hall Parking Lot Project and Authorizing Payment Thereof*
- c. *Resolution 1486: Approving Transfer of Funds from the Financial Stabilization Account*
- d. *Consideration of Applicants for Appointment to the Elkins Water Board*

11. Mayor's comments

12. Adjournment

Proposed Minutes

**ELKINS COMMON COUNCIL
REGULAR COUNCIL MEETING
MINUTES**

**401 Davis Avenue
Council Chamber, 2nd Floor
December 16, 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, G.M. Hinchman, C.C. Lowther, and D.C. Parker, 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.

Councilpersons J.A. Guye, C.J. Higgins, and L.H. Vest were absent.

MINUTES

Cm. Lowther, **MOVED APPROVAL OF THE MINUTES OF THE DECEMBER 2, 2021 MEETING.** The motion carried.

NEW BUSINESS

Cw. Cuonzo, **MOVED APPROVAL OF 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 OF THE CITY OF ELKINS (2ND AND FINAL READING).** The motion carried.

Cm. Hinchman, **MOVED APPROVAL OF RESOLUTION 1478: FY22 GENERAL FUND BUDGET REVISIONS NO. 2 THROUGH NO. 8.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1479: APPROVAL OF BUDGET REVISION 2022-001-03 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	Absent	D. Parker	Yes
R. Chenoweth	Yes	C. Higgins	Absent	L. Vest	Absent
M. Cuonzo	Yes	M. Hinchman	Yes	Mayor J. Marco (in case of tie)	n/a
C. Friddle, III	Yes	C. Lowther	Yes		

Proposed Minutes

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1480: FY22 SANITATION FUND BUDGET REVISION NO. 1.** The motion carried.

Cm. Chenoweth, **MOVED APPROVAL OF RESOLUTION 1481: APPROVAL OF BUDGET REVISION 2022-002-02 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	Absent	D. Parker	Yes
R. Chenoweth	Yes	C. Higgins	Absent	L. Vest	Absent
M. Cuonzo	Yes	M. Hinchman	Yes	Mayor J. Marco (in case of tie)	n/a
C. Friddle, III	Yes	C. Lowther	Yes		

Cm. Hinchman, **MOVED APPROVAL OF RESOLUTION 1482: AUTHORIZATION OF EMPLOYEE STIPEND FOR FISCAL YEAR 2022.** The motion carried.

Cw. Bross-Fregonara, **MOVED APPROVAL OF RESOLUTION 1483: AMENDING THE CITY OF ELKINS PERSONNEL POLICY CH. 10.A: HOLIDAYS.** The motion carried.

Cm. Friddle, **MOVED APPROVAL TO GRANT AN EXCEPTION TO CITY CODE CH. 152.061 LIMITING THE HEIGHT OF ALL BUILDINGS TO NO MORE THAN 150 FEET, UNDER THE AUTHORITY OF CITY CODE CH. 152.062(A), TO ALLOW THE CONSTRUCTION OF A TELECOMMUNICATIONS TOWER AT A MAXIMUM HEIGHT OF 199 FEET TO BE CONSTRUCTED BY THE APPELLANT.** The motion carried.

Cm. Friddle, **MOVED APPROVAL TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING A PERSONNEL MATTER RELATED TO RETROACTIVE COMPENSATION FOR TEMPORARY ASSIGNMENT.** The motion carried. Council entered executive session at 7:08 p.m. and returned at 7:27 p.m. The chair announced that no action was taken.

Cm. Chenoweth, **MOVED APPROVAL OF AMENDING RESOLUTION 1475: AMENDING THE CITY OF ELKINS PERSONNEL POLICY CH. 4.G: TEMPORARY ASSIGNMENT, FROM AN EFFECTIVE IMMEDIATELY TO EFFECTIVE AS OF JANUARY 1, 2021.** The motion carried.

Cm. Chenoweth, **MOVED APPROVAL OF COMPENSATING THE INTERIM OPERATIONS MANAGER FOR RETROACTIVE WAGES AS DETERMINED BY THE TREASURER AND UNDER THE ADVISEMENT OF THE CITY’S CONTRACTED HR FIRM, BY SEPARATE CHECK AS SOON AS POSSIBLE.** The motion carried.

Cm. Chenoweth, **MOVED APPROVAL OF COMPENSATING THE FIRE CHIEF FOR RETROACTIVE WAGES AS DETERMINED BY THE TREASURER AND UNDER THE ADVISEMENT OF THE CITY’S CONTRACTED HR FIRM, BY SEPARATE CHECK AS SOON AS POSSIBLE.** The motion carried.

Proposed Minutes

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 of November 29 – December 10, 2021.

CORRESPONDENCE AND NOTIFICATIONS

Council received the following correspondence and notifications:

- Treasurer's report

Cw. Bross-Fregonara, **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 8:08 p.m. p.m.

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

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

BUILDING PERMITS

Presented at council meeting of: January 6, 2022

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

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
210263	Griggs, Chad	204 Central St	Install Metal Roof, HVAC and Tankless Water Heater	13,000.00
210264	Tomblyn, Philip	213 Cherokee St	Replace Roof Shingles	6,447.00
210265	Howell, Bruce	954 Harrison Ave.	Install Metal Roof	2,200.00
210266	Leren Properties, LLC	220 Buffalo St	Rewire & Plumb and Upgrade Baths	20,000.00
210267	Woodlands Development Group	206 Davis Ave. (Tygart Hotel)	Remodel into a Hotel	16,000,000.00
210268	Long John Silvers	1513 Harrison Ave	Remodel	276,320.00
210269	Davis & Elkins College	Allen Dr (Presidents Home)	Replace Ceilings and Flooring in the Hallway	55,000.00
220000	Antolini, Andrea	203 Southview Dr	Repair from Water Damage	6,000.00
220001	Elkins Public Library	416 Davis Ave	Replace Roof	35,500.00

VENDOR SET: 01 Elkins

BANK: * ALL BANKS

DATE RANGE:12/13/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00378	J F Allen Co.							
B-CHECK	J F Allen Co.	VOIDED	V 12/17/2021			003246		1,287.20CR
00858	Capital Doors, Inc.							
B-CHECK	Capital Doors, Inc.	VOIDED	V 12/17/2021			003247		602.00CR
01697	C-Com LLC							
B-CHECK	C-Com LLC	VOIDED	V 12/17/2021			003248		1,575.00CR
00741	Great-West Trust Company LLC							
C-CHECK	Great-West Trust Company	VOIDED	V 12/28/2021			011005		470.00CR

*** TOTALS ***

	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:	4 VOID DEBITS	0.00		
	VOID CREDITS	3,934.20CR	3,934.20CR	0.00

TOTAL ERRORS: 0

VENDOR SET: 01	BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			4	3,934.20CR	0.00	0.00
BANK:		TOTALS:	4	3,934.20CR	0.00	0.00

VENDOR SET: 01 Elkins
 BANK: ARPA Amercia Rescue Plan Act
 DATE RANGE:12/13/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00848	Snap-on							
I-10042172288	ratchet and socket sets	R	12/15/2021	1,495.00		000017		
I-12132173760	pickset, sharpener, service set	R	12/15/2021	788.50		000017		2,283.50
01697	C-Com LLC							
I-654120	Dell computer, printer, install	R	12/15/2021	1,841.99		000018		1,841.99
02252	Ilderton Dodge							
I-ckrequest12/17/21	2021 Ram 5500	R	12/20/2021	77,312.00		000019		77,312.00
00422	Leslie Equipment Co.							
I-951981	light plant	R	12/28/2021	10,000.00		000020		10,000.00
02047	Cybertech Automation USA Inc							
I-11634	SCADA upgrade standby servers	R	12/28/2021	20,000.00		000021		
I-11635	SCADA updgrade Unit A	R	12/28/2021	20,000.00		000021		40,000.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	5	131,437.49	0.00	131,437.49
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:	5	131,437.49	0.00	131,437.49
BANK: ARPA TOTALS:	5	131,437.49	0.00	131,437.49

VENDOR SET: 01 Elkins

BANK: PKPRO Parking Project

DATE RANGE:12/13/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02250	GPS-Tech, Inc.							
I-1834	as-built palns	R	12/14/2021	4,625.00		000021		4,625.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	4,625.00	0.00	4,625.00
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:	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: PKPRO TOTALS:	1	4,625.00	0.00	4,625.00
BANK: PKPRO TOTALS:	1	4,625.00	0.00	4,625.00

VENDOR SET: 01 Elkins

BANK: Pool Fooled Cash

DATE RANGE:12/13/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01756	NotaryStamp.com							
C-CR113716	CR taxes chgd	N	12/14/2021	1.59CR		000000		
D-Corr 113716	Corr Pooled s/b PCard	N	12/14/2021	1.59		000000		
00378	J F Allen Co.							
I-15665541	24.97 tn Sand	V	12/17/2021	449.46		003246		
I-18834-18844	#57 Stone	V	12/17/2021	837.74		003246		1,287.20
00378	J F Allen Co.							
B-CHECK	J F Allen Co.	VOIDED	V 12/17/2021			003246		1,287.20CR
00858	Capital Doors, Inc.							
I-56736	Garage Door Repair/Remotes	V	12/17/2021	602.00		003247		602.00
00858	Capital Doors, Inc.							
B-CHECK	Capital Doors, Inc.	VOIDED	V 12/17/2021			003247		602.00CR
01697	C-Com LLC							
I-654118	Maint 112921-120321 Repairs	V	12/17/2021	1,575.00		003248		1,575.00
01697	C-Com LLC							
B-CHECK	C-Com LLC	VOIDED	V 12/17/2021			003248		1,575.00CR
00032	Absolute Assurance Drug Test L							
I-3475A	RShaffer - PreEmp Testing	R	12/14/2021	37.00		010941		37.00
00034	ATCO International							
I-I0588476	Hand Sanitizer	R	12/14/2021	158.10		010942		158.10
00047	Truist Governmental Finance							
I-0005- 122421	9948000234-05 12/24/21	R	12/14/2021	2,596.05		010943		
I-0006 122721	9948000234-06 12/27/21	R	12/14/2021	2,643.26		010943		5,239.31
00057	BFMC, Inc.							
I-24365	Stock Red Pressure Seal	R	12/14/2021	201.05		010944		
I-24498	Main Water Bill	R	12/14/2021	4,402.25		010944		4,603.30
00202	Davis Trust Company							
I-12755 122221	3113776-12755 122221	R	12/14/2021	4,256.84		010945		4,256.84
00211	Depot Welcome Center							
I-H/M Oct 2021	H/M Coll October 2021	R	12/14/2021	12,596.75		010946		12,596.75

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:12/13/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00267	Fastenal Company							
I-165306	18 V Imp Wrnch Rng/18VBattery	R	12/14/2021	505.80		010947		505.80
00314	Guttman Energy, Inc.							
I-F61133754	Fleet Fuel 112221-112821	R	12/14/2021	2,410.95		010948		
I-F61210880	Fleet Fuel 112921-120521	R	12/14/2021	2,957.48		010948		5,368.43
00422	Leslie Equipment Co.							
I-934245	Rental - JD 60G	R	12/14/2021	1,045.00		010949		1,045.00
00465	Steve's Electrical Service LLC							
I-202167	Labor/Material 12/6-12/10/21	R	12/14/2021	1,698.00		010950		1,698.00
00483	Mountain Valley Bank							
I-1202553-15 123121	1202553-15 123121 53/60	R	12/14/2021	841.58		010951		
I-1202553-16 123121	1202553-16 123121 53/60	R	12/14/2021	576.24		010951		
I-1202553-21 122821	1202553-21 122821 39/84	R	12/14/2021	2,369.18		010951		3,787.00
00578	Randolph Elkins Health Departm							
I-120121	Hepatitis Injec/Flu Vac TWhite	R	12/14/2021	174.50		010952		174.50
00701	Toshiba Financial Services							
I-459437208	Tosh E4515AC 1127-122721	R	12/14/2021	205.35		010953		205.35
00791	WV Code Officials Association							
I-Isner-Winter Sem	Winter Seminar - P Isner	R	12/14/2021	50.00		010954		50.00
00884	Colonial Court Service Station							
I-41575	Towing F550	R	12/14/2021	115.67		010955		115.67
00898	Benny's Boot Hill							
I-139801	Ryan Harman - Boots	R	12/14/2021	143.91		010956		143.91
00900	National Road Utility Supply,							
I-323007 071921	Meter Adapter 5/8-1in	R	12/14/2021	38.37		010957		38.37
01313	COE Water O & M Account							
I-Water O/M 08/2021	Water O/M August 2021	R	12/14/2021	7,397.95		010958		7,397.95
01571	The State Journal							
I-City Clerk 120821	Subscription 011022-010923	R	12/14/2021	60.00		010959		60.00
01681	DataMax Corporation							
I-11302021	Ad'tl Bus Lic Rev Nov 2021	R	12/14/2021	992.24		010960		992.24

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE:12/13/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01697	C-Com LLC							
I-654116	Dell PC/WL Keyboard/Cables	R	12/14/2021	2,021.99		010961		
I-654117	Maint 111521-111921	R	12/14/2021	1,050.00		010961		3,071.99
01751	COE WWTP							
I-202111211413	October 2021 Backwash	R	12/14/2021	996.63		010962		996.63
01790	Crim Law Office PLLC							
I-241	City Attny Serv July 2021	R	12/14/2021	7,660.00		010963		
I-242	Mun Ct Services July 2021	R	12/14/2021	3,890.00		010963		11,550.00
02033	DC Computers							
I-202112011	Kenwood Mic	R	12/14/2021	70.00		010964		70.00
02104	Northern Eagle Inc							
I-0692834	Water	R	12/14/2021	252.00		010965		252.00
00116	Child Support Enforcement							
I-CDS202112141284	Child Support	R	12/14/2021	668.75		010966		668.75
00121	Citizens Bank of WVFP							
I-FP 202112141284	Fire Pension	R	12/14/2021	484.40		010967		484.40
00122	Citizens Bank of WVFP							
I-PP 202112141284	Police Pension	R	12/14/2021	151.99		010968		
I-PPN202112141284	Police Pension-2010 Forward	R	12/14/2021	401.03		010968		553.02
00147	COE Misc							
I-MIS202112141284	Misc Reimbursements	R	12/14/2021	194.89		010969		194.89
00150	COE Payroll							
I-T1 202112141284	Federal Withholding	R	12/14/2021	10,663.88		010970		10,663.88
00151	COE Payroll							
I-T3 202112141284	FICA	R	12/14/2021	11,761.38		010971		
I-T4 202112141284	Medicare	R	12/14/2021	4,041.36		010971		15,802.74
00152	COE Payroll							
I-T2 202112141284	State Withholding	R	12/14/2021	5,391.00		010972		5,391.00
00203	Davis Trust Company							
I-CC 202112141284	Employee Christmas Club	R	12/14/2021	1,880.00		010973		1,880.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:12/13/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00741	Great-West Trust Company LLC							
	I-VF 202112141284 Voya	R	12/14/2021	420.00		010974		
	I-VF2202112141284 Voya AT	R	12/14/2021	50.00		010974		470.00
00747	Washington National Insurance							
	I-WN 202112141284 Washington National Insurance	R	12/14/2021	879.47		010975		879.47
00837	COE Payroll Reimbursement							
	I-001202112141284 Payroll Reimbursement	R	12/14/2021	64,004.35		010976		
	I-006202112141284 Payroll Reimbursement	R	12/14/2021	4,473.43		010976		
	I-400202112141284 Payroll Reimbursement	R	12/14/2021	14,445.76		010976		
	I-401202112141284 Payroll Reimbursement	R	12/14/2021	12,528.20		010976		
	I-404202112141284 Payroll Reimbursement	R	12/14/2021	6,284.00		010976		101,735.74
01885	Colonial Life							
	I-CL 202112141284 Colonial Life-AT	R	12/14/2021	122.06		010977		
	I-CLP202112141284 Colonial Life-PT	R	12/14/2021	52.52		010977		174.58
00075	Encova Insurance							
	I-36199966 WCB1021217 11221-12121	R	12/16/2021	6,090.00		010978		6,090.00
00406	Krogers - Elkins Store							
	I-Ckrequest/121621 95 hams/turkeys	R	12/16/2021	1,921.51		010979		1,921.51
00150	COE Payroll							
	I-T1 202112171285 Federal Withholding	R	12/17/2021	1,792.94		010980		1,792.94
00151	COE Payroll							
	I-T3 202112171285 FICA	R	12/17/2021	4,123.00		010981		
	I-T4 202112171285 Medicare	R	12/17/2021	1,297.80		010981		5,420.80
00152	COE Payroll							
	I-T2 202112171285 State Withholding	R	12/17/2021	1,661.00		010982		1,661.00
00837	COE Payroll Reimbursement							
	I-001202112171285 Payroll Reimbursement	R	12/17/2021	22,364.89		010983		
	I-006202112171285 Payroll Reimbursement	R	12/17/2021	2,220.93		010983		
	I-400202112171285 Payroll Reimbursement	R	12/17/2021	5,613.05		010983		
	I-401202112171285 Payroll Reimbursement	R	12/17/2021	5,307.63		010983		
	I-404202112171285 Payroll Reimbursement	R	12/17/2021	3,079.16		010983		38,585.66
00121	Citizens Bank of WVFP							
	I-FP 202112171286 Fire Pension	R	12/17/2021	295.97		010984		295.97

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:12/13/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00150	COE Payroll							
I-T1 202112171286	Federal Withholding	R	12/17/2021	1,807.38		010985		1,807.38
00151	COE Payroll							
I-T3 202112171286	FICA	R	12/17/2021	728.48		010986		
I-T4 202112171286	Medicare	R	12/17/2021	292.98		010986		1,021.46
00152	COE Payroll							
I-T2 202112171286	State Withholding	R	12/17/2021	558.00		010987		558.00
00837	COE Payroll Reimbursement							
I-001202112171286	Payroll Reimbursement	R	12/17/2021	6,666.52		010988		6,666.52
00169	Assured Partners of West Virgi							
I-17304	3rd Qtr Pkg	R	12/17/2021	33,195.00		010989		
I-17311	3rd Qtr Professional Inst	R	12/17/2021	3,564.00		010989		
I-17315	3rd Qtr Excess Inst	R	12/17/2021	2,638.00		010989		39,397.00
00471	Mon Power							
I-CityPark 121021	City Park 110921-120821	R	12/17/2021	5.67		010990		5.67
00514	Office Products							
I-7230	Calendars/Office Supplies	R	12/17/2021	200.54		010991		200.54
00591	Retiree Health Benefit Trust F							
I-CHENRob 12-2021	RChenoweth Dec 2021	R	12/17/2021	116.00		010992		
I-Dec 2021 Retirees	RHBT Dec 2021	R	12/17/2021	2,199.80		010992		
I-RHB202112141284	Retiree Health Benefit Trust	R	12/17/2021	7,888.00		010992		10,203.80
00810	WV Public Employee Insurance A							
I-BL 202112141284	Basic Life Benefit	R	12/17/2021	176.00		010993		
I-BL1202112141284	Basic Life Benefit +	R	12/17/2021	1.30		010993		
I-CHENRob Dec 2021	RChenoweth Dec 2021	R	12/17/2021	973.00		010993		
I-DL 202111301283	Dependent Life	R	12/17/2021	87.00		010993		
I-DL 202112141284	Dependent Life	R	12/17/2021	87.00		010993		
I-HPA202111301283	Ins-Health Plan A	R	12/17/2021	685.00		010993		
I-HPA202112141284	Ins-Health Plan A	R	12/17/2021	685.00		010993		
I-ICA202111301283	Ins - Emp/Child-Plan A	R	12/17/2021	833.00		010993		
I-ICA202112141284	Ins - Emp/Child-Plan A	R	12/17/2021	833.00		010993		
I-ICB202111301283	Ins- Emp/child - Plan B	R	12/17/2021	1,086.00		010993		
I-ICB202112141284	Ins- Emp/child - Plan B	R	12/17/2021	1,086.00		010993		
I-IFA202111301283	Ins - Family - Plan A	R	12/17/2021	10,195.50		010993		
I-IFA202112141284	Ins - Family - Plan A	R	12/17/2021	10,195.50		010993		
I-IFB202111301283	Ins - Family - Plan B	R	12/17/2021	6,675.50		010993		
I-IFB202112141284	Ins - Family - Plan B	R	12/17/2021	6,675.50		010993		
I-IFD202111301283	Ins-Fam-Plan B - Post Tax	R	12/17/2021	416.50		010993		
I-IFD202112141284	Ins-Fam-Plan B - Post Tax	R	12/17/2021	416.50		010993		
I-ISA202111301283	Ins - Single - Plan A	R	12/17/2021	3,000.00		010993		

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:12/13/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-ISA202112141284	Ins - Single - Plan A	R	12/17/2021	3,000.00		010993		
I-ISB202111301283	Ins-Single - Plan B	R	12/17/2021	1,579.50		010993		
I-ISB202112141284	Ins-Single - Plan B	R	12/17/2021	1,579.50		010993		
I-OL 202111301283	Optional Life	R	12/17/2021	320.00		010993		
I-OL 202112141284	Optional Life	R	12/17/2021	319.00		010993		
I-TOF202111301283	Tobacco Surcharge Family	R	12/17/2021	400.00		010993		
I-TOF202112141284	Tobacco Surcharge Family	R	12/17/2021	400.00		010993		
I-TOS202111301283	Tobacco Surcharge Single	R	12/17/2021	125.00		010993		
I-TOS202112141284	Tobacco Surcharge Single	R	12/17/2021	125.00		010993		51,955.30
00900	National Road Utility Supply,							
I-332310/312-315	Mtr Box Lids/Cplngs/Saddle etc	R	12/17/2021	10,354.18		010994		10,354.18
01313	COE Water O & M Account							
I-WTR O/M 09/2021	Water O/M Deposit 09/2021	R	12/17/2021	7,225.55		010995		7,225.55
02249	CITCO Water							
I-100170074.001	Flip Gasket Cplngs/Grip Cplngs	R	12/17/2021	1,730.00		010996		1,730.00
00116	Child Support Enforcement							
I-CDS202112281287	Child Support	R	12/28/2021	668.75		010997		668.75
00121	Citizens Bank of WVFP							
I-FP 202112281287	Fire Pension	R	12/28/2021	540.87		010998		540.87
00122	Citizens Bank of WVFP							
I-PP 202112281287	Police Pension	R	12/28/2021	177.80		010999		
I-PPN202112281287	Police Pension-2010 Forward	R	12/28/2021	385.08		010999		562.88
00147	COE Misc							
I-MIS202112281287	Misc Reimbursements	R	12/28/2021	178.00		011000		178.00
00150	COE Payroll							
I-T1 202112281287	Federal Withholding	R	12/28/2021	11,327.27		011001		11,327.27
00151	COE Payroll							
I-T3 202112281287	FICA	R	12/28/2021	11,488.68		011002		
I-T4 202112281287	Medicare	R	12/28/2021	4,112.30		011002		15,600.98
00152	COE Payroll							
I-T2 202112281287	State Withholding	R	12/28/2021	5,549.00		011003		5,549.00
00203	Davis Trust Company							
I-CC 202112281287	Employee Christmas Club	R	12/28/2021	1,880.00		011004		1,880.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:12/13/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00741	Great-West Trust Company LLC							
I-VF 202112281287	Voya	V	12/28/2021	420.00		011005		
I-VF2202112281287	Voya AT	V	12/28/2021	50.00		011005		470.00
00741	Great-West Trust Company LLC							
M-CHECK	Great-West Trust Company	VOIDED	V 12/28/2021			011005		470.00CR
00747	Washington National Insurance							
I-WN 202112281287	Washington National Insurance	R	12/28/2021	591.35		011006		591.35
00837	COE Payroll Reimbursement							
I-001202112281287	Payroll Reimbursement	R	12/28/2021	64,513.11		011007		
I-006202112281287	Payroll Reimbursement	R	12/28/2021	4,602.11		011007		
I-400202112281287	Payroll Reimbursement	R	12/28/2021	15,297.99		011007		
I-401202112281287	Payroll Reimbursement	R	12/28/2021	13,099.25		011007		
I-404202112281287	Payroll Reimbursement	R	12/28/2021	7,099.47		011007		104,611.93
01885	Colonial Life							
I-CL 202112281287	Colonial Life-AT	R	12/28/2021	122.06		011008		
I-CLP202112281287	Colonial Life-PT	R	12/28/2021	52.52		011008		174.58
00006	AFAC							
I-AF 202111301283	Aflac-After Tax Ins	R	12/28/2021	51.48		011009		
I-AF 202112141284	Aflac-After Tax Ins	R	12/28/2021	51.48		011009		
I-AFL202111301283	Aflac Insurance	R	12/28/2021	99.30		011009		
I-AFL202112141284	Aflac Insurance	R	12/28/2021	99.30		011009		301.56
00047	Truist Governmental Finance							
I-998800023400004	Sewer Areation Equipment	R	12/28/2021	2,256.75		011010		2,256.75
00085	Burgess & Niple, Inc.							
I-1002284	engineering	R	12/28/2021	181.75		011011		181.75
00119	CIT Technology Finance Serv, I							
I-39077565	Kyocera copier	R	12/28/2021	52.50		011012		
I-39077566	Konica printer	R	12/28/2021	55.00		011012		107.50
00126	City of Clarksburg							
I-20211214274	compost	R	12/28/2021	108.20		011013		108.20
00132	Clarksburg Water Board							
I-M88830	Graham St sample	R	12/28/2021	23.00		011014		
I-M88883	water sample	R	12/28/2021	23.00		011014		
I-M88903	water sample	R	12/28/2021	23.00		011014		
I-M88916	water sample	R	12/28/2021	23.00		011014		92.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:12/13/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00242	Elkins Professional Firefighte							
	I-EPF202111301283	R	12/28/2021	90.00		011015		
	I-EPF202112141284	R	12/28/2021	90.00		011015		180.00
00314	Guttman Energy, Inc.							
	I-F61247920	R	12/28/2021	3,433.25		011016		3,433.25
00325	Howard H. Harper							
	I-110221A	R	12/28/2021	2,245.00		011017		
	I-110221B	R	12/28/2021	3,600.00		011017		5,845.00
00378	J F Allen Co.							
	I-21115-35957	R	12/28/2021	449.46		011018		449.46
00471	Mon Power							
	I-90008373427	R	12/28/2021	37,355.75		011019		
	I-Lt 31 Barron Ave	R	12/28/2021	10,591.15		011019		
	I-RRAVE 121321	R	12/28/2021	8.14		011019		47,955.04
00688	Terra Flora Landscaping							
	I-5023	R	12/28/2021	330.00		011020		330.00
00701	Toshiba Financial Services							
	I-460411556	R	12/28/2021	462.73		011021		
	I-460680887	R	12/28/2021	221.37		011021		684.10
00787	WV Bureau of Employment Progra							
	I-SUV202112281287	R	12/28/2021	43.94		011022		43.94
00792	WV Consolidated Retirement Boa							
	I-RTD202111301283	R	12/28/2021	6,541.03		011023		
	I-RTD202112141284	R	12/28/2021	6,440.76		011023		
	I-RTD202112171286	R	12/28/2021	851.85		011023		
	I-RTD202112281287	R	12/28/2021	6,507.93		011023		20,341.57
00805	FBMC							
	I-CHENRob 12/2021	R	12/28/2021	83.40		011024		
	I-MFB202111301283	R	12/28/2021	1,646.93		011024		
	I-MFB202112141284	R	12/28/2021	1,646.93		011024		
	I-MFB202112281287	R	12/28/2021	1,693.05		011024		5,070.31
00884	Colonial Court Service Station							
	I-565425	R	12/28/2021	78.98		011025		78.98

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:12/13/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00952	WV Consolidated Retirement Boa							
	I-RTF202111301283 Retirement	R	12/28/2021	2,283.12		011026		
	I-RTF202112141284 Retirement	R	12/28/2021	2,203.30		011026		
	I-RTF202112281287 Retirement	R	12/28/2021	2,380.02		011026		
	I-RTN202111301283 Retirement	R	12/28/2021	3,652.06		011026		
	I-RTN202112141284 Retirement	R	12/28/2021	3,392.80		011026		
	I-RTN202112281287 Retirement	R	12/28/2021	3,650.48		011026		17,561.78
00993	WV Consolidated Retirement Boa							
	I-RT6202111301283 Retirement 6%	R	12/28/2021	6,940.71		011027		
	I-RT6202112141284 Retirement 6%	R	12/28/2021	7,292.55		011027		
	I-RT6202112281287 Retirement 6%	R	12/28/2021	7,130.42		011027		21,363.68
01101	Ogden Enterprise & Trailer Sal							
	I-15345 tool box	R	12/28/2021	150.00		011028		150.00
01313	COE Water O & M Account							
	I-O/M Dep 103121 Water O/M 103121	R	12/28/2021	8,138.27		011029		
	I-O/M Dep 113021 Wtr O/M Deposit 11/30/21	R	12/28/2021	7,458.33		011029		
	I-WTR O/M 093021 Water O/M Deposit Oct 2021	R	12/28/2021	7,278.14		011029		22,874.74
01390	Phoenix Solutions, LLC							
	I-3696 Chemicals	R	12/28/2021	13,030.24		011030		
	I-3714 Chemicals	R	12/28/2021	2,406.37		011030		15,436.61
01467	Universal Engineering & Contra							
	I-2411 annual generator service	R	12/28/2021	950.00		011031		950.00
01571	The State Journal							
	I-104924 State Journal subscription	R	12/28/2021	48.10		011032		48.10
01594	Pace Analytical Services LLC							
	C-217371971 credit memo	R	12/28/2021	175.00CR		011033		
	I-217378673 organic carbon, enviro fee	R	12/28/2021	60.00		011033		
	I-217380008 MORG P/As, data, enviro fees	R	12/28/2021	151.25		011033		
	I-217380013 MBIO TCEC, data, enviro fee	R	12/28/2021	112.50		011033		148.75
01646	Mountain State ESC							
	I-ETC121321-2 certification course-Cheuvront	R	12/28/2021	195.00		011034		195.00
01697	C-Com LLC							
	I-654119 maintenance/repair	R	12/28/2021	1,312.50		011035		
	I-654121 Dell computer, install	R	12/28/2021	1,147.00		011035		2,459.50

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:12/13/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01790	Crim Law Office PLLC							
I-245	professional services	R	12/28/2021	6,870.00		011036		
I-246	professional services	R	12/28/2021	3,000.00		011036		9,870.00
01824	Xerox Financial Services							
I-2962363	C8035 monthly lease	R	12/28/2021	315.00		011037		315.00
01869	Talbott Frame Shop							
I-11484	framing transparent map	R	12/28/2021	267.71		011038		267.71
02033	DC Computers							
I-202112171	motorola mobile radio	R	12/28/2021	4,500.00		011039		4,500.00
02208	Alexander Chevront							
I-Expreport121721	travel, meals	R	12/28/2021	362.01		011040		362.01
02251	H&K Equipment, Inc.							
I-1PS93798	forklift rental	R	12/28/2021	525.00		011041		525.00
00378	J F Allen Co.							
I-INV18834-18844	#57 Stone	R	12/29/2021	837.74		011042		837.74
00858	Capital Doors, Inc.							
I-56736	Garage Door Repair/Remotes	R	12/29/2021	Reissue		011043		602.00
01697	C-Com LLC							
I-654118	Maint 112921-120321 Repairs	R	12/29/2021	Reissue		011044		1,575.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	103	717,686.53	0.00	719,393.53
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	3,464.20	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	1	0.00	0.00	0.00
VOID CHECKS:	4 VOID DEBITS	2,177.00		
	VOID CREDITS	3,934.20CR	1,757.20CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	108	719,393.53	0.00	719,393.53
BANK: Pool TOTALS:	108	719,393.53	0.00	719,393.53

VENDOR SET: 01 Elkins
 BANK: WATDP Water Depreciation
 DATE RANGE:12/13/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00900	National Road Utility Supply,							
I-332350	valve boxes, clamps, pipe	R	12/15/2021	6,918.38		000034		6,918.38

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	6,918.38	0.00	6,918.38
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	6,918.38	0.00	6,918.38
BANK: WATDP TOTALS:	1	6,918.38	0.00	6,918.38
REPORT TOTALS:	115	862,374.40	0.00	862,374.40

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 12/13/2021 THRU 12/31/2021
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

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1484)

January 6, 2022

Approving Purchase of Equipment for the City of Elkins Street Department

WHEREAS, the City of Elkins, West Virginia (“City”) has, upon the recommendation of the Finance Committee, determined to purchase a special-use vehicle and attachment for use by the Street Department at a total approximate cost of \$62,000; and,

WHEREAS, the City has received a quote from Bobcat of Clarksburg for a custom Bobcat UW56 in the amount of \$54,982.00 and from Garrett Equipment Rentals, LLC for a .7 cu yd Striker Stainless Steel Hopper Spreader (copies attached and included with record) for the provision of such goods; and,

WHEREAS, Elkins City Code §30.20(A) requires any contract valued at \$25,000 or above shall be done by competitive bidding; and,

WHEREAS, Elkins City Code §30.20(B) provides exemptions to the competitive bidding process including, but not limited to, the existence of only one supplier of the goods and services sought to be obtained; and,

WHEREAS, the Finance Committee of the City, upon the advice of the Interim Operations Manager and the Street Department Supervisor, recommends council approve of the purchase of this equipment from the dealers noted above without the competitive bidding process based on the exception found in Elkins City Code §30.02(B)(d); and,

WHEREAS, it appears that contracting for these goods and services is in the best interests of the citizens of the City of Elkins;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby accepts the terms of and authorizes the purchase of equipment for the City of Elkins Street Department.

Jessica R. Sutton, Acting Mayor

Attest:

Rachel Wickham, Recording Secretary



Product Quotation

Quotation Number: 29989D031425

Date: 2021-12-21 12:45:24

Ship to	Bobcat Dealer	Bill To
City Of Elkins Attn: Shawn Akers 1 Baxter St Elkins, WV 26241 Phone: (304) 636-1844	Bobcat of Clarksburg, Bridgeport, WV 352 Andell Rd Bridgeport WV 26330 Phone: (304) 623-6541 Fax: (304) 622-9721 Contact: Devon Criss Phone: 304-623-6541 Fax: 304-622-9721 Cellular: 304-641-8558 E Mail: devoncriss@jefferds.com	City Of Elkins Attn: Shawn Akers 1 Baxter St Elkins, WV 26241 Phone: (304) 636-1844

Description	Part No	Qty	Price Ea.	Total
Bobcat UW56	M1225	1	\$47,277.00	\$47,277.00
Deluxe Road Package	M1225-P01-C01	1	\$2,027.00	\$2,027.00
Deluxe Road Package includes: Backup Alarm, Turn Signals, Flashers, Tail Lights, Brake Lights, Rear view mirror, Side Mirrors, Horn, Rear work lights, and headlights				
Attachment Control	M1225-R08-C02	1	\$165.00	\$165.00
Power Bob-Tach	M1225-R14-C03	1	\$769.00	\$769.00
Radio Option	M1225-R15-C02	1	\$373.00	\$373.00
Traction Control	M1225-R16-C02	1	\$382.00	\$382.00
Interior Trim	M1225-A01-C04	1	\$144.00	\$144.00
Total of Items Quoted				\$51,137.00
Other Charges: Material and Logistics				\$3,845.00
Quote Total - US dollars				\$54,982.00

Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

Customer Acceptance:

Purchase Order: _____

Authorized Signature:

Print: _____ Sign: _____ Date: _____

QUOTATION

GARRETT EQUIPMENT RENTALS, LLC
14599 GARRETT HIGHWAY
OAKLAND, MD 21550

DATE
12/21/2021

301-334-9559
FAX: 301-334-8503

TO:
CITY OF ELKINS 401 DAVIS AVE. ELKINS, WV 26241
SOURCEWELL #92218

CONTACT	SHAWN AKERS
PHONE	
FAX	
MOBIL	304 621-7096
sakers@cityofelkinswv.com	

ESTIMATED SHIP DATE	SHIPPED VIA	F.O.B.	TERMS	
IN STOCK			NET	
QUANTITY	DESCRIPTION		PRICE	AMOUNT
1	WESTERN 5' - .7 cu yd STRIKER STAINELSS STEEL HOPPER SPREADER			5,190.00
	INSTALLATION			250.00
	ACCESSORIES:			
	GREASE KIT			155.00
	VIBRATOR			405.00
	INVERTED "V"			90.00
	STROBE LIGHTS			220.00
	WORK LIGHT			118.00
	TARP KIT			220.00
THIS QUOTATION IS VALID FOR 30 DAYS			TOTAL	\$6,648.00

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1485)

January 6, 2022

***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 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.

Jessica R. Sutton, Acting Mayor

Attest:

Rachel Wickham, Recording Secretary

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 6 (FINAL)

PAGE ONE OF 1 OF 3 PAGES

Distribution to:

OWNER	
ARCHITECT	X
CONTRACTOR	

PERIOD TO: 15-Dec-21
PROJECT NOS: 2202035

CONTRACT City Hall Parking Lot Renovations (Elkins, WV)

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	\$	37,985.44
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	887,579.44
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	887,579.44
5. RETAINAGE:		
a. <u>0</u> % of Completed Work (Column D + E on G703)	\$	\$0.00
b. <u> </u> % of Stored Material (Column F on G703)	\$	Included in above
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	887,579.44
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	800,464.30
8. CURRENT PAYMENT DUE	\$	87,115.14
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$37,985.44	
Total approved this Month	\$37,985.44	\$0.00
TOTALS		
NET CHANGES by Change Order	\$37,985.44	

AIA DOCUMENT G702 APPLICATION AND CERTIFICATION FOR PAYMENT 1992 EDITION - AIA ©1982

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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: SEYVADES Date: DEC. 15, 2021

State of: West Virginia County of: RAUNDELIA
Subscribed and sworn to before me this 15 day of DECEMBER
Notary Public: Rebecca Canfield
My Commission expires: Sept 3, 2022

Official Seal
Notary Public, State of West Virginia
Rebecca Canfield
Rt 1 Box 37
Montrose, WV 26283
My Commission Expires September 3, 2022

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 87,115.14

(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: Spalle

By: Spalle Date: 12/20/21

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 20006-5292

CONTINUATION SHEET

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

AIA DOCUMENT G703

PAGE OF PAGES

APPLICATION NO: 6 (FINAL)
 APPLICATION DATE: 15-Dec-21
 PERIOD TO: 15-Dec-21
 ARCHITECTS PROJECT NO: 2202035

Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

ITEM NO.	DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS STORED PRESENTLY (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G-C)	I BALANCE TO FINISH (C-G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD						
1	MOBILIZATION & DEMOBILIZATION	\$42,000.00	\$42,000.00	\$0.00	\$0.00		\$42,000.00	100.00%	\$0.00	\$2,100.00
2	CONSTRUCTION LAYOUT	\$25,000.00	\$25,000.00	\$0.00	\$0.00		\$25,000.00	100.00%	\$0.00	\$1,250.00
3	QUALITY CONTROL	\$7,500.00	\$7,500.00	\$0.00	\$0.00		\$7,500.00	100.00%	\$0.00	\$375.00
4	SAFETY FENCE	\$4,800.00	\$4,800.00	\$0.00	\$0.00		\$4,800.00	100.00%	\$0.00	\$240.00
5	SITE DEMO	\$14,858.00	\$14,858.00	\$0.00	\$0.00		\$14,858.00	100.00%	\$0.00	\$742.90
6	SEDIMENT & EROSION CONTROL	\$4,000.00	\$4,000.00	\$0.00	\$0.00		\$4,000.00	100.00%	\$0.00	\$200.00
7	EXCAVATION	\$67,773.00	\$67,773.00	\$0.00	\$0.00		\$67,773.00	100.00%	\$0.00	\$3,388.65
8	12" HDPE PIPE	\$18,755.00	\$18,755.00	\$0.00	\$0.00		\$18,755.00	100.00%	\$0.00	\$937.75
9	8" HDPE PIPE	\$2,320.00	\$2,320.00	\$0.00	\$0.00		\$2,320.00	100.00%	\$0.00	\$116.00
10	TYPE B INLETS	\$18,000.00	\$18,000.00	\$0.00	\$0.00		\$18,000.00	100.00%	\$0.00	\$900.00
11	MANHOLE (MH-1)	\$3,500.00	\$3,500.00	\$0.00	\$0.00		\$3,500.00	100.00%	\$0.00	\$175.00
12	WATERLINE 3/4"	\$5,744.25	\$5,744.25	\$0.00	\$0.00		\$5,744.25	100.00%	\$0.00	\$287.21
13	HYDRANT	\$4,000.00	\$4,000.00	\$0.00	\$0.00		\$4,000.00	100.00%	\$0.00	\$200.00
14	TYPE I CURB	\$12,000.00	\$12,000.00	\$0.00	\$0.00		\$12,000.00	100.00%	\$0.00	\$600.00
15	TYPE I CURB RAMP	\$1,500.00	\$1,500.00	\$0.00	\$0.00		\$1,500.00	100.00%	\$0.00	\$75.00
16	TYPE III CURB RAMP	\$7,500.00	\$7,500.00	\$0.00	\$0.00		\$7,500.00	100.00%	\$0.00	\$375.00
17	CONCRETE SIDEWALK	\$37,620.00	\$37,620.00	\$0.00	\$0.00		\$37,620.00	100.00%	\$0.00	\$1,881.00
18	HEAVY DUTY CONCRETE APRON	\$5,750.00	\$5,750.00	\$0.00	\$0.00		\$5,750.00	100.00%	\$0.00	\$287.50
19	DUMSTER PAD	\$8,500.00	\$8,500.00	\$0.00	\$0.00		\$8,500.00	100.00%	\$0.00	\$425.00
20	DUMSTER ENCLOSURE	\$28,000.00	\$28,000.00	\$0.00	\$0.00		\$28,000.00	100.00%	\$0.00	\$1,400.00
21	FABRIC FOR SEPARATION	\$10,720.00	\$10,720.00	\$0.00	\$0.00		\$10,720.00	100.00%	\$0.00	\$536.00
22	BASE STONE	\$59,550.00	\$59,550.00	\$0.00	\$0.00		\$59,550.00	100.00%	\$0.00	\$2,977.50
23	HMA BASE TYPE 2	\$88,800.00	\$88,800.00	\$0.00	\$0.00		\$88,800.00	100.00%	\$0.00	\$4,440.00
24	HMA WEARING TYPE 1	\$58,500.00	\$58,500.00	\$0.00	\$0.00		\$58,500.00	100.00%	\$0.00	\$2,925.00
25	PAVEMENT MARKINGS	\$4,400.00	\$4,400.00	\$0.00	\$0.00		\$4,400.00	100.00%	\$0.00	\$220.00
26	HANDICAP PARKING SIGN	\$4,000.00	\$4,000.00	\$0.00	\$0.00		\$4,000.00	100.00%	\$0.00	\$200.00
27	MONUMENT SIGN	\$14,000.00	\$14,000.00	\$7,000.00	\$7,000.00		\$14,000.00	100.00%	\$0.00	\$700.00
28	KEYSTONE BESSEMER BENCH	\$4,500.00	\$4,500.00	\$0.00	\$0.00		\$4,500.00	100.00%	\$0.00	\$225.00
29	KEYSTONE TRASH RECEPTACLE	\$8,500.00	\$8,500.00	\$0.00	\$0.00		\$8,500.00	100.00%	\$0.00	\$425.00
30	CONC PAD FOR BENCH / RECEPTACLE	\$1,800.00	\$1,800.00	\$0.00	\$0.00		\$1,800.00	100.00%	\$0.00	\$90.00
31	KEYSTONE BICYCLE PARKING BOLLARD	\$750.00	\$750.00	\$0.00	\$0.00		\$750.00	100.00%	\$0.00	\$37.50
32	BOLLARDS	\$4,500.00	\$4,500.00	\$0.00	\$0.00		\$4,500.00	100.00%	\$0.00	\$225.00
33	RELOCATE SECURITY PAYMENT BOX	\$500.00	\$500.00	\$0.00	\$0.00		\$500.00	100.00%	\$0.00	\$25.00
34	LANDSCAPING	\$39,553.75	\$39,553.75	\$0.00	\$0.00		\$39,553.75	100.00%	\$0.00	\$1,977.69

		\$112,000.00	\$112,000.00	\$0.00	\$112,000.00	100.00%	\$0.00	\$112,000.00	100.00%	\$0.00	\$5,600.00
		\$18,400.00	\$18,400.00	\$0.00	\$18,400.00	100.00%	\$0.00	\$18,400.00	100.00%	\$0.00	\$920.00
35	ELECTRICAL										
35	UGRE TRENCH										
	CHANGE ORDERS										
1	ADD MAIN CIRCUIT BREAKER IN PANEL A-2	\$453.00		\$453.00				\$453.00			
2	GAS LINE RELOCATION	\$1,769.60		\$1,769.60				\$1,769.60			
3	BASEMENT STEPS DEMO & REPLACEMENT	\$3,964.30		\$3,964.30				\$3,964.30			
4	ADDITIONAL DEMO AND SIDEWALK REPLACEMENT	\$1,992.50		\$1,992.50				\$1,992.50			
5	RAMP DEMO AND REPLACEMENT	\$2,645.14		\$2,645.14				\$2,645.14			
6	ADJUST MANHOLE NUMBER ONE	\$713.40		\$713.40				\$713.40			
7	ADJUST CATCH BASIN	\$792.90		\$792.90				\$792.90			
8	UNDERCUT EXCAVATION AND BACKFILL	\$7,804.52		\$7,804.52				\$7,804.52			
9	REPLACE HYDRANT	\$868.72		\$868.72				\$868.72			
10	TREE REMOVAL AT DAVIS AVE ENTRANCE	\$684.40		\$684.40				\$684.40			
11	TREE REMOVAL 4TH STREET AND RAILROAD AVE	\$2,833.30		\$2,833.30				\$2,833.30			
12	ADDITIONAL LIGHT FIXTURE ON POLE #P2	\$1,313.00		\$1,313.00				\$1,313.00			
13	FURNISH AND INSTALL RIVER ROCK	\$2,285.87		\$2,285.87				\$2,285.87			
14	FORM AND POUR CONCRETE APPROACHES	\$7,897.59		\$7,897.59				\$7,897.59			
15	ADDITIONAL BOLLARDS, SET STREET SIGN, MH COVER	\$2,467.20		\$2,467.20				\$2,467.20			
	GRAND TOTALS	\$887,579.44	\$842,594.00	\$44,985.44	\$887,579.44		\$0.00	\$887,579.44		\$0.00	\$42,479.70

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IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV**A RESOLUTION OF COMMON COUNCIL**

(#1486)
January 6, 2022

Approving Transfer of Funds from the Financial Stabilization Account

WHEREAS, the City of Elkins has previously prepared and submitted its General Fund Budget for the Fiscal Year 2022; and,

WHEREAS, included in the FY22 budget is Fund 003 (Financial Stabilization); and

WHEREAS, the Finance Committee has recommended revisions to said Budget as shown;

Amount	From Fund No.	Fund Name	To Fund No.	Fund Name
\$10,000	003	Fin. Stabilization	001/ Dept. 910	General Fund: Phil Gainer Community Center
\$29,686.35	003	Fin. Stabilization	254	Capital Reserve City Hall Parking Project
\$54,982.00	003	Fin. Stabilization	001/ Dept. 750	Street Department
\$6,648.00	003	Fin. Stabilization	001/ Dept. 750	Street Department

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby approves the transfer of funds from the Financial Stabilization Account (003) to other funds as indicated above.

Jessica R. Sutton, Acting Mayor

Attest:

Rachel Wickham, Recording Secretary

**FINANCE COMMITTEE
REGULAR MEETING
MINUTES**

*401 Davis Avenue
City Hall, Council Chambers
December 6, 2021
10:00 a.m.*

Present were Committee Members: M. Hinchman, Chair; R. Chenoweth; and C. Lowther

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

PUBLIC COMMENT

David Parker, resident of council representative of Elkins Fifth Ward, appeared as a citizen and member of the City's Special Hiring Committee tasked with redeveloping the Operation Manager position and job description and requested that the committee consider approving a salary range of up to \$70,000 to attract the right person to the job.

MINUTES

Cm. Chenoweth, MOVED APPROVAL OF THE MINUTES OF THE NOVEMBER 1, 2021 MEETING. The motion carried.

NEW BUSINESS

Cm. Chenoweth, MOVED APPROVAL OF THE PURCHASE OF ONE RADAR SIGN FROM A&A SAFETY FOR THE ELKINS POLICE DEPARTMENT TO BE PAID FROM THE COAL SEVERANCE FUND. The motion carried.

Cm. Lowther, MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR APPROVAL OF GENERAL FUND REVISIONS NO. 2 THROUGH NO. 8. The motion carried.

Cm. Lowther, MOVED APPROVAL OF THE RENEWAL OF THE SANITATION GARAGE LINE OF CREDIT HELD WITH MOUNTAIN VALLEY BANK FOR AN ADDITIONAL 12 MONTHS AT AN INTEREST RATE OF 2.12%. The motion carried.

Cm. Chenoweth, MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR EMPLOYEE STIPENDS TO BE PROVIDED IN THE AMOUNT OF \$500 FOR FULL-TIME AND \$250 FOR PART-TIME EMPLOYEES. The motion carried.

Cm. Chenoweth, **MOVED APPROVAL OF A SALARY RANGE OF \$50,000 TO \$65,000 FOR THE OPERATIONS MANAGER POSITION.** The motion carried.

ANNOUNCEMENTS

T. Judy reported that the company they city agreed to outsource utility billing mailings to has a shortage of paper stock and will not be able to complete the test run until they can confirm it is readily available. This may be six months or more.

Clerk J. Sutton confirmed with members they are available for the next regularly scheduled meeting on January 3, 2022.

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

The meeting adjourned at 10:53 a.m.

The foregoing minutes were approved at the meeting of Jan. 3, 2022.

Mike Kordman Chair
Name & Title

[Signature]
Signature