

**ELKINS COMMON COUNCIL
REGULAR COUNCIL MEETING
AGENDA**

*401 Davis Avenue
Council Chamber, 2nd Floor
May 19, 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 May 5, 2022

5. Correspondence and Notifications

- a. Issued building permits

6. Presentation

- a. Izaak Walton League – Ray Mearns

7. Committee Reports

8. Staff reports

9. Approval of vendor invoice payments

Vendor invoices presented for approval:

- A/P History Check Report for the period May 2 – 13, 2022

(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 #1530: Approving the Promotion of and Establishing a New Compensation Level for R. Goux*

- b. *Resolution #1531: Approving the Promotion of and Establishing a New Compensation Level for N. Elbon*
- c. *Resolution #1532: Authorizing the Reassignment of Operations Position to a New Grade within the Compensation and Classification Plan*
- d. *Consideration of Appointment to Elkins Water Board*
- e. *Consideration of Appointment to the Elkins-Randolph County Public Library Board*
- f. *Discussion of Department of Justice FY22 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program*
- g. *Discussion of Department of Justice FY22 Edward Byrne Memorial Justice Assistance Grant Program*

11. Mayor's comments

12. Adjournment

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

Proposed Minutes

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.

Proposed Minutes

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 Riggelman, engineer for the WVDEP LCAP presented information on the Elkins Landfill Leachate Treatment Project proposed in Resolution 1529. Mr. Riggelman 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:

Proposed Minutes

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.

Proposed Minutes

*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: May 19, 2022

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

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
220097	Goodwin, John	1500 Taylor Ave.	Replace Existing Tub	9,282.00
220098	Coberly, Linda	624 Yokum St	Install Vinyl Fence	5,847.00
220099	Vest, Linda	915 S Henry Ave	Replace Shingles on Front Porch	4,200.00
220100	Phillips, Michael	109 White Oak Ln.	Replace Bathtub	9,607.00
220101	Crowley, James	116 Wilton Ave	Replace Front Door	2,988.00
220102	D & B United, LLC	20 Second St	New Windows & Kitchen	13,000.00
220103	BFS	527 Randolph Ave	Remodel	375,000.00
220104	Okernick, David	1104 S Kerens Ave	Install Metal Roof	10,000.00
220105	Elkins Metro Corp	730 Yokum	Replace Shingles	20,000.00
220106	Schoonover, Emma	117 West View Dr	Replace Shingles	15,928.00
220107	City of Elkins	401 S Randolph Ave.	Build a Gazebo	6,000.00
220108	Randolph Co Housing Authority	17 Grace Circle	New Home	210,000.00
220109	Armentrout, Mark	1722 S Davis Ave.	Privacy Fence	21,200.00
220110	Harvey, Richard	102 White Oak	Replace Deck	14,300.00
220111	Chenoweth, Robert	208 Bridgewater Dr	Replace Shingles	17,936.00

**PUBLIC SAFETY COMMITTEE
REGULAR MEETING
MINUTES**

*401 Davis Avenue
City Hall, Council Chambers
April 11, 2022
10:00 a.m.*

Present were Committee Members: D. Parker and M. Hinchman

Also present were: Mayor J. Marco; City Clerk J. Sutton; Fire Chief S. Himes; Police Chief T. Bennett; Treasurer T. Judy; External Affairs Specialist S. Stokes

Cw. J. Guye was absent

MINUTES

Cm. Hinchman, **MOVED APPROVAL OF THE MINUTES OF THE MARCH 14, 2022, MEETING.** The motion carried.

REPORTS

Code Enforcement – P Isner provided a report of activities for March 14 through April 11, 2022. Mr. Isner also reported that he has a contractor ready to conduct asbestos testing and demolition of 211 1st Street once court approval is obtained. The city attorney is also pursuing legal authority to demolish 943 S. Davis Avenue.

Fire – hose testing is planned for the end of the month. Chief Himes spoke with Chief Deputy Bailey of the State Fire Marshall’s office and was told they are donating a case of smoke detectors for the department to distribute. The Snowshoe Foundation also continues to operate an annual smoke detector distribution in Randolph County.

Police – As of April 1, 2022, Officer Elbon entered into the three-month FTO program. On April 3, 2022, Officer Davis resigned to take a position with the RCSD. There are currently two vacancies and one eligible on the list to hire, so testing will need to be initiated soon. The Chief is developing new recruitment materials and processes in hopes it will lead to more applicants and better retention. One EPD vehicle is awaiting repairs. The Chief also reported the department is the recipient of fifteen laptops, printers and scanners for use in vehicles thanks to the Governor’s Highway Safety Program. The laptops will be upgraded with additional memory in order to run programs beyond e-tickets such as mapping and vehicles cameras as they become available. The electronic speed sign has been well received. There is a waiting list from community requests.

Mayor’s Task Force – D Parker reports they have made good progress. The trailing of the peer support specialists has been delayed due to the expected release of new standards in October.

They also have a partner organization that is looking at compensation for the peer support specialists. The group continues to review standards and options for recovery housing for women.

NEW BUSINESS

Cm. Hinchman, MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR APPROVAL OF THE SUBMISSION OF AN APPLICATION BY THE ELKINS FIRE DEPARTMENT TO THE LEARY FOUNDATION FOR GRANT FUNDS IN THE AMOUNT OF \$25,000 TO SUPPORT THE PURCHASE OF HIGH-PRESSURE BATTERY-OPERATED HYDRAULIC TOOLS. The motion carried.

Cm. Parker, MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR APPROVAL OF A MUTUAL AID AGREEMENT BETWEEN THE CITY OF ELKINS POLICE DEPARTMENT AND OTHER LOCAL LAW ENFORCEMENT AGENCIES. The motion carried.

Cm. Hinchman, MOVED ADJOURNMENT. The motion carried.

The meeting adjourned at 10:32 a.m.

The foregoing minutes were approved at the meeting of May 9, 2022

David C. Parker, Chair
Name & Title

David C. Parker
Signature

**PERSONNEL COMMITTEE
SPECIAL CALL MEETING
MINUTES**

*401 Davis Avenue
City Hall, Council Chambers
March 16, 2022
9:00 a.m.*

Present were Committee Members: R. Chenoweth, chair; L. Vest; and C. Lowther

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

MINUTES

Cm. Lowther, **MOVED APPROVAL OF THE MINUTES OF THE FEBRUARY 28, 2022, MEETING.** The motion carried.

NEW BUSINESS

Cm. Lowther, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL TO AMEND CH. 8.D: HOLIDAY PAY OF THE CITY OF ELKINS PERSONNEL MANUAL AS PRESENTED BY THE CITY CLERK.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL TO AMEND CH. 5 OF THE CITY OF ELKINS PERSONNEL MANUAL TO INCLUDE LONGEVITY PAY AS PRESENTED BY THE CITY CLERK AND AMENDED BY THE COMMITTEE** The motion carried.

Cw. Vest, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL TO AMEND GRADE ASSIGNMENTS AND JOB TITLES FOR POSITIONS WITHIN THE OFFICES OF THE CLERK, OPERATIONS AND TREASURER AS PRESENTED EFFECTIVE JULY 1, 2022.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR THE REAPPOINTMENT OF GERALDINE ROBERTS AS CITY ATTORNEY.** The motion carried.

Cm. Lowther, **MOVED APPROVAL TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING A PERSONNEL MATTER RELATED TO THE SANITATION SUPERVISOR.** The motion carried. The committee entered into executive session at 9:17 a.m. and returned at 9:57 p.m. The chair announced that no action was taken.

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

The meeting adjourned at 9:57 p.m.

The foregoing minutes were approved at the meeting of May 12, 2022

Robert Chenoweth, Chair
Name & Title

Robert Chenoweth
Signature

SANITARY BOARD MEETING MINUTES

*401 Davis Avenue
City Hall, Council Chambers
April 18, 2022
2:00 p.m.*

Present were Board Members: Mayor J. Marco, Chair; and V. White

Also present were: Chief Wastewater Operator W. Hymes; Wastewater Collection Supervisor M. Hartley; Treasurer T. Judy; Operations Assistant M. Himes (recording secretary); City Attorney G. Roberts; M. Davis, Burgess & Niple; and C. Smith, Region VII.

R. Biller was absent.

PUBLIC COMMENT

None.

MINUTES

Sanitary Board Chair Mayor J. Marco, **MOVED APPROVAL OF FEBRUARY 22, 2022 MEETING MINUTES. The motion carried.**

Sanitary Board Chair Mayor J. Marco, **MOVED APPROVAL OF MARCH 21, 2022 MEETING MINUTES. The motion carried.**

Sanitary Board Chair Mayor J. Marco, **MOVED APPROVAL OF APRIL 8, 2022 MEETING MINUTES. The motion carried.**

REPORTS

Chief Wastewater Operator W. Hymes reported on the following: the first portion of funding for the SCADA system has been approved by the ARPA Committee; WWTP new hire passed their CDL test; WWC hired a new employee; Mark Findlay is retiring from the WWTP; data has been submitted for generator funding; HACH analyzers have been received for the flow meters; Upshur Co. FFA toured the Wastewater Treatment and Water Treatment Plants; Wastewater crews are working on installing a new storm pipe at Bluegrass Park; Vactor Truck arrival has been pushed to July; WWTP lab had an inspection and has been re-certified; new loader arrived and training will take place on 4/19/2022; Ms. Hymes is working with Big Timber Brewing regarding high organic materials entering the sewer system.

Wastewater Collection Supervisor M. Hartley reported on the following: two WWC employees will begin a CDL class; Crews dug up the sewer connection on Sylvester Drive to put in a Y

joint only to find out there was already a Y joint and not a T joint as they suspected earlier. M. Hartley stated a new plan should be looked at.

Treasurer T. Judy presented the March 31, 2022 financial report:

**Elkins Sanitary Board
Income Statement
For the Period Ending March 31, 2022**

Total Revenue	\$215,317.08
Total Expenses	\$136,088.56
Net Profit/(Loss)	\$79,228.52
Balance In Sewer Account	\$791,502.67
Balance In Sewer Depreciation Account	\$134,684.77
Balance In O/M Account	\$201,787.96

TRJ 4/9/2022

UNFINISHED BUSINESS

M. Himes reported that she and Operations Manager Josh Sanson will be meeting with the RCDA and the new owner of the Recycling Center regarding placing the recycling containers in the Industrial Park.

Mike Davis reported on the Sylvester Drive sewer issues. Teaberry Hills laterals and cleanouts had been smoked at Teaberry Hills and mentioned there are no easements for the City to be on the properties per conversations with City Attorney G. Roberts. M. Davis reported he is working in the Needs Assessment for Wastewater and Water Departments and will present at the next board meeting.

NEW BUSINESS

W. Hymes reported on the condition of the WWC Departments 2010 F550 Service Truck. The bed is in bad shape and the fuel tank fell off the truck while being operated. T. Judy agreed to contact Enterprise to see if they have any available vehicles.

Sanitary Board Member V. White , **MOVED APPROVAL TO REFER THE PURCHASE TO THE ARPA COMMITTEE. The motion carried.**

W. Hymes requested to purchase a spare pump for the Steward Avenue lift station in the amount of \$21,936.15 out of the current budget line item: Wastewater Collection Pumping and Maintenance.

Sanitary Board Member V. White , **MOVED APPROVAL TO PURCHASE A SPARE PUMP FOR THE STEWARD AVENUE LIFT STATION IN THE AMOUNT OF \$21,936.15. The motion carried.**

There was discussion on a few Burgess & Niple invoices. Sanitary Board member V. White expressed his concern with Teaberry Hills sewer issues. C. Smith explained the importance of getting approval from WV DEP for the use of contingency funds. M. Davis agreed to submit a

request to WV DEP to utilize the contingency funds to pay for a portion of the flow meters. C. Smith also stressed that the reimbursements to the Water Fund be resolved between the City of Elkins and the WV DEP so there will be an accurate understanding of the amount of contingency funding left. T. Judy reported the WV DEP agreed to pay overtime costs of \$3,178.85 to the Water Fund. W. Hymes stated that she did not agree with paying back materials costs unless there are proper inventory lists related to the line repairs.

Sanitary Board Member V. White , **MOVED APPROVAL OF Burgess & Niple invoice no. 1006827 dated 01/25/2022 in the amount of \$11,340.00. The motion carried.**

Sanitary Board Member V. White , **MOVED APPROVAL OF Burgess & Niple invoice no. 1018863 dated 03/29/2022 in the amount of \$273.00. The motion carried.**

Sanitary Board Member V. White , **MOVED APPROVAL OF Burgess & Niple invoice no. 1014418 dated 03/29/2022 in the amount of \$855.00. The motion carried.**

ANNOUNCEMENTS

M. Himes reported the next regularly scheduled meeting with be on May 16, 2022 @ 2:00 p.m.

Sanitary Board Member V. White, **MOVED ADJOURNMENT. The motion carried.**

The meeting adjourned at 2:55 p.m.

The foregoing minutes were approved at the meeting of May 16, 2022

Jerry A Marco-Mayor
Name & Title

Jerry A Marco
Signature

VENDOR SET: 01 Elkins

BANK: ARPA Amercia Rescue Plan Act

DATE RANGE: 5/02/2022 THRU 5/13/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00041	Baker Truck Equipment Co							
I-D050422	2021 Ram 5500 Utility Bed	R	5/11/2022	55,344.00		000042		55,344.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	55,344.00	0.00	55,344.00
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: ARPA TOTALS:	1	55,344.00	0.00	55,344.00
BANK: ARPA TOTALS:	1	55,344.00	0.00	55,344.00

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 5/02/2022 THRU 5/13/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00741	Great-West Trust Company LLC							
I-VF 202205031307	Voya	D	5/03/2022	405.00		003572		
I-VF2202205031307	Voya AT	D	5/03/2022	50.00		003572		455.00
00116	Child Support Enforcement							
I-CDS202205031307	Child Support	R	5/03/2022	528.00		011557		528.00
00121	Citizens Bank of WVFP							
I-FP 202205031307	Fire Pension	R	5/03/2022	488.28		011558		488.28
00122	Citizens Bank of WVFP							
I-PP 202205031307	Police Pension	R	5/03/2022	145.33		011559		
I-PPN202205031307	Police Pension-2010 Forward	R	5/03/2022	318.88		011559		464.21
00147	COE Misc							
I-MIS202205031307	Misc Reimbursements	R	5/03/2022	167.95		011560		167.95
00150	COE Payroll							
I-T1 202205031307	Federal Withholding	R	5/03/2022	10,325.80		011561		10,325.80
00151	COE Payroll							
I-T3 202205031307	FICA	R	5/03/2022	11,499.94		011562		
I-T4 202205031307	Medicare	R	5/03/2022	3,889.24		011562		15,389.18
00152	COE Payroll							
I-T2 202205031307	State Withholding	R	5/03/2022	5,170.00		011563		5,170.00
00203	Davis Trust Company							
I-CC 202205031307	Employee Christmas Club	R	5/03/2022	1,720.00		011564		1,720.00
00747	Washington National Insurance							
I-WN 202205031307	Washington National Insurance	R	5/03/2022	521.94		011565		521.94
00837	COE Payroll Reimbursement							
I-001202205031307	Payroll Reimbursement	R	5/03/2022	56,199.10		011566		
I-006202205031307	Payroll Reimbursement	R	5/03/2022	5,319.04		011566		
I-400202205031307	Payroll Reimbursement	R	5/03/2022	15,680.16		011566		
I-401202205031307	Payroll Reimbursement	R	5/03/2022	12,742.47		011566		
I-404202205031307	Payroll Reimbursement	R	5/03/2022	7,800.32		011566		97,741.09
01328	PA SCDU							
I-CSM202205031307	Maryland Child Support	R	5/03/2022	250.24		011567		250.24

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 5/02/2022 THRU 5/13/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01985	Colonial Life							
	I-CL 202205031307 Colonial Life-AT	R	5/03/2022	122.06		011568		
	I-CLP202205031307 Colonial Life-PT	R	5/03/2022	52.52		011568		174.58
00150	COE Payroll							
	I-T1 202205031308 Federal Withholding	R	5/03/2022	120.77		011569		120.77
00151	COE Payroll							
	I-T3 202205031308 FICA	R	5/03/2022	160.96		011570		
	I-T4 202205031308 Medicare	R	5/03/2022	37.64		011570		198.60
00152	COE Payroll							
	I-T2 202205031308 State Withholding	R	5/03/2022	67.00		011571		67.00
00837	COE Payroll Reimbursement							
	I-001202205031308 Payroll Reimbursement	R	5/03/2022	952.52		011572		952.52
00023	Appalachian Forest Heritage Ar							
	I-4Qtr Cont FY21-22 4th QTR Contribution FY21-22	R	5/06/2022	1,500.00		011573		1,500.00
00126	City of Clarksburg							
	I-202204273995 Compost 9019 042222	R	5/06/2022	136.00		011574		136.00
00149	COE Parks and Recreation							
	I-MAY22 Support May 2022 Support	R	5/06/2022	25,483.00		011575		25,483.00
00154	COE Sanitation							
	I-202204262176 #86 Brush Hauling #9019	R	5/06/2022	299.48		011576		299.48
00156	COE Sewer Depreciation Account							
	I-Swr Depr 043022 Sewer Depr Deposit 043022	R	5/06/2022	5,349.40		011577		5,349.40
00182	Country Roads Transit							
	I-4Qtr Cont FY21-22 4th Qtr Contribution FY21-22	R	5/06/2022	3,500.00		011578		3,500.00
00235	Elkins Building Comm.							
	I-MAY22 Bond Pmt May 2022 Bond Pmt	R	5/06/2022	3,483.79		011579		3,483.79
00238	Elkins Fordland, Inc.							
	I-42415 2015 FDF150 Alignment	R	5/06/2022	98.95		011580		98.95
00239	Elkins Historic Landmark Commi							
	I-4Qtr Cont FY21-22 4th Qtr Contribution FY21-22	R	5/06/2022	1,000.00		011581		1,000.00

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00241	Elkins Main Street, Inc.							
I-4Qtr Cont FY21-22	4th Qtr Contribution FY 21-22	R	5/06/2022	5,000.00		011582		5,000.00
00243	Elkins Randolph County Chamber							
I-4Qtr Cont FY21-22	4th QTR Contribution FY21-22	R	5/06/2022	1,500.00		011583		1,500.00
00250	Elkins-Randolph County Regiona							
I-4 Qtr Cont FY21-22	4th Qtr Contribution FY21-22	R	5/06/2022	4,750.00		011584		4,750.00
00251	Elkins-Randolph County Public							
I-4Qtr Cont FY21-22	4th Qtr Contribution FY 21-22	R	5/06/2022	5,625.00		011585		5,625.00
00314	Guttman Energy, Inc.							
I-F61980333	Fleet Fuel 041122-041722	R	5/06/2022	5,152.51		011586		5,152.51
00381	Grover C Jackson Jr							
I-MAY22 Rent	MAY 2022 Rent	R	5/06/2022	1,800.00		011587		1,800.00
00407	Kump House Trust Endowment							
I-4Qtr Cont FY21-22	4th Qtr Contribution FY21-22	R	5/06/2022	1,500.00		011588		1,500.00
00471	Mon Power							
I-041922 LT31Barron	LT31 Barron 031622-041422	R	5/06/2022	11,152.78		011589		
I-90008546132	Consumption/Lighting	R	5/06/2022	44,590.03		011589		55,742.81
00483	Mountain Valley Bank							
I-1202553-19 050422	1202553-19 050422	R	5/06/2022	655.53		011590		
I-1202553-22 050722	Int pmt 1202553-22 050722	R	5/06/2022	95.78		011590		751.31
00569	Randolph County Clerk							
I-Barb - Filing	Barb Petition docs filing	R	5/06/2022	130.00		011591		
I-Conrad Est	H Conrad Estate Claim	R	5/06/2022	5.00		011591		
I-Easement Filing	Sanitary Bd Easement filing	R	5/06/2022	12.00		011591		147.00
00570	Randolph County Commission							
I-4Qtr Cont FY21-22	4th Qtr Contribution FY 21-22	R	5/06/2022	1,750.00		011592		1,750.00
00573	Randolph County Development A							
I-4Qtr Cont FY21-22	4th Qtr Contribution FY 21-22	R	5/06/2022	3,375.00		011593		3,375.00
00578	Randolph Elkins Health Departm							
I-4Qtr Cont FY21-22	4th Qtr Contribution FY21-22	R	5/06/2022	1,000.00		011594		1,000.00

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00579	Randolph-Tucker Children's Adv							
I-4Qtr Cont FY21-22	4th QTR Contribution FY21-22	R	5/06/2022	750.00		011595		750.00
00701	Toshiba Financial Services							
I-470286345	Lex C4150/ToshE3005AC	R	5/06/2022	221.37		011596		
I-470604109	Tosh E4515AC 041522-051522	R	5/06/2022	121.35		011596		
I-470814369	Lex XM3250 051322	R	5/06/2022	69.00		011596		411.72
00707	Trickett Hardware, Inc.							
I-5312	Hose/PVC bushing	R	5/06/2022	10.18		011597		10.18
01154	Crazy Harry's Greenhouse LLC							
I-2736	4 Bags Hdwd Mulch	R	5/06/2022	14.36		011598		14.36
01489	Adkins Home Center, Inc.							
I-552989	Concrete saw repair	R	5/06/2022	200.00		011599		200.00
01623	Randolph County Community Arts							
I-4Qtr Cont FY21-22	4th Qtr Contribution FY 21-22	R	5/06/2022	1,250.00		011600		1,250.00
01790	Crim Law Office PLLC							
I-274	Attny Services Feb 2022	R	5/06/2022	5,620.00		011601		5,620.00
01833	P3 Cost Analysts							
I-12874	Telecom/Utility Sav 04/2022	R	5/06/2022	1,743.89		011602		1,743.89
01989	Mitchell Tree Care LLC							
I-1348	Pruning/Planting	R	5/06/2022	8,732.60		011603		8,732.60
02065	AlignHR LLC							
I-7200 - May 2022	May 2022 HR Managed Services	R	5/06/2022	2,500.00		011604		2,500.00
02217	Steve Hannan Construction							
I-31	Order/Program Garage Door Opnr	R	5/06/2022	487.43		011605		487.43
02240	WVU Medical Corp dba Universit							
I-GAR202110191274	Garnishment 15-C-105	R	5/06/2022	185.00		011606		185.00
02260	Earthworks Excavators LLC							
I-44222022	Sewer Connection Project	R	5/06/2022	8,300.00		011607		8,300.00
02295	Scott Goddard							
I-CKREQ 042822	Refund donation	R	5/06/2022	255.00		011608		255.00

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1	SMITH, PATRICK A							
I-000202205041309	US REFUND	R	5/09/2022	68.53		011609		68.53
1	NEFFLEN, GEORGE							
I-000202205041310	US REFUND	R	5/09/2022	107.89		011610		107.89
1	REPUBLIC SRVCS-NATL							
I-000202205041311	US REFUND	R	5/09/2022	503.22		011611		503.22
1	GOWER, STRADER & SAN							
I-000202205041312	US REFUND	R	5/09/2022	75.00		011612		75.00
00032	Absolute Assurance Drug Test L							
I-4807A	Pre-Emp Testing-Haden	R	5/11/2022	39.00		011613		39.00
00034	ATCO International							
I-I0592319 I0591749	TPpr/Plates/Pprtws/Citrex/NC7	R	5/11/2022	700.54		011614		
I-I0595031-I0594969	Foamacide/plates/utensils	R	5/11/2022	449.28		011614		1,149.82
00047	Truist Governmental Finance							
I-00005 052422	9948000234-05 052422	R	5/11/2022	2,596.05		011615		
I-00006 052722	99480000234-06 052722	R	5/11/2022	2,643.26		011615		5,239.31
00075	Encova Insurance							
I-36298898	04/04/22-05/01/22 WCB1021217	R	5/11/2022	6,092.00		011616		6,092.00
00078	Nanci Bross-Fregonara							
I-CKREQ 050422	Food for volunteers	R	5/11/2022	30.16		011617		30.16
00132	Clarksburg Water Board							
I-INV M89244	Bacteriological Exam	R	5/11/2022	23.00		011618		23.00
00143	COE General Fund 2							
I-MAY22 Indirects	May 2022 Indirects	R	5/11/2022	28,198.40		011619		28,198.40
00288	Garrett Industrial Supply Inc							
I-3391711	Wasp Spray/Rags	R	5/11/2022	204.32		011620		204.32
00314	Guttman Energy, Inc.							
I-F62009301	Fleet Fuel 041822-042422	R	5/11/2022	3,696.60		011621		3,696.60
00396	Kay Casto & Chaney PLLC							
I-137887	Attorney Serv through 3/31/22	R	5/11/2022	828.75		011622		
I-137891	Attny Serv through 3/31/22	R	5/11/2022	1,814.50		011622		2,643.25

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00422	Leslie Equipment Co.							
I-973486	Service-John Deere 410J	R	5/11/2022	1,004.61		011623		1,004.61
00465	Steve's Electrical Service LLC							
I-202193	Maint/Labor 033122-041422	R	5/11/2022	2,400.00		011624		2,400.00
00484	Mountaineer Gas Company							
I-042722	Nat'l Gas 031622-042522	R	5/11/2022	7,915.00		011625		7,915.00
00578	Randolph Elkins Health Departm							
I-050222	Hep AB G Hartley	R	5/11/2022	174.50		011626		174.50
00701	Toshiba Financial Services							
I-471545988	E4515AC 042722-052722	R	5/11/2022	209.59		011627		209.59
00707	Trickett Hardware, Inc.							
I-5321	pins/washers	R	5/11/2022	12.00		011628		12.00
00711	Tygart Valley Transfer, Inc.							
C-00005897	Residential-correct # -2897	R	5/11/2022	408.34CR		011629		
I-00002304	Commercial-Greenfields	R	5/11/2022	270.20		011629		
I-00002309	Commercial DMH	R	5/11/2022	133.80		011629		
I-00002310	Residential	R	5/11/2022	27.80		011629		
I-00002324	Residential	R	5/11/2022	174.63		011629		
I-00002326	Residential Grapel Tk	R	5/11/2022	93.83		011629		
I-00002330	Residential TK 21	R	5/11/2022	100.78		011629		
I-00002331	Residential Tk 130	R	5/11/2022	60.82		011629		
I-00002344	Residential	R	5/11/2022	227.63		011629		
I-00002349	Residential TK30	R	5/11/2022	44.31		011629		
I-00002350	Residential Tk 5	R	5/11/2022	33.88		011629		
I-00002351	Residential	R	5/11/2022	860.98		011629		
I-00002355	Residential Grapel Tk	R	5/11/2022	110.34		011629		
I-00002356	Residential	R	5/11/2022	879.23		011629		
I-00002360	Commercial	R	5/11/2022	821.02		011629		
I-00002362	Commercial	R	5/11/2022	156.38		011629		
I-00002364	Residential TK 21	R	5/11/2022	94.70		011629		
I-00002365	Residential Tk 130	R	5/11/2022	108.60		011629		
I-00002372	Commercial	R	5/11/2022	140.75		011629		
I-00002381	Commercial	R	5/11/2022	212.86		011629		
I-00002384	Residential	R	5/11/2022	42.57		011629		
I-00002385	Commercial	R	5/11/2022	86.01		011629		
I-00002387	Residential	R	5/11/2022	85.14		011629		
I-00002399	Commercial	R	5/11/2022	278.88		011629		
I-00002400	Residential	R	5/11/2022	641.17		011629		
I-00002401	Residential	R	5/11/2022	482.18		011629		
I-00002402	Residential	R	5/11/2022	76.45		011629		
I-00002403	Commercial	R	5/11/2022	462.20		011629		
I-00002420	Residential	R	5/11/2022	157.25		011629		

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			DATE	AMOUNT		NO	STATUS	AMOUNT
I-00002421	Commercial	R	5/11/2022	296.26		011629		
I-00002422	Residential	R	5/11/2022	48.65		011629		
I-00002423	Residential	R	5/11/2022	87.75		011629		
I-00002428	Residential	R	5/11/2022	53.87		011629		
I-00002429	Residential	R	5/11/2022	38.23		011629		
I-00002431	Residential	R	5/11/2022	247.61		011629		
I-00002435	Residential	R	5/11/2022	803.64		011629		
I-00002437	Commercial	R	5/11/2022	124.24		011629		
I-00002439	Commercial	R	5/11/2022	586.44		011629		
I-00002440	Residential	R	5/11/2022	560.38		011629		
I-00002456	Commercial	R	5/11/2022	430.92		011629		
I-00002465	Residential	R	5/11/2022	66.90		011629		
I-00002466	Residential	R	5/11/2022	97.31		011629		
I-00002472	Commercial	R	5/11/2022	622.93		011629		
I-00002473	Residential	R	5/11/2022	566.46		011629		
I-00002474	Residential	R	5/11/2022	515.20		011629		
I-00002479	Residential	R	5/11/2022	46.92		011629		
I-00002496	Commercial	R	5/11/2022	117.29		011629		
I-00002501	Residential	R	5/11/2022	132.93		011629		
I-00002502	Residential	R	5/11/2022	207.64		011629		
I-00002503	Residential	R	5/11/2022	72.98		011629		
I-00002504	Residential	R	5/11/2022	93.83		011629		
I-00002509	Commercial	R	5/11/2022	253.69		011629		
I-00002520	Commercial	R	5/11/2022	773.23		011629		
I-00002521	Residential	R	5/11/2022	283.23		011629		
I-00002522	Residential	R	5/11/2022	595.13		011629		
I-00002523	Residential	R	5/11/2022	683.75		011629		
I-00002533	Residential	R	5/11/2022	99.91		011629		
I-00002541	Residential	R	5/11/2022	60.82		011629		
I-00002542	Residential	R	5/11/2022	71.24		011629		
I-00002544	Residential	R	5/11/2022	264.98		011629		
I-00002545	Residential	R	5/11/2022	30.41		011629		
I-00002546	Residential	R	5/11/2022	39.10		011629		
I-00002547	Residential	R	5/11/2022	154.65		011629		
I-00002554	Commercial	R	5/11/2022	209.38		011629		
I-00002559	Residential	R	5/11/2022	45.18		011629		
I-00002560	Residential	R	5/11/2022	48.65		011629		
I-00002565	Residential	R	5/11/2022	53.87		011629		
I-00002566	Residential	R	5/11/2022	38.23		011629		
I-00002567	Commercial	R	5/11/2022	117.29		011629		
I-00002582	Commercial	R	5/11/2022	257.16		011629		
I-00002585	Commercial	R	5/11/2022	788.87		011629		
I-00002586	Residential	R	5/11/2022	693.30		011629		
I-00002587	Residential	R	5/11/2022	857.51		011629		
I-00002588	Commercial	R	5/11/2022	125.11		011629		
I-00002595	Residential	R	5/11/2022	67.77		011629		
I-00002596	Residential	R	5/11/2022	88.62		011629		
I-00002605	Residential	R	5/11/2022	51.26		011629		

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I-00002606	Residential	R	5/11/2022	69.50		011629		
I-00002607	Residential	R	5/11/2022	26.06		011629		
I-00002610	Commercial	R	5/11/2022	255.43		011629		
I-00002614	Commercial	R	5/11/2022	417.89		011629		
I-00002620	Residential	R	5/11/2022	53.00		011629		
I-00002621	Residential	R	5/11/2022	37.36		011629		
I-00002622	Residential	R	5/11/2022	96.44		011629		
I-00002626	Residential	R	5/11/2022	104.26		011629		
I-00002631	Commercial	R	5/11/2022	142.48		011629		
I-00002636	Residential	R	5/11/2022	630.75		011629		
I-00002637	Commercial	R	5/11/2022	369.24		011629		
I-00002638	Residential	R	5/11/2022	697.65		011629		
I-00002639	Commercial	R	5/11/2022	543.00		011629		
I-00002645	Commercial	R	5/11/2022	244.13		011629		
I-00002651	Residential	R	5/11/2022	199.82		011629		
I-00002658	Residential	R	5/11/2022	59.95		011629		
I-00002659	Residential	R	5/11/2022	68.64		011629		
I-00002660	Residential	R	5/11/2022	48.65		011629		
I-00002663	Residential	R	5/11/2022	152.04		011629		
I-00002667	Commercial	R	5/11/2022	70.37		011629		
I-00002673	Residential	R	5/11/2022	53.87		011629		
I-00002674	Residential	R	5/11/2022	57.34		011629		
I-00002675	Residential	R	5/11/2022	73.85		011629		
I-00002676	Residential	R	5/11/2022	90.36		011629		
I-00002681	Commercial	R	5/11/2022	122.50		011629		
I-00002686	Commercial	R	5/11/2022	251.08		011629		
I-00002688	Residential	R	5/11/2022	551.69		011629		
I-00002689	Residential	R	5/11/2022	613.37		011629		
I-00002690	Commercial	R	5/11/2022	473.50		011629		
I-00002695	Residential	R	5/11/2022	110.34		011629		
I-00002710	Commercial	R	5/11/2022	238.92		011629		
I-00002712	Residential	R	5/11/2022	55.60		011629		
I-00002713	Residential	R	5/11/2022	55.60		011629		
I-00002716	Commercial	R	5/11/2022	80.80		011629		
I-00002717	Residential	R	5/11/2022	40.83		011629		
I-00002718	Residential	R	5/11/2022	30.41		011629		
I-00002719	Residential	R	5/11/2022	177.24		011629		
I-00002723	Residential	R	5/11/2022	61.68		011629		
I-00002724	Residential	R	5/11/2022	48.65		011629		
I-00002729	Commercial	R	5/11/2022	132.93		011629		
I-00002730	Residential	R	5/11/2022	600.34		011629		
I-00002733	Residential	R	5/11/2022	68.64		011629		
I-00002734	Residential	R	5/11/2022	33.01		011629		
I-00002736	Commercial	R	5/11/2022	154.65		011629		
I-00002739	Residential	R	5/11/2022	67.77		011629		
I-00002740	Residential	R	5/11/2022	60.82		011629		
I-00002741	Residential	R	5/11/2022	136.40		011629		
I-00002743	Residential	R	5/11/2022	596.87		011629		

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			DATE	AMOUNT		NO	STATUS	AMOUNT
I-00002745	Commercial	R	5/11/2022	656.81		011629		
I-00002759	Residential	R	5/11/2022	25.20		011629		
I-00002760	Residential	R	5/11/2022	34.75		011629		
I-00002761	Residential	R	5/11/2022	105.12		011629		
I-00002771	Residential	R	5/11/2022	46.05		011629		
I-00002772	Residential	R	5/11/2022	47.78		011629		
I-00002778	Residential	R	5/11/2022	554.29		011629		
I-00002779	Residential	R	5/11/2022	183.32		011629		
I-00002780	Residential	R	5/11/2022	572.54		011629		
I-00002782	Commercial	R	5/11/2022	490.00		011629		
I-00002785	Commercial	R	5/11/2022	217.20		011629		
I-00002787	Residential	R	5/11/2022	42.57		011629		
I-00002788	Residential	R	5/11/2022	48.65		011629		
I-00002789	Residential	R	5/11/2022	68.64		011629		
I-00002794	Commercial	R	5/11/2022	124.24		011629		
I-00002803	Commercial	R	5/11/2022	76.45		011629		
I-00002805	Residential	R	5/11/2022	39.10		011629		
I-00002812	Commercial	R	5/11/2022	103.39		011629		
I-00002813	Residential	R	5/11/2022	76.45		011629		
I-00002824	Commercial	R	5/11/2022	620.32		011629		
I-00002825	Residential	R	5/11/2022	750.64		011629		
I-00002826	Residential	R	5/11/2022	882.70		011629		
I-00002827	Commercial	R	5/11/2022	121.63		011629		
I-00002831	Commercial	R	5/11/2022	83.40		011629		
I-00002833	Residential	R	5/11/2022	79.93		011629		
I-00002835	Residential	R	5/11/2022	37.36		011629		
I-00002836	Residential	R	5/11/2022	20.00		011629		
I-00002849	Residential	R	5/11/2022	36.49		011629		
I-00002853	Commercial	R	5/11/2022	225.02		011629		
I-00002860	Commercial	R	5/11/2022	33.88		011629		
I-00002863	Commercial	R	5/11/2022	30.41		011629		
I-00002866	Residential	R	5/11/2022	493.48		011629		
I-00002867	Residential	R	5/11/2022	508.25		011629		
I-00002868	Commercial	R	5/11/2022	414.42		011629		
I-00002878	Commercial	R	5/11/2022	288.44		011629		
I-00002881	Commercial	R	5/11/2022	132.93		011629		
I-00002884	Commercial	R	5/11/2022	113.81		011629		
I-00002895	Residential	R	5/11/2022	510.85		011629		
I-00002896	Commercial	R	5/11/2022	590.78		011629		
I-00002897	Residential	R	5/11/2022	408.34		011629		
I-00002930	Residential	R	5/11/2022	30.41		011629		
I-00002946	Commercial	R	5/11/2022	100.78		011629		
I-00002957	Residential	R	5/11/2022	516.94		011629		
I-00002958	Residential	R	5/11/2022	498.69		011629		
I-00002959	Commercial	R	5/11/2022	483.05		011629		
I-00002977	Commercial	R	5/11/2022	271.93		011629		
I-00002979	Commercial	R	5/11/2022	308.42		011629		
I-00002983	Commercial	R	5/11/2022	165.07		011629		

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 5/02/2022 THRU 5/13/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00002990	Commercial	R	5/11/2022	121.63		011629		
I-00003006	Residential	R	5/11/2022	581.23		011629		
I-00003008	Residential	R	5/11/2022	503.90		011629		
I-00003009	Commercial	R	5/11/2022	612.50		011629		
I-00003069	Commercial	R	5/11/2022	116.42		011629		
I-00003081	Residential	R	5/11/2022	739.35		011629		
I-00003086	Commercial	R	5/11/2022	823.62		011629		
I-00003087	Residential	R	5/11/2022	825.36		011629		
I-00003130	Commercial	R	5/11/2022	116.42		011629		
I-00003137	Commercial	R	5/11/2022	176.37		011629		
I-00003141	Commercial	R	5/11/2022	116.42		011629		
I-00003154	Commercial	R	5/11/2022	181.58		011629		
I-00003165	Commercial	R	5/11/2022	667.24		011629		
I-00003166	Residential	R	5/11/2022	646.39		011629		
I-00003167	Residential	R	5/11/2022	649.86		011629		
I-00005897	Residential	R	5/11/2022	408.34		011629		
I-111879	Commercial	R	5/11/2022	322.32		011629		
I-111884	Commercial	R	5/11/2022	44.31		011629		
I-111888	Residential	R	5/11/2022	527.36		011629		
I-111889	Residential	R	5/11/2022	605.55		011629		
I-111890	Commercial	R	5/11/2022	798.43		011629		
I-111902	Commercial	R	5/11/2022	258.03		011629		
I-111905	Commercial	R	5/11/2022	275.41		011629		
I-111910	Residential	R	5/11/2022	562.98		011629		
I-111911	Residential	R	5/11/2022	459.60		011629		
I-111912	Commercial	R	5/11/2022	542.13		011629		
I-111913	Commercial-final	R	5/11/2022	72.98		011629		
I-111927	Commercial	R	5/11/2022	120.76		011629		
I-111935	Residential	R	5/11/2022	604.68		011629		
I-111936	Residential	R	5/11/2022	519.54		011629		
I-111937	Commercial	R	5/11/2022	563.85		011629		
I-111957	Commercial	R	5/11/2022	266.72		011629		
I-111965	Residential	R	5/11/2022	50.39		011629		
I-111977	Commercial	R	5/11/2022	519.54		011629		
I-111982	Residential	R	5/11/2022	517.80		011629		
I-111985	Residential	R	5/11/2022	496.08		011629		
I-111987	Commercial	R	5/11/2022	422.24		011629		56,460.74
00812	WV Regional Jail and Correctio							
I-4122ea86	44 days inmate housing 4/22	R	5/11/2022	2,123.00		011630		2,123.00
00813	West Virginia Rural Water Asso							
I-Membership 2022	Voting Membership	R	5/11/2022	2,743.65		011631		2,743.65

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 5/02/2022 THRU 5/13/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00900	National Road Utility Supply,							
I-332932	50ADA Compliant Orion Thru Lid	R	5/11/2022	309.50		011632		
I-332934	Vault/Saddle/Cplg/BrassNpl	R	5/11/2022	3,273.26		011632		3,582.76
01390	Phoenix Solutions, LLC							
I-4004	Chemicals	R	5/11/2022	6,104.37		011633		
I-4039-4032	Chemicals	R	5/11/2022	4,459.50		011633		
I-4051	Chemicals	R	5/11/2022	7,502.81		011633		
I-4071	Chemicals	R	5/11/2022	10,147.50		011633		28,214.18
01445	Linda Silva							
I-REIMB 050422	Reimb Timer-trunk protectors	R	5/11/2022	165.94		011634		165.94
01447	Heritage Fire Equipment							
I-5417	4-gauge bezel label kit	R	5/11/2022	57.74		011635		
I-5420	3-Class 1 gauge	R	5/11/2022	238.86		011635		296.60
01594	Pace Analytical Services LLC							
I-MULTI 05012022	Analytical Charges	R	5/11/2022	1,221.00		011636		1,221.00
01681	DataMax Corporation							
I-04302022	Collections April 2022	R	5/11/2022	3,123.46		011637		
I-12670	April 2022	R	5/11/2022	39.42		011637		3,162.88
01697	C-Com LLC							
I-654136	Maint 032822-040122 DockingStn	R	5/11/2022	2,668.00		011638		
I-654137	Maint/Repair SD Card Reader	R	5/11/2022	2,673.00		011638		5,341.00
01727	Enterprise FM Trust							
I-FBN4470071	Fleet Leases May 2022	R	5/11/2022	16,281.78		011639		16,281.78
01751	COE WWTP							
I-202204082067	WTP Backwash March 2022	R	5/11/2022	532.28		011640		532.28
01790	Crim Law Office PLLC							
I-275	Municipal Ct Matters Feb 2022	R	5/11/2022	1,820.00		011641		1,820.00
01942	Elkins Municipal Building Comm							
I-1214756-11 051522	1214756-11 051522	R	5/11/2022	4,833.20		011642		4,833.20
02071	Wilson Glass Works							
I-003910	CLR TMP Installation	R	5/11/2022	1,723.00		011643		1,723.00

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 5/02/2022 THRU 5/13/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02256	Zoro.com							
I-10950002	2in drill bit	R	5/11/2022	138.07		011644		138.07
02296	CITCO Water							
I-77073-74-75.001	Setter Ball Valves	R	5/11/2022	7,147.20		011645		7,147.20
02297	Todd A. Cotgreave							
I-RFND 050922	Sewer Tap Refund	R	5/11/2022	400.00		011646		400.00
02298	Maria Hawkins							
I-RFND 050522	cancelled event	R	5/11/2022	480.00		011647		480.00
02299	Kate Collins							
I-RFND 050222	Refund-cancellation	R	5/11/2022	412.00		011648		412.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	92	490,550.07	0.00	490,550.07
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	455.00	0.00	455.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	93	491,005.07	0.00	491,005.07
BANK: Pool TOTALS:	93	491,005.07	0.00	491,005.07
REPORT TOTALS:	94	546,349.07	0.00	546,349.07

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 5/02/2022 THRU 5/13/2022
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

(#1530)
May 19, 2022

***Approving the Promotion of and Establishing a
New Compensation Level for [REDACTED]***

WHEREAS, as of April 28, 2022, [REDACTED] has completed his one-year probationary period as a Police Patrolman; and,

WHEREAS, Chief of Police T. Bennett has recommended the promotion of Officer [REDACTED] to non-probationary patrolman; and,

WHEREAS, the City of Elkins Personnel Policy Manual Sec. 4-H provides that any employee who is promoted to a higher grade classification shall be placed in the step of the new grade which best reflects the base differential between the current grade and the new grade classification; and,

WHEREAS, on the effective date of promotion, April 28, 2022, the closest wage differential in the new grade, Grade 10, is Step 1 at the associated wage of \$15.63 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 Police Department account of the current fiscal year's General Fund budget; *now, therefore, be it*

RESOLVED AND ORDAINED by the Common Council of the City of Elkins that [REDACTED] is hereby confirmed as a Police Patrolman and, as of April 28, 2022, accorded the status of non-probationary employee; and,

FURTHER, that the amount of compensation as of that date shall be \$15.63 per hour.

Attest:

Jessica R. Sutton, City Clerk

Jerry A. Marco, Mayor

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

Name of Employee: _____

Requesting Official's name: Travis Bennett

title: Chief of Police

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):
Civil Service probationary period ending

Employee's Direct Supervisor: Cpt. R. Belt

Effective date of personnel action: April 28, 2022

Employee's title/dept. after action:

Patrolman / Police Dept.

Employee's previous Grade: 9 and Step: 1 Wage: \$ 14.74

Employee's new Grade: 10 and Step: 1 Wage: \$ 15.103

Administrative Officer's signature: _____ Date: _____

****Route to Mayor****

Mayor's initials: JAM

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1531)
May 19, 2022

***Approving the Promotion of and Establishing a
New Compensation Level for [REDACTED]***

WHEREAS, as of April 28, 2022, [REDACTED] has completed his one-year probationary period as a Police Patrolman; and,

WHEREAS, Chief of Police T. Bennett has recommended the promotion of [REDACTED] to non-probationary patrolman; and,

WHEREAS, the City of Elkins Personnel Policy Manual Sec. 4-H provides that any employee who is promoted to a higher grade classification shall be placed in the step of the new grade which best reflects the base differential between the current grade and the new grade classification; and,

WHEREAS, on the effective date of promotion, April 28, 2022, the closest wage differential in the new grade, Grade 10, is Step 1 at the associated wage of \$15.63 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 Police Department account of the current fiscal year's General Fund budget; *now, therefore, be it*

RESOLVED AND ORDAINED by the Common Council of the City of Elkins that [REDACTED] is hereby confirmed as a Police Patrolman and, as of April 28, 2022, accorded the status of non-probationary employee; and,

FURTHER, that the amount of compensation as of that date shall be \$15.63 per hour.

Attest:

Jessica R. Sutton, City Clerk

Jerry A. Marco, Mayor

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

Name of Employee: _____

Requesting Official's name: Travis Bennett

title: Chief of Police

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):
Civil service probationary period ending

Employee's Direct Supervisor: Cpt. P. Belt

Effective date of personnel action: April 28, 2022

Employee's title/dept. after action:

Patrolman / Police Dept.

Employee's previous Grade: 9 and Step: 1 Wage: \$ 14.74

Employee's new Grade: 10 and Step: 1 Wage: \$ 15.63

Administrative Officer's signature: _____ Date: _____

****Route to Mayor****

Mayor's initials: JAM

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1532)
May 19, 2022

***Authorizing the Reassignment of Operations Position to a New Grade
Within the Classification and Compensation Plan***

WHEREAS, the Elkins Common Council adopted the Compensation and Classification Plan per Resolution #1145 effective July 1, 2018; and,

WHEREAS, Operations Manager J. Sanson recommends the reclassification of the Maintenance Supervisor position from Grade 7 to Grade 11 based on job duties and related positions within the City of Elkins; and,

WHEREAS, the Personnel Committee has reviewed and recommends the proposed change (attached as part of the record) to the Classification and Compensation Plan be adopted effective July 1, 2022; 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 or will be made available within the 2022-2023 fiscal year budget; and,

WHEREAS, Council finds that is in the best interests of the City of Elkins to adopt and implement this change; **now, therefore, be it**

RESOLVED, that the Elkins Common Council hereby authorizes the reclassification of the Maintenance Supervisor position from Grade 7 to Grade 11 within the City of Elkins Classification and Compensation Plan effective July 1, 2022.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

grade

	Maintenance Worker	
	Sanitation Worker I Street Worker II	Parking Attendant
	Street Worker IV Street Sweeper Operator Mechanic Sanitation Driver	Telecommunicator
Accounting Clerk I Billing & Posting Clerk I Court Clerk Executive Secretary	Ops Administrative Assistant	FD-Probationary FF1
Payroll Clerk Accounting Clerk II Billing & Posting Clerk II	Maintenance Supervisor Construction Worker	FD-FF1
Deputy Treasurer	Sanitation Asst. Supervisor Street Asst. Supervisor	FD-FF2
	Operations Assistant GIS Technician	FD-FF3 PD-Probationary Patrolman
		FD-Lieutenant PD-Patrolman
	Street Supervisor Senior Mechanic Sanitation Supervisor Maintenance Supervisor	FD-Captain PD-Corporal
External Affairs Specialist		PD-Sergeant
		PD-1st Sergeant
	Code Enforcement Officer	PD-1st Lieutenant
		PD-Captain

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



FY 2022 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program

Assistance Listing Number # 16.838
Grants.gov Opportunity Number: O-BJA-2022-171280
Solicitation Release Date: April 18, 2022 2:00 PM
Grants.gov Deadline: June 13, 2022 8:59 PM
Application JustGrants Deadline: June 17, 2022 8:59 AM

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding to develop, implement, or expand comprehensive programs in response to the overdose crisis and impacts of illicit opioids, stimulants, or other substances. This program furthers the DOJ's mission by providing resources to support state, local, tribal, and territorial efforts to respond to illicit substance use and misuse; reduce overdose deaths; promote public safety; and support access to prevention, harm-reduction, treatment, and recovery services in the community and justice system.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00093-PROD	Category 1a: Local Applications	27	\$1,600,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00094-PROD	Category 1b: Local Applications	26	\$1,300,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00095-PROD	Category 1c: Local or Tribal Applications	25	\$1,000,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00096-PROD	Category 2: Statewide Applications	5	\$6,000,000.00	10/1/22 12:00 AM	36

Eligible Applicants:

Other

Other

Category 1: Local or Tribal Applications

- City or township governments
- County governments
- City, township, or county governments in rural areas (as defined below)
- Native American tribal governments (federally recognized)

Jurisdictions without a county or local government-based substance use service system may designate the state administering agency (SAA) to serve as the primary applicant in Category 1. Applicants should ensure they apply under the appropriate subcategory below, based on the population of the proposed project area:

Subcategory 1a — An urban area or large county with a population greater than 500,000.

Subcategory 1b — A suburban area or medium-size county with a population between 100,000 and 500,000.

Subcategory 1c — A rural area or small county or tribal area with a population of fewer than 100,000 or a federally recognized American Indian tribe. A rural area is defined as:

- (a) Any area or community no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget.
- (b) Any area or community that is (i) within an area designated as a metropolitan statistical area or considered as part of a metropolitan statistical area and (ii) located in a rural census tract.
- (c) Any federally recognized American Indian tribe.

Category 2: State Applications

- State governments

Applicants are limited to the SAA responsible for directing criminal justice planning, the state alcohol and substance abuse agency, or other state agency appropriate for the scope of the project. Category 2 state applicants apply for funding on behalf of localities, tribal entities, or regions within the state and assist with the implementation of projects at multiple sites within the state.

For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

BJA will consider applications under which two or more entities would carry out the federal award; however, only

one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

Submission Information

Applications will be submitted to DOJ in two steps:

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

The Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) supports states, units of local government, and tribal governments to plan, develop, and implement comprehensive efforts that identify, respond to, treat, and support those impacted by illicit opioids, stimulants, and other drugs. COSSAP funding provides necessary resources that allow communities to respond to illicit substance use and misuse to reduce overdose deaths; promote public safety; and support access to prevention, harm-reduction, treatment, and recovery services in the community and justice system. The program also promotes cross-system planning and coordination to deliver a broad range of evidence-based, culturally relevant interventions.

Statutory Authority

34 U.S.C. 10701. Any awards under this solicitation would be made under statutory authority provided by the Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103).

Specific Information

Our nation's overdose crisis is a public safety and health emergency that threatens the well-being of individuals who misuse drugs, and impacts the safety of communities. Provisional data from the Centers for Disease Control and Prevention's National Center for Health Statistics indicate that there were an estimated 100,306 drug overdose deaths in the United States during the 12-month period ending in April 2021, an increase of 28.5 percent from the 78,056 deaths reported during the same period the year before.

In addition to the impacts of substance use on individuals and families, this crisis also impacts communities, first responders, the criminal justice system, child welfare and foster care, and behavioral health systems. COSSAP resources are designed to support efforts that respond to, treat, and support those impacted by this crisis, particularly those who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. These efforts can include community-based programs, diversion from the criminal justice system through law enforcement and other first responder-based responses and court-based programs, as well as programming in jails and prisons to improve access to care.

Additionally, COSSAP funds support:

- Expanding access to evidence-based substance use disorder treatment, such as medication-assisted treatment (which is the use of medications, in combination with counseling and behavioral therapies).
- Advancing racial equity.
- Enhancing evidence-based harm reduction efforts.
- Supporting evidence-based prevention efforts to reduce youth substance use.
- Expanding the addiction workforce.
- Expanding access to recovery support services.

Goals, Objectives, Deliverables, and Timeline

Goals

COSSAP's goals are to reduce the impact of illicit opioids, stimulants, and other substances on individuals and communities, including a reduction in the number of overdose fatalities, as well as mitigate the impacts on crime

victims by supporting comprehensive, collaborative initiatives.

Note that grantees are prohibited from using federal funds to support activities that violate the Controlled Substances Act.

Objectives

Category 1: Local Applications

The objectives of Category 1 are to encourage and support the development of comprehensive, locally driven responses to the illicit use of opioids, stimulants, and other substances that expand access to treatment and recovery support services across the criminal justice system; support law enforcement and other first responder diversion programs for persons with substance use disorders; promote education and prevention activities; and address the needs of children impacted by substance use.

Category 1 Allowable Uses/Activities

Category 1 grant funds may be used to develop, implement, or expand a combination of the allowable use activities described below, or be concentrated on one so long as the proposed budget is appropriate and justified.

- Identifiable and accessible take-back programs for unused controlled substances found in the home and/or used by hospitals and long-term care facilities.
- Law enforcement and other first responder deflection and diversion programs. A variety of multidisciplinary overdose prevention, response, and diversion and referral models, led by law enforcement and other first responders, have emerged in communities throughout the nation.
- Comprehensive, real-time, regional information collection, analysis, and dissemination that promote the use of data for both real-time and comprehensive planning and response to overdoses and emerging drug trends. These types of activities may include the use of data dashboards, the Overdose Detection and Mapping Application Program (ODMAP), Overdose Fatality Review, and forensic epidemiologists and technologies.
- Naloxone for law enforcement and other first responders.
- Education and prevention programs to connect law enforcement agencies with K-12 students.
- Pre-booking or post-booking treatment alternative-to-incarceration programs, such as pretrial, prosecutor, and court diversion or intervention programs, that serve individuals at high risk for overdose or substance use disorder. Note: Funding is available under other BJA solicitations to implement or enhance an adult drug court and/or a veterans treatment court. As such, implementing or enhancing these court models is not an allowable funding activity under COSSAP.
- Court programming to prioritize and expedite treatment and recovery services for individuals at high risk for overdose, as well as services for children and youth impacted by their parents' or other family members' substance use.
- Evidence-based substance use disorder treatment related to opioids, stimulants, and other illicit drugs, such as medication-assisted treatment (MAT), as well as harm reduction activities for and recovery support service engagement with the pretrial and post-trial populations leaving local or regional jails or secure residential treatment facilities. This includes strong coordination between in-custody and community-based treatment and recovery support services that increases access to behavioral health care. Coordination should demonstrate a comprehensive approach to services delivering both place-based care and teleservices.
- Transitional or recovery housing and peer recovery support services. Note: No more than 30 percent of total grant funds may be used for transitional or recovery housing.

Embedding social workers, peers, and/or persons with lived experience at any intercept of the Sequential Intercept Model to assist persons in the criminal justice system and their families navigate the justice

system and increase their connection to treatment and recovery support services. Social workers, peers, and/or persons with lived experience may be embedded within law enforcement, pretrial and probation agencies, prosecutor-led programs, legal defense agencies, child welfare agencies, courts, and jails to support community reentry.

- Field-initiated projects that bring together justice, behavioral health, and public health practitioners to implement new or promising practices, which may not yet have a research base in addressing the impact of opioids, stimulants, and other substances on communities as a whole and individuals at risk of or with justice system involvement. This includes the application of evidence-based strategies from other fields that have not yet been fully examined in the justice context. **Applications for field-initiated projects must include a research partner.**

All proposed projects should include a multidisciplinary coordinating body that focuses on addressing the issues that arise due to the impacts of illicit opioids, stimulants, and other drugs. Such bodies could be criminal justice coordinating councils, prevention coalitions, or overdose fatality reviews that include representatives from public safety, public health, behavioral health, K-12 education, family services, local government, and nonprofit services agencies. These entities are not intended to be temporary in nature, such as a task force, but are instead intended to exist as a permanent standing body that will increase cooperation and collaboration to sustain efforts across all sectors.

Applicants should also strongly consider formally partnering with a researcher at the outset of the proposed project. These researcher-practitioner partnerships assist with ongoing problem analysis, identification of evidence-based responses, strategic planning of interventions, implementation assessment, and conducting an impact evaluation. Note: No more than 20 percent of total grant funds may be used for research and evaluation.

Additional program information, including examples of currently funded COSSAP projects, may be found at www.cossapresources.org.

Category 2: Applications from States on Behalf of County, Local, Municipal, or Tribal Communities

The objective of Category 2 is to support states in their efforts to implement and enhance one or more of the allowable activities detailed under Category 1 in a **minimum of six** geographically diverse counties, localities, regions, or tribal jurisdictions.

The state may retain up to \$800,000 in total (not annually) for administrative purposes and to support the mandatory deliverables. In addition, up to an additional \$400,000 must be used to support an independent evaluation of the project's activities across the sites. The balance of funds must be subawarded to local communities, regions, or tribal entities.

Deliverables

Deliverables for Category 2:

- Selected applicants **must** develop an action plan within the first 6 months of the grant award. The action plan must be developed with the identified researcher and must contain a description of the problem and the data that led to its identification, a logic model that identifies the solution(s) to be tested and the project's result(s), and the plan for an impact evaluation.
- Select and provide subawards to a minimum of six geographically diverse localities or regions (sites) within the state within 9 months of the grant award.
- Implement one or more of the allowable activities detailed under Category 1. Support a robust planning period for the sites, if needed, to support implementation efforts at each of the sites. Coordinate cross-site training and peer-to-peer learning.
- In collaboration with an independent researcher, conduct an evaluation of all grant-funded activities and provide a copy of the annual, interim, and final evaluation reports prior to the close of the grant period.

Applicants applying for funding under Categories 1 and 2 must:

Agree to work closely with a researcher selected by BJA who may conduct a site-specific or cross-site

FACT SHEET

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM

Program Overview

Named after Edward "Eddie" R. Byrne, an officer in the New York City Police Department who was murdered while protecting a witness in a drug case, the Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the leading federal source of criminal justice funding to state and local jurisdictions. Administered by the Bureau of Justice Assistance (BJA), the JAG Program provides states, territories, tribes, and local governments with critical funding necessary to support a range of program areas including law enforcement; prosecution and court; prevention and education; corrections and community corrections; drug treatment and enforcement; planning, evaluation, and technology improvement; and crime victim and witness initiatives. It also provides funding support for mental health programs and related law enforcement and corrections programs such as behavioral programs and crisis intervention teams. Also see [Purposes for Which Funds Awarded Under the JAG Program May Be Used](#) for more information.

Legislation

The JAG Program is authorized by Title I of Public Law 90-351 (generally codified at [34 U.S.C. 10151-10726](#)), including subpart 1 of part E (codified at [34 U.S.C. 10151-10158](#)); see also [28 U.S.C. 530C \(a\)](#).

Funding and Awards

Since fiscal year (FY) 2005, BJA has funded over 22,000 direct JAG awards, totaling over \$7 billion. Award

information can be found at [Opportunities & Awards | OJP Award Data | Office of Justice Programs](#).

Formula

For each state and territory, the Bureau of Justice Statistics calculates a minimum base allocation which, based on the congressionally mandated JAG formula, can be enhanced by (1) the state's share of the national population and (2) the state's share of the country's Part 1 violent crime statistics as reported by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. Once the state funding is calculated, 60 percent of the allocation is awarded to the state and 40 percent to eligible units of local government. For additional details regarding the JAG formula and award calculation process, with examples, please review the [JAG Technical Report](#).

Eligibility and Program Guidance

All 56 states and territories are eligible as well as units of local government and tribes identified annually in the JAG allocation charts.¹ BJA posts the annual JAG Program solicitations (program guidance) and allocation charts to its [JAG web page](#), which also contains a direct link to [JAG Frequently Asked Questions \(JAG FAQs\)](#) that are updated regularly.

Areas of Emphasis

BJA recognizes that many state and local criminal justice systems currently face challenging fiscal environments and that an important, cost-effective way to relieve those pressures is to share or leverage resources

¹ States must designate a single State Administering Agency (SAA) that has authority to apply on their behalf. Contact information for each SAA can be found at www.ojp.gov/saa.



through cooperation among federal, state, and local law enforcement. Each year, BJA includes areas of emphasis in the JAG program solicitations, encouraging state and local award recipients to join federal law enforcement agencies across the board in addressing these challenges. In FY 2021, the JAG areas of emphasis were: Restoring Justice – Support for State, Local, Tribal, and Territorial Administration of Criminal Justice; Community Violence Intervention; Law Enforcement Accreditation, Policy Development, and Training; Technologies to Support Transparency and Information Sharing between Law Enforcement and Communities; Sustaining COVID-19 Criminal Justice Innovations; and Innovative Forensic Technologies such as Rapid DNA for Booking Stations. Additional information on each area of emphasis can be found in the [state](#) and [local](#) JAG solicitations.

How/When to Apply

BJA solicits applications for state and local JAG awards every year in the spring/summer. All JAG applications must be submitted via [Grants.gov](#) and the Department of Justice's (DOJ's) [Justice Grants \(JustGrants\) System](#).

Award Length

Awards of \$25,000 or more begin October 1, the first day of the fiscal year, and are 4 years in length. Awards that are less than \$25,000 also begin October 1 and are 2 years in length. Requests for up to 2 additional years to complete performance of the award will be granted automatically for awards that are less than \$25,000. Extensions beyond a 4-year period for all JAG awards may be approved on a case-by-case basis at the discretion of BJA.

Match Requirement

A match is not required.

Reporting Requirements

For FY 2020 and future years, JAG recipients of less than \$25,000 are required to submit quarterly [performance measures](#) in the [Performance Measurement Tool](#) (PMT) as well as quarterly Federal Financial Reports (SF-425s) and annual programmatic performance reports in [JustGrants](#). All

other JAG award recipients are required to submit quarterly performance measures in the PMT as well as quarterly SF-425s and semi-annual programmatic performance reports in [JustGrants](#). Detailed reporting information can be found in the [JAG FAQs](#), and recent information on how JAG funds were utilized, as reported by recipients in the [PMT](#), can be found in the [JAG Activity Report](#).

Statewide Strategic Plans

States are required to submit a comprehensive strategic plan with their applications. Additionally, in any year in which the statewide strategic plan is not fully updated, states must also submit a brief annual report with their applications.

To help ensure that states consider the impact of JAG funding decisions across the entire criminal justice system, BJA strongly encourages each state to bring all criminal justice system stakeholders together in the strategic planning process. The strategic planning process should include local governments and representatives of all segments of the criminal justice system, including judges, prosecutors, law enforcement personnel, and corrections personnel, as well as providers of indigent defense services, victim services, juvenile justice delinquency prevention programs, community corrections, and reentry services. BJA offers no-cost training and technical assistance to state JAG recipients to support strategic planning efforts and the implementation of fair, just, evidence-based and effective policies and practices. To learn more visit: <https://bja.ojp.gov/program/jag/training-technical-assistance>.

Reductions/Penalties

The Sex Offender Registration and Notification Act (SORNA), which is Title I of the [Adam Walsh Child Protection and Safety Act of 2006](#), mandates a 10 percent reduction in a JAG award to a state that has failed to substantially implement SORNA. Further, states that have substantially implemented SORNA have an ongoing obligation to maintain their implementation each year. A JAG reduction will be applied for each year a jurisdiction has failed to substantially implement SORNA. For additional information regarding SORNA implementation, including requirements and a list of states that will be

affected in the current fiscal year by the 10 percent reduction to the JAG award, send inquiries to AskSMART@usdoj.gov. Additional SORNA guidance can be found within the [SORNA FAQs](#).

The Prison Rape Elimination Act (PREA) National Standards are set out at [28 C.F.R. Part 115](#) and apply to confinement facilities including adult prisons and jails, juvenile facilities, and police lockups. Under PREA, if a state's chief executive (e.g., Governor) does not certify full compliance with the PREA National Standards, the state is subject to the loss of 5 percent of certain DOJ grant funds, including JAG award funds, unless the chief executive submits an assurance to DOJ that no less than 5 percent of such funds will be used solely for the purpose of enabling the state to achieve and certify full compliance with the PREA National Standards in future years. See [34 U.S.C. § 30307\(e\)\(2\)](#). For additional information concerning PREA implementation, send inquiries to the PREA Management Office at PREACompliance@usdoj.gov and/or review the [PREA FAQs](#).

National Incident-Based Reporting System Compliance

In FY 2016, the FBI formally announced its intention to sunset the [UCR Program's](#) traditional Summary Reporting System (SRS) and replace it with the UCR Program's National Incident-Based Reporting System ([NIBRS](#)). As of January 1, 2021, the FBI's NIBRS is the law enforcement crime data reporting standard for the Nation, and SRS data are no longer accepted by the UCR Program. By statute, JAG Program awards are calculated using summary Part 1 violent crime data from the FBI's UCR Program. See [34 U.S.C. § 10156](#). Eventually, JAG Program awards will be calculated using NIBRS data, and NIBRS compliance will impact JAG Program eligibility.

Death in Custody Reporting Act Compliance

In FY 2019, BJA began requiring reporting from states pursuant to the Death in Custody Reporting Act (DCRA; [Public Law 113-242](#)). DCRA requires states to report to the Attorney General information regarding the death of

any person who is detained, under arrest, in the process of being arrested, en route to be incarcerated, or is incarcerated at a municipal or county jail, state prison, state-run boot camp prison, boot camp prison that is contracted out by the state, any state or local contract facility, or other local or state correctional facility (including any juvenile facility). All DCRA data are reported in the [PMT](#). Additional information on DCRA reporting can be found in the [DCRA PMT FAQs](#).

About Officer Byrne

Edward R. Byrne was destined for a life in law enforcement, having a father who was an officer with the New York City Police Department. Born on February 21, 1966, Eddie – as he was known by family and friends – was an outgoing and friendly person who had a strong calling to public service and wanted to make his city, New York City, a safer place.



In 1986, Eddie became a New York City Transit Police Officer, to help ensure the safety of New York City's subway commuters. In 1987, Officer Byrne joined the New York City Police Department's finest, assigned to the 103rd Precinct. Well-liked by his brothers and sisters in blue, Eddie was passionate about his job and loved the opportunities it offered him to interact with the people he had sworn to protect.

In the early morning hours of February 26, 1988, Officer Byrne was on detail protecting a witness who had agreed to testify in court against local drug dealers. Officer Byrne was in his patrol car outside the witness's home around 3:30 a.m. when two armed gunmen crept up to his car from both sides. One of the men knocked on the passenger-side window to distract Officer Byrne just as a second perpetrator ran up to the driver's side window and, without uttering a sound, opened fire. Officer Byrne was shot five times in the head. Both gunmen, along with two other perpetrators who served as lookouts, fled the scene. Officer Byrne was rushed to Mary Immaculate Hospital where he died of his wounds. He was only 22 years old.

The four assailants were captured six days after the murder and were eventually sentenced to 25 years to life. They were members of a gang who had been instructed by a jailed drug kingpin to kill a police officer.

NYPD lost one of its finest that day, and Eddie's family lost a loved and cherished son and brother. Leaving behind his parents and three brothers, Eddie's brothers continued the family tradition of law enforcement and justice by dedicating their careers to the field.

BJA is honored to administer "Byrne" funding to communities nationwide in memory of Officer Byrne.

ABOUT BJA

BJA helps to make American communities safer by strengthening the nation's criminal justice system; its grants, training and technical assistance, and policy development services provide state, local, and tribal governments with the cutting-edge tools and best practices they need to reduce violent and drug-related crime, support law enforcement, and combat victimization. To learn more about BJA, visit bjaj.ojp.gov or follow us on Facebook (www.facebook.com/DOJBJA) and Twitter (@DOJBJA). BJA is a component of the Department of Justice's Office of Justice Programs.