ELKINS COMMON COUNCIL
MEETING MINUTES

Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
June 26, 2025
7:00 p.m.

Elkins Common Council met as above. Present were Mayor Jerry A. Marco; Councilors A.C. Carroll, R.C. Chenoweth, G.M. Hinchman, B.C. Kerns, 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 Assistant M. Himes; City Attorney G. S. Roberts; and City Clerk S.R. Stokes (recording secretary).

Councilors N.E. Bross-Fregonara and D.P. Parker was absent.

PUBLIC COMMENT

There was no public comment.

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE JUNE 12, 2025.** The motion carried.

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE JUNE 16, 2025 (CANVASS OF THE 2025 ELECTION).** The motion carried.

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE JUNE 18, 2025 (CERTIFICATION OF THE 2025 ELECTION).** The motion carried.

STAFF REPORTS

a. Operations Assistant M. Himes provided a verbal report.
b. City Treasurer T. Judy provided a written report (attached).
c. Fire Chief S. Himes provided a verbal report.
d. Police Chief T. Bennett provided a verbal report.
e. City Clerk S. Stokes provided a verbal report.
f. City Attorney G. Roberts provided a verbal 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 June 9-20, 2025.

NEW BUSINESS

Lowther **MOVED APPROVAL OF ORDINANCE 344: AMENDING §110.055 OF THE ELKINS CITY CODE TO INCORPORATE A DE MINIMIS EXEMPTION FOR CERTAIN SMALL BUSINESSES AND INDEPENDENT CONTRACTORS IN ACCORDANCE WITH HB 2451 (FINAL READING).** The motion carried.

Lowther **MOVED APPROVAL OF ORDINANCE 345: AMENDING CHAPTER 50 OF THE ELKINS CITY CODE TO ESTABLISH A LIMIT ON THE NUMBER OF BAGS COLLECTED THROUGH CITY SANITATION SERVICES (FINAL READING).** The motion carried.

Hinchman **MOVED APPROVAL OF ORDINANCE 346: AN ORDINANCE AUTHORIZING THE PUBLIC SALE AND TRANSFER BY DEED TO THE SUCCESSFUL BIDDER OF THE PARCEL OF 1464 SQ. FT ADJACENT TO THE PROPERTY OWNED BY LEGG PROPERTIES, LLC, FORMERLY THE MONTGOMERY WARD BUILDING (FIRST OF TWO READINGS).** The motion carried.

Chenoweth **MOVED APPROVAL OF RESOLUTION 1851: REVISION OF CITY PERSONNEL POLICY REGARDING MEAL BREAKS FOR FIELD EMPLOYEES.** The motion carried.

Lowther **MOVED APPROVAL OF RESOLUTION 1852: APPROVING TERMS AND EXECUTING LEASE FOR HR DEPARTMENT COPIER WITH HART OFFICE SOLUTIONS.** The motion carried.

Carroll **MOVED APPROVAL OF RESOLUTION 1853: REAPPOINTING JOHN ALIVETO TO THE ELKINS FIREFIGHTER CIVIL SERVICE COMMISSION.** The motion carried.

Lowther **MOVED APPROVAL OF RESOLUTION 1854: DONATION OF CITY OWNED SLR CAMERA TO ELKINS HIGH SCHOOL.** Carroll abstained from voting due to his employment by the Randolph County Board of Education. The motion carried.

Thompson **MOVED APPROVAL OF RESOLUTION 1855: APPROVING TERMS AND EXECUTING AGREEMENT WITH METHODIST CHURCH FOR PARKING SPACE RENTAL NEAR THE ELKINS FIRE DEPARTMENT.** The motion carried.

Carroll **MOVED POSTPONING THE JULY 17 MEETING TO JULY 24.** The motion carried.

The meeting adjourned at 7:30 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor

VENDOR SET: 01 Elkins

BANK: ARPA America Rescue Plan Act

DATE RANGE: 6/09/2025 THRU 6/20/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01676	Harbor Freight Tools							
I-CKREQ 061225	2 trash pumps	R	6/17/2025	1,799.98		000125		1,799.98
02743	Hull's Contracting Inc							
I-Appl. #3	contracted services	R	6/17/2025	50,885.93		000126		50,885.93

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2			52,685.91	0.00	52,685.91
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	0			0.00	0.00	0.00
EFT:	0			0.00	0.00	0.00
NON CHECKS:	0			0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00			
		VOID CREDITS	0.00	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: ARPA TOTALS:	2	52,685.91	0.00	52,685.91
BANK: ARPA TOTALS:	2	52,685.91	0.00	52,685.91

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 6/09/2025 THRU 6/20/2025

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00741		Great-West Trust Company LLC							
	I-VF 202506102526	Voya	D	6/10/2025	630.00		007329		
	I-VF2202506102526	Voya AT	D	6/10/2025	120.00		007329		750.00
00471		FirstEnergy MP/PE							
	I-BARRON 052025	Barron 041625-051425	D	6/16/2025	16,020.25		007330		16,020.25
02667		Health Equity							
	I-HSA202506102526	Health Savings	D	6/17/2025	1,116.54		007331		1,116.54
00032		Absolute Assurance Drug Test L							
	I-7599	drug testing W. Mallow/O. Poe	R	6/10/2025	70.00		017267		70.00
00047		Truist Governmental Finance							
	I-00005 062425	9948000234-05 062425	R	6/10/2025	2,596.05		017268		
	I-00007 061925	994800023400007 061925	R	6/10/2025	4,984.55		017268		7,580.60
00078		Nanci Bross-Fregonara							
	I-Ckrequest061025	reimburse for tree bd photos	R	6/10/2025	46.20		017269		46.20
00118		Cira and Associates Consulting							
	I-Appl. #3	contracted services	R	6/10/2025	34,605.00		017270		34,605.00
00385		John Deere Financial							
	I-3044863	WWTP Skid Steer	R	6/10/2025	1,697.03		017271		1,697.03
00457		Metalworks, Inc.							
	I-13759	plate repair RAS #3	R	6/10/2025	130.00		017272		130.00
00471		FirstEnergy MP/PE							
	I-ElkinsComm 060225	Elkins Comm Lighting 060225	R	6/10/2025	10,287.15		017273		
	I-Teaberry 053025	Teaberry Hills 042925-052825	R	6/10/2025	50.97		017273		10,338.12
00500		Newlons International Sales, L							
	I-01P29260	filters HVAC inlet & intake	R	6/10/2025	167.62		017274		167.62
00550		Precision Pump & Valve Service							
	I-0144156-IN	10HP Pump Repair	R	6/10/2025	7,089.00		017275		7,089.00
00591		Retiree Health Benefit Trust F							
	I-06/25 RHBT	Retirees RHBT 06/2025	R	6/10/2025	2,131.42		017276		2,131.42
00651		Southern WV Asphalt Inc							
	I-71866	Blacktop for patching	R	6/10/2025	271.41		017277		271.41

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 6/09/2025 THRU 6/20/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00772	Witmer Public Safety Group							
I-INV640706	Shirts with Embroidery	R	6/10/2025	263.00		017278		
I-INV644654	Shirts with Embroidery	R	6/10/2025	128.00		017278		391.00
00812	WV Division of Corrections & R							
I-5125B49F	4 days of inmate housing 05/25	R	6/10/2025	229.84		017279		229.84
00884	Colonial Court Service Station							
I-597990	4 tire sensast programming	R	6/10/2025	300.00		017280		300.00
00927	Interstate Battery System of S							
I-10015855	MTP-94R/H7	R	6/10/2025	155.95		017281		155.95
01594	Pace Analytical Services LLC							
I-2530597050	lab samples	R	6/10/2025	63.00		017282		
I-2530597368	lab samples	R	6/10/2025	618.20		017282		
I-2530602027	lab samples	R	6/10/2025	63.00		017282		
I-2530603126	lab samples	R	6/10/2025	150.40		017282		
I-2530603765	lab samples	R	6/10/2025	301.80		017282		
I-2530606643	lab samples	R	6/10/2025	216.80		017282		
I-2530609950	lab analysis	R	6/10/2025	2,804.40		017282		4,217.60
01681	HdL Companies							
I-05312025	BL & B&O Revenue	R	6/10/2025	2,974.69		017283		2,974.69
01727	Enterprise FM Trust							
I-578571-060525	Fleet Leases 06/2025	R	6/10/2025	20,776.80		017284		20,776.80
01790	Crim Law Office PLLC							
I-490	professional services	R	6/10/2025	11,455.00		017285		
I-491	professional services	R	6/10/2025	2,530.00		017285		
I-494	professional services	R	6/10/2025	770.00		017285		14,755.00
02098	Skasiks Quality Cleaners LLC							
I-25134-009	sew on patches	R	6/10/2025	12.00		017286		12.00
02143	Wholesale Tires & Auto							
I-1218938	4 Courser Trail tires	R	6/10/2025	780.00		017287		780.00
02336	GAI Consultants							
I-2220137	contracted services	R	6/10/2025	5,172.50		017288		5,172.50
02816	Whitetail Fabrication LLC							
I-2199	6 x 2 swivel caster	R	6/10/2025	225.00		017289		225.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 6/09/2025 THRU 6/20/2025

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02817		Nathan Glanden							
	I-988	Training Sayre/Marsh/Coffman	R	6/10/2025	150.00		017290		150.00
02818		Iron Horse Enterprise LLC							
	I-051525	15th St Repair Project	R	6/10/2025	23,080.71		017291		23,080.71
02819		Andrea Brandon							
	I-ckrequest060625	reimburse catering BTB	R	6/10/2025	270.30		017292		270.30
01220		The Delmonte Market							
	I-1539	2025 Contract-City Flowers	R	6/10/2025	6,028.50		017293		6,028.50
01220		The Delmonte Market							
	I-1541	34 Kinsman lines	R	6/10/2025	1,152.20		017294		1,152.20
01957		Zoro Tools, Inc.							
	I-INV16492779	Bulkhead Tank Fittings	R	6/10/2025	53.15		017295		53.15
1		WALTON, BRELAND J							
	I-000202506052524	US REFUND	R	6/10/2025	98.22		017296		98.22
1		LAMBERT, THOMAS							
	I-000202506102525	US REFUND	R	6/10/2025	19.01		017297		19.01
00116		Child Support Enforcement							
	I-CDS202506102526	Child Support	R	6/10/2025	453.40		017298		453.40
00121		Citizens Bank of WVFP							
	I-FP 202506102526	Fire Pension	R	6/10/2025	342.69		017299		342.69
00122		Citizens Bank of WVPP							
	I-PP 202506102526	Police Pension	R	6/10/2025	141.93		017300		
	I-PPN202506102526	Police Pension-2010 Forward	R	6/10/2025	255.31		017300		397.24
00147		COE Misc							
	I-MIS202506102526	Misc Reimbursements	R	6/10/2025	439.00		017301		439.00
00150		COE Payroll							
	I-T1 202506102526	Federal Withholding	R	6/10/2025	14,763.29		017302		14,763.29
00151		COE Payroll							
	I-T3 202506102526	FICA	R	6/10/2025	22,564.22		017303		
	I-T4 202506102526	Medicare	R	6/10/2025	5,546.88		017303		28,111.10

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 6/09/2025 THRU 6/20/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00152	COE Payroll							
I-T2 202506102526	State Withholding	R	6/10/2025	6,171.00		017304		6,171.00
00203	Davis Trust Company							
I-CC 202506102526	Employee Christmas Club	R	6/10/2025	2,330.00		017305		2,330.00
00747	Washington National Insurance							
I-WN 202506102526	Washington National Insurance	R	6/10/2025	574.13		017306		574.13
00837	COE Payroll Reimbursement							
I-001202506102526	Payroll Reimbursement	R	6/10/2025	59,351.93		017307		
I-006202506102526	Payroll Reimbursement	R	6/10/2025	9,392.84		017307		
I-036202506102526	Payroll Reimbursement	R	6/10/2025	17,163.18		017307		
I-400202506102526	Payroll Reimbursement	R	6/10/2025	25,398.99		017307		
I-401202506102526	Payroll Reimbursement	R	6/10/2025	14,731.43		017307		
I-404202506102526	Payroll Reimbursement	R	6/10/2025	12,258.63		017307		138,297.00
01885	Colonial Life							
I-CL 202506102526	Colionial Life-AT	R	6/10/2025	112.10		017308		
I-CLP202506102526	Colonial Life-PT	R	6/10/2025	52.52		017308		164.62
00150	COE Payroll							
I-T1 202506102527	Federal Withholding	R	6/10/2025	220.13		017309		220.13
00151	COE Payroll							
I-T3 202506102527	FICA	R	6/10/2025	471.90		017310		
I-T4 202506102527	Medicare	R	6/10/2025	110.38		017310		582.28
00152	COE Payroll							
I-T2 202506102527	State Withholding	R	6/10/2025	96.00		017311		96.00
00837	COE Payroll Reimbursement							
I-001202506102527	Payroll Reimbursement	R	6/10/2025	2,403.25		017312		
I-400202506102527	Payroll Reimbursement	R	6/10/2025	579.54		017312		2,982.79
00032	Absolute Assurance Drug Test L							
I-7207	Pre-Emp Testing	R	6/17/2025	126.00		017313		126.00
00034	ATCO International							
I-I0644748	Buster/ALube	R	6/17/2025	549.00		017314		
I-I0644923	White PTFE Sealant	R	6/17/2025	192.41		017314		741.41
00126	City of Clarksburg							
I-202506092987	Yard Waste Tkt 1958	R	6/17/2025	197.00		017315		197.00

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 6/09/2025 THRU 6/20/2025

VENDOR I.D.		NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00154		COE Sanitation							
	I-202506117639	Compost Tkt 1958 Brush 114	R	6/17/2025	299.48		017316		
	I-202506117640	Ticket 156332 TCSW	R	6/17/2025	299.48		017316		
	I-202506117646	Roll-Off Rental Fee 05/25	R	6/17/2025	205.53		017316		804.49
00201		Davis Electrical Svc. Inc							
	I-289763	Electrical Work	R	6/17/2025	125.00		017317		
	I-289789	Electrical Work	R	6/17/2025	475.73		017317		
	I-289818	Electrical Work	R	6/17/2025	546.07		017317		
	I-289828	Electrical work	R	6/17/2025	551.45		017317		
	I-289829	Electrical Work	R	6/17/2025	560.00		017317		
	I-289906	Electrical Work	R	6/17/2025	604.00		017317		2,862.25
00457		Metalworks, Inc.							
	I-13756	Repair Lawnmower deck	R	6/17/2025	235.00		017318		235.00
00468		Miss Utility of West Virginia,							
	I-WV25-2069	Message Fees May 2025	R	6/17/2025	292.10		017319		292.10
00629		Service Pump & Supply							
	I-CI-0000027491	Valve Spears Electro	R	6/17/2025	830.50		017320		830.50
00651		Southern WV Asphalt Inc							
	I-71930/71940/71950	Blacktop for patching	R	6/17/2025	1,075.68		017321		1,075.68
00665		State Electric Supply Company							
	I-17811270-04	SW Box w/Flat BR	R	6/17/2025	173.00		017322		173.00
01220		The Delmonte Market							
	I-1538	Landscaping	R	6/17/2025	8,500.00		017323		8,500.00
01416		Gerry Roberts							
	I-CK REQ 061125	Reimb Recording Fee	R	6/17/2025	32.00		017324		32.00
01751		COE WWTP							
	I-202506137662	Backwash 05/25	R	6/17/2025	890.31		017325		890.31
01790		Crim Law Office PLLC							
	I-492	Sanitary Bd Matters 04/2025	R	6/17/2025	370.00		017326		370.00
02157		Jerry A Marco							
	I-Exp 061225	Travel Exp WVMWQA Mtg	R	6/17/2025	293.80		017327		293.80

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 6/09/2025 THRU 6/20/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02215	Tucker County Solid Waste Auth							
I-00156332	Construction Debris-City Hall	R	6/17/2025	669.45		017328		669.45
02453	Eastern Fire Equipment Service							
I-INV3285349	Ventilation Saw Parts	R	6/17/2025	449.14		017329		449.14
02477	Duncan Parnell							
I-40201893	Catalyst 1 Annual Sub	R	6/17/2025	3,980.00		017330		3,980.00
02525	DTC Farms LLC							
I-005 0609258	Mini-Exc Rental	R	6/17/2025	1,375.00		017331		1,375.00
02608	Zinn's R Us Inc							
I-3763	4 Septic Holding Tanks	R	6/17/2025	400.00		017332		400.00
02685	Selective Insurance Company of							
I-06/25/2025	Installment Fees	R	6/17/2025	30.00		017333		30.00
02820	James Bibey							
I-05/28/2025	Summerfield sewer damage	R	6/17/2025	2,700.00		017334		2,700.00
02743	Hull's Contracting Inc							
I-Appl #3	contracted services	R	6/17/2025	24,294.07		017335		24,294.07

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	69			392,214.74	0.00	392,214.74
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	3			17,886.79	0.00	17,886.79
EFT:	0			0.00	0.00	0.00
NON CHECKS:	0			0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00			
		VOID CREDITS	0.00	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	72	410,101.53	0.00	410,101.53
BANK: Pool TOTALS:	72	410,101.53	0.00	410,101.53

VENDOR SET: 01 Elkins
BANK: TIF TIF District #1
DATE RANGE: 6/09/2025 THRU 6/20/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
I-CKREQ 060425	Reimburse GF for invoice pcard	R	6/10/2025	1,503.40		000003		1,503.40

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1			1,503.40	0.00	1,503.40
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: TIF TOTALS:	1	1,503.40	0.00	1,503.40
BANK: TIF TOTALS:	1	1,503.40	0.00	1,503.40
REPORT TOTALS:	75	464,290.84	0.00	464,290.84

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 6/09/2025 THRU 6/20/2025
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
