



City of Elkins

Council Meeting

October 16, 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 September 18, 2025
5. **Correspondence, Notifications, and Recognitions**
6. **Councilor Reports**
7. **Staff reports**
 - a. Treasurer's report
8. **Approval of vendor invoice payments**
 - a. Vendor invoices presented for approval: September 15-October 10, 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. Attorney/client consultation concerning interpretation of provisions in state and city code.
 - b. Personnel matters in the Operations Department.
 - c. Personnel matter in the HR Department.
 - d. Retention of outside counsel.
 - e. Ordinance 348: Prohibiting Discrimination in Employment, Housing, and Public Accommodations (final reading)
 - f. Resolution 1869: Approving terms and authorizing execution of contract with Region VII Planning and Development Council for provision of GIS services
 - g. Resolution 1870: Appointing Nanci Bross-Fregonara as alternate Elkins representative on the board of Mon Forest Towns
 - h. Resolution 1871: Appointing Stephanie Beck to an unexpired term on the Elkins Tree Board

- i. Resolution 1872: Appointing Elwood Sites to the Randolph County Board of Health

10. Mayor's comments

11. Adjournment



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 16, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of September 18, 2025
Recommended By:	City Clerk
Summary:	Minutes proposed for council's Sept. 18 meeting
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. City Council - 2025_09_18 - minutes_proposed

Proposed Minutes

ELKINS COMMON COUNCIL MEETING MINUTES

***Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
September 18, 2025
7:00 p.m.***

Elkins Common Council met as above. Present were Councilors N.E. Bross-Fregonara, A.C. Carroll, R.C. Chenoweth, G.M. Hinchman, B.C. Kerns, C.C. Lowther, E. L. Plishka, L.S. Severino, C.H. Thompson, 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; City Clerk S.R. Stokes (acting chair) and Executive Secretary Mikayla Goins (recording secretary).

Mayor Jerry A. Marco, was absent.

PUBLIC COMMENT

Katy Ross (202 S Randolph Ave) regarding the nondiscrimination Ordinance 348

Andrew Schneider (resident of Charleston, WV) regarding the nondiscrimination Ordinance 348

Rebekah Rovira (305 Marro Dr) regarding the nondiscrimination Ordinance 348

Katie Angeles (202 S Randolph Ave) regarding the nondiscrimination Ordinance 348

Eleanor Renshaw (8 Bridgewater Lane) regarding the nondiscrimination Ordinance 348

Jess Scott (1253 Parsons Road) regarding the nondiscrimination Ordinance 348

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF SEPTEMBER 4, 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.

Proposed Minutes

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.

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 September 2 – September 12, 2025.

NEW BUSINESS

Kerns **MOVED APPROVAL OF ORDINANCE 348: PROHIBITING DISCRIMINATION IN EMPLOYMENT, HOUSING, AND PUBLIC ACCOMMODATIONS.** (First of Two Readings) The motion carried.

Chenoweth **MOVED APPROVAL OF RESOLUTION 1866: AUTHORIZING THE CLOSURE OF THE ELKINS BUILDING COMMISSION’S ACCOUNT #37153 AT DAVIS TRUST COMPANY.** The motion carried.

Carroll **MOVED APPROVAL OF RESOLUTION 1867: AUTHORIZING AN ENGINEERING STUDY OF CONSTRUCTING A ROADWAY ON AN UNIMPROVED SECTION OF ELLIS AVENUE, FUNDED FROM THE FINANCIAL STABILIZATION ACCOUNT.** The motion carried.

Lowther **MOVED APPROVAL OF RESOLUTION 1868: AUTHORIZING A CONTRIBUTION OF \$25,000 FROM THE FINANCIAL STABILIZATION ACCOUNT FOR IMPROVEMENTS AT BLUEGRASS PARK.** The motion carried.

The meeting was adjourned at 8:10 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 16, 2025
Section:	Staff reports
Category:	Presentation
Agenda Item Name:	Treasurer's report
Recommended By:	City Treasurer
Summary:	<p>The attached report from the City Treasurer includes:</p> <ul style="list-style-type: none"> • General Fund Revenue Detail report showing: most recent month's revenues, YTD revenues, and YTD actual revenues as percentage of budgeted revenues • Bank account balances • Budget control summary • InvoiceCloud report
Fiscal Impact:	n/a
Recommendation:	Review presented information, no action needed
Attachments:	1. Treasurer Report

General Fund Revenue Detail

	September Revenues	YTD Revenues	Percent of Revenues Collected Per Budget	Percent of Yr. Completed 25.00
County Tax	\$416,885.61	\$569,234.42	45.60%	1,248,359.00
B & O Tax	\$4,539.02	\$557,752.78	30.90%	1,805,000.00
Hotel/Motel Tax	\$29,936.77	\$92,132.07	35.37%	260,500.00
Gas & Oil Severance Tax	\$0.00	\$0.00	0.00%	25,000.00
2% City Utility Tax	\$9,271.25	\$24,329.82	25.34%	96,000.00
Utility Excise Tax	\$39,638.25	\$84,017.72	25.46%	330,000.00
Liquor Tax	\$0.00	\$20,973.40	24.39%	86,000.00
Police	\$1,672.00	\$5,507.00	46.28%	11,900.00
Municipal Court	\$1,102.00	\$3,557.76	13.95%	25,500.00
Code Enforcement	\$4,337.38	\$12,755.35	36.55%	34,900.00
Business License	\$430.00	\$7,905.00	27.26%	29,000.00
Intergovernmental	\$17,723.76	\$107,041.85	45.86%	233,398.00
Franchise/IRP Fees	\$0.00	\$38,121.83	29.32%	130,000.00
Phil Gainer Community Center	\$1,800.00	\$15,745.00	31.49%	50,000.00
Misc. Revenue	\$7,832.70	\$260,664.93	121.72%	214,160.00
Municipal Sales Tax	\$0.00	\$393,756.05	26.25%	1,500,000.00
TOTAL	\$535,168.74	\$2,193,494.98	36.08%	6,079,717.00

FY2026 Budget Control Summary

General Fund													YTD TOTALS	
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$990,162.10	\$668,164.14	\$535,168.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$429,782.59	\$2,193,494.98
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$723,761.71	\$989,360.75	\$910,155.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,623,277.57
Sanitation Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$142,546.84	\$134,981.63	\$150,223.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$20,644.03	\$427,751.48
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$168,517.89	\$142,348.97	\$137,528.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$448,395.51
Sewer Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$276,943.92	\$258,018.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,594.26	\$534,962.67
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$245,414.52	\$238,953.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$484,368.41
Water Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$447,484.31	\$355,206.64	\$451,687.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$32,823.22	\$1,254,378.28
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$468,585.29	\$455,566.08	\$363,050.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,287,201.50
Fire Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$44,065.19	\$75,493.47	\$75,652.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$96,899.92	\$195,210.69
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$128,336.78	\$83,588.02	\$80,185.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$292,110.61
Landfill Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$400.93	\$404.89	\$502.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,147.70	\$1,308.38
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$74.64	\$24.00	\$62.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$160.68

Bank Account Name	Balance as of 9/30/2025
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ARPA	\$20,729.92
Elkins Municipal Building Comm.	\$0.00
Financial Stabilization	\$1,279,835.82
Fire Pension Fund	\$3,208,102.97
Firemen's Pension & Relief Fund	\$0.00
Grant Co Bank-Whitmer	\$7,854.15
Landfill Access Escrow	\$2,000,390.20
Landfill Post Closure	\$48,797.07
Opioid	\$25,598.95
Payroll	\$251,595.56
Police Forfeitures	\$24,570.18
Police Pension Fund	\$5,235,465.08
Police Seizures	\$19,998.26
Policemen's Pension & Relief Fund	\$0.00
Pooled Cash-Coal Severance Fund	\$84,765.05
Pooled Cash-Fire Fund	\$56,455.81
Pooled Cash-General Fund	\$313,121.52
Pooled Cash-Landfill Fund	\$134,487.85
Pooled Cash-Parks Fund	\$683,024.50
Pooled Cash-Sanitation Fund	\$452,999.55
Pooled Cash-Sewer Fund	\$301,197.53
Pooled Cash-Water Fund	\$401,707.74
Sewer Depreciation	\$209,494.41
Sewer O&M	\$644,121.04
TIF District #1	\$147,789.71
Water Depreciation	\$168,419.56
Water O&M	\$644,935.37

Tracy Judy

From: no-reply=invoicecloud.com@mg.invoicecloud.com on behalf of InvoiceCloud <no-reply@invoicecloud.com>
Sent: Tuesday, September 30, 2025 10:21 AM
To: Tracy Judy
Subject: InvoiceCloud Daily Management Report

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City of Elkins WV:

Daily Management Report for 9/30/2025:

Invoice Type	YTD #	YTD \$	MTD #	MTD \$	Day #	Day \$	Paperless #	AutoPay #
Utility	23,560	\$2,999,897.58	2,613	\$356,897.10	29	\$3,431.85	2,813	1,010
Non Utility Payments	430	\$100,560.45	48	\$7,260.80	1	\$30.00	861	0



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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 16, 2025
Section:	Approval of vendor invoice payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: September 15-October 10, 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 Sept. 15-Oct. 10, 2025
Fiscal Impact:	Report details \$1,975,121.93 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report 9-15 thru 10-10-25

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00283	Frontier							
C-CHECK	Frontier	VOIDED V	9/24/2025			000057		114.99CR
01445	Linda Silva							
C-CHECK	Linda Silva	VOIDED V	9/16/2025			017778		223.26CR

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
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:	2	VOID DEBITS 0.00		
		VOID CREDITS 338.25CR	338.25CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: TOTALS:	2	338.25CR	0.00	0.00
BANK: TOTALS:	2	338.25CR	0.00	0.00

VENDOR SET: 01 Elkins

BANK: FINST Financial Stabilization

DATE RANGE: 9/15/2025 THRU 10/10/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00234	Elkins Babe Ruth League							
I-CKREQ 092625	Bluegrass Park Improvements	R	10/07/2025	25,000.00		000020		25,000.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	25,000.00	0.00	25,000.00
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: FINST TOTALS:	1	25,000.00	0.00	25,000.00
BANK: FINST TOTALS:	1	25,000.00	0.00	25,000.00

VENDOR SET: 01 Elkins
 BANK: GCBAN Grant Co Bank-Whitmer
 DATE RANGE: 9/15/2025 THRU 10/10/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
C-Correct	Correction of entry	N	10/07/2025	4,107.06CR		000000		
I-Whitmer Pmts 0925	Whitmer Pmts to Elkins 09/25	N	10/07/2025	4,107.06		000000		
00310	Griffith & Associates, PLLC							
I-15405-W	Whitmer services	R	9/16/2025	2,730.25		000056		2,730.25
00283	Frontier							
I-Whitmer 092225	Whitmer 0828-092725	V	9/24/2025	114.99		000057		114.99
00283	Frontier							
M-CHECK	Frontier	VOIDED	V 9/24/2025			000057		114.99CR
00132	Clarksburg Water Board							
I-M93719	lab results	R	10/07/2025	23.00		000058		23.00
00283	Frontier							
I-Whitmer 092225	Whitmer 0828-092725	D	9/24/2025	Reissue		007719		114.99
00471	FirstEnergy MP/PE							
I-Whitmer 091025	Church Hill 080625-090625	D	9/29/2025	716.18		007734		716.18

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	2,868.24	0.00	2,753.25
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	716.18	0.00	831.17
EFT:	0	0.00	0.00	0.00
NON CHECKS:	1	0.00	0.00	0.00
VOID CHECKS:	1 VOID DEBITS	114.99		
	VOID CREDITS	114.99CR	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01 BANK: GCBAN	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: GCBAN	TOTALS:	6	3,584.42	0.00	3,584.42
BANK: GCBAN	TOTALS:	6	3,584.42	0.00	3,584.42

VENDOR SET: 01 Elkins
BANK: OVBSA Construction Draw
DATE RANGE: 9/15/2025 THRU 10/10/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02027	WV Paving Inc							
I-253033-2	Sanitation paving	R	9/16/2025	9,000.00		000014		9,000.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	9,000.00	0.00	9,000.00
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: OVBSA TOTALS:	1	9,000.00	0.00	9,000.00
BANK: OVBSA TOTALS:	1	9,000.00	0.00	9,000.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02305	Don's Heating & A/C Repair							
C-Correct GL	Correct GL Account	N	9/26/2025	350.00CR		000000		
I-393493	Leak Tested and Vaccum	N	9/26/2025	350.00		000000		
00385	John Deere Financial							
I-3075552	DJ WLBH 091425	D	9/15/2025	2,096.69		007702		2,096.69
00471	FirstEnergy MP/PE							
I-219/250 082525	219/250 072325-082125	D	9/15/2025	79.17		007703		
I-Haddix 097 082525	Haddix Rd 097 072325-082125	D	9/15/2025	21.31		007703		
I-Haddix 105 082525	Haddix Rd 072325-082125	D	9/15/2025	52.68		007703		
I-Jimtown 082625	Jimtown Comm 071925-081925	D	9/15/2025	12.00		007703		165.16
02347	LEAF							
I-18913306	Toshiba 091325	D	9/15/2025	128.29		007704		128.29
00741	Great-West Trust Company LLC							
I-VF 202509162558	Voya	D	9/16/2025	630.00		007705		
I-VF2202509162558	Voya AT	D	9/16/2025	120.00		007705		750.00
00792	WV Consolidated Retirement Boa							
I-RTD202509162558	Retirement	D	9/16/2025	7,771.85		007706		7,771.85
00952	WV Consolidated Retirement Boa							
I-RTF202509162558	Retirement	D	9/16/2025	3,373.64		007707		
I-RTN202509162558	Retirement	D	9/16/2025	6,309.04		007707		9,682.68
00993	WV Consolidated Retirement Boa							
I-RT6202509162558	Retirement 6%	D	9/16/2025	11,142.25		007708		11,142.25
02667	Health Equity							
I-HSA202509162558	Health Savings	D	9/16/2025	1,059.54		007709		1,059.54
00047	Truist Governmental Finance							
I-00007 082525	9948000234-07 091925	D	9/17/2025	4,984.55		007710		4,984.55
00471	FirstEnergy MP/PE							
I-Teaberry 082925	Teaberry 073025-082725	D	9/17/2025	27.91		007711		27.91
00484	Mountaineer Gas Company							
I-500ScottFd 082925	500 Scott Fd 072125-081825	D	9/17/2025	40.01		007712		
I-Bearhunter 082925	Bearhunter Est 072125-081825	D	9/17/2025	38.00		007712		78.01

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02347	LEAF							
I-18940785	Toshiba Baxter 091825	D	9/17/2025	85.00		007713		
I-18940786	Toshiba E478S 401Davis 091825	D	9/17/2025	85.00		007713		170.00
00047	Truist Governmental Finance							
I-00005 092425	9948000234-05 092425	D	9/23/2025	2,596.05		007714		2,596.05
00385	John Deere Financial							
I-3078222 0910	JD CTLD 9331 092025	D	9/23/2025	1,697.03		007715		1,697.03
00471	FirstEnergy MP/PE							
C-ElkinsCom Dup	ElkinsCom Duplicate Entry	D	9/23/2025	10,286.76CR		007716		
I-ElkinsCom 090225	Elkins Comm 092225	D	9/23/2025	10,286.76		007716		
I-ElkinsComm 090225	Elkin Comm Lighting 092225	D	9/23/2025	10,286.76		007716		10,286.76
02347	LEAF							
I-18971318	Lexmark/Toshiba 092425	D	9/23/2025	629.69		007717		629.69
00201	Davis Electrical Svc. Inc							
C-Corr 290620	Paid w/CC	D	9/24/2025	140.00CR		007718		
I-290620	A/C Service	D	9/24/2025	140.00		007718		
00565	Quill Corporation							
I-45855056	therm rolls, tissues, envelope	D	9/26/2025	210.00		007720		210.00
02347	LEAF							
I-18974540	Toshiba 478S 092525	D	9/26/2025	108.18		007721		
I-18974541	Toshiba E4515AC	D	9/26/2025	205.62		007721		
I-18974542	Toshiba E3025AC 092525	D	9/26/2025	452.10		007721		765.90
02417	US Bank Corporate Payment Syst							
I-Visa Fleet 083025	Visa Fleet Pmt 083025	D	9/27/2025	18,678.68		007732		18,678.68
00471	FirstEnergy MP/PE							
I-192 High 091025	192 High 080825-090825	D	9/29/2025	7,493.74		007733		
I-BearHtr 091025	Bear Hunter 080825-090825	D	9/29/2025	124.78		007733		
I-High 091025	High 080825-090825	D	9/29/2025	26.17		007733		7,644.69
00741	Great-West Trust Company LLC							
I-VF 202509292560	Voya	D	9/30/2025	630.00		007735		
I-VF2202509292560	Voya AT	D	9/30/2025	120.00		007735		750.00
00283	Frontier							
I-082025	Summary Account 08/20/25	D	9/30/2025	1,363.24		007736		
I-092025	Summary Billing 09/20/25	D	9/30/2025	1,293.43		007736		
I-216 4th 090525	216 4th - Bus Fiber Internet	D	9/30/2025	154.64		007736		2,811.31

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00385	John Deere Financial							
I-3082795	JD CTLD	D	9/30/2025	2,252.66		007737		2,252.66
00471	FirstEnergy MP/PE							
I-CityPk 240 091125	City Park 240 0809-090925	D	9/30/2025	11.69		007738		
I-Park 883 091125	Park St 883 080925-090925	D	9/30/2025	83.52		007738		
I-Park 996 091125	Park St 996 080925-090925	D	9/30/2025	10.52		007738		
I-Park St 465 091125	Park St 465 080925-090925	D	9/30/2025	12.76		007738		
I-ParkSt 095 091125	Park St 095 080925-090925	D	9/30/2025	10.81		007738		
I-Pavilion 091120	CityPk Pavilion 080925-090925	D	9/30/2025	19.06		007738		
I-Sycamore 091125	Sycamore 080925-090925	D	9/30/2025	12.17		007738		160.53
02417	US Bank Corporate Payment Syst							
I-VisaNF 083025	Visa NonFleet Pmt 083025	D	10/01/2025	129,258.96		007833		129,258.96
00047	Truist Governmental Finance							
I-00006 092725	9948000234-06 09/27/25	D	10/06/2025	2,643.26		007834		2,643.26
00075	Encova Insurance							
I-37099069	Installment 10/01/25	D	10/06/2025	6,722.00		007835		6,722.00
00119	First-Citizens Bank & Trust Co							
I-47808374	Kyocera 10/06/25	D	10/07/2025	59.60		007836		59.60
00471	FirstEnergy MP/PE							
I-Reservoir 091125	Reservoir Hill 080925-090925	D	10/07/2025	10.31		007837		10.31
00471	FirstEnergy MP/PE							
I-1 Baxter 091625	1 Baxter 081425-091225	D	10/07/2025	304.22		007838		
I-11th 091525	11th St 081325-091125	D	10/07/2025	10.31		007838		
I-11th/219 091525	11th/219 081325-091125	D	10/07/2025	50.67		007838		
I-142REL 091625	142 RELee 081425-091225	D	10/07/2025	1,630.55		007838		
I-15th St 091625	15 th 081425-091225	D	10/07/2025	30.23		007838		
I-1Bax St 091625	1 Baxter 081425-091225	D	10/07/2025	963.72		007838		
I-1Baxter 091625	1 Baxter 081425-091225	D	10/07/2025	377.64		007838		
I-216 4th 091525	216 4th 081325-091125	D	10/07/2025	1,335.49		007838		
I-31 Jones	31 Jones 081425-091225	D	10/07/2025	284.82		007838		
I-31 Jones 091625	31 Jones 081425-091225	D	10/07/2025	281.05		007838		
I-3rd St 091625	3rd St 081425-091225	D	10/07/2025	72.74		007838		
I-401 Davis 091525	401 Davis 081325-091125	D	10/07/2025	1,035.58		007838		
I-4th Kerens 091525	4th/Kerens 081325-091125	D	10/07/2025	11.48		007838		
I-516 Glen 091625	516 Glendale 081425-091225	D	10/07/2025	53.10		007838		
I-5Baxter 091625	5 Baxter 081425-091225	D	10/07/2025	346.95		007838		
I-8 Cherokee 091525	8 Cherokee ACH Pmt 0813-091125	D	10/07/2025	562.36		007838		
I-Barron 091525	Barron Ave 081325-091125	D	10/07/2025	196.51		007838		
I-Davis/1st 091625	Davis Ave/1st 081425-091225	D	10/07/2025	47.51		007838		
I-Davis/2nd 091625	Davis/2nd 081425-091225	D	10/07/2025	63.45		007838		
I-Flood Ctl 091625	Flood Control 081425-091225	D	10/07/2025	388.82		007838		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-Glendale 091625	Glendale 081425-091225	D	10/07/2025	2,004.48		007838		
I-GlendaleAve 091625	Glendale Ave 081425-091225	D	10/07/2025	44.83		007838		
I-Harrison 091625	Harrison 081425-091225	D	10/07/2025	32.04		007838		
I-NRand 091525	North Rand 081325-091125	D	10/07/2025	111.48		007838		
I-Oak Grv 091625	Oak Grove 081425-091225	D	10/07/2025	202.84		007838		
I-RR 091625	BLK LTO RR 081425-091225	D	10/07/2025	204.13		007838		
I-RR Ave 091525	Railroad Ave lighting	D	10/07/2025	415.25		007838		
I-RT3Haddix 091525	Rt 3 Haddix Rd 082225-091225	D	10/07/2025	39.42		007838		
I-Rand/3rd 091525	Randolph/3rd 081325-091125	D	10/07/2025	32.49		007838		
I-Randolph 091525	Randolph 081325-091125	D	10/07/2025	27.50		007838		
I-RandolphAve 091525	Randolph Ave 081325-091125	D	10/07/2025	113.46		007838		
I-Riverbend 091625	Riverbend 081425-082625	D	10/07/2025	15,812.46		007838		
I-RiverbendLn 091625	Riverbend Ln 081425-091225	D	10/07/2025	42.87		007838		
I-Rverview 091625	Riverview 081425-091225	D	10/07/2025	40.42		007838		
I-SDavis/11 091625	S Davis/11th 091625	D	10/07/2025	47.84		007838		
I-StewartLS 091525	Stewart LS 081325-091125	D	10/07/2025	1,447.50		007838		
I-Whiteman 091525	Whiteman Ave 081325-091125	D	10/07/2025	76.52		007838		
I-Wilson 091625	Wilson 081425-091225	D	10/07/2025	504.37		007838		29,247.10
00119	First-Citizens Bank & Trust Co							
I-47814038	Konica Minolta 100825	D	10/07/2025	66.56		007839		66.56
00792	WV Consolidated Retirement Boa							
I-RTD202509292560	Retirement	D	10/07/2025	7,512.78		007840		
I-RTD202509292561	Retirement	D	10/07/2025	1,991.25		007840		9,504.03
00841	Amazon							
C-91525	Refund MW Cordless	D	10/07/2025	411.29CR		007841		
D-91525 Correction	Correction on credit entry	D	10/07/2025	411.29		007841		
00952	WV Consolidated Retirement Boa							
I-RTF202509292560	Retirement	D	10/07/2025	3,015.24		007842		
I-RTF202509292561	Retirement	D	10/07/2025	680.00		007842		
I-RTN202509292560	Retirement	D	10/07/2025	6,160.56		007842		
I-RTN202509292561	Retirement	D	10/07/2025	935.00		007842		10,790.80
00993	WV Consolidated Retirement Boa							
I-RT6202509292560	Retirement 6%	D	10/07/2025	12,238.96		007843		
I-RT6202509292561	Retirement 6%	D	10/07/2025	3,225.00		007843		15,463.96
01727	Enterprise FM Trust							
I-578571-100325	Fleet Leases 10/2025	D	10/07/2025	24,546.97		007844		24,546.97

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 9/15/2025 THRU 10/10/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02347	LEAF							
I-19040553	Toshiba 5525AC 100825	D	10/07/2025	289.17		007845		289.17
02347	LEAF							
I-19040554	Toshiba 4525AC 100825	D	10/07/2025	180.30		007846		180.30
02347	LEAF							
I-19057302	Toshiba 4525AC	D	10/07/2025	395.37		007847		395.37
02347	LEAF							
I-19069569	Toshiba ES4515AC 101325	D	10/07/2025	128.29		007848		128.29
02347	LEAF							
I-19097701	Toshiba E478S	D	10/07/2025	125.47		007849		125.47
02347	LEAF							
I-19097702	Toshiba E478S 101825	D	10/07/2025	125.47		007850		125.47
02347	LEAF							
I-19131522	Toshiba/Lex 102425	D	10/07/2025	811.06		007851		811.06
02347	LEAF							
I-19131523	Toshiba 478S 102525	D	10/07/2025	155.90		007852		155.90
02347	LEAF							
I-19131524	Toshiba E4515AC 102525	D	10/07/2025	258.75		007853		258.75
02667	Health Equity							
I-HSA202509292560	Health Savings	D	10/07/2025	1,059.54		007854		1,059.54
00471	FirstEnergy MP/PE							
I-Barron 091925	Barron 081525-091525	D	10/09/2025	16,918.54		007855		16,918.54
00032	Absolute Assurance Drug Test L							
I-8534	New Emp Pennington	R	9/16/2025	52.00		017771		52.00
00075	Encova Insurance							
I-37086273	WCN6010582 Install 09/01/25	R	9/16/2025	6,722.00		017772		6,722.00
00154	COE Sanitation							
I-202509098164	RO Rental Fee 08/2025	R	9/16/2025	205.53		017773		205.53
I-202509098180	Hauling Brush 118 Ticket 2258	R	9/16/2025	299.48		017773		505.01

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00606	Steven C. Rodeheaver							
I-12485	Brooms/Brushes/Washmitt	R	9/16/2025	148.00		017774		148.00
00712	Tyler Technologies, Inc.							
I-025-526701	Vasario Cash Drawer	R	9/16/2025	250.00		017775		250.00
00927	Interstate Battery System of S							
I-51018116	Batteries	R	9/16/2025	643.80		017776		643.80
01220	The Delmonte Market							
I-1620	2025 Contract 3 of 4	R	9/16/2025	6,028.50		017777		6,028.50
01445	Linda Silva							
I-02873	Stewart St Lift St Inspection	V	9/16/2025	125.00		017778		
I-CK Req 0910	Ropes/Hoes	V	9/16/2025	98.26		017778		223.26
01445	Linda Silva							
M-CHECK	Linda Silva	VOIDED	V	9/16/2025		017778		223.26CR
01594	Pace Analytical Services LLC							
I-2530629428	August 2025 Lab Invoicing	R	9/16/2025	4,402.90		017779		4,402.90
01798	HD Media Company LLC							
I-2052441	Ad for Sealed Bids Demo	R	9/16/2025	119.18		017780		119.18
01998	Appalachian Renovations Roofin							
I-1094	Temp Roof -Completed 090525	R	9/16/2025	24,895.00		017781		24,895.00
02027	WV Paving Inc							
I-253033-1	Paving	R	9/16/2025	267,000.00		017782		267,000.00
02143	Wholesale Tires & Auto							
I-1219857	Tires	R	9/16/2025	9,147.78		017783		9,147.78
02238	Appalachian Equipment Solution							
I-09052025	Erskine Hyd Power Broom	R	9/16/2025	5,000.00		017784		5,000.00
02486	FPG							
I-23679F	BM Repair and Test	R	9/16/2025	2,453.98		017785		2,453.98
02608	Zinn's R Us Inc							
I-4294	4 Septic Holding Tanks	R	9/16/2025	400.00		017786		
I-4321	4 Septic Holding Tanks	R	9/16/2025	400.00		017786		800.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	MADJAR PROPERTIES LL							
I-000202509152557	US REFUND	R	9/16/2025	219.19		017787		219.19
00116	Child Support Enforcement							
I-CDS202509162558	Child Support	R	9/16/2025	453.40		017788		453.40
00121	Citizens Bank of WVFP							
I-FP 202509162558	Fire Pension	R	9/16/2025	363.66		017789		363.66
00122	Citizens Bank of WVFP							
I-PP 202509162558	Police Pension	R	9/16/2025	162.53		017790		
I-PPN202509162558	Police Pension-2010 Forward	R	9/16/2025	279.80		017790		442.33
00147	COE Misc							
I-MIS202509162558	Misc Reimbursements	R	9/16/2025	294.10		017791		294.10
00150	COE Payroll							
I-T1 202509162558	Federal Withholding	R	9/16/2025	16,566.37		017792		16,566.37
00151	COE Payroll							
I-T3 202509162558	FICA	R	9/16/2025	24,505.74		017793		
I-T4 202509162558	Medicare	R	9/16/2025	6,025.68		017793		30,531.42
00152	COE Payroll							
I-T2 202509162558	State Withholding	R	9/16/2025	6,804.00		017794		6,804.00
00203	Davis Trust Company							
I-CC 202509162558	Employee Christmas Club	R	9/16/2025	3,150.00		017795		3,150.00
00747	Washington National Insurance							
I-WN 202509162558	Washington National Insurance	R	9/16/2025	574.13		017796		574.13
00837	COE Payroll Reimbursement							
I-001202509162558	Payroll Reimbursement	R	9/16/2025	69,938.96		017797		
I-006202509162558	Payroll Reimbursement	R	9/16/2025	7,763.04		017797		
I-036202509162558	Payroll Reimbursement	R	9/16/2025	16,594.90		017797		
I-400202509162558	Payroll Reimbursement	R	9/16/2025	27,533.11		017797		
I-401202509162558	Payroll Reimbursement	R	9/16/2025	15,099.74		017797		
I-404202509162558	Payroll Reimbursement	R	9/16/2025	12,276.04		017797		149,205.79
01885	Colonial Life							
I-CL 202509162558	Colonial Life-AT	R	9/16/2025	112.10		017798		
I-CLP202509162558	Colonial Life-PT	R	9/16/2025	52.52		017798		164.62

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00006	AFLAC							
I-AF 202509022554	Aflac-After Tax Ins	R	9/16/2025	846.98		017799		
I-AF 202509162558	Aflac-After Tax Ins	R	9/16/2025	846.98		017799		
I-AFL202509022554	Aflac Insurance	R	9/16/2025	270.04		017799		
I-AFL202509162558	Aflac Insurance	R	9/16/2025	270.04		017799		2,234.04
00242	Elkins Professional Firefighte							
I-EPP202509022554	Elkins Professional FF	R	9/16/2025	150.00		017800		
I-EPP202509162558	Elkins Professional FF	R	9/16/2025	150.00		017800		300.00
00591	Retiree Health Benefit Trust F							
I-09/25 Council	RHBT Chen/Sev/Kerns 0925	R	9/16/2025	36.00		017801		
I-09/25 Retirees	09/25 Retirees	R	9/16/2025	2,303.92		017801		
I-RHB202509162558	Retiree Health Benefit Trust	R	9/16/2025	1,008.00		017801		3,347.92
00805	WV FEMC							
I-09/25 Chenoweth	RChenoweth 09/25	R	9/16/2025	102.84		017802		
I-MFB202509022554	Mt. Flex Benefit	R	9/16/2025	2,118.88		017802		
I-MFB202509162558	Mt. Flex Benefit	R	9/16/2025	2,118.88		017802		4,340.60
00810	WV Public Employee Insurance A							
I-09/25 B Kerns	Brandon Kerns Hlth/Life 09/25	R	9/16/2025	514.98		017803		
I-09/25 Chenoweth	RChenoweth Health/Life 09/25	R	9/16/2025	1,079.98		017803		
I-09/25 Severino	LSeverino Health/Life 09/25	R	9/16/2025	514.98		017803		
I-BL 202509162558	Basic Life Benefit	R	9/16/2025	198.00		017803		
I-CEC202509022554	Plan C E/C	R	9/16/2025	1,937.50		017803		
I-CEC202509162558	Plan C E/C	R	9/16/2025	1,937.50		017803		
I-CF 202509022554	Plan C Family	R	9/16/2025	25,872.00		017803		
I-CF 202509162558	Plan C Family	R	9/16/2025	25,872.00		017803		
I-CS 202509022554	Plan C Single	R	9/16/2025	7,951.50		017803		
I-CS 202509162558	Plan C Single	R	9/16/2025	7,951.50		017803		
I-DL 202509022554	Dependent Life	R	9/16/2025	147.31		017803		
I-DL 202509162558	Dependent Life	R	9/16/2025	137.49		017803		
I-OL 202509022554	Optional Life	R	9/16/2025	442.85		017803		
I-OL 202509162558	Optional Life	R	9/16/2025	439.71		017803		
I-TOF202509022554	Tobacco Surcharge Family	R	9/16/2025	400.00		017803		
I-TOF202509162558	Tobacco Surcharge Family	R	9/16/2025	475.00		017803		
I-TOS202509022554	Tobacco Surcharge Single	R	9/16/2025	100.00		017803		
I-TOS202509162558	Tobacco Surcharge Single	R	9/16/2025	100.00		017803		76,072.30
02755	Citizens Bank of WV							
I-GAR202509022554	Case #: CC-42-2023-C-79	R	9/16/2025	182.44		017804		
I-GAR202509162558	Case #: CC-42-2023-C-79	R	9/16/2025	182.44		017804		364.88

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00310	Griffith & Associates, PLLC							
C-15405	credit Whitmer portion	R	9/16/2025	2,730.25CR		017805		
I-15405	Attnty Svs/Whitmer 12/24-07/25	R	9/16/2025	5,460.50		017805		2,730.25
1	RAESE, JOHN V JR							
I-000202509222559	US REFUND	R	9/24/2025	61.71		017806		61.71
00023	Appalachian Forest Heritage Ar							
I-2026 1st Qtr Cont	2026 1st Qtr Contribution	R	9/24/2025	500.00		017807		500.00
00122	Citizens Bank of WVPP							
I-PP Cont 09/25	Police Pension Contribution	R	9/24/2025	22,030.00		017808		22,030.00
00126	City of Clarksburg							
I-202509083790	Yard Waste Tkt 2258	R	9/24/2025	107.00		017809		107.00
00132	Clarksburg Water Board							
I-M93567	Lab Results	R	9/24/2025	23.00		017810		
I-M93573/M93620	Lab Results	R	9/24/2025	253.00		017810		276.00
00154	COE Sanitation							
I-202509058131	Hauling/Tipping 38714 CH	R	9/24/2025	849.43		017811		849.43
00182	Country Roads Transit							
I-2026 1st Qtr Cont	2026 1st Qtr Contribution	R	9/24/2025	3,750.00		017812		3,750.00
00202	Davis Trust Company							
I-35239 100125	03113776-35239 100125	R	9/24/2025	1,425.22		017813		1,425.22
00239	Elkins Historic Landmark Commi							
I-2026 1st Qtr Cont	2026 1st Qtr Contribution	R	9/24/2025	1,000.00		017814		1,000.00
00243	Elkins Randolph County Chamber							
I-2026 1st Qtr Cont	2026 1st Qtr Contribution	R	9/24/2025	625.00		017815		625.00
00250	Elkins-Randolph County Regiona							
I-2026 1st Qtr Cont	2026 1st Qtr Contribution	R	9/24/2025	3,750.00		017816		3,750.00
00251	Elkins-Randolph County Public							
I-2026 1st Qtr Cont	2026 1st Qtr Contribution	R	9/24/2025	5,625.00		017817		5,625.00
00310	Griffith & Associates, PLLC							
I-15411	Sewer Rate Analysis	R	9/24/2025	17,000.00		017818		
I-15412	Water Rate Analysis	R	9/24/2025	12,000.00		017818		29,000.00

VENDOR SET: 01 Elkins

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DATE RANGE: 9/15/2025 THRU 10/10/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00468	Miss Utility of West Virginia, Message Fees August 2025	R	9/24/2025	358.55		017819		358.55
00517	Ohio Valley Bank 6300002950	R	9/24/2025	8,166.47		017820		8,166.47
00570	Randolph County Commission 2026 1st Qtr Contribution	R	9/24/2025	2,500.00		017821		2,500.00
00571	Randolph County Community Arts 2026 1st Qtr Contribution	R	9/24/2025	1,250.00		017822		1,250.00
00573	Randolph County Development Au 2026 1st Qtr Contribution	R	9/24/2025	3,375.00		017823		3,375.00
00576	Randolph County Humane Society 2026 1st Qtr Contribution	R	9/24/2025	3,000.00		017824		3,000.00
00578	Randolph Elkins Health Departm 2026 1st Qtr Contribution	R	9/24/2025	1,375.00		017825		1,375.00
00579	Randolph-Tucker Children's Adv 2026 1st Qtr Contribution	R	9/24/2025	2,500.00		017826		2,500.00
00582	Region VII Plan. & Development GIS Services 08/2025	R	9/24/2025	330.00		017827		330.00
00688	Terra Flora Landscaping Mulch	R	9/24/2025	170.00		017828		170.00
00707	Trickett's LLC Bits/Tools/Fasteners/Blades	R	9/24/2025	865.50		017829		865.50
01416	Gerry Roberts Reimb 25-M42C-00320	R	9/24/2025	204.50		017830		204.50
01445	Linda Silva Rope/Hoes	R	9/24/2025	98.26		017831		98.26
01594	Pace Analytical Services LLC Analytical Serv WV3304203	R	9/24/2025	621.00		017832		621.00
01751	COE WWTP Backwash 08/25	R	9/24/2025	1,004.58		017833		1,004.58

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 9/15/2025 THRU 10/10/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01790	Crim Law Office PLLC							
I-508	Attorney Services 07/25	R	9/24/2025	9,123.78		017834		
I-509	Municipal Ct Svs 07/2025	R	9/24/2025	3,320.00		017834		
I-510	Attny Serv Sanitary Bd 07/25	R	9/24/2025	290.00		017834		
I-512	Attny Serv WVDEP Grant 07/25	R	9/24/2025	730.00		017834		13,463.78
01791	Tom Tesar							
I-CKREQ 091825	Sale of Rototiller to EPRC	R	9/24/2025	250.00		017835		250.00
01798	HD Media Company LLC							
I-341882	Legal Ads	R	9/24/2025	72.31		017836		72.31
01942	Elkins Municipal Building Comm							
I-1214756-12 100125	1214756-12 100125	R	9/24/2025	4,509.60		017837		4,509.60
02047	Cybertech Automation USA Inc							
I-14261	Troubleshoot issue w/Flow Mtr	R	9/24/2025	160.00		017838		160.00
02098	Skasiks Quality Cleaners LLC							
I-171/224	Alterations	R	9/24/2025	275.40		017839		275.40
02123	Our Town Inc.							
I-2026 1st Qtr Cont	2026 1st Qtr Contribution	R	9/24/2025	625.00		017840		625.00
02157	Jerry A Marco							
I-Travel 091625	Travel SIMT 0916-091825	R	9/24/2025	253.96		017841		253.96
02277	Vigilant Communications LLC							
I-1049	Light Bar/Cables	R	9/24/2025	950.00		017842		950.00
02431	Fel-Ferguson Waterworks #527							
I-0994822	Pipe	R	9/24/2025	1,360.00		017843		1,360.00
02490	WVCorp							
I-113317	2nd Qtr 25-26 Coverage	R	9/24/2025	57,713.00		017844		57,713.00
02608	Zinn's R Us Inc							
I-4337	4 Septic Holding Tanks	R	9/24/2025	400.00		017845		400.00
02670	MechTech Solutions							
I-ELKINS07142025	Flow Meter Calibration	R	9/24/2025	7,000.00		017846		7,000.00
02691	Citizens Promoting Community							
I-2026 1st Qtr Cont	2026 1st Qtr Contribution	R	9/24/2025	625.00		017847		625.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 9/15/2025 THRU 10/10/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02692	Randolph County EMS							
I-2026 1st Qtr Cont	2026 1st Qtr Contribution	R	9/24/2025	12,500.00		017848		12,500.00
02754	American Bulldog Electrical LL							
I-INV0459	Service Call Elkiuns Flow Mtr	R	9/24/2025	200.00		017849		200.00
02769	BCN Telecom Inc TBS							
I-23983009	Street Cameras	R	9/24/2025	1,713.96		017850		1,713.96
02856	Eurofins Built Environment Tes							
I-268114	PLM Short Report	R	9/24/2025	204.45		017851		
I-268801	PLM Short Report	R	9/24/2025	122.67		017851		327.12
02872	Summit Enterprise							
I-0000002	Install Block/Gutter/Ice Guard	R	9/24/2025	3,500.00		017852		3,500.00
02873	H&H Inspection							
I-091025	Inspection Stewart Lift	R	9/24/2025	125.00		017853		125.00
02671	CP&H Inc dba City Plumbing & H							
I-Appl #12	contracted services	R	9/24/2025	326,536.55		017854		326,536.55
00116	Child Support Enforcement							
I-CDS202509292560	Child Support	R	9/30/2025	453.40		017855		453.40
00121	Citizens Bank of WVFP							
I-FP 202509292560	Fire Pension	R	9/30/2025	433.38		017856		433.38
00122	Citizens Bank of WVFP							
I-PP 202509292560	Police Pension	R	9/30/2025	167.05		017857		
I-PPN202509292560	Police Pension-2010 Forward	R	9/30/2025	222.49		017857		389.54
00147	COE Misc							
I-MIS202509292560	Misc Reimbursements	R	9/30/2025	211.49		017858		211.49
00150	COE Payroll							
I-T1 202509292560	Federal Withholding	R	9/30/2025	17,174.29		017859		17,174.29
00151	COE Payroll							
I-T3 202509292560	FICA	R	9/30/2025	24,146.36		017860		
I-T4 202509292560	Medicare	R	9/30/2025	5,954.90		017860		30,101.26
00152	COE Payroll							
I-T2 202509292560	State Withholding	R	9/30/2025	6,824.00		017861		6,824.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00203	Davis Trust Company							
I-CC 202509292560	Employee Christmas Club	R	9/30/2025	3,310.00		017862		3,310.00
00747	Washington National Insurance							
I-WN 202509292560	Washington National Insurance	R	9/30/2025	574.13		017863		574.13
00837	COE Payroll Reimbursement							
I-001202509292560	Payroll Reimbursement	R	9/30/2025	69,162.57		017864		
I-006202509292560	Payroll Reimbursement	R	9/30/2025	8,398.00		017864		
I-036202509292560	Payroll Reimbursement	R	9/30/2025	15,652.42		017864		
I-400202509292560	Payroll Reimbursement	R	9/30/2025	25,333.78		017864		
I-401202509292560	Payroll Reimbursement	R	9/30/2025	15,353.05		017864		
I-404202509292560	Payroll Reimbursement	R	9/30/2025	12,281.31		017864		146,181.13
01885	Colonial Life							
I-CL 202509292560	Colonial Life-AT	R	9/30/2025	112.10		017865		
I-CLP202509292560	Colonial Life-PT	R	9/30/2025	52.52		017865		164.62
00121	Citizens Bank of WVFP							
I-FP 202509292561	Fire Pension	R	9/30/2025	87.50		017866		87.50
00122	Citizens Bank of WVPP							
I-PP 202509292561	Police Pension	R	9/30/2025	35.00		017867		
I-PPN202509292561	Police Pension-2010 Forward	R	9/30/2025	47.50		017867		82.50
00150	COE Payroll							
I-T1 202509292561	Federal Withholding	R	9/30/2025	2,088.91		017868		2,088.91
00151	COE Payroll							
I-T3 202509292561	FICA	R	9/30/2025	5,967.50		017869		
I-T4 202509292561	Medicare	R	9/30/2025	1,461.00		017869		7,428.50
00152	COE Payroll							
I-T2 202509292561	State Withholding	R	9/30/2025	1,524.00		017870		1,524.00
00837	COE Payroll Reimbursement							
I-001202509292561	Payroll Reimbursement	R	9/30/2025	17,182.17		017871		
I-006202509292561	Payroll Reimbursement	R	9/30/2025	2,517.48		017871		
I-036202509292561	Payroll Reimbursement	R	9/30/2025	4,039.11		017871		
I-400202509292561	Payroll Reimbursement	R	9/30/2025	6,537.86		017871		
I-401202509292561	Payroll Reimbursement	R	9/30/2025	4,629.92		017871		
I-404202509292561	Payroll Reimbursement	R	9/30/2025	5,210.05		017871		40,116.59

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 9/15/2025 THRU 10/10/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00122	Citizens Bank of WVPP Police Pension 10/2025	R	10/07/2025	536.55		017872		536.55
00143	COE General Fund 2 Monthly Indirects 10/2025	R	10/07/2025	16,824.83		017873		16,824.83
00149	COE Parks and Recreation Parks Monthly Support 10/25	R	10/07/2025	25,483.00		017874		25,483.00
00287	Garrett Equipment Rentals, LLC Snow Plow Install	R	10/07/2025	695.00		017875		
	I-w1347 Snow plow removal	R	10/07/2025	255.00		017875		950.00
00483	Mountain Valley Bank 1202553-24 #19 101525	R	10/07/2025	6,518.78		017876		6,518.78
00500	Newlons International Sales, L Engine Turbo	R	10/07/2025	2,531.05		017877		
	I-01P33228 Comb Light/Bulbs	R	10/07/2025	88.20		017877		2,619.25
00578	Randolph Elkins Health Departm Hep AB Z Judy	R	10/07/2025	174.50		017878		174.50
00698	Tire & Rubber Inc. OTS Passenger Tires	R	10/07/2025	522.00		017879		522.00
00779	Woodford Oil Company 450 Diesel	R	10/07/2025	1,471.50		017880		
	I-SI-10588 UD HD 2/CHV Multifak	R	10/07/2025	380.00		017880		1,851.50
00855	Agency LMC Website Mngmt 08/2025	R	10/07/2025	440.05		017881		440.05
01220	The Delmonte Market City Flowers 2025 4 Of 4	R	10/07/2025	6,028.50		017882		6,028.50
01292	COE Sewer O & M Account 09/25 Sewer O&M Dep	R	10/07/2025	13,153.88		017883		13,153.88
01313	COE Water O & M Account 09/25 Water O&M Dep	R	10/07/2025	12,902.14		017884		12,902.14
01833	P3 Cost Analysts Visa VUIRF 09/25	R	10/07/2025	635.13		017885		635.13

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 9/15/2025 THRU 10/10/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01942 I-00011 101525	Elkins Municipal Building Comm 1214756-11 101525	R	10/07/2025	4,833.20		017886		4,833.20
02059 I-94992C	Matheny Motor Truck Company Straps	R	10/07/2025	25.62		017887		25.62
02157 I-Travel 092925	Jerry A Marco Travel Region VII Meeting	R	10/07/2025	33.38		017888		33.38
02305 I-393493 091625	Don's Heating & A/C Repair Leak Tested and Labor	R	10/07/2025	350.00		017889		350.00
02322 I-80211878	Badger Meter MBL Hosting Services 09/2025	R	10/07/2025	258.84		017890		258.84
02431 I-0998248 I-1000234	Fel-Ferguson Waterworks #527 4 Hymax Grip Coup 24-36/100 Silt Fence	R R	10/07/2025 10/07/2025	1,780.32 624.00		017891 017891		2,404.32
02462 I-16799	Charleston Fleet Services Snatch Block/Shipping	R	10/07/2025	1,493.52		017892		1,493.52
02792 I-292613	Truck Vault Truck Vault Storage Sys	R	10/07/2025	4,368.75		017893		4,368.75
02794 I-7745	Total Image Paint & Collision 25 Ford F150 Paint/Labor	R	10/07/2025	1,471.34		017894		1,471.34
02848 I-10/2025	First United Methodist Church Rental spaces	R	10/07/2025	80.00		017895		80.00
02863 I-INV21135 I-INV21138	Holiday Outdoor Decor Maple Leaf Pole Mounts 22 in Panel Tree	R R	10/07/2025 10/07/2025	19,943.35 11,800.75		017896 017896		31,744.10
02879 I-092325	Allegheny Excavating LLC Demo/Cleanup 4 Seasons	R	10/07/2025	15,790.00		017897		15,790.00
02880 I-255106	End2End Public Safety ARMS Licenses Support/Maint	R	10/07/2025	13,500.00		017898		13,500.00
02883 I-BndRfnd 24CR166	Wendy Love Green Bond Refund KDibella	R	10/07/2025	377.00		017899		377.00

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 9/15/2025 THRU 10/10/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02884	Tanner Lumber Company							
I-14252E	100 8/4 White Oak	R	10/07/2025	400.00		017900		400.00
00140	City of Elkins							
I-CKREQ 100625	Whitmer pmts to Elkins	R	10/07/2025	4,107.06		017901		4,107.06
00156	COE Sewer Depreciation Account							
I-09/25 Sewer Depr	Sewer Depr Deposit 09/25	R	10/07/2025	6,975.64		017902		6,975.64
00158	COE Water Depreciation Account							
C-Correction	Correction of entry	R	10/07/2025	6,975.64CR		017903		
I-09/2025 Sewer Depr	09/25 Sewer Depr Deposit	R	10/07/2025	6,975.64		017903		
I-9/2025 Water Depr	09/25 Water Depr Deposit	R	10/07/2025	11,009.70		017903		11,009.70

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	132	1,598,937.13	0.00	1,598,713.87
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	48	335,301.64	0.00	335,301.64
EFT:	0	0.00	0.00	0.00
NON CHECKS:	1	0.00	0.00	0.00
VOID CHECKS:	1 VOID DEBITS	0.00		
	VOID CREDITS	223.26CR	223.26CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	182	1,934,015.51	0.00	1,934,015.51
BANK: Pool TOTALS:	182	1,934,015.51	0.00	1,934,015.51

VENDOR SET: 01 Elkins
BANK: SEIZU Police Seizure
DATE RANGE: 9/15/2025 THRU 10/10/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02874	Hailey Collins							
I-Ckrequest091225	Case #24-0001303/24-F-87	R	9/17/2025	1,220.00		000022		1,220.00
02881	Maurice Murray							
I-CKRequest/0925	refund seized property	R	9/24/2025	2,302.00		000023		2,302.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	3,522.00	0.00	3,522.00
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: SEIZU TOTALS:	2	3,522.00	0.00	3,522.00
BANK: SEIZU TOTALS:	2	3,522.00	0.00	3,522.00
REPORT TOTALS:	192	1,975,121.93	0.00	1,975,121.93

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 9/15/2025 THRU 10/10/2025
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:	October 16, 2025
Section:	New business
Category:	Ordinance
Agenda Item Name:	Ordinance 348: Prohibiting Discrimination in Employment, Housing, and Public Accommodations (final reading)
Recommended By:	Rules & Ordinances Committee
Summary:	<p>This ordinance has been recommended by the Rules & Ordinances Committee to address gaps in existing federal and state anti-discrimination laws. For example, those laws apply only to larger employers and do not fully protect some categories of people. More specifically, West Virginia law does not provide explicit protections based on marital status or veteran status in any area, covers familial status only in housing (not in employment or public accommodations), and does not explicitly protect sexual orientation or gender identity. Federal protections list more categories of people but also do not apply to all employers or types of housing providers.</p> <p>The proposed ordinance would close these gaps by extending protections to employees regardless of employer size and by explicitly prohibiting discrimination based on race, color, religion, veteran status, national origin, age, disability, marital status, familial status, sex, sexual orientation, and gender identity in employment, housing, and public accommodations. The ordinance includes an exemption intended to protect the right of religious organizations to hire individuals of a particular faith for work connected to their religious activities.</p> <p>The proposed ordinance would not be enforced by the city but would instead establish grounds for a private cause of action, in which someone who feels they have been discriminated against in violation of this law could bring a civil suit in circuit court. According to Fairness West Virginia, similar laws have been adopted in about 20 West Virginia municipalities over the past 18 years. In that time, there have only been a small handful of legal actions brought under this legal framework across all adopting municipalities.</p>
Fiscal Impact:	No cost to the city



CITY OF ELKINS AGENDA ITEM REPORT

Recommendation:	Consider for approval
Attachments:	<ol style="list-style-type: none">1. Ordinance 348 FAQ for Media Final2. O-348 - Section 30.07 Prohibiting Discriminaton_v2

Ordinance 349 – Background and FAQs for Media

Council's Rules & Ordinances Committee has recommended that Council consider approving Ordinance 349 ("Prohibiting Discrimination in Employment, Housing, and Public Accommodations"). The Committee took this action in response to a citizen request signed by three Elkins residents; about a half dozen Elkins residents and a representative of the statewide organization Fairness West Virginia attended the committee meeting in support of the request.

Ordinance Overview

Although the ordinance adds protections based on sexual orientation or gender identity, the ordinance is broader than that and fills several additional gaps in existing state and federal anti-discrimination laws.

If approved, the ordinance would extend protections to smaller employers and explicitly cover categories that are still not fully addressed in West Virginia law, including veteran status, marital status, and familial status, alongside race, religion, sex, age, and disability.

The ordinance does not require city enforcement action but instead creates a private cause of action for someone to bring suit in circuit court. Also, the ordinance protects the right of religious organizations to hire members of their own faith for work connected to their religious activities.

By adopting this ordinance, Elkins would be joining approximately 20 other West Virginia municipalities that have adopted similar measures over the last 18 years. In that time, according to Fairness West Virginia, there have been only a small handful of legal actions brought under this framework statewide.

FAQs & Answers

Q1: Why do we need this? Aren't people already protected?

A: Unfortunately, no. Current state laws leave gaps in protections for veterans, marital status, and familial status in employment. West Virginia state law also does not protect people from being fired or denied housing based on sexual orientation or gender identity. This ordinance closes those gaps for our city.

Q2: Does this mean a man can just say he's a woman and use the women's restroom?

A: This ordinance prohibits discrimination in employment, housing, and public accommodations. It is not a bathroom ordinance. It does not create new rules for restrooms. The experience of about 20 other WV municipalities shows that this has not become an issue. Businesses and other organizations across West Virginia continue to manage their properties as they always have.

Q3: Will this force churches or religious schools to hire people against their beliefs?

A: Absolutely not. The ordinance has a specific religious exemption (Section 1-4). It protects the right of a religious organization to hire individuals of a particular religion to perform work connected with their religious activities. A church can still hire ministers of its own faith.

Q4: Will this create a flood of lawsuits against small businesses?

A: The data strongly says **no**. Across about 20 WV municipalities with identical laws for 18 years, there have been only a handful of lawsuits. The high burden of proof ("clear and convincing evidence") and the cost of filing a lawsuit reduce the likelihood of frivolous claims. This is a measure of last resort for serious discrimination.

Q5: Why are we adding "special rights" for certain groups?

A: This is about **equal rights**, not special rights. The right to not be fired for who you are is the same right everyone else already has. We're simply extending existing protections—like those for race, ethnicity and religion—to more classes of people, including our veterans and families with children, so that everyone plays by the same rules.

Q6: Doesn't this violate my freedom of speech or religious freedom?

A: The First Amendment is paramount. This ordinance regulates discriminatory *actions* in specific commercial and housing contexts (firing, evicting, denying service), not speech or belief. You are free to believe whatever you wish. You are not free to use those beliefs to illegally discriminate in areas covered by the law, just as you can't currently refuse to hire someone based on their race or religion.

Q7: What does "gender identity" even mean?

A: The ordinance defines it clearly: "The actual or perceived gender-related identity, expression, appearance, or mannerisms... regardless of the individual's designated sex at birth." In practical terms, it means you cannot fire your employee or evict your tenant because their appearance or mannerisms don't conform to a anyone's norms of how a man or woman "should" look or act.

ORDINANCE 348

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS,
WEST VIRGINIA, PROHIBITING DISCRIMINATION IN EMPLOYMENT,
HOUSING AND PUBLIC ACCOMADATIONS**

WHEREAS, at its September 2, 2025, meeting, the Rules and Ordinance Committee received a presentation from Fairness WV which proposed the consideration and the adoption of an ordinance prohibiting discrimination in employment, housing and public accommodation; and

WHEREAS, the Committee recommended that the Common Council adopt an ordinance containing said prohibitions: and

WHEREAS, the Common Council concludes that this ordinance is being proposed and adopted for the reasons set forth in the following section entitled §30.07(B) Purpose and Intent; and

NOW THEREFORE, BE IT ORDAINED and ENACTED by the Common Council of the City of Elkins that the Elkins City Code be amended by adding a new Section, namely §30.07 Unlawful Discrimination et seq. as set forth herein:

§ 30.07 UNLAWFUL DISCRIMINATION

(A) Purpose and Intent. It is the purpose and intent of the Elkins Common Council to protect and safeguard the right and opportunity of all persons to be free from all forms of discrimination, including discrimination based on real or perceived race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, marital status, familial status, or veteran status. The Elkins Common Council’s purpose in enacting this ordinance is to promote the public health and welfare of all persons who live and work in the City of Elkins. It is important for the City of Elkins to ensure that all persons within the City have equal access to employment, housing, and public accommodations.

(B) Definitions. For the purposes of this ordinance, the following terms shall have the following meanings:

- (1) **AGE.** An individual’s status as having obtained forty or more years of age.

- (2) **CITY CONTRACTOR.** Any person, corporation, or entity that has a contract to do business with the City of Elkins.

- (3) **DISCRIMINATE, DISCRIMINATION OR DISCRIMINATORY.** Any act, policy or practice that, regardless of intent, has the effect of subjecting any person to differential treatment as a result of that person's real or perceived race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, marital status, familial status, or veteran status.
- (4) **EMPLOYEE.** Any individual employed by or seeking employment from an employer, excluding any individual employed by his or her parents, spouse, or child.
- (5) **EMPLOYER.** A person who employs one or more employees in the City of Elkins, or any agent of such person. Employer shall include the City of Elkins and any City contractor.
- (6) **FAMILIAL STATUS.** Means an individual's past, current or prospective status as parent or legal guardian to a child or children below the age of eighteen (18) who may or may not reside with that individual.
- (7) **GENDER IDENTITY.** The actual or perceived gender-related identity, expression, appearance, or mannerisms, or other gender-related characteristics of an individual, regardless of the individual's designated sex at birth.
- (8) **MARITAL STATUS.** An individual's past, current, or prospective status as single, married, domestically partnered, divorced, or widowed.
- (9) **NATIONAL ORIGIN.** An individual's or his or her ancestor's place of origin.
- (10) **PUBLIC ACCOMMODATION.** Any place, store, or other establishment, either licensed or unlicensed, that supplies accommodations, goods, or services to the general public, or that solicits or accepts the patronage or trade of the general public, or that is supported directly or indirectly by government funds. The term does not include any private club, bona fide membership organization, or other establishment that are not in fact open to the public.
- (11) **RELIGION.** All aspects of religious belief, observance, and practice.
- (12) **SEXUAL ORIENTATION.** Actual or perceived homosexuality, heterosexuality, or bisexuality.

(13) **VETERAN STATUS.** An individual's status as one who served in the active military, naval or air service.

(C) Civil Rights Declared. The right of an otherwise qualified person to be free from discrimination because of that person's real or perceived race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, marital status, familial status, or veteran status is recognized as and declared to be a civil right. This right shall include, but not be limited to, all of the following:

- (1) The right to obtain and hold employment and the benefits associated therewith without discrimination.
- (2) The right to the full enjoyment of any of the accommodations, advantages, facilities, or privileges of any public accommodation without discrimination.
- (3) The right to engage in property transactions, including obtaining housing for rental or sale and credit therefor, without discrimination.
- (4) The right to exercise any right granted under this ordinance without suffering coercion or retaliation.

(D) Exceptions. Notwithstanding the foregoing, the following are not discriminatory practices prohibited by §30.07 (D):

- (1) A religious corporation, association, or society that employs an individual of a particular religion to perform work connected with the performance of religious activities by the corporation, association, or society.
- (2) An employer observes the conditions of a bona fide affirmative action plan or a bona fide seniority system which is not a pretext to evade the purposes of this Section of the City Code.

(E) Enforcement. A violation of this Section of the City Code constitutes a civil infraction and can be enforced by a private right of action.

- (1) There is hereby established in the City of Elkins a private right of action for individuals who are aggrieved of any of the unlawful discriminatory practices described in §30.07 (D). The individual aggrieved may file a complaint in Randolph County Circuit Court, in compliance with the relevant rules of that Court, and must show through clear and convincing evidence that the defendant committed an unlawful discriminatory practice as described in §30.07(D).

(F) Other Remedies. This Section of the City Code may not be construed to limit any other remedies available under local, state, or federal law.

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 THE SECOND AND FINAL READING THIS _____
DAY OF _____, 2025.**

CITY OF ELKINS, WEST VIRGINIA

Jerry A. Marco, Mayor

Attest:

Sutton. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 16, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1869: Approving terms and authorizing execution of contract with Region VII Planning and Development Council for provision of GIS services
Recommended By:	City Clerk
Summary:	This resolution authorizes execution of an amendment to the Professional Services Agreement between the City of Elkins and the Region VII Planning and Development Council for GIS professional consulting services. The amendment increases the hourly rate from \$55.00 to \$75.00 to reflect rising operating costs, with all other terms of the original 2023 agreement remaining unchanged. These GIS services are utilized by the City Clerk, Operations Department, and the Water and Wastewater Departments.
Fiscal Impact:	Increases hourly rate from \$55 to \$75.
Recommendation:	Consider for approval
Attachments:	1. R-1869 - updated contract with Region VII planning and development council for GIS services

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1869)

October 16, 2025

***Authorizing Execution of an Updated Consulting Agreement With
Region VII Planning and Development Council for GIS Services***

WHEREAS, the Common Council of the City of Elkins, West Virginia (“City”) finds it necessary and desirable to make improvements to and enhance the city’s use of geographic information systems (GIS) tools and capabilities in various departments; and

WHEREAS, the City has determined that it needs to obtain professional GIS services to assist with the setup, organization and management of its GIS system and files; and,

WHEREAS, the Region VII Planning and Development Council (“Region VII”) has extensive experience in the development and management of these types of GIS and mapping activities; and

WHEREAS, the City has already entered into an agreement with Region VII for professional services related to the development and management of these types of GIS and mapping activities; and

WHEREAS, Region VII has submitted a new proposed agreement (attached), revised as to the hourly rate charged for providing these services; and

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Elkins, West Virginia accepts the terms and conditions of and authorizes the Mayor to sign the attached updated agreement between Region VII Planning and Development Council and the City of Elkins, after review by the City Attorney.

Jerry A. Marco, Mayor

Attest:

Sutton Stokes, City Clerk



21 East Main Street, Suite 102 | PO Box 849
Buckhannon, WV 26201

AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This Amendment to the Professional Services Agreement (the "Agreement") is made and entered into this ___ day of _____, 2025, by and between the **City of Elkins** ("CITY") and **Region VII Planning and Development Council** ("COUNCIL").

WHEREAS, on April 6, 2023, the City and Region VII PDC entered into an Agreement for GIS professional consulting services at an hourly rate of \$55.00 per hour; and

WHEREAS, Region VII PDC has experienced increased operating costs and seeks to adjust the hourly rate for services provided under the original Agreement; and

WHEREAS, both parties desire to amend the Agreement to reflect the revised hourly rate while maintaining all other terms and conditions of the original Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Amendment to Hourly Rate:** Article 3 of the Agreement is hereby amended to reflect that the hourly rate for GIS professional consulting services shall be increased from **\$55.00 per hour to \$75.00 per hour**, effective upon approval by the City.
2. **No Other Modifications:** Except as expressly modified by this Amendment, all other terms, conditions, and provisions of the Agreement shall remain in full force and effect.
3. **Entire Agreement:** This Amendment, together with the original Agreement and any prior amendments, constitutes the entire agreement between the parties regarding the subject matter hereof and supersedes any prior understandings or agreements, whether written or oral.
4. **Execution:** This Amendment may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date first written above.

Shane Whitehair
Executive Director
Region VII Planning & Development Council
21 East Main Street, Suite 102
Buckhannon, WV 26201

Jerry A. Marco
Mayor
City of Elkins
401 Davis Avenue
Elkins, WV 26241

REGION VII PLANNING & DEVELOPMENT COUNCIL
www.regionvii.com | O: 304.472.6564 | F: 304.472.6590

Proudly Serving Barbour, Braxton, Gilmer, Lewis, Randolph, Tucker, and Upshur Counties



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 16, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1870: Appointing Nanci Bross-Fregonara as alternate Elkins representative on the board of Mon Forest Towns
Recommended By:	
Summary:	Appoints Nanci Bross-Fregonara as alternate Elkins representative on the board of Mon Forest Towns. See attached nomination letter for more information.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1870 - Appointment of Bross-Fregonara to Mon Forest Towns as alternate

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1870)

October 16, 2025

***Appointment of Nanci Bross-Fregonara as Alternate Representative for Elkins
On the Board of Directors of the Mon Forest Towns Partnership***

WHEREAS, the City of Elkins, West Virginia (“City”) has, via Resolution #1297, adopted January 16, 2020, the City accepted and executed a Memorandum of Understanding (“MOU”) with the Monongahela National Forest (“MNF”), for the purpose of participating in the Mon Forest Towns Partnership (“MFTP”) meant to diversify economic development and enhance the quality of life for residents and visitors; and,

WHEREAS, the MOU requires that each participating community appoint both a primary representative to the Board of Directors and an alternate representative to attend in the primary representative’s place as needed; and,

WHEREAS, the City appointed Jessica Sutton as its primary representative via Resolution 1542, effective July 13, 2022; and

WHEREAS, Samantha Peet, the City’s previous alternate representative, has resigned, and the Board has nominated Nanci Bross-Fregonara to fill this vacancy, and Ms. Bross-Fregonara is willing to serve; and,

WHEREAS, it appears that this appointment is in the best interest of the citizens of the City of Elkins;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby appoints Nanci Bross-Fregonara as the City’s alternate representative to the Mon Forest Towns Partnership Board of Directors, effective immediately.

Jerry A. Marco, Mayor

Attest:

Sutton Stokes, City Clerk

From: [Jessica Sutton](#)
To: [Sutton Stokes](#)
Cc: [Nanci Bross-Fregonara](#)
Subject: Mon Forest Towns representative nomination
Date: Thursday, September 18, 2025 3:20:01 PM

CAUTION: This email originated from outside the organization. Do not click links or open attachments or reply unless you recognize the sender and know the content is safe. Contact Help Desk for assistance.

Sutton,

If you could please share the request below with the City Council and include on an upcoming council agenda, I would appreciate it.

Elkins City Council:

Since inception, the City of Elkins has been a supporter and participant of the Mon Forest Towns Partnership. The MFTP Board of Directors is comprised of one representative from each of the twelve members towns who is supported by an alternate representative. These representatives are appointed by governing body for each member town. Currently, Jessica Sutton serves as the Elkins representative and the Chair of the Board.

Samantha Peet, former Elkins-Randolph County Tourism and Visitors Bureau Marketing Director was serving in the role of alternate chair and had been an active participant in the MFT Marketing Committee. However, due to a change in employment and limited availability, she resigned from the position of alternate representative earlier this year.

As a replacement, I am pleased to recommend Nanci Bross-Fregonara. Nanci will bring a wealth of knowledge to our organization and be well positioned to serve as a conduit between the City and the MFTP. I respectfully request that Nanci be appointed as the Elkins alternate representative to the Mon Forest Towns Partnership Board of Directors at your earliest convenience.

Please reach out if you have any questions and visit the Mon Forest Towns website at www.monforesttowns.org for more information.

Thank you,

/ Jessica Sutton (she/her)

Outdoor Community Development Manager

Brad & Alys Smith Outdoor Economic Development Collaborative

West Virginia University

304.614.5337(mobile)





CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 16, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1871: Appointing Stephanie Beck to an unexpired term on the Elkins Tree Board
Recommended By:	Elkins Tree Board
Summary:	Appoints Stephanie Beck to a vacancy arising from the resignation of Andrea Brandon. The term expires December 31, 2026.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1871 - appointing Stephanie Beck to the Elkins Tree Board

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1871)

October 16, 2025

***Appointing Stephanie Beck to the Elkins Tree Board
For an Unexpired Term Ending December 31, 2026***

WHEREAS, § 93.093 of the Elkins City Code establishes the Elkins Tree Board (“the Board”) as the body which advises Council on matters affecting the urban forest; and

WHEREAS, the Board is composed of no fewer than six and no more than eight members who are citizens and residents of Randolph County, including representatives from various interest groups, such as homeowners, tree professionals, and members of City Council; and

WHEREAS, a vacancy exists on the Board for a term expiring December 31, 2026, arising from the resignation of Andrea Brandon; and

WHEREAS, the Board has nominated Stephanie Beck to fill this vacancy, and Ms. Beck is willing and qualified to serve; and

NOW, THEREFORE, BE IT RESOLVED, THAT:

Stephanie Beck is hereby appointed to the Elkins Tree Board for an unexpired term ending December 31, 2026.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 16, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1872: Appointing Elwood Sites to the Randolph County Board of Health
Recommended By:	Randolph County Board of Health
Summary:	<p>This resolution appoints Elwood Sites to the Elkins-Randolph County Board of Health to fill a City of Elkins vacancy. Mr. Sites was nominated by the board.</p> <p>Council previously appointed John Taylor to fill this vacancy, on September 4, but Mr. Taylor declined his appointment due to a schedule conflict.</p> <p>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.</p>
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1872 - appointing Sites to board of health

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1872)

October 16, 2025

***Appointing Elwood Sites 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, the Board has nominated Elwood Sites to fill that vacancy, and Mr. Sites is willing to serve;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby appoints Elwood Sites 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