

ELKINS COMMON COUNCIL MEETING MINUTES

***Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
May 15, 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 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).

Councilors N.E. Bross-Fregonara and B.C. Kerns were absent.

PUBLIC COMMENT

There was no public comment.

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 15, 2025.** The motion carried.

CORRESPONDENCE, NOTIFICATIONS, AND RECOGNITIONS

- a. Building permits, zoning permits, and vacant property registrations
- b. FY 2024 audit results
- c. Police Civil Service Commission Annual Report: 2024-2025

STAFF REPORTS

Administrative Officers in attendance presented verbal reports. The City Attorney presented a verbal report. The City Treasurer also presented a written report.

COUNCILOR REPORTS

Councilors in attendance updated the body on committee, board, commission, and other official activities.

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 April 14-May 9, 2025.

NEW BUSINESS

Chenoweth **MOVED APPROVAL OF SETTING THE 2025 CANVASS AND CERTIFICATION DATES AS 11 A.M. ON JUNE 16 AND 1 P.M. ON JUNE 18, RESPECTIVELY.** The motion carried.

Chenoweth **MOVED APPROVAL OF RESOLUTION 1835: LEASE WITH RCDA FOR HR OFFICE SPACE.** The motion carried.

Hinchman **MOVED THAT COUNCIL ADOPT RESOLUTION 1836 (FY 2025 BUDGET REVISION SAO 2025-001-03).** In accordance with the requirements of the state auditor's office for inter-

Approved Minutes

departmental budget revisions, the chair ordered a roll-call vote. The motion carried. Council votes were as follows:

Bross-Fregonara	Absent	Kerns	Absent	Severino	Yes
Chenoweth	Yes	Lowther	Yes	Thompson	Yes
Carroll	Yes	Parker	Yes	Mayor J. Marco (in case of tie)	n/a
Hinchman	Yes	Plishka	Yes		

Hinchman MOVED APPROVAL OF RESOLUTION 1837: FY 2025 GENERAL FUND BUDGET REVISIONS 17-29. The motion carried.

Chenoweth MOVED APPROVAL OF RESOLUTION 1838: CONSTRUCTION LOAN FOR CITY HALL PROJECT FROM MOUNTAIN VALLEY BANK. The motion carried.

Chenoweth MOVED THAT COUNCIL ENTER EXECUTIVE SESSION UNDER THE EXEMPTION IN W. VA. CODE §6-9A-4 (B) (2) (A) (“MATTERS ARISING FROM THE APPOINTMENT, EMPLOYMENT, RETIREMENT, PROMOTION, TRANSFER, DEMOTION, DISCIPLINING, RESIGNATION, DISCHARGE, DISMISSAL OR COMPENSATION OF A PUBLIC OFFICER OR EMPLOYEE”) FOR THE AGENDA ITEM “RESOLUTION 1839: ACCEPTING THE TERMS OF AND AUTHORIZING EXECUTION OF A CONTRACT WITH NEOGOV FOR A HUMAN RESOURCES INFORMATION SYSTEM (HRIS) PLATFORM.” The motion carried. The executive session began at 7:34 p.m. and ended at 8:08 p.m. The mayor announced that no decisions were made and no actions were taken.

Chenoweth MOVED APPROVAL OF RESOLUTION 1839: ACCEPTING THE TERMS OF AND AUTHORIZING EXECUTION OF A CONTRACT WITH NEOGOV FOR A HUMAN RESOURCES INFORMATION SYSTEM (HRIS) PLATFORM. The motion carried.

Carroll MOVED APPROVAL OF RESOLUTION 1840: ACCEPTING THE TERMS OF AND AUTHORIZING EXECUTION OF A CONTRACT WITH USDA APHIS FOR PIGEON CONTROL. The motion carried.

Plishka MOVED APPROVAL OF RESOLUTION 1841: ACCEPTING THE TERMS OF AND AUTHORIZING EXECUTION OF A CONTRACT WITH DELMONTE MARKET FOR THE 2025 DOWNTOWN FLOWERS CONTRACT. The motion carried.

Lowther MOVED APPROVAL OF RESOLUTION 1842: ACCEPTING THE TERMS OF AND AUTHORIZING EXECUTION OF A CONTRACT WITH DELMONTE MARKET FOR 2025 CITY HALL LANDSCAPING SERVICES. The motion carried.

Hinchman MOVED APPROVAL OF RESOLUTION 1843: AUTHORIZING GOLD STAR MEMORIAL DONATION ON BEHALF OF CITY OF ELKINS. The motion carried.

Chenoweth MOVED RESCHEDULING THE REGULAR JUNE COUNCIL MEETINGS TO JUNE 12 AND JUNE 26. The motion carried.

Plishka MOVED RESCHEDULING THE REGULAR JULY 3 COUNCIL MEETING TO JULY 10. The motion carried.

The meeting was adjourned at 8:24 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor