ELKINS COMMON COUNCIL MEETING MINUTES

Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
March 6, 2025
7 p.m.

Elkins Common Council met in regular session in the council chamber of city hall. Present were Mayor Jerry A. Marco; Councilors N.E. Bross-Fregonara, R.C. Chenoweth, G.M. Hinchman, B.C. Kerns, C.C. Lowther, D.C. Parker, E. L. Plishka, and C.H. Thompson; City Treasurer T. Judy; Fire Chief S.D. Himes; Police Chief T. Bennett; Operations Manager M. Kesecker; City Attorney G. S. Roberts; and City Clerk S.R. Stokes (recording secretary).

Councilors A.C. Carroll and L.S. Severino were absent.

PUBLIC COMMENT

There was no public comment. The Mayor recognized the Elkins High School Boys and Girls Swim Teams as state champions.

MINUTES

Parker **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 20, 2025.** The motion carried.

PRESENTATION

Anne Beardslee and Samantha Peet of the Elkins Depot Welcome Center presented information about their organization's activities during 2024.

APPROVAL OF VENDOR INVOICE PAYMENTS

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 Feb. 17-28, 2025.

NEW BUSINESS

Kerns **MOVED APPROVAL OF RESOLUTION 1817: LEASE WITH WOODLANDS FOR CLERK DEPARTMENT OFFICE SPACE AT THE DARDEN HOUSE.** The motion carried.

Hinchman **MOVED APPROVAL OF RESOLUTION 1818: AMENDING THE CITY PERSONNEL POLICY CONCERNING PERSONAL DAYS AND THE POSTING OF JOBS.** The motion carried.

The City Attorney presented information about risks posed to municipal fire departments in proposed state legislation, concerning restrictions on cities implementing fire fees outside city limits needing county permission to do so. Although the legislation is likely prospective, the current wording does not explicitly grandfather cities that already have such fees.

The City Attorney presented information about the unfunded PSC mandate for Elkins water customers to pay for Whitmer water system.

The meeting was adjourned at 8:49 p.m.

Attest: S.R. Stokes, City Clerk	Jerry A. Marco, Mayor

VENDOR SET: 01 Elkins

BANK: GCBAN Grant Co Bank-Whitmer

DATE RANGE: 2/17/2025 THRU 2/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00132	Clarksburg Water Board							
I-M92646	Compliance Sample	R	2/19/2025	23.00		000034		
I-M92659	compliance sample	R	2/19/2025	23.00		000034		46.00
00283	Frontier							
I-Whtimer 012825	Phone/Internet/TechVisit	R	2/19/2025	248.69		000035		248.69

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2			294.69	0.00	294.69
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: GCBANTOTALS:	2	294.69	0.00	294.69
BANK: GCBAN TOTALS:	2	294.69	0.00	294.69

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 2/17/2025 THRU 2/28/2025

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00741		Great-West Trust Company LLC							
	I-VF 202502191732	Voya	D	2/19/2025	570.00		006873		
	I-VF2202502191732	Voya AT	D	2/19/2025	100.00		006873		670.00
00792		WV Consolidated Retirement Boa							
	I-RTD202502041731	Retirement	D	2/19/2025	7,896.67		006874		
	I-RTD202502191732	Retirement	D	2/19/2025	7,355.48		006874		15,252.15
00952		WV Consolidated Retirement Boa							
	I-RTF202502041731	Retirement	D	2/19/2025	3,322.06		006875		
	I-RTF202502191732	Retirement	D	2/19/2025	2,886.64		006875		
	I-RTN202502041731	Retirement	D	2/19/2025	5,214.18		006875		
	I-RTN202502191732	Retirement	D	2/19/2025	5,130.72		006875		16,553.60
00993		WV Consolidated Retirement Boa							
	I-RT6202502041731	Retirement 6%	D	2/19/2025	10,202.63		006876		
	I-RT6202502191732	Retirement 6%	D	2/19/2025	9,049.57		006876		19,252.20
02667		Health Equity							
	I-HSA202502191732	Health Savings	D	2/19/2025	926.54		006877		926.54
02417		US Bank Corporate Payment Syst							
	I-VisaFleet 013125	Visa Fleet Pmt 013125	D	2/19/2025	18,913.20		006888		18,913.20
02417		US Bank Corporate Payment Syst							
	C-EBAY	Refund	D	2/20/2025	320.97CR		006985		
	C-JMAC.com	368690 Rfnd Aiphone Gate Cntl	D	2/20/2025	801.37CR		006985		
	C-ZORO	Credit of Taxes	D	2/20/2025	391.16CR		006985		
	I-VisaNFlt 113125	Visa NonFleet Pmt 013125	D	2/20/2025	144,605.08		006985		143,091.58
00041		Baker Truck Equipment Co							
	I-E-38441	Harness/Mount/Lights/Controllr	R	2/19/2025	10,262.00		016686		10,262.00
00047		Truist Governmental Finance							
	I-00005 022425	9948000234-05 #61 022425	R	2/19/2025	2,596.05		016687		
	I-00006 022725	9948000234-06 #43 022725	R	2/19/2025	2,643.26		016687		5,239.31
00075		Encova Insurance							
	I-36943244	Worker's Comp 02/01/25	R	2/19/2025	6,765.00		016688		6,765.00
00082		Builders Group, Inc.							
	I-929230	Garage Door	R	2/19/2025	3,919.00		016689		3,919.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 2/17/2025 THRU 2/28/2025

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00154		COE Sanitation							
	I-202502047060	Roll Off Rental 01/2025	R	2/19/2025	205.53		016690		205.53
00287		Garrett Equipment Rentals, LLC							
	I-74587	Gear Belt/Start Module	R	2/19/2025	229.82		016691		229.82
00369		The Inter-Mountain							
	I-76544	Notice of Chg of Polling Place	R	2/19/2025	55.00		016692		55.00
00422		Leslie Equipment Co.							
	I-1206233	Battery	R	2/19/2025	629.80		016693		
	I-1206696	Tooth/Pin	R	2/19/2025	73.64		016693		703.44
00500		Newlons International Sales, L							
	I-01P24986	Belt Air Compr/Filter-Lube/FF	R	2/19/2025	111.93		016694		111.93
00568		Ralston Press, Inc.							
	I-96468	Business Cards -BCurtis	R	2/19/2025	43.99		016695		43.99
00582		Region VII Plan. & Development							
	I-520-16	GIS Services	R	2/19/2025	55.00		016696		
	I-520-17	GIS Services 01/2025	R	2/19/2025	522.50		016696		577.50
00606		Steven C. Rodeheaver							
	I-12350	Cleaning Sply/Shovel	R	2/19/2025	320.00		016697		
	I-12353	cleaning supplies	R	2/19/2025	160.00		016697		
	I-12354	Brush Heads/Handle	R	2/19/2025	94.00		016697		574.00
00712		Tyler Technologies, Inc.							
	I-025-495465	ERP Pro Utility Billing 12/24	R	2/19/2025	550.00		016698		550.00
00779		Woodford Oil Company							
	I-4688075	Diesel Fuel	R	2/19/2025	1,412.00		016699		1,412.00
00824		WV Tractor Company							
	I-IN72809	Outer/Inner Tube Weldment/Plat	R	2/19/2025	4,825.09		016700		
	I-IN72841	Retainer Plt/Flange/AirSeal	R	2/19/2025	369.99		016700		5,195.08
00990		Cleveland Brothers							
	I-INPP6375721	Plow Parts	R	2/19/2025	830.43		016701		830.43
01212		Penn Valley Pump Co., Inc.							
	I-19577	Disc Int Neoprene 63 durometer	R	2/19/2025	1,755.60		016702		1,755.60

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VENDOR I.D.		NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01594		Pace Analytical Services LLC							
	I-2530584901	Analytical Charges WV3304203	R	2/19/2025	625.00		016703		
	I-25306584900	January 2025 Lab Services	R	2/19/2025	2,788.00		016703		3,413.00
01681		HdL Companies							
	I-01312025	BL Revenue 01/2025	R	2/19/2025	383.37		016704		383.37
01745		Cummins Sales and Service							
	I-R3-241145667	Planned Maint Teaberry Hills	R	2/19/2025	312.58		016705		
	I-R3-241145668	Planned Maint Stewart Ave	R	2/19/2025	598.34		016705		
	I-R3-241245917	Planned Maint Old WWTP 2	R	2/19/2025	484.38		016705		
	I-R3-241246039	Planned Maint Old WWTP	R	2/19/2025	353.69		016705		
	I-R3-241246042	Planned Maint Old WWTP 3	R	2/19/2025	353.70		016705		
	I-R3-241246049	Planned Maint Vector LS	R	2/19/2025	353.69		016705		
	I-R3-241246050	Planned Maint Whiteman Ave	R	2/19/2025	435.77		016705		
	I-R3-241246052	Planned Maint Old WWTP 4	R	2/19/2025	652.52		016705		
	I-R3-241246292	Planned Maint Glendale	R	2/19/2025	741.55		016705		
	I-R3-241246299	Planned Maint Old WWTP 2	R	2/19/2025	353.70		016705		
	I-R3-250146603	Planned Maint Aegis LS	R	2/19/2025	435.78		016705		5,075.70
01751		COE WWTP							
	I-202502137077	Backwash 01/2025	R	2/19/2025	386.16		016706		386.16
01790		Crim Law Office PLLC							
	I-470	Municipal Ct Matters 12/2024	R	2/19/2025	2,540.00		016707		
	I-471	Sanitary Bd Services	R	2/19/2025	220.00		016707		
	I-472	Water Board - 12/24 Services	R	2/19/2025	580.00		016707		3,340.00
01821		Busy Beaver Building Centers I							
	I-1923\68	Ext Bit/Nut Setter/bulk bin	R	2/19/2025	40.63		016708		40.63
02157		Jerry A Marco							
	I-EXP 012525	WVML Legislative Function	R	2/19/2025	354.32		016709		
	I-EXP 021325	Travel Gov State of State	R	2/19/2025	287.99		016709		642.31
02322		Badger Meter							
	I-80184550	MBL Hosting Service 01/25	R	2/19/2025	257.64		016710		257.64
02411		Zurich Insurance							
	I-1276539	Deductible	R	2/19/2025	798.45		016711		798.45
02423		HolidayGoo							
	I-20952	Candy Filled Plastic Eggs	R	2/19/2025	574.00		016712		574.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02451	Waypoint Resource Group LLC							
I-20434	Invoices 01/2025	R	2/19/2025	594.42		016713		
I-20443	Collections 01/2025	R	2/19/2025	5.83		016713		600.25
02507	Modern Marketing							
I-MMI158388	300 Bic Click Stick Pens	R	2/19/2025	586.94		016714		586.94
02608	Zinn's R Us Inc							
I-3166	4 Septic Holding Tanks	R	2/19/2025	400.00		016715		
I-3172	4 Septic Holding Tanks	R	2/19/2025	400.00		016715		800.00
02701	Joshua Ramsey							
I-INV0004	Electrical & Plumbing PGCC	R	2/19/2025	1,201.25		016716		1,201.25
02754	American Bulldog Electrical LL							
I-INV0313	2 Flow Meters/Labor/Service	R	2/19/2025	3,231.90		016717		3,231.90
02762	Theresa Howell							
I-EPRC Ref 020325	Referee 4 games	R	2/19/2025	100.00		016718		100.00
02763	Jeremy Summerfield							
I-EPRC 020325	Referee 2 games	R	2/19/2025	50.00		016719		50.00
02764	Michael Martin							
I-EPRC 020325	Referee 1 game	R	2/19/2025	25.00		016720		25.00
00116	Child Support Enforcement							
I-CDS202502191732	Child Support	R	2/19/2025	681.40		016721		681.40
00121	Citizens Bank of WVFP							
I-FP 202502191732	Fire Pension	R	2/19/2025	319.00		016722		319.00
00122	Citizens Bank of WVPP							
I-PP 202502191732	Police Pension	R	2/19/2025	165.11		016723		
I-PPN202502191732	Police Pension-2010 Forward	R	2/19/2025	227.17		016723		392.28
00147	COE Misc							
I-MIS202502191732	Misc Reimbursements	R	2/19/2025	498.00		016724		498.00
00150	COE Payroll							
I-T1 202502191732	Federal Withholding	R	2/19/2025	13,246.08		016725		13,246.08
00151	COE Payroll							
I-T3 202502191732	FICA	R	2/19/2025	21,198.00		016726		
I-T4 202502191732	Medicare	R	2/19/2025	5,218.54		016726		26,416.54

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00152	COE Payroll							
I-T2 202502191732	State Withholding	R	2/19/2025	5,672.00		016727		5,672.00
00203	Davis Trust Company							
I-CC 202502191732	Employee Christmas Club	R	2/19/2025	2,540.00		016728		2,540.00
00747	Washington National Insurance							
I-WN 202502191732	Washington National Insurance	R	2/19/2025	574.13		016729		574.13
00837	COE Payroll Reimbursement							
I-001202502191732	Payroll Reimbursement	R	2/19/2025	58,637.97		016730		
I-006202502191732	Payroll Reimbursement	R	2/19/2025	5,294.12		016730		
I-036202502191732	Payroll Reimbursement	R	2/19/2025	14,270.33		016730		
I-400202502191732	Payroll Reimbursement	R	2/19/2025	25,708.40		016730		
I-401202502191732	Payroll Reimbursement	R	2/19/2025	14,545.70		016730		
I-404202502191732	Payroll Reimbursement	R	2/19/2025	11,932.56		016730		130,389.08
01885	Colonial Life							
I-CL 202502191732	Colionial Life-AT	R	2/19/2025	112.10		016731		
I-CLP202502191732	Colonial Life-PT	R	2/19/2025	52.52		016731		164.62
00006	AFLAC							
I-AF 202502041731	Aflac-After Tax Ins	R	2/19/2025	534.19		016732		
I-AF 202502191732	Aflac-After Tax Ins	R	2/19/2025	534.19		016732		
I-AFL202502041731	Aflac Insurance	R	2/19/2025	271.52		016732		
I-AFL202502191732	Aflac Insurance	R	2/19/2025	271.52		016732		1,611.42
00116	Child Support Enforcement							
I-CDS202412101714	Child Support	R	2/19/2025	681.40		016733		681.40
00242	Elkins Professional Firefighte							
I-EPF202502041731	Elkins Professional FF	R	2/19/2025	135.00		016734		
I-EPF202502191732	Elkins Professional FF	R	2/19/2025	135.00		016734		270.00
00591	Retiree Health Benefit Trust F							
C-2/25 ADJ	Adjustment to R Phares	R	2/19/2025	5.58CR		016735		
I-02/25 Retirees	Retirees RHBT 02/2025	R	2/19/2025	2,137.00		016735		
I-Chen/Sev 2/25	RChenoweth/LSeverino 2/25	R	2/19/2025	68.00		016735		
I-RHB202502191732	Retiree Health Benefit Trust	R	2/19/2025	2,516.00		016735		4,715.42
00805	WV FBMC							
I-MFB202502041731	Mt. Flex Benefit	R	2/19/2025	1,888.22		016736		
I-MFB202502191732	Mt. Flex Benefit	R	2/19/2025	1,888.22		016736		
I-RChenoweth 2/25	RChenoweth 02/25	R	2/19/2025	102.84		016736		3,879.28

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00810	WV Public Employee Insurance A							
I-BL 202502191732	Basic Life Benefit	R	2/19/2025	180.18		016737		
I-CEC202502041731	Plan C E/C	R	2/19/2025	1,268.00		016737		
I-CEC202502191732	Plan C E/C	R	2/19/2025	1,268.00		016737		
I-CF 202502041731	Plan C Family	R	2/19/2025	18,245.00		016737		
I-CF 202502191732	Plan C Family	R	2/19/2025	18,245.00		016737		
I-CS 202502041731	Plan C Single	R	2/19/2025	5,974.00		016737		
I-CS 202502191732	Plan C Single	R	2/19/2025	5,974.00		016737		
I-DL 202502041731	Dependent Life	R	2/19/2025	121.53		016737		
I-DL 202502191732	Dependent Life	R	2/19/2025	121.53		016737		
I-OL 202502041731	Optional Life	R	2/19/2025	418.73		016737		
I-OL 202502191732	Optional Life	R	2/19/2025	418.73		016737		
I-RChen 02/25	RChenoweth Health/Life 02/25	R	2/19/2025	891.98		016737		
I-Severino H/L 02/25	LSeverino Health/Life 02/2025	R	2/19/2025	413.98		016737		
I-TOF202502041731	Tobacco Surcharge Family	R	2/19/2025	425.00		016737		
I-TOF202502191732	Tobacco Surcharge Family	R	2/19/2025	425.00		016737		
I-TOS202502041731	Tobacco Surcharge Single	R	2/19/2025	112.50		016737		
I-TOS202502191732	Tobacco Surcharge Single	R	2/19/2025	112.50		016737		54,615.66
02755	Citizens Bank of WV							
I-GAR202502191732	Case #: CC-42-2023-C-79	R	2/19/2025	182.44		016738		182.44
01727	Enterprise FM Trust							
I-578571-020625	Fleet Leases 02/2025	R	2/20/2025	17,204.71		016739		17,204.71
00032	Absolute Assurance Drug Test L							
I-6611	New Emply Testing -Marshall	R	2/26/2025	42.00		016740		42.00
00119	First-Citizens Bank & Trust Co							
I-46543011	Kyocera 030625	R	2/26/2025	52.50		016741		
I-46543012	Konica 030825	R	2/26/2025	55.00		016741		107.50
00202	Davis Trust Company							
I-35239 030125	3113776-35239 030125 #10	R	2/26/2025	1,425.22		016742		1,425.22
00235	Elkins Building Comm.							
I-03/25 Rent	Monthly Rent 03/2025	R	2/26/2025	3,483.79		016743		3,483.79
00378	J F Allen Co.							
I-15732993	stone	R	2/26/2025	621.44		016744		
I-15732995	stone	R	2/26/2025	618.63		016744		
I-15732997	stone	R	2/26/2025	489.24		016744		
I-15733001	stone	R	2/26/2025	488.43		016744		
I-15734085	Salt for Winterization	R	2/26/2025	2,105.26		016744		4,323.00

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VENDOR I.D.		NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00457		Metalworks, Inc.							
	I-13606	Repair Hydraulic Cylinder	R	2/26/2025	122.00		016745		122.00
00468		Miss Utility of West Virginia,							
	I-WV25-79	Message Fees 01/2025	R	2/26/2025	294.65		016746		294.65
00471		FirstEnergy MP/PE							
	C-CRCT ENTRY 021725	Correct Entry s/b ACH	R	2/26/2025	16,405.81CR		016747		
	I-Barron 021725	Barron Ave 011625-021425	R	2/26/2025	16,405.81		016747		
	I-Whitmer 021125	Consumption	R	2/26/2025	1,227.55		016747		1,227.55
00517		Ohio Valley Bank							
	I-630000259 030125	6300002950 Int Pmt 030125	R	2/26/2025	4,398.82		016748		4,398.82
00568		Ralston Press, Inc.							
	I-96735	Business Cards C Marshall	R	2/26/2025	46.49		016749		46.49
00606		Steven C. Rodeheaver							
	I-12355	Brush head/Handle	R	2/26/2025	88.00		016750		88.00
00779		Woodford Oil Company							
	I-4688895	CHV Hyd Oil AW 46	R	2/26/2025	85.00		016751		85.00
01555		Golden Equipment Co Inc							
	I-255703	Hose/Gauge	R	2/26/2025	1,434.71		016752		1,434.71
01750		Backflow Prevention Plus							
	I-826936	Backflow testing	R	2/26/2025	240.00		016753		240.00
01833		P3 Cost Analysts							
	I-28167	Visa VUIRF 02/2025	R	2/26/2025	553.65		016754		553.65
01942		Elkins Municipal Building Comm							
	I-1214756-12 030125	1214756-12 030125	R	2/26/2025	92.86		016755		92.86
02347		LEAF							
	I-174916193	Tosh 5525AC	R	2/26/2025	273.85		016756		
	I-174945961	Toshiba Copier 031325	R	2/26/2025	110.72		016756		
	I-17924864	Tosh 4525AC	R	2/26/2025	395.37		016756		
	I-17975858	Toshiba E478S Copier	R	2/26/2025	73.26		016756		
	I-17975859	Toshiba Copier 03/18/25	R	2/26/2025	73.26		016756		926.46

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 2/17/2025 THRU 2/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	71			342,881.39	0.00	342,881.39
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	7			214,659.27	0.00	214,659.27
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:	78	557,540.66	0.00	557,540.66
BANK: Pool TOTALS:	78	557,540.66	0.00	557,540.66
REPORT TOTALS:	80	557,835.35	0.00	557,835.35

SELECTION CRITERIA

VENDOR SET: 01-Elkins

VENDOR: ALL

BANK CODES: Exclude: PCARD

FUNDS: All

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999

DATE RANGE: 2/17/2025 THRU 2/28/2025

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
