

Proposed Minutes

**ELKINS COMMON COUNCIL
REGULAR COUNCIL MEETING
MINUTES**

***401 Davis Avenue
Council Chamber, 2nd Floor
May 5, 2022
7:00 p.m.***

Elkins Common Council met in regular session in the council chamber of city hall. Present were R.C. Chenoweth, M. D. Cuonzo, C.H. Friddle, III, J.A. Guye, C.J. Higgins, G.M. Hinchman, D.C. Parker, and L.H. Vest; City Treasurer T. Judy; Fire Chief S.D. Himes; Police Chief T. Bennett; Operations Manager J. Sanson; City Attorney G. S. Roberts; City Clerk as Acting Mayor J.R. Sutton; and Executive Secretary R.A. Wickham (acting as recording secretary).

Mayor Jerry A. Marco; Councilpersons N.E. Bross-Fregonara and C.C. Lowther were absent.

PUBLIC COMMENT

Dave Cutlip, resident of 220 Boundary Ave spoke before council in favor of Resolution 1520 authorizing and advertising the RFQ for downtown streetscape design and designating funding. Dave spoke to some of the projects that have already been completed (tree grates, test 3-hr parking plan) with cooperation from Elkins Main Street and the City, and expressed the need for professional services moving forward in the design process.

MINUTES

Cw. Cuonzo, **MOVED APPROVAL OF THE MINUTES OF THE APRIL 19, 2022 MEETING.** The motion carried.

CORRESPONDENCE AND NOTIFICATIONS

Council received the following correspondence and notifications:

- Issued building permits
- Treasurer’s report
- Events
- Minutes of committees, boards, and commissions

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

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
220078	Cunningham, Randall	212 Central St	Remodel	7,000.00

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220079	Hutton, Bradford	12 Baxter St	Electrical Service	2,500.00
220080	Wood, Lacy	504 Central St	200 Amp Service Upgrade	5,000.00
220081	Hicks, Lynn & Jennifer	139 Elm St	Build 30 X 24 Garage and Covered Deck	60,000.00
220082	Holistic Industries LLC	100 Executive Office Plaza	Remodel	439,960.00
220083	Osborne, Matthew	118 Elm St	Remodel Bathroom	3,200.00
220084	Burke, Linda	107 Orchard St.	Upgrade Electric Service	1,200.00
220085	Tomblyn Funeral Home	117 Graham St	Fence	800.00
220086	Randolph Co Board of Education	101 Scott Ford Rd	Concrete Pad	7,400.00
220087	Kyle, George	1719 S Davis Ave	Build 10 X 14 Deck	1,200.00
220088	Woodlands Development Group	5 River St.	NEW house	137,000.00
220089	Poling, JoAnn	30 Pleasant Ave	Replace Roof Shingles	6,657.00
220090	Anger, Rachell	614 Yokum St	Repair Back Porch	2,000.00
220091	Holy Trinity Lutheran Church	302 First St	Replace Roof Shingles	2,000.00
220092	Nelling, Raymond	204 BridgewaterDr	Replace Roof Shingles	13,458.00
220093	Smith, Gregory	6 Goff St	Replace Roof Shingles	13,917.00
220094	Plauger, Indigo	203 Central St.	Fence	1,100.00
220095	Miller, Todd & Katherin	136 Buffalo St	Replace Roof Shingles	10,429.00
220096	Demotto, Jeremy	124 Riverview Dr.	Electral Service	1,800.00

PRESENTATION

Stacy Thomas, Community Coaching programs coordinator for HubCAP, and Elkins-Randolph County Tourism CVB Director Anne Beardslee provided information on the Randolph Ready HubCAP program and the new “Downtown Appalachia: Revitalizing Recreational Economics (DARRE)” program starting soon. The Randolph Ready HubCAP team is made up of organization and community members throughout Randolph County. Their goal is to take a county-wide approach to building better recreational economics through improved branding, riverfront and trail development, and partnership. The current Randolph Ready HubCAP program is set to end in September 30, 2022, but they will be starting a new DARRE program that will support Elkins and the surrounding communities in growing the number of available buildings and businesses downtown that serve their residents and meet the increasing demands.

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DARRE will partner with WV Northern Brownfields Assistance Center, Woodlands Development & Lending, Partner Community Capital, and the WV Community Development Hub. This program will continue through the end of September 2024.

Larry Riggleman, engineer for the WVDEP LCAP presented information on the Elkins Landfill Leachate Treatment Project proposed in Resolution 1529. Mr. Riggleman provided drone footage showing the current state of the Elkins landfill following its closure several years ago. Larry provided a schedule of action items to council outlining the proposed leachate treatment project. The goal of the project is to create a location on-site where the leachate can be tested, treated, and returned to the river. The goal is to have a complete design by the end of this year and to start project construction in the spring of 2023.

COMMITTEE REPORTS provided by all committee chairs present.

STAFF REPORTS were provided by all administrative officers and the chief water operator.

APPROVAL OF VENDOR INVOICE PAYMENTS

Cm. Chenoweth, **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 April 18 – 29, 2022.

NEW BUSINESS

Cw. Cuonzo, **MOVED APPROVAL OF ORDINANCE 298: AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA, AMENDING AND SUPPLEMENTING CITY CODE CHAPTER 71: STOPPING, STANDING, AND PARKING CONCERNING PARKING IN ALLEYS (2ND AND FINAL READING).** The motion carried.

Cm. Hinchman, **MOVED APPROVAL OF RESOLUTION 1519: AUTHORIZING THE APPOINTMENT OF S. SEVERINO TO THE ELKINS PARKS AND RECREATION COMMISSION.** The motion carried.

Cm. Friddle, **MOVED APPROVAL OF RESOLUTION 1520: AUTHORIZING THE ADVERTISEMENT OF A REQUEST FOR QUALIFICATIONS FOR DOWNTOWN STREETScape DESIGN, AND DESIGNATING FUNDING.** The motion carried.

Cm. Hinchman, **MOVED APPROVAL OF RESOLUTION 1521: GENERAL FUND BUDGET REVISION NO. 13 THROUGH NO. 24 FOR FISCAL YEAR 2022.** The motion carried.

Cw. Guye, **MOVED APPROVAL OF RESOLUTION 1522: APPROVAL OF BUDGET REVISION 2022-001-05 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:

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

Cm. Hinchman, **MOVED APPROVAL OF RESOLUTION 1523: APPROVAL OF SANITATION FUND BUDGET REVISION NO. 2 FOR FISCAL YEAR 2022.** The motion carried.

Cm. Parker, **MOVED APPROVAL OF RESOLUTION 1524: APPROVAL OF FIRE DEPARTMENT FUND BUDGET FOR FISCAL YEAR 2023.** The motion carried.

Cw. Guye, **MOVED APPROVAL OF RESOLUTION 1525: APPROVAL OF LANDFILL BUDGET FOR FISCAL YEAR 2022.** The motion carried.

Cw. Guye, **MOVED APPROVAL OF RESOLUTION 1526: APPROVAL OF SANITATION FUND BUDGET FOR FISCAL YEAR 2022.** The motion carried.

Cw. Guye, **MOVED APPROVAL OF RESOLUTION 1527: ACCEPTING BID FROM AND AUTHORIZING EXECUTION OF AGREEMENT WITH ASSURED PARTNERS OF WEST VIRGINIA, LLC, FOR GENERAL LIABILITY INSURANCE.** The motion carried.

Councilor R. Chenoweth recused himself from the vote on Resolution 1527 due to his law firm representing one of the companies who submitted a bid to provide general liability insurance.

Cm. Chenoweth, **MOVED APPROVAL OF RESOLUTION 1528: ACCEPTING CONDITIONS OF WEST VIRGINIA FIRST MEMORANDUM OF UNDERSTANDING BETWEEN THE STATE OF WEST VIRGINIA AND THE CITY OF ELKINS, AND THE ENDO SETTLEMENT TERMS, AND AUTHORIZING EXECUTION THEREOF.** The motion carried.

Cw. Guye, **MOVED APPROVAL OF RESOLUTION 1529: AUTHORIZING ELKINS LANDFILL LEACHATE TREATMENT PROJECT.** The motion carried.

MAYOR’S COMMENTS were not provided.

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

The meeting adjourned at 8:26 p.m.

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

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk