



City of Elkins

Council Meeting

July 24, 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 July 10, 2025
5. **Correspondence, Notifications, and Recognitions**
 - a. Building permits, zoning permits, and vacant property registrations
 - b. Police and Fire pension fund reports for FY 2025
6. **Councilor Reports**
7. **Staff reports**
 - a. Treasurer's report
8. **Approval of vendor invoice payments**
 - a. Vendor invoices presented for approval: July 7-18, 2025

(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. Ordinance 347: Amending City Code, Chapter 152, Zoning, concerning conditional uses in City Residential (R-2) (final reading)
 - b. Phil Gainer Community Center roof update and planning
 - c. Proposal to expend the maximum funds allowed under §8-12-5(52), as amended under the city's Home Rule authority, to promote Elkins in a marketing campaign at Tysons Corner Center
 - d. Update concerning opioid settlements
10. **Mayor's comments**
11. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 24, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of July 10, 2025
Recommended By:	City Clerk
Summary:	Minutes proposed for the council meeting of July 10, 2025
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. City Council - 2025_07_10 - minutes_proposed

Proposed Minutes

ELKINS COMMON COUNCIL MEETING MINUTES

***Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
July 10, 2025
7:00 p.m.***

Elkins Common Council met as above. Present were Mayor Jerry A. Marco; Councilors N.E. Bross-Fregonara, G.M. Hinchman, B.C. Kerns, C.C. Lowther, B.A. Woods, 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 Executive Secretary M. Goins (recording secretary).

R.C. Chenoweth, A.C. Carroll was absent.

PUBLIC COMMENT

Pastor M. Boggs, Rivers of Living Water Church (503 Lincoln Ave), regarding Ordinance 347.

R. Dusenbury, representative of Senator Moore, providing informational packets.

MINUTES

Lowther **MOVED APPROVAL OF THE MINUTES OF THE JUNE 26, 2025. The motion carried.**

CORRESPONDENCE, NOTIFICATIONS, AND RECOGNITIONS

- a. Building permits, zoning permits, and vacant property registrations

COUNCILOR REPORTS

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

STAFF REPORTS

- a. Operations Manager M. Kesecker 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. Executive Secretary M. Goins provided a verbal report.
- f. City Attorney G. Roberts provided a verbal report.

Proposed Minutes

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 23-July 4, 2025.

NEW BUSINESS

Lowther **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 (FINAL READING).** The motion carried.

Plishka **MOVED APPROVAL OF ORDINANCE 347: AMENDING CITY CODE, CHAPTER 152, ZONING, CONCERNING CONDITIONAL USES IN CITY RESIDENTIAL (R-2) (FIRST OF TWO READINGS).** The motion carried

The Council will be addressing ORDINANCE 348: TRANSFERRING THE CITY HALL PARKING LOT TO THE BUILDING COMMISSION FOR USE AS SECURITY FOR MOUNTAIN VALLEY BANK CONSTRUCTION LOAN FOR CITY HALL REPAIRS AND RENOVATION PROJECT, at the next council meeting as Mountain Valley Bank is awaiting the appraisal.

Hinchman **MOVED THAT COUNCIL ADOPT RESOLUTION 1856 (GENERAL FUND BUDGET REVISION SAO 2026-001-01).** In accordance with the requirements of the state auditor's office for inter-departmental budget revisions, the chair ordered a roll-call vote. The clerk called the roll in random order. The motion carried. Council votes were as follows:

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

Hinchman **MOVED THAT COUNCIL ADOPT RESOLUTION 1857 (COAL SEVERANCE REVISION SAO 2026-002-01).** In accordance with the requirements of the state auditor's office for inter-departmental budget revisions, the chair ordered a roll-call vote. The clerk called the roll in random order. The motion carried. Council votes were as follows:

Bross-Fregonara	Yes	Kerns	Yes	Severino	Yes
Chenoweth	Absent	Lowther	Yes	Thompson	Yes

Proposed Minutes

Carroll	Absent	Woods	Yes	Mayor J. Marco (in case of tie)	n/a
Hinchman	Yes	Plishka	Yes		

Kerns MOVED APPROVAL OF **RESOLUTION 1858: APPROVING THE NOMINATION AND CONFIRMING APPOINTMENT OF SUSAN EVICK TO AN UNEXPIRED TERM ON THE ELKINS PLANNING COMMISSION.** The motion carried

Hinchman MOVED APPROVAL OF **RESOLUTION 1859: APPROVING AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN DAVIS AND ELKINS COLLEGE CAMPUS VIOLENCE PREVENTION PROJECT, CENTERS AGAINST VIOLENCE, AND THE ELKINS POLICE DEPARTMENT.** The motion carried

The meeting was adjourned at 7:48 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 24, 2025
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Building permits, zoning permits, and vacant property registrations
Recommended By:	Building Officer
Summary:	The attached report shows building permits issued 06/10/2025-7/21/2025. There were 45 projects with a total valuation of \$1,804,259.00 Zoning permits show 3 new business. There are currently 54 structures registered as vacant. 13 structures have been billed for 2025
Fiscal Impact:	The attached report shows building permits issued 06/10/2025-7/21/2025. There were 45 projects with a total valuation of \$1,804,259.00
Recommendation:	Review presented information
Attachments:	1. Building Permits - 2025_07_24

The attached report shows building permits issued 06/10/2025-7/21/2025. There were 45 projects with a total valuation of \$1,804,259.00

Zoning permits show 3 new business

There are currently 54 structures registered as vacant. 13 structures have been billed for 2025

BUILDING PERMITS

7/21/2025 1:36 PM PROJECT MASTER REPORT PAGE: 1
PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
PROJECT TYPE: Exclude: BPZONING CONTRACTOR CLASS: All - All Contractor Classes
CONTRACTORS: All
APPLIED DATES: 6/10/2025 THRU 7/21/2025 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS INCLUDED: Opened, Complet ISSUED DATES: 0/00/0000 THRU 99/99/9999
=====

PROJECT: 240461 - RESIDENTIAL PLUMBING TYPE: PLB-RES RESIDENTIAL PLUMBING
PROPERTY: 118 SCOTT FORD RD
APPLIED DATE: 6/10/2025 ISSUED DATE: 6/10/2025 EXPIRATION DATE: 12/11/2025 COMPLETION DATE: 0/00/0000
CONTRACTOR: BATHFITTER BATH FITTER ISSUED TO: ZURBUCH, PETER
542 INDUSTRIAL DR 118 SCOTT FORD RD
LEWISBERRY, PA 17339 ELKINS, WV 26241
SQUARE FEET: 1
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240462 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
PROPERTY: 46 CHERRY ST
APPLIED DATE: 6/10/2025 ISSUED DATE: 6/10/2025 EXPIRATION DATE: 12/11/2025 COMPLETION DATE: 0/00/0000
CONTRACTOR: D&LMALLOWC D & L MALLOW CONSTRUCTION LLC ISSUED TO: ARMSTRONG, ERIC A
407 DIAMOND ST 200 SECOND ST
ELKINS, WV 26241 ELKINS, WV 26241
SQUARE FEET: 2,200
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240463 - COMMERCIAL ELECTRICAL TYPE: ELEC-COM COMMERCIAL ELECTRICAL
PROPERTY: 21 THIRD ST
APPLIED DATE: 6/10/2025 ISSUED DATE: 6/10/2025 EXPIRATION DATE: 12/11/2025 COMPLETION DATE: 0/00/0000
CONTRACTOR: MASTERSERV MASTER SERVICE CORPORATION ISSUED TO: AUGUSTA HERITAGE CENTER, INC
2553 HARRISON AVE 21 THIRD ST
ELKINS, WV 26241 ELKINS, WV 26241
SQUARE FEET: 1,800
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240464 - RESIDENTIAL DECK TYPE: DECK-RES RESIDENTIAL DECK
PROPERTY: 208 BRIDGEWATER DR
APPLIED DATE: 6/10/2025 ISSUED DATE: 6/10/2025 EXPIRATION DATE: 12/11/2025 COMPLETION DATE: 0/00/0000
CONTRACTOR: ISSUED TO: CHENOWETH, ROBERT
208 BRIDGEWATER DR
ELKINS, WV 26241

SQUARE FEET: 144
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240465 - RESIDENTIAL WINDOWS TYPE: WIND-RES RESIDENTIAL WINDOWS
 PROPERTY: 200 SECOND ST
 APPLIED DATE: 6/10/2025 ISSUED DATE: 6/10/2025 EXPIRATION DATE: 12/11/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: AYTHOS AYTHOS LLC ISSUED TO: ARMSTRONG, ERIC A
 200 SECOND STREET 200 SECOND ST
 ELKINS, WV 26241 ELKINS, WV 26241
 SQUARE FEET: 1
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240467 - RESIDENTIAL ACCESSORY BUILDING TYPE: BR-ACC RESIDENTIAL ACCESSORY BLD
 PROPERTY: 205 GRAHAM ST
 APPLIED DATE: 6/16/2025 ISSUED DATE: 6/16/2025 EXPIRATION DATE: 12/17/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: YOKUM, TIMOTHY
 205 GRAHAM ST
 ELKINS, WV 26241
 SQUARE FEET: 264
 DWELLING TYPE: PRIVATE UNITS: 12
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240468 - RESIDENTIAL REMODEL TYPE: BR-REM RESIDENTIAL REMODEL
 PROPERTY: 209 GRAHAM ST
 APPLIED DATE: 6/16/2025 ISSUED DATE: 6/16/2025 EXPIRATION DATE: 12/17/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: BASEMENTA BASEMENT AUTHORITY OF WV ISSUED TO: LAWSON-QUATTRO , ASHLEY M
 132 ROCKY STEP RD 209 GRAHAM ST
 SCOTT DEPOT, WV 25560 ELKINS, WV 26241
 SQUARE FEET: 624
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240469 - RESIDENTIAL DECK TYPE: DECK-RES RESIDENTIAL DECK
 PROPERTY: 112 RIVERVIEW DR
 APPLIED DATE: 6/16/2025 ISSUED DATE: 6/16/2025 EXPIRATION DATE: 12/17/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: DANIELRICE RICE, DANIEL ISSUED TO: HOTT, GREG
 650 SPRINGSTONE RD 112 RIVERVIEW DR
 MONTROSE, WV 26283 ELKINS, WV 26241
 SQUARE FEET: 96
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240470 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
 PROPERTY: 106 ORCHARD ST
 APPLIED DATE: 6/16/2025 ISSUED DATE: 6/16/2025 EXPIRATION DATE: 12/17/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ULTIMATE ULTIMATE ROOFING WV LLC ISSUED TO: HUDNALL, CAROL
 410 OHIO AVE 204 EDGEWATER DR
 NUTTERFORD, WV 26301 ELKINS, WV 26241
 SQUARE FEET: 900
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240471 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING

PROPERTY: 1624 S DAVIS AVE
 APPLIED DATE: 6/17/2025 ISSUED DATE: 6/17/2025 EXPIRATION DATE: 12/18/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: HILLSIDE HILLSIDE ROOFING, LLC ISSUED TO: PRITT, CECIL
 141 CENTRAL CHAPEL RD 1624 S DAVIS AVE
 MONTROSE, WV 26283 ELKINS, WV 26241
 SQUARE FEET: 700
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240475 - SIGN TYPE: SIGN SIGN
 PROPERTY: 1509 HARRISON AVE
 APPLIED DATE: 6/19/2025 ISSUED DATE: 6/19/2025 EXPIRATION DATE: 12/20/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: PSG PSG SIGNS ISSUED TO: TACO BELL FRANCHISE LLC
 CLIFF CLAY PO BOX 80600
 161 UPPER RIVER ROAD INDIANAPOLIS, IN 46280
 GALLIPOLIS, OH 45631
 SQUARE FEET: 222
 DWELLING TYPE: PRIVATE UNITS: 6
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240477 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
 PROPERTY: 123 CONWAY DR
 APPLIED DATE: 6/19/2025 ISSUED DATE: 6/19/2025 EXPIRATION DATE: 12/20/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ARMOR ARMOR CONSTRUCTION LLC ISSUED TO: SMITH-THOMPSON, DIETTRA
 16 ORCHARD DRIVE 123 CONWAY DR
 BUCKHANNON, WV 26201 ELKINS, WV 26241
 SQUARE FEET: 1,600
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240478 - COMMERCIAL FENCE TYPE: FENCE-COM COMMERCIAL FENCE
 PROPERTY: 1300 COLE AVE
 APPLIED DATE: 6/23/2025 ISSUED DATE: 6/23/2025 EXPIRATION DATE: 12/24/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: WV013234 J C CONSTRUCTION LLC ISSUED TO: MOUNTAINEER GAS CO
 2327 BILLS CREEK ROAD PO BOX 5201
 BELINGTON, WV 26250 CHARLESTON, WV 25361-0201
 SQUARE FEET: 1
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 100.00

PROJECT: 240479 - RESIDENTIAL FENCE TYPE: FENCE-RES RESIDENTIAL FENCE
 PROPERTY: 148 STATE ST
 APPLIED DATE: 6/23/2025 ISSUED DATE: 6/23/2025 EXPIRATION DATE: 12/24/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: BENNETT, DANNY
 148 STATE ST
 ELKINS, WV 26241
 SQUARE FEET: 213
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240480 - RESIDENTIAL REMODEL TYPE: BR-REM RESIDENTIAL REMODEL
 PROPERTY: 639 CAPITOL ST
 APPLIED DATE: 6/26/2025 ISSUED DATE: 6/26/2025 EXPIRATION DATE: 12/27/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: BASEMENTA BASEMENT AUTHORITY OF WV ISSUED TO: NORWOOD, TRAVIS R
 132 ROCKY STEP RD 639 CAPITOL ST

SCOTT DEPOT, WV 25560	ELKINS, WV 26241
SQUARE FEET: 140	
DWELLING TYPE: PRIVATE	UNITS: 1
STATUS: OPEN	BALANCE: 0.00
PROJECT: 240481 - COMMERCIAL ROOFING	
TYPE: ROOF-COM COMMERCIAL ROOFING	
PROPERTY: 14 S RANDOLPH AVE	
APPLIED DATE: 6/26/2025 ISSUED DATE: 6/26/2025 EXPIRATION DATE: 12/27/2025 COMPLETION DATE: 0/00/0000	
CONTRACTOR: CLIFFORDRB CLIFFORD R BILLER GEN CONT ISSUED TO: WALLACE IV, JOHN J	
336 BLAINE AVE	PO BOX 7
ELKINS, WV 26241	ELKINS, WV 26241
SQUARE FEET: 3,800	
DWELLING TYPE: PUBLIC	UNITS: 1
STATUS: OPEN	BALANCE: 0.00
PROJECT: 240483 - RESIDENTIAL ROOFING	
TYPE: ROOF-RES RESIDENTIAL ROOFING	
PROPERTY: 82 WARD AVE	
APPLIED DATE: 6/30/2025 ISSUED DATE: 6/30/2025 EXPIRATION DATE: 12/31/2025 COMPLETION DATE: 0/00/0000	
CONTRACTOR: ISSUED TO: YARDLEY, ETHAN L	
	82 WARD AVE
	ELKINS, WV 26241
SQUARE FEET: 192	
DWELLING TYPE: PRIVATE	UNITS: 1
STATUS: OPEN	BALANCE: 0.00
PROJECT: 240484 - RESIDENTIAL ELECTRICAL	
TYPE: ELEC-RES RESIDENTIAL ELECTRICAL	
PROPERTY: 1719 LAVALETTE AVE	
APPLIED DATE: 6/30/2025 ISSUED DATE: 6/30/2025 EXPIRATION DATE: 12/31/2025 COMPLETION DATE: 0/00/0000	
CONTRACTOR: CRITSELEC CRITES ELECTRIC INC ISSUED TO: SMITH, CHARLENE	
50 S KANAWHA ST	1719 LAVALETTE AVE
BUCKHANNON, WV 26201	ELKINS, WV 26241
SQUARE FEET: 1	
DWELLING TYPE: PRIVATE	UNITS: 1
STATUS: OPEN	BALANCE: 0.00
PROJECT: 240486 - COMMERCIAL DEMOLITION	
TYPE: DEMO-COM COMMERCIAL DEMOLITION	
PROPERTY: 903 GORMAN AVE	
APPLIED DATE: 6/30/2025 ISSUED DATE: 6/30/2025 EXPIRATION DATE: 12/31/2025 COMPLETION DATE: 0/00/0000	
CONTRACTOR: ISSUED TO: DAVIS MEMORIAL HOSPITAL	
	PO BOX 2069
	CHARLESTON, WV 25327-2069
SQUARE FEET: 3,000	
DWELLING TYPE: PRIVATE	UNITS: 1
STATUS: OPEN	BALANCE: 0.00
PROJECT: 240488 - COMMERCIAL REMODEL	
TYPE: BC-REM COMMERCIAL REMODEL	
PROPERTY: 1013 N RANDOLPH AVE	
APPLIED DATE: 7/01/2025 ISSUED DATE: 7/01/2025 EXPIRATION DATE: 1/01/2026 COMPLETION DATE: 0/00/0000	
CONTRACTOR: MARCH MARCH WESTIN CO INC ISSUED TO: UNITED HOSPITAL CTR - ELKINS	
360 FRONTIER AVENUE	327 MEDICAL PARK DR
MORGANTOWN, WV 26505	BRIDGEPORT, WV 26330
SQUARE FEET: 3,843	
DWELLING TYPE: PRIVATE	UNITS: 1
STATUS: OPEN	BALANCE: 0.00

PROJECT: 240489 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
 PROPERTY: 103 WHITE OAK LN
 APPLIED DATE: 7/02/2025 ISSUED DATE: 7/02/2025 EXPIRATION DATE: 1/02/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: DESIGN DESIGN ROOFING & SHEET METAL ISSUED TO: PLANT, JOAN
 2224 BEVERLY PIKE 103 WHITE OAK LN
 ELKINS, WV 26241 ELKINS, WV 26241
 SQUARE FEET: 2,400
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 97.00

PROJECT: 240491 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
 PROPERTY: 55 BARRON AVE
 APPLIED DATE: 7/02/2025 ISSUED DATE: 7/02/2025 EXPIRATION DATE: 1/02/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: DESIGN DESIGN ROOFING & SHEET METAL ISSUED TO: MURPHY, PATRICIA
 2224 BEVERLY PIKE 55 BARRON AVE
 ELKINS, WV 26241 ELKINS, WV 26241
 SQUARE FEET: 2,300
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 94.00

PROJECT: 240492 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
 PROPERTY: 119 BRUCE ST
 APPLIED DATE: 7/02/2025 ISSUED DATE: 7/02/2025 EXPIRATION DATE: 1/02/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: STANLEY, JUSTIN & RYAN C
 119 BRUCE ST
 ELKINS, WV 26241
 SQUARE FEET: 1,400
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240493 - COMMERCIAL PLUMBING TYPE: PLB-COM COMMERCIAL PLUMBING
 PROPERTY: 801 HARRISON AVE
 APPLIED DATE: 7/02/2025 ISSUED DATE: 7/02/2025 EXPIRATION DATE: 1/02/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: GUTTER GUTTER EXPRESS INC ISSUED TO: VANDALIA SERVICES
 95 BOWERS DRIVE 312 BUFFALO ST
 COALTON, WV 26257 ELKINS, WV 26241
 SQUARE FEET: 386
 DWELLING TYPE: PUBLIC UNITS: 1
 STATUS: OPEN BALANCE: 50.00

PROJECT: 240494 - SIGN TYPE: SIGN SIGN
 PROPERTY: 600 S RANDOLPH AVE
 APPLIED DATE: 7/02/2025 ISSUED DATE: 7/02/2025 EXPIRATION DATE: 1/02/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: THESIGNGUY THE SIGN GUY LC ISSUED TO: HARTMAN, WILLIAM
 9 1/2 FRANKLIN ST PO BOX 243
 BUCKHANNON, WV 26201 ELKINS, WV 26241
 SQUARE FEET: 44
 DWELLING TYPE: PUBLIC UNITS: 3
 STATUS: OPEN BALANCE: 47.00

PROJECT: 240495 - COMMERCIAL SIDEWALK/DRIVEWAY TYPE: BC-SIDE COM SIDEWALK/DRIVEWAY
 PROPERTY: 10 ELEVENTH ST
 APPLIED DATE: 7/03/2025 ISSUED DATE: 7/03/2025 EXPIRATION DATE: 7/09/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: SIMON SIMON CONCRETE SOLUTIONS ISSUED TO: RANDOLPH CO WOODTECH CTR
 1801 LIVINGSTON AVENUE 10 ELEVENTH ST

ELKINS, WV 26241	ELKINS, WV 26241
SQUARE FEET: 600	
DWELLING TYPE: PRIVATE	UNITS: 1
STATUS: OPEN	BALANCE: 0.00
PROJECT: 240496 - RESIDENTIAL ROOFING	
TYPE: ROOF-RES RESIDENTIAL ROOFING	
PROPERTY: 11 JONES DR	
APPLIED DATE: 7/03/2025 ISSUED DATE: 7/03/2025 EXPIRATION DATE: 1/03/2026 COMPLETION DATE: 0/00/0000	
CONTRACTOR: DESIGN DESIGN ROOFING & SHEET METAL ISSUED TO: SMITH, LINDA	
2224 BEVERLY PIKE PO BOX 886	
ELKINS, WV 26241 ELKINS, WV 26241-0886	
SQUARE FEET: 5,000	
DWELLING TYPE: PRIVATE UNITS: 1	
STATUS: OPEN BALANCE: 175.00	
PROJECT: 240497 - RESIDENTIAL ROOFING	
TYPE: ROOF-RES RESIDENTIAL ROOFING	
PROPERTY: 109 RIVERVIEW DR	
APPLIED DATE: 7/03/2025 ISSUED DATE: 7/03/2025 EXPIRATION DATE: 1/03/2026 COMPLETION DATE: 0/00/0000	
CONTRACTOR: DESIGN DESIGN ROOFING & SHEET METAL ISSUED TO: CORLEY, RUSSELL	
2224 BEVERLY PIKE 109 RIVERVIEW DR	
ELKINS, WV 26241 ELKINS, WV 26241	
SQUARE FEET: 1,900	
DWELLING TYPE: PRIVATE UNITS: 1	
STATUS: OPEN BALANCE: 82.00	
PROJECT: 240498 - RESIDENTIAL REMODEL	
TYPE: BR-REM RESIDENTIAL REMODEL	
PROPERTY: 12 FIRST ST	
APPLIED DATE: 7/03/2025 ISSUED DATE: 7/03/2025 EXPIRATION DATE: 1/03/2026 COMPLETION DATE: 0/00/0000	
CONTRACTOR: T-ROY T-ROY ISSUED TO: WHIPPLE, HEATHER M	
6807 PARSONS ROAD 12 FIRST ST	
MONTROSE, WV 26283 ELKINS, WV 26241	
SQUARE FEET: 180	
DWELLING TYPE: PRIVATE UNITS: 1	
STATUS: OPEN BALANCE: 0.00	
PROJECT: 240499 - RESIDENTIAL DEMOLITION	
TYPE: DEMO-RES RESIDENTIAL DEMOLITION	
PROPERTY: 104 GRAHAM ST	
APPLIED DATE: 7/14/2025 ISSUED DATE: 7/14/2025 EXPIRATION DATE: 1/14/2026 COMPLETION DATE: 0/00/0000	
CONTRACTOR: ALLEGHENY ALLEGHENY EXCAVATING LLC ISSUED TO: MOORE, GREGORY	
4476 FILES CREEK ROAD PO BOX 2235	
BEVERLY, WV 26253 ELKINS, WV 26241	
SQUARE FEET: 1,400	
DWELLING TYPE: PRIVATE UNITS: 1	
STATUS: OPEN BALANCE: 0.00	
PROJECT: 240500 - RESIDENTIAL ACCESSORY BUILDING	
TYPE: BR-ACC RESIDENTIAL ACCESSORY BLD	
PROPERTY: 100 VALLEY CT	
APPLIED DATE: 7/14/2025 ISSUED DATE: 7/14/2025 EXPIRATION DATE: 1/14/2026 COMPLETION DATE: 0/00/0000	
CONTRACTOR: ISSUED TO: PHILLIPS, BRADLEY D & DEB	
100 VALLEY CT	
ELKINS, WV 26241	
SQUARE FEET: 240	
DWELLING TYPE: PRIVATE UNITS: 1	
STATUS: OPEN BALANCE: 0.00	

PROJECT: 240501	- RESIDENTIAL ROOFING	TYPE: ROOF-RES	RESIDENTIAL ROOFING
PROPERTY:	337 GRAHAM ST		
APPLIED DATE: 7/14/2025	ISSUED DATE: 7/14/2025	EXPIRATION DATE: 1/14/2026	COMPLETION DATE: 0/00/0000
CONTRACTOR: BURKHOLDER BURKHOLDER ENTERPRISE		ISSUED TO: DIBACCO, SANDY	
5698 MORGANTOWN PIKE		337 GRAHAM ST	
BELINGTON, WV 26250		ELKINS, WV 26241	
SQUARE FEET: 1,400			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 67.00		
PROJECT: 240502	- RESIDENTIAL REMODEL	TYPE: BR-REM	RESIDENTIAL REMODEL
PROPERTY:	119 ELLIS AVE		
APPLIED DATE: 7/14/2025	ISSUED DATE: 7/14/2025	EXPIRATION DATE: 1/14/2026	COMPLETION DATE: 0/00/0000
CONTRACTOR: BASEMENTA BASEMENT AUTHORITY OF WV		ISSUED TO: DUMIRE, CLIFFORD & EDWI	
132 ROCKY STEP RD		119 ELLIS AVE	
SCOTT DEPOT, WV 25560		ELKINS, WV 26241	
SQUARE FEET: 1			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 25.00		
PROJECT: 240503	- RESIDENTIAL FENCE	TYPE: FENCE-RES	RESIDENTIAL FENCE
PROPERTY:	102 BRUCE ST		
APPLIED DATE: 7/14/2025	ISSUED DATE: 7/14/2025	EXPIRATION DATE: 1/14/2026	COMPLETION DATE: 0/00/0000
CONTRACTOR: NEEL DAN NEEL FENCE COMPANY LLC		ISSUED TO: RYAN, GUY	
105 STEELE ST - BOX 46		102 BRUCE ST	
BRIDGEPORT, WV 26330		ELKINS, WV 26241	
SQUARE FEET: 110			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 0.00		
PROJECT: 240504	- RESIDENTIAL WINDOWS	TYPE: WIND-RES	RESIDENTIAL WINDOWS
PROPERTY:	158 DELAWARE AVE		
APPLIED DATE: 7/14/2025	ISSUED DATE: 7/14/2025	EXPIRATION DATE: 1/14/2026	COMPLETION DATE: 0/00/0000
CONTRACTOR: HANSHAWENT HANSHAW ENTERPRISES INC		ISSUED TO: RAINES, TONI	
148 MIDDLETOWN RD		158 DELAWARE AVE	
FAIRMONT, WV 26554		ELKINS, WV 26241	
SQUARE FEET: 1			
DWELLING TYPE: PRIVATE	UNITS: 16		
STATUS: OPEN	BALANCE: 25.00		
PROJECT: 240505	- RESIDENTIAL ROOFING	TYPE: ROOF-RES	RESIDENTIAL ROOFING
PROPERTY:	205 FIRST ST		
APPLIED DATE: 7/15/2025	ISSUED DATE: 7/15/2025	EXPIRATION DATE: 1/15/2026	COMPLETION DATE: 0/00/0000
CONTRACTOR: MOUNTAIN V MOUNTAIN VIEW FRAMING & CONST		ISSUED TO: ANKNEY, JUDY A	
7800 MORGANTOWN PIKE		205 FIRST ST	
MONTROSE, WV 26283		ELKINS, WV 26241	
SQUARE FEET: 1,000			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 0.00		
PROJECT: 240506	- RESIDENTIAL SIDEWALK/DRIVEWAY	TYPE: BR-SIDE	RES DRIVEWAY/SIDEWALK
PROPERTY:	101 ELLIS AVE		
APPLIED DATE: 7/15/2025	ISSUED DATE: 7/15/2025	EXPIRATION DATE: 1/15/2026	COMPLETION DATE: 0/00/0000
CONTRACTOR: GARBER GARBER CONCRETE WORK		ISSUED TO: CASSEDAY, LARRY	
2404 BUFFALO MOUNTAIN RD		101 ELLIS AVE	

ARBORVALE, WV 24915	ELKINS, WV 26241
SQUARE FEET: 945	
DWELLING TYPE: PRIVATE UNITS: 1	
STATUS: OPEN BALANCE: 0.00	
PROJECT: 240509 - RESIDENTIAL REMODEL TYPE: BR-REM RESIDENTIAL REMODEL	
PROPERTY: 929 S KERENS AVE	
APPLIED DATE: 7/16/2025 ISSUED DATE: 7/16/2025 EXPIRATION DATE: 1/16/2026 COMPLETION DATE: 0/00/0000	
CONTRACTOR:	ISSUED TO: URBAN, RYAN & KIM
	929 S KERENS AVE
	ELKINS, WV 26241
SQUARE FEET: 80	
DWELLING TYPE: PRIVATE UNITS: 1	
STATUS: OPEN BALANCE: 0.00	
PROJECT: 240510 - RESIDENTIAL SIDEWALK/DRIVEWAY TYPE: BR-SIDE RES DRIVEWAY/SIDEWALK	
PROPERTY: 1329 LIVINGSTON AVE	
APPLIED DATE: 7/16/2025 ISSUED DATE: 7/16/2025 EXPIRATION DATE: 1/16/2026 COMPLETION DATE: 0/00/0000	
CONTRACTOR:	ISSUED TO: BENDER, TIMMIE
	1931 SHIMIER PL
	MILL CREEK, WV 26280-5050
SQUARE FEET: 100	
DWELLING TYPE: PRIVATE UNITS: 1	
STATUS: OPEN BALANCE: 0.00	
PROJECT: 240511 - RESIDENTIAL WINDOWS TYPE: WIND-RES RESIDENTIAL WINDOWS	
PROPERTY: 118 GRANDVIEW AVE	
APPLIED DATE: 7/16/2025 ISSUED DATE: 7/16/2025 EXPIRATION DATE: 1/16/2026 COMPLETION DATE: 0/00/0000	
CONTRACTOR: HANSHAWENT HANSHAW ENTERPRISES INC	ISSUED TO: HAYES, RACHEL
148 MIDDLETOWN RD	118 GRANDVIEW AVE
FAIRMONT, WV 26554	ELKINS, WV 26241
SQUARE FEET: 1	
DWELLING TYPE: PRIVATE UNITS: 22	
STATUS: OPEN BALANCE: 25.00	
PROJECT: 240512 - RESIDENTIAL WINDOWS TYPE: WIND-RES RESIDENTIAL WINDOWS	
PROPERTY: 107 ORCHARD ST	
APPLIED DATE: 7/16/2025 ISSUED DATE: 7/16/2025 EXPIRATION DATE: 1/16/2026 COMPLETION DATE: 0/00/0000	
CONTRACTOR: HANSHAWENT HANSHAW ENTERPRISES INC	ISSUED TO: BURKE, LINDA M
148 MIDDLETOWN RD	PO BOX 1109
FAIRMONT, WV 26554	ELKINS, WV 26241
SQUARE FEET: 1	
DWELLING TYPE: PRIVATE UNITS: 19	
STATUS: OPEN BALANCE: 25.00	
PROJECT: 240513 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING	
PROPERTY: 607 CENTRAL ST	
APPLIED DATE: 7/16/2025 ISSUED DATE: 7/16/2025 EXPIRATION DATE: 1/16/2026 COMPLETION DATE: 0/00/0000	
CONTRACTOR: DESIGN DESIGN ROOFING & SHEET METAL	ISSUED TO: ARBOGAST, CODY J
2224 BEVERLY PIKE	607 CENTRAL ST
ELKINS, WV 26241	ELKINS, WV 26241
SQUARE FEET: 1,500	
DWELLING TYPE: PRIVATE UNITS: 1	
STATUS: OPEN BALANCE: 70.00	

PROJECT: 240514 - RESIDENTIAL ACCESSORY BUILDING TYPE: BR-ACC RESIDENTIAL ACCESSORY BLD
PROPERTY: 1315 S HENRY AVE
APPLIED DATE: 7/16/2025 ISSUED DATE: 7/16/2025 EXPIRATION DATE: 1/16/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: MCWILLIAMS MCWILLIAMS BUILDING & CONSTRUC ISSUED TO: SIMMONS, WOODROW
680 BEVERLY PIKE 1315 S HENRY AVE
ELKINS, WV 26241 ELKINS, WV 26241
SQUARE FEET: 160
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240516 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
PROPERTY: 135 HEAVNER AVE
APPLIED DATE: 7/18/2025 ISSUED DATE: 7/18/2025 EXPIRATION DATE: 1/18/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: D&LMALLOWC D & L MALLOW CONSTRUCTION LLC ISSUED TO: LOWTHER, CHRISTOPHER
407 DIAMOND ST JENNA M JEFFRIES
ELKINS, WV 26241 135 HEAVNER AVE
ELKINS, WV 26241-0000
SQUARE FEET: 2,600
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 103.00

PROJECT: 240517 - RESIDENTIAL DECK TYPE: DECK-RES RESIDENTIAL DECK
PROPERTY: 121 EARLE ST
APPLIED DATE: 7/18/2025 ISSUED DATE: 7/18/2025 EXPIRATION DATE: 1/18/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: ISSUED TO: LAHTI, CREE M
162 MARWOOD GUM RD
ARBOVALE, WV 24915
SQUARE FEET: 275
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 33.25

ZONING PERMITS

7/21/2025 1:41 PM PROJECT MASTER REPORT PAGE: 1
PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
PROJECT TYPE: Include: BPZONING, M-PLAT CONTRACTOR CLASS: All - All Contractor Classes
CONTRACTORS: All
APPLIED DATES: 6/10/2025 THRU 7/21/2025 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS INCLUDED: Opened, Complet ISSUED DATES: 0/00/0000 THRU 99/99/9999
=====

PROJECT: 240473 - ZONING PERMIT TYPE: BPZONING ZONING
PROPERTY: 121 THIRD ST
APPLIED DATE: 6/17/2025 ISSUED DATE: 6/17/2025 EXPIRATION DATE: 6/17/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: ISSUED TO: BAMBINO'S BISTRO
121 THIRD ST
ELKINS, WV 26241
SQUARE FEET: 1,924
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240487 - ZONING PERMIT TYPE: BPZONING ZONING
 PROPERTY: 212 DAVIS AVE
 APPLIED DATE: 7/01/2025 ISSUED DATE: 7/01/2025 EXPIRATION DATE: 7/01/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: A'LA BOARD PLATES&PLATTERS LLC
 146 STARR ROAD
 BEVERLY, WV 26253

SQUARE FEET: 1
 DWELLING TYPE: PUBLIC UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240515 - ZONING PERMIT TYPE: BPZONING ZONING
 PROPERTY: 214 DAVIS AVENUE
 APPLIED DATE: 7/16/2025 ISSUED DATE: 7/16/2025 EXPIRATION DATE: 7/16/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: DOUBLE KNEE VINTAGE
 407 DAVIS ST
 ELKINS, WV 26241

SQUARE FEET: 1
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 10.00

VACANT STRUCTURE BILLING FOR 2025

7/21/2025 1:43 PM FEE CODE REPORT PAGE: 1
 LICENSES: THRU ZZZZZZZZZZ ORIGINATION DATE: 3/01/2025 THRU 7/21/2025
 LIC CODES: Include: CE-VAC EFFECTIVE DATE: 0/00/0000 THRU 99/99/9999
 LIC STATUS: All EXPIRATION DATE: 0/00/0000 THRU 99/99/9999
 FEE CODES: All PRINT DATE: 0/00/0000 THRU 99/99/9999

FEE CODE: VACANT - VACANT PROPERTY FEE

LICENSE	PERIOD	LIC CODE	STATUS	REPORT	ISSUED TO	# of Years	CHARGES
24474	3/18/25 - 3/18/26	CE-VAC	Active	CODE	BARTON ROBER	2.0000	200.00
24475	3/18/25 - 3/19/26	CE-VAC	Pending	CODE	HOSEY LINDA	3.0000	400.00
24476	3/18/25 - 3/18/26	CE-VAC	Pending	CODE	HOSEY LINDA	3.0000	400.00
24478	4/03/25 - 4/02/26	CE-VAC	Pending	CODE	AUVIL BENJA	3.0000	400.00
24479	4/03/25 - 4/02/26	CE-VAC	Active	CODE	HIGGINS MARIE	3.0000	400.00
24480	3/31/25 - 4/01/26	CE-VAC	Pending	CODE	METHENY MICHE	3.0000	400.00
24481	4/05/25 - 4/04/26	CE-VAC	Active	CODE	MILLER LINDA	3.0000	400.00
24485	4/09/25 - 4/09/26	CE-VAC	Terminated	CODE	CHUA DOMIN	3.0000	400.00
24486	4/09/25 - 4/09/26	CE-VAC	Active	CODE	ARBOGAST GARY	3.0000	400.00
24505	5/06/25 - 5/07/26	CE-VAC	Pending	CODE	PROUDFOOT LINDA	3.0000	400.00
24506	5/06/25 - 5/07/26	CE-VAC	Pending	CODE	HALLE SHANE	3.0000	400.00
24507	5/06/25 - 5/06/26	CE-VAC	Pending	CODE	CHENOWETH ALLEN	3.0000	400.00
24508	5/06/25 - 5/06/26	CE-VAC	Pending	CODE	CHENOWETH ALLEN	3.0000	400.00
24509	5/06/25 - 5/06/26	CE-VAC	Pending	CODE	CORDER DEBOR	3.0000	400.00

Listed with Realtor

REPORT TOTALS: 14 41.0000 5,000.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 24, 2025
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Police and Fire pension fund reports for FY 2025
Recommended By:	City Treasurer
Summary:	Please see attached FY 2025 reports for the police and fire pension funds
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. FY2025 Fire Pension Annual Report 2. FY2025 Police Pension Annual Report



CITY OF ELKINS

Municipal Pensions Oversight Board
301 Eagle Mountain Road, Suite 251
Charleston, West Virginia 25311

Under penalty for false swearing (West Virginia Code §61-5-3), I hereby certify the foregoing information in this annual report of the Firemen's Pension and Protection Fund for fiscal year **2025** to be true and accurate in all respects. I further certify (per §8-22-19(d)(1) and §8-22-19(d)(1)(B)) the Board of Trustees of the pension and relief fund has made a report to the governing body of the municipality and to the oversight board on the condition of its fund with respect to the fiscal year. This Annual Report has been presented to the Elkins city council on July 24, 2025.

Date: July 10, 2025

Name: Tracy R. Judy

Signed: 

Title: Municipal Treasurer and Custodian of the Firemen's Pension and Relief Fund

Municipality: City of Elkins

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

Pension Fund	<u>Firemen's Pension & Relief Fund</u>								
Treasurer	<u>Tracy Judy</u>								
Municipality	<u>City of Elkins</u>								
Fiscal Year (July 1 - June 30)	<u>2025</u>								
Actuarial Funding Method	<table border="1"> <tr> <td>☐</td> <td>Standard Funding Method</td> </tr> <tr> <td>☒</td> <td>Optional Funding Method</td> </tr> <tr> <td>☐</td> <td>Alternative Funding Method (107%)</td> </tr> <tr> <td>☐</td> <td>% Necessary to Maintain Plan Solvency for 15 Years</td> </tr> </table>	☐	Standard Funding Method	☒	Optional Funding Method	☐	Alternative Funding Method (107%)	☐	% Necessary to Maintain Plan Solvency for 15 Years
☐	Standard Funding Method								
☒	Optional Funding Method								
☐	Alternative Funding Method (107%)								
☐	% Necessary to Maintain Plan Solvency for 15 Years								

PART I - Asset Reconciliation from Beginning of Fiscal Year to End of Fiscal Year			
Item			Amount
Beginning Fair Value of Pension Plan	July 1 (cash value)		\$ 2,833,449.84
a. Prior year net receivable/payable			\$ -
Beginning Fair Value of Pension Plan	July 1 (accrued value)		\$ 2,833,449.84
I. Revenue During Fiscal Year			
1. Employee Contributions			
a. For Employees hired prior to Jan. 1, 2010	Percent of Gross Salary <u>7.00%</u>	\$ 9,565.56	
b. For Employees hired on or after Jan. 1, 2010	Percent of Gross Salary <u>9.50%</u>	\$ -	
c. Total Employee Contributions		\$ 9,565.56	
2. Government Contributions			
a. From Parent Local Government	Required employer contributions from your municipality	\$ -	
b. Overpayment Authorized by City Council Pursuant to §WV Code 8-22-27A(d)		\$ -	
c. Additional Employer Contributions From Your Municipality		\$ -	
d. From State Government	Municipal Pensions Oversight Board (premium surcharges on fire and casualty insurance)	\$ -	
e. Total Government Contributions		\$ -	
3. Receivable Contributions			
a. Employee Contributions		\$ -	
b. Local Government Contributions		\$ -	
c. State Government Contributions		\$ -	
d. Other Contributions		\$ -	
e. Total Receivable Contributions		\$ -	
4. Earnings on Investments			
a. Net Appreciation/(Depreciation) of Fair Value of Investments		\$ 252,610.21	
b. Net Realized Gain/(Loss) on Sale/Exchange		\$ -	
c. Interest and Dividends		\$ 53,918.50	
d. Other Income		\$ -	
e. Investment Expenses (enter as negative)		\$ (10,517.99)	
f. Receivable Investment Income		\$ -	
g. Payable Investment Expenses (enter as negative)		\$ -	
h. Total Earnings on Investments		\$ 296,010.72	
5. All Other Revenues			
Please Specify		\$ -	
Total Revenues		The sum of Items I.1. through I.7.	\$ 305,576.28

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

item		Amount
II Expenditures During Fiscal Year Does not include Investment Expenses, see I.4.e. and I.4.g. on first page		
1. Benefits Paid		
Retirement, disability, survivor and any other benefits.		\$ 79,486.49
2. Withdrawals		
Amount paid to employees or former employees or their survivors, representing return of contributions made by employees during the period of their employment		\$ -
3. Administration Expenses		
Administrative expenses and other costs or payments not representing benefit payments or withdrawals.		
a. Municipal Administration Municipal administration fees.	\$ -	
b. Other Administration Example: Pension Secretary expenses; Rent; etc.	\$ -	
c. Total Administration Expenses		\$ -
4. Payables		
Monies payable after the end of the fiscal year		
a. Benefit Payments	\$ -	
b. Withdrawals	\$ -	
c. Administration Expenses	\$ -	
d. Total Payables		\$ -
Total Expenditures The sum of items II.3. through II.4		\$ 79,486.49
Net Income/(Loss)		\$ 226,089.79
Ending Fair Value of Pension Plan June 30 (cash value)		\$ 3,059,539.63
a. Net receivable/payable		\$ -
Ending Fair Value of Pension Plan June 30 (accrued value)		\$ 3,059,539.63

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

PART II - Asset Allocation at End of Fiscal Year

1. Cash and Cash Equivalents - Short Term		Percent of Total Assets	1.03%
Financial Institution or Money Manager	Type of Account	Fair Value	
Citizens Bank of West Virginia	Checking	\$	(1,559.77)
b.	Treasury Bills	\$	-
Citizens Bank of West Virginia	Savings or Money Market Account	\$	33,193.97
d.	Short Term Investment Funds	\$	-
e.	Re-Purchase Agreements	\$	-
f.	Commercial Paper	\$	-
g.	CDs and Bankers' Acceptances	\$	-
		Fair Value	
Total Cash and Cash Equivalents		\$ 31,634.20	
		The sum of items 1.a. through 1.g.	
2. Fixed Income - Long Term		Percent of Total Assets	41.07%
Financial Institution or Money Manager	Type of Account	Fair Value	
Citizens Bank of West Virginia	US Govt Agencies & Instruments	\$	170,158.40
b.	Foreign Govt, Subdivisions, Agencies or Enterprise	\$	-
c.	International agencies or supranational entities	\$	-
d.	Mortgage-related or others asset back securities	\$	-
e.	Corporate Debt Securities	\$	-
f.	Corporate Inflation-index bonds	\$	-
Citizens Bank of West Virginia	Bank CD's, fixed time deposits, Bankers Acceptance	\$	1,086,492.30
h.	State & Local Govt Debt Securities	\$	-
i.	Mutual Funds (Bonds)	\$	-
j.	International Mutual Funds - Bonds	\$	-
k.	Exchange Traded Funds (ETF) - Bonds	\$	-
l.	International Exchange Traded Funds (ETF) - Bonds	\$	-
		Fair Value	
Total Fixed Income (at fair value)		\$ 1,256,650.70	
		The sum of items 2.a. through 2.l.	
3. Equity Investments		Percent of Total Assets	57.89%
Financial Institution or Money Manager	Type of Account	Fair Value	
a.	Individual Stocks Held	\$	-
b.	Mutual Fund Shares (Equities)	\$	-
Citizens Bank of West Virginia	Exchange Traded Funds (ETF)	\$	1,771,254.73
d.	International Stocks Held	\$	-
e.	International Mutual Funds - Equities	\$	-
f.	International Exchange Traded Funds (ETF)	\$	-
		Fair Value	
Total Equity Investments (at fair value)		\$ 1,771,254.73	
		The sum of items 3.a. through 3.f.	
4. Alternative Investments		Percent of Total Assets	0.00%
Financial Institution or Money Manager	Type of Account	Fair Value	
a.	Real Estate Investment Trust	\$	-
b.	Private Equity Fund	\$	-
c.	Hedge Funds	\$	-
d.	Other Alternative Investments	\$	-
		Fair Value	
Total Alternative Investments (at fair value)		\$ -	
		The sum of items 4.a. through 4.d.	
5. Receivables and Payables		Percent of Total Assets	0.00%
	Type	Fair Value	
a.	Receivable Contributions	\$	-
b.	Receivable Investment Income	\$	-
c.	Payable Investment Expense	\$	-
d.	Payable Benefits, Withdrawals, and Admin Expenses	\$	-
		Fair Value	
Net Receivable/(Payable)		\$ -	
		The sum of items 5.a. through 5.d.	
Total Assets		\$ 3,059,539.63	
		Sum of 1. through 5.	
6. Total return on investments for the period of July 1 thru June 30		(Obtain from financial institution or money manager)	10.45%

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

PART III - Membership and Beneficiaries

* Please report the figures requested below, for the fiscal year reported on page 1. To figure the Average Monthly Number of Persons, add figures for each month and divide by 12. Please round to two decimal places. An employee must have been paid for 100 hours in any month to be included in that month.

** Please report the total number of disability applications received during the fiscal year, the status of each application at the end of the fiscal year, the total applications granted and denied, and the percentage of disability benefit recipients to the total number of active members of the fund. This requirement satisfies §8-22-23a(a) of the WV Code if the report is submitted to the Municipal Pensions Oversight Board prior to August 1st of each year.

Item	Avg. Monthly #
I. Members of your Pension Fund	
1. Active Members Exclude Beneficiaries	2.00
2. Inactive Members Current number of employees contributing to the pension fund	
II. Beneficiaries Receiving Periodic Benefit Payments During Fiscal Year	
1. Retirees Non-active vested members and employees on extended leave without pay	1.00
2. Disability Retirees Includes the new applications approved during reporting period	
a. Number of Disability Applications received during the fiscal year	
b. Status of each Disability Application at end of fiscal year - please attach separate sheet with details	
(1.) Disability Applications Approved during Fiscal Year	
(2.) Disability Applications Denied during Fiscal Year	
3. Percentage of Disability Benefit Recipients to the Total of Active Members in the fund	0.00%
4. Survivors (of Deceased Members) Drawing Benefits	1.00

PART IV - Legal Thresholds for Investments

	(1)	(2)	(3)
	%	Maximum % and \$	(Over) Under
Equity Investments	58%	75%	17%
International Securities	0%	30%	30%
Alternative Investments	0%	25%	25%
Cash/Cash Equivalents and Fixed Income (Low 25%; High 75%)	42%	25% 75%	-17% 33%
Short Term Investment - (90 days of expenses)	\$	19,871.62	\$ (11,762.58)



CITY OF ELKINS

Municipal Pensions Oversight Board
301 Eagle Mountain Road, Suite 251
Charleston, West Virginia 25311

Under penalty for false swearing (West Virginia Code §61-5-3), I hereby certify the foregoing information in this annual report of the Policemen's Pension and Protection Fund for fiscal year **2025** to be true and accurate in all respects. I further certify (per §8-22-19(d)(1) and §8-22-19(d)(1)(B)) the Board of Trustees of the pension and relief fund has made a report to the governing body of the municipality and to the oversight board on the condition of its fund with respect to the fiscal year. This Annual Report has been presented to the Elkins city council on July 24, 2025.

Date: July 10, 2025

Name: Tracy R. Judy

Signed: 

Title: Municipal Treasurer and Custodian of the Policemen's Pension and Relief Fund

Municipality: City of Elkins

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

Pension Fund	Policemen's Pension & Relief Fund
Treasurer	Tracy Judy
Municipality	City of Elkins
Fiscal Year (July 1 - June 30)	2025
Actuarial Funding Method	☐ Standard Funding Method ☒ Optional Funding Method ☐ Alternative Funding Method (107%) ☐ % Necessary to Maintain Plan Solvency for 15 Years

PART I - Asset Reconciliation from Beginning of Fiscal Year to End of Fiscal Year			
Item			Amount
Beginning Fair Value of Pension Plan	July 1 (cash value)		\$ 4,679,153.12
a. Prior year net receivable/payable			\$ -
Beginning Fair Value of Pension Plan	July 1 (accrued value)		\$ 4,679,153.12
I. Revenue During Fiscal Year			
1. Employee Contributions			
a. For Employees hired prior to Jan. 1, 2010	Percent of Gross Salary	7.00%	\$ 5,492.37
b. For Employees hired on or after Jan. 1, 2010	Percent of Gross Salary	9.50%	\$ 7,382.21
c. Total Employee Contributions			\$ 12,874.58
2. Government Contributions			
a. From Parent Local Government	Required employer contributions from your municipality		\$ 26,680.00
b. Overpayment Authorized by City Council Pursuant to §WV Code 8-22-27A(d)			\$ -
c. Additional Employer Contributions From Your Municipality			\$ -
d. From State Government	Municipal Pensions Oversight Board (premium surcharges on fire and casualty insurance)		\$ 160,720.53
e. Total Government Contributions			\$ 187,400.53
3. Receivable Contributions			
a. Employee Contributions			\$ -
b. Local Government Contributions			\$ -
c. State Government Contributions			\$ -
d. Other Contributions			\$ -
e. Total Receivable Contributions			\$ -
4. Earnings on Investments			
a. Net Appreciation/(Depreciation) of Fair Value of Investments			\$ 330,413.02
b. Net Realized Gain/(Loss) on Sale/Exchange			\$ 144,155.33
c. Interest and Dividends			\$ 77,701.33
d. Other Income			\$ -
e. Investment Expenses (enter as negative)			\$ (16,365.62)
f. Receivable Investment Income			\$ -
g. Payable Investment Expenses (enter as negative)			\$ -
h. Total Earnings on Investments			\$ 535,904.06
5. All Other Revenues			
Please Specify			\$ -
Total Revenues	The sum of items 1.1. through 1.7.		\$ 736,179.17

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

Item		Amount
II Expenditures During Fiscal Year Does not include Investment Expenses, see I.4.e. and I.4.g. on first page		
1. Benefits Paid		\$ 383,867.19
Retirement, disability, survivor and any other benefits.		
2. Withdrawals		\$ -
Amount paid to employees or former employees or their survivors, representing return of contributions made by employees during the period of their employment		
3. Administration Expenses		
Administrative expenses and other costs or payments not representing benefit payments or withdrawals.		
a. Municipal Administration	Municipal administration fees	\$ -
b. Other Administration	Example: Pension Secretary expenses; Rent; etc.	\$ -
c. Total Administration Expenses		\$ -
4. Payables		
Monies payable after the end of the fiscal year		
a. Benefit Payments		\$ -
b. Withdrawals		\$ -
c. Administration Expenses		\$ -
d. Total Payables		\$ -
Total Expenditures	The sum of items II.1. through II.4	\$ 383,867.19
Net Income/(Loss)		
		\$ 352,311.98
Ending Fair Value of Pension Plan June 30 (cash value)		
a. Net receivable/payable		\$ -
Ending Fair Value of Pension Plan June 30 (accrued value)		\$ 5,031,465.10

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

PART II - Asset Allocation at End of Fiscal Year

1. Cash and Cash Equivalents - Short Term		Percent of Total Assets	1.33%
Financial Institution or Money Manager	Type of Account	Fair Value	
a.	Checking	\$	-
b.	Treasury Bills	\$	-
Citizens Bank of West Virginia	Savings or Money Market Account	\$	67,058.26
d.	Short Term Investment Funds	\$	-
e.	Re-Purchase Agreements	\$	-
f.	Commercial Paper	\$	-
g.	CDs and Bankers' Acceptances	\$	-
		Fair Value	
Total Cash and Cash Equivalents		\$ 67,058.26	
		The sum of items 1.a. through 1.g.	
2. Fixed Income - Long Term		Percent of Total Assets	37.63%
Financial Institution or Money Manager	Type of Account	Fair Value	
Citizens Bank of West Virginia	US Govt Agencies & Instruments	\$	325,092.90
b.	Foreign Govt, Subdivisions, Agencies or Enterprise	\$	-
c.	International agencies or supranational entities	\$	-
d.	Mortgage-related or others asset back securities	\$	-
e.	Corporate Debt Securities	\$	-
f.	Corporate Inflation-index bonds	\$	-
Citizens Bank of West Virginia	Bank CD's, fixed time deposits, Bankers Acceptance	\$	1,568,119.25
h.	State & Local Govt Debt Securities	\$	-
i.	Mutual Funds (Bonds)	\$	-
j.	International Mutual Funds - Bonds	\$	-
k.	Exchange Traded Funds (ETF) - Bonds	\$	-
l.	International Exchange Traded Funds (ETF) - Bonds	\$	-
		Fair Value	
Total Fixed Income (at fair value)		\$ 1,893,212.15	
		The sum of items 2.a. through 2.l.	
3. Equity Investments		Percent of Total Assets	61.04%
Financial Institution or Money Manager	Type of Account	Fair Value	
a.	Individual Stocks Held	\$	-
b.	Mutual Fund Shares (Equities)	\$	-
Citizens Bank of West Virginia	Exchange Traded Funds (ETF)	\$	3,071,194.69
d.	International Stocks Held	\$	-
e.	International Mutual Funds - Equities	\$	-
f.	International Exchange Traded Funds (ETF)	\$	-
		Fair Value	
Total Equity Investments (at fair value)		\$ 3,071,194.69	
		The sum of items 3.a. through 3.f.	
4. Alternative Investments		Percent of Total Assets	0.00%
Financial Institution or Money Manager	Type of Account	Fair Value	
a.	Real Estate Investment Trust	\$	-
b.	Private Equity Fund	\$	-
c.	Hedge Funds	\$	-
d.	Other Alternative Investments	\$	-
		Fair Value	
Total Alternative Investments (at fair value)		\$ -	
		The sum of items 4.a. through 4.d.	
5. Receivables and Payables		Percent of Total Assets	0.00%
	Type	Fair Value	
a.	Receivable Contributions	\$	-
b.	Receivable Investment Income	\$	-
c.	Payable Investment Expense	\$	-
d.	Payable Benefits, Withdrawals, and Admin Expenses	\$	-
		Fair Value	
Net Receivable/(Payable)		\$ -	
		The sum of items 5.a. through 5.d.	
Total Assets		\$ 5,031,465.10	
		Sum of 1. through 5.	
6. Total return on investments for the period of July 1 thru June 30		(Obtain from financial institution or money manager)	11.45%

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

PART III - Membership and Beneficiaries

* Please report the figures requested below, for the fiscal year reported on page 1. To figure the Average Monthly Number of Persons, add figures for each month and divide by 12. Please round to two decimal places. An employee must have been paid for 100 hours in any month to be included in that month.

** Please report the total number of disability applications received during the fiscal year, the status of each application at the end of the fiscal year, the total applications granted and denied, and the percentage of disability benefit recipients to the total number of active members of the fund. This requirement satisfies §8-22-23a(a) of the WV Code if the report is submitted to the Municipal Pensions Oversight Board prior to August 1st of each year.

Item		Avg. Monthly #
I. Members of your Pension Fund		
Exclude Beneficiaries		
1. Active Members	Current number of employees contributing to the pension fund	2.00
2. Inactive Members	Non-active vested members and employees on extended leave without pay	
II. Beneficiaries Receiving Periodic Benefit Payments During Fiscal Year		
1. Retirees		8.00
2. Disability Retirees	Includes the new applications approved during reporting period	
a. Number of Disability Applications received during the fiscal year		
b. Status of each Disability Application at end of fiscal year - please attach separate sheet with details		
(1.) Disability Applications Approved during Fiscal Year		
(2.) Disability Applications Denied during Fiscal Year		
3. Percentage of Disability Benefit Recipients to the Total of Active Members in the fund		0.00%
4. Survivors (of Deceased Members) Drawing Benefits		3.00

PART IV - Legal Thresholds for Investments

	(1)	(2)	(3)
	%	Maximum % and \$	(Over) Under
Equity Investments	61%	75%	14%
International Securities	0%	30%	30%
Alternative Investments	0%	25%	25%
Cash/Cash Equivalents and Fixed Income (Low 25%; High 75%)	39%	75%	-14% 36%
Short Term Investment - (90 days of expenses)		\$ 95,966.80	\$ 28,908.54



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 24, 2025
Section:	Approval of vendor invoice payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: July 7-18, 2025 <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 July 7-18, 2025
Fiscal Impact:	Report details \$616,065.50 in transactions from all funds
Recommendation:	Consider for approval
Attachments:	1. AP Check Report - 2025_07_24

VENDOR SET: 01 Elkins
BANK: GCBAN Grant Co Bank-Whitmer
DATE RANGE: 7/07/2025 THRU 7/18/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
I-UB Pmt Request	102-005348-06 Pmt @ Grant Co	R	7/15/2025	118.49		000049		118.49
00560	Public Service Commission WV							
I-1371	Intrastate Revenue Assessment	R	7/15/2025	101.96		000050		101.96

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	220.45	0.00	220.45
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:	2	220.45	0.00	220.45
BANK: GCBAN TOTALS:	2	220.45	0.00	220.45

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 7/07/2025 THRU 7/18/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00484	Mountaineer Gas Company							
	C-1 Baxter Correctio	1 Baxter Correction	N 7/15/2025	140.06CR		000000		
	C-1Baxter Correction	1 Baxter ACH Correction	N 7/15/2025	140.06CR		000000		
	C-401 Davis Correctn	401 Davis Correction	N 7/15/2025	616.86CR		000000		
	C-401Davis Correctn	401Davis Correction -finalaed	N 7/15/2025	616.86CR		000000		
	D-401 Davis Corr	401 Davis Correction	N 7/15/2025	616.86		000000		
	D-ACH Credits	Correct credit entries	N 7/15/2025	756.92		000000		
	D-Correct Entry	1 Baxter Correction	N 7/15/2025	140.06		000000		
00119	First-Citizens Bank & Trust Co							
	I-47274427	Kyocera Copier 070625	D 7/08/2025	52.50		007443		
	I-47280067	Konica Printer 070825	D 7/08/2025	55.00		007443		107.50
00471	FirstEnergy MP/PE							
	I-5 Baxter 061625	5 Baxter 051425-061225	D 7/08/2025	291.83		007444		
	I-BLK0 RR 061625	LT0 RRAve 051425-061225	D 7/08/2025	204.13		007444		
	I-ECityPk 061125	Elkins City Park 050925-060925	D 7/08/2025	22.66		007444		
	I-LT31Barron 061625	Lt31 Barron 051525-061325	D 7/08/2025	16,403.04		007444		
	I-Park 2996 061125	Park St 2996 050925-060925	D 7/08/2025	10.52		007444		
	I-Park 4095 061125	Park St 4095 050925-060925	D 7/08/2025	10.81		007444		
	I-ParkSt 061125	Park St 8465 050925-060925	D 7/08/2025	11.85		007444		16,954.84
00741	Great-West Trust Company LLC							
	I-VF 202507082530	Voya	D 7/08/2025	630.00		007445		
	I-VF2202507082530	Voya AT	D 7/08/2025	120.00		007445		750.00
00471	FirstEnergy MP/PE							
	I-Jimtown 062325	Jimtown Comm 051725-061925	D 7/14/2025	12.58		007446		
	I-RT219/250 062425	RT219/250S 052225-062025	D 7/14/2025	70.49		007446		83.07
00484	Mountaineer Gas Company							
	I-1Bax 0620325	1 Baxter 050725-060625	D 7/14/2025	121.76		007447		
	I-1Baxter 062325	1 Baxter 050725-060625	D 7/14/2025	106.92		007447		
	I-216 4B 062325	Mountaineer Gas Company	D 7/14/2025	39.23		007447		
	I-216 4th 062325	216 4th 050725-060625	D 7/14/2025	139.30		007447		
	I-5Baxter 062325	5 Baxter 050725-060625	D 7/14/2025	49.64		007447		
	I-917SRR 062325	917 S RR 050725-060625	D 7/14/2025	39.23		007447		
	I-Barron 062325	Barron Ave 050725-060625	D 7/14/2025	66.47		007447		
	I-Baxter 062325	Baxter 050725-060625	D 7/14/2025	48.63		007447		
	I-Center 062325	Center St 050725-060625	D 7/14/2025	57.39		007447		
	I-FloodCtl 062325	Flood Ctl 050725-061025	D 7/14/2025	57.67		007447		
	I-Glendale 062325	Glendale LS 3 062325	D 7/14/2025	48.32		007447		
	I-Inds Pk 062325	Inds Park Rd 050725-060625	D 7/14/2025	48.32		007447		
	I-RELee 062325	RELee 050725-061025	D 7/14/2025	77.45		007447		
	I-StewartLS4 062325	Stewart LS4 050825-060625	D 7/14/2025	56.07		007447		956.40

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 7/07/2025 THRU 7/18/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02417	US Bank Corporate Payment Syst							
I-VisaFleet 063025	Visa Fleet Stmt Pmt 063025	D	7/14/2025	17,966.95		007457		17,966.95
00952	WV Consolidated Retirement Boa							
I-RTF202507082530	Retirement	D	7/15/2025	3,295.98		007458		
I-RTN202507082530	Retirement	D	7/15/2025	5,657.78		007458		8,953.76
00993	WV Consolidated Retirement Boa							
I-RT6202507082530	Retirement 6%	D	7/15/2025	10,149.31		007459		10,149.31
02667	Health Equity							
I-HSA202507082530	Health Savings	D	7/15/2025	1,116.54		007460		1,116.54
00471	FirstEnergy MP/PE							
I-Haddix 097 062525	Haddix Rd 097 052225-062325	D	7/15/2025	22.32		007461		
I-HaddixRd105 062525	Haddix Rd 105 052225-062325	D	7/15/2025	57.27		007461		79.59
00001	A & A Safety, Inc.							
I-209223	5 Gal Red Paint	R	7/08/2025	125.00		017424		125.00
00082	Builders Group, Inc.							
C-OVPMT 032425	Overpayment on 3/24/25	R	7/08/2025	10.00CR		017425		
I-975125	Insulation	R	7/08/2025	2,160.21		017425		
I-978590	Windows	R	7/08/2025	573.50		017425		2,723.71
00126	City of Clarksburg							
I-202506303112	Yard Waste Ticket 1977	R	7/08/2025	120.00		017426		120.00
00140	City of Elkins							
I-CKREQ Pmts	Whitmer Utility pmts to Elkins	R	7/08/2025	2,522.63		017427		2,522.63
00154	COE Sanitation							
I-202507017753	June 2025 Rolloff Rental	R	7/08/2025	198.90		017428		
I-202507037768	Hauling Fee Tkt 1977 Brush 115	R	7/08/2025	299.48		017428		498.38
00283	Frontier							
I-062025 Phones	Telephones/Internet 0520-0619	R	7/08/2025	1,527.50		017429		1,527.50
00369	The Inter-Mountain							
I-IME0025610	Legal Ad CCR 2024	R	7/08/2025	967.73		017430		967.73
00457	Metalworks, Inc.							
I-13758	Mft Hammer Drill Mount	R	7/08/2025	1,840.00		017431		1,840.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 7/07/2025 THRU 7/18/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00582	Region VII Plan. & Development							
I-520-20	GIS Services 05/2025	R	7/08/2025	632.50		017432		632.50
00651	Southern WV Asphalt Inc							
I-72185	8.63 ton Blacktop	R	7/08/2025	716.29		017433		
I-72207	12.92 ton wearing asphalt	R	7/08/2025	1,072.36		017433		1,788.65
00855	Agency LMC							
I-4041	May 2025 Gen Web Edits	R	7/08/2025	61.90		017434		61.90
00970	TLC Stump Grinding & Tree							
I-2617	excavation/hauling Riverbend	R	7/08/2025	1,000.00		017435		1,000.00
01390	Phoenix Solutions, LLC							
I-41657	Chemicals	R	7/08/2025	12,039.90		017436		
I-41684	Chemicals	R	7/08/2025	8,281.96		017436		20,321.86
01493	LifeTite Metal Products Manu.							
I-172235	Panel/Tape Measure/JChannel	R	7/08/2025	499.32		017437		499.32
01594	Pace Analytical Services LLC							
I-2530616196	06/25 Contract Lab Analysis	R	7/08/2025	3,597.49		017438		3,597.49
01770	Corina D Belan							
I-Election	Election Day Pay	R	7/08/2025	125.00		017439		125.00
01790	Crim Law Office PLLC							
I-497	Attnty Services 05/2025	R	7/08/2025	10,630.00		017440		
I-498	Attnty Serv- Mun Ct 05/25	R	7/08/2025	2,190.00		017440		12,820.00
02361	Triple K Kustomz							
I-11047	Conversion of F550 Dump Truck	R	7/08/2025	12,960.80		017441		12,960.80
02475	Tina Marie Corcoran							
I-Election	Election Day Pay	R	7/08/2025	125.00		017442		125.00
02728	Complete Restoration LLC							
I-24145-1	Tank Inspections	R	7/08/2025	1,725.00		017443		1,725.00
02843	Bonnie Stalnaker Simmons							
I-CKREQ 061925	Refund for City Park Pavilion	R	7/08/2025	65.00		017444		65.00
02844	Mikayla Goins							
I-CKREQ 070225	Reimbursement 062625	R	7/08/2025	104.76		017445		104.76

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 7/07/2025 THRU 7/18/2025

VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
02845	Mid America Meter LLC							
I-024-5854	Repairs Test Turbine	R	7/08/2025	458.93		017446		458.93
02846	P&E Pumps & Services LLC							
I-R02142	Pump Repairs	R	7/08/2025	15,584.06		017447		15,584.06
02847	Carrie Moore							
I-CKREQ 062425	Reimburse for tire damage	R	7/08/2025	302.86		017448		302.86
02848	First United Methodist Church							
I-July 2025	Parking Spaces 07/2025	R	7/08/2025	80.00		017449		
I-June 2025	Parking Spaces 6/2025	R	7/08/2025	80.00		017449		160.00
00483	Mountain Valley Bank							
I-01202553-21 072825	1202553-21 072825	R	7/08/2025	2,369.18		017450		2,369.18
00483	Mountain Valley Bank							
I-1202553-24 071525	1202553-24 071525	R	7/08/2025	6,518.78		017451		6,518.78
00711	Tygart Valley Transfer, Inc.							
I-00035837	Comm	R	7/08/2025	137.59		017452		
I-00035841	Comm	R	7/08/2025	142.37		017452		
I-00035846	Comm	R	7/08/2025	279.96		017452		
I-00035859	Res	R	7/08/2025	1,018.56		017452		
I-00035861	Res	R	7/08/2025	835.11		017452		
I-00035863	Comm	R	7/08/2025	988.94		017452		
I-00035886	Comm	R	7/08/2025	311.49		017452		
I-00035896	Res	R	7/08/2025	189.19		017452		
I-00035904	Comm	R	7/08/2025	119.44		017452		
I-00035923	Res	R	7/08/2025	672.67		017452		
I-00035924	Comm	R	7/08/2025	495.90		017452		
I-00035925	Res	R	7/08/2025	701.34		017452		
I-00035948	Comm	R	7/08/2025	68.80		017452		
I-00035960	Comm	R	7/08/2025	432.84		017452		
I-00035973	Res	R	7/08/2025	628.72		017452		
I-00035975	Res	R	7/08/2025	551.32		017452		
I-00035977	Comm	R	7/08/2025	612.48		017452		
I-00035986	Comm	R	7/08/2025	153.84		017452		
I-00035991	Comm	R	7/08/2025	282.83		017452		
I-00036023	Comm	R	7/08/2025	529.35		017452		
I-00036025	Res	R	7/08/2025	683.18		017452		
I-00036026	Res	R	7/08/2025	756.76		017452		
I-00036070	Res	R	7/08/2025	456.73		017452		
I-00036073	Comm	R	7/08/2025	667.89		017452		
I-00036075	Res	R	7/08/2025	607.70		017452		
I-00036088	Comm	R	7/08/2025	485.39		017452		
I-00036092	Comm	R	7/08/2025	266.58		017452		
I-00036096	Comm	R	7/08/2025	272.32		017452		

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 7/07/2025 THRU 7/18/2025

VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
I-00036102	Comm	R	7/08/2025	132.81		017452		
I-00036119	Res	R	7/08/2025	1,203.93		017452		
I-00036120	Comm	R	7/08/2025	1,099.78		017452		
I-00036122	Res	R	7/08/2025	855.17		017452		
I-00036144	Comm	R	7/08/2025	348.76		017452		
I-00036147	Comm	R	7/08/2025	225.50		017452		
I-00036153	Comm	R	7/08/2025	132.81		017452		
I-00036163	Comm	R	7/08/2025	79.31		017452		
I-00036172	Comm	R	7/08/2025	474.88		017452		
I-00036173	Res	R	7/08/2025	837.97		017452		
I-00036174	Res	R	7/08/2025	645.92		017452		
I-00036188	Comm	R	7/08/2025	62.11		017452		
I-00036195	Comm	R	7/08/2025	432.84		017452		
I-00036200	Comm	R	7/08/2025	244.61		017452		
I-00036203	Comm	R	7/08/2025	659.30		017452		
I-00036206	Res	R	7/08/2025	677.45		017452		
I-00036207	Res	R	7/08/2025	510.24		017452		
I-00036224	Comm	R	7/08/2025	391.76		017452		
I-00036227	Comm	R	7/08/2025	274.23		017452		
I-00036235	Comm	R	7/08/2025	369.78		017452		
I-00036238	Comm	R	7/08/2025	670.76		017452		
I-00036246	Res	R	7/08/2025	674.58		017452		
I-00036247	Res	R	7/08/2025	713.76		017452		
I-00036248	Comm	R	7/08/2025	508.33		017452		
I-00036263	Comm	R	7/08/2025	96.51		017452		
I-00036266	Comm	R	7/08/2025	269.45		017452		
I-00036284	Comm	R	7/08/2025	830.33		017452		
I-00036285	Res	R	7/08/2025	578.08		017452		
I-00036286	Res	R	7/08/2025	598.14		017452		
I-00036316	Comm	R	7/08/2025	353.54		017452		
I-00036320	Comm	R	7/08/2025	135.68		017452		
I-00036347	Res	R	7/08/2025	1,027.16		017452		
I-00036348	Comm	R	7/08/2025	801.66		017452		
I-00036349	Res	R	7/08/2025	909.64		017452		
I-00036378	Comm/Tires	R	7/08/2025	53.95		017452		
I-00036394	Res	R	7/08/2025	488.26		017452		
I-00036403	Res	R	7/08/2025	534.12		017452		
I-00036404	Comm	R	7/08/2025	538.90		017452		
I-00036419	Comm	R	7/08/2025	175.81		017452		
I-00036423	Comm	R	7/08/2025	323.91		017452		
I-00036426	Comm	R	7/08/2025	164.35		017452		
I-00036432	Comm	R	7/08/2025	446.22		017452		
I-00036445	Res	R	7/08/2025	545.59		017452		
I-00036446	Comm	R	7/08/2025	480.62		017452		
I-00036461	Comm	R	7/08/2025	452.91		017452		
I-00036472	Comm	R	7/08/2025	123.26		017452		
I-00036477	Res	R	7/08/2025	667.89		017452		
I-00036478	Res	R	7/08/2025	612.48		017452		

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 7/07/2025 THRU 7/18/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00036480	Comm	R	7/08/2025	510.24		017452		
I-00036513	Comm	R	7/08/2025	350.67		017452		
I-00036516	Res	R	7/08/2025	678.41		017452		
I-00036527	Comm	R	7/08/2025	482.53		017452		
I-00036528	Res	R	7/08/2025	601.01		017452		
I-00036551	Comm	R	7/08/2025	600.05		017452		
I-00036554	Res	R	7/08/2025	142.37		017452		
I-00036559	Comm	R	7/08/2025	187.28		017452		
I-00036588	Res	R	7/08/2025	142.37		017452		
I-00036592	Comm	R	7/08/2025	370.73		017452		
I-00036596	Comm	R	7/08/2025	944.03		017452		
I-00036597	Res	R	7/08/2025	1,068.25		017452		
I-00036598	Res	R	7/08/2025	849.44		017452		
I-0036433	Res	R	7/08/2025	576.17		017452		
I-35567	commercial	R	7/08/2025	279.01		017452		
I-35571	commercial	R	7/08/2025	280.92		017452		
I-35572	commercial	R	7/08/2025	286.65		017452		
I-35580	commercial	R	7/08/2025	29.62		017452		
I-35585	residential	R	7/08/2025	127.08		017452		
I-35609	residential	R	7/08/2025	794.98		017452		
I-35610	residential	R	7/08/2025	1,003.28		017452		
I-35618	commercial	R	7/08/2025	1,020.47		017452		
I-35651	commercial	R	7/08/2025	199.70		017452		
I-35674	residential	R	7/08/2025	592.41		017452		
I-35677	commercial	R	7/08/2025	504.50		017452		
I-35679	commercial	R	7/08/2025	675.54		017452		
I-35696	commercial	R	7/08/2025	177.72		017452		
I-35698	commercial	R	7/08/2025	296.21		017452		
I-35706	commercial	R	7/08/2025	452.91		017452		
I-35711	commercial	R	7/08/2025	257.99		017452		
I-35720	commercial	R	7/08/2025	606.74		017452		
I-35721	residential	R	7/08/2025	721.40		017452		
I-35722	residential	R	7/08/2025	675.54		017452		
I-35737	commercial	R	7/08/2025	472.97		017452		
I-35756	residential	R	7/08/2025	885.75		017452		
I-35761	commercial	R	7/08/2025	180.59		017452		
I-35768	residential	R	7/08/2025	709.94		017452		
I-35771	commercial	R	7/08/2025	481.57		017452		
I-35791	commercial	R	7/08/2025	255.12		017452		
I-35792	residential	R	7/08/2025	145.24		017452		
I-35799	commercial	R	7/08/2025	222.63		017452		
I-35818	residential	R	7/08/2025	382.20		017452		
I-35819	commercial	R	7/08/2025	720.45		017452		
I-35820	residential	R	7/08/2025	602.92		017452		58,329.94

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 7/07/2025 THRU 7/18/2025

VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
01942	Elkins Municipal Building Comm							
I-1214756-11 0715	1214756-11 #47 071525	R	7/08/2025	4,833.20		017453		4,833.20
1	YOUNG, SETH							
I-000202507072529	US REFUND	R	7/08/2025	34.98		017454		34.98
00116	Child Support Enforcement							
I-CDS202507082530	Child Support	R	7/08/2025	453.40		017455		453.40
00121	Citizens Bank of WVFP							
I-FP 202507082530	Fire Pension	R	7/08/2025	384.97		017456		384.97
00122	Citizens Bank of WVFP							
I-PP 202507082530	Police Pension	R	7/08/2025	199.39		017457		
I-PPN202507082530	Police Pension-2010 Forward	R	7/08/2025	288.38		017457		487.77
00147	COE Misc							
I-MIS202507082530	Misc Reimbursements	R	7/08/2025	439.00		017458		439.00
00150	COE Payroll							
I-T1 202507082530	Federal Withholding	R	7/08/2025	15,344.59		017459		15,344.59
00151	COE Payroll							
I-T3 202507082530	FICA	R	7/08/2025	23,095.86		017460		
I-T4 202507082530	Medicare	R	7/08/2025	5,722.72		017460		28,818.58
00152	COE Payroll							
I-T2 202507082530	State Withholding	R	7/08/2025	6,443.00		017461		6,443.00
00203	Davis Trust Company							
I-CC 202507082530	Employee Christmas Club	R	7/08/2025	2,330.00		017462		2,330.00
00747	Washington National Insurance							
I-WN 202507082530	Washington National Insurance	R	7/08/2025	574.13		017463		574.13
00837	COE Payroll Reimbursement							
I-001202507082530	Payroll Reimbursement	R	7/08/2025	59,550.48		017464		
I-006202507082530	Payroll Reimbursement	R	7/08/2025	12,522.03		017464		
I-036202507082530	Payroll Reimbursement	R	7/08/2025	18,063.35		017464		
I-400202507082530	Payroll Reimbursement	R	7/08/2025	26,093.29		017464		
I-401202507082530	Payroll Reimbursement	R	7/08/2025	14,949.21		017464		
I-404202507082530	Payroll Reimbursement	R	7/08/2025	11,533.16		017464		142,711.52

VENDOR SET: 01 Elkins

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01885	Colonial Life							
I-CL 202507082530	Colonial Life-AT	R	7/08/2025	135.94		017465		
I-CLP202507082530	Colonial Life-PT	R	7/08/2025	52.52		017465		188.46
00560	Public Service Commission WV							
I-903	Intrastate Revenue Assessment	R	7/15/2025	11,409.37		017466		11,409.37
00628	Seneca Designs							
I-47864	Staff TShirts	R	7/15/2025	188.75		017467		188.75
00806	WV Municipal Clerks & Recorder							
I-25-26 Dues	2025-2026 dues	R	7/15/2025	35.00		017468		35.00
01076	Morgantown Security & Fire							
I-23031	Quarterly Monitoring	R	7/15/2025	79.95		017469		79.95
01727	Enterprise FM Trust							
I-578571-070325	Fleet Leases 07/2025	R	7/15/2025	20,778.69		017470		20,778.69
02215	Tucker County Solid Waste Auth							
I-00156640	Construciton Debris-City Hall	R	7/15/2025	739.27		017471		739.27
02347	LEAF							
I-18640746	Tosh/Lex 072425	R	7/15/2025	587.60		017472		
I-18640747	Tosh 478S	R	7/15/2025	216.36		017472		
I-18640748	Tosh E4515AC	R	7/15/2025	372.60		017472		
I-18640749	Toshiba E3025AC	R	7/15/2025	904.20		017472		2,080.76
02849	Tewell Equipment							
I-070725	Skid Steer Broom Bucket	R	7/15/2025	3,500.00		017473		3,500.00
1	KIMBLE PROPERTIES LL							
I-000202507152538	US REFUND	R	7/15/2025	23.52		017474		23.52
1	KIMBLE PROPERTIES LL							
I-000202507152539	US REFUND	R	7/15/2025	27.67		017475		27.67
1	WILLIAMSON, JAMES R							
I-000202507112533	US REFUND	R	7/15/2025	192.07		017476		192.07
1	HOLLAND ENTERPRISES							
I-000202507112534	US REFUND	R	7/15/2025	571.62		017477		571.62

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DATE RANGE: 7/07/2025 THRU 7/18/2025

VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
1	SUGAR RUN RENTALS							
I-000202507112535	US REFUND	R	7/15/2025	8.33		017478		8.33
1	HOLLAND INVESTMENT G							
I-000202507112536	US REFUND	R	7/15/2025	46.45		017479		46.45
1	DECEMBER, KATRINA A							
I-000202507112537	US REFUND	R	7/15/2025	5.79		017480		5.79
00118	Cira and Associates Consulting							
I-Appl #4	Boiler Demolition Project	R	7/15/2025	53,167.95		017481		53,167.95
02852	Kump Education Center							
I-SHPO Grant	SHPO Pass Thru Grant	R	7/15/2025	10,000.00		017482		10,000.00
00047	Truist Governmental Finance							
I-00005 072425	9948000234-05 #66 072425	R	7/15/2025	2,596.05		017483		
I-00006 072725	9948000234-06 #48 072725	R	7/15/2025	2,643.26		017483		5,239.31
00075	Encova Insurance							
I-37044352	WCN 07/01/25 Installment	R	7/15/2025	11,863.00		017484		11,863.00
00156	COE Sewer Depreciation Account							
I-06/25 SWR DEP	Swr Depreciation Dep 06/2025	R	7/15/2025	6,844.02		017485		6,844.02
00158	COE Water Depreciation Account							
I-06/25 Water Depr	06/25 Water Depr Dep	R	7/15/2025	9,307.67		017486		9,307.67
00211	Elkins Depot Welcome Center							
I-05/25 H/M	Hotel/Motel Collections 05/25	R	7/15/2025	12,144.22		017487		12,144.22
00244	Rotary Club of Elkins							
I-4933881	Quarterly Fees - Marco	R	7/15/2025	1,072.00		017488		1,072.00
00468	Miss Utility of West Virginia,							
I-WV25-2574	Message Fees June 2025	R	7/15/2025	234.30		017489		234.30
00573	Randolph County Development Au							
I-6774	Rent 07/2025	R	7/15/2025	800.00		017490		800.00
00582	Region VII Plan. & Development							
I-520-19	GIS Services 04/25	R	7/15/2025	275.00		017491		275.00

VENDOR SET: 01 Elkins

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DATE RANGE: 7/07/2025 THRU 7/18/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00606	Steven C. Rodeheaver							
I-12457	PushBrooms/DustPans/Shovels	R	7/15/2025	450.00		017492		450.00
00651	Southern WV Asphalt Inc							
I-72212	Blacktop for patching	R	7/15/2025	176.79		017493		176.79
00779	Woodford Oil Company							
I-337796	400 Cleaer ULSD	R	7/15/2025	1,216.00		017494		1,216.00
00812	WV Division of Corrections & R							
I-6125B49F	13 days inmate housing TVRJ	R	7/15/2025	746.98		017495		746.98
00970	TLC Stump Grinding & Tree							
I-2628	Tree removal Riverbend	R	7/15/2025	1,400.00		017496		1,400.00
01220	The Delmonte Market							
I-2nd Inst 2025	2nd Installment 2025	R	7/15/2025	6,028.50		017497		6,028.50
01292	COE Sewer O & M Account							
I-06/25 Swr O&M	Sewer O&M Dep 06/2025	R	7/15/2025	13,153.88		017498		13,153.88
01313	COE Water O & M Account							
I-6/25 Water O&M	Water O&M Dep 06/25	R	7/15/2025	12,902.14		017499		12,902.14
01681	HdL Companies							
I-06302025	Add'l BL Revenue 06/2025	R	7/15/2025	4,049.64		017500		4,049.64
01790	Crim Law Office PLLC							
I-500	Water Board Atttny Serv 05/25	R	7/15/2025	1,080.00		017501		1,080.00
01989	Mitchell Tree Care LLC							
I-2311	Pruned street trees	R	7/15/2025	3,500.00		017502		
I-2319	Consulting Work	R	7/15/2025	1,500.00		017502		5,000.00
02345	Zachary Judy							
I-CKREQ 070925	Reimb CDL Fees	R	7/15/2025	42.50		017503		42.50
02451	Waypoint Resource Group LLC							
I-21612	Collections 06/2025	R	7/15/2025	30.57		017504		30.57
02580	Mountain Motorworks							
I-07/09	5500 Dodge/Fd Ranger Maint	R	7/15/2025	1,772.58		017505		1,772.58

VENDOR SET: 01 Elkins

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02608	Zinn's R Us Inc							
I-3950	Septic Holding Tanks	R	7/15/2025	400.00		017506		
I-3951	Septic Holding Tanks	R	7/15/2025	400.00		017506		800.00
02769	BCN Telecom Inc TBS							
I-23938038	Street Cams 06/25	R	7/15/2025	1,026.50		017507		1,026.50
02797	What-you-Need							
I-INV0008	Plumbing Repairs	R	7/15/2025	71.25		017508		
I-INV0010	Elec repair lg pavilion RvrBnd	R	7/15/2025	124.25		017508		195.50
02851	Catholic Charities WV							
I-CKREQ 070825	Cancelled Event	R	7/15/2025	100.00		017509		100.00
02853	JBG Land, LLC							
I-Case 2015-C-134	final payment case 2015-c-134	R	7/15/2025	4,959.22		017510		4,959.22
02685	Selective Insurance Company of							
C-Corr entry 0725	Premium \$ Correction	R	7/16/2025	23,730.00CR		017511		
I-07/25/25	Premium 072525	R	7/16/2025	23,730.00		017511		
I-07/25/25 Prem	1st Qtr FY26 Pmt	R	7/16/2025	42.00		017511		42.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	88	558,727.09	0.00	558,727.09
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	10	57,117.96	0.00	57,117.96
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	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	99	615,845.05	0.00	615,845.05
BANK: Pool TOTALS:	99	615,845.05	0.00	615,845.05
REPORT TOTALS:	101	616,065.50	0.00	616,065.50

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 7/07/2025 THRU 7/18/2025
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:	July 24, 2025
Section:	New business
Category:	Ordinance
Agenda Item Name:	Ordinance 347: Amending City Code, Chapter 152, Zoning, concerning conditional uses in City Residential (R-2) (final reading)
Recommended By:	Planning Commission
Summary:	This proposed ordinance is a result of a recommendation from the Planning Commission meeting of June 26, 2025. Rivers of Living Waters Ministries, the owner of the property located at 503 Lincoln Avenue, requested that a Child day care facility, Class 1 be permitted in the City Residential (R-2) zoning district. Currently, Class 1 facilities are only permitted by right in the Central Business (CB) and Commercial (C) zones. Class 1 and 2 facilities are not currently permitted either by right or conditionally in any residential zone, including City Residential (R-2). This proposed ordinance, if passed by Council, would allow interested parties to apply for conditional use permits to operate Class 1 or Class 2 Daycares in the City Residential zone. These applications would then be considered by the Board of Zoning Appeals.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Memo - Concerning Daycares in City Residential - 2025_07_02 2. City Code Sec. 152.024 3. O-347 - adding class 1 daycare as conditional use in city residential - corrected as to Class 2

Memo

To: Elkins Common Council

From: Sutton Stokes

Date: July 2, 2025

Re: Planning Commission recommendation to Amend §152.090 to Allow Class 1 & 2 Daycares in the City Residential (R-2) District

Background

This item arises from an inquiry regarding the potential operation of a Class 1 daycare facility at 503 Lincoln Avenue, a property currently located in the City Residential (R-2) zoning district. Under the current zoning code, adopted in 2022, Class 1 daycares are permitted by right only in the Central Business (CB) and Commercial (C) zones. Class 1 and Class 2 daycares are not currently permitted either by right or conditionally in any residential zone, including City Residential.

Zoning History

Prior to 2022, the property was zoned “B – Unrestricted Residential,” under which daycares were also not an explicitly allowed use. Although zoning enforcement may have varied historically, there is no evidence that a Class 1 daycare has ever been a legally permitted use at this location under either the current or previous zoning code.

The current City Residential district does allow other types of daycares by right, including:

- **Class 3:** care for 4–6 children under age six, in the provider’s residence; and
- **Class 4:** care for up to 3 children under age six, also in the provider’s residence.

Planning Commission Recommendation

After reviewing the request and considering relevant planning and land use factors—including neighborhood compatibility, traffic and parking, and consistency with the Elkins Comprehensive Plan—the Planning Commission voted to recommend a zoning text amendment that would **add “Class 1 Daycare” and “Class 2 Daycare” to the list of *conditional uses* allowed in the City Residential (R-2) zoning district.**

Next Steps

Because the zoning code is adopted by ordinance, this recommended amendment must now be

considered by Council. A zoning text amendment requires two readings at separate Council meetings. If approved, the change would modify the zoning code to permit Class 1 and 2 Daycares as conditional uses in the City Residential zone.

Any application to operate a Class 1 daycare in a City Residential district would then be subject to **Board of Zoning Appeals (BZA)** review and approval through the conditional use permitting process. When considering a conditional use application, the BZA must consider a range of factors. The conditional use application, attached, lists these factors.

Council Action

Council will now consider the ordinance to implement the Planning Commission's recommendation. If approved, this change would:

- Allow Class 1 and 2 daycare facilities to be applied for in R-2 areas;
- Require each such facility to obtain a conditional use permit from the BZA;
- Leave unchanged all existing local, state, and federal permitting and regulatory requirements applicable to daycare facilities.

References

- Current (2022) Zoning Code:
https://codelibrary.amlegal.com/codes/elkinswv/latest/elkins_wv/0-0-0-12652
- Current (2022) Zoning Map:
<https://coewv.maps.arcgis.com/apps/instant/lookup/index.html?appid=7e6637ee56764f2586f04a83fd5ec36a>



APPLICATION FOR CONDITIONAL USE PERMIT

BOARD OF ZONING APPEALS

Version adopted April 4, 2024

Name of Applicant: _____ Are you the property owner? YES NO

Applicant Address: _____

Applicant Phone No: _____ Applicant Email: _____

Name of Property Owner if Different from Applicant: _____

Address of Structure: _____ Zoning District: _____

Proposed Use: _____

Was the existing structure originally used as a Permitted Use in the district? YES NO

In order for the Conditional Use Permit to be granted, the applicant must demonstrate to the Board that all standards described on the back of this application will be met.

In addition to this form, the following shall be submitted prior to review by the City of Elkins:

1. Application for Certificate of Zoning Compliance showing denial
2. A plan drawn to scale which shall depict the overall site layout including building location, parking area, circulation, setbacks, lighting, landscaping, screening, signage, and building location on adjacent parcels.
3. The preliminary building plans and elevations illustrating modifications and alterations including an indication of exterior materials, textures, and colors being used on the project.
4. A letter summarizing the request along with any other information deemed helpful by the applicant or necessary by the Board to explain the nature of the proposed use and its consistency with the standards outlined on the back of this application.
5. Legal Description (may be found in deed)
6. Application Fee of \$100. You will be billed separately for the cost of legal advertisement and notification posters.

I certify under penalty of perjury that the information contained in this application and its supplements are true and correct.

Applicant Signature

Date

Owner Signature

Date

The BZA shall approve an application for a conditional use permit, subject to such reasonable conditions and restrictions as are directly related to and incidental to the proposed conditional use permit, if it finds that the following general standards have been met:

1. The use is consistent with the policies and intent of the corresponding purpose for the zoning district in which it lies and the City’s comprehensive plan.
2. The use is physically and operationally compatible with the surrounding neighborhood and surrounding existing uses.
3. The use will be designed, constructed, operated, and maintained so that it does not cause substantial injury to adjoining property.
4. The use will be adequately served by public facilities and services which include but are not limited to water, sewer, electric, schools, streets, fire and police protection, storm drainage, public transit, and public parks and trails.
5. Adequate off-street parking will be provided on the same property as the proposed conditional use as well as adequate ingress and egress to the property in compliance with the standards set forth in this code.
6. Any storage of hazardous material will comply with all state, federal, and local regulations, and all such material will be listed and made known to the Chief of the City of Elkins Fire Department.
7. The use will not endanger public health or safety or constitute a public nuisance.
8. The use will not conduct operations in connection with the use which are offensive, dangerous, or destructive of the environment.

Conditions may be imposed on a proposed conditional use to ensure that potential significant adverse impacts on surrounding uses will be reduced to the maximum extent feasible, including but not limited to conditions or measures addressing:

1. Location on a site of activities that generate potential adverse impacts such as noise and glare;
2. Hours of operation and deliveries;
3. Location of loading space and delivery zones;
4. Light intensity and hours of full illumination;
5. Placement of outdoor vending machines;
6. Loitering;
7. Litter control;
8. Placement of trash receptacles;
9. On-site parking configuration and facilities;
10. On-site circulation; and
11. Privacy concerns of adjacent uses.

##

§ 152.024 AMENDMENTS TO THIS CHAPTER.

The City Council may amend this chapter. Before amending this chapter, the City Council with the advice of the Planning Commission, must find that the amendment is consistent with the adopted comprehensive plan. If the amendment is inconsistent, then the governing body with the advice of the Planning Commission, must find that there have been major changes of an economic, physical, or social nature within the area involved which were not anticipated when the comprehensive plan was adopted and those changes have substantially altered the basic characteristics of the area.

(Ord. 301, passed 8-18-2022)

ORDINANCE 347

AN ORDINANCE OF THE COMMON COUNCIL OF ELKINS, WEST VIRGINIA AMENDING CITY CODE CHAPTER 152: <u>ZONING</u> CONCERNING CONDITIONAL USES IN CITY RESIDENTIAL (R-2)

WHEREAS, the Common Council of Elkins, West Virginia previously adopted a zoning ordinance which is codified in City Code Chapter 152: Zoning; and

WHEREAS, following the enactment of the zoning ordinance, a citizen request has been made by the Rivers of Living Water Ministries, the owner of a church property located at 503 Lincoln Avenue to include and to allow Child Day Care facility, Class 1 in City Residential (R-2) zoning district ; and

WHEREAS, the Planning Commission has met and reviewed the citizen request, the current zoning permitted uses in City Residential (R-2), by right or conditionally, and finds, pursuant to City Code §52.024, Amendments to This Chapter, that the proposed amendment is consistent with the adopted comprehensive plan; and

WHEREAS, the Planning Commission recommends to the Common Council that City Code §152.092 Conditional Uses in City Residential (R-2) District be amended to allow **child day care facilities, Class 1 and 2**, in City Residential (R-2) as a conditional use; and

WHEREAS, the Common Council has determined that by accepting the recommendation of the Planning Commission, it is in the best interests of the citizens of the City and further finds that the amendment is consistent with the adopted comprehensive plan.

NOW, THEREFORE, be it ORDAINED and ENACTED by the Common Council that City Code Chapter 152: Zoning, specifically City Code §152.092 Conditional Uses in Residential (R-2) District be amended as follows:

§ 152.090 CITY RESIDENTIAL (R-2) DISTRICT.

The purpose of the City Residential (R-2) District is to encourage a wider variety of housing and allow that housing at a higher density than in R-1. The R-2 District also allows limited low-impact commercial, community, and recreational facilities, provided that these are suitable for operation in close proximity to housing.

(Ord. 301, passed 8-18-2022)

§ 152.092 CONDITIONAL USES IN THE CITY RESIDENTIAL (R-2) DISTRICT.

The following shall be conditional uses in the City Residential (R-2) District:

Bakery
Brewery pub
Community facility
Child day care facility, Class 1
Child day care facility, Class 2
Dwelling, conversion apartment
Dwelling, multi-family
Emergency shelter
Event, mass gathering
Governmental operation
Home-based business (low impact)
Museum
Parking lot
Places of worship/religious institution
Reception facility
Recreation, municipal
School, preK-12

Senior independent housing

The change to Chapter 152: Zoning is only to the Section referred to herein and all other Sections of said Chapter shall remain in full force and effect.

If any portion of this Ordinance shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and Common Council determines that it would have adopted this Ordinance without the invalid provision.

This Ordinance shall become effective upon passage.

PASSED AND APPROVED ON FIRST READING _____, 2025.

PASSED AND APPROVED ON SECOND AND FINAL READING _____, 2025.

CITY OF ELKINS, WEST VIRGINIA

Jerry A. Marco, Mayor

Attest:

Sutton Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 24, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Phil Gainer Community Center roof update and planning
Recommended By:	Operations Manager
Summary:	The Operations Manager will present information about needed repairs to the Phil Gainer Community Center's roof
Fiscal Impact:	TBD
Recommendation:	Review presented information and consider next steps
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 24, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Proposal to expend the maximum funds allowed under §8-12-5(52), as amended under the city's Home Rule authority, to promote Elkins in a marketing campaign at Tysons Corner Center
Recommended By:	Mayor
Summary:	Via Ordinance 258 (2019), the City of Elkins exercised its Home Rule authority to increase its annual per capita spending limit under West Virginia Code §8-12-5(52) for advertising the municipality and entertaining visitors from \$0.25 to \$1.00. The city's 2025 population is 6,643, so the city may spend up to \$6,643 in FY 2026 for advertising the city and other marketing purposes. Mayor Marco proposes to use the FY 2026 §8-12-5(52) funds as follows: Per a recent conversation with Secretary of Tourism Chelsea Ruby, I was made aware of a CO-OP regarding advertising for our community. Secretary Ruby's office will match 50 percent of the funds if communities are willing to collaborate. Secretary Ruby's staff manages the advertising campaign and does most of the "heavy lifting" for this initiative. Secretary Ruby is very dedicated to supporting the Elkins and surrounding areas, especially with Corridor H becoming more of a reality in the near future. I contacted Mayor Robbie Skinner of Buckhannon and discussed this amazing opportunity to advertise our communities in the McLean Virginia area. Secretary Ruby has committed to assisting both of our communities via her CO-OP, and appreciates the collaboration efforts between our two cities. Mayor Skinner approved his financial commitment at a recent meeting and is waiting for the Elkins City Council to approve this endeavor. The state Department of Tourism will provide a mock-up of this campaign to be distributed at Thursday's meeting.



CITY OF ELKINS AGENDA ITEM REPORT

Fiscal Impact:	City cost: \$6,643 Total project cost: \$28,000
Recommendation:	Consider agreeing that the city will participate in the proposed campaign as described above and in materials provided by the Department of Tourism, and authorizing the mayor to take all necessary steps and execute all needed documents.
Attachments:	1. WVDT_Co-Op Recommendations_Elkins+Buckhannon - compressed



West Virginia Co-Op Advertising Recommendations

Elkins + Buckhannon

WEST
VIRGINIA[®]
DEPARTMENT OF TOURISM

almost heaven[®]

Who We Are

The West Virginia Department of Tourism promotes West Virginia as a world-class travel destination and supports tourism partners by offering targeted resources and opportunities. Through these programs, the Department works with partners to improve visitor experiences, strengthen our resilience as an industry and increase tourism's overall economic impact.

How We Do It

Marketing
& Advertising



Earned
Media



Strategic
Partnerships



Content
Creation



Paid Advertising

Cooperative Advertising Defined

The West Virginia Department of Tourism's Cooperative Advertising Program is a dollar-for-dollar advertising partnership program designed to increase both the state of West Virginia and participating tourism industry partners through a mix of national, regional and local advertising opportunities.

This public-private fund allows partners to access up to **THREE DOLLARS FOR EACH DOLLAR INVESTED.**

Co-Op has supplemented our private partners' advertising investments by **\$30 MILLION+** since its creation in 2017.



almost heaven

Increased Buying Power

Matching WVDT funds and collective buying power of the brand campaign help partners save 20–30% in media costs.



Optimization & Reporting

Partner campaigns are monitored and optimized to maximize performance and budget effectiveness.



Turnkey Solutions

New bundle options offer a strong media mix for multi-touchpoint campaigns, enabling full-funnel plans in one purchase.



WEST VIRGINIA Co-Op Advertising Program

Brand Cohesion

Industry partners benefit state association and regional and national branding efforts.



Enhanced Targeting

Partners in the program utilize the same resources invested by WVDT to reach audiences with a greater propensity to travel.



Creative Assistance

Partners receive creative assistance, access to new ad formats, all while enhancing brand cohesion.



Elkins + Buckhannon Campaign Background

We're so excited that the Cities of Elkins and Buckhannon are exploring our Cooperative Advertising Assistance Program. We're eager to work together, and our goal is simple: We want to keep West Virginia top-of-mind for travelers as they dream about, consider and book their next vacation. Through joint advertising campaigns, we're reaching these travelers with the message of Almost Heaven and leading them to the folks who make our visitors' experiences so memorable—you!

Overall, through our Co-Op Program, the towns can leverage state resources and funds to further amplify their message and extend their reach. The Department will match the cities' \$13,000 investment dollar for dollar, making the total joint effort **\$26,000**.

The towns are focusing specifically on Tyson Corner Center, so the WV Tourism Team has looked into advertising options across the property. The final campaign will include selected opportunities from the following slides and a complementary digital media campaign. Combining on-site signage with digital and social media helps us reach this audience in multiple ways, providing an effective one-two punch!

Have a look!

almost heaven.

Digital Ad Panel Network



almost heaven.

Large Format Digital Spectacular



almost heaven.

Large Sky Banner



almost heaven.

Illuminated Wallscape



almost heaven.

Static Backlit Network



almost heaven.

To the place I belong

Thanks!

Questions?

Destiny Workman
Destiny.S.Workman@wv.gov

WEST
VIRGINIA[®]
DEPARTMENT OF TOURISM



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 24, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Update concerning opioid settlements
Recommended By:	City Attorney
Summary:	The City Attorney will present information about new opioid settlements.
Fiscal Impact:	TBD
Recommendation:	Review presented information and consult with City Attorney on next steps
Attachments:	1. McCuskey Letter 2. NATION~1



State of West Virginia
John B. McCuskey
Attorney General

Office of the Attorney General
Consumer Protection and
Antitrust Division
Physical Address:
State Capitol, Bldg. 6, Suite 401
Charleston, WV 25305
Mailing Address:
P.O. Box 1789
Charleston, WV 25326-1789

July 15, 2025

(304) 558-8986
Fax (304) 558-0184
Consumer Hotline
1 (800) 368-8808
Preneed Funeral Services
(304) 558-8986
Senior Protection Hotline
(304) 558-1155
E-Mail: consumer@wvago.gov
www.wvago.gov

City of Elkins
401 Davis Avenue
Elkins, WV, 26241

RE: Purdue Pharma/Sackler Family Settlement Announcement and Procedures

Dear Community Leader:

I write today with important news concerning the recently announced settlement with the Purdue Pharma bankruptcy estate and direct settlement with Purdue's owners, the Sackler family.

Thousands of lawsuits were filed nationwide against Purdue Pharma and the Sacklers in the past ten years, including many by West Virginia local governments and the West Virginia Attorney General's office. These suits alleged Purdue Pharma and the Sacklers exacerbated the ongoing opioid crisis through deceptive and misleading marketing of prescription opioids. Purdue Pharma filed for bankruptcy protection in 2019, staying litigation and potential settlement negotiation nationwide. After six long years of legal battles, and an argument before the U.S. Supreme Court, the Purdue Pharma bankruptcy is coming to a close.

A new, revised bankruptcy plan for Purdue Pharma combined with a direct settlement with the Sackler family are in the process of being finalized. Under this hybrid structure, West Virginia can receive as much as \$53 million in settlement payments over 9 years. These funds will be distributed to West Virginia communities, the West Virginia First Foundation, and the State, subject to the terms of the West Virginia First Memorandum of Understanding.

The total potential recovery West Virginia can receive depends on participation by communities like yours. The greater the number of West Virginia cities and counties that join this settlement the greater the amount of our potential collective recovery. **Additionally, and most importantly, your local government must affirmatively participate in this process in order to receive payments under this settlement.**

You will soon receive a sign-on packet from Rubris, a national opioid settlement participation administrator, containing pertinent information about the hybrid settlement, a Participation Form that must be signed and returned by your local government, and detailed instructions on how to return the form.

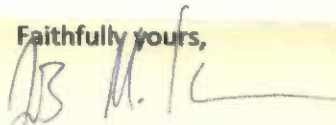
The form must be returned on or before September 30, 2025, in order to secure your local government's eligibility to receive settlement funds.

Sign-on packets are expected to be distributed by Rubris beginning the week of July 14. Please contact my office if you have not received your packet by July 31.

I strongly encourage you to contact your local legal counsel or any outside attorneys or firms your community may have previously retained for opioid litigation purposes to discuss this settlement. Members of my team are also happy to answer any questions you may have about this sign-on process or other opioid-related topics. Please feel free to reach out by email to Abby Cunningham, abby.g.cunningham@wvago.gov; Laurel Lackey, laurel.k.lackey@wvago.gov; or Ann Haight, ann.l.haight@wvago.gov or by calling 304-558-8986 or 1-800-368-8808.

The State of West Virginia and its communities are strongest when we stand together. With your community's help, we hope to maximize the amount of much-needed opioid settlement funds West Virginia can receive from the Purdue Pharma and Sackler family hybrid settlement.

Faithfully yours,

A handwritten signature in dark ink, appearing to read "J.B. McCuskey", is written over the typed name.

J.B. McCuskey
Attorney General

National Opioids Settlements: Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, Zydus
Opioids Implementation Administrator
opioidsparticipation@rubris.com

Elkins City, WV
Rubris Reference Number: CL-1774515

**TO LOCAL POLITICAL SUBDIVISIONS AND SPECIAL DISTRICTS:
THIS NOTICE CONTAINS IMPORTANT INFORMATION ABOUT NATIONAL OPIOID
SETTLEMENTS.**

SETTLEMENT OVERVIEW

Proposed nationwide settlement agreements (“Settlements”) have been reached that would resolve opioid litigation brought by states, local political subdivisions, and special districts against eight opioids manufacturers, Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus (the “Manufacturers”). Local political subdivisions and special districts are referred to as “subdivisions.”

The Settlements require the settling Manufacturers to pay hundreds of millions of dollars to abate the opioid epidemic. The Settlements will provide a maximum of approximately \$720 million in cash to participating states and subdivisions to remediate and abate the impacts of the opioid crisis. Depending on participation by states and subdivisions, the Settlements require:

- Alvogen to immediately pay up to approximately \$19 million;
- Amneal to pay up to approximately \$74 million over 10 years, and to provide either approximately \$177 million of its generic version of the drug Narcan or up to an additional approximately \$44 million in cash;
- Apotex to immediately pay up to approximately \$65 million;
- Hikma to immediately pay up to approximately \$98 million, and to provide either approximately \$35 million of its naloxone product or up to an additional approximately \$7 million in cash;
- Indivior to pay up to approximately \$75 million over five years, a portion of which, at the election of the state, could be paid in the form of Indivior’s branded buprenorphine and/or nalmefene products with a value of up to \$140 million.;
- Mylan to pay up to approximately \$290 million over nine years;
- Sun to immediately pay up to approximately \$32 million; and
- Zydus to immediately pay up to approximately \$15 million.

The Settlements also contain injunctive relief governing opioid marketing, sale, distribution, and/or distribution practices and require the Manufacturers to implement safeguards to prevent diversion of prescription opioids.

Each of the proposed settlements has two key participation steps.

First, each eligible state decides whether to participate in each Settlement. A list of participating states for each settlement can be found at <https://nationalopioidsettlement.com/>.

Second, eligible subdivisions within each participating state decide whether to participate in each Settlement. The more subdivisions that participate, the more funds flow to that state and its subdivisions. Any subdivision that does not participate cannot directly share in any of the settlement funds, even if the subdivision’s state is settling and other participating subdivisions are sharing in settlement funds. If the state does not participate in a particular Settlement, the subdivisions in that state are not eligible to participate in that Settlement.

WHO IS RUBRIS INC. AND WHAT IS THE IMPLEMENTATION ADMINISTRATOR?

The Settlements provide that an Implementation Administrator will provide notice and manage the collection of participation forms. Rubris Inc. is the Implementation Administrator for these new Settlements and was also retained for the prior national opioid settlements.

WHY IS YOUR SUBDIVISION RECEIVING THIS NOTICE?

Your state has elected to participate in one or more of the Settlements, and your subdivision may participate in those Settlements in which your state has elected to participate. This notice is also sent directly to counsel for such subdivisions if the Implementation Administrator has their information.

If you are represented by an attorney with respect to opioid claims, please contact them.

Subdivisions can participate in the Settlements whether or not they filed a lawsuit or are represented.

WHERE CAN YOU FIND MORE INFORMATION?

Detailed information about the Settlements, including each settlement agreement, may be found at: <https://nationalopioidsettlement.com>. This website also includes information about how the Settlements are being implemented in most states and how funds will be allocated within your state.

You are encouraged to review the settlement agreement terms and discuss the terms and benefits with your counsel, your Attorney General's Office, and other contacts within your state. Information and documents regarding the Settlements and your state allocation can be found on the settlement website at <https://nationalopioidsettlement.com/>.

Your subdivision will need to decide whether to participate in the proposed Settlements, and subdivisions are encouraged to work through this process before the **October 8, 2025** deadline.

HOW DO YOU PARTICIPATE IN THE SETTLEMENTS?

The Settlements require that you take affirmative steps to "opt in" to the Settlements.

In the next few weeks, you will receive documentation and instructions from the Implementation Administrator or, in some cases, your Attorney General's Office. In order to participate in a settlement, a subdivision must sign and return the required Participation Form for that settlement.

Please add the following email addresses to your "safe" list so emails do not go to spam / junk folders: dse_na3@docusign.net and opioidsparticipation@rubris.com. Please monitor your email for the Participation Forms and instructions.

All required documentation must be signed and returned on or before **October 8, 2025**.