



City of Elkins

Regular Council Meeting

April 15, 2025

7:00 PM

Phil Gainer Community Center
142 Robert E Lee Ave. Ext.

AGENDA

1. **Invocation and Pledge of Allegiance**
2. **Call to order and roll call**
3. **Public comment**
4. **Minutes**
 - a. Proposed minutes for the meeting of March 20, 2025
5. **Correspondence, Notifications, and Recognitions**
6. **Councilor Reports**
7. **Staff reports**
 - a. Treasurer's report
8. **Approval of vendor invoice payments**
 - a. Vendor invoices presented for approval: March 17-April 11.

(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.)

9. **New business**
 - a. Laying the levy
 - b. Resolution 1825: Appointment of election officials for the June 10 Municipal Election
 - c. Resolution 1826: Grant acceptance on behalf of Elkins Tree Board
 - d. Resolution 1828: Shifting HR Department under Council in City organizational chart
 - e. Resolution 1827: Creation of HR Generalist Position
 - f. Resolution 1829: Endorsement of HR Department Strategic Plan
 - g. Resolution 1830: Contract for assistance with DEP Landfill Permit, with Sam & Sharon Enterprises, LLC and the City of Elkins, and Authorizing Execution of Agreement
 - h. Resolution 1831: FY 2026 Landfill Budget
 - i. Resolution 1832: FY 2026 Sanitation Budget

- j. Resolution 1833: Authorization of change order for City Hall HVAC project
- k. Resolution 1834: MOU for FY 2026 warming station contribution
- l. Whitmer Water Association takeover update and planning

10. Mayor's comments

11. Adjournment



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 15, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of March 20, 2025
Recommended By:	City Clerk
Summary:	Minutes proposed for the regular council meeting of March 20
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. city council - 2025_03_20 - minutes_proposed

Proposed Minutes

ELKINS COMMON COUNCIL MEETING MINUTES

***Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
March 20, 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, A.C. Carroll, R.C. Chenoweth, G.M. Hinchman, C.C. Lowther, D.C. Parker, E. L. Plishka, L.S. Severino, 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).

Councilor B.C. Kerns was absent.

PUBLIC COMMENT

There was none.

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 6, 2025.** The motion carried.

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 March 3-14, 2025.

NEW BUSINESS

Chenoweth **MOVED APPROVAL OF RESOLUTION 1820: REAPPOINTING THE CITY ATTORNEY.** The motion carried.

Hinchman **MOVED APPROVAL OF RESOLUTION 1821: APPROVAL OF FY 2026 PEIA COSTS.** The motion carried.

Hinchman **MOVED APPROVAL OF RESOLUTION 1822: FY 2026 GENERAL FUND BUDGET.** The motion carried.

Proposed Minutes

Carroll MOVED APPROVAL OF RESOLUTION 1819: APPROVING THE ELKINS TREE BOARD'S 2025 WORK PLAN. The motion carried.

Hinchman MOVED APPROVAL OF RESOLUTION 1823: FY 2026 COAL SEVERANCE FUND BUDGET. The motion carried.

Hinchman MOVED APPROVAL OF RESOLUTION 1824: FY 2026 FIRE FUND BUDGET. The motion carried.

The meeting was adjourned at 8:17 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 15, 2025
Section:	Staff reports
Category:	Presentation
Agenda Item Name:	Treasurer's report
Recommended By:	City Treasurer
Summary:	The attached report from the City Treasurer includes: • General Fund Revenue Detail report showing: most recent month's revenues, YTD revenues, and YTD actual revenues as percentage of budgeted revenues • Bank account balances • Budget control summary • InvoiceCloud report
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. Treasurer's Report - 2025_04_15

General Fund Revenue Detail

	March Revenues	YTD Revenues	Percent of Revenues Collected Per Budget	Percent of Yr. Completed 75.00
Unassigned Fund Balance				
County Tax	\$97,789.97	\$983,911.50	79.92%	1,231,105.00
B & O Tax	\$45,372.41	\$1,795,245.46	111.92%	1,604,000.00
Hotel/Motel Tax	\$14,458.57	\$226,905.93	113.34%	200,200.00
Gas & Oil Severance Tax	\$0.00	\$25,525.61	51.05%	50,000.00
2% City Utility Tax	\$10,207.91	\$74,187.01	87.28%	85,000.00
Utility Excise Tax	\$73,097.81	\$304,095.19	98.10%	310,000.00
Liquor Tax	\$0.00	\$64,708.39	70.34%	92,000.00
Police	\$247.03	\$8,050.83	50.32%	16,000.00
Municipal Court	\$570.47	\$16,461.60	39.24%	41,950.00
Code Enforcement	\$1,978.54	\$18,796.39	62.65%	30,000.00
Business License	\$110.00	\$11,144.15	40.52%	27,500.00
Intergovernmental	\$17,602.34	\$997,652.22	437.53%	228,017.00
Franchise/IRP Fees	\$9,709.97	\$96,164.55	75.72%	127,000.00
Phil Gainer Community Center	\$5,497.00	\$38,228.00	95.57%	40,000.00
Misc. Revenue	\$217,553.84	\$384,821.96	283.46%	135,760.00
Municipal Sales Tax	\$0.00	\$1,145,068.44	81.79%	1,400,000.00
TOTAL	\$494,195.86	\$6,190,967.23	110.19%	5,618,532.00

Intergovernmental increased revenues are due to 2 DOJ grant deposits (7/2/24 \$158,074.82 & 8/1/24 \$640,547.27)

FY2025 Budget Control Summary

General Fund														YTD TOTALS
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$1,137,832.22	\$964,721.09	\$441,020.42	\$1,108,391.62	\$574,600.39	\$134,330.23	\$928,739.78	\$407,135.62	\$494,195.86	\$0.00	\$0.00	\$0.00	\$101,800.52	\$6,190,967.23
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$827,839.86	\$1,338,151.18	\$541,410.22	\$554,684.27	\$712,874.16	\$625,343.43	\$600,380.13	\$412,712.00	\$475,771.46	\$0.00	\$0.00	\$0.00		\$6,089,166.71
Sanitation Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$120,655.66	\$125,941.58	\$120,782.16	\$130,050.87	\$128,118.67	\$115,390.02	\$127,987.29	\$123,634.94	\$123,334.92	\$0.00	\$0.00	\$0.00	-\$78,351.22	\$1,115,896.11
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$145,484.16	\$118,185.70	\$127,156.83	\$150,532.42	\$140,521.58	\$137,082.69	\$128,045.90	\$118,021.94	\$129,216.11	\$0.00	\$0.00	\$0.00		\$1,194,247.33
Sewer Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$281,446.53	\$262,524.76	\$243,041.16	\$280,581.66	\$260,173.50	\$273,492.08	\$320,930.94	\$232,278.16	\$306,046.88	\$0.00	\$0.00	\$0.00	\$202,759.65	\$2,460,515.67
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$267,166.54	\$246,266.86	\$269,123.07	\$238,704.73	\$252,487.07	\$258,395.26	\$249,536.61	\$248,627.30	\$227,448.58	\$0.00	\$0.00	\$0.00		\$2,257,756.02
Water Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$416,751.93	\$431,270.32	\$363,415.43	\$436,595.16	\$457,067.65	\$398,593.64	\$371,678.05	\$380,196.11	\$462,467.27	\$0.00	\$0.00	\$0.00	\$194,884.22	\$3,718,035.56
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$452,928.21	\$398,220.90	\$414,455.87	\$406,571.65	\$401,673.57	\$341,235.83	\$376,198.67	\$363,677.53	\$368,189.11	\$0.00	\$0.00	\$0.00		\$3,523,151.34
Fire Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$53,017.83	\$91,922.15	\$63,908.09	\$48,472.65	\$79,701.26	\$0.00	\$136,562.30	\$99,567.43	\$85,019.03	\$0.00	\$0.00	\$0.00	-\$156,903.57	\$658,170.74
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$107,354.02	\$83,438.32	\$87,906.66	\$82,554.88	\$113,659.85	\$85,115.28	\$103,097.15	\$77,885.19	\$74,062.96	\$0.00	\$0.00	\$0.00		\$815,074.31
Landfill Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$566.80	\$497.89	\$515.81	\$463.58	\$453.90	\$437.53	\$377.30	\$381.39	\$0.00	\$0.00	\$0.00	\$0.00	\$2,935.60	\$3,694.20
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$174.31	\$0.00	\$183.37	\$24.30	\$0.00	\$175.02	\$13.02	\$13.72	\$174.86	\$0.00	\$0.00	\$0.00		\$758.60

Bank Account Name	Balance as of 3/31/2025
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ARPA	\$105,759.89
Elkins Building Comm. Sinking Fund	\$0.00
Elkins Municipal Building Comm.	\$0.00
Financial Stabilization	\$761,522.98
Fire Pension Fund	\$2,869,018.00
Firemen's Pension & Relief Fund	\$0.00
Grant Co Bank-Whitmer	\$9,568.71
Landfill Access Escrow	\$1,957,793.79
Landfill Post Closure	\$48,773.01
Ohio Valley-Construction Draw	\$22,464.00
Opioid	\$29,324.26
Payroll	\$409.56
Police Forfeitures	\$17,157.84
Police Pension Fund	\$4,728,446.27
Police Seizures	\$22,812.82
Policemen's Pension & Relief Fund	\$0.00
Pooled Cash-Coal Severance Fund	\$98,780.52
Pooled Cash-Fire Fund	\$246,098.37
Pooled Cash-General Fund	\$1,825,277.13
Pooled Cash-Landfill Fund	\$131,605.84
Pooled Cash-Parks Fund	\$786,135.67
Pooled Cash-Sanitation Fund	\$548,939.25
Pooled Cash-Sewer Fund	\$337,270.28
Pooled Cash-Water Fund	\$624,680.31
Sewer Depreciation	\$231,432.78
Sewer O&M	\$618,356.78
TIF District #1	\$70,531.16
Water Depreciation	\$219,198.62
Water O&M	\$590,295.99



City of Elkins WV:

Daily Management Report for 3/31/2025:

Invoice Type	YTD #	YTD \$	MTD #	MTD \$	Day #	Day \$	Paperless #	AutoPay #
Utility	7,792	\$995,907.15	2,758	\$361,459.68	41	\$6,484.69	2,552	794
Non Utility Payments	88	\$24,835.13	28	\$2,821.43	0	\$0.00	868	0



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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 15, 2025
Section:	Approval of vendor invoice payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: March 17-April 11. <i>(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.)</i>
Recommended By:	City Treasurer
Summary:	Accounts payable transactions in all funds March 17-April 11, 2025
Fiscal Impact:	Report details \$1,273,567.37 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report - 2025_04_15

VENDOR SET: 01 Elkins
 BANK: GCBAN Grant Co Bank-Whitmer
 DATE RANGE: 3/17/2025 THRU 4/11/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00132	Clarksburg Water Board							
I-M92814	Compliance Sample	R	3/18/2025	23.00		000037		23.00
00471	FirstEnergy MP/PE							
I-031225 Whitmer	Consumption 020725-030825	R	3/18/2025	1,194.68		000038		1,194.68
00140	City of Elkins							
I-CkRequest31925	Reimb Water for First Energy	R	3/19/2025	6,332.34		000039		6,332.34
00396	Kay Casto & Chaney PLLC							
I-153534	Whitmer professional services	R	3/25/2025	906.00		000040		
I-154080	Whitmer professional services	R	3/25/2025	2,535.00		000040		3,441.00
00283	Frontier							
I-032825 Whitmer	Telephone/Internet 0328-042725	R	4/08/2025	98.69		000041		98.69
00756	West Electric & Machine							
I-4619	Service Call -test/inspect ctr	R	4/08/2025	580.00		000042		580.00
00838	Groundhog Directional Drilling							
I-1187	Road Bore/Taps EJudy	R	4/08/2025	4,500.00		000043		4,500.00
02431	Ferguson Waterworks #527							
I-0953588	PJ Corp/SealCage/Sdl/Pipe/Well	R	4/08/2025	931.47		000044		931.47

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	8	17,101.18	0.00	17,101.18
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	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: GCBANTOTALS:	8	17,101.18	0.00	17,101.18
BANK: GCBAN TOTALS:	8	17,101.18	0.00	17,101.18

VENDOR SET: 01 Elkins

BANK: OVBSA Construction Draw

DATE RANGE: 3/17/2025 THRU 4/11/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02605	Commercial Builders Inc							
I-Appl #10	contracted services	R	3/19/2025	1,263.31		000012		1,263.31

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	1,263.31	0.00	1,263.31
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: OVBSATOTALS:	1	1,263.31	0.00	1,263.31
BANK: OVBSA TOTALS:	1	1,263.31	0.00	1,263.31

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 3/17/2025 THRU 4/11/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471	FirstEnergy MP/PE							
C-Whitmer	CR-Ran to Pool s/b Whitmer	N	3/25/2025	1,194.68CR		000000		
I-Whitmer 031225	Consumption 020725-030825	N	3/25/2025	1,194.68		000000		
00741	Great-West Trust Company LLC							
I-VF 202503181738	Voya	D	3/18/2025	570.00		006989		
I-VF2202503181738	Voya AT	D	3/18/2025	100.00		006989		670.00
00792	WV Consolidated Retirement Boa							
I-RTD202503041733	Retirement	D	3/18/2025	7,574.73		006990		
I-RTD202503181738	Retirement	D	3/18/2025	7,079.10		006990		
I-RTD202503181739	Retirement	D	3/18/2025	506.36		006990		15,160.19
00952	WV Consolidated Retirement Boa							
I-RTF202503041733	Retirement	D	3/18/2025	3,183.42		006991		
I-RTF202503181738	Retirement	D	3/18/2025	2,874.74		006991		
I-RTN202503041733	Retirement	D	3/18/2025	5,117.98		006991		
I-RTN202503181738	Retirement	D	3/18/2025	4,971.40		006991		16,147.54
00993	WV Consolidated Retirement Boa							
I-RT6202503041733	Retirement 6%	D	3/18/2025	9,312.57		006992		
I-RT6202503181738	Retirement 6%	D	3/18/2025	8,866.87		006992		18,179.44
02667	Health Equity							
I-HSA202503181738	Health Savings	D	3/18/2025	951.54		006993		951.54
02417	US Bank Corporate Payment Syst							
I-VisaFleet 022825	Visa Fleet Pmt 022825	D	3/27/2025	14,442.68		007004		14,442.68
02417	US Bank Corporate Payment Syst							
C-SMOKER FRNDLY	card used in error 013025	D	3/27/2025	26.50CR		007089		
I-Visa NonFlt 022825	Visa NonFleet Pmt 022825	D	3/27/2025	110,476.64		007089		110,450.14
00741	Great-West Trust Company LLC							
I-VF 202504011744	Voya	D	4/01/2025	570.00		007090		
I-VF2202504011744	Voya AT	D	4/01/2025	100.00		007090		670.00
02667	Health Equity							
I-HSA202504011744	Health Savings	D	4/01/2025	951.54		007091		951.54
00119	First-Citizens Bank & Trust Co							
I-46730121	Kyocera Copier Contract 040625	D	4/09/2025	52.50		007092		
I-46735673	Konica Minolta Contract 040825	D	4/09/2025	55.00		007092		107.50

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 3/17/2025 THRU 4/11/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471	FirstEnergy MP/PE							
I-Barron 032425	ACH-Barron Ave 021525-031725	D	4/09/2025	16,297.94		007093		16,297.94
00116	Child Support Enforcement							
I-CDS202503181738	Child Support	R	3/18/2025	681.40		016826		681.40
00121	Citizens Bank of WVFP							
I-FP 202503181738	Fire Pension	R	3/18/2025	337.15		016827		337.15
00122	Citizens Bank of WVFP							
I-PP 202503181738	Police Pension	R	3/18/2025	230.55		016828		
I-PPN202503181738	Police Pension-2010 Forward	R	3/18/2025	263.98		016828		494.53
00147	COE Misc							
I-MIS202503181738	Misc Reimbursements	R	3/18/2025	498.00		016829		498.00
00150	COE Payroll							
I-T1 202503181738	Federal Withholding	R	3/18/2025	12,844.37		016830		12,844.37
00151	COE Payroll							
I-T3 202503181738	FICA	R	3/18/2025	20,626.00		016831		
I-T4 202503181738	Medicare	R	3/18/2025	5,130.72		016831		25,756.72
00152	COE Payroll							
I-T2 202503181738	State Withholding	R	3/18/2025	5,553.00		016832		5,553.00
00203	Davis Trust Company							
I-CC 202503181738	Employee Christmas Club	R	3/18/2025	2,540.00		016833		2,540.00
00747	Washington National Insurance							
I-WN 202503181738	Washington National Insurance	R	3/18/2025	574.13		016834		574.13
00837	COE Payroll Reimbursement							
I-001202503181738	Payroll Reimbursement	R	3/18/2025	59,773.31		016835		
I-006202503181738	Payroll Reimbursement	R	3/18/2025	5,358.91		016835		
I-036202503181738	Payroll Reimbursement	R	3/18/2025	14,427.68		016835		
I-400202503181738	Payroll Reimbursement	R	3/18/2025	23,390.17		016835		
I-401202503181738	Payroll Reimbursement	R	3/18/2025	14,370.59		016835		
I-404202503181738	Payroll Reimbursement	R	3/18/2025	11,014.36		016835		128,335.02
01885	Colonial Life							
I-CL 202503181738	Colionial Life-AT	R	3/18/2025	112.10		016836		
I-CLP202503181738	Colonial Life-PT	R	3/18/2025	52.52		016836		164.62

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 3/17/2025 THRU 4/11/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00150	COE Payroll							
I-T1 202503181739	Federal Withholding	R	3/18/2025	301.66		016837		301.66
00151	COE Payroll							
I-T3 202503181739	FICA	R	3/18/2025	465.10		016838		
I-T4 202503181739	Medicare	R	3/18/2025	108.76		016838		573.86
00152	COE Payroll							
I-T2 202503181739	State Withholding	R	3/18/2025	132.00		016839		132.00
00837	COE Payroll Reimbursement							
I-001202503181739	Payroll Reimbursement	R	3/18/2025	1,758.84		016840		
I-400202503181739	Payroll Reimbursement	R	3/18/2025	1,102.54		016840		2,861.38
00006	AFLAC							
I-AF 202503041733	Aflac-After Tax Ins	R	3/18/2025	534.19		016841		
I-AF 202503181738	Aflac-After Tax Ins	R	3/18/2025	534.19		016841		
I-AFL202503041733	Aflac Insurance	R	3/18/2025	271.52		016841		
I-AFL202503181738	Aflac Insurance	R	3/18/2025	271.52		016841		1,611.42
00032	Absolute Assurance Drug Test L							
I-6799	Random Testing 021325	R	3/18/2025	84.00		016842		84.00
00047	Truist Governmental Finance							
I-00005 032425	9948000234-05 032425	R	3/18/2025	2,596.05		016843		2,596.05
00102	Central Supply Company of WV							
I-584608	Concrete-Randolph&Third	R	3/18/2025	1,522.84		016844		1,522.84
00242	Elkins Professional Firefighte							
I-EPPF202503041733	Elkins Professional FF	R	3/18/2025	135.00		016845		
I-EPPF202503181738	Elkins Professional FF	R	3/18/2025	135.00		016845		270.00
00334	Core & Main LP							
I-W305004	Hymax Grip	R	3/18/2025	1,602.68		016846		
I-W468763	4x12-1/2 REP	R	3/18/2025	252.00		016846		1,854.68
00369	The Inter-Mountain							
I-021125	Inter-Mountain Subscription	R	3/18/2025	205.60		016847		205.60
00430	Jonathan Distefano dba Mainten							
I-1293	Repair and replace locks	R	3/18/2025	895.00		016848		895.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00468	Miss Utility of West Virginia,							
I-W25-576	Message Fees 02/2025	R	3/18/2025	276.90		016849		276.90
00471	FirstEnergy MP/PE							
I-031325 PARK ST	Park St 021125-031125	R	3/18/2025	10.52		016850		
I-Park 031325	Parks St 095 021125-031125	R	3/18/2025	10.81		016850		
I-Park St 031325	Park St 996 021125-031125	R	3/18/2025	10.52		016850		31.85
00550	Precision Pump & Valve Service							
I-0143778-IN	Power Defense	R	3/18/2025	665.00		016851		
I-0143998-IN	Floats	R	3/18/2025	820.00		016851		
I-01P26883	Batterty Disconnect Switch	R	3/18/2025	64.68		016851		1,549.68
00591	Retiree Health Benefit Trust F							
I-03/25 Retirees	RHBT Retirees 03/2025	R	3/18/2025	2,131.42		016852		
I-CKREQ 031825	RChenoweth/LSeverino	R	3/18/2025	68.00		016852		
I-RHB202503181738	Retiree Health Benefit Trust	R	3/18/2025	2,584.00		016852		4,783.42
00707	Trickett's LLC							
I-135	Tool Set/torch kit/Weed burner	R	3/18/2025	348.66		016853		348.66
00786	WV Bureau for Public Health							
I-CKREQ 031225	Mike Currence Cl C Recert	R	3/18/2025	100.00		016854		100.00
00786	WV Bureau for Public Health							
I-CKREQ 20250312	M Hartley Cl C License Recert	R	3/18/2025	100.00		016855		100.00
00805	WV FBMC							
I-CKREQ 031825	RChenoweth 03/2025	R	3/18/2025	102.84		016856		
I-MFB202503041733	Mt. Flex Benefit	R	3/18/2025	1,921.97		016856		
I-MFB202503181738	Mt. Flex Benefit	R	3/18/2025	1,921.97		016856		3,946.78
00810	WV Public Employee Insurance A							
I-BL 202503041733	Basic Life Benefit	R	3/18/2025	1.98		016857		
I-BL 202503181738	Basic Life Benefit	R	3/18/2025	182.16		016857		
I-CEC202503041733	Plan C E/C	R	3/18/2025	1,268.00		016857		
I-CEC202503181738	Plan C E/C	R	3/18/2025	1,268.00		016857		
I-CF 202503041733	Plan C Family	R	3/18/2025	18,245.00		016857		
I-CF 202503181738	Plan C Family	R	3/18/2025	18,245.00		016857		
I-CKREQ 031825	RChenoweth Health/Life 03/25	R	3/18/2025	891.98		016857		
I-CKREQ SEV 031825	LSeverino Health/Life/Admn Fee	R	3/18/2025	463.98		016857		
I-CS 202503041733	Plan C Single	R	3/18/2025	6,386.00		016857		
I-CS 202503181738	Plan C Single	R	3/18/2025	6,386.00		016857		
I-DL 202503041733	Dependent Life	R	3/18/2025	121.53		016857		
I-DL 202503181738	Dependent Life	R	3/18/2025	121.53		016857		
I-OL 202503041733	Optional Life	R	3/18/2025	427.58		016857		
I-OL 202503181738	Optional Life	R	3/18/2025	421.68		016857		
I-TOF202503041733	Tobacco Surcharge Family	R	3/18/2025	425.00		016857		

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	I-TOF202503181738	Tobacco Surcharge Family	R	3/18/2025	425.00		016857	
	I-TOS202503041733	Tobacco Surcharge Single	R	3/18/2025	112.50		016857	
	I-TOS202503181738	Tobacco Surcharge Single	R	3/18/2025	112.50		016857	55,505.42
00839		Motorola Solutions, Inc.						
	I-1411165936	M500 Basic ALPR VAAS	R	3/18/2025	7,740.00		016858	7,740.00
02098		Skasiks Quality Cleaners LLC						
	I-83A336	25014-559 25050-170	R	3/18/2025	230.45		016859	230.45
02160		Emblazon Sign Company						
	I-2561	Signs	R	3/18/2025	115.00		016860	115.00
02347		LEAF						
	I-18076202	Toshiba 5525AC 040825	R	3/18/2025	289.17		016861	
	I-18086273	Toshiba 4525AC 041025	R	3/18/2025	395.37		016861	684.54
02411		Zurich Insurance						
	I-1285355	Deductible	R	3/18/2025	1,590.15		016862	1,590.15
02431		Ferguson Waterworks #527						
	I-0941312	Hymax Rep Coup	R	3/18/2025	5,400.00		016863	5,400.00
02490		WVCorp						
	I-109959	Quarterly Pmt	R	3/18/2025	49,910.00		016864	49,910.00
02608		Zinn's R Us Inc						
	I-3182	4 Septic Holding Tanks	R	3/18/2025	400.00		016865	
	I-3264	4 Septic Holding Tanks	R	3/18/2025	400.00		016865	
	I-3280	4 Septic Holding Tanks	R	3/18/2025	400.00		016865	
	I-3313	4 Septic Holding Tanks	R	3/18/2025	400.00		016865	
	I-3316	4 Septic Holding Tanks	R	3/18/2025	400.00		016865	2,000.00
02616		Aiden Lambert						
	I-CKREQ 031725	Referee 7 Games	R	3/18/2025	175.00		016866	175.00
02646		Ford Hall Company, Inc.						
	I-2854	Brushes	R	3/18/2025	115.76		016867	115.76
02755		Citizens Bank of WV						
	I-GAR202503041733	Case #: CC-42-2023-C-79	R	3/18/2025	182.44		016868	
	I-GAR202503181738	Case #: CC-42-2023-C-79	R	3/18/2025	182.44		016868	364.88

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02762	Theresa Howell							
I-CKREQ 031725	Referee 5 Games	R	3/18/2025	125.00		016869		125.00
02763	Jeremy Summerfield							
I-CKREQ 031725	Referee 3 Games	R	3/18/2025	75.00		016870		75.00
02775	Evan Thomas							
I-CKREQ 031725	Refund on Rental	R	3/18/2025	300.00		016871		300.00
1	GILDS, JOYCE D							
I-000202503191740	US REFUND	R	3/19/2025	2.50		016872		2.50
00632	Shiflett, Kevin							
I-EXP 032425	Travel Exp Mgmtwn Shiflett	R	3/20/2025	238.00		016873		238.00
01704	Dustin George							
I-EXP 032425	Travel Exp Mgtwn George	R	3/20/2025	238.00		016874		238.00
00082	Builders Group, Inc.							
I-756986	tree board staples	R	3/25/2025	10.00		016875		10.00
00154	COE Sanitation							
I-202503077152	City Hall - Ticket 32268	R	3/25/2025	756.19		016876		756.19
00430	Jonathan Distefano dba Mainten							
I-1334	16 keys	R	3/25/2025	78.00		016877		78.00
00517	Ohio Valley Bank							
I-6300002950 040125	CIP Sanitation Garage	R	3/25/2025	5,248.86		016878		5,248.86
00670	Steptoe & Johnson PLLC							
I-1181016	Prof Serv through 2/28/25	R	3/25/2025	788.88		016879		788.88
00855	Agency LMC							
I-3978	February 2025 services	R	3/25/2025	168.75		016880		168.75
00886	Bucks Fabricating - A Diest In							
I-71969	30 yd Rolloff/Freight	R	3/25/2025	6,850.00		016881		6,850.00
00927	Interstate Battery System of S							
I-51016111	Battery	R	3/25/2025	173.95		016882		173.95
01731	Bradish Glass Inc							
I-4305	Cullet PU 4-24-24	R	3/25/2025	250.00		016883		
I-4470	Cullet PU 8-21-24	R	3/25/2025	250.00		016883		
I-4547	Cullet PU 10-29-24	R	3/25/2025	250.00		016883		750.00

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01751	COE WWTP							
I-202503117183	Backwash 02/25	R	3/25/2025	867.24		016884		867.24
01833	P3 Cost Analysts							
I-28621	VISA VUIRF 03/2025	R	3/25/2025	622.68		016885		622.68
01992	United Sound & Electronics LLC							
I-20142	door lock issues, labor	R	3/25/2025	2,238.68		016886		2,238.68
02157	Jerry A Marco							
I-ExpRpt031325	travel NLC Conf	R	3/25/2025	620.36		016887		
I-ExpRpt031925	WVML Mid-Winter Conf	R	3/25/2025	358.51		016887		978.87
02215	Tucker County Solid Waste Auth							
I-00152766	construction debris	R	3/25/2025	240.38		016888		240.38
02776	Bob's Realiabile Contracting							
I-32425	Temp repair PGCC roof	R	3/25/2025	7,750.00		016889		7,750.00
02777	HIGHLANDS TRAIL FOUNDATION							
I-1030	Contrib Trail Refresh Project	R	3/25/2025	2,500.00		016890		2,500.00
02671	CP&H Inc dba City Plumbing & H							
I-Appl #6	HVAC Project	R	3/25/2025	95,760.00		016891		95,760.00
00202	Davis Trust Company							
I-35239 040125	3113776-35239 040125 #2	R	3/26/2025	1,425.22		016892		1,425.22
00483	Mountain Valley Bank							
I-1214756-12 040125	1214756-12 040125 Int	R	3/26/2025	102.80		016893		102.80
00116	Child Support Enforcement							
I-CDS202504011744	Child Support	R	4/01/2025	681.40		016894		681.40
00121	Citizens Bank of WVFP							
I-FP 202504011744	Fire Pension	R	4/01/2025	317.46		016895		317.46
00122	Citizens Bank of WVFP							
I-PP 202504011744	Police Pension	R	4/01/2025	152.29		016896		
I-PPN202504011744	Police Pension-2010 Forward	R	4/01/2025	304.59		016896		456.88
00147	COE Misc							
I-MIS202504011744	Misc Reimbursements	R	4/01/2025	485.49		016897		485.49

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00150		COE Payroll							
I-T1	202504011744	Federal Withholding	R	4/01/2025	12,716.58		016898		12,716.58
00151		COE Payroll							
I-T3	202504011744	FICA	R	4/01/2025	19,901.14		016899		
I-T4	202504011744	Medicare	R	4/01/2025	4,932.96		016899		24,834.10
00152		COE Payroll							
I-T2	202504011744	State Withholding	R	4/01/2025	5,400.00		016900		5,400.00
00203		Davis Trust Company							
I-CC	202504011744	Employee Christmas Club	R	4/01/2025	2,480.00		016901		2,480.00
00747		Washington National Insurance							
I-WN	202504011744	Washington National Insurance	R	4/01/2025	574.13		016902		574.13
00837		COE Payroll Reimbursement							
I-0012	202504011744	Payroll Reimbursement	R	4/01/2025	55,235.42		016903		
I-0062	202504011744	Payroll Reimbursement	R	4/01/2025	5,109.67		016903		
I-0362	202504011744	Payroll Reimbursement	R	4/01/2025	13,783.84		016903		
I-4002	202504011744	Payroll Reimbursement	R	4/01/2025	23,189.64		016903		
I-4012	202504011744	Payroll Reimbursement	R	4/01/2025	14,207.61		016903		
I-4042	202504011744	Payroll Reimbursement	R	4/01/2025	10,945.73		016903		122,471.91
01885		Colonial Life							
I-CL	202504011744	Colionial Life-AT	R	4/01/2025	112.10		016904		
I-CLP2	202504011744	Colonial Life-PT	R	4/01/2025	52.52		016904		164.62
00121		Citizens Bank of WVFP							
I-FP	202504011745	Fire Pension	R	4/01/2025	124.15		016905		124.15
00150		COE Payroll							
I-T1	202504011745	Federal Withholding	R	4/01/2025	485.84		016906		485.84
00151		COE Payroll							
I-T3	202504011745	FICA	R	4/01/2025	378.94		016907		
I-T4	202504011745	Medicare	R	4/01/2025	140.06		016907		519.00
00152		COE Payroll							
I-T2	202504011745	State Withholding	R	4/01/2025	189.00		016908		189.00
00837		COE Payroll Reimbursement							
I-0012	202504011745	Payroll Reimbursement	R	4/01/2025	1,683.62		016909		
I-0362	202504011745	Payroll Reimbursement	R	4/01/2025	1,314.51		016909		
I-4002	202504011745	Payroll Reimbursement	R	4/01/2025	530.50		016909		3,528.63

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00032	Absolute Assurance Drug Test L							
I-7007	Pre-Employment Goins	R	4/01/2025	42.00		016910		42.00
00140	City of Elkins							
I-CKREQ 040125	Whitmer Utility pmts to Elkins	R	4/01/2025	2,781.22		016911		2,781.22
00143	COE General Fund 2							
I-04/25 Indirects	Monthly Indirects 04/2025	R	4/01/2025	16,751.44		016912		16,751.44
00149	COE Parks and Recreation							
I-04/25 Support	Monthly Support 04/2025	R	4/01/2025	25,483.00		016913		25,483.00
00235	Elkins Building Comm.							
I-04/25 Rent	04/25 Rent	R	4/01/2025	3,483.79		016914		3,483.79
00471	FirstEnergy MP/PE							
I-5Baxter 031825	5 Baxter 021425-031425	R	4/01/2025	231.15		016915		231.15
00484	Mountaineer Gas Company							
I-1Baxter WD 032125	1Baxter WD 020625-030725	R	4/01/2025	555.12		016916		
I-216 4th 032125	216 4th 020625-031025	R	4/01/2025	1,892.60		016916		
I-216 4th B 032125	216 4th St B 020625-030725	R	4/01/2025	48.78		016916		
I-401Davis 032125	401 Davis 020625-030725	R	4/01/2025	3,554.90		016916		
I-5 Baxter 032125	5 Baxter 022825-030725	R	4/01/2025	81.36		016916		
I-917 SRR 032125	917 S RR 020625-030725	R	4/01/2025	1,137.88		016916		
I-Barron 032125	Barron 020625-030725	R	4/01/2025	144.31		016916		
I-Baxter CG 032125	1Baxter CG 020625-030725	R	4/01/2025	559.18		016916		
I-Baxter ST 032125	Baxter ST 020625-030725	R	4/01/2025	1,156.99		016916		
I-Center 032125	Center St 020625-030725	R	4/01/2025	163.42		016916		
I-FloodCtl 032125	Flood Ctl 021125-030725	R	4/01/2025	1,011.07		016916		
I-Glendale 032125	Glendale St 3 020625-030725	R	4/01/2025	201.64		016916		
I-IndPk 032125	Industrial Pk Rd 021125-030725	R	4/01/2025	220.25		016916		
I-RELee 032125	RELee 020625-030725	R	4/01/2025	1,080.56		016916		
I-Stewart 032125	Stewart 020625-030725	R	4/01/2025	278.60		016916		12,086.66
00500	Newlons International Sales, L							
I-01P26330	Filters/Bumper	R	4/01/2025	2,255.48		016917		
I-01P26883	battery disconnect switch	R	4/01/2025	64.68		016917		
I-01P27032	Support Step TK 7	R	4/01/2025	198.56		016917		
I-01P27032 Addtl	INV 01P27032 short .30	R	4/01/2025	0.30		016917		
I-01P27079	Grommet mntng fit	R	4/01/2025	116.88		016917		
I-01W3725	Repairs on 08 International	R	4/01/2025	6,967.18		016917		9,603.08

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00573	Randolph County Development Au							
I-6656	Rent - 04/2025	R	4/01/2025	400.00		016918		400.00
00606	Steven C. Rodeheaver							
I-12399	Sq Handles/Mopheads/scraper	R	4/01/2025	264.00		016919		264.00
00756	West Electric & Machine							
I-4600	Service/Labor on blower	R	4/01/2025	380.00		016920		380.00
00779	Woodford Oil Company							
I-4704980	Blue Sky DEF	R	4/01/2025	42.90		016921		42.90
00884	Colonial Court Service Station							
I-596384	Tires	R	4/01/2025	1,840.00		016922		
I-596445	Tires	R	4/01/2025	700.00		016922		2,540.00
00927	Interstate Battery System of S							
I-51016112	Batteries	R	4/01/2025	347.90		016923		347.90
01390	Phoenix Solutions, LLC							
I-41259	Chemicals	R	4/01/2025	14,219.11		016924		14,219.11
01594	Pace Analytical Services LLC							
I-2530584397	300 IC Anions/EnvrnFee/Disposl	R	4/01/2025	63.00		016925		
I-2530589877	300 IC Anions/EnvrnFee/Disposl	R	4/01/2025	63.00		016925		
I-2530590717	WV3304203 021925	R	4/01/2025	1,070.10		016925		1,196.10
01790	Crim Law Office PLLC							
I-474	Attny Services 01/2025	R	4/01/2025	10,020.00		016926		
I-475	Municipal Ct Services 01/25	R	4/01/2025	4,271.67		016926		
I-477	Attny Srv Water Bd 01/2025	R	4/01/2025	700.00		016926		14,991.67
02157	Jerry A Marco							
I-Travel 032725	Meet w/Netherlands Ambsdrr	R	4/01/2025	456.96		016927		456.96
02217	Steve Hannan Construction							
I-163	Garage door repairs	R	4/01/2025	5,263.17		016928		5,263.17
02322	Badger Meter							
I-80190563	MBL Hosting 03/25	R	4/01/2025	257.64		016929		257.64
02451	Waypoint Resource Group LLC							
I-20883	Collections 03/2025 UB	R	4/01/2025	484.54		016930		
I-20884	Collections 03/2025	R	4/01/2025	9.25		016930		493.79

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02608	Zinn's R Us Inc							
I-3333	4 Septic Holding Tanks	R	4/01/2025	400.00		016931		400.00
02755	Citizens Bank of WV							
I-GAR202504011744	Case #: CC-42-2023-C-79	R	4/01/2025	182.44		016932		182.44
02769	BCN Telecom Inc TBS							
I-23892873	Street Cameras	R	4/01/2025	494.18		016933		494.18
02778	Jonathan W Drummond-Taylor							
I-CKREQ 033125	Reimbursement for CDL Testing	R	4/01/2025	243.75		016934		243.75
1	JACKSON, GROVER							
I-000202504011746	BP REFUND	R	4/01/2025	423.87		016935		423.87
00150	COE Payroll							
I-T1 202504031747	Federal Withholding	R	4/03/2025	3,876.82		016936		3,876.82
00151	COE Payroll							
I-T3 202504031747	FICA	R	4/03/2025	1,860.00		016937		
I-T4 202504031747	Medicare	R	4/03/2025	435.00		016937		2,295.00
00152	COE Payroll							
I-T2 202504031747	State Withholding	R	4/03/2025	691.00		016938		691.00
00837	COE Payroll Reimbursement							
I-001202504031747	Payroll Reimbursement	R	4/03/2025	9,284.68		016939		9,284.68
00047	Truist Governmental Finance							
I-00006 042725	9948000234-06 042725	R	4/08/2025	2,643.26		016940		
I-00007 041925	9948000234-07 041925	R	4/08/2025	4,984.55		016940		7,627.81
00075	Encova Insurance							
I-36983330	WCN 6010582 Intallment	R	4/08/2025	6,765.00		016941		6,765.00
00154	COE Sanitation							
I-202504027279	Tkt 03931 City Hall	R	4/08/2025	843.35		016942		
I-202504027280	City Hall Ticket 32592	R	4/08/2025	879.84		016942		
I-202504027281	R/O Rental Fee 03/25	R	4/08/2025	205.53		016942		
I-202504027282	Hauling Brush Tkt 1788	R	4/08/2025	299.48		016942		2,228.20
00156	COE Sewer Depreciation Account							
I-3/25 Sewer Depr	3/25 Sewer Depr Deposit	R	4/08/2025	7,585.67		016943		7,585.67

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 3/17/2025 THRU 4/11/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00158	COE Water Depreciation Account							
I-3/25 Water Depr	3/25 Water Depr Deposit	R	4/08/2025	11,272.10		016944		11,272.10
00189	Cunningham Collision, LLC							
I-1011422	Parts/labor	R	4/08/2025	3,445.55		016945		3,445.55
00211	Elkins Depot Welcome Center							
I-CKREQ 040425	02/25 Hotel/Motel Collection	R	4/08/2025	7,229.29		016946		7,229.29
00283	Frontier							
I-Phones 032025	Phones 032025	R	4/08/2025	1,550.08		016947		1,550.08
00471	FirstEnergy MP/PE							
I-90019081904	Consumption/Lighting 032125	R	4/08/2025	55,264.81		016948		55,264.81
00483	Mountain Valley Bank							
I-1202553-21 042825	1202553-21 042825 #79	R	4/08/2025	2,369.18		016949		2,369.18
00483	Mountain Valley Bank							
I-1202553-24 041525	1202553-24 041525	R	4/08/2025	6,518.78		016950		6,518.78
00484	Mountaineer Gas Company							
I-BearHntr 033125	153 Bearhunter 021725-031825	R	4/08/2025	38.00		016951		
I-ScottFd 033125	500 Scott Fd 021725-031825	R	4/08/2025	40.01		016951		78.01
00582	Region VII Plan. & Development							
I-520-18	GIS Services 02/2025	R	4/08/2025	1,815.00		016952		1,815.00
00711	Tygart Valley Transfer, Inc.							
I-00032429	Comm	R	4/08/2025	215.94		016953		
I-00032443	Comm/Clean out	R	4/08/2025	232.57		016953		
I-00032456	Res	R	4/08/2025	975.57		016953		
I-00032463	Res	R	4/08/2025	772.04		016953		
I-00032464	Comm	R	4/08/2025	917.28		016953		
I-00032492	Comm	R	4/08/2025	249.39		016953		
I-00032494	Comm	R	4/08/2025	909.64		016953		
I-00032516	Comm	R	4/08/2025	330.60		016953		
I-00032519	Comm	R	4/08/2025	391.76		016953		
I-00032524	Res	R	4/08/2025	645.92		016953		
I-00032525	Res	R	4/08/2025	630.63		016953		
I-00032549	Comm	R	4/08/2025	37.26		016953		
I-00032550	Comm	R	4/08/2025	252.25		016953		
I-00032552	Comm	R	4/08/2025	509.28		016953		
I-00032565	Res	R	4/08/2025	638.27		016953		
I-00032567	Res	R	4/08/2025	541.77		016953		
I-00032568	Comm	R	4/08/2025	528.39		016953		
I-00032592	Comm	R	4/08/2025	638.27		016953		
I-00032601	Res	R	4/08/2025	659.30		016953		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00032606	Res	R	4/08/2025	633.50		016953		
I-00032608	Comm	R	4/08/2025	511.19		016953		
I-00032620	Comm	R	4/08/2025	285.69		016953		
I-00032621	Comm	R	4/08/2025	269.45		016953		
I-00032628	Comm	R	4/08/2025	104.15		016953		
I-00032641	Comm	R	4/08/2025	456.73		016953		
I-00032645	Res	R	4/08/2025	471.06		016953		
I-00032646	Res	R	4/08/2025	665.03		016953		
I-00032664	Comm	R	4/08/2025	311.49		016953		
I-00032669	Comm	R	4/08/2025	126.13		016953		
I-00032676	Comm	R	4/08/2025	144.28		016953		
I-00032689	Comm	R	4/08/2025	258.94		016953		
I-00032695	Res	R	4/08/2025	925.88		016953		
I-00032697	Res	R	4/08/2025	732.87		016953		
I-00032701	Comm	R	4/08/2025	925.88		016953		
I-00032738	Comm	R	4/08/2025	102.24		016953		
I-00032744	Comm	R	4/08/2025	167.21		016953		
I-00032752	Res	R	4/08/2025	511.19		016953		
I-00032753	Comm	R	4/08/2025	480.62		016953		
I-00032754	Res	R	4/08/2025	747.20		016953		
I-00032780	Comm	R	4/08/2025	312.45		016953		
I-00032783	Comm	R	4/08/2025	281.87		016953		
I-00032795	Comm	R	4/08/2025	532.21		016953		
I-00032796	Res	R	4/08/2025	754.85		016953		
I-00032797	Res	R	4/08/2025	497.82		016953		
I-00032800	Comm	R	4/08/2025	557.06		016953		
I-00032819	Comm	R	4/08/2025	553.23		016953		
I-00032826	Comm	R	4/08/2025	598.14		016953		
I-00032831	Comm	R	4/08/2025	50.64		016953		
I-00032844	Res	R	4/08/2025	855.17		016953		
I-00032846	Res	R	4/08/2025	622.03		016953		
I-00032849	Comm	R	4/08/2025	539.86		016953		
I-00032868	Comm	R	4/08/2025	37.26		016953		
I-00032870	Comm	R	4/08/2025	346.85		016953		
I-00032879	Comm	R	4/08/2025	56.37		016953		
I-00032888	Comm	R	4/08/2025	144.28		016953		
I-00032889	Res	R	4/08/2025	593.37		016953		
I-00032892	Res	R	4/08/2025	740.51		016953		
I-00032899	Res	R	4/08/2025	185.37		016953		
I-00032909	Comm	R	4/08/2025	471.06		016953		
I-00032931	Comm	R	4/08/2025	347.80		016953		
I-00032938	Street PUp debris from PGCC	R	4/08/2025	38.22		016953		
I-00032953	Res	R	4/08/2025	865.68		016953		
I-00032957	Res	R	4/08/2025	1,029.07		016953		
I-00032960	Comm	R	4/08/2025	962.19		016953		
I-00032983	Comm	R	4/08/2025	1,223.04		016953		
I-00032997	Res	R	4/08/2025	661.21		016953		
I-00032998	Comm	R	4/08/2025	553.23		016953		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00032999	Res	R	4/08/2025	605.79		016953		
I-00033022	Comm	R	4/08/2025	367.87		016953		
I-00033026	Comm	R	4/08/2025	248.43		016953		
I-00033028	Comm	R	4/08/2025	502.59		016953		
I-00033034	Comm	R	4/08/2025	113.70		016953		
I-00033041	Comm	R	4/08/2025	201.61		016953		
I-00033044	Res	R	4/08/2025	865.68		016953		
I-00033052	Res	R	4/08/2025	554.19		016953		
I-00033053	Comm	R	4/08/2025	646.87		016953		
I-00033086	Comm	R	4/08/2025	307.67		016953		
I-00033101	Res	R	4/08/2025	596.23		016953		
I-00033102	Res	R	4/08/2025	729.05		016953		
I-00033103	Comm	R	4/08/2025	573.30		016953		
I-00033119	Comm	R	4/08/2025	253.21		016953		
I-00033120	Res	R	4/08/2025	159.57		016953		
I-00033130	Res	R	4/08/2025	671.72		016953		
I-00033133	Res	R	4/08/2025	547.50		016953		
I-00033138	Comm	R	4/08/2025	526.48		016953		
I-00033160	Comm	R	4/08/2025	123.26		016953		
I-00033184	Res	R	4/08/2025	921.10		016953		
I-00033186	Res	R	4/08/2025	841.80		016953		
I-00033189	Comm	R	4/08/2025	803.58		016953		
I-00033202	Comm	R	4/08/2025	251.30		016953		
I-00033206	Comm	R	4/08/2025	269.45		016953		
I-00033208	Comm	R	4/08/2025	148.10		016953		
I-00033213	Comm	R	4/08/2025	209.25		016953		
I-00033214	Comm	R	4/08/2025	347.80		016953		
I-00033217	Res	R	4/08/2025	437.62		016953		
I-00033221	Comm	R	4/08/2025	146.19		016953		
I-00033224	Res	R	4/08/2025	547.50		016953		
I-00033228	Comm	R	4/08/2025	581.90		016953		
I-00033249	Comm	R	4/08/2025	85.04		016953		
I-00033252	Comm	R	4/08/2025	169.12		016953		
I-00033254	Comm	R	4/08/2025	180.59		016953		
I-00033257	Res	R	4/08/2025	504.50		016953		
I-00033258	Comm	R	4/08/2025	493.04		016953		
I-00033266	Res	R	4/08/2025	554.19		016953		
I-00033270	Comm	R	4/08/2025	600.05		016953		
I-00033288	Comm	R	4/08/2025	201.61		016953		
I-00033293	Comm	R	4/08/2025	324.87		016953		
I-00033296	Comm	R	4/08/2025	338.25		016953		
I-00033300	Res	R	4/08/2025	173.90		016953		
I-00033305	Comm	R	4/08/2025	294.29		016953		
I-00033313	Res	R	4/08/2025	592.41		016953		
I-00033314	Res	R	4/08/2025	574.26		016953		
I-00033317	Comm	R	4/08/2025	512.15		016953		
I-00033336	Comm	R	4/08/2025	133.77		016953		
I-00033339	Comm	R	4/08/2025	101.28		016953		

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 3/17/2025 THRU 4/11/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00033370	Comm	R	4/08/2025	538.90		016953		
I-00033372	Res	R	4/08/2025	476.79		016953		
I-00033373	Res	R	4/08/2025	652.61		016953		
I-00033395	Comm	R	4/08/2025	271.36		016953		
I-00033427	Res	R	4/08/2025	170.08		016953		
I-00033435	Res	R	4/08/2025	853.26		016953		
I-00033439	Res	R	4/08/2025	1,078.76		016953		
I-00033441	Comm	R	4/08/2025	1,049.14		016953		58,342.23
00712	Tyler Technologies, Inc.							
I-045-510223	biometric readers	R	4/08/2025	240.00		016954		240.00
00786	WV Bureau for Public Health							
I-CKREQ 4/25 Johnson	Joseph Johnson CLII Renewal	R	4/08/2025	150.00		016955		150.00
00812	WV Division of Corrections & R							
I-3125B49F	8 days Inmate Housing 3/25	R	4/08/2025	459.68		016956		459.68
00824	WV Tractor Company							
I-IN72942	Cyl Assy/Side Broom Acuator	R	4/08/2025	1,485.82		016957		
I-IN72952	Vactor Truck Parts/Repairs	R	4/08/2025	8,852.28		016957		10,338.10
00839	Motorola Solutions, Inc.							
I-1411171423	Body Worn Cameras/Cloud	R	4/08/2025	10,356.00		016958		
I-8282101007	Visor Light Mountaing Brkt	R	4/08/2025	75.00		016958		10,431.00
00927	Interstate Battery System of S							
I-51016216	Batteries	R	4/08/2025	319.90		016959		319.90
01292	COE Sewer O & M Account							
I-03/25 Sewer O&M	03/25 Sewer O&M Dep	R	4/08/2025	13,153.88		016960		13,153.88
01313	COE Water O & M Account							
I-3/25 Water O&M	03/25 Water O&M Deposit	R	4/08/2025	12,902.14		016961		12,902.14
01594	Pace Analytical Services LLC							
I-2530597369	March 2025 Contract Analysis	R	4/08/2025	3,003.40		016962		3,003.40
01727	Enterprise FM Trust							
I-578571-040325	Fleet Leases 04/2025	R	4/08/2025	21,588.79		016963		21,588.79
01942	Elkins Municipal Building Comm							
I-1214756-11 041525	1214756-11 041525 #44	R	4/08/2025	4,833.20		016964		4,833.20

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 3/17/2025 THRU 4/11/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02098	Skasiks Quality Cleaners LLC							
I-25077838	25066-302 Sew on patches	R	4/08/2025	53.55		016965		53.55
02347	LEAF							
I-18103393	Topshiba ES4515AC	R	4/08/2025	122.25		016966		
I-18129992	Tosiba E478S 041825	R	4/08/2025	85.00		016966		
I-18172134	Tosh/Lexmark	R	4/08/2025	587.60		016966		
I-18172135	Tosh 478S 042525	R	4/08/2025	103.00		016966		
I-18172136	Tosh E4515AC 042525	R	4/08/2025	186.30		016966		
I-18172137	Toshiba E3025AC 042525	R	4/08/2025	452.10		016966		1,536.25
02431	Ferguson Waterworks #527							
I-0934219	Ball Vlv/Clmpps/Couplings/SDLs	R	4/08/2025	5,485.12		016967		5,485.12
02779	COE Street Dept							
I-202503187201	Debris from PGCC Roof	R	4/08/2025	38.22		016968		38.22

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	143	1,015,206.37	0.00	1,015,206.37
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	11	194,028.51	0.00	194,028.51
EFT:	0	0.00	0.00	0.00
NON CHECKS:	1	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:	155	1,209,234.88	0.00	1,209,234.88
BANK: Pool TOTALS:	155	1,209,234.88	0.00	1,209,234.88

VENDOR SET: 01 Elkins
 BANK: SEWDP Sewer Depreciation
 DATE RANGE: 3/17/2025 THRU 4/11/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01114	Lakeside Equipment Corp.							
I-906053	3in lower bearing renovtn	R	4/08/2025	7,625.00		000050		7,625.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	7,625.00	0.00	7,625.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: SEWDPTOTALS:	1	7,625.00	0.00	7,625.00
BANK: SEWDP TOTALS:	1	7,625.00	0.00	7,625.00

VENDOR SET: 01 Elkins
BANK: WATDP Water Depreciation
DATE RANGE: 3/17/2025 THRU 4/11/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00726	USA Bluebook							
I-INV00621908	Diff pH Sensor/ DPHD Sensor	R	3/18/2025	4,434.31		000063		
I-INV00631292	GLI Differential ORP Sensor	R	3/18/2025	1,266.00		000063		5,700.31
01745	Cummins Sales and Service							
I-R3-250347445	Generator Repair	R	4/08/2025	6,634.03		000064		6,634.03
02431	Ferguson Waterworks #527							
I-0927944-2	Coup/Tees/Plugs/Adpt	R	4/08/2025	1,963.06		000065		
I-0942416	Clamps	R	4/08/2025	1,942.20		000065		
I-0945604	Clmp/PVC PJ Ball Corp/EPX	R	4/08/2025	17,451.58		000065		
I-0948633	PJ Corp/Couplings/CCTap	R	4/08/2025	3,197.31		000065		24,554.15
02486	FPG							
I-23198F	Chamber/Disc Asym/Liner/Gaskt	R	4/08/2025	790.91		000066		
I-23199F	Screen/Strap/Bottom/Caps	R	4/08/2025	663.60		000066		1,454.51

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	4	38,343.00	0.00	38,343.00
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	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: WATDP TOTALS:	4	38,343.00	0.00	38,343.00
BANK: WATDP TOTALS:	4	38,343.00	0.00	38,343.00
REPORT TOTALS:	169	1,273,567.37	0.00	1,273,567.37

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 3/17/2025 THRU 4/11/2025
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



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 15, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Laying the levy
Recommended By:	City Treasurer
Summary:	All West Virginia cities and counties must meet on the third Tuesday in April to "lay the levy," the final step in the process of establishing the budget for the fiscal year beginning July 1. The budget for that fiscal year, which council adopted in March, has now been approved as to form by the state auditor. At tonight's meeting, it remains to take the final step to finalize this budget, including setting the in-city property tax rate, which is to remain unchanged from past years.
Fiscal Impact:	The property tax levy, unchanged from past years, is as shown on the attached rate sheet.
Recommendation:	Consider for approval to "lay the FY 2026 levy."
Attachments:	1. Levy Signature Page

MUNICIPALITY OF ELKINS, WEST VIRGINIA
LEVY ORDER AND RATE SHEET
2025 - 2026

**The following is a true copy from the record of orders entered by this entity
on the 15 day of April, 2025.**

SIGNATURE: _____

Municipal Clerk or Recorder

		Column E	
		Certificate of Valuation	Levy
Current Year	Assessed Value for Tax Purposes	Rate/\$100	Taxes Levied
Class I			
Personal Property	\$ 0	12.500	\$ 0
Public Utility	0		0
Total Class I	\$ 0		\$ 0
Class II			
Real Estate	\$ 149,596,350	25.000	\$ 373,991
Personal Property	788,064		1,970
Total Class II	\$ 150,384,414		\$ 375,961
Class IV			
Real Estate	\$ 120,094,570	50.000	\$ 600,473
Personal Property	68,214,436		341,072
Public Utility	18,443,645		92,218
Total Class IV	\$ 206,752,651		\$ 1,033,763
Total Value & Projected Revenue	\$ 357,137,065		\$ 1,409,724
Less Delinquencies, Exonerations & Uncollectable Taxes		5.00%	70,486
Less Tax Discounts		2.00%	26,785
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)			38,617
Total Projected Property Tax Collection			1,273,836
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		2.00%	25,477
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes			\$ 1,248,359



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 15, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1825: Appointment of election officials for the June 10 Municipal Election
Recommended By:	City Clerk
Summary:	Appoints election officials for the June 10 Municipal Election. The number and category of poll workers is stipulated by state code.
Fiscal Impact:	City elections cost around \$15,000, the majority of which consists of personnel costs.
Recommendation:	Consider for approval
Attachments:	1. R-1825 - Election officials for 2025 election

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1825)

April 20, 2025

Appointing Officials for the 2025 Municipal Election

WHEREAS, the Charter of the City of Elkins, W. Va., stipulates that elections for city offices shall be conducted every odd-numbered year on the second Tuesday of June; and,

WHEREAS, this year's election is to be held June 10; and

WHEREAS, as part of the preparations for any municipal election, Elkins City Code §35.15 requires the following:

No later than the forty-ninth day before the election, the Council shall appoint a Uniform Election Board, consisting of two Election Commissioners and two poll clerks, to conduct each election in each precinct of the city. At the same time as the appointment of election officials or at a subsequent meeting the Council shall appoint persons as alternates.

; and,

WHEREAS, the individuals listed on the document "2025 Elkins Municipal Election: Proposed Election Officials" (attached and made part of this record) have all agreed to serve in the various specified capacities; and,

WHEREAS, the Elkins City Clerk recommends that these individuals be appointed to serve as election officials for the 2025 Municipal Election; ***now, therefore, be it***

RESOLVED, that the Elkins Common Council hereby appoints the individuals listed on the attached "2025 Elkins Municipal Election: Proposed Election Officials" document to serve as officials for the 2025 Municipal Election.

Attest:

Sutton Stokes, City Clerk

Jerry Marco, Mayor

2025 Elkins Municipal Election
Proposed Election Officials
Presented to council April 4, 2025*

	Last Name	First Name
<i>First Ward</i>	Siler	Sue
	Moxley	Richard
	Proudfoot	Lynn
	Taylor	Stanley
<i>Second Ward</i>	Roberts	Liz
	Helmick	Glenda
	Slawter	Cathy
	Kaufman	Paula
<i>Third Ward</i>	Richards	Mary
	Bailey	Zannah
	Riddlebarger	Debbie
	Ratley	Sara
<i>Fourth Ward</i>	Steven	Paula
	Brandon	Andrea
	Hennig	Kristopher
	Lothes	Fay
<i>Fifth Ward</i>	McCauley	Linda
	Skidmore	Jeff
	Humphrey	Richard
	Gola	Carolyn
<i>Alternates</i>	Silva	Linda
	Snedegar	Jean
	Koukopoulos	Bryce
<i>Emergency</i>	Belan	Corina
	Corcoran	Tina

** Additional alternates added since first presentation.*



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 15, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1826: Grant acceptance on behalf of Elkins Tree Board
Recommended By:	City Clerk
Summary:	Accepts grant on behalf of the Elkins Tree Board, following process stipulated by Council in its Grants Protocol
Fiscal Impact:	No match or other requirement for acceptance. Light administrative burden on city staff (funds administration by Treasurer's Department).
Recommendation:	Consider for approval
Attachments:	1. R-1826 - 2025 Community Equi-City Grant grant acceptance for Tree Board 2. ETB grant - Council report For Equi-Grant 2025 3. 2025 CET Elkins Grant Agreement Packet -- Unsigned

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1826)
April 15, 2025

Authorizing Acceptance of 2025 Community Equi-City Grant from the W. Va. Division of Forestry/USDA Department of Agriculture On Behalf of the Elkins Tree Board

WHEREAS, the West Virginia Division of Forestry (WVDOF) has made funding available through the Community Equi-City Grant Program to assist in the enhancement of urban forestry efforts; and,

WHEREAS, the Elkins Tree Board believes this grant funding will help promote its mission and maintain the status of Elkins as a Tree City USA, and has therefore applied for funding; and,

WHEREAS, WVDOF has approved funding in the amount of \$11,809 with no match; and,

WHEREAS, the Elkins Tree Board has submitted the attached memo, summarizing the terms of the grant, which is incorporated into this record; and,

WHEREAS, upon the recommendation of the Elkins Tree Board, Council believes it is in the best interest of the citizens of Elkins to accept this grant funding through execution of the attached Agreement, which is incorporated into this record;

NOW, THEREFORE, BE IT RESOLVED THAT:

The Common Council of Elkins hereby authorizes the Mayor to execute the attached Agreement accepting funds awarded to the Elkins Tree Board via the 2025 Community Equi-City Grant from the W. Va. Division of Forestry/USDA Department of Agriculture.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

2025 Community Equi-City Grant
WV Division of Forestry/USDA Department of Agriculture
Awarded to Elkins Tree Board

Date of award notification: April 3, 2024

Amount: \$11,809.00

Time period of grant: Date of agreement signed - June 30, 2026

Agreement parameters: Vendor (COE) certifies that it has reviewed the Terms and Conditions, fully understands them and will be bound by their provisions.

PURPOSE OF GRANT

Description of Need

The ETB has an over-arching goal of increasing our town's urban canopy. The Elkins City Park, our oldest park, is an oasis in a densely populated historic neighborhood. However, it is experiencing tree loss due to age and wet soil conditions. The ETB has been awarded funding for two projects under the umbrella of a Grow Greener Elkins Initiative: Investing in the future of the Elkins City Park and supporting the health of our current urban canopy stock.

The Elkins City Park Project

This project includes planting 8 trees in the historic Elkins City Park which was established more than 100 years ago. Due to the language of the original deed to the city, trees lost must be replaced. These plantings will ensure this promise is kept. The species were chosen for height, variety, and their ability to thrive in the park's moist conditions. The planting sites were chosen by the ETB with approval of the park director and will be the final plantings to ensure the integrity of park. A certified arborist, along with the ETB, provided guidance in choosing the species and will facilitate the plantings. Also, one tree will be planted in the downtown area to replace a non-thriving one.

The completion of the fall plantings at City Park will be recognized as part of a memorial gift honoring six members of the community.

Healthy Trees Support

The grant award includes the purchase of mulch and a water tank for EPRC to help water young trees during times of dry weather. Due to climate change, newly planted stock is constantly challenged by drought. Mulch will also help keep stock healthier at both the Tree Nursery and throughout town. Using the services of a certified arborist to prune and monitor the health of our tree stock investments will help ensure the canopy's viability.

OBLIGATIONS

There is no financial obligation incurred by accepting this grant. There is no match of any kind.

Administrative obligations include:

- Input from Parks and Recreation Director on location of tree planting at Elkins City Park and approval of species. This has been standard operating procedure for all trees planted in Elkins' parks.
- Assistance from Treasurer's office with writing checks to vendors in a timely way. Like most grants, the grant recipient (City of Elkins), must pay the vendors first. Upon completion of

the grant and receipt of the necessary paperwork, the city receives payment from the grant provider. This is similar to previous Division of Forestry Demonstration City grants. The ETB plans to complete the grant projects in Fall, 2025. As per previous grants, treasurer's office will need to provide proof of payment.

- Mayor signing the grant acceptance documents and federal forms regarding drug-free workplace and disbarment.
- Occasional copying assistance provided by the executive secretary.

Tree Board obligations:

- Provide the invoices and proof of payment of items purchased by Tree Board.
- Ensure all aspects of the grants are fulfilled as proposed.
- Make sure deadlines are met and proper post-grant documents filed.

Of note: The Elkins Tree Board has successfully administered five previous DOF Demonstration City grants.



West Virginia
Division of Forestry
#7 Players Club Drive
Charleston, West Virginia 25311
Phone: (304)-558-2788

Jeremy Jones
Director/State Forester

April 3, 2025

Marilynn Cuonzo
City of Elkins
401 Davis Ave.
Elkins, WV 26241

Dear Marilyn:

Please find the enclosed agreement for a 2025 Community EquiTree Grant for Elkins in the amount of \$11,809.00. All forms need to be signed and completed at the red "X's" by an authorized representative. All reimbursable grant expenditures should closely follow the project described in your 2024 Community EquiTree Grant application. All grant invoices and matching expenditures must occur after the agreement start date and prior to June 30, 2026.

Also enclosed are three separate USDA forms that will need to be completed at the red "X's" and returned along with the signed agreement. Please return the signed agreement and federal forms to the address below as soon as possible. **Please email all signed documents to: Samuel.t.adams@wv.gov**

I look forward to a successful project in Elkins. Please contact me if you have any questions concerning the grant project, matching requirements or reimbursement process. Your project may begin upon the receipt of a finalized agreement which I will forward by email from our Charleston Office.

Sincerely,

Sam Adams
Urban Forester

Enclosures

State of West Virginia
Purchasing Division
AGREEMENT

Purchase Order # _____ wvOASIS Vendor/ Customer # 000000211545

I, City of Elkins, 401 Davis Ave. Elkins, WV 262413848, agree to perform the following services
for Division of Forestry ^(Name and address) at 7 Players Club Drive, Charleston, WV 25311
^(Agency) ^(Location)
As per attached 2025 City of Elkins Community Tree Grant proposal for \$11,809.00
DOF contractual \$11,809.00 ^(Detailed description of services to be performed)

Date(s) of Service: from _____ to 30-June-26
The rate of pay shall be \$11,809.00 per Grant not to exceed
\$ \$11,809.00 for the entire term of the contract.

NOTE: Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor. The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- ☒ I am **not** currently a full-time employee of the State of West Virginia;
☐ I **am** currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____. The vendor serves as _____
with the title of _____, certified by _____
^(Position)
^(Supervisor's Signature)

GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/TCA.pdf>, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them, and agrees to be bound by their provisions.

APPROVED BY:

Agency Division of Forestry
Sam Adams
^(Authorized Signature of Agency)
Urban Forester
^(Title)
4/13/25
^(Date)

Vendor City of Elkins
X
^(Vendor's Signature)
X
^(Title)
X
^(Date)

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

X

Organization Name

~~PR/Award Number or Project Name~~

X

Name(s) and Title(s) of Authorized Representative(s)

X

Signature(s)

X

Date

Instructions for Certification

1. By signing and submitting this form, the prospective primary participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

U.S. DEPARTMENT OF AGRICULTURE

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS) ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS

This certification is required by the regulations implementing Section 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C. 701 et seq.), 7 CFR Part 3017. Subpart F, Section 3017.600, Purpose. The January 13, 1989, regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON PAGE3)

Alternative I

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:**
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
 - (b) Establishing an ongoing drug-free awareness program to inform employees about -**
 - (1) The dangers of drug abuse in the workplace;**
 - (2) The grantee's policy of maintaining a drug-free workplace;**
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.**
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -**
 - (1) Abide by the terms of the statement; and**
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
 - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position**

AD-1049 (REV 5/90)

title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or, local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

X

Check ☐ If there are workplaces on file that are not identified here.

X

Organization Name

Award Number or Project Name

X

Name and Title of Authorized Representative

X

Signature

X

Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2.
2. The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s). If it previously identified the workplaces in question (see paragraph three).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or States criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g. volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces)

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: ☐ B a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance		2. Status of Federal Action: ☐ B a. bid/offer/application b. initial award c. post-award		3. Report Type: ☐ A a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: ☐ Prime ☒ Subawardee Tier _____, if known: City of Elkins 401 Davis Ave. Elkins, WV 26241 Congressional District, if known: 2			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: West Virginia Division of Forestry 1900 Kanawha Blvd., East Charleston, WV 25305 Congressional District, if known:		
6. Federal Department/Agency: USDA Forest Service			7. Federal Program Name/Description: Urban & Community Forestry CFDA Number, if applicable: 10.675		
8. Federal Action Number, if known: 23-DG-11094200-323			9. Award Amount, if known: \$ 11,809.00		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): Not Applicable			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): Not Applicable		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: ☒ Print Name: ☒ Title: ☒ Telephone No.: ☒ Date: ☒		
Federal Use Only:				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 15, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1828: Shifting HR Department under Council in City organizational chart
Recommended By:	City Clerk, HR Manager, and Personnel Committee
Summary:	The attached resolution would establish the Human Resources Department as an independent, standalone department reporting directly to City Council. This restructuring would transfer HR responsibilities from the City Clerk's Office, ensuring independent oversight of legal compliance, risk management, employee relations, and workforce development. The change is intended to strengthen transparency, improve decision-making, and align the City's HR functions with public sector best practices.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Memo - Shifting HR under Council in City organizational chart _ 2025_04_15 2. R-1828 - shifting HR department under council

Memo

To: City Council
From: Chrishaunda Marshall, HR Director
cc: Sutton Stokes, City Clerk
Date: April 15, 2025
Re: Shifting HR Department under Council in City organizational chart

Purpose

To propose a structural realignment of the Human Resources (HR) Department as a standalone function, reporting directly to City Council. This recommendation supports legal compliance, operational effectiveness, and long-term workforce development.

Current Structure and Considerations

Currently, the HR Department is housed under the City Clerk's Office. While this structure may have met previous administrative needs, the evolving complexity of human resources—including legal compliance, risk mitigation, and strategic workforce planning—requires a dedicated, independent HR function.

Functional Distinction

City Clerk's Office responsibilities focus on:

- Legislative support and municipal records management
- Council meeting coordination and public reporting
- Administrative duties required by state and local statutes

Human Resources Department responsibilities include:

Legal compliance with labor laws	Employee relations
Compensation and classification	Workforce planning
Employee health, safety, and wellness	Training and development
Organizational development	Performance management
Policy development and enforcement	Talent acquisition
Employee engagement and retention	HRIS management
Executive advisory functions	Benefit Administration

These responsibilities require independent oversight to protect confidentiality, maintain consistency across departments, and enable strategic alignment with citywide goals.

Proposed Structure

It is recommended that the Human Resources Department be established as a standalone department, with:

- The HR Director reporting directly to City Council
- Autonomous authority to lead citywide personnel policies, compliance, and strategic planning
- Clear distinction from administrative functions under the City Clerk's Office

Benefits of Proposed Structure

- Improved compliance and risk management
- Clear reporting and decision-making channels
- Stronger support for employee engagement and development
- Alignment with public sector best practices in organizational design

Requested Action

I respectfully request approval of the proposed structural changes, including:

- Establishment of a standalone Human Resources Department
- Direct reporting of the HR Director to City Council
- Transfer of HR responsibilities from the City Clerk's Office to the HR Department

This adjustment will enhance transparency, strengthen citywide compliance, and ensure the City is positioned to manage its workforce with strategic intent and professional integrity.

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1828)
April 15, 2025

REASSIGNING THE HUMAN RESOURCES DEPARTMENT TO REPORT DIRECTLY TO CITY COUNCIL AND ESTABLISHING THE DUTIES AND RESPONSIBILITIES OF THE HUMAN RESOURCES DIRECTOR

WHEREAS, the Common Council of the City of Elkins (“Council”) desires to strengthen the structure, oversight, authority, and accountability of the City’s human resources operations; and

WHEREAS, in accordance with the recommendation of its Personnel Committee, Council finds that the organizational placement of the Human Resources Department within the City Clerk’s Department is no longer aligned with the strategic and operational needs of the City; and

WHEREAS, Council believes it is in the best interest of the City to elevate the Human Resources Department to report directly to the Common Council, thereby ensuring effective governance, legal compliance, and strategic alignment of human resources functions across all City departments;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA, AS FOLLOWS:

1. Reassignment of Human Resources Department

- o The Human Resources Department is hereby reassigned from the City Clerk’s Department and placed directly under the authority of the Common Council.
- o For the purposes of this resolution and all responsibilities assigned to the Human Resources Director herein, references to “the City” shall include all departments, divisions, commissions, and organizational units operating under the authority of the City of Elkins, regardless of their funding source. This includes, but is not limited to, those entities supported by the General Fund, the Fire Department Fund, the Water Fund, the Sanitary Fund, and the Elkins Parks and Recreation Commission.

2. Authority and Responsibilities of the Human Resources Director

- o The Human Resources Director shall serve at the will and pleasure of Council.
- o The Human Resources Director shall:
 - Hold administrative authority over the Human Resources Department and exercise sole responsibility for the appointment, delegation of authority,

supervision, performance evaluation, and discipline, including removal, of all City employees assigned by Council to the Human Resources Department, except as otherwise provided by law or by rules adopted by Council.

- Exercise sole responsibility for the direction, supervision, and administration of the Human Resources Department, except as otherwise provided by law or by rules adopted by Council.
- Serve as the point of contact between elected officials, when they are acting in their capacity as elected officials, and the personnel assigned to the Human Resources Department.
- Ensure that all laws, ordinances, and provisions of the Charter, Code, and acts of Council, especially but not limited to those pertaining to personnel administration and employment law, are faithfully executed and enforced.
- Faithfully advise and counsel Council concerning all aspects of the City's human resources and personnel administration, especially including the recommendation of official acts needed to ensure compliance with local, state, and federal employment laws, rules, regulations, and best practices.
- Faithfully advise, counsel, and institute processes to support City officials and staff in complying with local, state, and federal employment laws, rules, regulations, and best practices, including but not limited to recruitment, onboarding, terminations, offboarding, fair labor practices, anti-discrimination practices, disciplinary actions, and grievances.
- Authorize deviations from Council-adopted personnel administration policies when necessary to comply with local, state, and federal employment laws, rules, regulations, and best practices, provided that Council shall be informed as soon as possible of the need to take action to adopt updated policies.
- Attend and make regular reports to meetings of Council's Personnel Committee.
- Make such reports as the Council may require concerning the City's human resources and personnel administration, in compliance with applicable laws, rules, and regulations requiring confidentiality.
- Propose annually to Council short- and long-term goals and objectives to be accomplished in the performance of his or her duties.
- Perform such other duties as are specified by other acts of Council.

Attest: Sutton R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 15, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1827: Creation of HR Generalist Position
Recommended By:	City Clerk, HR Director, and Personnel Committee
Summary:	The attached resolution would expand the City's Human Resources capacity by creating an HR Generalist position to support the existing HR Director. This addition will address current risks related to compliance, operational inefficiencies, and employee engagement by providing dedicated support for daily HR functions. The dual-role structure ensures the HR Director can focus on strategic leadership while the HR Generalist manages transactional tasks, enhancing workforce management, reducing risk, and improving employee support.
Fiscal Impact:	Total cost to the city of the compensation package for an HR Generalist would be approximately \$55,000.
Recommendation:	Consider for approval
Attachments:	1. Memo-Creation of HR Generalist Position 2025_04_15 2. R-1827 - creation of HR generalist position

Memo

To: City Council
From: Chrishaunda Marshall, HR Director
cc: Sutton Stokes, City Clerk
Date: April 15, 2025
Re: Creation of HR Generalist Position

Purpose

To present a strategic recommendation for expanding the City's Human Resources (HR) capacity by creating an HR Generalist position. This position will complement the existing HR Director role and help build a fully functional, efficient, and legally compliant HR department

Current Challenges

The City currently relies on a single HR professional to manage both strategic and transactional responsibilities, including:

Legal compliance with labor laws	Employee relations
Compensation and classification	Workforce planning
Employee health, safety, and wellness	Training and development
Organizational development	Performance management
Policy development and enforcement	Talent acquisition
Employee engagement and retention	HRIS management
Executive advisory functions	Benefit Administration

This limited capacity results in:

- **Compliance Risk** – Potential for legal violations, grievances, audits, and penalties
 - **Operational Risk** – Delays and inefficiencies that contribute to employee burnout
 - **Employee Engagement Risk** – Reduced morale, limited support, and higher turnover
-

Strategic Need for Both Roles

HR Director

- Provides strategic oversight and compliance leadership, ensuring citywide adherence to federal, state, and local employment laws
- Offers executive-level guidance on workforce planning, employee relations, and organizational development
- Focuses on high-impact strategic functions and policy development

While the HR Director provides high-level leadership and compliance oversight, their ability to focus on strategic priorities is significantly diminished when forced to manage daily transactional HR tasks.

HR Generalist

- Bridges strategic oversight and daily HR operations such as recruitment, onboarding, records management, benefits administration, and employee relations
- Supports succession planning by gaining strategic exposure under the Director's mentorship

Comparison: Current Payroll Clerk/Benefits Coordinator vs. Proposed HR Generalist

A Benefits Coordinator specializes in benefits administration, while a Payroll Clerk focuses on payroll. In contrast, an HR Generalist provides comprehensive HR expertise across the full employee life cycle—from attraction to offboarding—including benefits administration.

The current Payroll Clerk/Benefits Coordinator role consists of approximately 85% finance-related tasks and 15% HR. The Payroll Clerk/Benefits Coordinator role is finance-heavy, with limited HR engagement.

The broader scope of the HR Generalist role better addresses the City's evolving HR needs.

Risks of Not Implementing Both Roles

- Increased compliance and legal exposure
- Operational inefficiencies and HR personnel burnout
- Lower employee morale and retention
- Missed opportunities for proactive workforce management and effective succession planning

Financial and Operational Justification

- Implementing this staffing structure ensures that the City meets essential compliance, operational, and legal standards
- Long-term savings and enhanced workforce management will result from reduced risks and turnover

Requested Action

I request approval of the proposed dual-role HR structure, which includes:

- Retaining the HR Director to provide strategic oversight and compliance leadership

- Establishing an HR Generalist role to manage daily operational functions and support employee services

This structure will ensure that the City of Elkins can meet workforce demands, mitigate risk, and support employee engagement and retention long-term.

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1827)
April 15, 2025

***CREATING THE POSITION OF HUMAN RESOURCES GENERALIST TO SUPPORT THE CITY'S
HUMAN RESOURCES CAPACITY AND ENHANCE ORGANIZATIONAL EFFECTIVENESS***

WHEREAS, the City of Elkins recognizes the essential role of an effective and fully staffed Human Resources (HR) department in ensuring legal compliance, operational efficiency, and employee engagement; and

WHEREAS, the City currently relies on a single HR professional, the HR Director, to manage both high-level strategic functions and daily transactional tasks, including but not limited to legal compliance, employee relations, workforce planning, policy development, and benefit administration; and

WHEREAS, this structure presents significant challenges, including increased compliance risk, operational inefficiencies, potential employee burnout, and reduced engagement and morale among City employees; and

WHEREAS, the establishment of an HR Generalist position will address these challenges by providing critical support to the HR Director, bridging the gap between strategic oversight and daily HR operations, and ensuring that the City can effectively manage the full employee lifecycle—from recruitment and onboarding to records management, benefits administration, and employee relations; and

WHEREAS, the Common Council finds that the creation of the HR Generalist position is a prudent and necessary investment that will enhance compliance, promote operational efficiency, support employee engagement and retention, and ultimately result in long-term savings and risk mitigation for the City;

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. Creation of Position:

The position of Human Resources Generalist is hereby created within the City of Elkins' organizational structure.

2. Role and Responsibilities:

The Human Resources Generalist shall report to the HR Director and shall be responsible for supporting and managing daily HR operational functions, including but not limited to

recruitment, onboarding, records management, benefits administration, employee relations, and other functions as directed by the HR Director.

3. **Purpose and Intent:**

The creation of this position is intended to strengthen the City's HR capacity, ensure compliance with applicable laws and regulations, promote operational efficiency, and enhance employee engagement and retention.

4. **Budget and Funding:**

The City Treasurer is hereby authorized and directed to allocate funding for this position in the City's budget, in consultation with the Finance Committee.

5. **Implementation:**

The HR Director is authorized to take all necessary administrative actions to implement this resolution, including but not limited to establishing a job description, classification, and initiating the recruitment process.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 15, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1829: Endorsement of HR Department Strategic Plan
Recommended By:	City Clerk, HR Director, and Personnel Committee
Summary:	The attached resolution would endorse a plan to strengthen the City's HR department by approving a staffing structure that includes an HR Director, HR Generalist, and Temporary HR Assistant. This structure addresses current challenges of limited capacity and compliance risks, improves daily HR operations, and supports long-term workforce development. The proposed plan enhances service delivery, reduces legal exposure, and has been reviewed by the City Treasurer to fit within the existing budget.
Fiscal Impact:	TBD
Recommendation:	Consider for approval
Attachments:	1. Memo-HR Department Strategic Plan 2025_04_15 2. R-1829 - Endorsement of HR Department strategic plan

Memo

To: City Council
From: Chrishaunda Marshall, HR Director
cc: Sutton Stokes, City Clerk
Date: April 15, 2025
Re: HR Department Analysis and Strategic Planning

Purpose

To provide a public overview of the City's current Human Resources (HR) department, outline key challenges, identify organizational risks, and present a strategic staffing structure to build a fully functional, proactive HR department.

Current HR Department Analysis

The City has taken an important step by creating an HR department. However, the department currently operates with limited staffing and resources, placing it in a reactive position rather than proactively managing key HR functions.

Identified challenges include:

- Compliance and legal risks due to limited staffing, oversight, and manual HR operations lacking modern technology or administrative systems.
- Insufficient capacity to support employee needs and regulatory requirements
- Delays or inefficiencies in daily HR services due to lack of support

Organizational Risks of the Current Structure

- Increased exposure to compliance violations and legal penalties
- Inefficient HR operations and potential employee burnout
- Difficulty recruiting and retaining qualified staff
- Reduced employee satisfaction and support services

Recommended HR Department Structure

To address these issues, the City is advised to define and staff the following HR roles:

HR Director

- Leads HR strategy, policy development, compliance, and workforce planning
- Serves as a citywide advisor on employee relations and organizational development

- Promotes a strong workplace culture through employee programs and community engagement

HR Generalist

- Manages daily HR functions including recruitment, benefits, training, and employee support
- Supports implementation of strategic HR initiatives and assists with community engagement
- Plays a key role in internal succession planning

Temporary HR Assistant

- Provides short-term administrative support to address current challenges and assist with HRIS preparation

Payroll/Benefits Coordinator

- Manages payroll processing

Strategic and Financial Justification

- Strengthens compliance and reduces risk of legal penalties
- Improves employee service delivery and organizational efficiency
- Reduces turnover and improves recruitment outcomes
- Enhances workplace satisfaction and long-term workforce development
- Reviewed and confirmed by the Finance Director to be within the current budget

Requested Action

I respectfully request approval of the proposed HR department structure, including:

- Approval of the recommended roles: HR Director, HR Generalist, and Temporary HR Assistant
- Authorization to begin a phased implementation and recruitment plan
- Confirmation of resource allocation as reviewed by the Finance Director

This plan will equip the City of Elkins with a fully functional HR department capable of meeting compliance standards, delivering high-quality services, and supporting a strong, engaged workforce.

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1829)
April 15, 2025

***A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA,
APPROVING A STRATEGIC PLAN FOR THE CITY'S HUMAN RESOURCES DEPARTMENT***

WHEREAS, the City of Elkins recognizes that a well-structured and adequately staffed Human Resources (HR) department is essential to ensuring legal compliance, operational efficiency, and a positive, engaged workforce; and

WHEREAS, the City has established an HR department but currently faces challenges due to limited staffing and resources, resulting in reactive operations and increased organizational risks; and

WHEREAS, the City's existing HR capacity is insufficient to fully support employee needs, comply with evolving regulatory requirements, or efficiently manage daily HR operations, creating risks of compliance violations, employee dissatisfaction, and operational inefficiencies; and

WHEREAS, the Common Council has reviewed the proposed Strategic Plan for the City's HR Department, which outlines a staffing structure designed to proactively address these challenges, reduce legal and compliance risks, improve employee services, and enhance overall organizational effectiveness; and

WHEREAS, the Strategic Plan, as presented, includes the following recommended staffing structure:

- **HR Director** to lead HR strategy, policy development, compliance, and workforce planning;
- **HR Generalist** to manage daily HR operations and assist with implementing strategic initiatives;
- **Temporary HR Assistant** to provide short-term administrative support and assist with HRIS development;
- **Payroll/Benefits Coordinator** to ensure accurate payroll processing and benefits administration;

WHEREAS, the City's Finance Director has reviewed and confirmed that the proposed plan can be accommodated within the current budget, allowing for phased implementation without adverse financial impact; and

WHEREAS, the Common Council finds that the adoption of this Strategic Plan is in the best interests of the City, its workforce, and its residents, ensuring a fully functional, compliant, and responsive HR department;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA, AS FOLLOWS:

1. Approval of Strategic Plan:

The Common Council hereby approves the Strategic Plan for the City of Elkins Human Resources Department, as presented.

2. Authorization of Roles:

The Council authorizes the establishment and staffing of the following positions as outlined in the Strategic Plan:

- o HR Director (existing role)
- o HR Generalist
- o Temporary HR Assistant
- o Payroll/Benefits Coordinator (existing role)

3. Implementation:

The HR Director is hereby authorized and directed to proceed with the phased implementation of the Strategic Plan, including the development of job descriptions, recruitment processes, and internal administrative actions necessary for successful execution, in collaboration with the City Treasurer as needed to ensure that funds will be available.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 15, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1830: Contract for assistance with DEP Landfill Permit, with Sam & Sharon Enterprises, LLC and the City of Elkins, and Authorizing Execution of Agreement
Recommended By:	Operations Manager, Finance Committee
Summary:	Although the project of capping and closing the Elkins Landfill is under the control of the WV DEP, the City is responsible for certain costs and activities. One of these is remaining current on WV DEP permitting and licensing for landfills. As has been the practice for past WV DEP landfill permitting tasks, it is proposed to contract with Sam & Sharon Enterprises for technical assistance.
Fiscal Impact:	Proposal terms include: • Charles H. Muncy Jr., MSCE, PE, PS Hourly Rate \$125.00/Hour • Anticipated Project Hours Not to Exceed 40 Hours • Projected Budget Not to Exceed \$5000.00 "No services will be performed by SSE unless specifically requested by the City of Elkins."
Recommendation:	Consider for approval
Attachments:	1. R-1830 - contract for landfill permit assistance 2. Proposal Technical Assistance

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1830)
April 15, 2025

***Accepting Conditions of Agreement with Sam & Sharon Enterprise, LLC, and
The City of Elkins, and Authorizing Execution of Agreement***

WHEREAS, the City of Elkins, West Virginia (“City”) and the Elkins-Randolph County Landfill, the City’s closed solid waste facility, was accepted for inclusion in the Landfill Closure Assistance Program (“LCAP”) by the West Virginia Department of Environmental Protection (“WVDEP”), pursuant to West Virginia Code § 22-16-1, *et seq*; and,

WHEREAS, the City will continue to maintain its valid NPDES permit, to continue leachate hauling and to continue groundwater monitoring until such time when the WVDEP can modify their monitoring contract; and,

WHEREAS, per Resolution #628, adopted July 17, 2014, the Elkins Common Council (“Council”) agreed to the assumption of responsibility of the landfill maintenance and monitoring by the LCAP; and,

WHEREAS, the City received a proposal from Sam Muncy of Sam & Sharon Enterprises, LLC (“SSE”) (attached as part of this record) to assist the City in reviewing and requesting modifications to the current NPDES permit and to maintain compliance with the WVDEP; and,

WHEREAS, it appears that accepting the proposal, including a scope of work and budget, from SSE and entering into an agreement is in the best interests of the citizens of the City of Elkins;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby accepts the proposed terms and authorizes the Operations Manager to work directly with SSE in the administration of this project, effective immediately.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

April 5, 2025

**Project SSE1053
Transmitted Electronically**

**Mr. Mike Kesecker
Operations Manager
City of Elkins
401 Davis Ave
Elkins, WV 26241**

**Re: City of Elkins Operations
Subject: Technical Assistance related to Landfill Operations**

Dear Mr. Kesecker:

Sam & Sharon Enterprises (SSE) is pleased to have the opportunity to submit this proposal to provide technical services to the City of Elkins. Thank you for the invitation. This proposal is based on:

- Your request via email dated March 12, 2025.
- As principal owner for SSE, I will be the primary manager responsible to the City of Elkins for all tasks.
- Thirty-eight (38) years of experience as a registered professional engineer working within regulations of the West Virginia Department of Environmental Protection (WVDEP).
- Preparation and submittal of over 300 WVDEP environmental permits and reports of which 78 were major facility permit applications, modifications and reviews.
- Direct permitting, operations, environmental monitoring and design experience with the Elkins Randolph County Landfill beginning in 1995.
- Management of the Elkins Randolph County Landfill Closure Cap Construction Quality Assurance (CQA) and compliance with the landfill's WVDEP Operating Permit and Closure Rules.
- Cursory review of the current permit that indicates some further clarifications should be addressed.

SSE is anxious to provide technical services, and we believe the following attributes qualify us for this project:

- SSE principal owner has been the engineer of record for over 25 West Virginia private and municipal landfill operations since 1988.
- SSE has the capabilities, similar project experience, and support facilities to complete this project.
- SSE has developed an excellent working relationship with the WVDEP Division of Water and Waste Management (DWWM) during past and present WVDEP projects.

Following are discussions of the scope of work, project organization, and budget. These discussions are typically directed to the specifics of this project to begin the clear, unambiguous exchange of information with the City of Elkins that will carry through this project.

SCOPE OF WORK

This scope of work is developed to provide a description of basic tasks expected to support the City of Elkins in completion of an operating permit and future planning. This proposal is based on the past discussions and interactions as requested by current City of Elkins personnel and the experience of SSE with the City of Elkins operations. The following items of work will be performed:

- Review State of WV Code of State Regulations Title 33 Series 1 Solid Waste Management Rule
- Correspondence with City of Elkins personnel
- Correspondence with WVDEP DWWM permit writer
- Correspondence with Environmental Enforcement Office (EEO)
- Correspond with WVDEP Landfill Closure Assistance Program (LCAP)
- Review comment letter dated March 3, 2025 and new partial permit documents with revised permit conditions.
- Assist City of Elkins as directed.

PROJECT ORGANIZATION

Mr. Charles H. "Sam" Muncy, Jr. MSCE, PE, PS, will manage and perform all engineering tasks and will be responsible to the City of Elkins for the quality of work, schedule, and budget. A copy of Mr. Muncy's Professional Vitae is attached.

BUDGET

No services will be performed by SSE unless specifically requested by the City of Elkins. Should occasion require services beyond the budget, then the City of Elkins will be informed with a description of services and a budget of cost, and no work will be performed without approval. All requested documentation will be provided electronically.

Charles H. Muncy Jr., MSCE, PE, PS Hourly Rate	\$125.00/Hour
Anticipated Project Hours Not to Exceed	40 Hours
Projected Budget Not to Exceed	\$5000.00

Your consideration of our proposal is most appreciated. We respectfully request the opportunity to clarify any aspect of this proposal or questions that you may have on our proposal. We look forward to providing our professional services to the City of Elkins.

Sincerely,



Charles H. "Sam" Muncy, Jr., MSCE, PE, PS
Principal

Charles H. "Sam" Muncy, Jr., MSCE, PE, PS

Engineering Partner-Sam and Sharon Enterprises LLC

Years of Experience 48

Education

- B.S. Civil Engineering, West Virginia University, 1974
- M.S. Civil Engineering, West Virginia University, 1984

Professional Registration/Certifications

- Register Professional Engineer- West Virginia, Ohio, Virginia, Pennsylvania
- Professional Surveyor- West Virginia
- Certified Compaction Technician- West Virginia Department of Highways
- Certified Monitoring Well Designer-WVDEP
- Certified Landfill Designer- SWANA
- Certified WV Heritage Interpretive Guide- West Virginia University
- Certified Master Naturalist- West Virginia Department of Natural Resources

Past Work History

- MSES Consultants, Inc.
- Joyce Engineering
- Harman Construction
- Southern Ohio Coal Company
- American Electric Power Service Corporation
- Mountain State Surveying

Experience Summary

Project Management
Regulatory Interaction
Computer Modeling (H&H)
Specification Development
Mapping
Storm Routing Studies
Land Planning
Roadway/Highway
NPDES Permitting
Geosynthetics Design & Inspection
SEDCAD4 Computer Modeling
Economic Feasibility Investigation

Erosion/Sediment Planning
Waste Management
Computer Earthwork Modeling
Impoundment Design
Database Systems
Job Costing
QA/QC Inspection & Compliance
Site Development
Storm Water Management
Municipal/Industrial Solid Waste Landfill Design
Site Investigations
Soils Engineering



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 15, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1831: FY 2026 Landfill Budget
Recommended By:	City Treasurer
Summary:	An FY 2026 Landfill budget of \$4,000 is presented.
Fiscal Impact:	The attached Budget Report shows a balanced budget of \$4,000 revenues/expenditures.
Recommendation:	Consider for approval
Attachments:	1. R-1831 - Landfill Fund Budget FY26 2. FY2026 Landfill Budget

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1831)
April 15, 2025

Fiscal Year 2026 Landfill Budget

WHEREAS, the City of Elkins Common Council has previously adopted a Protocol for the Adoption and Revision of Water, Sanitation, and Landfill Fund Budgets, via Resolution 598, on June 5, 2014; and,

WHEREAS, the Operations Manager and Treasurer have jointly presented a proposed Landfill Fund Budget for the Fiscal Year 2026 (copy attached and made part of this record); and,

WHEREAS, the Finance Committee of the Elkins Common Council has reviewed and recommends adoption of the same; and,

WHEREAS, the Protocol requires that the Landfill Fund Budget be presented to Council for final approval; and,

WHEREAS, Council finds that is in the best interests of the City of Elkins to approve and adopt the Landfill Fund Budget for the Fiscal Year 2026; now ***therefore be it***

RESOLVED, that the Common Council of the City of Elkins hereby approves and adopts the Landfill Fund Budget for the Fiscal Year 2026 as presented.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

BUDGET : 26-2025-2026 Budget

FUND : 684 LANDFILL FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 1

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
684-000-302-0000	Penalties	0.00
684-000-354-0000	Landfill/Incinerator Fees	0.00
684-000-380-0000	Interest Earned On Investments	4,000.00CR
684-000-383-0000	Sale of Fixed Asset	0.00
684-000-399-0000	Miscellaneous Revenue	0.00
PAGE TOTAL:		4,000.00CR
TOTAL REVENUES:		4,000.00CR

BUDGET : 26-2025-2026 Budget
FUND : 684 LANDFILL FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 2

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
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684-801-213-0000	Utilities	300.00
684-801-220-0000	Advertising	0.00
684-801-223-0000	Professional Services	2,900.00
684-801-226-0000	Insurances & Bonds	800.00
684-801-230-0000	Contracted Services	0.00

PAGE TOTAL:	4,000.00
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TOTAL EXPENDITURES:	4,000.00
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NET REVENUES/EXPENDITURES:	0.00
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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 15, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1832: FY 2026 Sanitation Budget
Recommended By:	City Treasurer
Summary:	An FY 2026 Sanitation budget is presented.
Fiscal Impact:	The attached Budget Report shows a balanced budget of \$1,662,509 revenues/expenditures.
Recommendation:	Consider for approval
Attachments:	1. R-1832 - Sanitation Fund Budget FY26 2. FY2026 Sanitation Budget

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1832)
April 15, 2025

Fiscal Year 2026 Sanitation Budget

WHEREAS, the City of Elkins Common Council has previously adopted a Protocol for the Adoption and Revision of Water, Sanitation, and Landfill Fund Budgets, via Resolution 598, on June 5, 2014; and,

WHEREAS, the Operations Manager and Treasurer have jointly presented a proposed Sanitation Fund Budget for the Fiscal Year 2026 (copy attached and made part of this record); and,

WHEREAS, the Finance Committee of the Elkins Common Council has reviewed and recommends adoption of the same; and,

WHEREAS, the Protocol requires that the Sanitation Fund Budget be presented to Council for final approval; and,

WHEREAS, Council finds that is in the best interests of the City of Elkins to approve and adopt the Sanitation Fund Budget for the Fiscal Year 2026; now ***therefore be it***

RESOLVED, that the Common Council of the City of Elkins hereby approves and adopts the Sanitation Fund Budget for the Fiscal Year 2026as presented.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

BUDGET : 26-2025-2026 Budget

FUND : 404 SANITATION FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 1

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
404-000-302-0000	Penalties & Interest	19,000.00CR
404-000-350-0000	Refuse Collection Residential	820,000.00CR
404-000-350-0002	Refuse Collection Comm	597,509.00CR
404-000-350-0003	Hauling Fees Roll-Off	154,000.00CR
404-000-350-0004	Rental Fees Roll-Off	35,000.00CR
404-000-380-0000	Interest Earned	25,000.00CR
404-000-380-0001	Construction Draw Interest	0.00
404-000-381-0000	Reimbursements	10,000.00CR
404-000-382-0000	Refunds & Rebates	2,000.00CR
404-000-383-0000	Sale of Fixed Assets	0.00
404-000-399-0000	Miscellaneous Revenues	0.00
404-000-399-0001	Construction Draw Funds	0.00

PAGE TOTAL: 1,662,509.00CR

TOTAL: 1,662,509.00CR

TOTAL REVENUES: 1,662,509.00CR

BUDGET : 26-2025-2026 Budget
 FUND : 404 SANITATION FUND
 ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 2

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 800	SANITATION	

404-800-103-0000	Salary & Wages	386,550.00
404-800-104-0000	FICA Expense	31,000.00
404-800-105-0000	Group Health Insurance	78,100.00
404-800-106-0000	Retirement	36,500.00
404-800-108-0000	Overtime/Extra Help	18,000.00
404-800-211-0000	Telephone	1,300.00
404-800-213-0000	Utilities	8,000.00
404-800-214-0000	Travel	200.00
404-800-215-0000	Maint Bldgs & Grounds	2,000.00
404-800-216-0000	Maint of Equipment	5,000.00
404-800-217-0000	Maint of Autos & Trucks	7,500.00
404-800-217-0001	Maint of Roll-Off	5,000.00
404-800-219-0000	Bldgs, Equipment & Rents	0.00
404-800-220-0000	Advertising & Legal Publicatio	500.00
404-800-221-0000	Training & Education	500.00
404-800-222-0000	Dues & Subscriptions	100.00
404-800-230-0000	Contracted Services	630,000.00
404-800-341-0000	Supplies & Materials	7,500.00
404-800-343-0000	Automotive Supplies	80,000.00
404-800-343-0001	Automotive Supplies-Roll-Off	6,000.00
404-800-345-0000	Uniforms	10,000.00
404-800-348-0000	Chrgs By Other Funds	42,459.00
404-800-457-0000	Capital Outlay - Buildings	120,000.00
404-800-459-0000	Capital Outlay - Equipment	52,900.00
404-800-459-0001	CIP Sanitation Garage	0.00
404-800-670-0000	Other Interest & Penalties	2,000.00

PAGE TOTAL: 1,531,109.00

DEPT TOTAL: 1,531,109.00

4-02-25 3:20 PM G/L BUDGET REPORT
BUDGET : 26-2025-2026 Budget
FUND : 404 SANITATION FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 3

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 801	UTILITY BILLING	
404-801-103-0000	Salaries & Wages	16,000.00
404-801-104-0000	FICA Tax	1,300.00
404-801-105-0000	Group Health Insurance	6,600.00
404-801-106-0000	Retirement	1,500.00
404-801-108-0000	Overtime/Extra Help	100.00
404-801-341-0000	Supplies & Materials	3,000.00
	PAGE TOTAL:	28,500.00
	DEPT TOTAL:	28,500.00

BUDGET : 26-2025-2026 Budget
FUND : 404 SANITATION FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 4

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 802	ADMIN & GENERAL	
404-802-103-0000	Salaries & Wages	40,000.00
404-802-104-0000	FICA Expense	1,900.00
404-802-105-0000	Group Health Insurance	4,500.00
404-802-106-0000	Retirement	2,200.00
404-802-108-0000	Overtime/Extra Help	0.00
404-802-218-0000	Postage	6,000.00
404-802-223-0000	Professional Services	4,200.00
404-802-226-0000	Insurance & Bonds	20,000.00
404-802-226-0001	Insurance & Bonds GL	19,000.00
404-802-230-0000	Contracted Services	2,000.00
404-802-232-0000	Bank Charges	100.00
404-802-341-0000	Supplies & Materials	500.00
404-802-353-0000	Computer Software	2,500.00
404-802-460-0000	Sanitation Garage CIP	0.00
	PAGE TOTAL:	102,900.00
	DEPT TOTAL:	102,900.00
	TOTAL EXPENDITURES:	1,662,509.00
	NET REVENUES/EXPENDITURES:	0.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 15, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1833: Authorization of change order for City Hall HVAC project
Recommended By:	Operations Manager
Summary:	From the Operations Manager: The change order being presented to you today is a result of increasing the scope of work of the current contractors working on the city hall hvac and renovation project. Due to the complexity, detailed scope and time-sensitive issues of this project, it was determined that the remodeling of city hall should be broken into 2 separate phases. The first of these phases is critical to being completed in conjunction with the HVAC project and will play a key role in preventing city hall from being flooded again due to heavy rain and sewer issues. That is why we have decided, with guidance from the city's legal counsel, to simply address this phase 1 as a change order to scope of work, thus allowing the current contractor to stay on site and continue working without any delays or remobilization charges to the city. <u>It is vital to keep in mind that this change order cost WILL NOT increase the project cost by the amount of the order, this is included in our current total project cost estimate.</u>
Fiscal Impact:	No impact on the total \$4.1 million project cost already authorized by council
Recommendation:	Consider for approval
Attachments:	1. R-1833 - City Hall HVAC Project Change Order No. 3 2. Elkins City Hall- COR#3

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1833)
April 15, 2025

City of Elkins HVAC Project Change Order No. 3

WHEREAS, The Common Council of the City of Elkins, W. Va. (“Council) has previously authorized a Project to install HVAC and make related improvements to the City Hall (“HVAC Project”); and,

WHEREAS, Council has also authorized the Operations Manager to proceed with a larger project to renovate and improve City Hall (“Renovation Project”), with an estimated project budget of \$4.1 million; and,

WHEREAS, certain work not originally contemplated as part of the HVAC Project, but which would have been included in Renovation Project, has been identified as crucial to the successful completion of the HVAC Project and to the protection of Council’s investment therein; and,

WHEREAS, City Plumbing & Heating, the Contractor, to accomplish this work, has provided Change Order No. 3 for an increase in the HVAC Project cost of \$1,592,781, but with no increase to the larger Renovation Project budget of \$4.1 million; and,

WHEREAS, Council finds that it is in the best interest of the City of Elkins to accept and authorize Change Order No. 3 to the HVAC Project;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby approves The City of Elkins City Hall Parking Lot Project Change Order No. 3 from City Plumbing & Heating.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

CHANGE ORDER REQUEST

CITY PLUMBING AND HEATING

1500 Morgantown Industrial Park

Morgantown, WV 26501

PH 304-296-7135 FAX 304-291-5269

PROPOSAL
SUBMITTED TO

City of Elkins Building Commission

PHONE

DATE

4-8-25

STREET

401 Davis Ave

FAX

JOB NAME

City Hall

HVAC Project

CITY

Elkins

STATE

WV

ZIP

26241

LOCATION

Elkins, WV

ATTN:

You are authorized to perform the following specifically described additional work:

Additional Cost for Phase #1 Work as detailed in attached narrative:

Work Performed by CP&H

Description	Quantity	Unit	Unit Price	Price
HVAC and Plumbing Work	1		\$ 313,300.00	\$ 313,300.00
Subtotal				\$ 313,300.00

Work Performed by Subcontractors

Description	Quantity	Unit	Unit Price	Price
CBI	1		\$ 1,063,300.00	\$ 1,063,300.00
PASS	1		\$ 28,750.00	\$ 28,750.00
Subtotal				<u>\$ 1,092,050.00</u>
Subtotal				\$ 1,405,350.00
OH&P CP&H			\$ 313,300.00	15% \$ 46,995.00
OH&P Subs			\$ 1,092,050.00	10% \$ 109,205.00
Bonds			\$ 1,561,550.00	2% \$ 31,231.00

Total: \$ 1,592,781.00

ADDITIONAL CHARGE FOR ABOVE WORK IS: \$ 1,592,781.00

This change order will add 220 days to current substantial completion date of 5/25/2025, new substantial completion date will now be 12/31/2025.

Authorized Signature  _____ Date: 4-8-25
Jay Wade/President

We hereby agree to furnish labor and materials-complete in accordance with the above specifications, at the above stated price

Acceptance:

Date: _____ Authorizing Signature _____

THIS IS CHANGE ORDER REQUEST NO. 03

NOTE: THIS REVISION BECOMES PART OF, AND IN CONFORMANCE WITH, THE EXISTING CONTRACT.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 15, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1834: MOU for FY 2026 warming station contribution
Recommended By:	City Clerk and City Attorney
Summary:	The attached draft MOU has been reviewed by the City Attorney. The intention of the document is to clarify the relationship between the City and a community coalition that proposes to provide a warming station open to the public when temperatures in Elkins drop below 20°F. The MOU clarifies that the city's entire role is the contribution of funds to support this effort (\$1,000 budged for FY 2026). The MOU requires/stipulates: • Use funds only for operating the warming station (below 20°F). • Keep records and report to the City after each opening (dates, people served, spending details). • Unspent funds: Keep for future use under same terms, or return if MOU is terminated. • Future funding requires reapplying. • Comply with laws and indemnify the City from liability.
Fiscal Impact:	Council has budgeted \$1,000 for this project in FY 2026. These funds are not guaranteed; funding in future years is not guaranteed.
Recommendation:	Consider for recommendation to council
Attachments:	1. R-1834 - MOU for FY 2026 warming station contribution 2. MEMORANDUM OF UNDERSTANDING with Refinery Church for warming stations

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1834)
April 15, 2025

***APPROVING A MEMORANDUM OF UNDERSTANDING CONCERNING DISBURSEMENT
OF FY 2026 FUNDS TO SUPPORT THE OPERATION OF A WARMING STATION***

WHEREAS, the Common Council of the City of Elkins, W. Va. ("Council") recognizes the need to support community efforts to provide emergency warming services for unhoused individuals during extreme cold weather events; and

WHEREAS, Council has identified funding in its Fiscal Year 2026 budget to assist The Refinery Church in its collaboration with community partners to operate a warming station when temperatures fall below 20 degrees Fahrenheit; and

WHEREAS, Council and The Refinery Church have prepared a Memorandum of Understanding ("MOU") outlining the terms and conditions under which the City will provide such funding, including requirements for reporting, accountability, and compliance with applicable laws; and

WHEREAS, the Council finds that entering into this MOU is in the best interests of the City and its residents;

NOW, THEREFORE, BE IT RESOLVED:

1. The Common Council hereby approves the Memorandum of Understanding between the City of Elkins and The Refinery Church, as presented.
2. The Mayor of the City of Elkins is hereby authorized and directed to execute the MOU on behalf of the City, and to take all other actions necessary to implement the terms and intent of the MOU.
3. This MOU shall be executed prior to the disbursement of the said funds.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

MEMORANDUM OF UNDERSTANDING

Between

The City of Elkins, West Virginia

And

The Refinery Church

This Memorandum of Understanding ("MOU") is made and entered into on this ____ day of _____, **2025**, by and between the City of Elkins, West Virginia, hereinafter referred to as the "City," and The Refinery Church, hereinafter referred to as the "Church." Both entities may collectively be referred to as the "Parties."

PURPOSE

The purpose of this MOU is to outline the terms and conditions under which the City agrees to provide funding during the City's Fiscal Year 2026 (FY 2026) to the Church to support its efforts, in collaboration with community partners, in offering a warming station for unhoused people within the City of Elkins when temperatures fall below 20 degrees Fahrenheit.

AGREEMENT

In consideration of the mutual benefits to be derived from this MOU, the Parties agree as follows:

1. City's Responsibilities

- a. The City agrees to provide \$1,000 during FY 2026 to the Church to support its operation of a warming station for unhoused individuals within the community when temperatures fall below 20 degrees Fahrenheit.
- b. The City assumes no responsibility for any aspect of the operation of the said warming station, including but not limited to securing space, providing staff or volunteers, or donating supplies in addition to the above funds.

2. Church's Responsibilities

- a. The Church agrees to use the \$1,000 provided by the City exclusively for the purpose of operating a warming station for unhoused individuals. These funds may be used by the Church for any expenditure reasonably related to this purpose, including but not limited to purchase of supplies, rental of space, and/or remuneration of persons supervising or supporting these operations.
- b. The Church agrees to maintain detailed financial records documenting the use of the funds provided by the City.
- c. The Church agrees to submit a report to the City after each occasion the warming station is opened, which will include:
 - i. A summary of the warming station's operation (e.g., dates of operation, number of individuals served).

- ii. A detailed accounting of how the City's funds were used to support the operation of the warming station.
 - d. The Church agrees that unexpended funds remaining after FY 2026 will be retained for use in future Fiscal Years under the same terms established in this MOU.
 - e. The Church agrees that, if this agreement is terminated as allowed for in paragraph 3 ("Term and Termination"), below, it will return any unexpended funds to the City.
 - f. The Church agrees that, if it desires to seek funding in future Fiscal Years, it must reapply for this funding on a schedule determined by Council's Finance Committee.
3. **Term and Termination**
This MOU shall commence on the date of execution and will remain in effect until all funds provided by the City are used, unless terminated earlier by either Party. Either Party may terminate this MOU upon thirty (30) days written notice to the other Party.
4. **No Future Obligation**
Nothing in this MOU shall obligate either of the Parties to enter into any further agreements or business relationship, including but not limited to the awarding of funding in future Fiscal Years. Either of the Parties may, in its sole discretion, choose not to proceed with any possible future business relationship or agreement.
5. **Modification**
This MOU may be amended or modified only in writing and signed by authorized representatives of both Parties.
6. **Indemnification**
Each Party agrees to hold harmless, defend, and indemnify the other Party, its officers, employees, and agents from and against any and all claims, demands, liabilities, costs, and expenses, including reasonable attorneys' fees, arising out of or related to the performance of this MOU.
7. **Compliance with Laws**
The Church agrees to comply with all applicable federal, state, and local laws, ordinances, regulations, and codes in the performance of this MOU.

SIGNATURES

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding on the day and year first above written.

By: _____

Authorized Representative
City of Elkins, West Virginia

Date: _____

By: _____

Authorized Representative
The Refinery Church

Date: _____