

Proposed Minutes

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING MINUTES

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

Elkins Common Council met in regular session in the council chamber of city hall. Present were Mayor Jerry A. Marco; Councilpersons N.E. Bross-Fregonara, R.C. Chenoweth, M. D. Cuonzo, J.A. Guye, C.J. Higgins, G.M. Hinchman, C.C. Lowther, D.C. Parker, and L.H. Vest; City Treasurer T. Judy; Fire Chief S.D. Himes; Police Chief T. Bennett; Interim Operations Manager M. Himes; City Attorney G. S. Roberts; and City Clerk J.R. Sutton (acting as recording secretary).

MINUTES

Cm. Lowther, **MOVED APPROVAL OF THE MINUTES OF THE SPECIAL JUNE 14, 2022 MEETING.**
The motion carried.

CORRESPONDENCE AND NOTIFICATIONS

Council received the following correspondence and notifications:

- Events
- Minutes of committee, board and commission meetings

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

PRESENTATION

Fire Chief S. Himes presented information to council on the recent Insurance Services Office (ISO) evaluation and rating completed on the Elkins Protection System. The evaluation was completed on October 25, 2021 and the score was received in early May 2022. There are four main criteria on which the scoring is based. They include emergency communications, fire department, water supply and community risk reduction. Chief Himes supplied the scores for each area as well as a historical reference. The ISO uses a rating system of 1 (best) to 5 (worst). In 1986 EFD was class 5. In 1991 and 2017, they were a class 3. EFD will remain a class 3, but the Chief sees potential areas of improvement which may move the city to a class 2 rating in the future.

COMMITTEE REPORTS were provided by all committee chairs present.

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STAFF REPORTS were provided by all present administrative officers. The chief wastewater operator was not able to attend.

APPROVAL OF VENDOR INVOICE PAYMENTS

Cm. Hinchman, **MOVED APPROVAL OF THE INVOICES PRESENTED.** The motion carried.

The invoices in question were as specified on the following list, which is attached and made part of this record:

- Accounts Payable check transactions for the period June 13 – July 1, 2022

UNFINISHED BUSINESS

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1359: AUTHORIZING APPLICATION TO WEST VIRGINIA COVID-19 PANDEMIC DR-4517-WV GRANT FUNDING BY THE ELKINS SANITARY BOARD.** The motion carried.

NEW BUSINESS

Cw. Guye, **MOVED APPROVAL OF ORDINANCE 299: AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA, AMENDING CHAPTER 150.035, REGARDING THE VERSION OF THE INTERNATIONAL BUILDING CODE ADOPTED AS THE STATE BUILDING CODE (1ST OF TWO READINGS).** The motion carried.

Cm. Higgins, **MOVED APPROVAL OF ORDINANCE 300: AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA, REVISING CHAPTER 93: STREETS, SIDEWALKS, AND PUBLIC PLACES OF THE CITY CODE TO ESTABLISH RULES AND REGULATIONS FOR OUTDOOR DINING IN PUBLIC SPACES (1ST OF TWO READINGS).** The motion carried.

Cw. Bross-Fregonara, **MOVED APPROVAL TO POSTPONE RESOLUTION 1541: APPOINTMENT OF BUILDING INSPECTOR AND CODE ENFORCEMENT OFFICER AS CITY ZONING OFFICER.** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1542: APPOINTMENT OF J. SUTTON AS MON FOREST TOWNS PARTNERSHIP BOARD OF DIRECTORS ELKINS REPRESENTATIVE.** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL OF RESOLUTION 1543: APPOINTMENT OF A. BURKHART TO ELKINS TREE BOARD.** The motion carried.

Cw. Cuonzo, **MOVED APPROVAL OF ENTERING INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PROSPECTIVE PERSONNEL.** The motion carried. Council entered executive session at 7:55 p.m. and returned at 8:02. The chair announced no action was taken.

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Cw. Guye, MOVED APPROVAL OF **RESOLUTION 1544: APPOINTMENT OF SECOND WARD COUNCILOR TO UNEXPIRED TERM.** The motion carried.

Cm. Chenoweth, MOVED APPROVAL OF **RESOLUTION 1545: APPROVING “FULL-TIME REGULAR EMPLOYEE” STATUS AND CONFIRMING COMPENSATION LEVEL FOR T. BAREUTHER.** The motion carried.

Cm. Hinchman, MOVED APPROVAL OF **RESOLUTION 1546: APPROVAL OF COAL SEVERANCE BUDGET REVISION 2023-002-01 FOR FISCAL YEAR 2023.** In accordance with the requirements of the state auditor’s office for interdepartmental budget revisions, the chair ordered a roll-call vote. The recording secretary called roll in random order. The motion carried. Council votes were as follows:

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

Cm. Hinchman, MOVED APPROVAL OF **RESOLUTION 1547: APPROVING TRANSFER OF FUNDS FROM THE FINANCIAL STABILIZATION ACCOUNT.** The motion carried.

Cm. Hinchman, MOVED APPROVAL OF **RESOLUTION 1548: AUTHORIZING CLOSURE OF CITY HALL PARKING LOT PROJECT BANK ACCOUNT.** The motion carried.

Cm. Hinchman, MOVED APPROVAL OF **RESOLUTION 1549: APPROVING AMENDMENTS TO THE CITY OF ELKINS GRANTS PROTOCOL.** The motion carried.

Cm. Chenoweth, MOVED APPROVAL OF **TEMPLATE LEASE FOR DARDEN HOUSE TENANTS.** The motion carried.

Cm. Lowther, MOVED APPROVAL OF **REQUEST BY SMOKER FRIENDLY FOR ABCA SPECIAL LICENSURE ENDORSEMENT .** The motion carried.

MAYOR’S COMMENTS were provided.

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

The meeting adjourned at 8:20 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