City of Elkins

Council Meeting

September 4, 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 August 21, 2025
5. **Correspondence, Notifications, and Recognitions**
6. **Councilor Reports**
7. **Staff reports**
8. **Approval of vendor invoice payments**
    a. Vendor invoices presented for approval: August 18-29, 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. Resolution 1864: Appointing John Taylor to the Board of the Randolph-Elkins Health Department
    b. Resolution 1865: Appointing Dave Parker as an alternate on the Elkins Board of Zoning Appeals
10. **Mayor's comments**
11. **Adjournment**

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	September 4, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of August 21, 2025
Recommended By:	City Clerk
Summary:	Minutes proposed for the meeting of August 21
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. city council - 2025_08_21 - minutes_proposed

ELKINS COMMON COUNCIL MEETING MINUTES

Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
August 21, 2025
7:00 p.m.

Elkins Common Council met as above. Present were Mayor Jerry A. Marco; Councilors A.C. Carroll, Councilors R.C. Chenoweth, G.M. Hinchman, B.C. Kerns, E. L. Plishka, L.S. Severino, and B.A. Woods; City Treasurer T. Judy; Fire Chief S.D. Himes; Police Chief T. Bennett; Operations Manager M. Kesecker; City Attorney G. S. Roberts; and City Clerk S.R. Stokes (recording secretary).

Councilors N.E. Bross-Fregonara, C.C. Lowther, and C.H. Thompson were absent.

PUBLIC COMMENT

There was no public comment.

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE MINUTES FOR THE MEETING OF JULY 24, 2025**<u>The motion carried.</u>

CORRESPONDENCE, NOTIFICATIONS, AND RECOGNITIONS

a. Presentation of EPD Lifesaving Medal to Senior Patrolman D. Coffman, letter of commendation to Patrolman S. Davis, and letter of commendation to WVSP Senior Trooper Petrella.
b. Building permits, zoning permits, and vacant property registrations
c. Event approval: Haunted Holler, Sept. 13

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. City Clerk S. Stokes provided a verbal report.
f. City Attorney G. Roberts provided a verbal report.
g. Wastewater Chief Operator W. Hymes provided a verbal report

COUNCILOR REPORTS

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

APPROVAL OF VENDOR INVOICE PAYMENTS

Chenoweth **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 July 21-August 15, 2025.

NEW BUSINESS

Woods **MOVED APPROVAL OF RESOLUTION 1860: RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT TO PARTICIPATE IN NATIONWIDE SETTLEMENT WITH PURDUE PHARMA/SACKLER.** The motion carried.

Carroll **MOVED APPROVAL OF RESOLUTION 1861: AGREEMENT WITH WEST VIRGINIA DEPARTMENT OF HIGHWAYS CONCERNING WASTEWATER SYSTEM INFRASTRUCTURE COMPONENTS RELOCATION DURING THE DAVIS AVENUE BRIDGE REPLACEMENT PROJECT.** The motion carried.

Chenoweth **MOVED APPROVAL OF RESOLUTION 1862: AUTHORIZING ANNUAL CONTRIBUTION OF $1,500 TOWARD UTILITY COSTS AT ALL VETERANS MEMORIAL PARK, TO BE PAID FROM THE FINANCIAL STABILIZATION FUND.** The motion carried.

Chenoweth **MOVED APPROVAL OF RESOLUTION 1863: AUTHORIZING ANNUAL CONTRIBUTION OF $1,500 TOWARD COST OF ASSEMBLY AND DISASSEMBLY OF ARTIFICIAL COMMUNITY CHRISTMAS TREE, TO BE PAID FROM THE FINANCIAL STABILIZATION FUND.** 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:	September 4, 2025
Section:	Approval of vendor invoice payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: August 18-29, 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.)*
Recommended By:	City Treasurer
Summary:	Accounts payable transactions in all funds August 18-29, 2025
Fiscal Impact:	Report details $929,537.04 in transactions from all fund
Recommendation:	Consider for approval
Attachments:	1. AP Check Report - 2025_09_04

VENDOR SET: 01 Elkins
BANK: ARPA America Rescue Plan Act
DATE RANGE: 8/18/2025 THRU 8/29/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02869	WV Game Changer Inc							
I-292	1 yr Prevention Edu Program	R	8/19/2025	5,000.00		000130		5,000.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1			5,000.00	0.00	5,000.00
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	0			0.00	0.00	0.00
EFT:	0			0.00	0.00	0.00
NON CHECKS:	0			0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00			
		VOID CREDITS	0.00	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: ARPA TOTALS:	1	5,000.00	0.00	5,000.00
BANK: ARPA TOTALS:	1	5,000.00	0.00	5,000.00

VENDOR SET: 01 Elkins
BANK: GCBAN Grant Co Bank-Whitmer
DATE RANGE: 8/18/2025 THRU 8/29/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00132	Clarksburg Water Board							
I-M93438	Samples	R	8/26/2025	23.00		000054		23.00
00796	WV DEP Water & Waste Mgmt							
I-00509924	Groundwater/WVNPDES Permit	R	8/26/2025	85.00		000055		85.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2			108.00	0.00	108.00
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	0			0.00	0.00	0.00
EFT:	0			0.00	0.00	0.00
NON CHECKS:	0			0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00			
		VOID CREDITS	0.00	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: GCBANTOTALS:	2	108.00	0.00	108.00
BANK: GCBAN TOTALS:	2	108.00	0.00	108.00

VENDOR SET: 01 Elkins
BANK: OPOID Opioid Settlement
DATE RANGE: 8/18/2025 THRU 8/29/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02869	WV Game Changer Inc							
I-292-1	1 yr. Prevention Edu Program	R	8/19/2025	7,500.00		000002		7,500.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1			7,500.00	0.00	7,500.00
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	0			0.00	0.00	0.00
EFT:	0			0.00	0.00	0.00
NON CHECKS:	0			0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00			
		VOID CREDITS	0.00	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: OPOIDTOTALS:	1	7,500.00	0.00	7,500.00
BANK: OPOID TOTALS:	1	7,500.00	0.00	7,500.00

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 8/18/2025 THRU 8/29/2025

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471		FirstEnergy MP/PE							
	C-Baxter St Dup	Baxter St Duplication	N	8/20/2025	48.78CR		000000		
	D-Wrong Entry	correct wrong entry	N	8/20/2025	48.78		000000		
00741		Great-West Trust Company LLC							
	I-VF 202508192549	Voya	D	8/19/2025	630.00		007568		
	I-VF2202508192549	Voya AT	D	8/19/2025	120.00		007568		750.00
00792		WV Consolidated Retirement Boa							
	I-RTD202508192549	Retirement	D	8/19/2025	7,537.15		007569		7,537.15
00952		WV Consolidated Retirement Boa							
	I-RTF202508192549	Retirement	D	8/19/2025	2,830.36		007570		
	I-RTN202508052547	Retirement	D	8/19/2025	5,355.00		007570		
	I-RTN202508192549	Retirement	D	8/19/2025	5,733.94		007570		13,919.30
00993		WV Consolidated Retirement Boa							
	I-RT6202508192549	Retirement 6%	D	8/19/2025	10,621.07		007571		10,621.07
02667		Health Equity							
	I-HSA202508192549	Health Savings	D	8/19/2025	1,136.54		007572		1,136.54
00385		John Deere Financial							
	I-3067420	JD CTLD 08/2025	D	8/21/2025	1,697.03		007573		1,697.03
00471		FirstEnergy MP/PE							
	I-Teaberry 073125	Teaberry Hills Com 0529-072925	D	8/21/2025	67.93		007574		67.93
01727		Enterprise FM Trust							
	I-578571-080525	Fleet Leases 08/2025	D	8/21/2025	23,835.16		007575		23,835.16
02417		US Bank Corporate Payment Syst							
	I-Visa Fleet 073125	Visa Fleet Pmt 073125	D	8/21/2025	17,912.10		007585		17,912.10
00484		Mountaineer Gas Company							
	C-Baxter Dup entry	correct duplicate entry	D	8/26/2025	48.78CR		007586		
	C-Dup Baxter St	Dup Baxter St	D	8/26/2025	48.78CR		007586		
	D-Rev Dup Entry	Rev Baxter Dup entry	D	8/26/2025	48.78		007586		
	I-1 BAX CG	1 Baxter CG 060625-070925	D	8/26/2025	48.78		007586		
	I-1 Baxter 072325	1 Baxter WD 060625-070925	D	8/26/2025	39.23		007586		
	I-153BrHntr 073125	Bear Hunter 061725-072125	D	8/26/2025	38.00		007586		
	I-216 4th 072325	216 4th St 060625-070925	D	8/26/2025	39.23		007586		
	I-216 4th B 072325	216 4th B 060625-070925	D	8/26/2025	48.78		007586		
	I-5 Baxter 072325	Mountaineer Gas Company	D	8/26/2025	40.01		007586		
	I-917SRR 072325	917 S RR 060625-070925	D	8/26/2025	39.23		007586		
	I-Barron 072325	Barron Ave 060625-070925	D	8/26/2025	39.23		007586		
	I-Baxter 072325	Baxter 060625-070925	D	8/26/2025	48.78		007586		
	I-Baxter St 072325	Baxter St 072325	D	8/26/2025	48.78		007586		

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	I-Center 072325	Center St 060625-070925	D	8/26/2025	39.23		007586		
	I-FloodCtl 072325	Flood Ctl 061025-070925	D	8/26/2025	39.23		007586		
	I-Glendale 072325	Glendale LS 3 060625-070925	D	8/26/2025	48.78		007586		
	I-Inds Pk 072325	Inds Park Rd 060625-071125	D	8/26/2025	39.23		007586		
	I-RELee 072325	RELee 061025-070925	D	8/26/2025	106.11		007586		
	I-ScottFd 073125	500 Scott Rd 061825-072125	D	8/26/2025	49.74		007586		
	I-Stewart LS 3	Stewart LS # 060625-070925	D	8/26/2025	56.51		007586		760.10
02347		LEAF							
	C-18756796CR	Toshiba ES4515AC duplicate	D	8/26/2025	174.58CR		007587		
	I-18756796	Toshiba ES4515AC	D	8/26/2025	174.58		007587		
	I-18784257	Toshiba E478S	D	8/26/2025	85.00		007587		
	I-18784258	Toshiba E478S	D	8/26/2025	85.00		007587		
	I-18812363	Toshiba Copier, Lexmark Printe	D	8/26/2025	629.69		007587		799.69
02347		LEAF							
	C-18817304CR	credit late charge	D	8/26/2025	10.82CR		007588		
	C-18817305CR	credit late charge	D	8/26/2025	18.63CR		007588		
	C-18817306CR	credit late charge	D	8/26/2025	45.21CR		007588		
	I-18817304	Tosh 478S 082525	D	8/26/2025	119.00		007588		
	I-18817305	Toshiba E4515AC	D	8/26/2025	224.25		007588		
	I-18817306	Toshiba E3025AC	D	8/26/2025	497.31		007588		765.90
00047		Truist Governmental Finance							
	I-0005 082425	9948000234-00005 082425	D	8/26/2025	2,596.05		007589		
	I-0006 082725	9948000234-0006 082725	D	8/26/2025	2,643.26		007589		5,239.31
02685		Selective Insurance Company of							
	I-S2660422	08/25/25 Premium 216 4th	D	8/26/2025	5,932.00		007590		5,932.00
02417		US Bank Corporate Payment Syst							
	C-APLUS 30885	CR-Rtn Manlift	D	8/29/2025	200.00CR		007686		
	I-Visa NF Stmt 07312	USBank Stmt Pmt 073125	D	8/29/2025	211,102.73		007686		210,902.73
00116		Child Support Enforcement							
	I-CDS202508192549	Child Support	R	8/19/2025	453.40		017641		453.40
00121		Citizens Bank of WVFP							
	I-FP 202508192549	Fire Pension	R	8/19/2025	350.61		017642		350.61
00122		Citizens Bank of WVPP							
	I-PP 202508192549	Police Pension	R	8/19/2025	163.92		017643		
	I-PPN202508192549	Police Pension-2010 Forward	R	8/19/2025	225.81		017643		389.73

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00147		COE Misc							
	I-MIS202508192549	Misc Reimbursements	R	8/19/2025	323.00		017644		323.00
00150		COE Payroll							
	I-T1 202508192549	Federal Withholding	R	8/19/2025	15,193.83		017645		15,193.83
00151		COE Payroll							
	I-T3 202508192549	FICA	R	8/19/2025	23,534.92		017646		
	I-T4 202508192549	Medicare	R	8/19/2025	5,777.32		017646		29,312.24
00152		COE Payroll							
	I-T2 202508192549	State Withholding	R	8/19/2025	6,447.00		017647		6,447.00
00203		Davis Trust Company							
	I-CC 202508192549	Employee Christmas Club	R	8/19/2025	2,310.00		017648		2,310.00
00747		Washington National Insurance							
	I-WN 202508192549	Washington National Insurance	R	8/19/2025	574.13		017649		574.13
00837		COE Payroll Reimbursement							
	I-001202508192549	Payroll Reimbursement	R	8/19/2025	65,298.70		017650		
	I-006202508192549	Payroll Reimbursement	R	8/19/2025	8,939.10		017650		
	I-036202508192549	Payroll Reimbursement	R	8/19/2025	14,341.35		017650		
	I-400202508192549	Payroll Reimbursement	R	8/19/2025	26,337.74		017650		
	I-401202508192549	Payroll Reimbursement	R	8/19/2025	18,105.64		017650		
	I-404202508192549	Payroll Reimbursement	R	8/19/2025	11,816.60		017650		144,839.13
01885		Colonial Life							
	I-CL 202508192549	Colionial Life-AT	R	8/19/2025	112.10		017651		
	I-CLP202508192549	Colonial Life-PT	R	8/19/2025	52.52		017651		164.62
00150		COE Payroll							
	I-T1 202508192550	Federal Withholding	R	8/19/2025	3,876.82		017652		3,876.82
00151		COE Payroll							
	I-T3 202508192550	FICA	R	8/19/2025	1,860.00		017653		
	I-T4 202508192550	Medicare	R	8/19/2025	435.00		017653		2,295.00
00152		COE Payroll							
	I-T2 202508192550	State Withholding	R	8/19/2025	695.00		017654		695.00
00837		COE Payroll Reimbursement							
	I-001202508192550	Payroll Reimbursement	R	8/19/2025	9,280.68		017655		9,280.68

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 8/18/2025 THRU 8/29/2025

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00006		AFLAC							
	I-AF 202508042546	Aflac-After Tax Ins	R	8/19/2025	815.78		017656		
	I-AF 202508192549	Aflac-After Tax Ins	R	8/19/2025	815.78		017656		
	I-AFL202508042546	Aflac Insurance	R	8/19/2025	270.04		017656		
	I-AFL202508192549	Aflac Insurance	R	8/19/2025	270.04		017656		2,171.64
00032		Absolute Assurance Drug Test L							
	I-8332	Pre-Emp Arbogast/Martin	R	8/19/2025	104.00		017657		104.00
00073		Brewer & Company of WV, Inc.							
	I-F9112507	fire service & inspection	R	8/19/2025	565.00		017658		565.00
00132		Clarksburg Water Board							
	I-M93418	Compliance Samples	R	8/19/2025	230.00		017659		
	I-M934317	samples	R	8/19/2025	46.00		017659		276.00
00154		COE Sanitation							
	I-202508017915	Hauling Brush 116 Tkt 1990	R	8/19/2025	299.48		017660		
	I-202508017916	Hauling Tkt 159011	R	8/19/2025	299.48		017660		
	I-202508017917	Hauling #158884	R	8/19/2025	299.48		017660		
	I-202508017934	Street Sweeper Dirt 158563	R	8/19/2025	181.50		017660		1,079.94
00242		Elkins Professional Firefighte							
	I-EPF202508042546	Elkins Professional FF	R	8/19/2025	150.00		017661		
	I-EPF202508192549	Elkins Professional FF	R	8/19/2025	150.00		017661		300.00
00296		Gino's Pizza							
	I-C/O 080725	Food / Worked late on manhole	R	8/19/2025	95.32		017662		95.32
00396		Kay Casto & Chaney PLLC							
	I-156825	Whitmer PSD 06/30/25	R	8/19/2025	3,610.25		017663		3,610.25
00483		Mountain Valley Bank							
	I-1202553-21 082825	1202553-21 082825	R	8/19/2025	2,369.18		017664		2,369.18
00515		Matthew Ogden							
	I-Travel 082225	Travel Exp 082225 Swift Water	R	8/19/2025	170.00		017665		170.00
00540		Pitney Bowes Bank Inc							
	I-PostAlloc 07/25	Postage Alloc 03/25-07/25	R	8/19/2025	2,949.58		017666		2,949.58
00591		Retiree Health Benefit Trust F							
	I-08/25 Council	RHBT 8/25 Chen/Severino/Kerns	R	8/19/2025	36.00		017667		
	I-08/25 RHBT	Retires RHBT 08/2025	R	8/19/2025	2,119.35		017667		
	I-Corcoran	R Corcoran Add'tl July-Aug 25	R	8/19/2025	369.14		017667		
	I-RHB202508192549	Retiree Health Benefit Trust	R	8/19/2025	972.00		017667		3,496.49

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00628		Seneca Designs							
	I-47978	HCO Hats with Logo	R	8/19/2025	60.00		017668		60.00
00671		Sutton Stokes							
	I-Travel 080525	Travel Exp WVML 080525	R	8/19/2025	262.12		017669		262.12
00726		USA Bluebook							
	I-SO3785554-1	Mopheads/bucket/dustpan	R	8/19/2025	112.77		017670		112.77
00756		West Electric & Machine Co Inc							
	I-4692	Labor - service call 7/1/25	R	8/19/2025	380.00		017671		380.00
00805		WV FBMC							
	I-08/25 Chenoweth	RChenoweth 08/25 (2 pays)	R	8/19/2025	102.84		017672		
	I-MFB202508042546	Mt. Flex Benefit	R	8/19/2025	2,045.14		017672		
	I-MFB202508192549	Mt. Flex Benefit	R	8/19/2025	2,028.20		017672		4,176.18
00808		WV Municipal League							
	I-081225	WVML Annual Conference	R	8/19/2025	1,200.00		017673		1,200.00
00810		WV Public Employee Insurance A							
	I-07/25 Davis	S Davis Health 07/25 catch up	R	8/19/2025	1,078.00		017674		
	I-08/25 Chenoweth	R Chenoweth Health/Life 08/25	R	8/19/2025	1,079.98		017674		
	I-08/25 Kerns	B Kerns Health/Life 08/25	R	8/19/2025	514.98		017674		
	I-08/25 Severino	L Severino Health/Life	R	8/19/2025	514.98		017674		
	I-BL 202508192549	Basic Life Benefit	R	8/19/2025	192.06		017674		
	I-CEC202508042546	Plan C E/C	R	8/19/2025	1,937.50		017674		
	I-CEC202508192549	Plan C E/C	R	8/19/2025	1,937.50		017674		
	I-CF 202508042546	Plan C Family	R	8/19/2025	24,255.00		017674		
	I-CF 202508192549	Plan C Family	R	8/19/2025	24,255.00		017674		
	I-CS 202508042546	Plan C Single	R	8/19/2025	7,951.50		017674		
	I-CS 202508192549	Plan C Single	R	8/19/2025	7,951.50		017674		
	I-DL 202508042546	Dependent Life	R	8/19/2025	121.53		017674		
	I-DL 202508192549	Dependent Life	R	8/19/2025	121.53		017674		
	I-OL 202508042546	Optional Life	R	8/19/2025	425.85		017674		
	I-OL 202508192549	Optional Life	R	8/19/2025	425.85		017674		
	I-TOF202508042546	Tobacco Surcharge Family	R	8/19/2025	400.00		017674		
	I-TOF202508192549	Tobacco Surcharge Family	R	8/19/2025	400.00		017674		
	I-TOS202508042546	Tobacco Surcharge Single	R	8/19/2025	100.00		017674		
	I-TOS202508192549	Tobacco Surcharge Single	R	8/19/2025	100.00		017674		73,762.76
00813		West Virginia Rural Water Asso							
	I-2025 WVRWA	WVRWA Dues 2025	R	8/19/2025	2,979.20		017675		2,979.20

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01594	Pace Analytical Services LLC							
I-2530623208	lab analysis	R	8/19/2025	2,769.30		017676		2,769.30
01681	HdL Companies							
I-07312025	Add'tl BL Revenue July 2025	R	8/19/2025	641.47		017677		641.47
01790	Crim Law Office PLLC							
I-504	Sanitary Board Services 06/25	R	8/19/2025	550.00		017678		
I-505	Water Board Services 06/25	R	8/19/2025	1,340.00		017678		1,890.00
02012	Appalachian Aggregates							
I-263740	Crusher Run - Plant	R	8/19/2025	921.99		017679		921.99
02157	Jerry A Marco							
I-Travel 080325	Travel Exp 080325-080725	R	8/19/2025	338.70		017680		
I-Travel 081325	Travel 081325 Mayor's Day	R	8/19/2025	253.20		017680		591.90
02215	Tucker County Solid Waste Auth							
I-00158884	Construction Debris City Hall	R	8/19/2025	541.00		017681		
I-00159011	Construction Debris City Hall	R	8/19/2025	389.09		017681		930.09
02261	Hunter Corcoran							
I-Travel 08/22/25	Travel Exp - Swift Water	R	8/19/2025	170.00		017682		170.00
02431	Fel-Ferguson Waterworks #527							
I-0966733	Swiveljnt/Swivel Jt Coup/Pipe	R	8/19/2025	5,026.54		017683		5,026.54
02608	Zinn's R Us Inc							
I-4156	4 Septic Holding Tanks	R	8/19/2025	400.00		017684		400.00
02718	ACE Materials							
I-28533	Cement	R	8/19/2025	2,000.00		017685		2,000.00
02755	Citizens Bank of WV							
I-GAR202508042546	Case #: CC-42-2023-C-79	R	8/19/2025	182.44		017686		
I-GAR202508192549	Case #: CC-42-2023-C-79	R	8/19/2025	182.44		017686		364.88
02866	Judith Weese							
I-REFUND 081325	Refund on Pavilion	R	8/19/2025	65.00		017687		65.00
02867	Turnouts LLC							
I-4409	Turnouts LLC	R	8/19/2025	541.50		017688		541.50

VENDOR I.D.		NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02868		Tyler Harris							
	I-Travel 082225	Travel Exp 082225 Swift Water	R	8/19/2025	170.00		017689		170.00
02150		ERAD Group Inc							
	I-211874	ERAD subscription	R	8/19/2025	1,500.00		017690		1,500.00
02671		CP&H Inc dba City Plumbing & H							
	I-Appl. #11	contracted services	R	8/19/2025	219,609.00		017691		219,609.00
00126		City of Clarksburg							
	I-202508113556	Compost Tkt 1998 080825	R	8/26/2025	103.00		017692		103.00
00154		COE Sanitation							
	I-202508087990	Roll Off Rental 07/2025	R	8/26/2025	205.53		017693		
	I-202508118003	Hauling Brush #117/Tkt 1998	R	8/26/2025	299.48		017693		505.01
00468		Miss Utility of West Virginia,							
	I-WV25-3064	Message Fees 07/2025	R	8/26/2025	395.05		017694		395.05
00517		Ohio Valley Bank							
	I-6300002950 090125	6300002950 090125	R	8/26/2025	8,166.47		017695		8,166.47
00712		Tyler Technologies, Inc.							
	I-025-426411	bio reader maint 02/23-01/24	R	8/26/2025	2,156.04		017696		2,156.04
00779		Woodford Oil Company							
	I-SI-4734	55 gal oil	R	8/26/2025	799.00		017697		799.00
00855		Agency LMC							
	I-4091	July 2025 site issues	R	8/26/2025	230.65		017698		230.65
01125		Ferguson Ent dba Pollardwater							
	I-0293489	hydrantpro alum	R	8/26/2025	1,200.85		017699		1,200.85
01594		Pace Analytical Services LLC							
	I-25306220066	samples	R	8/26/2025	150.40		017700		
	I-2530622067	samples	R	8/26/2025	63.00		017700		213.40
01751		COE WWTP							
	I-202508087985	COE WWTP-Backwash 07/25	R	8/26/2025	848.76		017701		848.76
01833		P3 Cost Analysts							
	I-30990	VISA VUIRF 08/25	R	8/26/2025	322.62		017702		322.62

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 8/18/2025 THRU 8/29/2025

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02012		Appalachian Aggregates							
	I-264703	Crusher Run - Plant	R	8/26/2025	1,912.71		017703		1,912.71
02431		Fel-Ferguson Waterworks #527							
	I-0986859	Valve Lid Riser	R	8/26/2025	351.43		017704		351.43
02690		Tracker Products LLC							
	I-TPINV-004951	evidence software	R	8/26/2025	8,904.00		017705		8,904.00
02863		Holiday Outdoor Decor							
	I-INV20700	6 ornaments	R	8/26/2025	2,934.00		017706		2,934.00
02870		Leon Kaye							
	I-Ckrquest081925	WVML parking	R	8/26/2025	37.00		017707		
	I-Exp Rpt 08/25	Leon Kaye	R	8/26/2025	336.11		017707		373.11
1		PATTON, BETTY							
	I-000202508202551	US REFUND	R	8/26/2025	102.98		017708		102.98
1		SMITH DIAMOND PROP &							
	I-000202508212552	US REFUND	R	8/26/2025	2.87		017709		2.87
1		ELZA, HUNTER S							
	I-000202508222553	US REFUND	R	8/26/2025	30.79		017710		30.79

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	70			583,770.03	0.00	583,770.03
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	15			301,876.01	0.00	301,876.01
EFT:	0			0.00	0.00	0.00
NON CHECKS:	1			0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00			
		VOID CREDITS	0.00	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	86	885,646.04	0.00	885,646.04
BANK: Pool TOTALS:	86	885,646.04	0.00	885,646.04

VENDOR SET: 01 Elkins
BANK: TIF TIF District #1
DATE RANGE: 8/18/2025 THRU 8/29/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02393	Spilman Thomas & Battle PLLC							
I-5543362	TIF Redev Admn Matters 08/25	R	8/26/2025	378.00		000005		378.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1			378.00	0.00	378.00
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	0			0.00	0.00	0.00
EFT:	0			0.00	0.00	0.00
NON CHECKS:	0			0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00			
		VOID CREDITS	0.00	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: TIF TOTALS:	1	378.00	0.00	378.00
BANK: TIF TOTALS:	1	378.00	0.00	378.00

VENDOR SET: 01 Elkins
BANK: WATDP Water Depreciation
DATE RANGE: 8/18/2025 THRU 8/29/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02431	Fel-Ferguson Waterworks #527							
I-0991427	2in Meter Replacement	R	8/26/2025	7,974.00		000072		7,974.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1			7,974.00	0.00	7,974.00
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	0			0.00	0.00	0.00
EFT:	0			0.00	0.00	0.00
NON CHECKS:	0			0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00			
		VOID CREDITS	0.00	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: WATDPTOTALS:	1	7,974.00	0.00	7,974.00
BANK: WATDP TOTALS:	1	7,974.00	0.00	7,974.00

VENDOR SET: 01 Elkins
BANK: WATOM Water O&M
DATE RANGE: 8/18/2025 THRU 8/29/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02677	Buchanan Pump Service and Supp							
I-136960	raw water pump repair	R	8/19/2025	22,931.00		000005		22,931.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1			22,931.00	0.00	22,931.00
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	0			0.00	0.00	0.00
EFT:	0			0.00	0.00	0.00
NON CHECKS:	0			0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00			
		VOID CREDITS	0.00	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: WATOM TOTALS:	1	22,931.00	0.00	22,931.00
BANK: WATOM TOTALS:	1	22,931.00	0.00	22,931.00
REPORT TOTALS:	93	929,537.04	0.00	929,537.04

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 8/18/2025 THRU 8/29/2025
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:	September 4, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1864: Appointing John Taylor to the Board of the Randolph-Elkins Health Department
Recommended By:	City Clerk
Summary:	This resolution appoints John Taylor to the Elkins-Randolph County Board of Health to fill a City of Elkins vacancy. Mr. Taylor was nominated by the board. The appointment is for the remainder of an unexpired term ending December 31, 2027, in accordance with the Board's bylaws and state code requirements.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1864 - appointing Taylor to board of health

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1864)
September 4, 2025

APPOINTING JOHN TAYLOR TO THE ELKINS-RANDOLPH COUNTY BOARD OF HEALTH FOR AN UNEXPIRED TERM ENDING DECEMBER 31, 2027

WHEREAS, the Randolph County Board of Health ("Board") is a combined board of health of Randolph County and the City of Elkins, organized under Chapter 16, Article 2, Section 10 of the West Virginia Code; and

WHEREAS, pursuant to Article II, Section I of the Board's bylaws, the City of Elkins appoints two members to the Board; and

WHEREAS, under Article II, Section VI of the Board's bylaws, vacancies on the Board are filled by the original appointing authority for the remainder of the unexpired term; and

WHEREAS, a vacancy presently exists in one of the positions appointed by the City of Elkins, with an unexpired term ending December 31, 2027;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby appoints John Taylor to the Randolph County Board of Health for the remainder of the unexpired term, ending December 31, 2027.

____
Jerry A. Marco, Mayor

Attest:

____
Sutton R. Stokes, City Clerk

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	September 4, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1865: Appointing Dave Parker as an alternate on the Elkins Board of Zoning Appeals
Recommended By:	City Clerk
Summary:	This resolution appoints David Parker as an alternate member of the Board of Zoning Appeals for a three-year term. Alternate members serve when regular members are unavailable and exercise the same powers and duties during such service, as provided by city code and state law.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1865 - appointing Parker to BZA - alternate

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1865)
September 4, 2025

Appointing David Parker to The Board of Zoning Appeals as an Alternate Member

---

WHEREAS, pursuant to §152.025 of the Elkins City Code and West Virginia Code provisions, the Board of Zoning Appeals is established to hear appeals, grant variances, and perform other duties as set forth by law; and

WHEREAS, §152.025(B)(2) authorizes the governing body to appoint up to three alternate members who meet the same eligibility requirements as regular members, for terms of three years; and

WHEREAS, alternate members are called to serve when a regular member is unable to participate and, during such service, possess the same powers and duties as regular members; and

WHEREAS, the Common Council of the City of Elkins has determined that the appointment of an alternate member will support the effective functioning of the Board of Zoning Appeals;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby appoints David Parker as an alternate member of the Board of Zoning Appeals for a three-year term, commencing September 1, 2025 and ending August 31, 2028.

____
Jerry A. Marco, Mayor

Attest:

____
Sutton R. Stokes, City Clerk